



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## SCHOOL COMMITTEE MEETING

Buker Elementary School  
Multi-Purpose Room

Wednesday, February 13, 2019

7:00 PM

1. Call to Order 7:00
2. Pledge of Allegiance
3. Approval of Warrants
4. Citizens' Comments
5. Chair's Report
6. Superintendent's Report
7. Consent Agenda
  - a. Minutes – Executive Sessions
    - January 24, 2018 Exhibit A
    - April 25, 2018 Exhibit B
    - October 10, 2018 Exhibit C
8. New Business
  - a. FY20 Budget Public Hearing #2 Exhibit D
    - a. FY20 Budget Review
    - b. Adopt FY20 Budget
  - b. Approve Office Personnel Contract Exhibit E
  - c. Approval of Warrants Procedure Exhibit F
  - d. Donations Exhibit G
9. Other
  - a. Topics for next meeting
10. Vote to Adjourn 9:30

*David Polito, Chairperson HWRSC*

*dmb*

**Knowledge • Responsibility • Respect • Excellence**

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

**The Hamilton Wenham Regional  
School Committee Executive Committee Meeting  
Wednesday, January 24, 2018 7:00pm  
Buker School Administration Offices - Dr. Michael Harvey's Office**

**Present:**

Jeanise Bertrand  
Kerry Gertz  
Joshua Liebow, Chair  
Stacey Metternick  
Gene Lee  
David Polito  
Michelle Bailey

**Also Present:**

Michael Harvey, Superintendent  
Jeff Sands, Assistant to the Superintendent

**1) Call to Order**

Joshua Liebow calls the executive session meeting for discussion of collective bargaining of the teachers union to order at 7:11pm.

**Michelle Bailey: Yes; Stacey Metternick: Yes; Jeanise Bertrand: Yes, David Polito: Yes;  
Kerry Gertz: Yes; Gene Lee: Yes; Joshua Liebow, Yes**

**The motion carried unanimously by roll call vote.**

**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**

Michael Harvey: Provides overview of tonight's discussion including data from other school districts in the area for comparative analysis (Manchester/Essex, Ipswich, Lynnfield, Newburyport, Masconomet). Hamilton/Wenham is 4th in the 6 district comparison. This is after 2.5% increase. Discussion regarding turnover, exit interviews, and possible areas for improvement.

Jeff Sands: States that Hamilton/Wenham did not have an HR function until 2.5 years ago and as a result exit interviews do not take place.

Michael Harvey: Explains the teacher count by district and shifts based on experience level of teachers.

Stacey Metternick inquires about retention rate of teachers granted professional status.

Jeff Sands points out that the majority of teacher losses in the district occur with professional status teachers lost to other districts.

Stacey Metternick inquires whether it is easier to retain elementary grade level teachers compared to the middle school and high school teachers.

Discussion regarding retention rates, salary, experience level and salary requirements associated with that experience, etc.

Jeff Sands: Most districts adopt a similar strategy as Hamilton/Wenham: hire at the level of Masters 3.

Stacey Metternick asks about the strategy of adopting such policy, and whether it hurts the students

Discussion regarding hiring strategies and salary negotiations versus quality of educations.

Michelle Bailey asks about the inclusion of certain districts and the lack of Beverly and Danvers data in the comparison.

Jeff Sands: This data was compiled from a historical data collection process, and there could be any amount of districts on here. The ones illustrated are the ones we have compared to in the past.

Kerry: is this not where we generally lose our teachers to

Josh Liebow states that the 2.5% increase isn't enough in comparison to other school districts. We are off quite a bit in terms of salary as well as healthcare benefits. Final point is that anything committee decides will keep Hamilton/Wenham low on the list.

Further discussion regarding retention rate, salary, recruitment, and reasons for teachers leaving the district.

Michelle Bailey asks if the MTA is joining for the meeting. Michael Harvey clarifies that they do not come to our meetings

Jeff Sands asks committee to consider the overall strategy: Hamilton/Wenham is bringing in lower status, and as they plan for retirement, college savings, and other expenses, and as they gain status they can go 5 miles down the road and make \$9,000 more per year.

Discussion regarding healthcare insurance changes, and how that difference of \$9,000 can be increased to a difference of \$14,000 per year considering the healthcare insurance costs. Further discussion regarding percentage of staff who take health insurance (about 55%) and strategies for increasing that enrollment rate.

Gene Lee inquires about the additional asks from the teachers' union.

Michael Harvey provides a summary of the larger asks:

- **Masters + 15 column**
  - Teachers have asked for the salary table to include a column of 15 credits past a master's degree;
  - Jeff talks about degrees correlating with salaries. The salary table is provided to committee members for a better understanding of this particular ask, and how teachers' salaries increase over the years;
  - Jeff Sands points out that if the district did introduce that column, these qualified individuals could get the extra step in salary increase along with the movement and increase in the Masters +15 column;
  - Josh Liebow brings up that the overall 2.5% increase in salaries is more equivalent to a 3.4% increase when considering the degree changes and individual movement throughout the table;
- **Masters 90 column**
  - Currently Hamilton Wenham salary table ends at Masters 75;
  - This addition would incentivize many to keep going to school
- **Asked for increase from 30 to 35**
  - Teachers reimbursement account for Professional Development
- **Education reimbursement**
  - Evaluate how much we pay per credit (max \$500 per credit). \$250 per credit and \$750 cap is being asked
  - Michelle Bailey recommends reexamining the credits and reimbursement policy compared to other districts;
- **Faculty children enrollment**
  - School committee ended the practice of allowing teachers to enroll their children tuition free. We cannot discriminate and the concern was for the costs associated with those students with special education needs;
  - Michael Harvey states that the union was asked to come up with language that wasn't discriminatory but would protect the school finances from this. Discussion regarding special placement, fringe benefits, Ipswich district policies, etc.
  - Michael Harvey points out that offering tuition free placement is great from the morale standpoint, and Michelle Bailey points out that it may be beneficial for retention rates as well;
  - Teachers' Union brings this issue up consistently in all negotiations.
- **Work conditions:**
  - Better job scheduling specials. At least one teacher who winds up with 2-3 preps. Michael Harvey states that this can be taken care of without the need for revised contract language;
  - Stipend for DECA coordinator;
  - Stipend for middle school special classes;
  - Coordinator for our mentoring program (clarification: district currently pays a mentor stipend, but nothing extra for individual who coordinates the whole program);
  - Reevaluate stipend for individual tasked with calling all substitutes for the day. One teacher currently takes on calling all substitutes for the whole middle and

high school. Further discussion regarding the need to improve substitute teacher pool;

- Language reevaluation around Professional Development strategy;
- Language reevaluation around class size. Union did not ask for specifics. Discussion surrounding class size;
- Eliminate Tuesday 1-hour staff meetings (district is unable to grant this request);
- Language reevaluation around personal days, Fridays, and holidays. Discussion regarding teacher's holidays and language included in contract regarding time off on the day before vacation. School district currently is able to dock pay and charge for the substitute.

Jeff Sands asks the school committee for their direction as administration continues to negotiate.

Josh Liebow states that he would recommend pushing back on the Masters 15 and 90 inclusion, but the COLA is fair at 2.5%

Jeff Sands states that the FY19 budget includes a 2.5% salary increase.

Jeanise Bertrand asks about the salary increase, and strategy. Is there a value in giving 1.5% increase this year and a 3% increase the following year?

Michelle Bailey is interested in seeing the 1.5, 2, 3% salary increase progression and what that would look like, specifically in this year's budget with a 1.5% increases.

Jeff Sands states that 1% equates to approximately \$200,000.

Michelle Bailey states that the committee is going to need further discussion on how to incorporate this into the budget and what impact contracts have.

Michael Harvey clarifies that nothing is done with the contract until April 15th. Jeff Sands and Michael Harvey talk about strategy for having a placeholder.

Discussion regarding accepting Union's conditions, likelihood of allowing step increases, further negotiations, salary increases recommended by administration and school committee's role in final determination, etc.

Discussion regarding the town of Wenham's financial situation and impact on school district. Jeff Sands points out that the district would need to reduce the FY19 proposed budget by  $\frac{3}{4}$  million dollars, which is \$322,000 below the costs outlined for level service.

Further discussion regarding Town of Wenham levy and impact on school district as well as possible strategies to reduce budget and continue conversations with Wenham

Gene Lee states that he agrees with Josh Liebow: the 2.5% salary increase is fair, but the Masters +15 and +90 are not reasonable.

Michelle Bailey discusses the school district in comparison with Gloucester. Michelle suggests reducing the increase to 1.5% which would allow for the inclusion of Masters +15 and +90. Discussion amongst committee members regarding this strategy.

Committee members agree to put a value to every ask the Union has made and bring these numbers back (and the effect on salary increase) for further negotiations.

Michelle Bailey asks whom this information will be shared with.

All members agree for Michael Harvey to share this information with **Peter Lombardi**.

Next bargaining session will occur on 02/02/2018.

3) **Vote to adjourn from Executive Session and return to open session.** [Roll Call Vote]

**I MOVE TO ADJOURN THE EXECUTIVE SESSION AT 8:22 PM AND RETURN TO OPEN SESSION.**

**Michelle Bailey: Yes; Stacey Metternick: Yes; Jeanise Bertrand: Yes, David Polito: Yes; Kerry Gertz: Yes; Gene Lee: Yes; Joshua Liebow, Yes**

**The motion carried unanimously by roll call vote.**

*Respectfully submitted Mahala Lettvin*

**The Hamilton Wenham Regional  
School Committee Executive Committee Meeting  
Wednesday, April 25, 2018 8:57pm  
Buker School Administration Offices - Dr. Michael Harvey's Office**

**Present:**

Stacey Metternick  
David Polito  
Kerry Gertz  
Gene Lee  
Michelle Bailey  
Jeanise Bertrand  
Peter Wolczik

**Also Present:**

Michael Harvey, Superintendent  
Jeff Sands, Assistant Superintendent

**1) Call to Order**

David Polito calls the Executive Session Meeting for discussion of collective bargaining of the Teachers' Union to order at 8:57 pm.

Dr. Harvey provides status update on the collective bargaining with the Teachers' Union. Union and administration have met 3 times (2/1/2018, 3/6/2018, and 4/12/2018) and next meeting is scheduled for 5/17/2018. Discussion surrounding competitive salary issues, addition of *Masters 15* column, staff retention, hiring philosophy, balancing column addition and salaries, health insurance costs, custodial grievance process (decision anticipated in late June).

Jeff Sands clarifies that the current contract will remain in effect until a new contract replaces it.

**2) Vote to adjourn from Executive Session and not return to open session.**

**I MOVE TO ADJOURN THE EXECUTIVE SESSION AT 9:17.**

**ROLL CALL VOTE**

Stacey Metternick: Yes  
David Polito: Yes  
Kerry Gertz: Yes  
Gene Lee: Yes  
Michelle Bailey: Yes  
Jeanise Bertrand: Yes  
Peter Wolczik: Yes

**The motion carried unanimously by roll call vote.**

*Respectfully submitted on May 3rd, 2018 by Mahala Lettvin*

**The Hamilton Wenham Regional School District  
School Committee Executive Session  
Buker Elementary School Conference Room  
Wednesday, October 10, 2018, 8:44 pm**

**Present:**

Jeanise Bertrand  
Kerry Gertz  
David Polito, Chairperson  
Gene Lee, Vice Chairperson  
Michelle Bailey  
Stacey Metternick, Secretary  
Peter Wolczik, Assistant Secretary

**Also Present:**

Michael Harvey, Superintendent  
Jeffrey Sands, Assistant Superintendent  
Mahala Lettvin, Recording Secretary  
Peter Lombardi, Wenham Town Manager, Representing Towns of Hamilton and Wenham

David Polito called the Executive Session meeting to order at 8:44 pm to discuss strategy relative to collective bargaining with Hamilton-Wenham Regional Education Association (executive session purpose 3).

Superintendent Dr. Michael Harvey and Assistant Superintendent Jeff Sands provide background in the collective bargaining with Hamilton-Wenham Regional Education Association.

Detailed proposal developed through negotiations, and has received feedback from all parties. School Committee is now tasked with giving final approval.

Peter Lombardi is present and representing the interests of the Town of Hamilton as well as the Town of Wenham. Mr. Lombardi was delegated by both Towns to vote in this matter, and will return on 10/24/2018 prepared to do so.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE CLOSE EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION (10:04 PM).**

**MOTION by David Polito; SECONDED by Gene Lee.  
Unanimously approved by 7 members present.**



**HAMILTON-WENHAM  
REGIONAL SCHOOL DISTRICT**

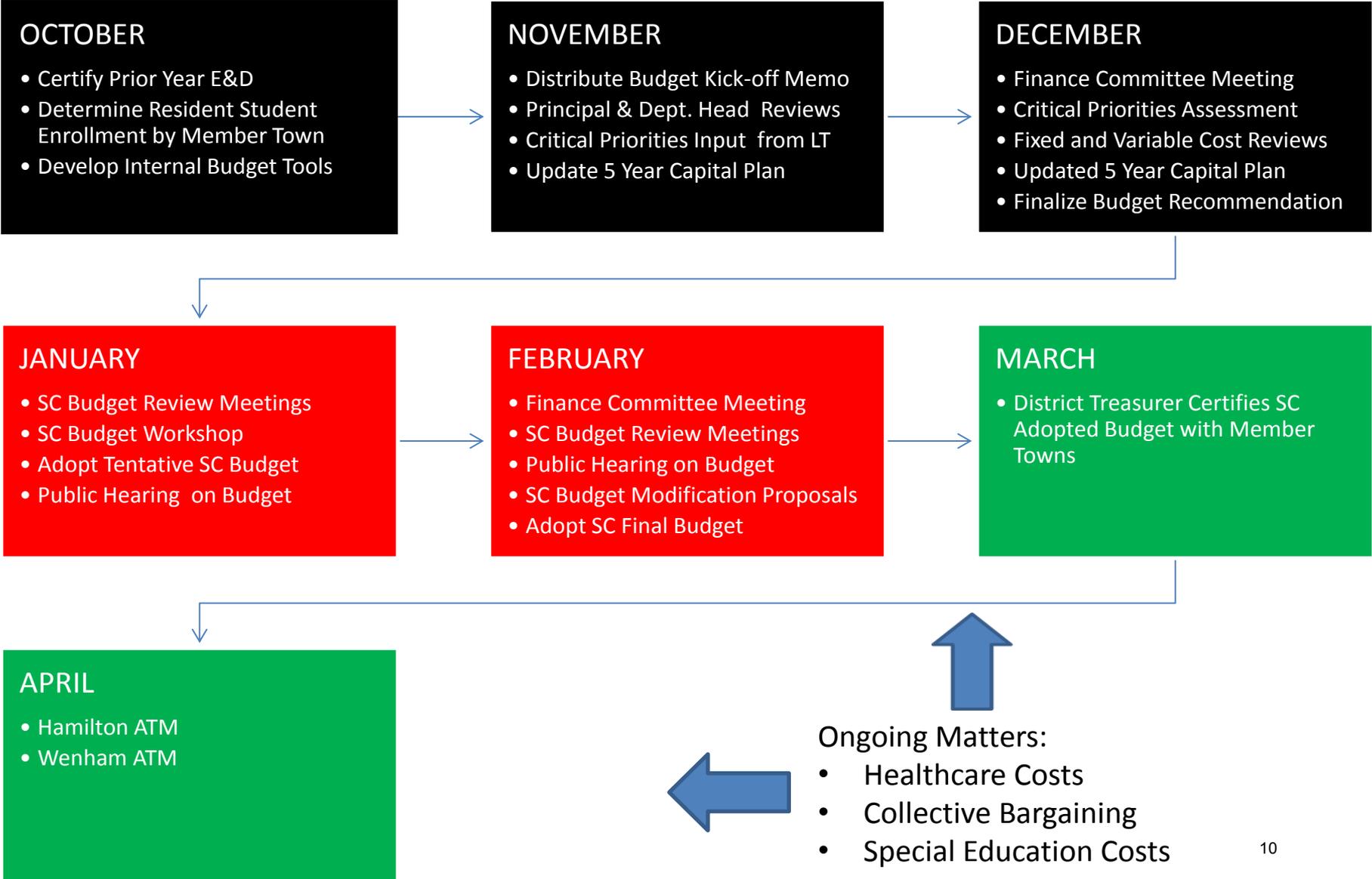
*FY20 Superintendent's Budget Recommendation  
School Committee Presentation  
February 13, 2019*

Prepared by:

Michael M. Harvey, Ed.D., Superintendent of Schools  
Jeffrey D. Sands, Assistant Superintendent of Schools  
Vincent Leone, Director of Accounting & Payroll



# HWRSD Budget Process Overview





# FY20 Budget

## *Superintendent's Recommendation*

Level Service

+

OPEB Trust Fund (OPEB)

+

School Resource Officer (SRO)

### What Does “Level Service” Mean?

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

For FY20, Level Service + OPEB + SRO translates into a spending increase in our Gross Operating Expenses (after Offsets) of \$1,975,703 or 6.19% versus the FY19 Budget.



# FY20 Budget: Level Service

## *Key Assumptions*

- **Salary Costs**

- Incorporates the COLA increase reflected in the new Teachers Contract and incorporates a conservative COLA increase for all other personnel.
- Incorporates all other contractual salary obligations (e.g. STEPs and Degree Changes).
- Decreases our Elementary Teacher Headcount by 1.0 FTE and \$58K (Grade 5 Bubble)
- Incorporates Retirement Staff Replacement salary savings of \$157K (5 Retirements).
- Level funds all Grants as compared to FY19.

- **Operating Costs**

- No new Services or Programs.
- Capital Costs reducing to \$122K versus \$129K, \$210K, & \$312K in prior 3 years.
- Exceptions to level funding include, most notably:
  - Healthcare Costs increasing by 7.6% or \$198K
  - Out-of-District Tuition Costs increasing by 31.2% or \$897K
  - OPEB increasing by 100% or \$250K
  - SRO increasing by 100% or \$73K

- **Debt Service Expense**

- The HS/MS Project has been paid-off resulting in a decrease in Debt expense of \$711K.
- Debt expense has been increased by \$153K for the Winthrop Sprinkler Project.



# FY20 Budget – Primary Drivers

## *Level Service + OPEB + SRO: Gross Operating Expense Budget*

Driver	FY20 v FY19	
	\$ CHG	
All Staff COLAs and STEPs - Level Service	\$	798,280
Teacher Degree Changes	\$	92,463
Out-of- District Tuitions	\$	896,786
OPEB	\$	250,000
School Resource Officer (SRO)	\$	73,000
Essex Retirement Pension Fund Appropriation	\$	78,350
In District Transportation	\$	63,060
Insurance Premiums	\$	18,049
Healthcare Costs	\$	198,159
Net All Other Operating Expenses	\$	(75,453)
<b>Subtotal:</b>	<b>\$</b>	<b>2,392,695</b>
Reduction in Elementary Classroom Teachers	\$	(58,541)
Anticipated Staff Retirement Replacement Savings	\$	(157,611)
<b>Subtotal:</b>	<b>\$</b>	<b>(216,152)</b>
<b>TOTALS:</b>	<b>\$</b>	<b>2,176,543</b>



# FY20 Budget – Expense Category Analysis

## Level Service + OPEB + SRO: Gross Operating Expense Budget

Expense Category	FY20 Gross Expenses		FY19 Gross Expenses		VS PR YR	
	Tot \$	% of Tot	Tot \$	% of Tot	Chg \$	Chg %
Salaries	\$ 21,492,585	60.9%	\$ 20,817,994	62.9%	✓ \$ 674,591	3.2%
Out-of-District Tuition	\$ 3,775,296	10.7%	\$ 2,878,510	8.7%	✓ \$ 896,786	31.2%
Healthcare	\$ 2,811,920	8.0%	\$ 2,613,760	7.9%	\$ 198,159	7.6%
In-District Transportation	\$ 828,880	2.3%	\$ 765,820	2.3%	\$ 63,060	8.2%
Essex Retirement	\$ 986,641	2.8%	\$ 908,291	2.7%	\$ 78,350	8.6%
Utilities	\$ 563,248	1.6%	\$ 587,160	1.8%	\$ (23,912)	-4.1%
Facilities, Maintenance & Custodial (non-salary)	\$ 560,525	1.6%	\$ 576,025	1.7%	\$ (15,500)	-2.7%
Technology (non-salary)	\$ 619,751	1.8%	\$ 614,437	1.9%	\$ 5,314	0.9%
Special Education Transportation	\$ 639,669	1.8%	\$ 614,696	1.9%	\$ 24,973	4.1%
Other Fringe (Medicare, SS, Unemployment, 403B)	\$ 437,308	1.2%	\$ 419,512	1.3%	\$ 17,796	4.2%
Substitute Teachers	\$ 221,750	0.6%	\$ 221,750	0.7%	\$ -	0.0%
School Materials, Supplies & Textbooks	\$ 336,303	1.0%	\$ 445,904	1.3%	\$ (109,601)	-24.6%
Athletics (non-salary)	\$ 441,168	1.3%	\$ 415,698	1.3%	\$ 25,469	6.1%
District Insurance (Property, Liability & WC)	\$ 227,514	0.6%	\$ 209,464	0.6%	\$ 18,049	8.6%
OPEB Trust Fund	\$ 250,000	0.7%	\$ -	0.0%	✓ \$ 250,000	#DIV/0!
School Resource Officer (SRO)	\$ 73,000	0.2%	\$ -	0.0%	✓ \$ 73,000	#DIV/0!
All Other	\$ 1,008,851	2.9%	\$ 1,008,844	3.0%	\$ 8	0.0%
<b>Totals:</b>	<b>\$ 35,274,408</b>	<b>100.0%</b>	<b>\$ 33,097,866</b>	<b>100.0%</b>	<b>\$ 2,176,543</b>	<b>6.6%</b>

**NOTE: Increases in these 4 categories total \$1.89M or 87% of the Total increase for FY20.**



# FY20 Budget – District Totals

## *Level Service + OPEB + SRO: Net Assessment Budget*

Total Expenses						
	FY18 BUD	FY18 ACT	FY19 BUD	FY20 BUD	Difference	
General Operating Expense (Before Offsets)	\$ 31,403,624	\$ 31,434,715	\$ 33,097,866	\$ 35,274,408	\$ 2,176,543	6.58%
Expense Offsets	\$ 1,203,808	\$ 1,243,065	\$ 1,203,808	\$ 1,404,648	\$ 200,840	16.68%
General Operating Expenses (After Offsets)	\$ 30,199,816	\$ 30,191,650	\$ 31,894,058	\$ 33,869,760	\$ 1,975,703	6.19%
Debt Service Expense	\$ 2,092,860	\$ 2,092,860	\$ 2,115,275	\$ 398,372	\$ (1,716,903)	-81.17%
<b>TOTAL EXPENDITURES</b>	<b>\$ 32,292,676</b>	<b>\$ 32,284,510</b>	<b>\$ 34,009,333</b>	<b>\$ 34,268,132</b>	<b>\$ 258,799</b>	<b>0.76%</b>

Total Funding Sources						
	FY18 BUD	FY18 ACT	FY19 BUD	FY20 BUD	Difference	
<i>Revenues</i>						
Chapter 70-Base Aid	\$ 3,554,656	\$ 3,606,706	\$ 3,606,706	\$ 3,659,749	\$ 53,043	1.5%
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ -	\$ (1,132,065)	-100.0%
State Transportation Reimbursement	\$ 340,686	\$ 340,686	\$ 330,837	\$ 385,868	\$ 55,031	16.6%
Medicaid Reimbursement	\$ 85,000	\$ 175,036	\$ 150,000	\$ 175,000	\$ 25,000	16.7%
Interest Income	\$ 4,000	\$ 13,675	\$ 4,000	\$ 4,000	\$ -	0.0%
Prior Year Unexpended Encumbrances	\$ -	\$ 15,473	\$ -	\$ -	\$ -	#DIV/0!
Other Non-recurring Income (Including Transp)	\$ -	\$ 37,931	\$ -	\$ -	\$ -	#DIV/0!
Total Revenues	\$ 5,116,407	\$ 5,321,571	\$ 5,223,608	\$ 4,224,617	\$ (998,991)	-19.1%
<i>Transfers In From Other Funds</i>						
Excess and Deficiency	\$ 568,821	\$ 568,821	\$ 347,218	\$ 147,396	\$ (199,822)	-57.5%
Total Transfers	\$ 568,821	\$ 568,821	\$ 347,218	\$ 147,396	\$ (199,822)	-57.5%
<b>Total Funding Sources</b>	<b>\$ 5,685,228</b>	<b>\$ 5,890,392</b>	<b>\$ 5,570,826</b>	<b>\$ 4,372,013</b>	<b>\$ (1,198,813)</b>	<b>-21.5%</b>
Total Expenditures	\$ 32,292,676	\$ 32,284,510	\$ 34,009,333	\$ 34,268,132	\$ 258,799	0.8%
Less Total Funding Sources	\$ 5,685,228	\$ 5,890,392	\$ 5,570,826	\$ 4,372,013	\$ (1,198,813)	-21.5%
<b>NET ASSESSMENT including Debt Service</b>	<b>\$ 26,607,448</b>	<b>\$ 26,394,118</b>	<b>\$ 28,438,507</b>	<b>\$ 29,896,119</b>	<b>\$ 1,457,612</b>	<b>5.1%</b>

Total Town Assessments						
	FY18 BUD	FY18 ACT	FY19 BUD	FY20 BUD	Difference	
Hamilton	\$ 17,401,271	\$ 17,401,271	\$ 18,385,495	\$ 19,148,464	\$ 762,970	4.1%
Wenham	\$ 9,206,177	\$ 9,206,177	\$ 10,053,012	\$ 10,747,655	\$ 694,643	6.9%
<b>NET ASSESSMENT including Debt Service</b>	<b>\$ 26,607,448</b>	<b>\$ 26,607,448</b>	<b>\$ 28,438,507</b>	<b>\$ 29,896,119</b>	<b>\$ 1,457,612</b>	<b>5.1%</b>



# FY20 Budget – District Totals

## *5 Year Impact Analysis of Net Assessments to the Towns*

<b>Total Net Assessment:</b>		
FY15	\$	24,478,847
FY20	\$	29,896,119
5 Year Chg \$	\$	5,417,272
5 Year Chg %		22.13%
<i>Avg Annual Chg</i>		<i>4.43%</i>
<b>Hamilton's Total Net Assessment:</b>		
FY15	\$	16,867,884
FY20	\$	19,148,464
5 Year Chg \$	\$	2,280,580
5 Year Chg %		13.52%
<i>Avg Annual Chg</i>		<i>2.70%</i>
<b>This 5 Yr Period includes a ~\$1.1MM shift to Wenham (re: 3 Yr Enrollment)</b>		
<b>Wenham's Total Net Assessment:</b>		
FY15	\$	7,610,763
FY20	\$	10,747,655
5 Year Chg \$	\$	3,136,892
5 Year Chg %		41.22%
<i>Avg Annual Chg</i>		<i>8.24%</i>
<b>This 5 Yr Period includes a ~\$1.1MM shift from Hamilton (re: 3 Yr Enrollment)</b>		



# FY20 Budget – Summary by DESE Category

## *Level Service + OPEB + SRO: Gross Operating Expense Budget*

Summary	FY18	FY19	FY20	Change FY19 to FY20	
by DESE Category	Budget	Budget	Budget	\$	%
Administration	\$ 1,135,489	\$ 1,180,028	\$ 1,281,488	\$ 101,460	8.60%
Capital, Operations, Maintenance	\$ 2,228,122	\$ 2,185,001	\$ 2,188,334	\$ 3,333	0.15%
Guidance, Counseling, Testing	\$ 1,065,718	\$ 1,110,803	\$ 1,132,103	\$ 21,301	1.92%
Inst. Materials	\$ 873,876	\$ 1,006,104	\$ 901,817	\$ (104,287)	-10.37%
Instructional Leadership	\$ 2,931,318	\$ 3,082,942	\$ 3,144,508	\$ 61,567	2.00%
Insurance, Retirement, Other	\$ 3,978,971	\$ 4,173,276	\$ 4,736,189	\$ 562,913	13.49%
Other Teaching Services	\$ 2,408,619	\$ 2,477,389	\$ 2,589,061	\$ 111,672	4.51%
Prof. Dev.	\$ 209,594	\$ 223,799	\$ 233,943	\$ 10,145	4.53%
Pupil Services	\$ 2,080,527	\$ 2,439,488	\$ 2,596,474	\$ 156,986	6.44%
Teachers	\$ 11,695,832	\$ 12,264,738	\$ 12,616,826	\$ 352,088	2.87%
Tuitions	\$ 2,795,559	\$ 2,954,300	\$ 3,853,666	\$ 899,366	30.44%
<b>Grand Total</b>	<b>\$ 31,403,624</b>	<b>\$ 33,097,866</b>	<b>\$ 35,274,408</b>	<b>\$ 2,176,543</b>	<b>6.58%</b>



# FY20 Budget

## Motions for School Committee Budget Vote

### **Motion for the FY20 Operating Budget Vote:**

Motion: The Hamilton-Wenham Regional School Committee approves an FY20 Total General Fund Expenditures Budget of \$34,268,132. This amount includes General Fund Operating Expenses (after Offsets) in the amount of \$33,869,760 and General Fund Debt Service Expenses in the amount of \$398,372. Furthermore, the Gross Operating Expenses of the District (before Offsets) have been allocated to the DESE-defined Accounts according to the “Summary by DESE Category” chart included in this Budget Presentation dated 2/13/2019.

### **Motion for the FY20 Budget Assessment:**

Motion: The Hamilton-Wenham Regional School Committee votes to assess the Towns of Hamilton and Wenham a combined total of \$29,896,119 as the amount necessary to operate and maintain the District, as well as pay debt service, for FY20. The District’s Assistant Superintendent shall determine the amount apportioned to each Town, and the District’s Treasurer shall certify such amounts to the respective Treasurers of each Town within 30 days of this date.



# FY20 Budget: Calendar

OCTOBER 4, 2018	DISTRICT SUBMITS FY18 E&D TO MA DOR FOR CERTIFICATION
OCTOBER 26, 2018	DISTRIBUTION OF OCTOBER 2018 RESIDENT ENROLLMENT DATA TO TOWNS
NOVEMBER 1, 2018	DISTRIBUTION OF FY20 BUDGET KICK-OFF MEMO TO HWRSD BUDGET HOLDERS
NOVEMBER 1, 2018	DISTRIBUTION OF FY20 BUDGET CALENDAR
DECEMBER 4, 2018	FY20 BUDGET PLANNING MEETING #1 WITH TOWN FINANCE COMMITTEES
DECEMBER 19, 2018	FY20 BUDGET RECOMMENDATION PRESENTED TO SCHOOL COMMITTEE
DECEMBER 19, 2018	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION
JANUARY 2, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION
JANUARY 2, 2019	SCHOOL COMMITTEE ADOPTS TENTATIVE FY20 BUDGET
JANUARY 7, 2019	DISTRICT ADMINISTRATION ADVERTISES FY20 BUDGET PUBLIC HEARING #1
JANUARY 16, 2019	SCHOOL COMMITTEE HOLDS FY20 BUDGET PUBLIC HEARING #1
JANUARY 16, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION
JANUARY 29, 2019	DISTRICT ADMINISTRATION MAILES ADOPTED TENTATIVE FY20 BUDGET TO TOWNS
JANUARY 30, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET RECOMMENDATION
FEBRUARY 4, 2019	DISTRICT ADMINISTRATION ADVERTISES FY20 BUDGET PUBLIC HEARING #2
FEBRUARY 5, 2019	FY20 BUDGET PLANNING MEETING #2 WITH TOWN FINANCE COMMITTEES
FEBRUARY 13, 2019	SCHOOL COMMITTEE HOLDS FY20 BUDGET PUBLIC HEARING #2
FEBRUARY 13, 2019	SCHOOL COMMITTEE REVIEWS FY20 BUDGET FINAL RECOMMENDATION
FEBRUARY 13, 2019	SCHOOL COMMITTEE ADOPTS FY20 FINAL BUDGET
MARCH 15, 2019	DISTRICT TREASURER CERTIFIES FY20 APPORTIONED AMOUNTS WITH TOWNS
APRIL 6, 2019	ANNUAL TOWN MEETINGS

**Sands, Jeffrey**

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**From:** Sands, Jeffrey  
**Sent:** Thursday, February 07, 2019 2:53 PM  
**To:** sfarrell@hamiltonma.gov  
**Cc:** Harvey, Michael; Polito, David; Lee, Gene; 'Phillips Stearns'  
**Subject:** SRO Follow-up

Hi Shawn,

The purpose of this note is to follow-up with you on our brief SRO conversation immediately following the February 5<sup>th</sup> HWRSC/Joint FinCom Meeting. I'm copying Phil on this email as a courtesy to him as we had a similar but more abbreviated discussion on the same topic back on January 15<sup>th</sup>.

First, I'd like to provide some background on the subject. Mike and I are very passionate about the implementation of an SRO Program in the District, as are Chief Stevens and Chief Perkins. We first brought the subject up for discussion back in January 2015. For the first time, however, we have actually incorporated the cost of an SRO into our Operating Budget Recommendation in FY20 with an anticipated start date of August 26, 2019 (first day of the new school year). As we were developing our FY20 Budget Recommendation, it was unclear if or when funding from the Host Community Agreement (HCA) with Green Meadows Farm would be available. So to be certain we could implement the Program at the start of the new school year, we decided to incorporate a fully loaded placeholder of \$73,000 (estimate obtained from Chief Stevens) into our Budget Recommendation. The \$73,000 was incorporated as a Contracted Services Expense entry not as a salaried employee expense with an associated FTE as some have mistakenly speculated. The timeline for HCA funding is still not clear to us, however our recommendation regarding the commencement of a SRO Program has not changed.

In the longer term, it is important to me that we comply with the Regional Agreement particularly the language regarding Apportionment, Authorization of Debt, and Budget. For example, Section IV (A) (3) requires that "Operating Costs shall consist of all costs of the District other than capital costs and special operating costs". In the absence of an Agreement that states otherwise, it is not unreasonable to assume that the costs associated with an SRO deployed specifically to the District, by a separate legal entity, should be categorized as an Operating Cost of the District and must be included in our Budget/financials in some specific capacity. At the same time, I am equally concerned with the on-going accuracy of our mandated financial reporting requirements to DESE particularly the End of Year Report (EOYR) which is used extensively by the state to report peer District statistics and where its annual submission is directly tied to the on-going disbursement of Chapter 70 funding. The EOYR requires that we Certify the accuracy of our submission each year; I take this requirement seriously and I will never certify something (or allow someone to certify something) as being accurate if I think that it isn't (instilled in me during my years at PwC).

That said, I would be comfortable incorporating an annual cost of \$1 in connection with the SRO Program into our Operating Budget at some point in the future (as soon as FY20) under two conditions. First, Hamilton BoS provides the District with a written communication regarding the availability of HCA funding in FY20 (or a subsequent FY) to cover the cost of the SRO Program. If the BoS can guarantee funding for FY20 we can modify our FY20 Budget Recommendation, if they can't, my recommendation would be to leave our Budget Recommendation as is and then the SC would decide whether to move forward with the \$73,000 in the Budget or not. Secondly the Town of Hamilton and the District execute an Agreement (not too dissimilar to the existing Agreement for the School Crossing Guard) pursuant to MGL c. 40 s.4a for the services of a Hamilton Police Officer to serve as an SRO. The Agreement would need to spell out specific terms and conditions including Employment, Costs (the \$1 annually), Notice, etc. Notice is of particular concern to me as the District would need ample time to arrange for alternative funding (vis-a-vis a fully loaded amount in a future Operating Budget request) should HCA funding not pan out in the long run; a one (1) year notice requirement in the Agreement should be sufficient.

The Agreement that I mention above would be in addition to a Memorandum of Understanding between the Town and the District needed to “formalize and clarify the partnership between the District and the Town/HPD to implement an SRO program” as outlined in the model memorandum of understanding governing the role of school resource officers (SROs) in Massachusetts schools that was released on September 5, 2018 by Attorney General Maura Healey, the Massachusetts Executive Office of Public Safety and Security, and the Massachusetts Department of Elementary and Secondary Education which you have previously referenced.

If the above were all to come together as outlined, I would be comfortable capturing the \$1 annual cost in our EOYR and Certifying the Reports as being accurate.

Let me know if you have any questions or comments.

Regards,

Jeff

Assistant Superintendent of Finance & Administration  
Hamilton Wenham Regional School District  
5 School Street  
Wenham, MA 01984  
978-626-0827

**Sands, Jeffrey**

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**From:** Sands, Jeffrey  
**Sent:** Thursday, February 07, 2019 9:50 AM  
**To:** Polito, David; Lee, Gene; Jeanise Bertrand; Wolczik, Peter; Gertz, Kerry; Michelle, Bailey; Stacey Metternick; Harvey, Michael  
**Subject:** Wenham Budget Presentation Takeaways from 2/5/19

All:

Below is a summary of the major takeaways from Wednesday's meeting re: Wenham's FY20 Budget:

- Wenham is planning for a HWRSD-based Operational Override of at least \$559,000;
- Wenham has only included an increase of \$135,000 or 1.34% in its "Levy Limit Budget" for HWRSD-based increases;
- This baseline amount falls \$116,325 short of a Prop 2 ½ expected minimum increase of \$251,325 or 2.5%;
- This baseline amount falls \$35,000 short of the ~\$170,000 in "enrollment shift" impact that they've been aware of since October 26, 2018;
- Based on the above, the District would have to reduce its current FY20 Operating Budget Recommendation **by at least \$1,554,937** in order to entirely avoid an Operational Override in Wenham this year.
- To put this in perspective, this would equate to eliminating the entire list of "Potential Expense Reductions" totaling \$1,361,612 presented during the January 30<sup>th</sup> SC Budget Workshop Meeting plus an additional \$193,325 in expense reductions.
- For every \$1.00 reduction to the District's current FY20 Operating Budget Recommendation there would be a corresponding reduction to Wenham's Net Assessment of \$0.3595 cents. So for example, a reduction of \$250,000 to our current Budget Recommendation would result in a Wenham specific Net Assessment reduction of \$89,875; thus leaving an HWRSD-based Operational Override of at least \$469,025 still on the table at Wenham ATM.

I hope this helps to put things in context in advance of our meeting on February 13<sup>th</sup>.

Regards,  
 Jeff

Assistant Superintendent of Finance & Administration  
 Hamilton Wenham Regional School District  
 5 School Street  
 Wenham, MA 01984  
 978-626-0827

**Sands, Jeffrey**

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**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.

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**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

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**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

d.polito@hwschools.net

He/Him/His

**Sands, Jeffrey**

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**From:** Sands, Jeffrey  
**Sent:** Friday, January 18, 2019 3:22 PM  
**To:** Polito, David; Lee, Gene; Jeanise Bertrand; Gertz, Kerry; Wolczik, Peter; Stacey Metternick; Michelle, Bailey; Harvey, Michael  
**Subject:** Responses #2 > FW: BUDGET WORKSHOP

All,

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

As you think about the Budget, please remember the following:

- 1) We have executed a new CBA with the Teachers Union and the FY20 Budget reflects the terms outlined in that agreement; and
- 2) While we don't yet have a new CBA in place with either the Office Personnel Union or the Custodial/Maintenance Union our FY20 Budget still incorporates key assumptions for COLA increases, etc. for all personnel covered by these units.

Regards,  
 Jeff

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**From:** Stacey Metternick  
**Sent:** Tuesday, January 15, 2019 3:05 PM  
**To:** Polito, David  
**Cc:** Gertz, Kerry; Lee, Gene; Wolczik, Peter; Jeanise Bertrand; Bailey, Michelle; Harvey, Michael; Sands, Jeffrey  
**Subject:** Re: BUDGET WORKSHOP  
**Importance:** High

1. Administration is up 8.6% = \$101,460, why this increase.. Primary drivers of the increase includes \$73,000 for a new School Resource Officer, \$13,459 for Sick Day Buy Back (See January 16<sup>th</sup> Written Response), and budgeted COLA increases for the 2.0 FTEs in the Superintendent's Office and the 6.5 FTEs in the Assistant Superintendent's Office.
2. HS up 4.89%? What is making this increase so high? All 74.8 FTE HS personnel are budgeted to receive a COLA increase, plus 21 of the HS teachers are budgeted to receive a STEP increase, plus 6 of the HS Teachers are budgeted to receive a Salary Advancement / Degree Change adjustment. Additionally, 3.0 FTE TAs were reassigned to the HS from the MS - see January 16<sup>th</sup> Written Response. You will see an offsetting reduction of 3.0 TA FTEs and related expenses in the MS budget.
3. Athletics up \$5.12%, how come? Primary drivers include COLA increases for all coaching positions, a COLA increase for each AD staff (Genualdo and Muzio), a 2.5% increase in all Transportation, Field Lining, & Ice Time costs, a \$13,500 increase in Tennis Program Transportation (Boys and Girls), and a \$4,000 increase in Tennis Program Court Rental costs.
4. Central office up 8.22%?? See January 16<sup>th</sup> Written Response

5. Fringe benefits up 13.66% what does this include and why so high?? This account category includes increases for Essex Retirement Pension at \$78,350, OPEB Trust Fund at \$250,000, and Healthcare at \$198,159.

Increase cost                      %

6. Can you explain extended responsibilities: See January 16<sup>th</sup> Written Response. See New Teacher Contract

a. Buker	\$1417	10.93% increase
b. Cutler	\$1417	10.93%
c. Winthrop	\$1417	10.93%

7. Librarian – Can we combine, when library is shared? There is nothing to combine. There is only one HS/MS Librarian (Davis). See January 16<sup>th</sup> Written Response.

a. Buker, Cutler , Winthrop-	none	
b. MS	\$15,861	21.33%
c. HS	\$15861	21.33%

8. Professional salary – extra curricular.. why such a jump See January 16<sup>th</sup> Written Response. See New Teacher Contract

a. Buker	\$2914 or up	165.85%
b. Cutler	\$2914	
c. Winthrop	\$2914	
d. MS	\$4114	15%
e. HS	\$15861	21.33%

9. Preschool team chair (Winthrop) \$1118 15.22% increase? This account category includes the PreK Coordinator position (Cheney) only, which is a part time, hourly, school year only position with a total line item budgeted expense value of \$8,465. The budget includes a COLA increase for the Coordinator plus a modest increase in the total annual hours for the position as compared to FY19 Budget. For the FY20 Budget we set her hours equal to the actual number of hours (266) that she worked in FY18 as we felt that this was more representative of her schedule in FY20. On a budget to budget basis we increased the annual hours for the position by 36 (266 vs 230). The combination of COLA and the 36 hour increase resulted in a higher than average increase year over year.

10. Winthrop related services OT, PT, SLP same FTE \$16,804 up 6.12%? Why? This account category includes 5 positions. The positions remain the same in the FY20 budget as compared to the FY19 budget. That said, some of the people filling these positions have changed; two of which are at modestly higher pay rates. Add in the COLA increase for the other 3 and the result is a higher than average increase.

11. Guidance counselors; why these increases?

a. MS	\$9482	6.67%	Both MS Counselors (Hortie and Merritt) are budgeted to receive COLA and STEP increases which generates a higher than average increase
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- b. HS \$23,000 7.4% See January 16<sup>th</sup> Written Response
- 12. MS Director of SPED \$2563 5.26%? Why not 2.5% See January 16<sup>th</sup> Written Response

13. School nurses, why the inconsistencies? See January 16<sup>th</sup> Written Response

a. Buker	\$4,461	7.18%
b. Cutler	\$849	2.51%
c. Winthrop	\$1,556	2.25%
d. MS	\$4197	7.17%
e. HS	\$7943	7.29%

14. Custodial, if we haven't settled contract why so high? Custodial staff are not salaried, they are paid on an hourly/daily basis. Our FY20 budget reflects two (2) additional workdays as compared to FY19 (262 vs 260). The FY20 Budget includes COLAs for all staff plus the additional two (2) days of pay for each member of the custodial union which results in a slightly higher than average increase. From a budgeting perspective, the fact that we haven't settled the Contract yet is irrelevant. Our FY20 Budget still needs to include a set of placeholder assumptions for COLA, Differential and anticipated STEP changes for Custodial/Maintenance personnel otherwise we run the very real risk of having a budget variance once the Contract is settled.

a. Buker	\$3297	3.29%
b. Cutler	\$3297	3.29%
c. Winthrop	\$3297	3.29%
d. MS	\$4870	3.3%

15. Clerical at Culter went down .01 FTE but up 3.76% \$1613, reasoning behind this? This account only includes the Cutler School Secretary (Parker) position which is budgeted to a receive COLA and STEP increases which generates a higher than average cost increase

16. Gas service, and why the inconsistency in increases?: See January 16<sup>th</sup> Written Response

a. Buker	-\$4020	-11.78%
b. Cutler	\$10,380	70% Why did this jump so high??
c. Winthrop	-\$1320	- 5.38%
d. MS	\$7981	21.48%
e. HS	\$1830	3.29%
f. District	\$1692	16.68%

17. Salary Dept. heads HS \$5398 8.53% See January 16<sup>th</sup> Written Response

Why do we have department heads and curriculum leaders.. where they have such a large increase. Maybe we don't need the curriculum leaders where we have department heads.. Our student population is declining. There is nothing to eliminate. We don't have Department Heads and Curriculum Leaders; they are the same people. The titles are interchangeable.

18. Athletics:

1. Office & other personnel \$1082 14.37% Increased the budgeted costs for Simultaneous Game Athletic Trainer Coverage by \$800 to reflect current market rates for Trainers
2. Other incl league & MIAA \$200 20% This line covers expenses for the AD and other District personnel to attend CAL and MIAA Meetings throughout the year. The AD has estimated an increase of \$200.
3. User fee reduction & scholarships \$23387 6.79% See below in #5
4. Tennis transportation is expensive at \$10k+ for each boys and girls. Now we are taking to Ipswich CC and that cost is crazy... What about Gordon, myopia, or paying for fixing tennis courts in good faith to Wenham? We had several internal planning meetings in the fall to discuss the tennis program with a primary goal of identifying a home court for the program for the spring 2019 season. We explored over a dozen local venue options during this detailed review process including the two you mention above. Given the circumstances, the cost isn't crazy at all; we pay ~\$30,000/year for ice time for 26 hockey players because we don't have our own rink, is that crazy? Ipswich CC was the clear cut best option for the tennis program in the short term.

As far as fixing the Pingree Courts goes I would encourage you to include the Tennis Courts in your Capital Planning Subcommittee recommendation on Capital Projects. I'm not sure the folks in Hamilton will appreciate the "good faith" comment when they have to foot 65% of the bill to repair public courts that are owned by the Town of Wenham.

5. We voted in 50% reduction of user fees, but this looks all over the board and it says 59%?? Nothing is "all over the board" as you are suggesting. We are using the same exact formula to develop the FY20 Athletics Budget that we used to develop the FY19 Athletics Budget; nothing has changed. Based your comments it would appear that you don't fully comprehend how the District's Athletic Budget is developed and how User Fees are calculated. I'm happy to go over it again, in a group setting, if that would be helpful.

#### 19. Central office:

- a. Sick day buy back \$13459 108.64% why is this? A lot more retirements? See January 16<sup>th</sup> Written Response
- b. Cont. Serv. Bus & Finance \$73k 75.26% - What is this, another contract person?? We don't have any Contract Staff in the Business Office so I don't know what you are referring in your "another contract person" comment. This is the \$73,000 for the new School Resource Officer. See January 16<sup>th</sup> Written Response
- c. PD course reimb teachers \$10000 33.33% Is this a new anticipation for more teachers? This is an increase in Teacher Course Reimbursements that was specifically bargained into the new Teacher Contract. See New Teacher Contract
- d. District extended responsibilities?? What is this? \$3694 8.82% Related to Stipends. See New Teacher Contract

#### 20. District maintenance programs:

- a. Salary maint. Dir and staff \$14194 16.07% See January 16<sup>th</sup> Written Response
21. How can we manage our out of district placements better? See Director of Student Services (Bucyk) presentation to the SC on January 2<sup>nd</sup>. Can we do a co-pay? Absolutely not. I would encourage you to familiarize yourself with the 6 Major Principles of the Individuals with

Disabilities Education Act (IDEA), in particular the Free Appropriate Public Education (FAPE) principle. There seems a lot of dropped co-pays where we use to have this in place.. I don't know what you are referring to here.

Thanks, Stacey

On Jan 11, 2019, at 6:51 PM, Polito, David <[D.Polito@hwschools.net](mailto:D.Polito@hwschools.net)> wrote:

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  
[d.polito@hwschools.net](mailto:d.polito@hwschools.net)  
He/Him/His

**Sands, Jeffrey**

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**From:** Sands, Jeffrey  
**Sent:** Friday, January 25, 2019 10:10 AM  
**To:** Polito, David; Lee, Gene; Gertz, Kerry; Jeanise Bertrand; Wolczik, Peter; Michelle, Bailey; Stacey Metternick; Harvey, Michael  
**Subject:** Responses #3 >FW: BUDGET WORKSHOP

All,

Please see my responses (in red) to additional questions below.

Regards,  
 Jeff

Assistant Superintendent of Finance & Administration  
 Hamilton Wenham Regional School District  
 5 School Street  
 Wenham, MA 01984  
 978-626-0827

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**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

What did we cut from this year into next year's budget? One (1) 5<sup>th</sup> Grade Teacher at \$58,541, \$15,500 in Maintenance Truck Leasing Costs (3 trucks to be purchased for \$1 each at lease end in FY19), and \$65,000 in "anticipated staff replacement savings" (this was a budget placeholder for additional salary savings beyond anticipated retirement savings linked to specific individuals; I'm not comfortable doing this again in FY20).

What is this year's budget keeps you up at night that we might be "under-budgeting?" I don't believe we are knowingly "under-budgeting" anything at the present time. That said, what concerns me most is Out-of-District Placement Costs (Tuition and Transportation), our OPEB Liability and the absence of a properly funded trust, and Healthcare Costs....in that order.

How much are we spending on "OPEB" type benefits in our current budget? And what is the expect growth rate? What is driving the increase number of aggregate retirees between now and 2050?

Our Actuary has estimated "pay-as-you-go" benefit costs in FY20 at \$975,651. Exhibit D Column VIII "Total Employer Payments" (page 60 in the GASB 75 Actuarial Valuation Report) provides a schedule of estimated pay-as-you-go values for the next 30 years (see link below).

Please note that with a pay-as-you-go funding approach, contributions are only made as current benefit payments become due and that the funding necessary to cover any future liabilities are not accumulated.

All Actuarial Methods and Assumptions are made in accordance with GASB Statement #75. Valuation Assumptions can be found beginning on page 13 of the GASB 75 Actuarial Valuation Report (see link below). These Assumptions can also be found on page 41 of our FY18 Audited Financial Statements for the year ended June 30, 2018.

[http://www.hwschools.net/uploaded/District/Audit\\_Reports\\_FY2018/GASB\\_75 - FY18.Report \(HWRSD\) - Delivered August 21 2019.pdf](http://www.hwschools.net/uploaded/District/Audit_Reports_FY2018/GASB_75_-_FY18.Report_(HWRSD)_Delivered_August_21_2019.pdf)

[http://www.hwschools.net/uploaded/District/Audit\\_Reports\\_FY2018/Hamilton-Wenham\\_RSD\\_FY18\\_Financial\\_Statements.pdf](http://www.hwschools.net/uploaded/District/Audit_Reports_FY2018/Hamilton-Wenham_RSD_FY18_Financial_Statements.pdf)

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**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

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**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  
[d.polito@hwschools.net](mailto:d.polito@hwschools.net)  
He/Him/His

January 24, 2019  
Tentative Agreement between the  
HW Office Personnel Unit and the HWRSC

The tentative agreement includes the following:

- 1.) A new three (3) year Agreement with a Term from July 1, 2018 – June 30, 2021
- 2.) COLA increases to be applied against all Salary Schedules as follows:
  - a. Year 1 – 2.50%
  - b. Year 2 – 2.50%
  - c. Year 3 – 2.50%

Year 1 Salary Schedule COLA increases as well as any retroactive pay for the current school year will be reflected in each member’s paycheck within two (2) pay periods of the execution of the new Contract.
- 3.) Amend the Professional Development language in Article XX to include the following: “Each bargaining unit member who works at least 40 hours per week is eligible to request reimbursement for up to two (2) courses per year. Members who work less than 40 hours per week are only eligible to request reimbursement for one (1) course per year.”
- 4.) Add language. The District reserves the right to maintain a list of substitute secretaries that the District can utilize to cover for unit members when they are out.
- 5.) Add language. All positions covered by the Contract fall into one of two categories: 1) Full Year and 2) School Year. Full year is defined as full time, 12 months per year. School Year is defined as 184 work days per year which shall mirror the Teacher work day schedule annually.
- 6.) For School Year employees, any additional days beyond 184 work days, must be approved annually and in advance by the Assistant Superintendent.
- 7.) Do not change or modify the existing paid Holiday schedules (Article XIII) for either School Year employees or Full Year employees
- 8.) Replace current Sick Leave Bank language (Article XI) with the proposed language (attached).
- 9.) Eliminate the Staff Assignment Notification Requirement in Article XXV.
- 10.) Remove the Data Entry Specialist position from the Office Personnel Unit.
- 11.) Remove Section 2.3 language regarding Agency Service Fee
- 12.) Article XV (section 15.2) Insurance Language should mimic Teacher Contract language contained in section 21.1 regarding the same

**Office Personnel Union  
Sick Leave Bank Language Recommendation  
January 24, 2019**

**Article XI: Sick Leave Bank**

- a. All Members are eligible to participate in the Sick Leave Bank (Bank).
- b. The Bank will be managed on a Contract Year basis (July 1<sup>st</sup> – June 30<sup>th</sup>).
- c. Each Member will contribute two (2) sick days per Contract Year to the Bank during the term of this Agreement beginning in Year 1.
- d. A passive enrollment will occur at the beginning of each Contract Year; each Member will be automatically enrolled in the Bank unless he/she opts out as follows :
  1. In Year 1, a Member can opt out of the Bank by sending written notification to the Superintendent (or Designee) within two (2) weeks of the execution of this Agreement.
  2. In Years 2 and 3, a Member can opt out of the Bank by sending written notification to the Superintendent (or Designee) by July 15<sup>th</sup>.
  3. In all years, a new hire Member can opt out of the Bank by sending written notification to the Superintendent (or Designee) within two (2) weeks of their first day of employment.
  4. Members will not be reimbursed for prior year contributions to the Bank if they choose to opt out of the Bank in subsequent years.
- e. Any balance in the Bank that exists at the end of a Contract Year shall be automatically carried over to the next Contract Year.
- f. The Bank will be administered by the Assistant Superintendent (or Designee) and will be maintained within the District's Accounting System which is currently BudgetSense.
- g. If the Bank becomes exhausted during any Contract Year, it shall be renewed through a passive contribution of one (1) additional sick day from all active Bank Members.
- h. Members are limited to draw a maximum of sixty (60) sick days from the Bank during their employment with the District.
- i. Members must be active participants in the Bank in order to be eligible to draw from the Bank.
- j. A Member must have exhausted all accrued sick and personal time in order to be eligible to draw from the Bank.
- k. A Member cannot access Bank benefits concurrently with Long Term Disability or other similar benefits.
- l. A Member can only access the Bank as a result of his or her own serious health condition (e.g. Illness or Accident). The Bank cannot be accessed for the following reasons: birth of a child, maternity, adoption, or to care for an immediate family member (spouse, son, daughter, or parent).
- m. An Application for Sick Leave Bank Benefits must be made, in advance, and in writing to the Superintendent (or Designee) and must be accompanied by a Certification (Letter) from the Members Primary Health Care Provider. The Certification must be deemed satisfactory by the Superintendent (or Designee). If it is not satisfactory, the Superintendent (or Designee) can request that additional medical information be provided before an Application can be approved.
- n. The decision of the Superintendent (or Designee) with respect to any Application for Sick Leave Bank benefits shall be final.

## Acts (2018)

### Chapter 440

#### AN ACT RELATIVE TO REGIONAL SCHOOLS.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

Section 16A of chapter 71 of the General Laws, as appearing in the 2016 Official Edition, is hereby amended by striking out the second paragraph and inserting in place thereof the following paragraph:-

The regional school committee may designate any 1 of its members for the purpose of signing payroll warrants and accounts payable warrants to allow for the release of checks; provided, however, that the member shall make available to the board, at its next meeting, a record of such actions. This provision shall not limit the responsibility of each member of the board in the event of a noncompliance with this section.

*Approved, January 10, 2019.*

## DONATIONS

School Committee Meeting  
February 13, 2019

The Friends of Cutler		\$650.00
• Digital Portfolios for grade 2	\$250	
• Journal prompts & sensory materials for grade 1	\$250	
• Purchase of extra books for the grade 5 book club	\$150	
Friends of MRMS/RHS		\$300.00
• Help with the cost of the 8 <sup>th</sup> grade dance		



# HAMILTON-WENHAM

## CUTLER ELEMENTARY SCHOOL

Jennifer Clifford  
Principal

237 Asbury Street  
Hamilton, MA 01982

January 22, 2019

Please consider the attached gift proposals from the Friends of Cutler to Cutler School. I recommend each one for the following reasons:

1. One of our second grade classrooms is leading the way with using SeeSaw, a digital platform, to share their work with their families. The digital portfolios are enhanced by students explaining their work, which is recorded with the requested materials. (\$250)
2. First grade social emotional learning is crucial to students' academic success. Class meetings will be enhanced by journal prompts and sensory materials for calming corners will benefit all students in the classroom. (\$250)
3. Our fifth grade teacher has offered the book club for the past three years as an option for students at lunchtime. Each month, the kids vote on a book, read it and come together to share their thoughts in an informal social setting. Purchasing a few extra copies ensures that all students who are interested can participate and alleviates the cost of the books from the teacher's own expenses. (\$150)

Thank you for your consideration,



Jennifer Clifford

January 22, 2019

The Friends of Cutler would like to present the following gifts to Cutler School and request School Committee approval.

The Friends would like to purchase mini grants totalling \$650 for first and second grade classrooms and the entire fifth grade. Recording materials such as microphones and headsets will be purchased for second grade students to record their work for parents on SeeSaw. Sensory manipulatives and social emotional resources will be used in the first grade classroom during class meetings and individual work times. Fifth grade book club books will be given to students who are unable to borrow the book from the libraries or purchase their own, but want to participate in the optional lunchtime monthly group.

Respectfully Submitted,

Val McCormack, vmccormack76@gmail.com

Leslie Potter, leslie\_donlon@yahoo.com

Friends of Cutler Co-Presidents 2018-19