



Emilie Knisley <emilie.knisley@bmuschool.org>

SU costs

Holcombe, Rebecca <Rebecca.Holcombe@vermont.gov>

Thu, Mar 29, 2018 at 11:23
PM

To: Emilie Knisley <emilie.knisley@bmuschool.org>

Cc: "Russo-Savage, Donna" <Donna.RussoSavage@vermont.gov>, "James, Brad" <Brad.James@vermont.gov>

Emilie,

I am reaching out because I have some questions about your supervisory office. Can you please tell me how much Blue Mountain currently spends on Supervisory services? In addition, I assume in the context of your Act 46 conversations that you also had some discussion of what SU assessments would be if you joined one of the nearby SUs. Can you please tell me what those SU assessments would be (estimate)?

Thank you.

Please cc Donna when you respond.

Rebecca

Rebecca Holcombe, Secretary of Education
Vermont Agency of Education
219 North Main Street, Suite 402
Barre, VT 05641
(802) 479-1060
Rebecca.Holcombe@vermont.gov



Emilie Knisley <emilie.knisley@bmschool.org>

SU costs

Emilie Knisley <emilie.knisley@bmschool.org>

Fri, Mar 30, 2018 at 9:55 AM

To: "Holcombe, Rebecca" <rebecca.holcombe@vermont.gov>, brad.james@vermont.gov, "Russo-Savage, Donna" <Donna.RussoSavage@vermont.gov>

I am writing with our best estimations at this point...the tricky part from the BMU side is trying to pull out the SPED costs and thinking about what accounting supports we would need in a new SU. In addition, some of the data referenced is from the period of our Act 46 studies, which are about two years old...but they are useful for trends none the less. Here is a rather long answer...

1. The current administrative costs at the SD level for BMU are approximately \$405,000...this includes superintendent, business manager, payroll/admin/reception, accounting clerk, and systems admin. This does not include SPED staff. The additional cost for the SPED staff is approximately 1.35 million dollars, and we would need to analyze possible savings through centralization going forward. Additionally there is also a buildings and grounds/maintenance person that is part of the SD budget but is building based, at a cost of \$73,000. This individual would be required through a transition, but could be consolidated in a COO down the road through restructuring. We would estimate that the staff that could be immediately eliminated through a consolidation of the SD office would be the superintendent and the business manager, the other support staff would be needed in the new entity at least through a transition and perhaps beyond depending on the size and capacity of another SU. In addition, it would require an accountant to transition the finances to a new entity. The elimination of the two positions, offset by the addition of an accountant result in an immediate savings of approximately \$150,000. This number would increase over time once more efficiencies are found and finances are streamlined, however this would only be seen if a more efficient structure was realized in the new entity.

2. Danville/Cal Central: We did not get too far into the financial analysis with Cal Central, however Peter Clarke ran a baseline analysis and projected its impact of the tax rates. The impact of moving to CCSU, in Peter's opinion, had very little impact on the tax rates. We do not have firm number on what the SU assessment would be. We have reached out to CCSU for assistance, but we do know that based on Peter's estimates it was pretty flat. We hope to have these numbers today and will share if they become available.

3. OESU: We did a thorough analysis of many different possibilities with OESU. The main driver of costs in those conversations centered around possible projections of leveling of teacher salaries that could increase costs down the road. The consolidation of the central offices would result in a savings at the administrative levels. I am attaching several documents that point to this, but we estimated that the savings was about \$200,000 if we adequately staffed a future SU. Tax rate implications were favorable for BMU. The other towns in the SU would see a savings, or a possible cost down the road based on where teacher negotiated agreements landed because BMU's teachers were better compensated. However, administrative costs would be lower. We did a rough estimate of the SU assessments based on current data from OESU and have attached that as well.

Please let me know if I can give you anything else.

Emilie B. Knisley, M.Ed., CAGS

Superintendent

Blue Mountain Union School District

2420 Route 302

Wells River, VT 05081

802-757-2766

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—John Fitzgerald Kennedy***

*Please note that as of July 1, 2016 I am working part-time as Superintendent at Blue Mountain. Therefore, emails may not be returned the same business day they are received. Thank you.

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2 attachments



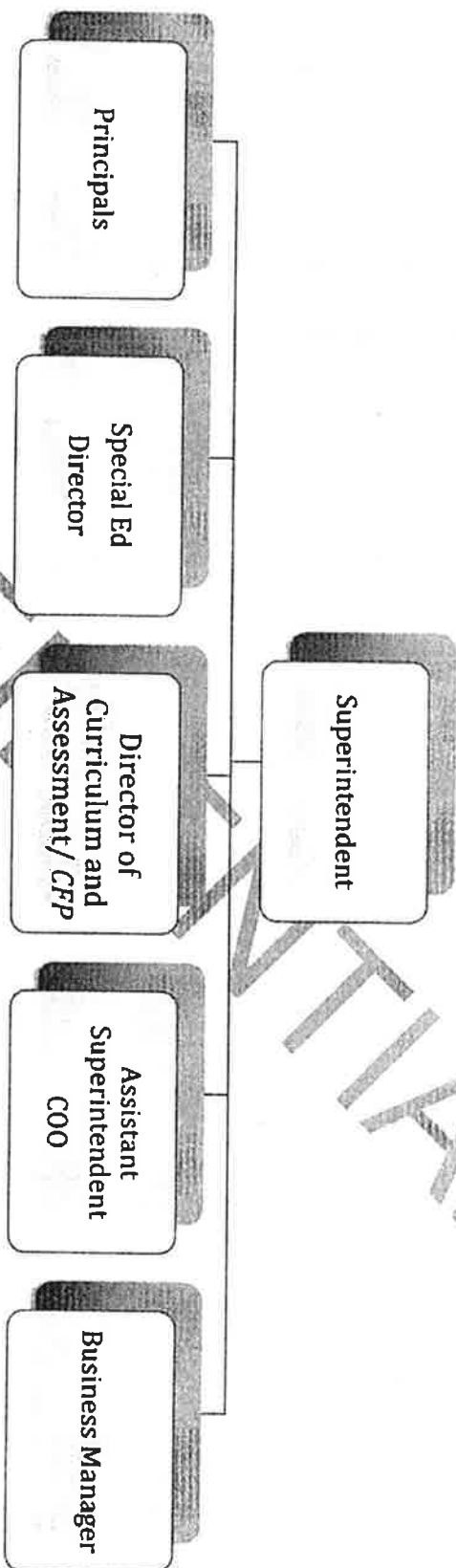
BMU and OESU Assessment Summary.xlsx
21K



Act 46 Draft Documents.pdf
1425K

Recommended Staffing Configuration: BLUEBOW RED

After reviewing successive drafts of an SU staffing configuration with Superintendents Emilie Knisely, Beth Cobb, and business staff members Keith Thompson and Lori Blood, I formulated this staffing for the merged Oxbow/BMU central office.



Under this model the Superintendent is responsible for academic leadership, policy development, integration of technology in all aspects of the operations, and oversight of the entire organization. A full-time administrative assistant will be assigned to this office.

The Building Principals will oversee instruction, develop and oversee budgets for their schools, and hire and evaluate all instructional personnel in their schools.

The Director of Special Education will ensure that students have seamless special education and support services as they progress through the schools with the help of a full-time Assistant Director. The Director will coordinate the development and oversight of all IEPs, coordinate the scheduling of RSPs, and convene regular meetings with case managers at each school. The tasks for the direction of special education will be divided with one administrator assigned to oversee EEE and PK through elementary levels special ed students and the other will oversee secondary special ed students and monitor out of district

CONFIDENTIAL FINAL DRAFT

placements. The Directors will also serve as the district liaison to social service agencies and assist with the coordination of partnerships with preschool programs.

The Director of Curriculum and Assessment will work with Principals to ensure the curriculum offerings are cohesive and articulated, oversee the administration of formative and summative assessments, manage the data warehouse, and assist with the development and coordination of the district's transition to proficiency based teaching and learning. The Director will also serve as the Coordinator of Federal Projects (CFP).

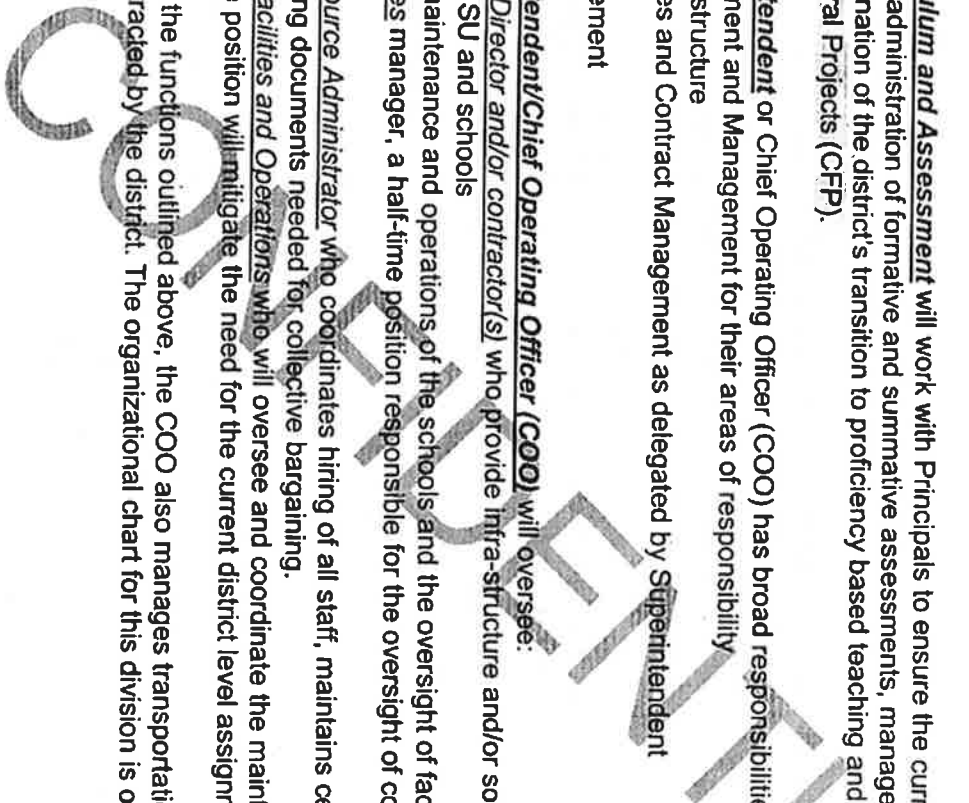
The Assistant Superintendent or Chief Operating Officer (COO) has broad responsibilities for all non-instructional areas, including:

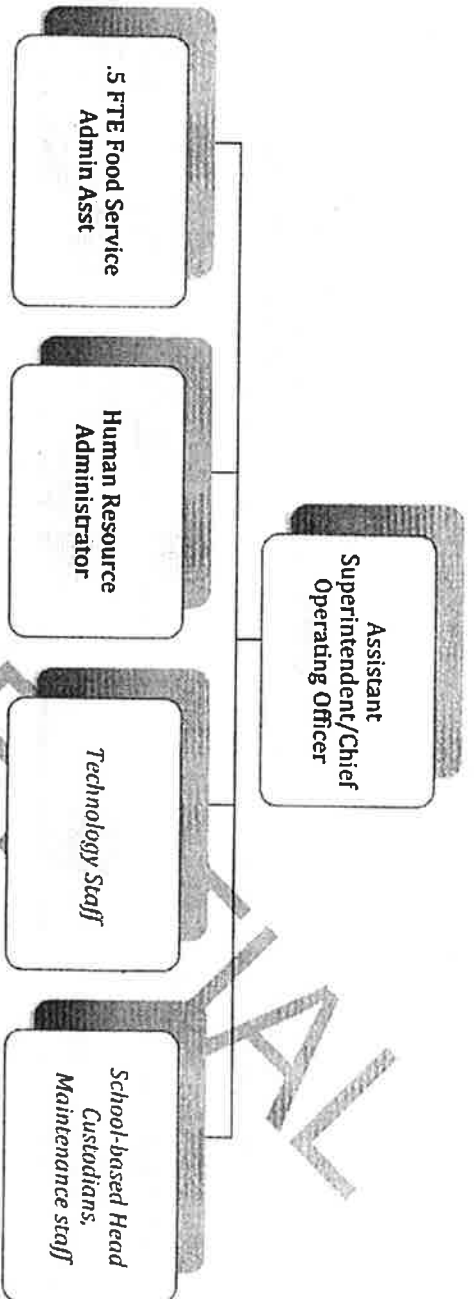
- Budget Development and Management for their areas of responsibility
- Technology infrastructure
- Human Resources and Contract Management as delegated by Superintendent
- Transportation
- Facilities Management

The Assistant Superintendent/Chief Operating Officer (COO) will oversee:

- The Technology Director and/or contractor(s) who provide infra-structure and/or software support for instruction and operations of the SU and schools
- The day-to-day maintenance and operations of the schools and the oversight of facilities upgrades
- The Food Services manager, a half-time position responsible for the oversight of contracted services and/or operation of student lunches.
- The Human Resource Administrator who coordinates hiring of all staff, maintains certification records on staff members, and provides supporting documents needed for collective bargaining.
- The Director of Facilities and Operations who will oversee and coordinate the maintenance and operations of all facilities. This central office position will mitigate the need for the current district level assignments.

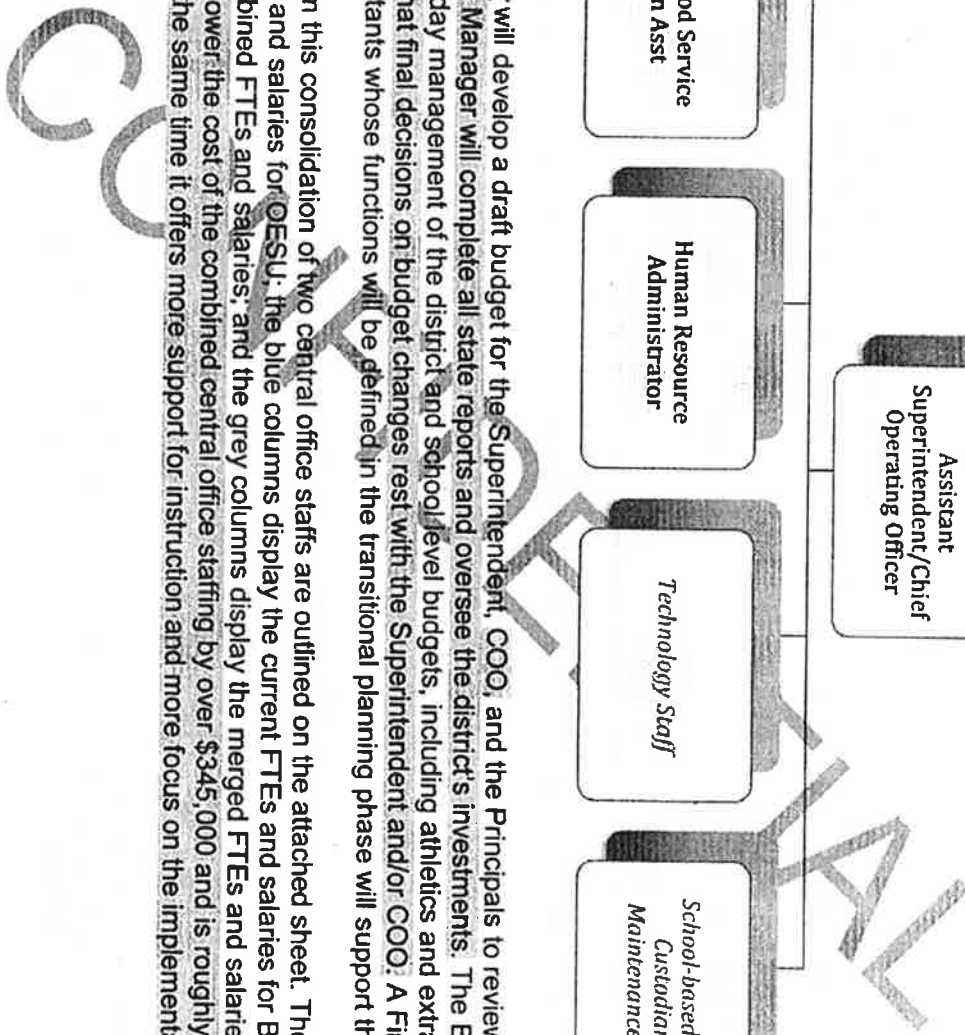
In addition to overseeing the functions outlined above, the COO also manages transportation contracts and any other day-to-day operational services contracted by the district. The organizational chart for this division is outlined below:





The Business Manager will develop a draft budget for the Superintendent, COO, and the Principals to review before presentation to the board. The Business Manager will complete all state reports and oversee the district's investments. The Business Manager will also oversee the day-to-day management of the district and school-level budgets, including athletics and extra-curricular activities with the understanding that final decisions on budget changes rest with the Superintendent and/or COO. A Finance Director and 2.5 FTE administrative assistants whose functions will be defined in the transitional planning phase will support the Business Manager.

The savings realized from this consolidation of two central office staffs are outlined on the attached sheet. The orange columns display the current FTEs and salaries for OESU; the blue columns display the current FTEs and salaries for BMU; the yellow columns display the combined FTEs and salaries; and the grey columns display the merged FTEs and salaries. As the totals indicate, the merger will lower the cost of the combined central office staffing by over \$345,000 and is roughly the same as the current OESU figure. At the same time it offers more support for instruction and more focus on the implementation of Act 77.



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Position	OESU FTE	OESU \$\$\$	BMU FTE	BMU \$\$\$	COMB. FTE	COMB. \$\$\$	MERGE FTE	MERGE \$\$\$
Superintendent***	1.00	\$105,600	0.75	\$96,923	1.75	\$202,523	1.00	\$115,000
Clerk	1.00	\$31,320			1.00	\$31,320	1.00	\$31,320
Admin Asst/Receptionist	1.00	\$39,000	1.00	\$39,243	2.00	\$78,243	1.00	\$39,243
Curriculum/CFP	1.00	\$59,186	0.80	\$70,000	1.80	\$129,186	1.00	\$85,000
Assistant Supt: COO	1.00	\$98,532			1.00		1.00	\$98,532
Technology Support								
Systems Supervisor			0.66	\$43,042	0.66	\$43,042	1.00	\$65,215
Human Resources								
Director	0.80	\$46,226			0.80	\$46,226	0.80	\$46,226
Special Education								
Director	1.00	\$87,441	0.75	\$74,538	1.75	\$161,979	1.00	\$87,441
Assistant Director	0.90	\$55,620			0.90	\$55,620	1.00	\$61,800
Secretary/Medicaid	1.00	\$27,168	0.50	\$18,000	1.50	\$45,168	1.00	\$30,000
EEE/PK	1.00	\$59,186					1.00	\$59,186
Business Office								
Business Manager	0.50	\$40,173	1.00	\$75,395	1.50	\$115,568	1.00	\$75,395
Assistant Business Manager	1.00	\$54,590			1.00	\$54,590	1.00	\$54,590
Accounting Technician	2.00	\$77,800	1.00	\$36,960	3.00	\$114,760	2.00	\$77,800
Food Service/Grants Mgr	1.00	\$39,365			1.00	\$39,365	0.50	\$39,365
Maintenance Director	3.00	\$144,286	1.00	\$52,794	4.00	\$197,080	0.00	\$0
TOTAL	17.20	\$965,493	7.46	\$506,895	24.66	\$1,314,670	15.30	\$966,113

*****Superintendents
currently assume curriculum
responsibilities**

**NOTE:
BMU Curriculum/CFP
is grant funded**

- NOTES:**
- Curriculum/CFP is grant funded
 - BMU Principal's office MAY require additional staff

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Central Office Administration	FY2017		FY2018	FY2019		Dollar Change	%	FY18	FY18	FY2019	Dollar Change	%	
	FTE	FTE%		OESU Assessment	FTE								FTE%
Bradford	27.64	17.92%	157,866	28.20	18.49%	164,602	6,736	4.3%	28.60	14.72%	152,012	(12,589)	-7.6%
Newbury	19.10	12.38%	109,090	18.60	12.20%	108,567	(523)	-0.5%	19.70	10.14%	104,708	(3,859)	-3.6%
Dxbow	38.60	25.03%	220,464	41.30	27.08%	241,065	20,602	9.3%	35.63	18.33%	189,378	(51,688)	-21.4%
RBCTC	14.00	9.08%	79,961	10.00	6.56%	58,369	(21,592)	-27.0%	14.00	7.20%	74,412	16,042	27.5%
Thetford	24.90	16.14%	142,216	24.40	16.00%	142,421	205	0.1%	24.40	12.56%	129,689	(12,732)	-8.9%
WRVS	30.00	19.45%	171,345	30.00	19.67%	175,108	3,763	2.2%	30.00	15.44%	159,453	(15,655)	-8.9%
BMU	42.00	27.73%	239,883	42.00	27.54%	245,151	5,268	2.2%	42.00	21.61%	223,235	(21,916)	-8.9%
Amount Billed	154.24	127.23%	880,941	152.5	127.54%	890,133	9,192	1.0%	194.33	100.00%	1,032,887	142,754	16.0%
	*		955,937	*		987,823	31,886	3.3%	*		1,222,887	235,064	23.8%
	Notes for FY2017 Assessment:		Notes for FY2018 Assessment:		Notes for FY2019 Assessment:								
	\$49,537.00 FY15 surplus applied to FY17 budget		\$77,435 FY16 surplus applied to FY18 budget		\$80,000 FY17 surplus applied to FY19 budget								
	\$30,000 Indirect Cost Applied		\$30,000 Indirect Cost Applied		\$30,000 Indirect Cost Applied								



Emilie Knisley <emilie.knisley@bmuschool.org>

Tax/Financial Analysis from CCSU and BMU—Secretary's Request

Emilie Knisley <emilie.knisley@bmuschool.org>

Tue, Apr 3, 2018 at 8:58 AM

To: "Russo-Savage, Donna" <Donna.RussoSavage@vermont.gov>, brad.james@vermont.gov, "Holcombe, Rebecca" <rebecca.holcombe@vermont.gov>, Lori Blood <lori.blood@bmuschool.org>

Please see the attached information regarding Peter Clarke's projections and the attached commentary. Please let me know if you would like us to drill down to get more current numbers.

Emilie B. Knisley, M.Ed., CAGS

Superintendent

Blue Mountain Union School District

2420 Route 302

Wells River, VT 05081

802-757-2766

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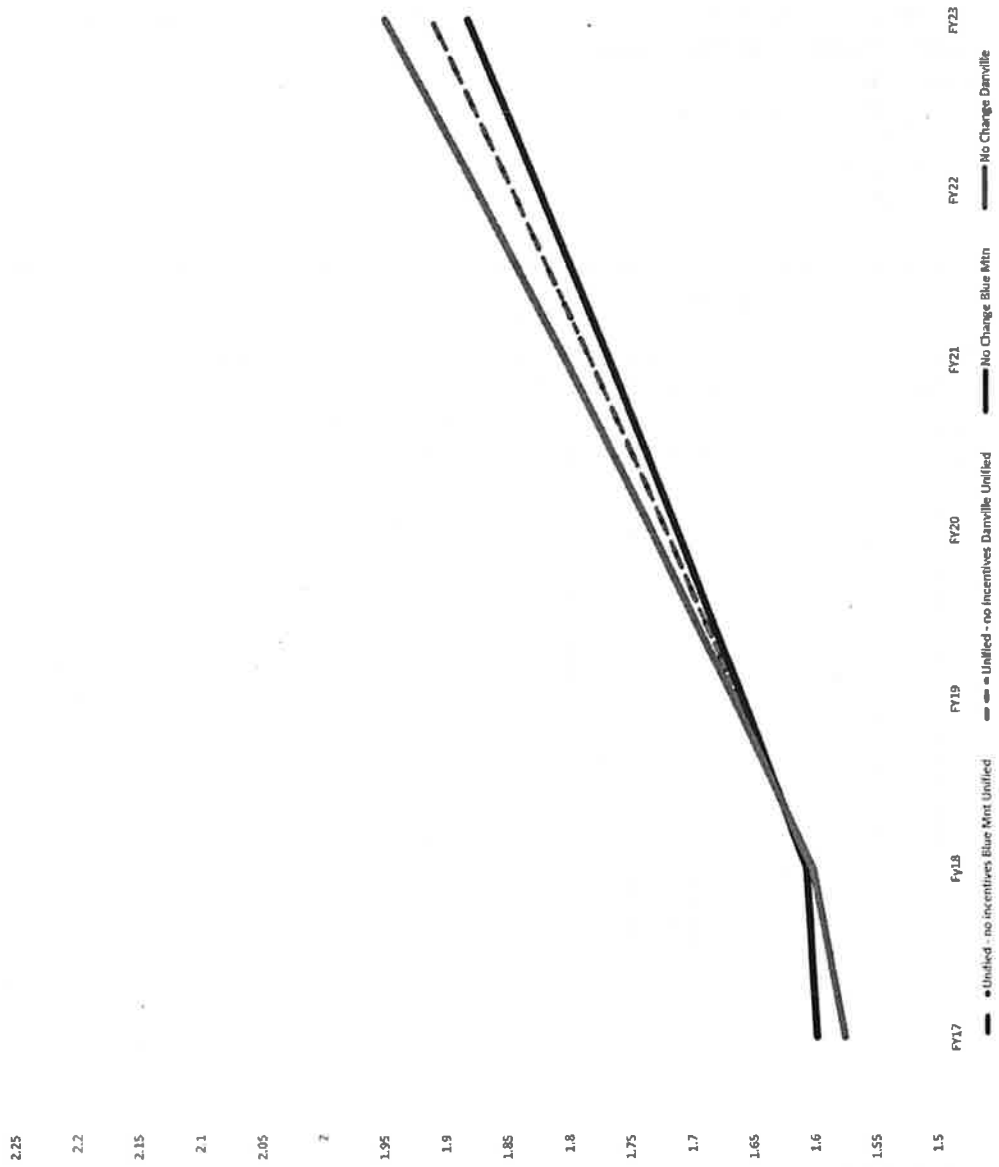


MD Model Danville Blue Mountain FY18 Tax Projections (No Savings Yr 1).xlsx

51K

	Equalized Homestead Tax Rates						
	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Unified - no incentives	1.5951	1.6062	1.661	1.72	1.7811	1.8444	1.9099
Blue Mint Unified	1.5754	1.6012	1.661	1.72	1.7811	1.8444	1.9099
Danville Unified	1.5951	1.6062	1.661	1.72	1.7811	1.8444	1.9099
No Change	1.5754	1.6012	1.6653	1.7319	1.8012	1.8753	1.9483
Blue Mint	1.5951	1.6062	1.6577	1.7108	1.7657	1.8223	1.8807
Danville	1.5754	1.6012	1.6653	1.7319	1.8012	1.8753	1.9483

Chart Title





Emilie Knisley <emilie.knisley@bmuschool.org>

BMU/CCSU Assessment Analysis

Emilie Knisley <emilie.knisley@bmuschool.org>

Wed, Apr 4, 2018 at 11:45 AM

To: "Russo-Savage, Donna" <Donna.RussoSavage@vermont.gov>, brad.james@vermont.gov

One last piece of data, per your request. Attached is the BMU/CCSU Assessment Analysis.

Emilie B. Knisley, M.Ed., CA6S

Superintendent

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 **2019 BMU CCSU FY19 Assessments FTE %.xlsx**
122K

SUPERVISORY UNION 9 ASSESSMENT SHARES				
Formula				
Base	20% Apply equally			
Teacher	40% by Teacher FTE			
Student	40% by ADM-R (Average Daily Membership of Residents)			
Professional				
	FTE's	FY19 shares	District \$\$	
Barnet*	22.70	17.2%	154,136	
Danville	36.00	27.3%	244,444	
BMU	42.00	31.9%	285,185	
Peacham	6.23	4.7%	42,302	
Walden*	9.60	7.3%	65,185	
Waterford*	15.15	11.5%	102,870	
	131.68	100.00%	894,122	
*Caledonia Cooperative District 07: 57.2% Combined Barnet, Walden, Waterford above				
			FY17	FY17
Population	Population		Teachers	Student ADM
				pk-12
Barnet*	Barnet		22.70	282.25
Danville	Danville		36.00	316.81
BMU	BMU		42.00	395.00
Peacham	Peacham		6.23	95.00
Walden*	Walden		9.60	129.00
Waterford*	Waterford		15.15	205.63
Total	Total		131.68	1,423.69
*Caledonia Cooperative District 078			47.45	618.88

