

Hanover Public Schools

Matthew A. Ferron
Superintendent of Schools



Thomas R. Raab, Ed.D.
Business Manager

Deborah St. Ives
Assistant Superintendent

Joan Woodward
Student Services Director

Memorandum

To: Hanover School Committee
From: Thomas R. Raab, Business Manager
Cc: Matthew Ferron, Superintendent of Schools
Date: February 28, 2018
Re: Budget 2.0 Update

Please find attached a summary of the changes from Budget 1.0 to Budget 2.0 for FY 2019. Most of the changes revolve around three major areas. These include increased Kindergarten and pre Kindergarten enrollment; anticipated changes in Special Education tuitions; and the absorption of town wide phone budgets in our consolidated technology budget. It is important to clarify that outside of the addition of the phone expenses (and funding), all changes have been made within the parameters of our Budget 1.0 request.

Kindergarten

While Center School's Kindergarten enrollment for FY 2019 looks to remain level, there has been a surge of enrollments at Cedar School now that Kindergarten registration is complete. Cedar is currently at 58 Full Day enrollments and 17 Half Day enrollments for FY 2019, which is an increase of 17 students for this year, 10 of these additional enrollments are full day registrations resulting in additional revenue \$37,500. As a result of the increased enrollment, Cedar needs an additional .5 FTE Kindergarten teacher and additional .5 Kindergarten paraprofessional. I've added \$37,188 to the Cedar kindergarten revolving account to partially offset the additional cost. We anticipate a few additional registrations over the summer, but we are accounting for these students within this funding plan.

Special Education

In addition to the Kindergarten surge, there is also an increased demand on our special education pre Kindergarten program due to new enrollments and anticipated enrollments for 2018-2019. At the moment, this will require an additional .5 FTE pre kindergarten teacher. The Student Services Director and myself reviewed all of the known and anticipated Special Education tuition needs for FY 2019 as they stand at this time. Overall, taking all of the changes together, an additional \$51,735 is needed for Pre Kindergarten staffing and Special Education Tuition increases. The funds required for this increase were realized through a careful review of the entire budget as well as adding \$17,333 to our Circuit Breaker needs for FY 2019. All other changes from Budget 1.0 to 2.0 can be placed in the category of "anticipated personnel changes" based on salary lane changes for teachers and personnel changes among paraprofessionals and tutors that, in many cases allow for efficiencies and provide savings. All of the necessary changes are noted in the summary document comparing Budget 1.0 to Budget 2.0.

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Town Phone Lines

In order to provide efficiency and ease of management, all of the VOIP (Voice Over Internet Protocol) phone lines have been transferred to the School Department Budget. The Town has added \$88,840 to our budget request for FY 2019 in order to accommodate these costs. I've carefully reviewed all of the obligations from the town buildings and included these expenses in the EXP – SW CONTRACTED SERVICES TECHNOLOGY lines in the budget. There is no negative impact to the School Department Budget with this change. It will allow the consolidated Technology Department the opportunity to more efficiently manage the phone expenses town wide. The detail of these changes is shaded in green on the summary pages.

The chart below summarizes the changes from Budget 1.0 to Budget 2.0

	FY 2018 Budget	FY 2019 Budget 1.0	FY 2019 Budget 2.0	Budget 1.0 TO 2.0 Difference
Salaries	\$23,158,667	\$23,746,571	\$23,748,346	\$1,775
Expenses	\$5,198,281	\$5,394,544	\$5,498,942	\$104,398
Less Circuit Breaker	(\$640,000)	(\$600,000)	(\$617,333)	(17,333)
SpEd 240 Grant Offset	(\$539,833)	(\$539,000)	(\$539,000)	0
FACE Offset	(\$12,000)	(\$12,000)	(\$12,000)	0
Grand Total	\$27,165,115	\$27,990,115	\$28,078,955	\$88,840
	\$825,000 increase			From Town for VOIP

Please do not hesitate to contact me if you have any questions so that I may be fully prepared to answer them during the meeting.

	Kindergarten				
	Pre K and Special Education				
	VOIP Phones in Technology				
	Other				
FY 2019 Budget 1.0 to 2.0 Crosswalk February 28, 2018					
SALARIES					
Account Number	Account Name	FY '19 Budget 1.0	FY '19 Budget 2.0	Difference	Notes
01-32-310-2210-01-0011	SAL - CD PRINCIPAL Total	\$ 211,024.00	\$ 211,024.00	\$ -	
01-32-310-2210-02-0011	SAL - CD SECRETARIES Total	\$ 100,620.00	\$ 100,620.00	\$ -	
01-32-310-2305-01-0011	SAL - CD TEACHER Total	\$ 1,778,038.00	\$ 1,778,038.00	\$ -	
01-32-310-2305-01-0012	SAL - CD KINDERGARTEN TEACHER Total	\$ 118,965.00	\$ 113,282.00	\$ (5,683.00)	Additional .5 Kindergarten Teacher for enrollment \$37,188 moved to K Revolving
01-32-310-2340-01-0011	SAL - CD LIBRARIAN Total	\$ 23,173.00	\$ 23,173.00	\$ -	
01-32-310-2710-01-0011	SAL - CD COUNSELOR Total	\$ 80,911.00	\$ 80,911.00	\$ -	
01-32-310-3200-03-0011	SAL - CD NURSES Total	\$ 63,867.00	\$ 63,867.00	\$ -	
01-32-320-2305-01-0011	SAL - CD SPED TEACHER Total	\$ 754,829.00	\$ 754,829.00	\$ -	
01-32-320-2305-01-0012	SAL - CD SPED PRESCHOOL TEACHER Total	\$ 129,480.00	\$ 160,882.00	\$ 31,402.00	Additional .5 PreK Teacher for enrollment and IEPs of new students
01-32-320-2310-01-0014	SAL - CD SPED SPECIALIST TEACHER Total	\$ 96,611.00	\$ 96,611.00	\$ -	
01-32-320-2330-03-0011	SAL - CD SPED TEACHER ASSTS Total	\$ 42,590.00	\$ 59,704.00	\$ 17,114.00	Additional .5 Kindergarten paraprofessional for additional .5 K Class
01-32-320-2330-03-0016	SAL - CD SPED TUTORS Total	\$ 171,742.00	\$ 171,742.00	\$ -	
01-32-320-2800-01-0013	SAL - CD SPED PSYCHOLOGIST Total	\$ 33,881.00	\$ 33,881.00	\$ -	
01-33/34-310-2210-01-0011	SAL - CN/SY PRINCIPAL Total	\$ 222,373.00	\$ 222,373.00	\$ -	
01-33/34-310-2210-02-0011	SAL - CN/SY SECRETARIES Total	\$ 120,488.00	\$ 120,488.00	\$ -	
01-33/34-310-2305-01-0011	SAL - CN/SY TEACHER Total	\$ 2,399,982.00	\$ 2,399,982.00	\$ -	
01-33-310-2305-01-0011	SAL - CN KINDERGARTEN TEACHER Total	\$ 155,294.00	\$ 149,044.00	\$ (6,250.00)	Moved to K Revolving
01-33-310-2330-03-0011	SAL - CN TEACHER ASSTS Total	\$ 35,579.00	\$ 35,579.00	\$ -	
01-33/34-310-2340-01-0011	SAL - CN/SY LIBRARIAN Total	\$ 43,272.00	\$ 43,272.00	\$ -	
01-33/34-310-2710-01-0011	SAL - CN/SY COUNSELOR Total	\$ 70,513.00	\$ 70,513.00	\$ -	
01-33/34-310-3200-03-0011	SAL - CN/SY NURSE Total	\$ 155,013.00	\$ 155,013.00	\$ -	
01-33/34-320-2305-01-0011	SAL - CN/SY SPED TEACHER Total	\$ 677,252.00	\$ 677,252.00	\$ -	
01-32-320-2315-01-0016	SAL - CN/SY SPED ADMINISTRATOR	\$ 98,785.00	\$ 98,785.00	\$ -	

	Kindergarten				
	Pre K and Special Education				
	VOIP Phones in Technology				
	Other				
FY 2019 Budget 1.0 to 2.0 Crosswalk February 28, 2018					
01-33/34-320-2310-01-0014	SAL - CN/SY SPED SPECIALIST TEACHER Total	\$ 84,404.00	\$ 84,404.00	\$ -	
01-33/34-320-2330-03-0011	SAL - CN/SY SPED TEACHER ASSTS Total	\$ 20,538.00	\$ 20,538.00	\$ -	
01-33/34-320-2330-03-0016	SAL - CN/SY SPED TUTORS Total	\$ 367,766.00	\$ 358,373.00	\$ (9,393.00)	Adjusted Anticipated Personnel Changes
01-33/34-320-2800-01-0013	SAL - CN/SY SPED PSYCHOLOGIST Total	\$ 33,881.00	\$ 33,881.00	\$ -	
01-31-310-1210-01-0011	SAL - ADM SUPERINTENDENT Total	\$ 181,125.00	\$ 181,125.00	\$ -	
01-31-310-1210-02-0011	SAL - ADM SUPERINTENDENT SECRETARIE Total	\$ 54,788.00	\$ 54,788.00	\$ -	
01-31-310-1410-01-0011	SAL - ADM BUSINESS MANAGER Total	\$ 138,426.00	\$ 138,426.00	\$ -	
01-31-310-1420-03-0011	SAL - ADM HUMAN RESOURCES Total	\$ 45,507.00	\$ 45,507.00	\$ -	
01-31-310-1410-02-0011	SAL - ADM BUSINESS SECRETARIES Total	\$ 108,283.00	\$ 108,283.00	\$ -	
01-31-320-2110-01-0011	SAL - ADM PPS DIRECTOR Total	\$ 126,763.00	\$ 126,763.00	\$ -	
01-31-320-2110-02-0011	SAL - ADM SPED SECRETARIES Total	\$ 24,500.00	\$ 23,695.00	\$ (805.00)	Adjusted Anticipated Personnel Changes
01-39-310-1450-01-0011	SAL - SW TECHNOLOGY DIRECTOR Total	\$ 93,967.00	\$ 93,967.00	\$ -	
01-39-310-1450-03-0011	SAL - SW TECHNOLOGY STAFF Total	\$ 371,825.00	\$ 371,825.00	\$ -	
01-39-310-1450-03-0013	SAL - SW TECHNOLOGY ASSTS Total	\$ 15,600.00	\$ 15,600.00	\$ -	
01-39-310-2110-01-0011	SAL - SW CURRICULUM DIRECTOR	\$ 131,008.00	\$ 131,008.00	\$ -	
01-39-310-2315-01-0016	SAL - Gr 5-12 DEPARTMENT HEADS Total	\$ 296,785.00	\$ 296,785.00	\$ -	
01-39-310-3200-03-0015	SAL - SW NURSES OTHER Total	\$ 31,094.00	\$ 31,094.00	\$ -	
01-39-320-2305-01-0015	SAL - SW STIPENDS SPED TEACHER	\$ 5,358.00	\$ 5,358.00	\$ -	
01-39-320-2330-03-0016	SAL - SW SPED TUTORS Total	\$ 90,000.00	\$ 90,000.00	\$ -	
01-39-320-2310-01-0014	SAL - SW SPED SPECIALIST TEACHER Total	\$ 165,024.00	\$ 165,024.00	\$ -	
01-39-310-3400-03-0011	SAL - SW FOOD SERVICES	\$ 20,000.00	\$ 20,000.00	\$ -	
01-36-310-2210-01-0011	SAL - HS PRINCIPAL Total	\$ 231,631.00	\$ 231,631.00	\$ -	
01-36-310-2210-02-0011	SAL - HS SECRETARIES Total	\$ 139,125.00	\$ 139,125.00	\$ -	
01-36-310-2305-01-0011	SAL - HS TEACHER Total	\$ 4,360,005.00	\$ 4,331,199.00	\$ (28,806.00)	Adjusted Anticipated Personnel Changes
01-36-310-2315-01-0016	SAL - HS DEPARTMENT HEADS Total	\$ 34,688.00	\$ 34,688.00	\$ -	
01-36-310-2340-01-0011	SAL - HS LIBRARIAN Total	\$ 86,721.00	\$ 86,721.00	\$ -	
01-36-310-2710-01-0011	SAL - HS COUNSELOR Total	\$ 405,114.00	\$ 405,114.00	\$ -	
01-36-310-2710-02-0011	SAL - HS GUIDANCE SECRETARIES Total	\$ 49,003.00	\$ 49,003.00	\$ -	
01-36-310-3200-03-0011	SAL - HS NURSES Total	\$ 76,259.00	\$ 76,259.00	\$ -	
01-36-310-3510-03-0011	SAL - HS ATHLETIC TRAINER Total	\$ 47,163.00	\$ 47,163.00	\$ -	
01-36-310-3510-03-0011	SAL - HS ATHLETIC DIRECTOR Total	\$ 100,809.00	\$ 100,809.00	\$ -	
01-36-320-2305-01-0011	SAL - HS SPED TEACHER Total	\$ 841,498.00	\$ 841,498.00	\$ -	
01-36-320-2330-03-0011	SAL - HS SPED TEACHER ASSTS Total	\$ 90,856.00	\$ 90,856.00	\$ -	
01-36-320-2330-03-0016	SAL - HS SPED TUTORS Total	\$ 154,000.00	\$ 150,951.00	\$ (3,049.00)	Adjusted Anticipated Personnel Changes
01-36-320-2800-01-0013	SAL - HS SPED PSYCHOLOGIST Total	\$ 97,327.00	\$ 97,327.00	\$ -	
01-35-310-2210-01-0011	SAL - MS PRINCIPAL Total	\$ 315,304.00	\$ 315,304.00	\$ -	
01-35-310-2210-02-0011	SAL - MS SECRETARIES Total	\$ 133,772.00	\$ 133,772.00	\$ -	
01-35-310-2305-01-0011	SAL - MS TEACHER Total	\$ 4,256,055.00	\$ 4,260,830.00	\$ 4,775.00	Adjusted Anticipated Personnel Changes
01-35-310-2340-01-0011	SAL - MS LIBRARIAN Total	\$ 84,194.00	\$ 84,194.00	\$ -	
01-35-310-2710-01-0011	SAL - MS COUNSELOR Total	\$ 230,612.00	\$ 230,612.00	\$ -	

	Kindergarten				
	Pre K and Special Education				
	VOIP Phones in Technology				
	Other				
FY 2019 Budget 1.0 to 2.0 Crosswalk February 28, 2018					
	SAL - MS GUIDANCE SECRETARIES				
01-35-310-2710-02-0011	Total	\$ 47,035.00	\$ 47,035.00	\$ -	
01-35-310-3200-03-0011	SAL - MS NURSES Total	\$ 62,004.00	\$ 62,004.00	\$ -	
01-35-320-2305-01-0011	SAL - MS SPED TEACHER Total	\$ 1,225,178.00	\$ 1,225,178.00	\$ -	
01-35-320-2315-01-0016	SAL - MS SPED ADMINISTRATOR Total	\$ 98,833.00	\$ 98,833.00	\$ -	
01-36-320-2330-03-0011	SAL - MS SPED TEACHER ASSTS Total	\$ 166,238.00	\$ 166,238.00	\$ -	
01-35-320-2330-03-0016	SAL - MS SPED TUTORS Total	\$ 318,473.00	\$ 320,943.00	\$ 2,470.00	Adjusted Anticipated Personnel Changes
01-35-320-2800-01-0013	SAL - MS SPED PSYCHOLOGIST Total	\$ 98,750.00	\$ 98,750.00	\$ -	
01-30-310-1110-02-0011	SAL - SC SECRETARIES Total	\$ 5,000.00	\$ 5,000.00	\$ -	
	SUBTOTAL SALARIES	\$ 23,746,571.00	\$ 23,748,346.00	\$ 1,775.00	Difference
Expense Summaries					
	Cedar Contracted Services	\$ 20,434.00	\$ 20,434.00	\$ -	
	Cedar School Equipment	\$ 3,100.00	\$ 3,100.00	\$ -	
	Cedar School Reg Ed Salary Non FTE	\$ 46,053.00	\$ 46,053.00	\$ -	
	Cedar Supplies and Materials	\$ 50,059.00	\$ 50,059.00	\$ -	
	Cedar School SpEd Salary Non FTE	\$ 6,594.00	\$ 6,594.00	\$ -	
	Center Contract Services	\$ 15,911.00	\$ 13,108.00	\$ (2,803.00)	Moved to Technology
	Center School Equipment	\$ -	\$ -	\$ -	
	Center School Reg Ed Salary Non FTE	\$ 28,300.00	\$ 28,300.00	\$ -	
	Center Supplies and Materials	\$ 41,563.00	\$ 41,563.00	\$ -	
	Center School SpEd Salary Non FTE	\$ 1,000.00	\$ 1,000.00	\$ -	
	Central Admin Contract Services	\$ 73,579.00	\$ 72,037.00	\$ (1,542.00)	Moved to Technology
	Central Admin Equipment	\$ 500.00	\$ 500.00	\$ -	
	Central Admin Professional Dev.	\$ 8,000.00	\$ 8,000.00	\$ -	
	Central Admin Reg Ed Salary Non FTE	\$ 7,000.00	\$ 7,000.00	\$ -	
	Central Admin Supplies and Materials	\$ 11,500.00	\$ 11,500.00	\$ -	
	Central Admin SpEd Contracted Services	\$ 25,000.00	\$ 25,000.00	\$ -	
	Central Admin SpEd Salary Non FTE	\$ 300.00	\$ 300.00	\$ -	
	Central Admin SpEd Supplies and Materials	\$ 2,000.00	\$ 2,000.00	\$ -	
	District Wide Contracted Services	\$ 1,475,847.00	\$ 1,570,952.00	\$ 95,105.00	\$88,840 from Town for VOIP Lines
	District Wide Support Equipment	\$ 145,723.00	\$ 145,723.00	\$ -	
	District Wide Professional Development	\$ 138,445.00	\$ 138,445.00	\$ -	
	District Wide Reg Ed Salary and Non FTE	\$ 121,871.00	\$ 117,096.00	\$ (4,775.00)	Anticipated Contract Settlements
	District Wide Supplies and Materials	\$ 17,500.00	\$ 17,500.00	\$ -	
	District Wide SpEd Contracted Services	\$ 663,397.00	\$ 622,926.00	\$ (40,471.00)	Anticipated IEP Changes
	District Wide SpEd Supplies and Materials	\$ 29,000.00	\$ 24,500.00	\$ (4,500.00)	Anticipated IEP Changes
	District Wide SpEd Tuitions	\$ 1,637,144.00	\$ 1,702,448.00	\$ 65,304.00	Anticipated IEP Changes
	High School Contracted Services	\$ 85,230.00	\$ 85,230.00	\$ -	
	High School Equipment	\$ 17,995.00	\$ 17,995.00	\$ -	
	High School Reg Ed Salary Non FTE	\$ 358,597.00	\$ 358,597.00	\$ -	
	High School Supplies and Materials	\$ 115,675.00	\$ 115,675.00	\$ -	
	High School Vocational Tuitions	\$ 22,149.00	\$ 22,149.00	\$ -	
	High School SpEd Salary Non FTE	\$ 6,321.00	\$ 6,321.00	\$ -	
	Middle School Contracted Services	\$ 26,424.00	\$ 26,424.00	\$ -	
	Middle School Equipment	\$ 8,500.00	\$ 8,500.00	\$ -	

	Kindergarten				
	Pre K and Special Education				
	VOIP Phones in Technology				
	Other				
FY 2019 Budget 1.0 to 2.0 Crosswalk February 28, 2018					
	Middle School Reg Ed Salary Non FTE	\$ 69,060.00	\$ 69,060.00	\$ -	
	Middle School Supplies and Materials	\$ 53,764.00	\$ 53,764.00	\$ -	
	Middle School SpEd Salary Non FTE	\$ 600.00	\$ 600.00	\$ -	
	School Committee Supplies and Materials	\$ 2,000.00	\$ 2,000.00	\$ -	
	Sylvester Contracted Services	\$ 10,762.00	\$ 8,842.00	\$ (1,920.00)	Moved to Technology
	Sylvester School Equipment	\$ -	\$ -	\$ -	
	Sylvester Red Ed Salary Non FTE	\$ 19,168.00	\$ 19,168.00	\$ -	
	Sylvester Supplies and Materials	\$ 28,479.00	\$ 28,479.00	\$ -	
	Expense SubTotal	\$ 5,394,544.00	\$ 5,498,942.00	\$ 104,398.00	Difference
	Salaries	\$ 23,746,571.00	\$ 23,748,346.00	\$ 1,775.00	
	Expenses	\$ 5,394,544.00	\$ 5,498,942.00	\$ 104,398.00	
	Less Circuit Breaker	\$ (600,000.00)	\$ (617,333.00)	\$ (17,333.00)	
	SPED 240 Grant Offset	\$ (539,000.00)	\$ (539,000.00)	\$ -	
	FACE	\$ (12,000.00)	\$ (12,000.00)	\$ -	
	Grand Total	\$ 27,990,115.00	\$ 28,078,955.00	\$ 88,840.00	For Town VOIP
		FY '18 Total	FY '19 Budget 1.0	Difference	
		\$ 27,165,115.00	\$ 27,990,115.00	\$ 825,000.00	
		FY '19 Budget 1.0	FY '19 Budget 2.0	Difference	
		\$ 27,990,115.00	\$ 28,078,955.00	\$ 88,840.00	
			Grand Total	\$ 913,840.00	