

# The Bottom Line

A monthly newsletter brought to you by the Business Office.

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## Quick Links to Important Information



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## Let's PLAN for the FY'19 Budget



FY'19 budget planning begins this month. The October 1st student count is the basis for the enrollment projection for FY'19 and beyond. If you have a need within your classroom, grade, department, please have a conversation with your building principal. Building principals will put forward their prioritized budget recommendations before Thanksgiving break.

## Did you know?



The School Committee is updating their policy manual (last updated in 2011). Did you know, there are currently **436** individual School Committee policies? Why? School committees have three important functions: hiring the Superintendent, approving the school budget and setting policies. Policies guide our work. The committee sets policy; the administration creates procedures to carry out the policies.

The policies fall into the following categories:  
Section A: Foundations and Basic Commitments (11 policies);  
Section B: Board Governance and Operations (33 policies);  
Section C: General School Administration (14 policies);  
Section D: Fiscal Management (25 policies);  
Section E: Support Services (26 policies);  
Section F: Facilities Development (6 policies);  
Section G: Personnel (31 policies);  
Section H: Negotiations (4 policies);  
Section I: Instruction (28 policies);  
Section J: Students (48 policies);  
Section K: Community Relations (15 policies);  
Section L: Education Agency Relations (7 policies).

Have a suggestion? Please reach out to [Midge Connolly](#) or [John Henry](#).

## Case House Renovations



At the May Town Meeting, funds were appropriated for a feasibility study of the school administrative offices. Over the past four months, a working group (Case House Administration, Permanent Building Committee, Historical Architect, Historical Commission, and School Committee) has met regularly to discuss the programmatic needs of the administrative offices. Research revealed historical architectural details of the building, some of which will be included in the final plan. The house is currently not compliance with the Americans with Disabilities Act (ADA) and in need of repair. Plans are available for review at the Case House. In the current timeline, constructions funds will be requested at the May 2018 Town Meeting.

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