

Sands, Jeffrey

From: Sands, Jeffrey
Sent: Wednesday, January 16, 2019 10:48 AM
To: Polito, David; Lee, Gene; Gertz, Kerry; Jeanise Bertrand; Michelle, Bailey; Stacey Metternick; Wolczik, Peter; Harvey, Michael
Subject: Responses > FW: BUDGET WORKSHOP

All,

Please see my responses (in red) to Michelle's specific FY20 Budget questions below.

Regards,
Jeff

From: Bailey, Michelle
Sent: Saturday, January 12, 2019 10:54 AM
To: Wolczik, Peter; Polito, David; Gertz, Kerry; Lee, Gene; Jeanise Bertrand; Stacey Metternick
Cc: Harvey, Michael; Sands, Jeffrey
Subject: Re: BUDGET WORKSHOP

Questions specific to this year's budget are mostly focused on salary and staffing increases or energy cost fluctuations. Here is the list of budget lines I would like to be able to better understand.

What are the 3 new FTEs at the HWRHS from FY 19-FY20 and why are they necessary?

We conducted a needs based analysis of all Special Ed TAs during the summer of 2018 to properly align TAs with student needs for the 2018 – 2019 school year. This resulted in the reassignment of 3 TA positions (Brown, Sullivan and Dubbins) from the MS to the HS in order to properly support HS Special Ed students and programming, including the 2 new HS programs.

What is the cut of 3.38 FTEs at the MRMS from FY19-FY20 and why are they necessary?

See above for an explanation of the 3.0 FTE. The remaining 0.38 FTE is part of a consolidation of 2 SLPA positions that have been consolidated into 1 SLP position going forward. Historically the 2 SLPA positions (totaling 1.79 FTE) were budgeted in multiple schools including the MS, Winthrop, Cutler and Buker. Due to the fact that the consolidated 1.0 FTE SLP position will be deployed across all schools in the District we decided that the budget should be maintained in the District SPED office in FY20 (this is book keeping as there is no financial impact to the District).

What is causing the 8.22% increase in Central Office expenses?

Primary drivers of the increase include: \$73,000 for a new School Resource Officer, \$63,060 for anticipated increases in our Regular Bus Contract, \$13,459 for known Teacher Retirement (5) Sick Leave Buy Back, \$10,000 for an increase in Teacher Tuition Reimbursement in the new 3 Year Contract, and \$2,580 in School Choice Out from the Cherry Sheet. These five items represent \$162,099 or 67% of the total increase over prior year budget; leaving \$78,250 or a 2.6% increase over prior year for all remaining costs.

What is the 1.05 FTE in Special Education and why is it necessary?

This is a consolidation of 2 SLPA positions (historically) into 1 SLP position going forward; see above. Historically the 2 SLPA positions (totaling 1.79 FTE) were budgeted in multiple schools including the MS, Winthrop, Cutler and Buker. Due

to the fact that the consolidated 1.0 FTE SLP position will be deployed across the District we decided to move its budget office to the District SPED office for FY20 (this is book keeping as there is no financial impact to the District).

What is causing the over 7% increase in nursing costs at the schools?

Total Nursing Salary expense in the District is increasing from \$332,633 to \$351,638 (\$19,005 or 5.7%). FTE Headcount is flat year over year. 4 of the 6 Nurses (Druscat, Ting, Tabenkin, and Goudreau) are all budgeted to receive COLA and STEP increases which results in a higher than average increase over prior year budget.

What is causing the large increase in gas service costs at Cutler? Why are some schools cost going down while others are going up?

There was an issue with a faulty gas meter at the Cutler that has since been resolved; billing and payments are current through FY18.

Utilities are the one of the most difficult expense types to track and budget at the detailed account level. While our Business Office staff does a tremendous job processing and paying our vendors, our internal processes and limited staffing model are susceptible to human error as it relates specifically to the coding of invoices imbedded within our chart of accounts. Unfortunately we don't have the time or resources to dedicated multiple layers of review to the accuracy of account coding. As a result, when developing the utilities budget we take into account the account level detail as well as several other factors including usage, supply rates, delivery rates, etc. Our total utilities budget for FY20 is \$563,248 which is a decrease of \$23,912 (4.1%) as compared to our FY19 Budget. This budgeted decrease is directly attributable to the anticipated savings at the HS derived from the recently completed Building Automation system upgrade project (Green Communities Grant).

Why is there a new SPED teacher FTE at Cutler? What program or grade will they serve and why are they necessary?

A MS SPED Teacher (LaFontaine) resigned and it was decided not to replace the existing position at the MS. Based on the priority needs of the District, it was determined that the position be reassigned to the Cutler School Language Based program (Tappendorf).

Why is there a 21.3% increase in the librarian at the Miles River Middle School and also at the HWRHS with the same 2 FTE?

The 1.0 FTE Librarian/Library Media Specialist position is split evenly between the HS and MS from a budget perspective. In FY19, the position was budgeted at an M5 salary (\$58,540). After an exhaustive search for a qualified candidate which yielded no viable candidates in the preferred salary range, the position was filled with an M30/12 at \$84,187 (Davis).

What is the increase at every school for Prof Salary-Extra-Responsibility and Xtra Curr Salary?

The FY20 Budget reflects all of the stipend positions in the new 3 Year Teacher Contract. For example, in reviewing the elementary school accounts, the Extended Responsibilities accounts all increase by \$1,417 which consists of the 2.25% COLA plus the addition of a Science Resource Advisor stipend at \$969.00. The elementary Prof Salary Xtra Curricula accounts all increase by \$2,914 which consist of the 2.25% COLA plus the addition of three (3) Interest Club Advisor stipends at \$958.00.

What is the 5.26% increase in salary to the MRMS Director of SPED, especially where we now have the OD SPED Director assisting in this capacity?

This pertains to the Secondary Special Education Coordinator position (McGovern) which is split evenly between the HS and MS from a budget perspective. In FY19 the position was budgeted at \$97,375 and the actual salary for FY19 came in at \$100,000 (a \$2,625 or 2.6% difference). That issue extends to the FY20 budget when comparing to FY19 budget. This has nothing to do with the new Out of District Coordinator position (Meyer) which is budgeted in the District SPED Office.

Usually department heads are at the top of the teacher scale. Why is there a 8.53% increase in Salary-Department Heads?

This line does not include the salary costs for Dept Heads/Curriculum Leaders as those costs are captured in the Classroom Teachers account. Instead, this line is utilized to capture the unique Contract costs associated with the Dept Head / Curriculum Leader role (see Appendix C of Teachers Contract) including Curriculum Leader base stipends, Curriculum Leader FTE stipends, and Curriculum Leader Additional Days. Upon review of these accounts for FY20 we determined that the Curriculum Leader FTE stipend component of the budget needed to be increased to include all MS teachers being supervised by Curriculum Leaders in addition to HS teachers being supervised. This added \$3,990 to the FY20 budget versus prior year, leaving an increase of \$1,408 which is entirely associated with the 2.25% COLA increase.

What causing the 7.40% increase in Guidance Counselors at the HWRHS with the same 4 FTEs?

One of the existing Counselors (Howland) is budgeted to receive a \$12,742 (16.4%) increase in connection with a Salary Scale Advancement (M/11 to M45/12) which results in a higher than average increase over prior year budget.

What is the Sick Day Buy Back in the Central Office Programs and why is it expected to double?

This reflects actual anticipated sick leave buy back costs associated with the 5 known Teacher Retirements (McGarrell, Hughes, Bucci, Todd, Clerkin)

Why is the bus and contracted services budget expected to increase by 75.26% (\$73,000)?

This is the \$73,000 for a new School Resource Officer

What is causing the 16.07% increase in the salary of maintenance director & staff with the same number of FTEs?

The current Facilities Director (Waldron) salary was increased by \$11,694 to \$100,000 on July 1,2018 in order to retain him. He received an offer of \$120,000 from another employer and we countered. Despite the fact that our counter was significantly less (20%) than the other offer he decided to remain with the District.

From: Wolczik, Peter

Sent: Friday, January 11, 2019 9:36:47 PM

To: Polito, David; Gertz, Kerry; Lee, Gene; Jeanise Bertrand; Bailey, Michelle; Stacey Metternick

Cc: Harvey, Michael; Sands, Jeffrey

Subject: Re: BUDGET WORKSHOP

Stacey is out of town on business and we know she asked for this meeting, so I am sure she will agree with the need for this meeting. Thank you.

Best,

PW

From: Polito, David

Sent: Friday, January 11, 2019 6:51:34 PM

To: Gertz, Kerry; Lee, Gene; Wolczik, Peter; Jeanise Bertrand; Bailey, Michelle; Stacey Metternick

Cc: Harvey, Michael; Sands, Jeffrey

Subject: BUDGET WORKSHOP

All,

I am writing to gauge interest in scheduling a Budget Workshop and if there is interest what specific items you would be interested in working on.

Adding another meeting for a workshop was brought up at our last school committee meeting and while Jeff has said he would be happy to work with the school committee on their budgets questions and needs.

So please respond if you would like a budget workshop to be scheduled and what specific items you would like to have worked on. I will treat all non-responses as you not feeling there is a need for an additional budget meeting to be added.

David

David Polito, Ed.S.

Chair

Hamilton-Wenham Regional School Committee

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He/Him/His