



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Special Session #5
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Tuesday, May 3, 2016
Meeting Time:	6:30 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM (Limited to Agenda Items Only)**
- E. CONSENT AGENDA**
 - a. Nomination of Business Administrator
- F. POLICY ADOPTION:**
 - a. GBGD-Rules and Regulations in the Application of Administration Personnel Policies and Salary Schedules
- G. OLD BUSINESS:**
 - a. FY16 Update and Discussion
 - b. FY17 Update and Discussion
- H. SCHOOL BOARD MATTERS OF INTEREST**
- I. ADJOURNMENT**

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: DOVER SCHOOL BOARD

DATE: May 3, 2016

MEMORANDUM: Nomination of Administrator

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following person for the designated position for the 2016-2017 school year.

DISTRICT-WIDE

Simmons, Libby, Business Administrator

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SECOND READING

RULES AND REGULATIONS IN THE APPLICATION OF ADMINISTRATIVE PERSONNEL POLICIES AND SALARY SCHEDULES

The following rules and regulations will govern the application of personnel policies for administrative personnel in the Dover public schools.

RECOGNITION:

The Dover School Board recognizes the administrative personnel as including the principals, deans, **(this includes elementary deans, middle schools deans, high school deans, dean of the alternative school, and the assistant director of student services)**, career technical center director, and athletics and physical education director, who will be referred to throughout this document as administrative personnel. The administrative group is professionally responsible for the operation of the school system and is considered an integral part of the system in its relationship with the Dover School Board.

EVALUATIONS:

It is agreed and understood that prior to July 1 of each year hereafter, the administrator shall have been evaluated as to his/her professional service by appropriate certified personnel, and be given a copy of said evaluation that shall contain a provision allowing written comment by the administrator. A conference shall be held with the administrator to discuss the evaluation, and the administrator shall be given a full and complete opportunity to correct and improve upon any designated deficiencies within the next year following the evaluation. Should the administrator not be evaluated as required herein, the administrator's efforts and professional services shall be deemed conclusively to be at least satisfactory in all respects and for all purposes.

WITHHOLDING OF SALARY INCREASE:

The District may withhold the negotiated salary increase of an administrator whom the District determines is performing less than satisfactorily. This will not occur before the District identifies the administrator's weakness and makes reasonable attempts to help the administrator to overcome these weaknesses.

The phrase "reasonable attempts" shall include, but not be limited to the following:

- A. The provision of a written clarification of weakness(es).
- B. The provision of written goals, results, behavior patterns, etc., that the District deems necessary for that administrator to be satisfactory.
- C. Development of a written plan that will assist the administrator in reaching the above goals.
- D. Establishment of an evaluation schedule during the year that may include observations and discussions which may provide the administrator with guidance and direction.

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ABSENCE REPORTING:

A record of leave will be submitted via Aesop (or other software as dictated by the District) for days not worked to include **non-contract**, sick, vacation, and professional leave for all administrative personnel recognized by this policy.

BENEFITS:

Administrative personnel will receive any and all benefits pertaining to other groups of personnel in the Dover school system. **Administrators hired after July 1 will receive these benefits on a prorated basis. These benefits include, but are not limited to, the following:** ~~including, but not limited to, the following:~~

1. Professional Incentive Compensation

Administrative personnel in degree-granting programs will be reimbursed up to the in-state UNH degree credit tuition costs with a limit of sixteen (16) credits per calendar year, while maintaining a grade of "B" or better. Administrative personnel enrolled in a course directly related to the individual's area of administrative responsibility, but who are not enrolled in a prescribed curriculum, will be reimbursed up to the UNH tuition costs up to eight (8) credits per year, while maintaining a grade of "B" or better. Course reimbursement will be paid only if taken in a New England state authorized program or other nationally accredited college or university. Foreign institutions will be evaluated based on credentials supplied to the superintendent prior to attendance.

The Dover School Board will contribute toward the cost of professional dues for administrative personnel upon presentation of membership to the superintendent and if funds have been budgeted and are available.

2. Sick Leave

~~200-day~~ **All** administrative personnel shall receive eighteen (18) days ~~and full-year administrative personnel 220 or 225 days) shall receive eighteen (18) days~~ sick leave with pay for personal illness for each year of service in the Dover school system cumulative to two hundred seventy five (275) days. Individuals may be asked for confirmation of an illness by a physician for seven (7) or more incidents of sick leave use in any school year.

Up to five (5) sick days per school year may be used by an administrator for the purpose of caring for a sick child, or upon approval of the Superintendent, for a different member of the employee's family who is sick.

3. Personal/Emergency Leave

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Administrative personnel may request up to a total of five (5) days personal/emergency leave in a given school year without loss of salary. Such leave shall require the prior approval of the superintendent. In cases where the reasons are of a highly personal nature, prior notification shall be given, indicating that the reasons are personal with only such justification as is necessary to provide the superintendent with adequate cause to grant the request. Non-scheduled emergency leaves shall be supported in writing as soon after the fact as possible.

4. Funeral Leave

Pay shall not be deducted for up to five (5) days of absence related to the death of a member of the administrator's immediate family, defined as spouse, child, parent, or sister or brother residing in the household. Such leave shall be granted for up to three days for the death of a sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, parent-in-law, or of a relative living in the household. Such leave shall also be granted for one day for the death of a grandparent, aunt, uncle, or close personal friend if approved by the superintendent.

5. Military Leave

Military leave shall be granted to any administrator who is inducted or called to active duty in any branch of the armed forces of the United States. For the period of said call to active duty, said administrator will be compensated by the District paying the difference between their school district salary and their annualized military salary. Upon return from such leave, an administrator will be placed on the salary schedule at the level which the administrator would have achieved had the administrator remained actively employed in the system during the period of the absence. Salary scale growth limit is equal to the period of original induction or period of call to active duty.

6. Jury Leave

Administrative personnel on jury duty shall be entitled to pay differential and continued benefits while fulfilling this duty.

7. Parental Leave

An administrator who is pregnant shall be entitled, without pay or salary schedule growth, upon request, to a leave to begin at any time between the commencement of her pregnancy and one (1) school year after the child is born. Except in cases of emergency the administrator shall give at least thirty (30) days' notice prior to the date on which her leave is scheduled to begin. An administrator who is pregnant may continue in active employment as late into her pregnancy as she desires, provided she is able to perform her required administrative duties.

A male administrator may be entitled, upon request, to a parental leave to begin at any time between the birth of his child and one (1) school year thereafter.

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An administrator adopting an infant (birth to first birthday) child may be granted a parental leave at any time after the date of the adoption and may continue the leave for up to one (1) school year after the adoption. Such leave may commence upon the administrator's receiving de facto custody of the infant, or up to three (3) months earlier if necessary to fulfill the requirements for adoption.

Parental leaves will not exceed one year in duration, and an administrator on parental leave must notify the superintendent in writing of his or her intent to return to work by March 1, preceding the beginning of the school year.

8. Extended Leave

Administrators may request an unpaid extended leave of absence which shall be granted at the discretion of the superintendent and School Board for any of the following reasons:

- a. to pursue academic studies
- b. to accept a position with the Peace Corps, Vista, or a similar governmental agency
- c. for prolonged illness, needed rest, necessities of the home, professional improvement, or any other activity which would benefit the Dover school system

Upon return from an extended leave of absence administrative personnel shall be assigned to the same or a substantially equivalent position. All benefits to which the administrator was entitled at the time of the leave, including accumulated sick leave, shall be restored upon return.

9. Health Insurance

The School Board shall provide health insurance for administrative personnel during the term of their employment through the SchoolCare program or another program providing substantially equivalent or improved coverages or services on the following basis:

~~Ninety percent (90%) of the premiums of the SchoolCare Point of Service Option, or the School Care HMO Option.~~

One hundred percent (100%) of the premiums of the School Care Consumer Driven Health Plan (CDHP).

If an administrator does not subscribe to the School Department of the City of Dover, New Hampshire, New Hampshire School Health Care Coalition plan, SchoolCare health program, or to another City of Dover health insurance plan through a family member, he/she will receive a lump sum payment of three thousand dollars (\$3,000) on or before December 15th of the school year.

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The School Board agrees to submit or have submitted retired administrators' payments for health insurance at the School Department group rate.

10. Life Insurance

The School Board shall provide life insurance coverage for administrative personnel during the term of their employment in the amount of \$100,000 for natural death and \$200,000 for accidental death. Coverage for new personnel will not begin until the first of the month following the completion of a thirty- (30) day waiting period.

11. Dental Insurance

The School Board shall provide and pay the premiums for dental insurance through the Delta Dental Insurance Plan or a substantially equivalent plan for administrative personnel during the term of their employment. Coverage shall be for individuals or their families, as appropriate, and coverage for new personnel will not begin until the first of the month following the completion of a thirty- (30) day waiting period.

12. Disability Insurance

The School Board shall provide for administrative personnel an income insurance program which will provide the following coverage: seventy percent (70%) of monthly salary up to \$5,000 maximum to begin after ninety (90) consecutive calendar days or expiration of accumulated sick leave, whichever is greater. Said insurance will run until age sixty-five (65) and shall be coordinated with Social Security benefits.

13. Longevity

Administrative personnel shall receive a longevity benefit for service in the Dover school system (teaching and administrative) as follows:

Upon completion of ten years	\$500
Upon completion of fifteen years	\$550
Upon completion of twenty years	\$625
Upon completion of twenty-five years	\$700
Upon completion of thirty years	\$775
Upon completion of thirty-five years	\$850

14. Severance Pay

All retiring administrative personnel, as well as those leaving who have at least ten (10) years of service in the Dover School District, shall receive severance pay in the amount of forty percent (40%) of their accumulated sick leave at their current per diem rate.

15. Tax-deferred Annuity

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The School Board shall allow administrative personnel to take advantage of the federal law regarding tax-deferred annuities. Any new group must have at least ten (10) members.

16. **Holidays**

All administrative personnel shall observe the following holidays and any other days as may be designated from time to time:

New Year's Day
Martin Luther King, Jr., Day
Presidents' Day
Monday of Spring Vacation (Fast Day)
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veterans' Day
Day before Thanksgiving
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve (1/2 Day)
Christmas Day
The Day after Christmas
New Year's Eve (1/2 Day)
Work day following Christmas, should school be in session on one of the holidays listed above

17. **~~Work Day Schedule~~ Work Year Schedule/Leave Days**

~~200 day administrative personnel shall provide the Superintendent with a schedule for days to be worked prior to July 31st of each year.~~

~~Full year (contracted for 220 or 225 days) administrative personnel shall provide the Superintendent with a schedule for days to be worked prior to July 31st of each year. Full year administrative personnel will be contracted for 220 or 225 days based upon their years of service in the Dover school system as follows:-~~

~~From zero (0) to five (5) years: _____ Contracted for 225 days worked~~

~~-~~

~~At the beginning of six (6) year or more: _____ Contracted for 220 days worked~~

~~Any changes to your work schedule must be submitted to the Superintendent for approval.~~

~~Any carry forward of non work days must be approved by the Superintendent and used by December 31st.~~

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~~Administrators are able to carry over no more than ten (10) days of vacation leave into the subsequent school year. In addition, all carry-over leave must be taken on or before December 31 of that year, or it will be forfeited.~~

Administrators' contracts start on July 1st of each year and end on June 30th of the following year. Vacation days will be given on July 1st of each year. For the 2016-2017 school year, July 5, 6, 7, 8, December 23 (1/2), 28, 29, 30 (1/2), March 3 and April 28 will be referred to as non-contract days throughout this document.

Full time Administrators

All full time administrative personnel will receive vacation days based on the following schedule:

<u>From zero (0) to five (5) years of service in the district</u>	<u>20 days</u>
<u>At the beginning of six (6) years of service or more</u>	<u>25 days</u>

216-day Administrators

All 216-day administrative personnel will receive 20 vacation days.

All 216 day administrative personnel, including but not limited to Deans of Students, will be provided the same paid holidays as Full time administrators (See Section 16). In addition, they will receive an additional nine (9) non-contract days to be taken during the holiday recess, surrounding the July 4th holiday, and one day during the winter and spring recesses. These days will be determined for the following year after the school calendar has been approved by the School Board. Specific dates for these days will be determined on an annual basis with input from the DAA and approval by the Superintendent. Exception for work flow needs may be approved by the Superintendent.

200-day Administrators

All 200-day administrative personnel will receive 15 vacation days.

All 200-day administrative personnel will have same paid holidays as Full time administrators (See Section 16). In addition, they will receive an additional thirty (30) non-contract days, nine (9) of these days to be taken during the holiday recess, surrounding the July 4th holiday, and one day during the winter and spring recesses. These days will be determined for the following year after the school calendar has been approved by the School Board. Specific dates for these days will be determined on an annual basis with input from the DAA and approval by the Superintendent. The other twenty-one (21) non-contract days will be submitted by the 200-day administrator and approved by the direct supervisor and the Superintendent. A maximum of five (5) non-

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contract days may be used when school is in session. Exception for work flow needs may be approved by the Superintendent.

Administrators are able to carry over no more than ten (10) days of vacation leave into the subsequent school year. In addition, all carry-over leave must be taken on or before December 31 of that year or it will be forfeited.

It is permissible and suggested (so that all administrators will not be out at the same time during the summer months) that some of the administrators' vacation time be taken during the school year, at a time convenient for both the administrator and the school system.

The Superintendent's approval is required for the scheduling and taking of any vacation days during the school year.

18. Mileage Allowance

Administrators shall be paid \$150.00 on or before December 31 and \$150.00 on or before the close of the school year for in-district travel. They will continue to be able to submit requests for mileage for out-of-district travel.

SALARIES:

~~Administrators will receive the following stipends:~~
~~Stipends: CAGS: \$750 — Doctorate: \$1,500~~

~~**SALARY RANGES BY CATEGORY FOR ALL NEW EMPLOYEES HIRED DURING THE DURATION OF THIS CONTRACT.**~~

~~Principal ————— \$85,000 ————— to \$110,000
Director ————— \$79,000 ————— to 108,000
Dean ————— \$75,000 ————— to 95,000~~

~~—~~

~~Salary ranges and work day schedules will be revisited.~~

~~Any request to exceed the salary range scale when hiring a new employee must be approved by the Dover School Board.~~

~~Annual Salary Adjustment~~

~~Year 1: ————— 5%~~

~~Year 2: ————— 4%~~

~~Year 3: ————— 4%~~

~~Salaries in Year 2 and Year 3 will be opened for discussion as mutually agreed upon by the DAA and the Dover School District.~~

SALARY MATRIX FOR ALL EMPLOYEES UNDER THIS POLICY.

Base Salary					
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	<u>\$76,500.00</u>			
	<u>Multiplier</u>			<u>Total Salary</u>
<u>Years of Administrative Experience</u>				
<u>0</u>	<u>0</u>		<u>\$0.000</u>	<u>\$76,500.000</u>
<u>1-2</u>	<u>0.02</u>		<u>\$1,530.000</u>	<u>\$78,030.000</u>
<u>3-5</u>	<u>0.05</u>		<u>\$3,825.000</u>	<u>\$80,325.000</u>
<u>6-8</u>	<u>0.085</u>		<u>\$6,502.500</u>	<u>\$83,002.500</u>
<u>9-11</u>	<u>0.115</u>		<u>\$8,797.500</u>	<u>\$85,297.500</u>
<u>12+</u>	<u>0.145</u>		<u>\$11,092.500</u>	<u>\$87,592.500</u>
<u>Educational Degree</u>				
<u>BA</u>	<u>0</u>		<u>\$0.000</u>	<u>\$76,500.000</u>
<u>MA</u>	<u>0.01</u>		<u>\$765.00</u>	<u>\$77,265.00</u>
<u>MA + 15</u>	<u>0.012</u>		<u>\$918.00</u>	<u>\$77,418.000</u>
<u>MA + 30</u>	<u>0.014</u>		<u>\$1,071.00</u>	<u>\$77,571.000</u>
<u>MA + 45</u>	<u>0.016</u>		<u>\$1,224.00</u>	<u>\$77,724.000</u>
<u>MA + 60</u>	<u>0.018</u>		<u>\$1,377.00</u>	<u>\$77,877.000</u>
<u>CAGS</u>	<u>0.02</u>		<u>\$1,530.00</u>	<u>\$78,030.000</u>
<u>PhD - EdD</u>	<u>0.022</u>		<u>\$1,683.00</u>	<u>\$78,183.000</u>
<u>Size Factor</u>				
<u>Middle School</u>	<u>0.025</u>		<u>\$1,912.500</u>	<u>\$78,412.500</u>
<u>High School</u>	<u>0.045</u>		<u>\$3,442.500</u>	<u>\$79,942.500</u>
<u>Responsibility Factor</u>				
<u>Principal</u>	<u>0.18</u>		<u>\$13,770.000</u>	<u>\$90,270.000</u>
<u>CTC Director</u>	<u>0.08</u>		<u>\$6,120.000</u>	<u>\$82,620.000</u>
<u>Athletic Director</u>	<u>0.04</u>		<u>\$3,060.000</u>	<u>\$79,560.000</u>

NOTE: There is a one-time salary increase to compensate those Administrative personnel up to 4% of the current salary for the 2016-2017 school year if the transition to the matrix does not result in at least a 4% increase.

NOTE: Nothing in this document shall preclude administrators receiving additional benefits as may be granted by the School Board.

Reviewed April-**2016**
Readopted

PROPOSED FY2017 BUDGET

SUGGESTED GENERAL FUND BUDGET ADJUSTMENT OPTIONS W/ TAX BILL IMPACT

As of April 27, 2016

	Budget Adjustment Initially Suggested	Adjustment Type Revenue/ Expense	Estimated Property Tax Rate Change	Average Residential* Property Tax Bill Impact	Tentative Council Revisions		
					Budget Adjustment Council Consensus	Estimated Property Tax Rate Change	Average Residential* Property Tax Bill Impact
1 Transfer Funds into School Budget							
a. Adjust Bond Premium Offset for HS Debt	(\$1,380,000)	R	(\$0.490)	(\$113)	(\$1,380,000)	(\$0.490)	(\$113)
b. Increase Use of Impact Fee/Capital Reserve Offset for HS Debt	(\$100,000)	R	(\$0.035)	(\$8)	(\$100,000)	(\$0.035)	(\$8)
c. School Facilities Fund Transfer to School Budget	(\$200,000)	R	(\$0.071)	(\$16)	(\$200,000)	(\$0.071)	(\$16)
d. School Cafeteria Fund Transfer to School Budget	(\$100,000)	R	(\$0.035)	(\$8)	(\$100,000)	\$0.000	\$0
e. DoverNet Fund Transfer to School Budget	(\$180,000)	R	(\$0.064)	(\$15)	(\$180,000)	\$0.000	\$0
2 Grants/Subsidies							
a. Reduce McConnell Center Fund subsidy	(\$100,000)	E	(\$0.035)	(\$8)	(\$100,000)	\$0.000	\$0
b. Eliminate FasTrans funding	(\$24,506)	E	(\$0.009)	(\$2)	(\$24,506)	\$0.000	\$0
c. Reduce Cocheco Arts Festival grant by 1/2	(\$5,000)	E	(\$0.002)	(\$0)	(\$5,000)	\$0.000	\$0
d. Reduce CAP grant increase to FY16 level	(\$5,000)	E	(\$0.002)	(\$0)	(\$5,000)	\$0.000	\$0
3 Police Operations							
a. City Budget fully funds School Resource Officers (School retains and reallocates funds)	(\$93,280)	R	(\$0.033)	(\$8)	(\$93,280)	(\$0.033)	(\$8)
b. Reallocate School Resource Officer funding (School retains proposed expense and reallocates funds)	\$93,280	R	\$0.033	\$8	\$93,280	\$0.033	\$8
c. Eliminate funding proposed for 1 Public Safety Communications Dispatcher	(\$65,862)	E	(\$0.023)	(\$5)	(\$65,862)	\$0.000	\$0
4 Fire & Rescue Operations							
a. Eliminate funding proposed for EMS QA/QI Officer	(\$131,019)	E	(\$0.046)	(\$11)	(\$131,019)	\$0.000	\$0
b. Eliminate funding proposed for PT Fire Mechanic	(\$24,093)	E	(\$0.009)	(\$2)	(\$24,093)	\$0.000	\$0
5 Library Operations							
a. Remove funding for 1 HVAC unit repairs and address with current year budget transfer	(\$16,575)	E	(\$0.006)	(\$1)	(\$16,575)	(\$0.006)	(\$1)
a. Remove funding for 2 HVAC unit repairs and address with current year budget transfer	(\$33,150)	E	(\$0.012)	(\$3)	(\$33,150)	\$0.000	\$0
6 School Operations							
a. Adjust School Non-Tax Revenue	\$116,000	R	\$0.041	\$10	\$116,000	\$0.041	\$10
b. Reduce School Board Recommended Budget	(\$116,000)	E	(\$0.041)	(\$10)	(\$116,000)	\$0.000	\$0
c. Reduce School Board Recommended Budget	(\$155,000)	E	(\$0.055)	(\$13)	(\$155,000)	(\$0.055)	(\$13)
d. Reduce School Board Recommended Budget	(\$195,811)	E	(\$0.069)	(\$16)	(\$195,811)	\$0.000	\$0
e. Reduce School Board Recommended Budget	(\$1,200,000)	E	(\$0.426)	(\$98)	(\$1,200,000)	\$0.000	\$0
7 Additional Misc. Budget Adjustments							
a. Donate City Council Stipend to School	(\$9,250)	R	(\$0.003)	(\$1)	(\$9,250)	\$0.000	\$0
Total Proposed Budget Adjustment					(\$1,735,575)	(\$0.616)	(\$142)

* Average Residential Value used for tax bill calculation=\$231,321

	Current FY16	Fiscal Year 2017 Estimate			Amount Above/(below)
		Proposed	Tax Capped	Revised	Tax Cap
City Rate	\$10.47	\$10.60	\$10.60	\$10.56	(\$0.04)
Local School Rate	\$10.65	\$11.60	\$10.77	\$11.02	\$0.25
State School Rate	\$2.49	\$2.48	\$2.48	\$2.48	\$0.00
County Rate	\$3.00	\$3.07	\$3.07	\$3.07	\$0.00
Total Property Tax Rate	\$26.61	\$27.75	\$26.92	\$27.13	\$0.21
Increase FY17/FY16		\$1.14	\$0.31	\$0.52	
City Tax	\$2,422	\$2,452	\$2,452	\$2,443	(\$9)
Local School Tax	\$2,464	\$2,683	\$2,491	\$2,550	\$59
State School Tax	\$576	\$574	\$574	\$574	\$0
County Tax	\$694	\$710	\$710	\$710	\$0
Average Residential Tax Bill	\$6,155	\$6,419	\$6,227	\$6,277	\$50
Proposed Increase FY17/FY16		\$264	\$72	\$121	
		4.3%	1.2%	2.0%	

\$63 impact was anticipated by pro-forma

ProForma Tax Cap + Allowance Comparison:

School Board Recommended Budget Tax Cap Overage	\$	3,151,811
LESS: DHS/CTC Anticipated Debt Allowance	\$	759,858
LESS: City Manager Proposed Budget Adjustments	\$	811,460
LESS: Additional Budget Adjustments Identified Above	\$	1,735,575
Amount remaining to achieve anticipated tax cap overage with allowance	\$	(155,082)