Franklin-Essex-Hamilton BOCES

Administrative Budget 2025-26

Dale Breault, District Superintendent/CEO

Our Mission

- Provide high-quality educational programs and shared services for our students, schools and communities.

Franklin-Essex-Hamilton

BOCES

BOCES Administrative Budget Legal Requirements

Education Law (1950)(4)(b) & Commissioner's Regulations 170.3(b)

- Expenses related to the operation of the District Superintendent's office
  - Supplemental salary & benefits of the DS
  - Clerical support
  - Travel
  - Supplies & equipment
  - General office operation expenses

BOCES Administrative Budget Legal Requirements

Education Law (1950)(4)(b) & Commissioner's Regulations 170.3(b)

- General Costs of Administration
    - Salary and benefits for general assistants to the DS who support both state and general service programs
    - Salary and benefits of clerical staff to support these positions
    - Operation, Maintenance, and insurance on the administrative plant
    - Communications for administration
    - Total charge for supplemental retirement (legacy costs)
    - Portion of liability insurance
    - Activities related to cooperation with local agencies such as DSS, DOH, DOMH, or other agencies ad directed by the Commissioner

BOCES Administrative Budget Legal Requirements

Education Law (1950)(4)(b) & Commissioner's Regulations 170.3(b)

- Expenses of the Board
  - Meetings
  - Travel
  - Dues
  - Training & Conferences
  - Board Clerk expenses
  - Legal Fees
  - Supplies
- Needs Assessment & Planning
  - Includes personnel salaries, benefits and expenditures (professionals, clerical, equipment, travel, and other)
  - To conduct surveys with and among BOCES service areas and the development of plans based on such needs assessments which indicate promise of enhanced educational services.

BOCES Administrative Budget Legal Requirements

Education Law (1950)(4)(b) & Commissioner's Regulations 170.3(b)

- Central Support for Operations
  - Business Office Operations - accounting, purchasing, payroll, inventory control, bidding, and other related costs
  - Personnel Services - negotiations, contract management, recruitment, and staff development
  - Public Information – development of media material including newsletters, brochures, and other related expenses

BOCES and the word "Administrate"

- **BOCES Administrative Budget**
  - All expenses previously outlined
- **BOCES Administrative Services**
  - These are non-instructional shared services that have been requested by and contracted for by component and non-component districts. Examples of BOCES administrative services include, but are not limited to, shared business office, labor relations, human resources, cooperative purchasing, and community schools. These services are paid for by subscribing districts only. These services can be provided through the local BOCES or by any BOCES in NYS through a process called cross-contracting.
- **BOCES Administrators**
  - May be certified school administrators, program directors, or Civil Service leaders. Certain BOCES administrators may or may not be included in the BOCES administrative budget based on their role.

Franklin-Essex-Hamilton BOCES

2025-2026 Major Considerations

- Retiree Health Insurance – Comptroller's Recommendation
- 12% Increase in Health Insurance
- FEH BOCES Business Office Audit
- BOCES Cash Flow & Interest Expenses
- Growing Non-Component District Subscribers

2025-2026 Major Considerations

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- ❑ Historically, FEHB has carried 2/3 of these expenses in the admin budget with 1/3 in program expenses
- ❑ Cons – does not meet statute
- ❑ Pros – Places level of burden more on heavier program subscribers

- ❑ Solution – Creative accounting
  - ❑ Move all expenses to admin budget
  - ❑ Schedule offsetting revenue from program budgets

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- ❑ Same challenge as districts
- ❑ Approximately 65% of entire Admin Budget is health insurance
- ❑ FEHB is wildly upside down with retirees due to massive contraction of services In the early/mid 2000's
- ❑ Currently 160 retirees with 145 active employees – (Will get better with time)

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- ❑ Complete audit of business office showed that more staff should be dedicated to FEHB business
- ❑ Removed Admin FTEs to add "boots on the ground" positions

Franklin-Essex-Hamilton BOCES

Employees in the Admin Budget

2024-2025 Spending Plan

- District Superintendent/CEO – 1.0 FTE (local share)
- Assistant Superintendent for Instruction – 0.15 FTE
- Assistant Superintendent for Operations – 0.51 FTE
- Executive Secretary #1 – 1.0 FTE
- Executive Secretary #2 – 0.87 FTE
- School Attorney – 0.10 FTE
- Purchasing Agent – 0.40 FTE
- Principal Clerk – 1.0 FTE
- District Treasurer – 0.75 FTE
- Director of Shared Business Services – 0.25 FTE
- Business Manager II – 0.75 FTE
- Principal Account Clerk – 0.50 FTE
- Administrative Assistant HR – 0.25 FTE
- Administrative Assistant Business – 0.50 FTE
- Stipend Positions
  - Board Clerk
  - Deputy Board Clerk
  - Deputy Treasurer
  - Extra Class Treasurer

Admin FTE= 2.76   Support FTE= 5.27

2025-2026 Spending Plan

- District Superintendent/CEO – 1.0 FTE (local share)
- Secretary to the Superintendent – 1.0 FTE
- Deputy Superintendent – 0.2 FTE
- Admin Assistant (Dep. Super. Support) – 0.4 FTE
- Business Manager – 1.0 FTE
- Admin Assistant (Bus. Mgr. Support) - 0.5 FTE
- Treasurer – 1.0 FTE
- Accounting (Contract Billing, Other BOCES Billing, Cross Contracts, FSR's. AS-7's) – 1.1 FTE
- Accountant (payroll) – 1.0 FTE
- Principal Account Clerk (AP) – 0.80 FTE
- Purchasing Agent – 0.60 FTE
- Onboarding/HR Clerk – 0.25 FTE
- Claims Auditor – 0.20 FTE
- Stipend Positions
  - Board Clerk
  - Deputy Board Clerk
  - Deputy Treasurer

Admin FTE= 2.2   Support FTE= 6.85

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- ❑ Just over $160,000 paid in interest in 23-24
- ❑ $96,000 budgeted for 24-25 – Will it be enough?
- ❑ Currently $100K budgeted for 25-26
- ❑ Comptroller's Analysis – No need to borrow if all districts paid BOCES bill on time
- ❑ FEHB fixed billing – On time invoices to districts for well over a year
- ❑ Conversation Points
    - ❑ 12 Month Billing – NERIC and others
    - ❑ Past Due Penalties
    - ❑ Cash Flow Fairness

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- ❑ HR/Labor Relations and "On the Bus" are now over $1M outside of FEHB
- ❑ We are becoming the "Conference BOCES"
- ❑ Will begin assessing 6% cross contract administrative assessment
- ❑ Will generate over $100K of revenue to offset FEHB admin budget

Proposed 25-26 Spending

ADMINISTRATIVE BUDGET

	2023-24 Actual Expenditures	2024-25 Adopted Budget	2025-26 Tentative Budget	Difference	
ADMINISTRATIVE BUDGET					
Certified Salaries	$ 215,959	$ 238,263	$ 195,412	$ (42,851)	
Other Salaries	439,204	437,963	558,781	$ 120,818	
Equipment	0	1,500	1,500	$ -	
Supplies & Materials	19,536	49,800	49,100	$ (700)	
Contract & Other	169,597	194,050	191,290	$ (2,760)	
Contract Prof. Services	89,727	98,169	94,150	$ (4,019)	
School District & Other BOCES	47,408	150,991	100,507	$ (50,484)	
Employee Benefits	219,816	420,828	526,638	$ 105,810	
Interest on Revenue Notes	160,298	97,000	100,000	$ 3,000	
Other Post Retirement Benefits	1,135,190	1,360,954	2,612,383	$ 1,251,429	
Transfer from O&M	47,553	35,575	41,657	$ 6,082	
Transfer from Service Programs					
• Insurance Administration	11,023	25,977	17,394	$ (8,583)	
• Insurance Coordination	15,788	13,967	36,061	$ 22,094	
• Technology	30,698	31,733	33,571	$ 1,838	
TOTAL ADMINISTRATIVE BUDGET	$ 2,601,794	$ 3,156,770	$ 4,558,444	$ 1,401,674	44.40%

Proposed 25-26 Spending

TOTAL ADMINISTRATIVE BUDGET	$ 2,601,794	$ 3,156,770	$ 4,558,444	$ 1,401,674	44.40%
Transfer to Service Programs					
• Other Post Retirement Benefits			985,958	$ 985,958	
• Admin Fees to Non Component Districts & Other BOCES			113,000	$ 113,000	
• Other Direct Service/CoSer Support			71,116	$ 71,116	
• Miscellaneous Revenues		70,200	70,200	$ -	
TOTAL ADMINISTRATIVE BILLING AFTER REVENUES	$ 2,601,794	$ 3,086,570	$ 3,318,170	$ 231,600	7.50%

Proposed 25-26 Spending

CAPITAL BUDGET					
Rental of Facilities	$ 5,995	$ 12,062	$ 12,062	$ -	
Payments to Dormitory Authority	-	-	-	-	
Bond Trustee/Dormitory Authority Fee	-	-	-	-	
Transfer to Capital Fund	400,000	400,000	400,000	0	
TOTAL CAPITAL BUDGET	$ 405,995	$ 412,062	$ 412,062	0	0.00%

Questions?

Thank you!