



Arlington Public Schools
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Dear Members of the School Committee:

Attached please find the June 2011 tracking reports. There have been no updates to the Position Control document since last reported in May, so I have not included it.

At this point in the year it is safe to say that Special Education out of district tuition and transportation will end approximately 7% below budget. Given the changes in leadership in the Special Education department, as well a number of students likely to be newly placed out of district next year, efforts have been made to retain these unused FY11 funds. Circuit Breaker, as a reimbursement program rather than a grant, allows districts to carry up to one year's allocation forward into the next fiscal year. At this time we are hopeful that we will be able to carry \$505,411 in balance into FY12, to serve as a reserve for future unanticipated Special Education costs.

Otherwise, administrators are busy restocking their supplies with the remainders of their FY11 budgets. At the beginning of FY11, principals were asked to expend only 70% of their supply budgets, until we had a better picture of the overall FY11 budget outcome. In early May, they were given the green light to spend the rest of their budgets. After many years of drought, it will be a relief to the district to be able to replace some worn textbooks and instructional materials.

The next month will be an extremely busy one for the Business Office, as we take on the extra tasks involved in closing out the fiscal year. I would like to particularly recognize the accomplishments of the Business Office staff, all of whom have risen to the many, many challenges of the last twelve months. Janet Collins, our Budget Analyst, who was responsible for the detail work involved in establishing the new chart of accounts on top of her extensive regular duties. Leslie Bearden, our Accounts Receivable clerk, who has invented processes for tracking and following up in the difficult realm of collections. Thanks to her, this year we have met our overall targets in collections. Neile Emond, our Procurement Officer, who has developed speedy and accurate processes for getting everyone the things they need at the best possible price. And Jocelyn Siccone, our Account Payable clerk, who is keeping our vendors happy with prompt payments. These dedicated, hard working people deserve the thanks and appreciation of the entire School Department.

Sincerely,

Diane Fisk Johnson
Chief Financial Officer