

## Hanover Public Schools

**Matthew Ferron**  
*Superintendent of Schools*

**Deborah St. Ives**  
*Assistant Superintendent  
for Curriculum & Instruction*



**Michael Oates**  
*Director of Student Services*

**Michael Perrone**  
*Business Manager*

### MEMORANDUM

To: Hanover School Committee  
From: Michael Perrone, Business Manager  
Cc: Matthew A. Ferron, Superintendent of Schools  
Date: September 14, 2022  
Re: FY '22 Budget Transfer Request

Please find the proposed budget transfers attached. Since the operating budget was approved in March, administration has been working hard to fully staff the School Department for a successful return to school in September. The bulk of the proposed budget transfers fall into three categories; contract settlements with the Support Staff (Cafeteria, Paraprofessional, and Administrative Assistants), and members of the administrative staff, transfers due to the loss of Federal Grant funding (ESSER III), and transfers due to the due to the reorganization/ recovery, which was necessary to adapt to the needs of students in the Post Pandemic era. I have highlighted the transfers resulting from the loss of grant funds in red. I have also highlighted the post COVID-19 reorganization/recovery in yellow, to help point out the major changes in the report. Please keep in mind that the budget is a working plan that constantly changes throughout the year. We will continue to keep you updated on any major changes such as any unanticipated expenses that may occur between now and June 30<sup>th</sup>.

#### **Contract Settlements**

The new, three-year Support Staff Contracts (FY 2023-2025) were ratified and approved at the beginning of June. The majority of the salary increases were known before the budget was finalized and were added during budget deliberations. Teachers earned "lane changes" by advancing from one column to another on the salary scale. The deadline to apply for a "lane change" is August 15<sup>th</sup>. Therefore, those transfers were added because they happened after approval of the budget.

#### **Unanticipated Special Education Expenses**

We are keenly aware of the recovery needs, both academic and social-emotional, of our most vulnerable Special Education students as we begin the school year. Special Education staffing has increased to accommodate these needs at all levels. Our FY 23 Circuit Breaker amount hasn't been published online yet, but it will certainly be in excess of \$800,000, as a result, I adjusted the budget offset from \$667,000 to \$850,000. In addition, our FY 2022 Circuit Breaker carryover ended at \$250,000 and those funds must be utilized this year and will help close the gap. We also hope to realize more funding in 240 IDEA Grant than the \$600,000 budgeted. Since the building of the budget in March, we have had some additional, unanticipated costs in special ed. As a result, we have included use of the Sped Reserve that was voted at Town Meeting. Finally, should we realize any more unanticipated Special Ed expenses, there is a balance in the Sped Reserve of \$510,000. Hopefully, at the end of the year, these expenses can be absorbed in the overall budget and we will not need to utilize the Sped Reserve funds.

These transfer requests position the School Department well to finish FY 2023 strong and be well positioned for the FY 2024 budget discussions. I respectfully request a vote this evening to make the transfers as requested effective immediately. Please do not hesitate to contact me if you have any questions.

Hanover Public Schools FY '23 Budget Transfer Request September 14, 2022					
Account Number	Account Name	FY '23 Budget	FY '23 Budget	Difference	Notes
<b>SALARIES</b>					
01-32-310-2210-01-0011	SAL - CD PRINCIPAL Total	\$ 233,572.00	\$ 122,500.00	\$ (111,072.00)	Part of Post Covid Reorg/Recovery
01-32-310-2210-02-0011	SAL - CD SECRETARIES Total	\$ 103,005.00	\$ 103,005.00	\$ -	No Change
01-32-310-2305-01-0011	SAL - CD TEACHER Total	\$ 1,605,393.00	\$ 1,623,217.00	\$ 17,824.00	Salary Lane Changes per CBA
01-32-310-2305-01-0012	SAL - CD KINDERGARTEN TEACHER Total	\$ 552,562.00	\$ 568,791.00	\$ 16,229.00	Salary Lane Changes per CBA
01-32-310-2330-03-0011	SAL - CD TEACHER ASSTS Total	\$ 123,135.00	\$ 123,135.00	\$ -	No Change
01-32-310-2340-01-0011	SAL - CD LIBRARIAN Total	\$ 55,192.00	\$ 55,192.00	\$ -	No Change
01-32-310-2710-01-0011	SAL - CD COUNSELOR Total	\$ 104,274.00	\$ 104,274.00	\$ -	No Change
01-32-310-3200-03-0011	SAL - CD NURSES Total	\$ 81,524.00	\$ 108,647.00	\$ 27,123.00	Loss of ESSER III
01-32-320-2305-01-0011	SAL - CD SPED TEACHER Total	\$ 847,999.00	\$ 847,999.00	\$ -	No Change
01-32-320-2305-01-0012	SAL - CD SPED PRESCHOOL TEACHER Total	\$ 167,715.00	\$ 167,715.00	\$ -	No Change
01-32-320-2310-01-0014	SAL - CD SPED SPECIALIST TEACHER Total	\$ 110,624.00	\$ 110,624.00	\$ -	No Change
01-32-320-2330-03-0011	SAL - CD SPED TEACHER ASSTS Total	\$ 54,536.00	\$ 54,536.00	\$ -	No Change
01-32-320-2330-03-0016	SAL - CD SPED TUTORS Total	\$ 214,054.00	\$ 293,781.00	\$ 79,727.00	Loss of ESSER III
01-32-320-2800-01-0013	SAL - CD SPED PSYCHOLOGIST Total	\$ 50,617.00	\$ 50,617.00	\$ -	No Change
01-33-310-2210-01-0011	SAL - CN PRINCIPAL Total	\$ 246,087.00	\$ 246,087.00	\$ -	No Change
01-33-310-2210-02-0011	SAL - CN SECRETARIES Total	\$ 102,471.00	\$ 102,471.00	\$ -	No Change
01-33-310-2305-01-0011	SAL - CN TEACHER Total	\$ 3,119,347.00	\$ 3,201,443.00	\$ 82,096.00	Salary Lane Changes per CBA/Loss of ESSER III
01-33-310-2340-01-0011	SAL - CN LIBRARIAN Total	\$ 49,640.00	\$ 49,640.00	\$ -	No Change
01-33-310-2710-01-0011	SAL - CN COUNSELOR Total	\$ 67,141.00	\$ 67,141.00	\$ -	No Change
01-33-310-3200-03-0011	SAL - CN NURSE Total	\$ 86,489.00	\$ 86,489.00	\$ -	No Change
01-33-320-2305-01-0011	SAL - CN SPED TEACHER Total	\$ 1,019,668.00	\$ 1,037,960.00	\$ 18,292.00	Salary Lane Changes
01-33-320-2315-01-0016	SAL - CN SPED ADMINISTRATOR	\$ 107,475.00	\$ 107,475.00	\$ -	No Change
01-33-320-2310-01-0014	SAL - CN SPED SPECIALIST TEACHER Total	\$ 95,727.00	\$ 95,727.00	\$ -	No Change
01-33-320-2330-03-0016	SAL - CN SPED TUTORS Total	\$ 324,122.00	\$ 362,802.00	\$ 38,680.00	Loss of ESSER III
01-33-320-2800-01-0013	SAL - CN SPED PSYCHOLOGIST Total	\$ 50,618.00	\$ 50,618.00	\$ -	No Change
01-31-310-1210-01-0011	SAL - ADM SUPERINTENDENT Total	\$ 210,053.00	\$ 210,053.00	\$ -	No Change
01-31-310-1210-02-0011	SAL - ADM SUPERINTENDENT SECRETARIE Total	\$ 59,338.00	\$ 59,338.00	\$ -	No Change
01-31-310-1410-01-0011	SAL - ADM BUSINESS MANAGER Total	\$ 140,000.00	\$ 145,000.00	\$ 5,000.00	Contract Settlement
01-31-310-1420-03-0011	SAL - ADM HUMAN RESOURCES Total	\$ 56,513.00	\$ 56,513.00	\$ -	No Change
01-31-310-1410-02-0011	SAL - ADM BUSINESS SECRETARIES Total	\$ 119,724.00	\$ 119,724.00	\$ -	No Change
01-31-320-2110-01-0011	SAL - ADM PPS DIRECTOR Total	\$ 143,850.00	\$ 258,850.00	\$ 115,000.00	Part of Post Covid Reorg/Recovery
01-31-320-2110-02-0011	SAL - ADM SPED SECRETARIES Total	\$ 22,624.00	\$ 22,624.00	\$ -	No Change
01-39-310-1450-01-0011	SAL - SW TECHNOLOGY DIRECTOR Total	\$ 116,981.00	\$ 116,981.00	\$ -	No Change
01-39-310-1450-03-0011	SAL - SW TECHNOLOGY STAFF Total	\$ 318,543.00	\$ 318,543.00	\$ -	No Change
01-39-310-1450-03-0013	SAL - SW TECHNOLOGY ASSTS Total	\$ 15,000.00	\$ 15,000.00	\$ -	No Change
01-39-310-2110-01-0011	SAL - SW CURRICULUM DIRECTOR	\$ 174,675.00	\$ 174,675.00	\$ -	No Change

01-39-310-2315-01-0016	<b>SAL - Gr 5-12 DEPARTMENT HEADS Total</b>	\$ 232,158.00	\$ 343,975.00	\$ 111,817.00	Part of Post Covid Reorg/Recovery
01-39-310-3200-03-0015	<b>SAL - SW NURSES OTHER Total</b>	\$ 33,668.00	\$ 91,613.00	\$ 57,945.00	Loss of ESSER III
01-39-320-2305-01-0015	<b>SAL - SW STIPENDS SPED TEACHER</b>	\$ 6,000.00	\$ 6,000.00	\$ -	No Change
01-39-320-2330-03-0016	<b>SAL - SW SPED TUTORS Total</b>	\$ 100,000.00	\$ 100,000.00	\$ -	No Change
01-39-320-2310-01-0014	<b>SAL - SW SPED SPECIALIST TEACHER Total</b>	\$ 321,358.00	\$ 321,358.00	\$ -	No Change
01-39-310-3400-03-0011	<b>SAL- SW FOOD SERVICES</b>	\$ 20,000.00	\$ 20,000.00	\$ -	No Change
01-36-310-2210-01-0011	<b>SAL - HS PRINCIPAL Total</b>	\$ 258,585.00	\$ 368,423.00	\$ 109,838.00	Part of Post Covid Reorg/Recovery
01-36-310-2210-02-0011	<b>SAL - HS SECRETARIES Total</b>	\$ 189,616.00	\$ 184,542.00	\$ (5,074.00)	Result of Personnel Changes
01-36-310-2305-01-0011	<b>SAL - HS TEACHER Total</b>	\$ 5,127,921.00	\$ 5,028,921.00	\$ (99,000.00)	Part of Post Covid Reorg/Recovery
01-36-310-2315-01-0016	<b>SAL - HS DEPARTMENT HEADS Total</b>	\$ -	\$ 43,313.00	\$ 43,313.00	Loss of ESSER III
01-36-310-2340-01-0011	<b>SAL - HS LIBRARIAN Total</b>	\$ 107,475.00	\$ 107,475.00	\$ -	No Change
01-36-310-2710-01-0011	<b>SAL - HS COUNSELOR Total</b>	\$ 451,589.00	\$ 460,928.00	\$ 9,339.00	Salary Lane Changes per CBA
01-36-310-2710-02-0011	<b>SAL - HS GUIDANCE SECRETARIES Total</b>	\$ 53,488.00	\$ 53,488.00	\$ -	No Change
01-36-310-3200-03-0011	<b>SAL - HS NURSES Total</b>	\$ 87,297.00	\$ 87,297.00	\$ -	No Change
01-36-310-3510-03-0011	<b>SAL - HS ATHLETIC TRAINER Total</b>	\$ 51,750.00	\$ 51,750.00	\$ -	No Change
01-36-310-3510-03-0011	<b>SAL - HS ATHLETIC DIRECTOR Total</b>	\$ 113,184.00	\$ 113,184.00	\$ -	No Change
01-36-320-2305-01-0011	<b>SAL - HS SPED TEACHER Total</b>	\$ 1,120,551.00	\$ 1,129,651.00	\$ 9,100.00	Salary Lane Changes per CBA
01-36-320-2315-01-0016	<b>SAL - HS SPED ADMINISTRATOR Total</b>	\$ 105,053.00	\$ 110,000.00	\$ 4,947.00	Contract Settlement
01-36-320-2330-03-0011	<b>SAL - HS SPED TEACHER ASSTS Total</b>	\$ 374,005.00	\$ 374,005.00	\$ -	No Change
01-36-320-2330-03-0016	<b>SAL - HS SPED TUTORS Total</b>	\$ 82,178.00	\$ 82,178.00	\$ -	No Change
01-36-320-2800-01-0013	<b>SAL - HS SPED PSYCHOLOGIST Total</b>	\$ 114,095.00	\$ 114,095.00	\$ -	No Change
01-35-310-2210-01-0011	<b>SAL - MS PRINCIPAL Total</b>	\$ 249,610.00	\$ 249,610.00	\$ -	No Change
01-35-310-2210-02-0011	<b>SAL - MS SECRETARIES Total</b>	\$ 153,123.00	\$ 153,123.00	\$ -	No Change
01-35-310-2305-01-0011	<b>SAL - MS TEACHER Total</b>	\$ 4,541,701.00	\$ 4,591,656.00	\$ 49,955.00	Salary Lane Change per CBA
01-35-310-2315-01-0016	<b>SAL - MS DEPARTMENT HEADS</b>	\$ -	\$ 35,220.00	\$ 35,220.00	Loss of ESSER III
01-35-310-2340-01-0011	<b>SAL - MS LIBRARIAN Total</b>	\$ 107,475.00	\$ 107,475.00	\$ -	No Change
01-35-310-2710-01-0011	<b>SAL - MS COUNSELOR Total</b>	\$ 283,872.00	\$ 283,872.00	\$ -	No Change
01-35-310-2710-02-0011	<b>SAL - MS GUIDANCE SECRETARIES Total</b>	\$ 52,178.00	\$ 52,178.00	\$ -	No Change
01-35-310-3200-03-0011	<b>SAL - MS NURSES Total</b>	\$ 79,150.00	\$ 79,150.00	\$ -	No Change
01-35-320-2305-01-0011	<b>SAL - MS SPED TEACHER Total</b>	\$ 1,314,238.00	\$ 1,387,656.00	\$ 73,418.00	Part of Post Covid Reorg/Recovery
01-35-320-2315-01-0016	<b>SAL - MS SPED ADMINISTRATOR Total</b>	\$ 111,676.00	\$ 111,676.00	\$ -	No Change
01-36-320-2330-03-0011	<b>SAL - MS SPED TEACHER ASSTS Total</b>	\$ 222,323.00	\$ 222,323.00	\$ -	Part of Post Covid Reorg/Recovery/NEC
01-35-320-2330-03-0016	<b>SAL - MS SPED TUTORS Total</b>	\$ 366,177.00	\$ 366,177.00	\$ -	No Change
01-35-320-2800-01-0013	<b>SAL - MS SPED PSYCHOLOGIST Total</b>	\$ 101,306.00	\$ 101,306.00	\$ -	No Change
Summary	<b>Reserve - Regular Ed Salaries</b>	\$ 1,214,919.00	\$ 75,000.00	\$ (1,139,919.00)	Appropriated to Accounts
	<b>SUBTOTAL SALARIES</b>	<b>\$ 28,698,007.00</b>	<b>\$ 28,662,439.00</b>	<b>\$ (35,568.00)</b>	
<b>EXPENSE SUMMARY</b>					
Summary	<b>Cedar Contracted Services</b>	\$ 10,015.00	\$ 10,015.00	\$ -	No Change
Summary	<b>Cedar School Equipment</b>	\$ 3,100.00	\$ 3,100.00	\$ -	No Change
Summary	<b>Cedar School Reg Ed Salary Non FTE</b>	\$ 50,400.00	\$ 50,400.00	\$ -	No Change

Summary	Cedar Supplies and Materials	\$ 62,876.00	\$ 62,876.00	\$ -	No Change
Summary	Cedar School SpEd Salary Non FTE	\$ 7,785.00	\$ 7,785.00	\$ -	No Change
Summary	Center Contract Services	\$ 20,919.00	\$ 20,919.00	\$ -	No Change
Summary	Center School Equipment	\$ 3,000.00	\$ 3,000.00	\$ -	No Change
Summary	Center School Reg Ed Salary Non FTE	\$ 52,289.00	\$ 52,289.00	\$ -	No Change
Summary	Center Supplies and Materials	\$ 81,130.00	\$ 81,130.00	\$ -	No Change
Summary	Central Admin Contract Services	\$ 60,312.00	\$ 60,312.00	\$ -	No Change
Summary	Central Admin Professional Dev.	\$ 8,000.00	\$ 8,000.00	\$ -	No Change
Summary	Central Admin Reg Ed Salary Non FTE	\$ 15,000.00	\$ 15,000.00	\$ -	No Change
Summary	Central Admin Supplies and Materials	\$ 11,500.00	\$ 11,500.00	\$ -	No Change
Summary	Central Admin SpEd Contracted Services	\$ 25,000.00	\$ 25,000.00	\$ -	No Change
Summary	Central Admin SpEd Supplies and Materials	\$ 2,000.00	\$ 2,000.00	\$ -	No Change
01-39-310-1450-04-0022	EXP - SW CONTRACTED SERVICES TECHNOLOGY	\$ 236,848.00	\$ 236,848.00	\$ -	No Change
01-39-310-1450-04-0025	EXP - SW CONTRACTED SERVICES TECHNOLOGY	\$ 442,206.00	\$ 442,206.00	\$ -	No Change
01-39-310-3600-04-0021	EXP - SW CONTRACTED SRVCS POLICE/FI Total	\$ 5,000.00	\$ 5,000.00	\$ -	No Change
01-39-310-3200-04-0022	EXP - SW DOCTOR AND TRAINER SERVICE Total	\$ 1,750.00	\$ 1,750.00	\$ -	No Change
01-39-310-5200-06-0021	EXP - SW INSURANCE Total	\$ 17,038.00	\$ 17,038.00	\$ -	No Change
01-39-310-2357-04-0022	EXP - SW STAFF PD/SERVICES Total	\$ 3,000.00	\$ 3,000.00	\$ -	No Change
01-39-310-3300-04-0021	EXP - SW TRANSPORTATION Total	\$ 1,257,465.00	\$ 1,257,465.00	\$ -	No Change
01-39-310-1450-05-0021	EXP - SW TECHNOLOGY EXPENSE Total	\$ 159,778.00	\$ 159,778.00	\$ -	No Change
01-39-310-2455-05-0021	EXP - SW INSTRUCTIONAL SOFTWARE Total	\$ 80,384.00	\$ 80,384.00	\$ -	No Change
01-39-310-2357-06-0021	EXP - SW ADMIN PD/CONF/EXP Total	\$ 20,000.00	\$ 20,000.00	\$ -	No Change
01-39-310-2357-06-0025	EXP - SW COURSE REIMBURSEMENT TEACH	\$ 40,000.00	\$ 40,000.00	\$ -	No Change
01-39-310-2357-06-0027	EXP - SW DUES Total	\$ 20,000.00	\$ 20,000.00	\$ -	No Change
01-39-310-2357-06-0022	EXP - SW STAFF PD/CONF/EXP Total	\$ 119,950.00	\$ 119,950.00	\$ -	No Change
01-39-310-3100-03-0012	SAL - SW ATTENDANCE OFFICER Total	\$ 2,000.00	\$ 2,000.00	\$ -	No Change
01-39-310-2357-03-0017	SAL - SW CURRICULUM WRITING Total	\$ 10,453.00	\$ 10,453.00	\$ -	No Change
01-39-310-2357-03-0018	SAL - SW MENTORING Total	\$ 8,105.00	\$ 8,105.00	\$ -	No Change
01-39-310-2305-01-0000	SAL - SW RETIREMENT & SICK Total	\$ 100,000.00	\$ 100,000.00	\$ -	No Change
01-35-310-2210-01-0015	SAL - MS OTHER PRINCIPAL	\$ 7,500.00	\$ 7,500.00	\$ -	No Change
Summary	District Wide Supplies and Materials	\$ -	\$ -	\$ -	No Change
01-39-320-2800-04-0021	EXP - SW PSYCHOLOGICAL SERVICES Total	\$ 5,000.00	\$ 5,000.00	\$ -	No Change
01-39-320-2440-04-0021	EXP - SW SPED CONTRACTED SERVICES Total	\$ 140,404.00	\$ 200,000.00	\$ 59,596.00	Increased Services
01-39-320-2330-04-0021	EXP - SW SPED CONTRACTED TUTORING S Total	\$ 75,000.00	\$ 75,000.00	\$ -	No Change
01-39-320-3300-04-0021	EXP - SW SPED TRANSP CONTRACTED SRV Total	\$ 558,000.00	\$ 618,000.00	\$ 60,000.00	Unanticipated Placement
01-39-320-2430-05-0021	EXP - SW SPED SUPPLIES Total	\$ 24,500.00	\$ 24,500.00	\$ -	No Change
01-39-320-9400-09-0024	EXP - SW SPED COLLABORATIVE PROGRAM	\$ 48,042.00	\$ 48,042.00	\$ -	No Change
01-39-320-9300-09-0021	EXP - SW SPED DAY PROGRAM Total	\$ 1,259,467.00	\$ 1,259,467.00	\$ -	No Change
01-39-320-9100-09-0025	EXP - SW SPED NON-MEMB COLLAB & MA Total	\$ 764,541.00	\$ 826,154.00	\$ 61,613.00	Unanticipated Placement
01-39-320-9300-09-0022	EXP - SW SPED RESIDENTIAL PROGRAM Total	\$ 242,369.00	\$ 361,362.00	\$ 118,993.00	Unanticipated Placement
Summary	High School Contracted Services	\$ 60,026.00	\$ 60,026.00	\$ -	No Change

Summary	High School Equipment	\$ 21,389.00	\$ 21,389.00	\$ -	No Change
Summary	High School Reg Ed Salary Non FTE	\$ 413,405.00	\$ 413,405.00	\$ -	No Change
Summary	High School Supplies and Materials	\$ 117,175.00	\$ 117,175.00	\$ -	No Change
Summary	High School Vocational Tuitions	\$ 171,918.00	\$ 171,918.00	\$ -	No Change
Summary	High School SpEd Salary Non FTE	\$ 1,000.00	\$ 1,000.00	\$ -	No Change
Summary	Middle School Contracted Services	\$ 31,253.00	\$ 256,253.00	\$ 225,000.00	Contract with NEC MS Program
Summary	Middle School Equipment	\$ 10,000.00	\$ 10,000.00	\$ -	No Change
Summary	Middle School Reg Ed Salary Non FTE	\$ 76,229.00	\$ 76,229.00	\$ -	No Change
Summary	Middle School Supplies and Materials	\$ 57,908.00	\$ 57,908.00	\$ -	No Change
Summary	Middle School SpEd Salary Non FTE		\$ -	\$ -	No Change
Summary	School Committee Supplies and Materials	\$ 2,000.00	\$ 2,000.00	\$ -	No Change
	<b>Expense SubTotal</b>	<b>\$ 7,024,429.00</b>	<b>\$ 7,059,997.00</b>	<b>\$ 35,568.00</b>	
	Salaries	\$ 28,698,007.00	\$ 28,662,439.00	\$ (35,568.00)	
	Expenses	\$ 7,024,429.00	\$ 7,059,997.00	\$ 35,568.00	
	ARPA	\$ (322,953.00)	\$ (185,000.00)	\$ 137,953.00	
Scenario 1	Less FY '22 Circuit Breaker Carryover	\$ (560,000.00)	\$ (250,000.00)	\$ 310,000.00	
	Less FY '23 Circuit Breaker	\$ (667,150.00)	\$ (850,000.00)	\$ (182,850.00)	
	SPED 240 Grant Offset	\$ (600,418.00)	\$ (643,021.00)	\$ (42,603.00)	
	Less Special Education Reserve ATM	\$ -	\$ (222,500.00)	\$ (222,500.00)	
	<b>Grand Total</b>	<b>\$ 33,571,915.00</b>	<b>\$ 33,571,915.00</b>	<b>\$ -</b>	