



## SCHOOL COMMITTEE MEETING

Administrative Offices  
Room 20  
5 School Street, Wenham

Wednesday, January 24, 2018

7:00 PM

1. Call to Order 7:00
2. Adjourn into Executive Session to discuss strategy relative to collective bargaining with Hamilton-Wenham Regional Education Association (Executive Session Reason #2) and return to open session. [Roll Call Vote]
3. Vote to adjourn from Executive Session and return to open session. [Roll Call Vote]
4. Regular meeting of the School Committee Budget Workshop
5. New Business
  - A. Discussion of FY19 HWRSD Budget
    - i. Athletics Programming
    - ii. Maintenance, Custodial and Facilities
    - iii. Technology
    - iv. Review Leadership Team Request List
    - v. Capital Plan
    - vi. Approach relative to timing of debt exclusions
6. Vote to Adjourn 9:30

Secretary: Kerry Gertz, HWRSC



**HAMILTON-WENHAM**  
**REGIONAL SCHOOL DISTRICT**

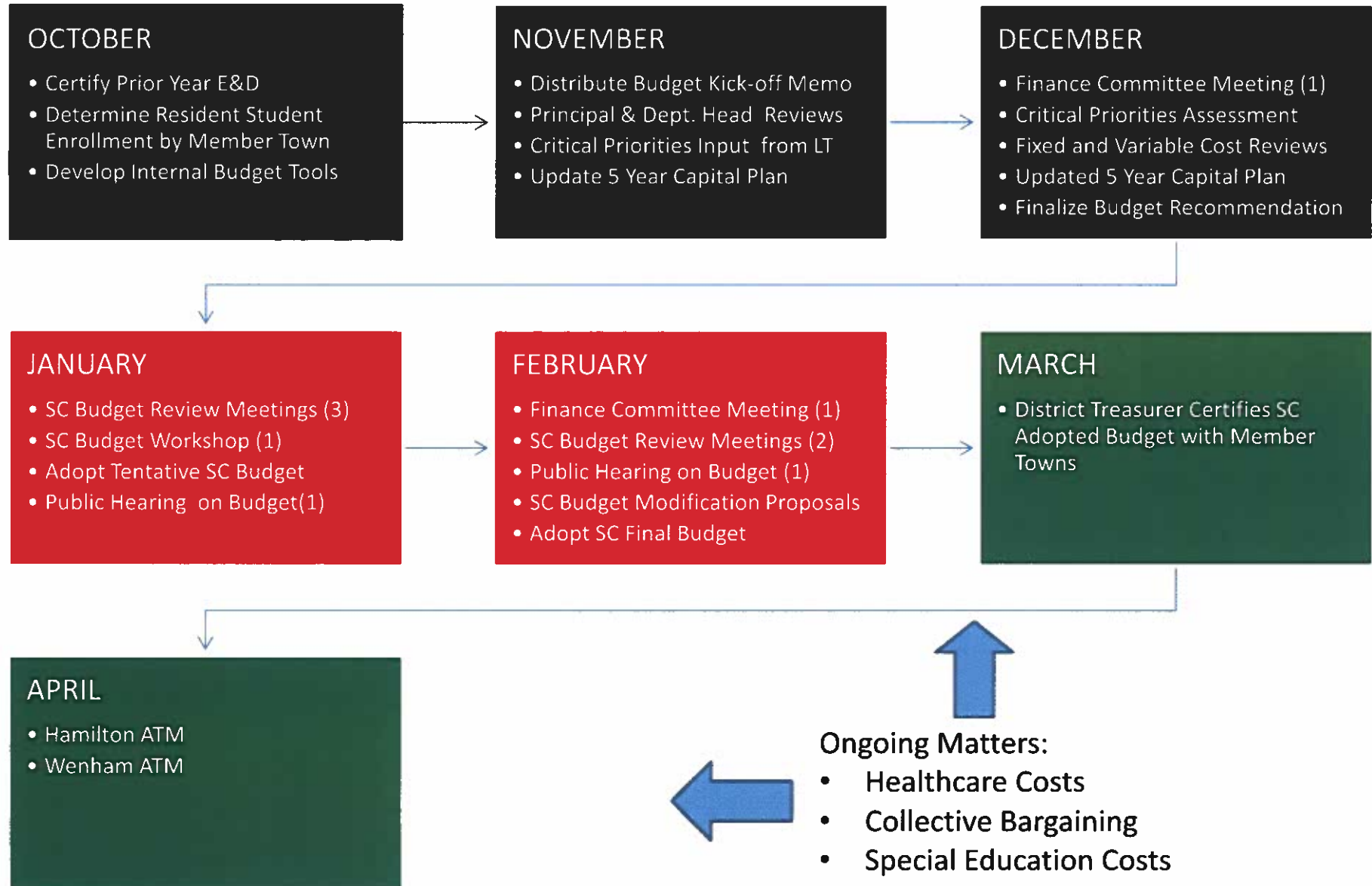
*FY19 Superintendent's Budget Recommendation*  
*School Committee Budget Workshop*  
*January 24, 2018*

Prepared by:

Dr. Michael Harvey, Superintendent of Schools  
Jeffrey D. Sands, Assistant Superintendent for Finance & Administration  
Vincent Leone, Director of Accounting & Payroll



# HWRSD Budget Process Overview





# FY19 Budget

## *Superintendent's Recommendation*

Level Service PLUS an Investment in Critical Priorities

What Does “Level Service” Mean?

*Level Service is a continuation of the current programs, services and staffing of the District.*

For FY19, Level Service translates into a spending increase in our Gross Operating Expenses of \$1,117,099 or 3.56% versus the FY18 Budget.



# FY19 Budget

## *Superintendent's Recommendation*

Level Service PLUS an investment in Critical Priorities

What Does investing in “Critical Priorities” Mean?

*Provide the targeted funding necessary to better position the District to achieve its goals & objectives as provided for in the “Strategic Blueprint”, including directed investments in people, programs, & technology.*

For FY19, the Superintendent and Leadership Team is recommending that an investment be made to fund several Critical Priorities. This investment comes at an additional cost of \$399,379 above what is needed to maintain Level Services for the 2018 – 2019 School Year.



## FY19 Budget

# What has been included in the Recommended Budget for Critical Priorities?

In addition to the funding needed to maintain Level Services, we are recommending that an additional \$399,379 be provided to fund the following items earmarked as Critical Priorities for FY19:

- K-5 Math Resources (\$100,000)
- 6 – 8 Math Resources (\$40,000)
- Fountas and Pinnell 3 Upgrade (\$17,500)
- RTI Screeners and Interventions (\$15,000)
- 1.0 FTE Special Education Team Chairperson for OOD (\$71,600)
- (2) 1.0 FTE HS Special Education Program Based Teachers (\$60,350)
- 0.5 FTE MS Special Education Reading Teacher (\$29,270)
- Healthcare and Benefits Costs for new staff (\$43,659)
- Compliance with AED Law effective July 1, 2018 (\$22,000)



# FY19 Budget – Expense Category Analysis

## Level Service PLUS Critical Priorities Gross Operating Expense Budget

Expense Category	FY19 Gross Expenses		Compared to FY18		
	Tot \$	% of Tot	PY Bud \$	Chg \$	Chg %
Salaries	\$ 20,817,994	63.2%	\$ 19,839,627	\$ 978,367	4.9%
Out-of-District Tuition	\$ 2,878,510	8.7%	\$ 2,767,155	\$ 111,355	4.0%
Healthcare	\$ 2,613,760	7.9%	\$ 2,430,625	\$ 183,136	7.5%
In-District Transportation	\$ 765,820	2.3%	\$ 738,700	\$ 27,120	3.7%
Essex Retirement	\$ 908,291	2.8%	\$ 879,643	\$ 28,648	3.3%
Utilities	\$ 587,160	1.8%	\$ 597,530	\$ (10,371)	-1.7%
Facilities, Maintenance & Custodial (non-salary)	\$ 576,025	1.7%	\$ 631,475	\$ (55,450)	-8.8%
Technology (non-salary)	\$ 614,437	1.9%	\$ 611,182	\$ 3,255	0.5%
Special Education Transportation	\$ 614,696	1.9%	\$ 486,000	\$ 128,696	26.5%
Other Fringe (Medicare, Unemployment, 403B)	\$ 419,512	1.3%	\$ 433,965	\$ (14,453)	-3.3%
Substitute Teachers	\$ 221,750	0.7%	\$ 229,625	\$ (7,875)	-3.4%
School Materials, Supplies & Textbooks	\$ 445,904	1.4%	\$ 303,904	\$ 142,000	46.7%
Athletics (non-salary)	\$ 237,935	0.7%	\$ 224,706	\$ 13,229	5.9%
District Insurance (Property, Liability & WC)	\$ 209,464	0.6%	\$ 173,031	\$ 36,434	21.1%
OPEB Trust Fund	\$ -	0.0%	\$ 40,000	\$ (40,000)	-100.0%
All Other	\$ 1,008,844	3.1%	\$ 1,016,457	\$ (7,614)	-0.7%
<b>Totals:</b>	<b>\$ 32,920,102</b>	<b>100.0%</b>	<b>\$ 31,403,624</b>	<b>\$ 1,516,478</b>	<b>4.8%</b>

Increases in these 5 categories represent a total of \$1.5M or 101% of our Total Recommended increase for FY19.





# FY19 Budget – District Totals

## *Level Service PLUS Critical Priorities Net Assessment Budget*

Total Expenses					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
General Operating Expense (Before Offsets)	\$ 30,166,532	\$ 31,403,624	\$ 32,920,102	\$ 1,516,478	4.83%
Expense Offsets	\$ 1,016,500	\$ 1,203,808	\$ 1,203,808	\$ -	0.00%
General Operating Expenses (After Offsets)	\$ 29,150,032	\$ 30,199,816	\$ 31,716,294	\$ 1,516,478	5.02%
Debt Service Expense	\$ 2,129,250	\$ 2,092,860	\$ 2,115,275	\$ 22,415	1.07%
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,279,282</b>	<b>\$ 32,292,676</b>	<b>\$ 33,831,569</b>	<b>\$ 1,538,893</b>	<b>4.77%</b>

Total Funding Sources					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
<i>Revenues</i>					
Chapter 70-Base Aid	\$ 3,457,966	\$ 3,554,656	\$ 3,606,706	\$ 52,050	1.5%
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ -	0.0%
State Transportation Reimbursement	\$ 331,304	\$ 340,686	\$ 330,837	\$ (9,849)	-2.9%
Medicaid Reimbursement	\$ 85,000	\$ 85,000	\$ 150,000	\$ 65,000	76.5%
Interest Income	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%
Prior Year Unexpended Encumbrances	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Other Non-recurring Income (Including Transp)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Total Revenues</b>	<b>\$ 5,010,335</b>	<b>\$ 5,116,407</b>	<b>\$ 5,223,608</b>	<b>\$ 107,201</b>	<b>2.1%</b>
<i>Transfers In From Other Funds</i>					
Excess and Deficiency	\$ 555	\$ 568,821	\$ 347,218	\$ (221,603)	-39.0%
<b>Total Transfers</b>	<b>\$ 555</b>	<b>\$ 568,821</b>	<b>\$ 347,218</b>	<b>\$ (221,603)</b>	<b>-39.0%</b>
<b>Total Funding Sources</b>	<b>\$ 5,010,890</b>	<b>\$ 5,685,228</b>	<b>\$ 5,570,826</b>	<b>\$ (114,402)</b>	<b>-2.0%</b>
<b>Total Expenditures</b>	<b>\$ 31,279,282</b>	<b>\$ 32,292,676</b>	<b>\$ 33,831,569</b>	<b>\$ 1,538,893</b>	<b>4.8%</b>
<b>Less Total Funding Sources</b>	<b>\$ 5,010,890</b>	<b>\$ 5,685,228</b>	<b>\$ 5,570,826</b>	<b>\$ (114,402)</b>	<b>-2.0%</b>
<b>NET ASSESSMENT including Debt Service</b>	<b>\$ 26,268,391</b>	<b>\$ 26,607,448</b>	<b>\$ 28,260,743</b>	<b>\$ 1,653,295</b>	<b>6.2%</b>

Total Town Assessments					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
Hamilton	\$ 17,494,749	\$ 17,401,271	\$ 18,270,570	\$ 869,299	5.0%
Wenham	\$ 8,773,643	\$ 9,206,177	\$ 9,990,173	\$ 783,996	8.5%
<b>NET ASSESSMENT including Debt Service</b>	<b>\$ 26,268,391</b>	<b>\$ 26,607,448</b>	<b>\$ 28,260,743</b>	<b>\$ 1,653,295</b>	<b>6.2%</b>





# FY19 Budget

## Athletic Budget Methodology

- **Two Major Components of the Athletic Budget:**
  - First, we develop a detailed Operating Budget for each Individual Athletic Program. For FY19, we have developed budgets for 24 Athletic Programs. We use these budgets to calculate Program-specific User Fees for the upcoming school year.
  - Second, we develop a detailed Athletic Director's Office Administrative Budget which consists of the costs that benefit the District's Athletic Program as a whole and are not related to any specific Program.
- **User Fees:**
  - User Fees are established by Individual Team Sport.
  - 70% of Athletic Program Costs are passed along in the form of User Fees.
  - No Administrative Costs are factored into the calculation of User Fees.
- **District's Operating Budget:**
  - Covers 100% of all Administrative Costs.
  - Covers 20% of Program Costs in the form of "General User Fee Relief" for all.
  - Covers 10% of Program Costs in the form of a "Family Cap User Fee Relief" program.
  - Provides for a \$10,000 Scholarship Pool for families in need of assistance.



# FY19 Budget

## Athletics Recommendation

	FY17 Budget	FY18 Budget	FY19 Budget	Change \$	Change %
<b>Salaries:</b>					
Athletic Director	\$ 95,284	\$ 97,667	\$ 100,109	\$ 2,442	2.5%
Secretarial/Clerical	\$ 30,601	\$ 31,994	\$ 33,449	\$ 1,454	4.5%
Summer Nurse	\$ 750	\$ 750	\$ 750	\$ -	0.0%
<b>Total Salaries:</b>	<b>\$ 126,635</b>	<b>\$ 130,411</b>	<b>\$ 134,307</b>	<b>\$ 3,896</b>	<b>3.0%</b>
<b>Operating:</b>					
Officials	\$ 5,100	\$ 7,498	\$ 7,530	\$ 32	0.4%
Supplies	\$ 4,300	\$ 4,300	\$ 4,300	\$ -	0.0%
Transportation & Contracted Svcs	\$ 55,468	\$ 56,950	\$ 58,450	\$ 1,500	2.6%
Other Misc	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%
Scholarship Relief	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.0%
Family User Fee Relief (10% of Program Cost)	\$ 49,684	\$ 48,319	\$ 52,218	\$ 3,899	8.1%
General User Fee Relief (20% of Program Cost)	\$ 99,368	\$ 96,638	\$ 104,436	\$ 7,798	8.1%
<b>Total Operating:</b>	<b>\$ 224,920</b>	<b>\$ 224,706</b>	<b>\$ 237,935</b>	<b>\$ 13,229</b>	<b>5.9%</b>
<b>Total District Athletics:</b>	<b>\$ 351,555</b>	<b>\$ 355,117</b>	<b>\$ 372,242</b>	<b>\$ 17,125</b>	<b>4.8%</b>
<b>Total User Fees (70% of Program Costs):</b>	<b>\$ 337,788</b>	<b>\$ 328,234</b>	<b>\$ 355,527</b>	<b>\$ 27,293</b>	<b>8.3%</b>
<b>Grand Total Athletics:</b>	<b>\$ 689,343</b>	<b>\$ 683,351</b>	<b>\$ 727,769</b>	<b>\$ 44,418</b>	<b>6.5%</b>
\$ Funded by District:	\$ 351,555	\$ 355,117	\$ 372,242	\$ 3,562	
% Funded by District:	51.0%	52.0%	51.1%	1.0%	
\$ Funded by User Fees:	\$ 337,788	\$ 328,234	\$ 355,527	\$ (9,554)	
% Funded by User Fees:	49.0%	48.0%	48.9%	-1.0%	

<b>FY2019</b>		<b>400</b>	<b>470</b>	<b>520</b>	<b>401</b>	<b>390</b>	<b>100</b>							
<b>Sport</b>	<b>#</b>	<b>Transportation (1)</b>	<b>Officials (2)</b>	<b>Supplies / Assets</b>	<b>Contract Services (3)</b>	<b>Personnel (4)</b>	<b>Salaries (5)</b>	<b>Other (6)</b>	<b>Total Cost</b>	<b>2/3 Gate</b>	<b>Net Total</b>	<b>Raw Fee</b>	<b>User Fee Redu</b>	<b>District Cost</b>
Baseball (Incl FR)	44	\$7,300	\$4,430	\$3,000	\$1,955	\$0	\$13,293	\$0	\$29,978	\$0	\$29,978	\$681.32	\$545.05	\$5,995.60
Basketball, Boys	25	\$4,380	\$3,142	\$1,000	\$350	\$2,300	\$10,247	\$0	\$21,419	\$2,250	\$19,169	\$766.76	\$613.41	\$3,833.80
Basketball, Fresh B	10	\$2,920	\$960	\$300	\$0	\$400	\$4,036	\$0	\$8,616	\$0	\$8,616	\$861.60	\$689.28	\$1,723.20
Basketball, Girls	23	\$4,380	\$3,142	\$1,000	\$0	\$2,300	\$10,247	\$0	\$21,069	\$1,250	\$19,819	\$861.70	\$689.36	\$3,963.80
Basketball, Fresh G	10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
Cheerleading (F)	18	\$2,945	\$0	\$950	\$2,050	\$0	\$5,781	\$0	\$11,726	\$0	\$11,726	\$651.44	\$521.16	\$2,345.20
Cheerleading (W)	18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
Cross Country	45	\$8,430	\$0	\$1,000	\$650	\$0	\$13,293	\$0	\$23,373	\$0	\$23,373	\$519.40	\$415.52	\$4,674.60
Field Hockey	28	\$4,380	\$2,738	\$1,000	\$1,800	\$450	\$9,537	\$0	\$19,905	\$0	\$19,905	\$710.89	\$568.71	\$3,981.00
Football	40	\$4,015	\$3,990	\$6,500	\$12,450	\$1,555	\$25,157	\$0	\$53,667	\$3,500	\$50,167	\$1,254.18	\$1,003.34	\$10,033.40
Golf	14	\$3,650	\$0	\$750	\$0	\$0	\$5,781	\$0	\$10,181	\$0	\$10,181	\$727.21	\$581.77	\$2,036.20
Gymnastics	10	\$2,555	\$880	\$500	\$3,750	\$0	\$5,781	\$0	\$13,466	\$0	\$13,466	\$1,346.60	\$1,077.28	\$2,693.20
Ice Hockey	28	\$7,300	\$2,860	\$1,500	\$33,300	\$900	\$13,293	\$0	\$59,153	\$0	\$59,153	\$2,112.61	\$1,690.09	\$11,830.60
Indoor Track	30	\$6,570	\$0	\$700	\$3,075	\$0	\$13,293	\$0	\$23,638	\$0	\$23,638	\$787.93	\$630.35	\$4,727.60
Lacrosse, Boys	42	\$4,380	\$3,142	\$2,100	\$3,450	\$350	\$13,293	\$0	\$26,715	\$0	\$26,715	\$636.07	\$508.86	\$5,343.00
Lacrosse, Girls	32	\$4,380	\$3,142	\$2,100	\$3,425	\$350	\$9,537	\$0	\$22,934	\$0	\$22,934	\$716.69	\$573.35	\$4,586.80
Soccer, Boys	36	\$4,015	\$2,858	\$1,175	\$2,415	\$315	\$9,537	\$0	\$20,315	\$0	\$20,315	\$564.31	\$451.44	\$4,063.00
Soccer, Fresh Boys	15	\$2,920	\$960	\$200	\$1,125	\$0	\$3,756	\$0	\$8,961	\$0	\$8,961	\$597.40	\$477.92	\$1,792.20
Soccer, Girls	40	\$4,015	\$2,858	\$1,175	\$2,415	\$315	\$9,537	\$0	\$20,315	\$0	\$20,315	\$507.88	\$406.30	\$4,063.00
Soccer, Fresh Girls	15	\$2,920	\$960	\$200	\$1,125	\$0	\$3,756	\$0	\$8,961	\$0	\$8,961	\$597.40	\$477.92	\$1,792.20
Softball	24	\$4,370	\$3,022	\$1,800	\$1,350	\$0	\$9,537	\$0	\$20,079	\$0	\$20,079	\$836.63	\$669.30	\$4,015.80
Swimming	32	\$2,190	\$1,300	\$900	\$6,000	\$0	\$10,562	\$0	\$20,952	\$0	\$20,952	\$654.75	\$523.80	\$4,190.40
Tennis, Boys	14	\$3,285	\$0	\$1,100	\$1,000	\$0	\$5,781	\$0	\$11,166	\$0	\$11,166	\$797.57	\$638.06	\$2,233.20
Tennis, Girls	14	\$3,285	\$0	\$1,100	\$1,000	\$0	\$5,781	\$0	\$11,166	\$0	\$11,166	\$797.57	\$638.06	\$2,233.20
Track & Field	80	\$10,150	\$0	\$2,000	\$2,550	\$3,525	\$24,151	\$0	\$42,376	\$0	\$42,376	\$529.70	\$423.76	\$8,475.20
Volleyball	24	\$4,015	\$3,324	\$1,000	\$175	\$1,000	\$9,537	\$0	\$19,051	\$0	\$19,051	\$793.79	\$635.03	\$3,810.20
<b>Totals</b>		<b>\$108,750</b>	<b>\$43,708</b>	<b>\$33,050</b>	<b>\$85,410</b>	<b>\$13,760</b>	<b>\$244,504</b>	<b>\$0</b>	<b>\$529,182</b>	<b>\$7,000</b>	<b>\$522,182</b>			

**Administration**

\$3,650 \$7,530 \$4,300 \$54,800 \$0 \$134,307 \$1,000 \$205,587

**Total Athletics**

**\$112,400 \$51,238 \$37,350 \$140,210 \$13,760 \$378,811 \$1,000 \$734,769 \$727,769 NET**

(1) - as per transportation contract

(2) - fees set by MIAA

(3) - facilities, rentals, entry fees, eqpt maint, etc.

(4) - judges, timers, etc.

(5) - contractual coaches stipends

(6) - CAL meetings, etc.

<b>User Fees Needed</b>	<b>\$522,182.00</b>
<b>Operating Budget Contribution</b>	<b>20.0%</b>
<b>User Fee Relief @ 20% (All)</b>	<b>\$104,436.40</b>
<b>Total Administrative Costs</b>	<b>\$205,587.18</b>
<b>Scholarship Funding</b>	<b>\$10,000.00</b>
<b>Family User Fee Relief @ 10%</b>	<b>\$52,218.20</b>
<b>Total District Funding</b>	<b>\$372,241.78</b>



# FY19 Budget

## Maintenance, Custodial & Facilities Recommendation

	FY17 Budget	FY18 Budget	FY19 Budget	Change \$	Change %
<b>Salaries:</b>					
Maintenance Director	\$ 84,050	\$ 86,152	\$ 88,306	\$ 2,154	2.5%
Maintenance Staff	\$ 160,461	\$ 163,504	\$ 167,373	\$ 3,869	2.4%
Custodial Staff	\$ 616,325	\$ 627,747	\$ 643,416	\$ 15,669	2.5%
Overtime (Maintenance, Custodial, & Substitute)	\$ 80,000	\$ 82,000	\$ 82,000	\$ -	0.0%
Secretarial/Clerical	\$ 31,736	\$ 32,713	\$ 33,722	\$ 1,008	3.1%
<b>Total Salaries:</b>	<b>\$ 972,572</b>	<b>\$ 992,117</b>	<b>\$ 1,014,816</b>	<b>\$ 22,700</b>	<b>2.3%</b>
<b>Operating:</b>					
School Maintenance, Repairs & Projects	\$ 324,450	\$ 291,150	\$ 222,700	\$ (68,450)	-23.5%
Districtwide Maintenance, Repairs & Projects	\$ 263,100	\$ 262,100	\$ 275,100	\$ 13,000	5.0%
Custodial Supplies & Materials	\$ 73,000	\$ 73,000	\$ 73,000	\$ -	0.0%
Clothing Allowances	\$ 6,200	\$ 5,225	\$ 5,225	\$ -	0.0%
Utilities	\$ 599,609	\$ 597,530	\$ 587,160	\$ (10,371)	-1.7%
<b>Total Operating:</b>	<b>\$ 1,266,359</b>	<b>\$ 1,229,005</b>	<b>\$ 1,163,185</b>	<b>\$ (65,821)</b>	<b>-5.4%</b>
<b>Total Maintenance &amp; Custodial:</b>	<b>\$ 2,238,931</b>	<b>\$ 2,221,122</b>	<b>\$ 2,178,001</b>	<b>\$ (43,121)</b>	<b>-1.9%</b>
<b>Total Gross Operating Budget:</b>	<b>\$ 30,166,532</b>	<b>\$ 31,403,624</b>	<b>\$ 32,920,102</b>		
Maintenance & Custodial as % of Total:	7.4%	7.1%	6.6%		



# FY19 Budget

## Maintenance, Custodial & Facilities Recommendation

<b>***FY19 SPECIAL PROJECTS***</b>			
District	Waste Water Treatment Plant Repairs	\$	20,000
	<b>Total Estimated Cost:</b>	<b>\$</b>	<b>20,000</b>
<b>***FY18 SPECIAL PROJECTS***</b>			
Cutler	Replace Classroom Carpets with Tile (3)	\$	15,000
Winthrop	Install ADA Accessible Exterior Ramp	\$	10,000
Buker	Replace Rear Roof (Phase 1)	\$	20,000
Buker	Playground	\$	10,000
RHS	Kiln	\$	11,500
RHS	Classroom Furniture (1 Class)	\$	15,000
District	Waste Water Treatment Plant Repairs	\$	20,000
	<b>Total Estimated Cost:</b>	<b>\$</b>	<b>101,500</b>
<b>***FY17 SPECIAL PROJECTS***</b>			
Cutler	Rekey Doors Interior/Exterior	\$	2,500
Buker	Rekey Doors Interior/Exterior	\$	2,500
MRMS	Water Heater Replacement (50%)	\$	50,000
MRMS	Floor Burnisher	\$	10,000
MRMS	Rekey Doors Interior/Exterior	\$	4,000
RHS	Water Heater Replacement (50%)	\$	50,000
RHS	Rekey Doors Interior/Exterior	\$	6,000
District	IT Server Room Ductless Mini Split AC System	\$	12,500
	<b>Total Estimated Cost:</b>	<b>\$</b>	<b>137,500</b>





# FY19 Budget

## Technology Recommendation

	FY17 Budget	FY18 Budget	FY19 Budget	Change \$	Change %
<b>Salaries:</b>					
IT Director	\$ 121,679	\$ 124,813	\$ 127,933	\$ 3,120	2.5%
IT Staff	\$ 311,632	\$ 320,563	\$ 332,075	\$ 11,512	3.6%
Secretarial/Clerical	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Total Salaries:</b>	<b>\$ 433,311</b>	<b>\$ 445,376</b>	<b>\$ 460,008</b>	<b>\$ 14,632</b>	<b>3.3%</b>
<b>Operating:</b>					
District Expendable Materials	\$ 950	\$ 950	\$ 950	\$ -	0.0%
District Network	\$ 46,998	\$ -	\$ -	\$ -	#DIV/0!
District Hardware	\$ 122,710	\$ 153,930	\$ 153,930	\$ -	0.0%
District IT Staff PD & Training	\$ 13,600	\$ 13,600	\$ 15,100	\$ 1,500	11.0%
District Contracted Services	\$ 81,040	\$ 81,040	\$ 94,040	\$ 13,000	16.0%
District Software	\$ 202,365	\$ 203,865	\$ 203,456	\$ (409)	-0.2%
Copier Leases	\$ 109,641	\$ 109,641	\$ 98,805	\$ (10,836)	-9.9%
School-based Sup & Mats	\$ 48,556	\$ 48,156	\$ 48,156	\$ -	0.0%
<b>Total Operating:</b>	<b>\$ 625,860</b>	<b>\$ 611,182</b>	<b>\$ 614,437</b>	<b>\$ 3,255</b>	<b>0.5%</b>
<b>Total Technology:</b>	<b>\$ 1,059,171</b>	<b>\$ 1,056,558</b>	<b>\$ 1,074,445</b>	<b>\$ 17,887</b>	<b>1.7%</b>
Total Gross Operating Budget:	\$ 30,166,532	\$ 31,403,624	\$ 32,920,102		
Technology as % of Total:	3.5%	3.4%	3.3%		



# FY19 Budget

## Technology Recommendation

***FY19 SPECIAL PROJECTS***			
Hardware	Replace Classroom Technology (Refresh Cycle)	\$	54,480
Hardware	Replace SmartBoards and Projectors (8 units)	\$	37,216
Hardware	iPads for Students on Scholarship and F&RL (25 units)	\$	17,500
Total Estimated Cost:		\$	109,196
***FY18 SPECIAL PROJECTS***			
Hardware	Replace Classroom Technology (Refresh Cycle)	\$	54,480
Hardware	Replace SmartBoards and Projectors (8 units)	\$	37,216
Hardware	iPads for Students on Scholarship and F&RL (25 units)	\$	17,500
Total Estimated Cost:		\$	109,196
***FY17 SPECIAL PROJECTS***			
Network	Install new Wireless Access Points incl wiring (42 units)	\$	46,998
Hardware	Replace SmartBoards and Projectors (13 units)	\$	60,476
Hardware	iPads for Students on Scholarship and F&RL (25 units)	\$	17,500
Total Estimated Cost:		\$	124,974



**HAMILTON- WENHAM REGIONAL SCHOOL DISTRICT****FY19 Operating Budget: Summary Priority Overlay Template Submissions****\*\*REQUESTS NOT INCLUDED IN THE BUDGET RECOMMENDATION AS OF JANUARY 3, 2018\*\*****Category 1: New Faculty Positions including Stipended Positions**

Submitted by:	Position Description	Est Base Salary
<i>Elementary</i>	Increase 3 shared Specialists from 0.7 FTE to 0.8 FTE	\$ 15,689
<i>Buker and Winthrop</i>	Sub Dispatcher Stipends (2)	\$ 1,000
<i>Winthrop</i>	0.3 FTE increase to PreK Teacher	\$ 23,266
<i>MRMS</i>	1.0 FTE Coding/Robotics Teacher	\$ 65,000
<i>Student Services</i>	BCBA-District (Offset by reduction in Contract Svcs)	\$ -
<i>Athletics</i>	Coaches Category I - Varsity Assistant (1)	\$ 5,248
<i>Athletics</i>	Category II - Varsity Assistant (3)	\$ 12,108
<i>Athletics</i>	Category II A - Varsity Assistant (1)	\$ 4,036
<i>Athletics</i>	Category III - Varsity Assistant (14)	\$ 52,584
<i>District</i>	Additional Healthcare Costs for Proposed New Staff (1)	\$ 10,000
<b>Subtotal:</b>		<b>\$ 188,931</b>

**Category 2: New Administrative/Support Positions**

Submitted by:	Position Description	Est Base Salary
<i>Buker</i>	(2) 1.0 FTE Kindergarten Teaching Assistants	\$ 44,000
<i>Cutler</i>	(2) 1.0 FTE Kindergarten Teaching Assistants	\$ 44,000
<i>Winthrop</i>	(2) 1.0 FTE Kindergarten Teaching Assistants	\$ 44,000
<i>Cutler</i>	0.2 FTE Therapeutic Special Education TA	\$ 4,400
<i>Cutler</i>	1.0 FTE LBC Special Education TA	\$ 22,000
<i>MRMS</i>	Increase 0.277FTE secretary by 1 hour per day	\$ 6,063
<i>District</i>	Additional Healthcare Costs for Proposed New Staff (7)	\$ 70,000
<b>Subtotal:</b>		<b>\$ 234,463</b>

**Category 3: New Instructional Program Costs**

Submitted by:	Cost Description	Est Cost
<i>MRMS</i>	Robotics/Coding materials	\$ 30,000
<i>HS</i>	RISE program PD support through BRYT	\$ 2,500
<i>HS</i>	After school help for students w D or Fs on report card	\$ 3,500
<i>HS</i>	High School Transportation	\$ 5,000
<i>Athletics</i>	Six Large Nets - Stadium / Back Flds	\$ 20,000
<b>Subtotal:</b>		<b>\$ 61,000</b>

**Category 4: Extraordinary One-time Costs**

Submitted by:	Cost Description	Est Cost
<i>Buker</i>	10' x 12' wooden storage shed	\$ 5,000
<i>Winthrop</i>	Classroom Ceiling Fans (24)	TBD
<i>MRMS</i>	Ipad pilot	\$ 40,700
<i>HS</i>	Six (6) Spin bikes	\$ 9,000
<i>HS</i>	Six (6) classroom sets of furniture (@13K each)	\$ 78,000
<i>HS</i>	1 Set of science tables and chairs for Physics lab conversion	\$ 11,000
<b>Subtotal:</b>		<b>\$ 143,700</b>
<b>TOTAL:</b>		<b>\$ 628,094</b>



# Capital Improvement Plan Administration's Recommendation

- **Background:**
  - The HS/MS Project Bond will be paid-off in May 2019 (FY19) resulting in a decrease in our annual Debt Expense of ~\$711,000 per year.
- **Assumption:**
  - Develop a recommendation that minimizes any incremental increase to the District's Annual Budget request while simultaneously addressing the longer term Capital needs of the District.
- **Scope:**
  - Projects to be funded by the FY19 Operating Budget (\$129K)
  - Winthrop Sprinkler Project (\$1.0M)
  - Athletic Field Complex (\$3.6M)
  - Capital Plan Approach agreed on 9/7/17 by School Committee (~\$2.6M)
    - Includes Safety, Accessibility, and Critical Infrastructure Projects
  - Remaining Projects to be funded by the FY20 – 23 Operating Budgets (~\$350K/Year)
- **Future Debt Expense Point of Reference:**
  - A \$8.5M Bond with a 20 Year Term at an Interest Rate of 4% carries an Annual Cost of ~\$702,000.



# Capital Improvement Plan Administration's Recommendation

- 1) Fund \$129K in Projects in the FY19 Operating Budget
  - 2) Propose a \$ 1.0M Winthrop Sprinkler Project Debt Exclusion at April 2018 ATM
  - 3) Propose a \$3.6M Turf Field Complex Project Debt Exclusion at April 2018 ATM
  - 4) Propose a \$2.6M Debt Exclusion for Safety, Accessibility, & Critical Infrastructure Projects as outlined on 5 Year Plan at April 2019 ATM
  - 5) Provide funding for any remaining/new Projects on 5 Year Plan through the Operating Budgets in FY20 – FY23 at ~\$350K per Year
- Debt Exclusion Totals from the above mentioned Projects total \$7.2M.
    - A \$7.2M Bond with a 20 Year Term at an Interest Rate of 4% carries an Annual Cost of \$595,000.
    - A \$595,000 Annual Debt Expense would leave ~\$115,000 per year available that could either reduce Net Assessment amounts or be earmarked to fund the OPEB Trust Fund in future years.
  - Although the Sprinkler and Turf Field Projects would potentially be funded before the HS/MS Project was paid off in May 2019, only minimal costs (e.g., BAN expenses) would be incurred prior to FY20 when the HS/MS Project will have rolled off our books entirely.

**Hamilton Wenham Regional School District**  
**5 Year Capital\* Improvement Program Summary as of January 3, 2018**

Department	Project	Location	Total Est Cost	FY19	FY20	FY21	FY22	FY23
Fac & Grds	New Roof	HS	3,000,000	-	-	-	3,000,000	-
Fac & Grds	Building Energy Management Systems	Elem Schools	210,000	-	210,000	-	-	-
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	-	37,500	-	-	-
Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	61,000	-	61,000	-	-	-
Fac & Grds	Waste Water Treatment Plant	District	100,000	20,000	20,000	20,000	20,000	20,000
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-	-	-	60,000	-
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	35,000	-	35,000	-	-	-
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	-	30,000	-	-	-
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	25,000	-	25,000	-	-	-
Fac & Grds	Interior Classroom & Hallway Painting	Cut	30,000	-	-	-	30,000	-
Fac & Grds	Replace Classroom Carpets with Tile (2)	Cut	10,000	-	10,000	-	-	-
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	-	135,000	-	-	-
Fac & Grds	Emergency Generator	Buk & Admin Bldg	40,000	-	40,000	-	-	-
Fac & Grds	Autoscrubbers (4)	District	60,000	-	15,000	15,000	15,000	15,000
Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-	-	15,000	-	-
Fac & Grds	Equipment for HS Fitness Center	HS	20,000	-	-	20,000	-	-
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	30,000	-	30,000	-	-	-
Fac & Grds	Project Adventure Course Upgrades	HS / MS	15,000	-	15,000	-	-	-
Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	-	60,000	-	-	-
Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	10,000	-	-	-	10,000	-
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	-	15,000	-	-	-
Fac & Grds	Upgrade, repair and install Intercom systems	Various	24,000	-	24,000	-	-	-
Fac & Grds	Replace Sound System in gymnasium	HS / MS	20,000	-	20,000	-	-	-
Fac & Grds	40' - 50' Scissor Lift w/ Trailer	District	25,000	-	25,000	-	-	-
Fac & Grds	Buker Drainage	Buker	20,000	-	20,000	-	-	-
Fac & Grds	Buker Side Entryway and Handicap Ramp (Replace)	Buker	80,000	-	80,000	-	-	-
Tech	iPads for Students on Scholarship and F&RL	District	87,500	17,500	17,500	17,500	17,500	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	280,000	21,000	42,000	84,000	70,000	63,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	262,305	33,480	47,470	34,970	92,430	53,955
Tech	Classroom Chromebooks 4 year cycle	District	135,000	-	18,000	18,000	18,000	81,000
Tech	Upgrade Wireless Access Points including wiring	District	49,920	-	49,920	-	-	-
Tech	Replace Phone System with new VoIP System	HS / MS	47,000	-	47,000	-	-	-
Tech	Replace Backup Server / Services	District	52,000	-	52,000	-	-	-
Tech	Replace VMWare Server and Licenses	District	113,000	-	113,000	-	-	-
Tech	Replace Network Area Storage Arrays	District	207,000	-	207,000	-	-	-
Tech	Replace Network IDF	District	72,000	-	72,000	-	-	-
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	232,600	37,216	65,128	65,128	65,128	-
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	-	75,000	-	-	-
Tech	Replace Auditorium Lighting Control Console	HS	17,000	-	17,000	-	-	-
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-	-	50,000	-	-

**Hamilton Wenham Regional School District**  
**5 Year Capital\* Improvement Program Summary as of January 3, 2018**

Department	Project	Location	Total Est Cost	FY19	FY20	FY21	FY22	FY23
Tech	Install redundant line for Internet Connectivity	District	32,000	-	32,000	-	-	-
Food Svc	Kitchen Equipment	District	373,575	-	373,575	-	-	-
<b>Subtotal Operating:</b>			<b>6,253,400</b>	<b>129,196</b>	<b>2,136,093</b>	<b>339,598</b>	<b>3,398,058</b>	<b>250,455</b>
Fac & Grds	Building Fire Suppression System	Win	1,000,000	1,000,000	-	-	-	-
<b>Subtotal Sprinklers:</b>			<b>1,000,000</b>	<b>1,000,000</b>	-	-	-	-
Master Plan	Classroom Furniture (Master Plan)	District	800,000	-	800,000	-	-	-
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	2,460,000	-	-	-	2,460,000	-
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	2,841,825	-	-	-	2,841,825	-
<b>Subtotal Master Plan:</b>			<b>6,101,825</b>	-	<b>800,000</b>	-	<b>5,301,825</b>	-
Athletics	Turf Fields: Track & Field	District	3,671,863	3,671,863	-	-	-	-
Athletics	Turf Fields: Combination Baseball Field	District	3,051,365	-	-	-	-	3,051,365
Athletics	Turf Fields: Entrance Improvements & Amenities	District	2,024,928	-	-	-	-	2,024,928
<b>Subtotal Athletics:</b>			<b>8,748,156</b>	<b>3,671,863</b>	-	-	-	<b>5,076,293</b>
<b>Totals:</b>			<b>\$ 22,103,381</b>	<b>\$ 4,801,059</b>	<b>\$ 2,936,093</b>	<b>\$ 339,598</b>	<b>\$ 8,699,883</b>	<b>\$ 5,326,748</b>

- A "green" shaded entry in FY19 denotes the expense has been incorporated into the FY19 Operating Budget Recommendation.

- An "orange" shaded entry in FY19 denotes the expense will be presented at April 2018 Town Meeting for funding.

\* - Tangible assets or projects that cost at least \$10,000 and have a useful life of at least 5 years.

Note - The final principal and interest payment for the HS/MS Project is due in May 2019. Net annual Debt Service Expense Costs associated with that Project are ~\$711,000 .



# FY19 Budget: Calendar

SEPTEMBER 18, 2017	DISTRICT SUBMITS FY17 E&D TO MA DOR FOR CERTIFICATION
OCTOBER 26, 2017	DISTRIBUTION OF OCTOBER 2017 RESIDENT ENROLLMENT DATA TO TOWNS
NOVEMBER 6, 2017	DISTRIBUTION OF FY19 BUDGET KICK-OFF MEMO TO HWRSD BUDGET HOLDERS
NOVEMBER 6, 2017	DISTRIBUTION OF FY19 BUDGET CALENDAR
DECEMBER 7, 2017	FY19 BUDGET PLANNING MEETING #1 WITH TOWN FINANCE COMMITTEES
JANUARY 3, 2018	FY19 BUDGET RECOMMENDATION PRESENTED TO SCHOOL COMMITTEE
JANUARY 3, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION
JANUARY 3, 2018	SCHOOL COMMITTEE ADOPTS TENTATIVE FY19 BUDGET
JANUARY 10, 2018	DISTRICT ADMINISTRATION ADVERTISES FY19 BUDGET PUBLIC HEARING #1
JANUARY 17, 2018	SCHOOL COMMITTEE HOLDS FY19 BUDGET PUBLIC HEARING #1
JANUARY 17, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION
JANUARY 24, 2018	SCHOOL COMMITTEE CONDUCTS FY19 BUDGET BUDGET WORKSHOP
JANUARY 30, 2018	DISTRICT ADMINISTRATION MAILES ADOPTED TENTATIVE FY19 BUDGET TO TOWNS
JANUARY 31, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION
FEBRUARY 7, 2018	DISTRICT ADMINISTRATION ADVERTISES FY19 BUDGET PUBLIC HEARING #2
FEBRUARY 7, 2018	FY19 BUDGET PLANNING MEETING #2 WITH TOWN FINANCE COMMITTEES
FEBRUARY 13, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION
FEBRUARY 13, 2018	SCHOOL COMMITTEE HOLDS FY19 BUDGET PUBLIC HEARING #2
FEBRUARY 13, 2018	SCHOOL COMMITTEE ADOPTS FY19 BUDGET
MARCH 16, 2018	DISTRICT TREASURER CERTIFIES FY19 APPORTIONED AMOUNTS WITH TOWNS
APRIL 7, 2018	ANNUAL TOWN MEETINGS