

# Hanover Public Schools

**Matthew Ferron**  
*Superintendent of Schools*



**Keith Guyette**  
*Director of Student Services*

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

**Thomas Raab, Ed.D.**  
*Assistant Superintendent  
for Business & Finance*

## MEMORANDUM

To: Hanover School Committee  
From: Thomas Raab, Assistant Superintendent for Business and Finance  
Cc: Matthew Ferron, Superintendent of Schools  
Date: September 11, 2019  
Re: FY 2020 Budget Transfer Request

Please find attached requested transfers from the Annual Town Meeting approved FY 2020 School Department Budget. While the total FY 2020 budget amount of \$29,218,267 remains the same, I am respectfully requesting that the School Committee approve these transfers. They accurately reflect current salary and expense obligations that have changed since the budget was voted on March 13, 2019 and approved at Town Meeting in May 2019.

Overall, we've realized an additional \$258,183 in out of district tuition liability since March. While there were saving opportunities within Salaries and Expenses, these were not enough to cover the additional expenses. I also expect to use \$57,131 of FY 2019 Circuit Breaker carryover as well as \$100,000 of the Annual Town Meeting Special Education Reserve Article in order to balance the budget for FY 2020. As in the past, I will not request votes of the School Committee and the Board of Selectmen for the \$100,000 until June once I know exactly what is necessary to transfer to balance the budget.

Below is a chart summarizing the budget by category. Attached to this memo are the individual lines affected by the transfer. I respectfully request that the School Committee vote to approve the line item transfers attached.

Category	FY 2020 Budget March 13, 2019	FY 2020 Budget Sept. 11, 2019	Difference
Salaries	\$ 24,741,906.00	\$ 24,783,224.00	\$ 41,318.00
Expenses	\$ 5,607,253.00	\$ 5,756,066.00	\$ 148,813.00
Negotiations COLA	\$ 23,000.00	\$ -	
Less Circuit Breaker	\$ (575,000.00)	\$ (575,000.00)	\$ -
Less FY 19 Circuit Breaker Carryover		\$ (57,131.00)	\$ (57,131.00)
SPED 240 Grant Offset	\$ (566,532.00)	\$ (576,532.00)	\$ (10,000.00)
FACE	\$ (12,000.00)	\$ (12,000.00)	\$ -
Less Special Education Reserve ATM		\$ (100,000.00)	\$ (100,000.00)
<b>Grand Total</b>	<b>\$ 29,218,627.00</b>	<b>\$ 29,218,627.00</b>	<b>\$ -</b>

**Hanover Public Schools FY 2020 Budget Transfer Request September 11, 2019**

Account Number	Account Name	FY '20 Budget March 13, 2019	FY '20 Budget Adj. Sept. 11, 2019	Difference	Notes
<b>SALARIES</b>					
01-32-310-2210-01-0011	SAL - CD PRINCIPAL Total	\$ 213,347.00	\$ 217,347.00	\$ 4,000.00	Contract Settlement
01-32-310-2210-02-0011	SAL - CD SECRETARIES Total	\$ 100,620.00	\$ 103,400.00	\$ 2,780.00	Contract Settlement
01-32-310-2305-01-0011	SAL - CD TEACHER Total	\$ 1,381,713.00	\$ 1,394,485.00	\$ 12,772.00	HTA Salary Lane Changes per CBA
01-32-310-2305-01-0012	SAL - CD KINDERGARTEN TEACHER Total	\$ 499,301.00	\$ 499,301.00	\$ -	No Change
01-32-310-2330-03-0011	SAL - CD TEACHER ASSTS Total	\$ 63,570.00	\$ 104,540.00	\$ 40,970.00	Add'l enrollment and one person listed as SpEd para in wrong line.
01-32-310-2340-01-0011	SAL - CD LIBRARIAN Total	\$ 25,075.00	\$ 25,075.00	\$ -	No Change
01-32-310-2710-01-0011	SAL - CD COUNSELOR Total	\$ 88,396.00	\$ 88,396.00	\$ -	No Change
01-32-310-3200-03-0011	SAL - CD NURSES Total	\$ 69,111.00	\$ 69,111.00	\$ -	No Change
01-32-320-2305-01-0011	SAL - CD SPED TEACHER Total	\$ 679,858.00	\$ 665,978.00	\$ (13,880.00)	LTS
01-32-320-2305-01-0012	SAL - CD SPED PRESCHOOL TEACHER Total	\$ 165,675.00	\$ 193,772.00	\$ 28,097.00	Add'l Enrollment .5 FTE
01-32-320-2310-01-0014	SAL - CD SPED SPECIALIST TEACHER Total	\$ 101,501.00	\$ 101,501.00	\$ -	No Change
01-32-320-2330-03-0011	SAL - CD SPED TEACHER ASSTS Total	\$ 73,746.00	\$ 45,022.00	\$ (28,724.00)	SpEd Para should have been regular education para
01-32-320-2330-03-0016	SAL - CD SPED TUTORS Total	\$ 179,484.00	\$ 157,767.00	\$ (21,717.00)	Students to Center and need to staff Mini Stars AM
01-32-320-2800-01-0013	SAL - CD SPED PSYCHOLOGIST Total	\$ 37,015.00	\$ 37,015.00	\$ -	No Change
01-33-310-2210-01-0011	SAL - CN PRINCIPAL Total	\$ 229,516.00	\$ 229,516.00	\$ -	No Change
01-33-310-2210-02-0011	SAL - CN SECRETARIES Total	\$ 121,608.00	\$ 94,775.00	\$ (26,833.00)	One Position move to Health Office at HHS
01-33-310-2305-01-0011	SAL - CN TEACHER Total	\$ 3,009,940.00	\$ 2,962,412.00	\$ (47,528.00)	Position to Cedar as part of finalized consolidation; LTS
01-33-310-2340-01-0011	SAL - CN LIBRARIAN Total	\$ 45,462.00	\$ 45,462.00	\$ -	No Change
01-33-310-2710-01-0011	SAL - CN COUNSELOR Total	\$ 70,004.00	\$ 70,004.00	\$ -	No Change
01-33-310-3200-03-0011	SAL - CN NURSE Total	\$ 80,119.00	\$ 80,119.00	\$ -	No Change
01-33-320-2305-01-0011	SAL - CN SPED TEACHER Total	\$ 764,346.00	\$ 789,128.00	\$ 24,782.00	New Hires and CBA Settlements
01-33-320-2315-01-0016	SAL - CN SPED ADMINISTRATOR	\$ 101,502.00	\$ 94,050.00	\$ (7,452.00)	Contract Settlement
01-33-320-2310-01-0014	SAL - CN SPED SPECIALIST TEACHER Total	\$ 88,676.00	\$ 88,676.00	\$ -	No Change
01-33-320-2330-03-0016	SAL - CN SPED TUTORS Total	\$ 350,833.00	\$ 275,185.00	\$ (75,648.00)	Positions to HHS and HMS
01-33-320-2800-01-0013	SAL - CN SPED PSYCHOLOGIST Total	\$ 37,016.00	\$ 37,016.00	\$ -	No Change
01-33-310-1210-01-0011	SAL - ADM SUPERINTENDENT Total	\$ 187,464.00	\$ 187,464.00	\$ -	No Change
01-31-310-1210-02-0011	SAL - ADM SUPERINTENDENT SECRETARIE Total	\$ 56,295.00	\$ 56,295.00	\$ -	No Change
01-31-310-1410-01-0011	SAL - ADM BUSINESS MANAGER Total	\$ 142,233.00	\$ 142,233.00	\$ -	No Change
01-31-310-1420-03-0011	SAL - ADM HUMAN RESOURCES Total	\$ 46,758.00	\$ 46,758.00	\$ -	No Change
01-31-310-1410-02-0011	SAL - ADM BUSINESS SECRETARIES Total	\$ 111,433.00	\$ 111,433.00	\$ -	No Change
01-31-320-2110-01-0011	SAL - ADM PPS DIRECTOR Total	\$ 128,438.00	\$ 128,438.00	\$ -	No Change
01-31-320-2110-02-0011	SAL - ADM SPED SECRETARIES Total	\$ 23,209.00	\$ 23,209.00	\$ -	No Change
01-39-310-1450-01-0011	SAL - SW TECHNOLOGY DIRECTOR Total	\$ 102,716.00	\$ 102,716.00	\$ -	No Change
01-39-310-1450-03-0011	SAL - SW TECHNOLOGY STAFF Total	\$ 384,220.00	\$ 384,220.00	\$ -	No Change
01-39-310-1450-03-0013	SAL - SW TECHNOLOGY ASSTS Total	\$ 15,600.00	\$ 15,600.00	\$ -	No Change
01-39-310-2110-01-0011	SAL - SW CURRICULUM DIRECTOR	\$ 145,000.00	\$ 145,000.00	\$ -	No Change
01-39-310-2315-01-0016	SAL - Gr 5-12 DEPARTMENT HEADS Total	\$ 306,897.00	\$ 314,880.00	\$ 7,983.00	HTA Salary Lane Changes per CBA
01-39-310-3200-03-0015	SAL - SW NURSES OTHER Total	\$ 32,668.00	\$ 32,668.00	\$ -	No Change
01-39-320-2305-01-0015	SAL - SW STIPENDS SPED TEACHER	\$ 5,519.00	\$ 5,519.00	\$ -	No Change
01-39-320-2330-03-0016	SAL - SW SPED TUTORS Total	\$ 95,000.00	\$ 95,000.00	\$ -	No Change
01-39-320-2310-01-0014	SAL - SW SPED SPECIALIST TEACHER Total	\$ 182,724.00	\$ 259,219.00	\$ 76,495.00	Full Time BCBA from Expenses
01-39-310-3400-03-0011	SAL - SW FOOD SERVICES	\$ 20,000.00	\$ 20,000.00	\$ -	No Change
01-36-310-2210-01-0011	SAL - HS PRINCIPAL Total	\$ 237,365.00	\$ 237,365.00	\$ -	No Change
01-36-310-2210-02-0011	SAL - HS SECRETARIES Total	\$ 140,810.00	\$ 173,554.00	\$ 32,744.00	Contract Settlement and Position from Center
01-36-310-2305-01-0011	SAL - HS TEACHER Total	\$ 4,554,002.00	\$ 4,604,433.00	\$ 50,431.00	HTA Salary Lane Changes per CBA
01-36-310-2315-01-0016	SAL - HS DEPARTMENT HEADS Total	\$ 37,538.00	\$ 37,538.00	\$ -	No Change
01-36-310-2340-01-0011	SAL - HS LIBRARIAN Total	\$ 93,844.00	\$ 93,844.00	\$ -	No Change
01-36-310-2710-01-0011	SAL - HS COUNSELOR Total	\$ 432,650.00	\$ 432,650.00	\$ -	No Change
01-36-310-2710-02-0011	SAL - HS GUIDANCE SECRETARIES Total	\$ 49,003.00	\$ 50,105.00	\$ 1,102.00	Contract Settlement
01-36-310-3200-03-0011	SAL - HS NURSES Total	\$ 80,119.00	\$ 80,119.00	\$ -	No Change
01-36-310-3510-03-0011	SAL - HS ATHLETIC TRAINER Total	\$ 48,460.00	\$ 50,000.00	\$ 1,540.00	Contract Settlement
01-36-310-3510-03-0011	SAL - HS ATHLETIC DIRECTOR Total	\$ 103,581.00	\$ 103,581.00	\$ -	No Change
01-36-320-2305-01-0011	SAL - HS SPED TEACHER Total	\$ 860,027.00	\$ 769,917.00	\$ (90,110.00)	Move 1.0 FTE to Sped Administrator
01-36-320-2315-01-0016	SAL - HS SPED ADMINISTRATOR Total	\$ -	\$ 101,500.00	\$ 101,500.00	No Change
01-36-320-2330-03-0011	SAL - HS SPED TEACHER ASSTS Total	\$ 122,304.00	\$ 177,178.00	\$ 54,874.00	IEP Settlements and student move ups from HMS
01-36-320-2330-03-0016	SAL - HS SPED TUTORS Total	\$ 204,548.00	\$ 215,027.00	\$ 10,479.00	IEP Settlements and student move ups from HMS



01-36-320-2800-01-0013	SAL - HS SPED PSYCHOLOGIST Total	\$ 104,195.00	\$ 104,195.00	\$ -	No Change
01-35-310-2210-01-0011	SAL - MS PRINCIPAL Total	\$ 328,487.00	\$ 329,988.00	\$ 1,501.00	Contract Settlement
01-35-310-2210-02-0011	SAL - MS SECRETARIES Total	\$ 130,821.00	\$ 134,253.00	\$ 3,432.00	Contract Settlement
01-35-310-2305-01-0011	SAL - MS TEACHER Total	\$ 4,251,744.00	\$ 4,199,345.00	\$ (52,399.00)	Did not fill retirement
01-35-310-2340-01-0011	SAL - MS LIBRARIAN Total	\$ 91,111.00	\$ 91,111.00	\$ -	No Change
01-35-310-2710-01-0011	SAL - MS COUNSELOR Total	\$ 246,872.00	\$ 246,872.00	\$ -	No Change
01-35-310-2710-02-0011	SAL - MS GUIDANCE SECRETARIES Total	\$ 47,035.00	\$ 48,093.00	\$ 1,058.00	Contract Settlement
01-35-310-3200-03-0011	SAL - MS NURSES Total	\$ 67,100.00	\$ 67,100.00	\$ -	No Change
01-35-320-2305-01-0011	SAL - MS SPED TEACHER Total	\$ 1,160,019.00	\$ 1,087,409.00	\$ (72,610.00)	New Hires less than budgeted
01-35-320-2315-01-0016	SAL - MS SPED ADMINISTRATOR Total	\$ 101,551.00	\$ 105,000.00	\$ 3,449.00	Contract Settlement
01-36-320-2330-03-0011	SAL - MS SPED TEACHER ASSTS Total	\$ 169,584.00	\$ 176,326.00	\$ 6,742.00	Contract Settlement
					Contract Settlements and
01-35-320-2330-03-0016	SAL - MS SPED TUTORS Total	\$ 405,808.00	\$ 417,296.00	\$ 11,488.00	position from Center
01-35-320-2800-01-0013	SAL - MS SPED PSYCHOLOGIST Total	\$ 104,720.00	\$ 104,720.00	\$ -	No Change
01-30-310-1110-02-0011	SAL - SC SECRETARIES Total	\$ 5,000.00	\$ 5,000.00	\$ -	No Change
	SUBTOTAL SALARIES	\$ 24,741,906.00	\$ 24,783,224.00	\$ 41,318.00	
Expense Summaries					
Summary	Cedar Contracted Services	\$ 21,583.00	\$ 21,583.00	\$ -	No Change
Summary	Cedar School Equipment	\$ 3,100.00	\$ 3,100.00	\$ -	No Change
Summary	Cedar School Reg Ed Salary Non FTE	\$ 46,076.00	\$ 46,076.00	\$ -	No Change
Summary	Cedar Supplies and Materials	\$ 43,939.00	\$ 43,939.00	\$ -	No Change
Summary	Cedar School SpEd Salary Non FTE	\$ 6,785.00	\$ 7,785.00	\$ 1,000.00	K Paras to Cedar
Summary	Center Contract Services	\$ 34,587.00	\$ 34,587.00	\$ -	No Change
Summary	Center School Equipment	\$ 5,000.00	\$ 5,000.00	\$ -	No Change
Summary	Center School Reg Ed Salary Non FTE	\$ 47,276.00	\$ 47,276.00	\$ -	No Change
Summary	Center Supplies and Materials	\$ 73,978.00	\$ 73,978.00	\$ -	No Change
Summary	Center School SpEd Salary Non FTE	\$ 1,000.00	\$ -	\$ (1,000.00)	K Paras to Cedar
Summary	Central Admin Contract Services	\$ 69,977.00	\$ 69,977.00	\$ -	No Change
Summary	Central Admin Professional Dev.	\$ 8,000.00	\$ 8,000.00	\$ -	No Change
Summary	Central Admin Reg Ed Salary Non FTE	\$ 7,000.00	\$ 7,000.00	\$ -	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 SCHOOL Total	\$ 200,883.00	\$ 200,883.00	\$ -	No Change
	EXP - SW CONTRACTED SERVICES TECHNOLOGY TOWN Total	\$ 273,494.00	\$ 273,494.00	\$ -	No Change
01-39-310-1450-04-0025	EXP - SW CONTRACTED SRVCS POLICE/FI Total	\$ 5,000.00	\$ 5,000.00	\$ -	No Change
01-39-310-3600-04-0021	EXP - SW DOCTOR AND TRAINER SERVICE Total	\$ 1,750.00	\$ 1,750.00	\$ -	No Change
01-39-310-3200-04-0022	EXP - SW INSURANCE Total	\$ 13,243.00	\$ 13,243.00	\$ -	No Change
01-39-310-5200-06-0021	EXP - SW STAFF PD/SERVICES Total	\$ 3,000.00	\$ 3,000.00	\$ -	No Change
01-39-310-2357-04-0022	EXP - SW TRANSPORTATION Total	\$ 1,128,826.00	\$ 1,137,591.00	\$ 8,765.00	Per Bid
01-39-310-3300-04-0021	EXP - SW TECHNOLOGY EXPENSE Total	\$ 125,200.00	\$ 125,200.00	\$ -	No Change
01-39-310-1450-05-0021	EXP - SW INSTRUCTIONAL SOFTWARE Total	\$ 72,520.00	\$ 78,844.00	\$ 6,324.00	FY 20 Pricing
01-39-310-2455-05-0021	EXP - SW ADMIN PD/CONF/EXP Total	\$ 20,000.00	\$ 20,000.00	\$ -	No Change
01-39-310-2357-06-0021	EXP - SW COURSE REIMBURSEMENT TEACH Total	\$ 40,000.00	\$ 40,000.00	\$ -	No Change
01-39-310-2357-06-0025	EXP - SW DUES Total	\$ 20,000.00	\$ 20,000.00	\$ -	No Change
01-39-310-2357-06-0027	EXP - SW STAFF PD/CONF/EXP Total	\$ 88,075.00	\$ 104,725.00	\$ 16,650.00	Support FY 20 Initiatives
01-39-310-2357-06-0022	SAL - SW ATTENDANCE OFFICER Total	\$ 2,000.00	\$ 2,000.00	\$ -	No Change
01-39-310-3100-03-0012	SAL - SW CURRICULUM WRITING Total	\$ 10,173.00	\$ 10,173.00	\$ -	No Change
01-39-310-2357-03-0017	SAL - SW MENTORING Total	\$ 12,141.00	\$ 12,141.00	\$ -	No Change
01-39-310-2357-03-0018					Support Lane Changes and
01-39-310-2305-01-0000	SAL - SW RETIREMENT & SICK Total	\$ 88,790.00	\$ -	\$ (88,790.00)	Known LTS
01-35-310-2210-01-0015	SAL - MS OTHER PRINCIPAL	\$ 6,000.00	\$ 6,000.00	\$ -	No Change
Summary	District Wide Supplies and Materials	\$ 17,500.00	\$ 17,500.00	\$ -	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	\$ 217,404.00	\$ 140,404.00	\$ (77,000.00)	BCBA to Salaries
01-39-320-2330-04-0021	EXP - SW SPED CONTRACTED TUTORING S Total	\$ 55,000.00	\$ 60,000.00	\$ 5,000.00	No Change
01-39-320-3300-04-0021	EXP - SW SPED TRANSP CONTRACTED SRV Total	\$ 440,000.00	\$ 465,000.00	\$ 25,000.00	Additional Students
01-39-320-2430-05-0021	EXP - SW SPED SUPPLIES Total	\$ 24,500.00	\$ 24,500.00	\$ -	No Change
	EXP - SW SPED COLLABORATIVE PROGRAM	\$ 43,096.00	\$ -	\$ (43,096.00)	Change of Placement
01-39-320-9300-09-0021	EXP - SW SPED DAY PROGRAM Total	\$ 440,516.00	\$ 703,205.00	\$ 262,689.00	IEP Settlements and price adjustments
01-39-320-9100-09-0025	EXP - SW SPED NON-MEMB COLLAB & MA Total	\$ 690,288.00	\$ 822,695.00	\$ 132,407.00	IEP Settlements and price adjustments
01-39-320-9300-09-0022	EXP - SW SPED RESIDENTIAL PROGRAM Total	\$ 343,109.00	\$ 249,292.00	\$ (93,817.00)	IEP Settlements and price adjustments
Summary	High School Contracted Services	\$ 85,738.00	\$ 85,738.00	\$ -	No Change
Summary	High School Equipment	\$ 22,945.00	\$ 22,945.00	\$ -	No Change
Summary	High School Reg Ed Salary Non FTE	\$ 369,987.00	\$ 369,989.00	\$ 2.00	Rounding Error
Summary	High School Supplies and Materials	\$ 115,675.00	\$ 115,675.00	\$ -	No Change
Summary	High School Vocational Tuitions	\$ 44,572.00	\$ 44,572.00	\$ -	No Change
Summary	High School SpEd Salary Non FTE	\$ 6,321.00	\$ 1,000.00	\$ (5,321.00)	To HS Sped Administrator
Summary	Middle School Contracted Services	\$ 32,779.00	\$ 32,779.00	\$ -	No Change
Summary	Middle School Reg Ed Salary Non FTE	\$ 68,803.00	\$ 68,803.00	\$ -	No Change

Summary	Middle School Supplies and Materials	\$ 63,524.00	\$ 63,524.00	\$ -	No Change
Summary	Middle School SpEd Salary Non FTE	\$ 600.00	\$ 600.00	\$ -	No Change
Summary	School Committee Supplies and Materials	\$ 2,000.00	\$ 2,000.00	\$ -	No Change
	Expense SubTotal	\$ 5,607,253.00	\$ 5,756,066.00	\$ 148,813.00	
	Salaries	\$ 24,741,906.00	\$ 24,783,224.00	\$ 41,318.00	
	Expenses	\$ 5,607,253.00	\$ 5,756,066.00	\$ 148,813.00	
	Negotiations COLA	\$ 23,000.00	\$ -		
	Less Circuit Breaker	\$ (575,000.00)	\$ (575,000.00)	\$ -	
	Less FY 19 Circuit Breaker Carryover		\$ (57,131.00)	\$ (57,131.00)	
	SPED 240 Grant Offset	\$ (566,532.00)	\$ (576,532.00)	\$ (10,000.00)	
	FACE	\$ (12,000.00)	\$ (12,000.00)	\$ -	
	Less Special Education Reserve ATM		\$ (100,000.00)	\$ (100,000.00)	
	Grand Total	\$ 29,218,627.00	\$ 29,218,627.00	\$ -	