

## 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 R. Raab, Assistant Superintendent for Business and Finance  
Cc: Matthew A. Ferron, Superintendent of Schools  
Date: January 9, 2019  
Re: FY 2020 Preliminary Budget

Our FY 2020 Budget Process begins this evening with a preliminary budget presentation. Below, I've summarized the budget projections as they stand today. This budget projection adjusts for known retirements and also includes two placeholders for unknown Special Education out of district placements. It also continues our commitment to funding town and school technology as a consolidated effort. These budget projections are best characterized as a maintenance of effort budget allowing the Hanover Public Schools to meet its obligations for next year.

#### **Salaries**

Soon we will be entering negotiations with our Paraprofessionals, Administrative Assistants, and Cafeteria Workers. We will be meeting with them over the next several weeks to begin the process of negotiations. Their contracts expire on June 30, 2019. Similar to what we did at this time last year when we were negotiating with the Hanover Teachers Association, the increases on the chart below allow for contractual step raises and a Cost of Living Adjustment (COLA) increase to be negotiated. In addition, this budget proposal adds one technology desktop support person as part of the five-year technology plan for technology improvements.

#### **Expenses**

I've presented our expenses broken down according to the cost centers and highlight four main areas. The first main driver in the expense budget among the Reg/SpEd Non FTE Salary cost center replaces \$49,000 that was transferred in September for teacher salary column adjustments. These are expected and it's important to budget for them. The second main driver in Contracted Services are obligations with regard to Special Education placements that began this year. The third main driver in the expense budget includes \$50,000 in additional Equipment for technology so that we remain on a planned replacement schedule for computers, laptops, printers, etc. The fourth main driver is in the Tuition line. I've added funds for two unanticipated out of district placements at \$70,000 each in order to plan for future needs.

The chart below summarizes the FY 2020 projected budget. On Monday, January 7, 2019, the Town Manager presented a preliminary town budget to the Selectmen including \$29,380,127.00 as the projected FY 2020 budget for the Hanover Public Schools. It is understood this is the beginning of the process and that the School Committee will be spending the next three months reviewing the budget and likely changes will be made. Mr. Ferron and I are in constant contact with the Town Manager and the Finance Director and will bring any new information to the

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School Committee for your consideration. I've included offsets for the 240 Special Education Entitlement Grant and the Circuit Breaker Reimbursement so that all are aware of the full picture when it comes to budgeting. I've budgeted these flat from FY 19 to FY 20 since we do not yet know the extent of funding for next year.

Below the overall budget summary, I've broken down the projections according to Salary Categories as well as Expense Cost Centers in order to provide a further level of detail. At our next meeting on January 23, 2019, I will present the detailed FY 2020 Budget 1.0 presentation and publish the line item detail for each salary and expense category noted below as I have done in the past. I will also include enrollment projections. Please do not hesitate to contact me if you have any questions so that I may be fully prepared for our meeting on Wednesday.

<b>FY 2020 Preliminary Budget Projection</b>			
	FY 2019	FY 2020 Projected	Difference
Salaries	23,893,931.00	24,829,878.00	935,947.00
Expenses	5,342,447.00	5,703,781.00	361,334.00
Less Circuit Breaker	(575,000.00)	(575,000.00)	-
SPED 240 Grant Offset	(566,532.00)	(566,532.00)	-
FACE	(12,000.00)	(12,000.00)	-
<b>Total Budget</b>	<b>28,082,846.00</b>	<b>29,380,127.00</b>	<b>1,297,281.00</b>
			4.62%
<b>Salaries</b>			
Admin and Non Union Staff	2,453,477.00	2,536,536.00	83,059.00
Secretaries	582,253.00	603,157.00	20,904.00
Technology Staff	481,392.00	552,536.00	71,144.00
Paras and Tutors	1,515,294.00	1,674,589.00	159,295.00
Teachers	18,861,515.00	19,463,060.00	601,545.00
<b>Total Salaries</b>	<b>23,893,931.00</b>	<b>24,829,878.00</b>	<b>935,947.00</b>
<b>Expenses</b>			
Reg/SpEd Non FTE Salary	608,331.00	674,660.00	66,329.00
Contracted Services	2,516,900.00	2,568,084.00	51,184.00
Equipment	177,815.00	228,765.00	50,950.00
Professional Development	160,395.00	176,075.00	15,680.00
Supplies and Materials	332,040.00	354,616.00	22,576.00
Tuitions	1,546,966.00	1,701,581.00	154,615.00
<b>Total Expenses</b>	<b>5,342,447.00</b>	<b>5,703,781.00</b>	<b>361,334.00</b>