Table of Contents

Superintendent's Letter
- Superintendent's Letter 1
- Budget Approval Process and Contact Information 2

Tab 1: Executive Summary
- School Committee Budget Guidelines 5
- Available Revenue Based on School Committee Budget Guidelines 6
- Available Revenue Based on Board of Selectmen Budget Guidelines 7
- Budget Architecture 7
- Significant Changes to the FY'20 Adjusted Budget by Category 7
  - Fiscal Year 2021 Voted Budget Recap 8
  - Level Service (Salary and Other Compensation) 9
  - Level Service (Expenses) 10
  - Strategic Plan (Salary and Other Compensation) 12
  - Strategic Plan (Expenses) 12
  - Other Critical Needs (Salary and Other Compensation) 12
  - Other Critical Needs (Expense) 12
  - Summary of Changes to FY'20 Adjusted Budget 14
- Salary Development 15
  - Full Time Equivalents (FTEs) Changes Reflected in the FY'21 Budget Request 15
- Special Education Financing 17
- Revenue Summary 18
- What is a Budgeted Offset? 19

Tab 2: Financial Section
- School Funds 22
- All Funds Summary (Revenue Overview) 23
- Description of Financial Information Provided 23
  - FY'21 Voted Budget Request by Category and Type 25
  - FY'21 Voted Budget Request by Type, Category and Budget Architecture 26
  - FY'21 Voted Budget Request by Type and Object Code 27
  - FY'21 Voted Budget Request by Program and Object Code 31
  - FY'21 Voted Budget Request by Building
    - PrerSchool at Wellesley (PAWS) 44
    - Bates Elementary School 49
    - Fiske Elementary School 56
    - Hardy Elementary School 63
    - Hunnewell Elementary School 70
    - Sprague Elementary School 77
    - Schofield Elementary School 84
    - Upham Elementary School 91
    - Wellesley Middle School 98
    - Wellesley High School 110
    - District 121
  - Special Education 135
    - Background 135

Wellesley Special Education Overall Statistics....135
InrDistrict Programming....135
Historical Special Education OutrofrDistrict Statistics....137
FY'21 Special Education OutrofrDistrict Budget Development....137
Special Education OutrofrDistrict Sr€i52Dcrdem9.8tiObject....144
Voted Budget by Program, Location and Object Code....147
Special Revenue Funds
Grant Funds....154
Revolving Funds....174
Cash Capital Funds

....195
Town of Wellesley (Schedule 19)....204

Tab 3: Organization
Town of Wellesley....209
Legal Autonomy....210
Information about Wellesley Public Schools....210
Elementary School Attendance Zones....210
Open Enrollment....211
Wellesley Middle School....211
Wellesley High School....212
Wellesley School Committee....212
Central Office Administration....213
District Organization Chart....214
District Leadership....214
Wellesley Public Schools Strategic Plan....215
Partner Organizations....217
Fiscal Year 2021 Budget Guidelines....219
Key Factors Affecting the FY'21 Budget....220
Basis of Accounting....222
School Department Funds....223
Classification of Revenues and Expenditures....224
Fund Balance Restrictions....227
Relevant Laws, Regulations and Policies....229
Massachusetts General Laws....229
Code of Massachusetts Regulations....232
School Committee Policies....233
Town of Wellesley Policies....234
Town of Wellesley Bylaws....235
Budget Process....235
Budget Calendar....237
Budget Administration and Management Process....239
Local Revenue Sources....240

Tab 4: Appendices
Appendix A: FY'21 Staffing Development 244
Staffing Budget 244
Salary and Other Compensation for School Staff 245
Calculating the Salary and Other Compensation Budget 246
Salary Schedules 247
Table A: Salary Schedule 248
Table B: Distribution of Unit A Full Time Equivalents (FTEs) 248
Table C: Fiscal Year Unit A Salary Costs 249
Appendix B: Enrollment 250
Students Enrolled InrDistrict Summary: October 1, 2019 Data 253
All Student Enroacm460TD0Tc0.0037Tj/TT21Tf.2240(to781TT21Tf.2240TD.0014Tc(1,)255T11Tf0014Tc(1,)Tj/TT11T
Cohort Movement: October 1, 2019 256
District

Executive Summary

This section includes a high level summary of the FY'21 Voted Budget. The District is sensitive to the Town's fiscal short and long term challenges and developed a budget within this guideline while balancing the expectations of the community to provide an educational system that meets our core values of Academic Excellence, Cooperative and Caring Relationshi

Available Revenue Based on Board of Selectmen (BOS) Budget Guidelines:

The Board of Selectmen's Budget Guidelines applies the 3.5% increase to all salary and other compensation category and all non-special education expenses. In addition to this 3.5%, the Board of Selectmen also recommended an additional appropriation to cover the Special Education cost increases.

BOS Revenue:

FY'20 Salary and Other Compensation	$68,817,105
FY'20 Expenses (Instruction, Admin., Operations)	$3,489,887
Modified FY'20 Base	$72,306,992
3.5% Increase on Modified Base	$2,530,745
Special Education Appropriation	$664,203
New Available Revenue	$3,194,948

Budget Architecture

The FY'21 process began with the District's standard

such as enrollment increases or decreases or contract changes but not in order to provide a higher level of service to meet existing needs.

Strategic Plan: a budget that supports one of the three strategies of the District's current Strategic Plan:

1.) Focus on every child, in every classroom, every day
2.) Invest in our Educators
3.) Provide broad rbased learning opportunities as part of a world class public school system
4.) Facilities Master Plan

world Fa Na Ts 4(In es t0 gte n a ert

All FY'21 Voted Budget changes are classified as Level Service, Strategic Plan, or Other Critical Needs. A summary of all changes is listed below for easy reference:

Level Service (Salary and Other Compensation):

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
PAWS	Base Level Personnel Changes ($ Steps, Leaves, Late Starts)	C7o23 0	Changes ($ Steps, Leaves, Late S	

School	Salary

School	Program/ Expense Description	Cost
OOD	Private Placements	$293,361
OOD	Residential Placements	$172,275
OOD	Circuit Breaker Reimbursement (75% Estimated)	($311,727)
OOD	Circuit Breaker Fund Balance Use in FY'20	

School	Program/ Expense	Description	Cost
Bates	Nurse: Medical Supplies	Inflation	$50
Fiske	Art: Professional	Development / Conference	$200
Fiske	Perf. Arts: Instructional	Materials Inflation	$93
Fiske	Perf. Arts: Equipment	Maintenance Inflation	$50
Fiske	Nurse: Medical Supplies	Inflation	$50
Hardy	Art: Professional	Development / Conference	$200
Hardy	Perf. Arts: Instructional	Materials Inflation	$93
Hardy	Perf. Arts: Equipment	Maintenance Inflation	$50
Hardy	Nurse: Medical Supplies	Inflation	$50
Hunnewell	Art: Professional	Development / Conference	$200
Hunnewell	Perf. Arts: Instructional	Materials Inflation	$93
Hunnewell	Perf. Arts: Equipment	Maintenance Inflation	$50
Hunnewell	Nurse: Medical Supplies	Inflation	$50
Hunnewell	Nurse: Conference	Reduction	($125)
Sprague	Art: Professional	Development / Conference	$200
Sprague	Perf. Arts: Instructional	Materials Inflation	$93
Sprague	Perf. Arts: Equipment	Maintenance Inflation	$50
Sprague	Nurse: Medical Supplies	Inflation	$50
Schofield	Principal: Instructional	Materials Inflation	$330
Schofield	Art: Professional	Development / Conference	$200
Schofield	Perf. Arts: Instructional	Materials Inflation	$93
Schofield	Perf. Arts: Equipment	Maintenance Inflation	$50
Schofield	Nurse: Medical Supplies	Inflation	$50
Upham	Art: Professional	Development / Conference	$200
Upham	Perf. Arts: Instructional	Materials Inflation	$93
Upham	Perf. Arts: Equipment	Maintenance Inflation	$125
Upham	Nurse: Medical Supplies	Inflation	$50

School	Program/ Expense Description	Cost
WMS	World Lang.: Field Trip Transportation	$600
WMS	World Lang.: Dues	($180)
WMS	Fitness and Health: Equipment Maintenance	$1,000
WMS	Perf. Arts: Instructional Materials Inflation	$236
WMS	Perf. Arts: Equipment Maintenance Inflation	$500
WMS	Nurse: Medical Supplies Inflation	$50
WHS	Principal: Professional Development	$1,400
WHS	Principal: Dues	$400
WHS	World Lang.: Dues	$40
WHS	World Lang.: Seal of Biliteracy Proctors	$4,500
WHS	Fitness and Health: Equipment Maintenance	$1,000
WHS	Perf. Arts: Instructional Materials Inflation	$710
WHS	Perf. Arts: Equipment Maintenance Inflation	$500
WHS	Nurse: Medical Supplies Inflation	$50
District	Perf. Arts: Office Supplies Inflation	$100
District	Perf. Arts: Dues Inflation	$150

Salary Development:

Development of the salary budget is the most complex part of constructing the FY'21 budget. The process begins in the early fall with the approval of the FY'20 Adjusted Budget. This process realigns the budgeted salary lines, and associated full time equivalents (FTEs), to mirror current staffing levels. Staff who are on a partial or full leave in FY'20 are assumed to return to their previous positions. This creates a bumping of individuals across multiple accounts. Bargaining unit employees who are not on the maximum step in their respective salary tables are advanced a step. As part of the Wellesley Teacher Association (WTA) agreement, teachers can move a lane within their salary duat0 Tc 0.838 0 Td <0003>3.6 /TT1 1 Tf 0.0078 Tc 0.225 0 Td06 -1.-4 /TT8d (move)Tj

Classification	Position	FTE Change	Head Count Change
Other Support Staff	WHS Testing Coordinator	1.00	1.00
Paraprofessional	Upham (Moved from Sprague Teaching Assistant)	1.00	
	WMS (Moved from Federal Grant)	3.00	
	WHS (Moved from Federal Grant)	1.00	
Teacher	Elementary Enrollment Reduction	(2.00)	(2.00)
	WMS World Language (Grade 8)	0.20	
	WMS Scholars Program	0.20	
	WMS Dance Elective	0.10	
	WMS Music Elective	0.10	
	WMS Computer Science	0.20	
	WHS Computer Science	1.00	1.00
	WHS English as a Second Language	(0.20)	
	Total Change	5.90	1.00

As the tables above demonstrate, there are a number of proposed changes for FY'21. Below is a summary of the FY'21 Voted Budget by category and a summary of the types of expenses included in each category:

Instruction (320 code) accounts for 65.33% of the total budget. This category represents the core educational services provided to students in tgan`erlan]TJ /C2_0 1 Tf 0 Tc <0003>Tj /TT1 1 Tf 0.0022 Tc 0.360 Tc

Operations(340code)

district by the Commonwealth of Massachusetts, Operational Services Division, Special Education Pricing

All other revolving accounts are a mix of budgeted offset and direct charge to the revolving fund.

It is important to note that all budgeted offset amounts are included in the revolving fund revenue estimates for FY'20 and FY'21.

FY'21Voted Budgetby Programand Object

WellesleyPublic

FY'21 Voted Budget by Program and Object

Wellesley Public Schools by Program	FY'18 Expended	FY'19 Expended	FY'20 Adjusted Budget	FY'20 FTE	FY'21 Voted Budget	FY'21 FTE	$ Variance (FY'21r

WELLESLEY

FY'21 Voted Budget by Program and Object

Wellesley Public Schools by Program	FY'18 Expended	FY'19 Expended	FY'20 Adjusted Budget	FY'20 FTE	FY'21 Voted Budget	FY'21 FTE	$ Variance (FY'21 FY'20)	FTE Variance (FY'21 FY'20)
Other Employee Fringe Benefits	$11,900	$30,575	$30,000	0.00	$35,000	0.00	$5,000	0.00
Legal Services Labor Counsel	$11,853	$8,883	$25,000	0.00	$25,000	0.00	$0	0.00
Employment Medical Exams	$3,720	$7,242	$4,000	0.00	$4,000	0.00	$0	0.00
Advertising Employment	$6,980	$11,758	$15,000	0.00	$15,000	0.00	$0	0.00
In District Travel	$4,571	$4,873	$8,000	0.00	$8,000	0.00	$0	0.00
Legal Services	$0	$0	$4,000	0.00	$4,000	0.00	$0	0.00
District Administration Total	$1,184,868	$1,180,466	$1,365,558	12.00	$1,409,423	12.00	$43,865	0.00
Educational Technology								
Computer Supplies	$3,778	$5,249	$5,747	0.00	$5,747	0.00	$0	0.00
Conf/Mtgs Administrators	$2,727	$289	$300	0.00	$3,300	0.00	$3,000	0.00
Conf/Mtgs Professional Staff	$0	$930	$2,461	0.00	$2,461	0.00	$0	0.00
Director/Department Head	$137,901	$140,659	$144,192	1.00	$147,062	1.00	$2,870	0.00
Dues Administrators	$0	$0	$1,208	0.00	$1,208	0.00	$0	0.00
Equipment Maintenance	$755	$1,606	$1,921	0.00	$1,921	0.00	$0	0.00
Instructional Coordinator	$227,593	$234,861	$285,751	3.00	$325,703	3.00	$39,952	0.00
Instructional Equipment	$7,821	$0	$0	0.00	$0	0.00	$0	0.00
Instructional Materials	$1,190	$114	$211	0.00	$211	0.00	$0	0.00
Instructional Software	$36,302	$39,558	$47,732	0.00	$47,732	0.00	$0	0.00
Office Supplies	$2,568	$817	$305	0.00	$305	0.00	$0	0.00
Other Professional Services	$0	$482	$3,000	0.00	$3,000	0.00	$0	0.00
Postage	$54	$0	$0	0.00	$0	0.00	$0	0.00
Secretary	$25,467	$24,321	$32,935	0.60	$33,590	0.60	$655	0.00
Software Licenses	$91,409	$70,370	$62,879	0.00	$62,879	0.00	$0	0.00
Specialist	$343,664	$454,238	$467,820	4.00	$477,176	4.00	$9,356	0.00
Teacher	$100,186	$21,835	$0	0.00	$0	0.00	$0	0.00

FY'21 Voted Budget by Program and Object

Wellesley Public Schools by Program	FY'18 Expended	FY'19 Expended	FY'20 Adjusted Budget	FY'20 FTE	FY'21 Voted Budget	FY'21 FTE	$ Variance (FY'21 FY'20)	FTE Variance (FY'21 FY'20)
Office Supplies	$0	$0	$100	0.00	$100	0.00	$0	0.00
Stipends	$0	$0	$0	0.00	$750	0.00	$750	0.00
Teacher	$549,100	$575,243	$675,328	8.20	$700,090	8.00	$24,762	(0.20)
Training and Development	$0	$0	$5,000	0.00	$5,000	0.00	$0	0.00
Translation/Interpretting Serv	$29,184	$24,671	$44,337	0.00	$44,337	0.00	$0	0.00
English Language Learners Total	$654,170	$683,845	$813,368	8.80	$840,432	8.60	$27,064	(0.20)
Family and Consumer Scicence								
Conf/Mtgs Professional Staff	$0	$0	$376	0.00	$376	0.00	$0	0.00
Director/Department Head	$24,015	$25,360	$25,868	0.20	$26,385	0.20	$517	0.00
Dues Administrators	$139	$89	$130	0.00	$130	0.00	$0	0.00
Dues Professional Staff	$0	$0	$85	0.00	$85	0.00	$0	0.00
Equipment Maintenance	$0	$0	$100	0.00	$100	0.00	$0	0.00
Food Departmental	$6,407	$6,116	$6,720	0.00	$6,720	0.00	$0	0.00
Instructional Materials	$369	$399	$764	0.00	$764	0.00	$0	0.00
Periodicals and Newspapers	$559	$510	$355	0.00	$355	0.00	$0	0.00
Teacher	$629,483	$560,978	$575,526	5.35	$590,701	5.35	$15,175	0.00
Textbooks and Related Software	$4,376	$3,852	$4,000	0.00	$4,000	0.00	$0	0.00
Family and Consumer Science Total	$665,348	$597,305	$613,923	5.55	$629,616	5.55	$15,693	0.00
Finance/Administration Srvcs								
Accountant	$263,606	$247,589	$247,006	4.00	$267,686	4.00	$20,680	(0.00)
Administrative Assistant	$67,251	$71,309	$75,502	1.00	$75,502	1.00	$0	0.00
Clerical	$3,076	$3,899	$5,000	0.00	$5,100	0.00	$100	0.00
Computer Supplies	$0	$1,005	$1,500	0.00	$1,500	0.00	$0	0.00
Conf/Mtgs Administrators	$2,659	$782	$2,750	0.00	$2,750	0.00	$0	0.00
Conf/Mtgs Support Staff	$600	$0	$200	0.00	$200	0.00	$0	0.00
Credit Card Charges	$0	$0	$7,000	0.00	$7,000	0.00	$0	0.00
Dues Administrators	$1,660	$3,040	$3,500	0.00	$3,500	0.00	$0	0.00
Equipment Maintenance	$0	$557	$1,700	0.00	$1,700	0.00	$0	0.00
Manager/Assistant Manager	$100,000	$102,159	$112,920	1.00	$112,920	1.00	$0	0.00
Office Supplies	$16,170	$15,187	$10,000	0.00	$10,000	0.00	$0	0.00
Other Professional Services	$5,000	$0	$0	0.00	$0	0.00	$0	0.00
Postage	$12,084	$6,818	$7,500	0.00	$7,500	0.00	$0	0.00
Secretary	$92,013	$48,205	$27,446	0.50	$27,992	0.50	$546	0.00
Senior Administrators	$161,965	$160,055	$163,920	1.00	$163,920	1.00	$0	0.00
Software Licenses	$15,403	$40,052	$28,521	0.00	$28,521	0.00	$0	0.00
Training and Development	$2,040	$2,869	$2,550	0.00	$2,550	0.00	$0	0.00
Advertising General	$0	$180	$270	0.00	$270	0.00	$0	0.00
Legal Services	$2,472	$0	$0	0.00	$0	0.00	$0	0.00
Office Equipment Maintenance	$348	$0	$0	0.00	$0	0.00	$0	0.00
Copier Maintenance	$773	$0	$0	0.00	$0	0.00	$0	0.00
Equipment Rental/Lease	$2,096	$0	$0	0.00	$0	0.00	$0	0.00
Other Purchased Services	$7,258	$8,684	$8,180	0.00	$8,180	0.00	$0	0.00
Software	$0	$300	$0	0.00	$0	0.00	$0	0.00
Late Fees	$100,184	$12,283	$0	0.00	$0	0.00	$0	0.00
Bad Debt Provision	$5,425	$0	$2,000	0.00	$2,000	0.00	$0	0.00
Finance/Administration Srvcs Total	$862,081	$724,974	$707,465	7.50	$728,790	7.50	$21,326	(0.00)

WELLESLEY

FY'21 Voted Budget by Program and Object

Wellesley Public Schools by Program	FY'18 Expended	FY'19 Expended	FY'20 Adjusted Budget	FY'20 FTE	FY'21 Voted Budget	FY'21 FTE	$ Variance (FY'21 FY'20)	FTE Variance (FY'21 FY'20)
Counselor/Psychologist	$1,502,289	$1,544,754	$1,679,721	16.00	$1,750,673	16.00	$70,952	0.00
Director/Department Head	$220,207	$226,452	$234,578	1.80	$242,029	1.80	$7,451	0.00
Dues Administrators	$0	$0	$120	0.00	$120	0.00	$0	0.00
Dues Organizational	$600	$25	$600	0.00	$600	0.00	$0	0.00
Dues Professional Staff	$90	$159	$300	0.00	$300	0.00	$0	0.00
Equipment Maintenance	$216	$0	$0	0.00	$0	0.00	$0	0.00
Food r								

FY'21 Voted Budget by Program and Object

Wellesley Public Schools by Program	FY'18 Expended	FY'19 Expended	FY'20 Adjusted Budget	FY'20 FTE	FY'21 Voted Budget	FY'21 FTE	$	þ

$ 0

WELLESLEY PUBLIC SCHOOLS

FY'21 Voted Budget by Program and Object

Wellesley Public Schools by Program	FY'18 Expended	FY'19 Expended	FY'20 Adjusted Budget	FY'20 FTE	FY'21 Voted Budget	FY'21 FTE	$ Variance (FY'21 - FY'20)	FTE Variance (FY'21 - FY'20)
Dues Administrators Electronic	$0	$0	$150	0.00	$150	0.00	$0	0.00

WELLESLEY

FY'21 Voted Budget by Program and Object

Wellesley Public Schools by Program	FY'18 Expended	FY'19 Expended	FY'20 Adjusted Budget	FY'20 FTE	FY'21 Voted Budget	FY'21 FTE	$ Variance (FY'21 FY'20)	FTE Variance (FY'21 FY'20)
Conf/Mtgs Support Staff	$424	$0	$200	0.00	$592	0.00	$392	0.00
Dues Administrators	$6,622	$11,017	$5,895	0.00	$6,030	0.00	$135	0.00
Equipment Maintenance	$5,004	$2,300	$4,892	0.00	$3,742	0.00	($1,150)	0.00
Food Departmental								

FY'21

FY'21 Voted Budget by Program and Object

Wellesley Public Schools by Program	FY'18 Expended	FY'19 Expended	FY'20 Adjusted Budget	FY'20 FTE	FY'21 Voted Budget	FY'21 FTE	$ Variance (FY'21 FY'20)	FTE Variance (FY'21 FY'20)
Training and Development	$0	$140	$500	0.00	$500	0.00	$0	0.00
Vehicle Use	$18,316	$16,032	$43,350	0.00	$51,262	0.00	$7,912	0.00
School Bus Transportation	$592,946	$657,417	$577,309	0.00	$583,082	0.00	$5,773	0.00
Vehicle Maintenance	$8,517	$8,533	$6,500	0.00	$6,500	0.00	$0	0.00
Other Vehicular Supplies	$167	$622	$1,550	0.00	$1,550	0.00	$0	0.00
Supervisor	$33,703	$34,808	$35,397	0.42	$36,093	0.42	$696	0.00
Driver	$0	$134,274	$244,304	7.00	$248,482	7.00	$4,178	0.00
Vehicular Parts & Accessories	$9,582	$8,958	$7,500	0.00	$7,500	0.00	$0	0.00
Vehicular Tires and Tubes	$0	$1,884	$1,800	0.00	$1,800	0.00	$0	0.00
Transp Reimburse-Parents	$11,500	$10,000	$10,000	0.00	$10,000	0.00	$0	0.00
Transportation (Voc.Ed.) Rev. Fund Offset	$0	$0	($26,913)	0.00	($26,913)	0.00	$0	0.00
Transportation: Out Of District Total	$676,383	$896,618	$940,427	7.42	$950,486	7.42	$10,058	0.00
Utilities								
Telephone	$66,356	$57,587	$70,000	0.00	$70,000	0.00	$0	0.00
Utilities Total	$66,356	$57,587	$70,000	0.00	$70,000	0.00	$0	0.00
Vehicles								
Other Vehicular Supplies	$167	$0	$0	0.00	$0	0.00	$0	0.00
Vehicles Total	$167	$0	$0	0.00	$0	0.00	$0	0.00
Video Production								
Equipment Maintenance	$0	$0	$1,000	0.00	$1,000	0.00	$0	0.00
Instructional Materials	$945	$0	$502	0.00	$502	0.00	$0	0.00
Teacher	$147,091	$155,861	$161,442	1.70	$167,218	1.70	$5,777	0.00
Video Production Total	$148,036	$155,861	$162,944	1.70	$168,720	1.70	$5,777	0.00
Vocational Education Services								
Tuition Vocational	$24,572	$25,126	$46,024	0.00	$47,865	0.00	$1,841	0.00
Vocational Education Services Total	$24,572	$25,126	$46,024	0.00	$47,865	0.00	$1,841	0.00
FY'21 Voted Budget All In	$71,790,371	$74,241,747	$76,783,930	832.92	$80,379,651	838.84	$3,595,721	5.91