



Pittsford Schools

2019 – 2020 BUDGET WORK SESSION #2

Support Services Budget Report

March 6, 2019





Support Services Overview

- Encompasses the non-instructional operations of the District that fall under the responsibility of the Assistant Superintendent of Finance and Support Services
- 217 full time equivalent professionals dedicated to providing safe, efficient and quality services to the entire district, students and community (General Fund only):
 - Finance (Business Office) & Auditing
 - Operations & Maintenance / Buildings & Grounds / Security
 - Technology Support (Infrastructure)
 - Student Transportation
 - This presentation covers the General Fund only (voter budget), thus Food Service is not included
- The total Support Services budget is approximately \$15.7 million or 11% of the District's total budget and 19% of District staffing

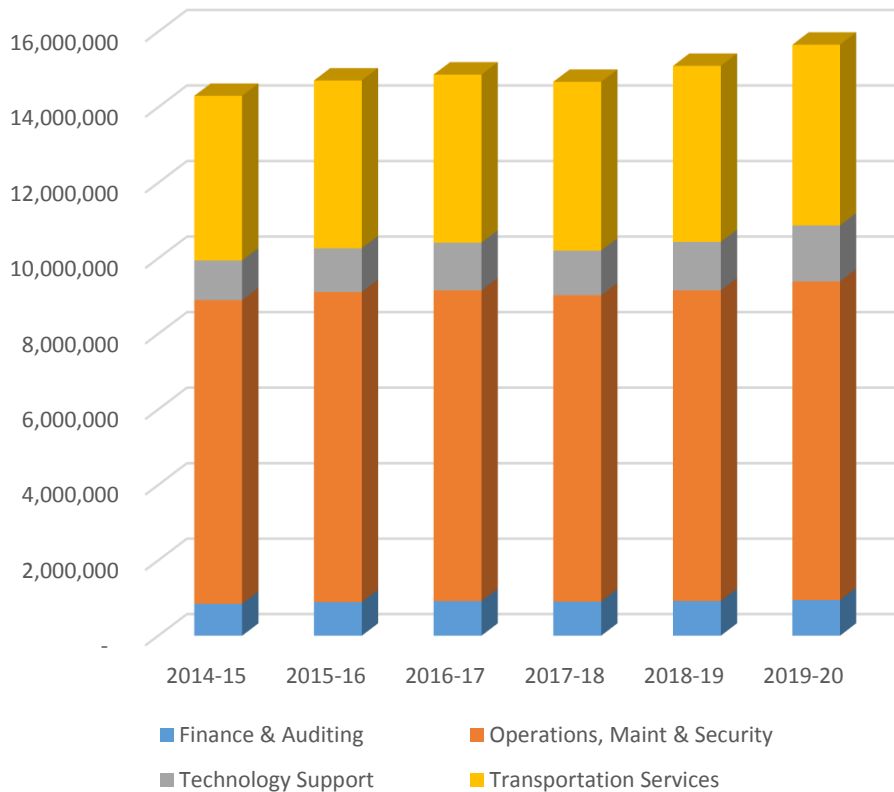


Support Services Overview

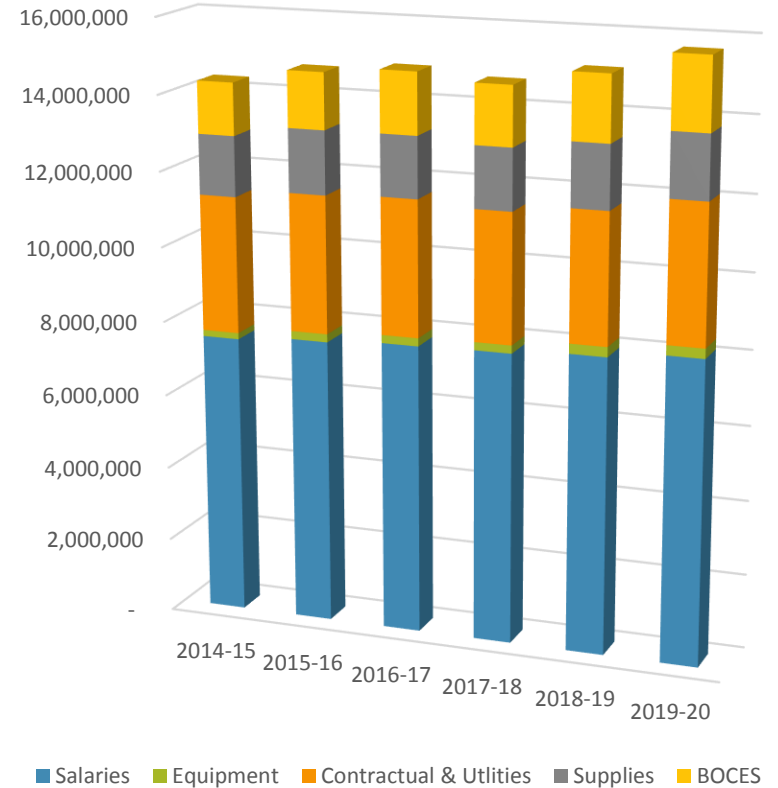
- Support Services is one of the few areas that is responsible for providing services to EVERY department in the District
- Support Services is highly regulated and held accountable by various Local, State and Federal authorities with various reporting requirements, and has high visibility
 - Often has extensive/expensive burdens passed onto it
 - High public/community visibility and impact
- Despite the above increased demands
 - Staffing has decreased 5.0 FTEs; -2.25% since 2014-15
 - Annual budget increases have averaged 1.6% per year
- Support Services, “Do more, do better, do with less”

Support Services Budget Overview

Total Support Services Budget Trend

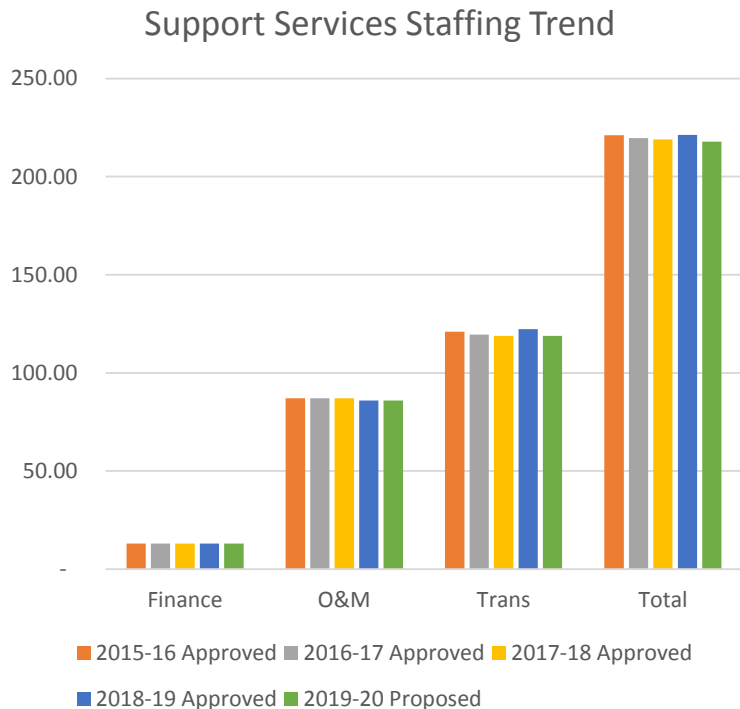


Total Support Services Trend by Object



Support Services Staffing

FTE (Full-Time Equivalent)



	Finance	O&M	Trans	Total
2015-16 Approved	12.85	87.00	121.00	220.85
2016-17 Approved	12.85	87.00	119.54	219.39
2017-18 Approved	13.05	87.00	118.92	218.97
2018-19 Approved	13.05	86.50	122.28	220.83
2019-20 Proposed	13.05	86.00	118.83	217.88



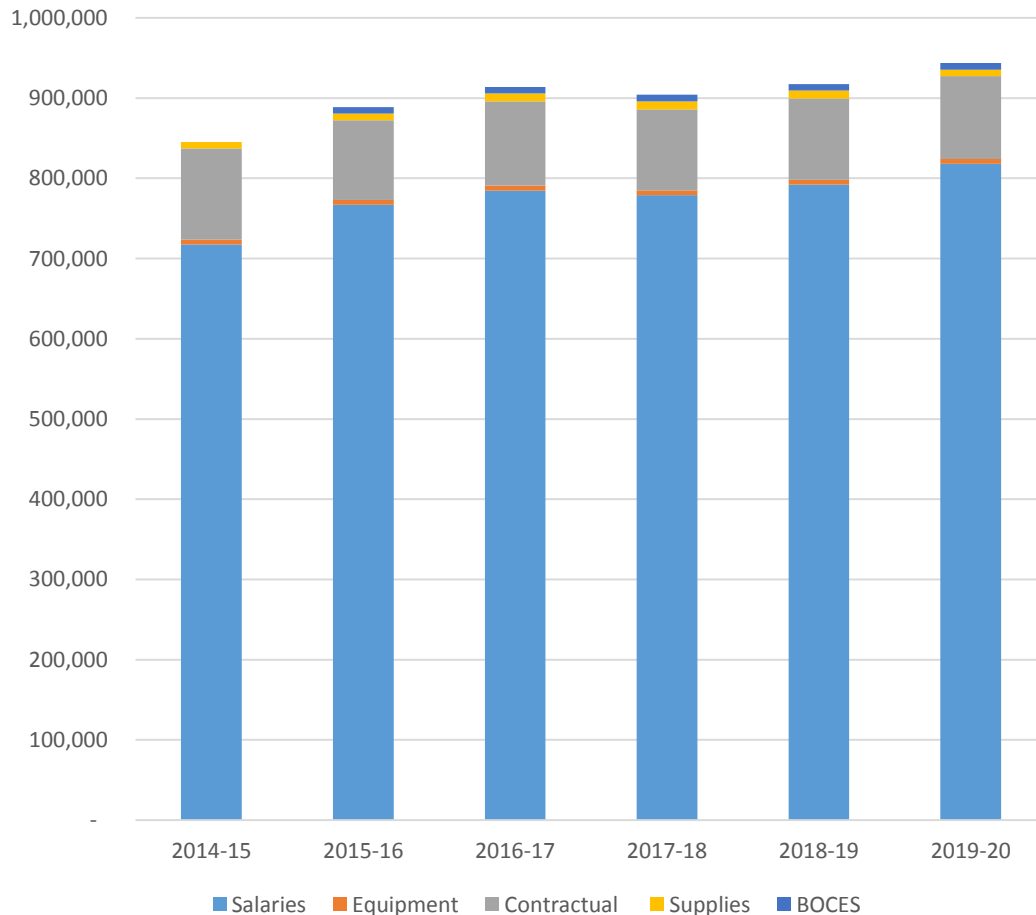
Finance & Auditing at a Glance

Responsible for (district wide)

- All accounting and financial reporting for six major funds totaling almost \$180 million
- Purchasing processed 4,200 Purchase Orders and performed 44 competitive bids
- Accounts Payable processed 6,800 disbursements
- Payroll processed 31,000 paychecks for approx. 1,500 employees
 - All Federal, State and Retirement System reporting
- Benefits oversees health and dental insurance for 987 active and 1,017 retiree plans
- Internal Claims Auditor reviews all of the above
- Coordinating with the independent Internal and External Auditors and Board Audit Oversight Committee
- Annual Budget preparation for the Superintendent
- Asset Inventory Management
- Risk Management and Insurance
- Financial Planning and Debt Service
- State Aid claims and reconciliation
- State Advocacy
- District representative on the following Governing Boards:
 - Rochester Areas Schools Health Insurance Consortiums (RASHP I & II)
 - Rochester Areas Schools Worker's Compensation (RASWC)
 - NYS Association of School Business Officials NYSABO – past president and Director
 - New York Schools Insurance Reciprocal (NYSIR) previous Board of Governors
- Year-end accounting and closing of the books
- Fund Balance and Reserve Management
- NYS Office of the Comptroller (OSC) compliance and auditing coordination
- Processing and execution of Tax Warrants, Tax Rate calculation and STAR billing

Finance & Auditing Budget

Finance & Auditing Budget Trend by Object



- Approved 2018-19 \$917,391
- Proposed 2019-20 \$943,690
 - Increase \$26,299 2.87%
- Average Annual Increase over six years = 1.9%
- Staffing 13 FTE
 - has been stable despite increased regulation and data reporting requirements
- Accomplishments:
 - Improvement in Local and NYS Audits
 - Improved efficiencies and reduced costs
 - Enhanced services
 - Improved Bond (credit) Rating
- Challenges:
 - Constant increase in mandates and regulations
 - Demands from other departments due to external demands placed on them
 - Property Tax Levy and State Aid limitations
 - Staffing / recruiting
 - District wide new workforce is less financial responsibility conscious



Operations, Maintenance & Security at a Glance

Responsible for (district wide)

- Operation and maintenance of all physical buildings, infrastructure, operations, grounds and security
 - 1.35 million square feet
 - 11 buildings, 23 structures
 - 2 large stadiums
 - 3 pools (2 aged)
 - 204 acres of land
 - 50 athletic Fields – heavily used by district and community
 - 11 gymnasiums
 - 28 tennis courts
 - 7 playgrounds
 - 9 auditoriums
- Staff of 86.0 FTE
 - 23.8 Maintenance & Grounds
 - 62.2 Bldg. Custodial & Security
- Provide support for Capital Projects
- Completed more than 3,500 work orders
- Support extensive use of facilities, fields and auditoriums by
 - Athletics
 - External users (Community and Town of Pittsford)
- Minor maintenance & repair projects
 - Parking lot paving project
 - FDK renovations
 - Town/Village/District collaboration projects (shared services)
- Provide support for all departments districtwide

Operations & Maintenance Budget

- Approved 2018-19 \$8,233,207
- Proposed 2019-20 \$8,442,228
 - Increase \$239,021 2.90%

- Average Annual Increase over six years = 0.8%

- Staffing 86.0FTE
 - Decrease of 2.0 FTE despite increase in square footage and fields, project and other improvements enhanced efficiencies

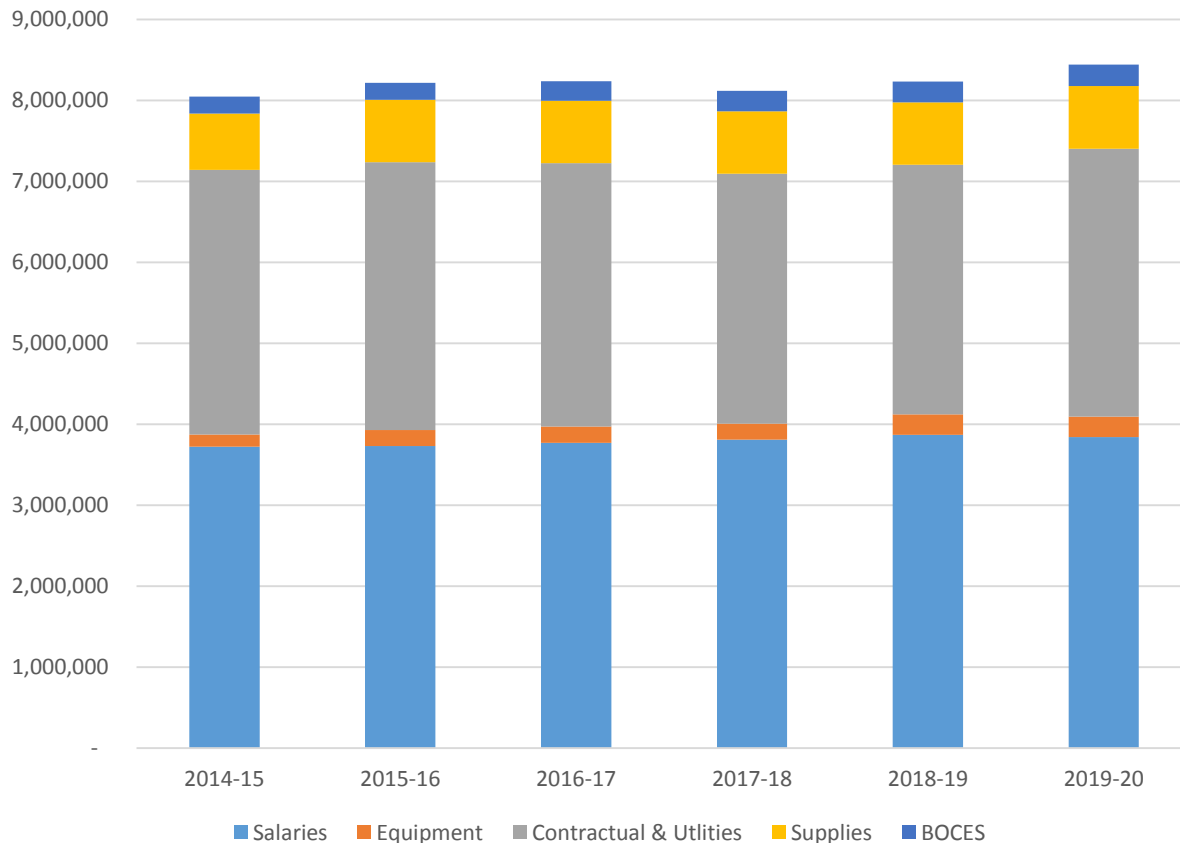
• Accomplishments:

- Capital Project improved security, building environment and utility costs
- LED lighting project, RG&E rebates, better lighting and lower consumption
- Digital camera and security initiatives

• Challenges:

- Utility volatility
- Keeping up with district and community demand for facilities and fields
- Risk mitigation
- Instructional Program changes and related facility needs
- Facility and equipment planning and replacement schedules
- Keeping up with safety and security trends

Operation, Maintenance & Security Component Trend





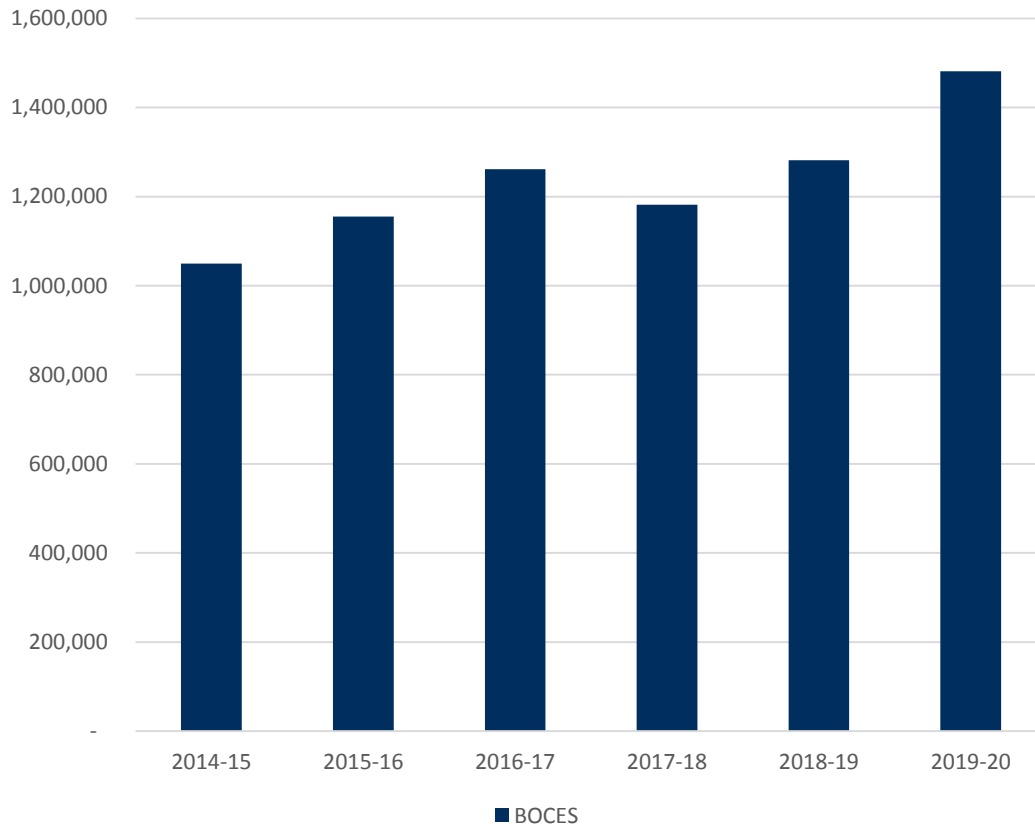
Admin Technology Support

- Will be covered in more detail by the Chief Information Officer in the Technology presentation later this evening
- Represents the various infrastructure, maintenance, software and services needed to keep the District's technology systems operating
- To minimize local tax impact the District secures services through Monroe #1 BOCES Regional Information System
 - Generates BOCES Aid to offset some costs
 - Participates in cooperative bids with like schools to achieve economies of scale

Admin Technology Support Budget

- Approved 2018-19 \$1,281,386
- Proposed 2019-20 \$1,481,131
 - Increase \$199,745 15.59%

Transportation Component Trend



- Average Annual Increase over six years = 6.9%
- Staffing None, all BOCES Services
 - Reduces benefits and legacy costs
 - Generates offsetting BOCES Aid
- Accomplishments:
 - Economies of scale
 - Cyber Security - ongoing
 - Online testing and scoring
 - BOCES has access to diverse expertise (BOCES & consultants)
- Challenges:
 - Governor proposes to cap BOCES Aid at 2%
 - BOCES sometimes constrains flexibility in hardware/software options



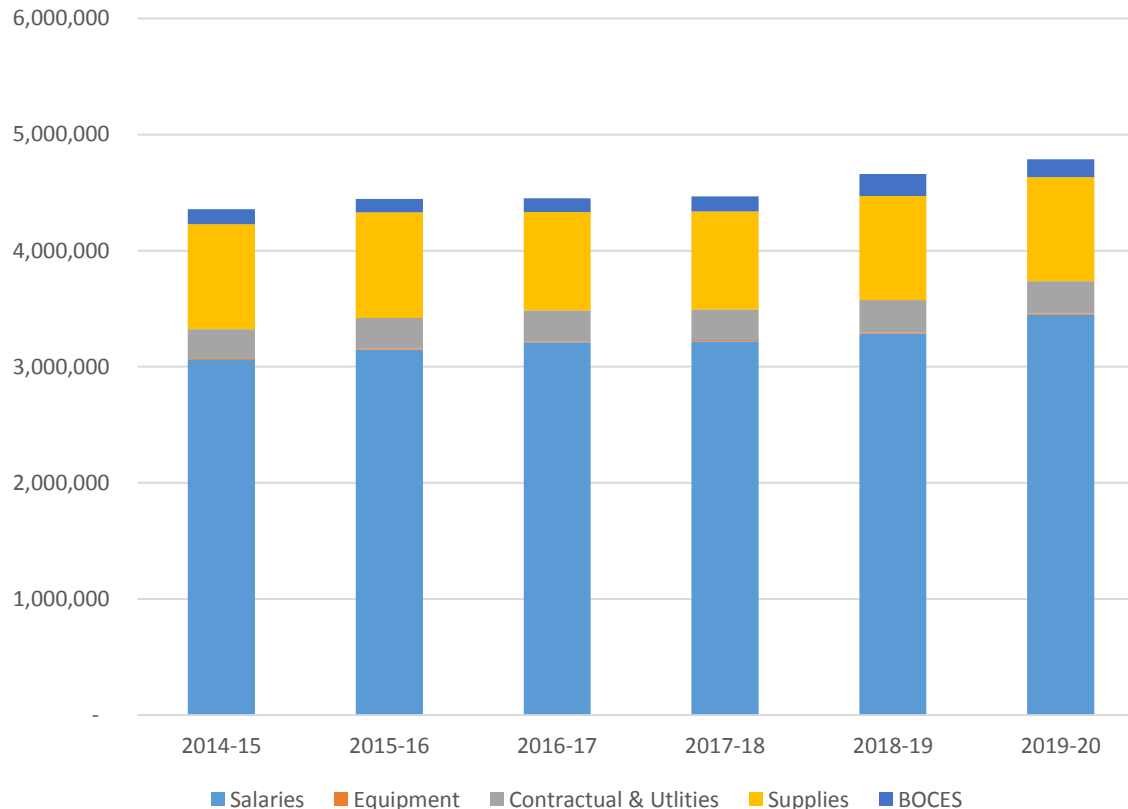
Transportation at a Glance

- 1.2 million miles traveled annually
- 487 bus routes
- 6,076 students transported
 - To/from PCSD schools
 - Special Needs placements in and out of District
 - BOCES
 - Private and Parochial schools
 - Shuttles
 - Childcare locations
 - Work Study programs
 - Field, extracurricular and interscholastic athletics
 - Tutoring shuttles for suspended students
- District is 32 square miles
- Density is approx. 184 students per mile
- NYS provides aid to the District of approx. 60% of approved expenses
- Budget facts:
 - Budget \$4.8m; 3.4% of total General Fund Budget
 - State Aid received \$2.8m
 - Net Local Cost \$2.0m; 2% of the Tax Levy
 - 5 Year Average Annual Budget Increase = 1.6% per year
- It costs \$826 per student per year
- Net Local Cost \$329 per student per year
- The department measures favorably against industry benchmarks, and strives for continuous improvement

Student Transportation Budget

- Approved 2018-19 \$4,661,203
- Proposed 2019-20 \$4,787,136
 - Increase \$125,933 2.70%

Transportation Component Trend



- Average Annual Increase over six years = 1.6%
- Staffing 118.8 FTE
 - Decrease of 4.0 FTE despite implementation of Full Day Kindergarten
 - BOCES cost decreased due to BOCES charges and decreased services
 - Fuel prices have recently trended downward, parts have increased
- Accomplishments:
 - Pilot of gas buses is proving successful and cost effective
 - Recognized for the highest NYSDOT in-service rating in the State
- Challenges:
 - Recruiting replacement drivers and substitutes
 - Illness / absenteeism
 - Fuel prices are unpredictable
 - Special Needs and non-aided trip requests (athletic and field trips)
 - Governor's Budget proposes a 2% cap on Transportation Aid

Budget History – Drilling Down

Staffing – Full Time Equivalent (FTE)

	2014-15	2015-16	2016-17	2017-18	2018-19	Proposed 2019-20
Drivers	106.58	105.74	103.28	102.66	106.28	102.83
Office & Dispatch	6.76	6.76	7.76	7.76	7.5	7.5
Maint/Custodial	1.50	1.50	1.50	1.50	1.50	1.5
Mechanics	7.00	7.00	7.00	7.00	7.00	7.0
Total FTE	121.84	121.00	119.54	118.92	122.28	118.83

Driver shortage = Understaffed



Current and Future

Accomplishments

- NYSDOT In-Service Rating 99.6%
 - NYS Average 94.8%
 - Pittsford is best in NYS
- Low insurance costs due to favorable accident and severity data
- 2018-19 continue to buy gas buses
- Low cost per seat mile
- We provide enhanced services to our community compared to others
 - Childcare outside of school area
 - Dual residency (two homes)
 - Walk to stop and school distance

Challenges / Opportunities

- Driver and substitute driver shortage
- Small bus lot and proximity to Mendon Center Elementary
- Decrease in field, extracurricular & athletic trips for 1st half of the year
 - High demand with limited human resources
 - Expenses are ineligible for aid
 - Higher cost less aid = > Net Local Cost
- Fuel price increase 23% this year
- Increase in tutoring shuttles for suspended students



Out of District Resource Utilization

	Private & Parochial	Special Needs	Total
# of Students	432	40	472
Locations	21	15	36
Buses Required	31	14	45
Average Students Per Bus	13.9	2.9	10.5

- ***For example*** – on a typical day at 3:00 pm, we transport 432 students to 21 different Private & Parochial locations on 31 buses
- This does not mean 31 buses are used only for Private schools
- Due to being out of district it does limit the additional routes/usage these buses & drivers could also be used for

Pittsford Schools

Bus Parking Lot/MCE – Traffic Challenge





After raving about one of your teams I was reminded that often kindness and professionalism are not recognized as often as they should by parents, so I wanted to take this opportunity to tell you directly how amazing our son's pm driver and aide are. He is on bus with from !. For a little boy who is riddled with anxiety, the kindness and respect afforded him daily have given him confidence and have provided our family support that is often hard to count on when you have a child that struggles.

We are so very grateful,

Good morning,
I thought I should pass along the positive feedback that I received from all the staff at "Private school" regarding our transportation department. (we had a meeting this morning to discuss the needs of one of our students)They were very impressed and thankful for the time and effort put into making ride to school so positive. Since they work with so many different transportation companies I thought you should know how positive and thankful they are for the level of caring, professionalism, and safety that the Pittsford Transportation Department displays daily!!!

Have I told you how great our morning school bus driver, is? I received a call from an unrecognized number about 7:55am this morning. It turned out to be our AM bus driver, letting me know that was all iced up (town truck hadn't put salt on our street yet). And that she'd pick up my boys in the first cul-de-sac instead of the regular stop. She then proceeded to advise me to tell my boys to walk on the lawn so they don't fall on the slippery driveway. How thoughtful! We are so fortunate to have a dedicated school bus driver in ! I sincerely hope that will continue to service our route.

We received a call from Mrs. the other day. She told us that her husband had been out of town and that she hadn't been able to keep up with the snow in the driveway. She said you saw that she was having difficulty getting the wheelchair down the driveway. She stated that you came back in the evening with a snow blower and cleaned her driveway on your own time.

Bus Purchase Reserve

Proposition Capital Reserve Fund – Purchase of Buses

- Purchase of a total of nine replacement buses per District replacement schedule:
 - 4 – 65 passenger gas buses, no air
 - 3 – 36 passenger gas buses with air
 - 2 – 36 passenger gas buses, no air
- Total Authorized Withdrawal for Purchases
\$1,021,349 (less trade-in allowance)
 - Trade-in allowance for nine buses will reduce total cost **Will not impact the tax levy**
 - Will generate approximately \$650,000 State Aid that will replenish the reserve
 - All buses being replaced are more than ten years old and/or have more than 100,000 miles



PROPOSITION – Capital Reserve Fund – Purchase of Buses

Shall the following resolution be adopted, to wit:

BE IT RESOLVED, that the Board of Education of the Pittsford Central School District is hereby authorized to withdraw from the “Capital Reserve Fund – Purchase of Buses” a sum of money not to exceed One Million, Twenty-one Thousand, Three Hundred Forty-nine Dollars (\$1,021,349), less trade-in allowance, to be used for the purchase of four (4) replacement sixty-five passenger buses, three (3) thirty-six passenger buses with air, two (2) thirty-six passenger buses without air and communications equipment used in the operation of such buses. State Aid generated on these purchases will be returned to the Capital Reserve Fund – Purchase of Buses.

Will not impact the tax levy or the tax rate



The Property Tax Cap Certification

The law requires the District to submit to the Comptroller and online certification of the Property Tax Cap calculation as best we can project at this time by March 1st. The certification can be amended through mid April should new information come to light or an enacted State budget impact the calculation.

The next two slides provide the Board with another look at the calculation prior to submittal for OSC certification. The calculation has not changed since the last budget work.



How does the formula work for Pittsford?

Prior Year Levy	\$100,460,555	2018-19 Actual Approved by Voters
	x	
Times: Tax Base Growth Factor	1.0041	From Comptroller expansion & development
	+	
Add: Prior Year PILOTs	\$ 83,570	2018-19 Actual
	-	
Less: Prior Year Capital Levy	<u>\$ (3,078,600)</u>	Local Portion (Debt Service Less Bldg Aid)
	=	
Equals: Prior Year Adj Levy	\$ 97,877,413	Adjusted to Base for Growth
	x	
Times: Allowable Growth Factor	102%	lesser of CPI or 2%
	-	
Less: Estimated New Year PILOTs	\$ (91,930)	Est from Assessors - May
	+	
Add: Prior Year Carryover	\$ -	If not all cap used (not eligible)
	=	
Equals: TAX LEVY LIMIT	\$ 99,743,031	



How does the formula work for Pittsford? (continued)

Equals: TAX LEVY LIMIT

\$ 99,743,031

+

To be filed with Comptroller March 1

Plus: EXCLUSIONS

Court Orders & Judgments

\$ -

New Year Capital Levy

\$ 3,398,004

Local Portion (Debt Less Bldg Aid) already voter approved

Pension Growth > 2 pts

\$ 0

Employee & Teacher Retire System mandated payments

Add: Total EXCLUSIONS

\$ 3,398,004

=

Maximum Allowable Tax Levy

\$103,141,035

\$ 2,680,480

2.67%

Maximum for simple majority vote

Greater would require 60% approval



To Do over next few weeks

- Work with Budget Department Stakeholders and Board inquiry as Stakeholders present their budgets
- Assure labor agreement compliance
- Further enrollment, program and staffing review
- BOCES cost analysis
- State Aid review
- Solidify Tax Cap components
- Continue to work with the District Planning Team on budget
- Work with State legislators
- See what an enacted State Budget will provide and update accordingly



Work Session To Do's

March 18 – Board Work Session (Final)

March 21 – District Planning Team (DPT)

April 1 – Regular BOE Meeting

April 23 – Board Adopts Superintendent's Budget

April 25 – District Planning Team (DPT)

May 13 – Public Budget Hearing

May 21 – Budget Vote and Board Election