HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

School Committee Meeting

PUBLIC HEARING FY18 BUDGET

Buker Elementary School Multi-Purpose Room | Thursday, January 19, 2017 | 6:30 PM – 7:00 PM

AGENDA AMENDED

School Committee Meeting

Buker Elementary School Multi-Purpose Room | Thursday, January 19, 2017 | 7:00 PM

1. **Call to Order** 7:00
2. **Pledge of Allegiance** 7:05
3. **Citizens' Comments** 7:15
4. **Chair's Report** 7:30
5. **Superintendent's Report** 7:45
   - -Assistant Treasurer Update
   - -Acceptance of funds in Memory of Robert Whittier
6. **Consent Agenda** 8:00
   a. Minutes of January 5, 2017 Exhibit A
7. **New Business** 8:15
   a. FY18 Budget Review Exhibit B
      a. High School Programs
      b. Middle School Programs
   b. Amend Treasurer's Contract*
8. **Committee Reports** 8:30
   a. Communications
   b. Planning
   c. Policy
      i. Policy Review
         1. Memorials—1st Reading Exhibit C
         2. Policy Revision and Review—1st Reading Exhibit D
   d. Warrant
   e. Regional Agreement
   f. Student Rep.
   g. Other-School Liaisons Updates
9. **Other**
   a. Topics for next meeting
10. **Vote to Adjourn** 9:30

Secretary: Joshua Liebow, 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.

EXHIBIT A
Hamilton-Wenham Regional School District
Buker Multi-Purpose Room
Wenham, Massachusetts 01984

HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING MINUTES
January 5, 2017
7:08 PM

Present:
Michelle Bailey
Jeanise Bertrand
Deb Evans
Stacey Metternick, Chair
David Polito
Josh Liebow
Gene Lee

Also present:
Michael Harvey, Superintendent
Jeff Sands, Assistant Superintendent
Nancy Bergner, H-WRSC Clerk

I. **Call To Order**: Stacey Metternick called the meeting to order at 7:08 pm in the Buker School Multi-Purpose Room.

II. Pledge of Allegiance

III. Citizens' Comments
No citizen's comments

IV. Chair's Report

A. We are leading up to approval of budget and elections

B. School Nomination papers (due Feb 16) are available at the District Offices beginning Jan 9

C. Upcoming dates to note:

- Jan 19: Public Hearing on Budget
- Jan 19: School Committee Meeting, including discussion on Budget
- Feb 2: Regular School Committee Meeting
- Feb 9: Meeting to vote on the Budget
- March 7, 16: Regularly scheduled School Committee Meetings
- April 1: All Town Meeting
- April 6: Town Elections, followed by SC meeting
- April 12: SC Meeting and Reorganization

D. New SC members—MASC *Charting The Course* is a required training within 1 year of the appointment of new SC members

E. Town of Wenham members must complete campaign finance disclosure form, which was due on Dec. 31.

F. New SC members should review SC protocols and sign.

G. Elected officials must take care in use of Social Media

Discussion in which SC members expressed both the desire for data relevant to meetings be distributed to Dropbox with enough lead time for review AND appreciation for updated information, even when providing it reduces the amount of lead time for review. It was acknowledged that Budget season is one in which the standard practice continues to be desired, while there is some flexibility in securing relevant, most current data for SC members

V. Superintendent's Report

Water Testing Results

During the week of December 19th, I sent letters to all District families and faculty regarding the results of water quality tests that were conducted in our schools during the month of November. These tests were done as a result of voluntary participation in a program offered by the Massachusetts Department of Energy and Environmental Affairs.

The testing results showed elevated levels of lead and/or copper in 32 of the water samples taken in our school buildings. The Department of Public Health has advised us that while there is a low probability that students and faculty who have consumed the water from the identified taps will have significantly elevated levels of lead and copper, the consumption of water from these sources could contribute to overall lead and copper exposure. Because of the risk of contribution of overall lead and copper from these sources, we immediately shut off service to the identified fixtures.

Our next step is to work with the Hamilton and Wenham Departments of Public Works and conduct follow up testing on the fixtures that were identified for high levels of copper and/or lead. These samples will be taken after running the water for one minute, which is different from the initial samples, which were taken immediately from the tap. If the second sample again shows high levels of lead and/or copper, we will either need to immediately replace, or remove the fixture.

If the second sample does not show elevated levels, we will need to start a flushing program, which requires us to run the identified fixtures every morning. This is however, a short-term solution and the fixtures will need to be changed out or removed by the end of 2018.

We have been in contact with both Hamilton and Wenham Public Works Departments and plan to conduct the second round of testing next week. I will keep the School Committee and public informed as we receive these test results.

Excess and Deficiency Certification

On December 20th, 2016, we received notice from Mary Jane Hardy, Director of Accounts for the Massachusetts Department of Revenue that our Excess and Deficiency Account has been certified at $1,473,238. This amount is approximately $570,000 over the Committee's policy of keeping a reserve amount of 3% of the total annual budget. The amount in excess of 3% will be used as a source of revenue in the FY18 budget as per School Committee Policy.

Master Plan Update

On 12/21/16, we issued a Request for Qualifications for Design Services (RFQ) for designs for the renovation of our school libraries. The RFQ outlines the HWRSD's desire to procure architectural design services for the renovation of the High School/Middle School Library and the Libraries of the Buker, Cutler, and Winthrop Elementary Schools. The purpose of these renovations is to re-imagine the schools' library spaces to

support the District's Mission of preparing all students to be "Future Ready" through the incorporation of elements that allow students and faculty to create, share and perform.

Submissions must be received by 4:00 PM on January 27th, 2017 at the HWRSD Administrative Offices, 5 School St. Wenham, MA 01984. Proposals that meet the minimum requirements outlined in Sections 6 and 7 of the RFQ will be judged according to the evaluative criteria set forth in Section 9. The HWRSD will make every effort to select a preferred proposal by February 17, 2017. This RFQ was sent directly to 11 architectural firms.

MRMS Musical Production: Seussical, the Musical
The MRMS production of Seussical, the Musical will be held on Thursday, January 12, and Friday January 13th at 7:00 PM in the Ferrini Dramatics Center. A matinee performance will also be held on Saturday, January 14th at 2:00 PM. Sixty-two students are in the cast and 15 crewmembers will present the musical that brings to life many of the characters of Dr. Seuss. Tickets are $12 for adults and $10 for students and are available online at www.hwfota.org

Turf Field Design Presentation
On Tuesday January 17th, at 7:00 PM in the Buker School Multi-Purpose Room, we will have a presentation from Gale Associates on the results of the design study for installing a turf field at Hamilton-Wenham Regional High School. This study was paid for by a Community Preservation Grant from the Towns of Hamilton and Wenham and is part of the Recreation Master Plan Study that was completed by the Hamilton-Wenham Recreation Department. Because of the multi-agency nature of the project, the presentation will be for the Hamilton and Wenham Boards of Selectmen and the School Committee.

School Committee Public Budget Hearing
As part of the Annual Budget Process, the School Committee will hold a public hearing on the FY18 Budget at 6:30 PM on Thursday, January 19th in the Multipurpose Room of the Buker School. Members of the public are encouraged to attend to make statements and ask questions. We will have our regular School Committee Meeting immediately afterward at 7:00.

VI. Consent Agenda

A. Executive Session Minutes - Approval and release

- October 6, 2016 Exhibit A
- October 1, 2016 Exhibit B

B. Minutes

- December 8, 2016 Exhibit C
- December 15, 2016 Exhibit D

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE EXECUTIVE SESSION MINUTES FROM OCTOBER 6, 2016 AND SCHOOL COMMITTEE MEETING DECEMBER 8 MINUTES AS PRESENTED IN THE CONSENT AGENDA. THERE CAN BE NO FURTHER CHANGES TO THE AGENDA.

MOTION by Josh Liebow; SECONDED by Jeanise Bertrand
Unanimously approved by 7 members present; none opposed, no abstentions

Discussion of proposed revisions for Exhibit B (October 1 Minutes) and Exhibit D (December 15 Minutes):

- Date of October 1 should be replaced with the corrected date of December 1.
- Email address should be corrected to JScuteri@hamiltonma.gov.
- 7.A.1: Insert space between "begin" and "after."
- 7.C. Add, "Members expressed concern over whether or not maintenance was being deferred, and was assured by Administration that this was not the case."
- 9 Other topics should include "Buker Playground "only

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE MINUTES FROM THE EXECUTIVE SESSION OF DECEMBER 1, 2016 AND SCHOOL COMMITTEE MEETING MINUTES OF DECEMBER 15 AS AMENDED.

MOTION by Josh Liebow; SECONDED by Deborah Evans
Unanimously approved by 7 members present; none opposed, no abstentions

VII. New Business

A. Report from Buker Friends regarding fundraising for the Buker Playground. Lisa Byle presented.

Discussion of project timeline in light of fundraising and reasonable project implementation goals which respects the Buker community efforts and ongoing implementation priorities for other District projects.

B. CPA Grant Application from Friends of Buker for Playground Fundraising

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO SUBMIT AN APPLICATION TO THE WENHAM PRESERVATION COMMITTEE FOR $50,000 FOR THE PURPOSE OF FUNDING A PLAYGROUND AT THE BUKER SCHOOL. SUCH APPLICATION WILL BE COMPLETED BY MICHELLE BAILEY AND DELIVERED TO WENHAM TOWN HALL BY JEANISE BERTRAND BY NOON ON JAN. 6.

MOTION by Michelle Bailey; SECONDED by Jeanise Bertrand
Unanimously approved by 7 members present; none opposed, no abstentions

C. FY18 Budget Review overview by Jeff Sands. He sent SC members a detailed Budget Book on the 9th, which can provide details expanding upon the presentations viewed and explained tonight.

1. Special Education presented by Kathy Harris, Managing Director of Student Services
   - see SC Meeting packet for presentation materials
2. Maintenance, Custodial, and Facilities Management presented by Jason Waldron, Director of Facilities and Maintenance
   - See SC Meeting packet for presentation materials. Scope of Maintenance work, Preventative Maintenance Program, and 2016 Completed Work Orders was presented
3. IT presented by Allan Toupier, Director of Technology
   - See SC Meeting packet for presentation materials.
   - Scope of services, range of devices managed, replacement cycles were explained.

D. Adopt a Tentative FY18 Budget. Jeff Sands explained the timeline and next steps.

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVES A TENTATIVE FY18 TOTAL GENERAL FUND EXPENDITURES BUDGET OF $32,294,140. THIS AMOUNT IN-

CLUDES GENERAL FUND OPERATING EXPENSES (AFTER OFF-SETS) IN THE AMOUNT OF $30,201,280 AND GENERAL FUND DEBT SERVICE EXPENSES IN THE AMOUNT OF $2,092,860

MOTION by Jeff Liebow; SECONDED by Deb Evans
Unanimously approved by 7 members present; none opposed, no abstentions

E. Schedule for the Warrant Committee
F. Appoint SEPAC Liaison [tabled]
G. Appoint Cutler Liaison [tabled]
H. Request of Treasurer to roll over 9 days of vacation

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVES THE REQUEST OF THE NEW TREASURER TO ROLL OVER 9 DAYS OF VACATION.

MOTION by Jeff Liebow; SECONDED by David Polito
Unanimously approved by 7 members present; none opposed, no abstentions

I. EdFund-Frame by Frame Connecting Art & Technology Exhibit E

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE ACCEPT THE GENEROUS GRANT OF THE ED-FUND IN THE AMOUNT OF $24,600.88 TO FOR THE FINE ARTS.

MOTION by Jeff Liebow; SECONDED by Jeanise Bertrand
Unanimously approved by 7 members present; none opposed, no abstentions

J. EdFund-Science Forensics Exhibit F

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE ACCEPT THE GENEROUS GRANT OF THE ED-FUND IN THE AMOUNT OF $550 TO LIZZY BORDEN AND FORTY WHACKS

MOTION by Jeff Liebow; SECONDED by Deborah Evans
Unanimously approved by 7 members present; none opposed, no abstentions

K. MARS Legal Defense Fund Exhibit G

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ALLOW MASSACHUSETTS ASSOCIATION OF REGIONAL SCHOOLS TO KEEP THE $500 IN LEGAL CONTIN-GENCY FUNDS FOR USE AT A LATER DATE.

MOTION by Jeff Liebow; SECONDED by Deborah Evans
Unanimously approved by 7 members present; none opposed, no abstentions

L. Approve William Nichols appointment to the Essex Tech SC. Exhibit H

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEMBERS REPRESENTING THE TOWN OF WENHAM APPROVE THE APPOINTMENT OF WILLIAM NICHOLS TO THE ES-SEX TECH SCHOOL COMMITTEE.

MOTION by Josh Liebow; SECONDED by Michelle Bailey
Unanimously approved by the 6 Wenham members present; none opposed, no abstentions

M. Update from 1/3 Regional Agreement Working Group Meeting Exhibit J

Student Enrollment (which has been the historical metric used to determine apportion-ment estimates for each town) was determined to be the most accurate and equitable means of determining the investments of each town in the Regional Agreement. The

Working Group is on target to meet the goal of presenting a proposed Regional Agreement for Apportionment Formula by April 1. Preliminary talks will begin in January, preparing the way for community education about this proposal. SC members should see p. 38 in the Budget Book for more details. Each SC meeting for the next 5 meetings will include further education of the SC on this issue so that members are prepared to advocate for the Regional Agreement in the community. The Working Group will meet again on Tuesday Jan. 17 at 6 PM. All SC members are welcome to attend.

VIII. Other

IX. Vote to Adjourn

I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN AT 10:40 PM.
MOTION by Josh Liebow; SECONDED by Jeanise Bertrand
Unanimously approved by 6 members present; none opposed, no abstentions

Respectfully Submitted,

Nancy R. Bergner
Clerk, H-WRSC Meeting

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT

FY18 Superintendent's Budget Recommendation
School Committee Presentation
January 19, 2017

Prepared by:

Dr. Michael Harvey, Superintendent of Schools
Jeffrey D. Sands, Assistant Superintendent for Finance & Administration
Vincent Leone, Director of Accounting & Payroll
Eric Tracy, High School Principal
Craig Hovey, Miles River Middle School Principal
Craig Genualdo, Athletic Director

FY18 Budget

Superintendent's Recommendation

Level Service Budget

What Does "Level Service" Mean?

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

For FY18, this represents (vs FY17B):

- An increase to our Gross Operating Expenses of $1,051,297 or 3.48%

and

- An increase in the Total Assessment to the Towns of $339,057 or 1.3%

FY18 Budget – District Totals

Level Service Net Assessment Budget

Total Expenses					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
General Operating Expense (Before Offsets)	$ 29,343,112	$ 30,166,532	$ 31,217,828	$ 1,051,297	3.48%
Expense Offsets	$ 1,013,510	$ 1,016,500	$ 1,016,548	$ 48	0.00%
General Operating Expenses (After Offsets)	$ 28,329,602	$ 29,150,032	$ 30,201,280	$ 1,051,249	3.61%
Debt Service Expense	$ 1,993,488	$ 2,129,250	$ 2,092,860	$ (36,390)	-1.71%
TOTAL EXPENDITURES	**$ 30,323,089**	**$ 31,279,282**	**$ 32,294,140**	**$ 1,014,859**	**3.24%**

Total Funding Sources					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
Revenues					
Chapter 70-Base Aid	$ 3,413,341	$ 3,457,966	$ 3,554,656	$ 96,690	2.8%
MSBA Debt Service Reimbursement	$ 1,132,065	$ 1,132,065	$ 1,132,065	$ -	0.0%
State Transportation Reimbursement	$ 290,000	$ 331,304	$ 340,686	$ 9,382	2.8%
Medicaid Reimbursement	$ 85,000	$ 85,000	$ 85,000	$ -	0.0%
Interest Income	$ 4,000	$ 4,000	$ 4,000	$ -	0.0%
Prior Year Unexpended Encumbrances	$ -	$ -	$ -	$ -	#DIV/0!
Other Non-recurring Income (Including Transp)	$ -	$ -	$ -	$ -	#DIV/0!
Total Revenues	$ 4,924,406	$ 5,010,335	$ 5,116,407	$ 106,072	2.1%
Transfers In From Other Funds					
Excess and Deficiency	$ 395,781	$ 555	$ 570,285	$ 569,730	102593.6%
Total Transfers	$ 395,781	$ 555	$ 570,285	$ 569,730	102593.6%
Total Funding Sources	**$ 5,320,187**	**$ 5,010,890**	**$ 5,686,692**	**$ 675,802**	**13.5%**
Total Expenditures	$ 30,323,089	$ 31,279,282	$ 32,294,140	$ 1,014,859	3.2%
Less Total Funding Sources	$ 5,320,187	$ 5,010,890	$ 5,686,692	$ 675,802	13.5%
NET ASSESSMENT including Debt Service	**$ 25,002,902**	**$ 26,268,391**	**$ 26,607,448**	**$ 339,057**	**1.3%**

Total Town Assessments					
	FY16 BUD	FY17 BUD	FY18 BUD	Difference	
Hamilton	$ 16,991,972	$ 17,494,749	$ 17,401,271	$ (93,477)	-0.5%
Wenham	$ 8,010,930	$ 8,773,643	$ 9,206,177	$ 432,534	4.9%
NET ASSESSMENT including Debt Service	**$ 25,002,902**	**$ 26,268,391**	**$ 26,607,448**	**$ 339,057**	**1.3%**

Miles River Middle School

Update on Middle School Team Model
January 19, 2017

Superintendent's Charge - September 2014

Establish a process to study benefits and drawbacks of current MRMS schedule
Gather information of promising practice
Survey interested parties on needs and interests
Develop a "team based" schedule model
Work in concert with HWRHS task force to facilitate sharing of resources

Changes Implemented

Created a team based structure
Structured team common planning time (CPT)
Relocated classrooms into team clusters
Create a What I Need (WIN) block
Change from 5 day to 6 day rotating schedule
Addition of third lunch block (grade level lunches)

Team Structure

Support team goals and expectations
Focus on student learning across all curriculum areas
Focus on the whole child
Create a sense of identity and build student/teacher relationships
20 minute daily Team time at end of day
- Adjusted to 8 minutes mid-year based on student/teacher feedback
- Additional time added to beginning of day to ease transition

Common Planning Time

Teaching Teams meet regularly
- Discuss student needs and progress across curriculum areas
- Meet with parents
- Meet regularly with counselors, administration, specialists
- Discuss best teaching practices
- Plan interdisciplinary units and team activities

Development of Teacher Leaders
- Creation and training of team leaders
- Development of schoolwide Building Leadership Team

Relocation of Classrooms

20 classrooms moved over the summer
- Teachers grouped into teams
- Special education rooms located near grade level classrooms
- Foreign language classes clustered
- Travel time between classes reduced
- Outdated materials cleared out
- Grade level arrival/dismissal patterns established

WIN Block (What I Need)

- Planned and structured by teams based on student needs
  - Specialized interventions
    - Special education academic supports
    - Speech/Language, Reading, ELL services
    - Tier 2 general education supports (counseling, tutoring)
    - OT/PT support
  - Interdisciplinary/project based learning
    - Grade 7 Bee Unit
    - Grade 8 Science Fair Project research
    - Hydroponic/Grow Wall Care
    - Outside speakers/presentations (grade level or team based)
  - Team Projects and/or Team-building (beginning of the year)
    - Community Service

WIN Block (continued)

Flexible groupings based on student need/interest (Menu-based options)

- Receive extra help from teachers
- Review individually or with partners for tests/quizzes
- Additional time for assessments/projects
- Opportunity to complete make-up assessments
- Student group project planning/rehearsal time
- Organizational support/time
- Enrichment
- Help Desk student support
- Physical activity
- Band/chorus sectionals or rehearsal
- Recycling collection
- Student Service Learning research

Other Changes

- Development of a 6 day rotating schedule
  - Implemented to balance PE, Band/Chorus, WIN blocks
  - Replaced in 2016-17 with M-F Week 1+2 schedule
    - Maintains IA balance and less confusing
    - Eliminates conflicts with multi-school providers
    - Better alignment with high school schedule
- Addition of third lunch block
  - Allows each grade to eat with peers
  - Reduced noise and crowding
  - Shorter lunch lines
- Elimination of transition bells between classes

Summary

Benefits of the team-based model:

- Better supports the critical academic, social, and emotional development of our adolescents

Facilitates communication and collaboration between all stakeholders

Improved support of MRMS work toward district transfer goals

All students from HWRSD will be able to independently use their learning to:

Demonstrate character

Exhibit resilience

Communicate and collaborate

Problem solve and think critically

Lead Locally and Globally

Thank you to the HWRSD and towns of Hamilton & Wenham

for supporting this transformation

HWRHS

FY18 Budget Discussion with the School Committee

FTE Changes

2.0 FTE reduction - closing of Learning Skills Program

2.0 FTE reduction

-.6 FTE English

-.6 FTE Social Studies

-.6 FTE Mathematics

-.4 FTE Fine Arts

+.2 Business

FTE Change Impact on Course Offerings

English - No impact

Math - Minimal impact. 20 fewer students overall next year. 33 students enrolled in current .6 FTE

Social Studies - 3 year grad requirement, Class Size (One class of 11, 4 classes of 13, 3 classes of 14)

Fine Arts - Minimal impact. Several classes within department in the 7-11 range

School Choice

Total Current School Choice at HS: 65

Population of School Choice students graduating in 2017: 33

FY17 - 20 student seats available, offered, accepted. 10 students actually showed

FY18 - 15 - 20 student seats available. Application open until Feb. 1st.

FY18 Budget assumes 15 incoming School Choice students

FY18 Budget
Athletic Budget Methodology

- Two Major Components of the Athletic Budget:
  - First, we develop a detailed Operating Budget for each Individual Athletic Program. For FY18, 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 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.

FY18 Budget

Athletics Recommendation

		FY16 Budget	FY17 Budget	FY18 Budget	Change $	Change %
Salaries:						
	Athletic Director	$ 92,506	$ 95,284	$ 97,667	$ 2,383	2.5%
	Secretarial/Clerical	$ 28,359	$ 30,601	$ 31,994	$ 1,394	4.6%
	Summer Nurse	$ -	$ 750	$ 750	$ -	0.0%
	Total Salaries:	**$ 120,865**	**$ 126,635**	**$ 130,411**	**$ 3,777**	**3.0%**
Operating:						
	Officials	$ 4,382	$ 5,100	$ 7,498	$ 2,398	47.0%
	Supplies	$ 4,300	$ 4,300	$ 4,300	$ -	0.0%
	Transportation & Contracted Svcs	$ 48,768	$ 55,468	$ 56,950	$ 1,482	2.7%
	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)	$ 48,009	$ 49,684	$ 48,319	$ (1,365)	-2.7%
	General User Fee Relief (20% of Program Cost)	$ 96,018	$ 99,368	$ 96,638	$ (2,730)	-2.7%
	Total Operating:	**$ 212,477**	**$ 224,920**	**$ 224,706**	**$ (214)**	**-0.1%**
	Total District Athletics:	**$ 333,342**	**$ 351,555**	**$ 355,117**	**$ 3,562**	**1.0%**
	Total User Fees (70% of Program Costs):	**$ 326,063**	**$ 337,788**	**$ 328,234**	**$ (9,554)**	**-2.8%**
	Grand Total Athletics:	**$ 659,405**	**$ 689,343**	**$ 683,351**	**$ (5,992)**	**-0.9%**
	$ Funded by District:	$ 333,342	$ 351,555	$ 355,117	$ 3,562	
	% Funded by District:	50.6%	51.0%	52.0%	1.0%	
	$ Funded by User Fees:	$ 326,063	$ 337,788	$ 328,234	$ (9,554)	
	% Funded by User Fees:	49.4%	49.0%	48.0%	-1.0%	

FY18 Budget
Athletic Department

- **Athletic Department Highlights, 2015-16**

Four Pillars of Success

- Participation Rate: 68.8% (2nd Among 12 CAL Schools)
- League Record Winning Percentage: .604 (1st Among 12 CAL Schools)
  - Includes 9/14 Teams Qualifying for State Tournaments
  - 5 Cape Ann League Champions
- Academic Achievement 81.25% (4th Among CAL Schools)
  - Varsity Teams with GPA Average above 3.00
- Sportsmanship 100% Qualified for MIAA Distinction

Established HW Athletic Hall of Fame

- 12 Individuals, 1 Team Inducted as part of Inaugural Class in December 2016

Game Uniform Program Established

- Selected Champion's Choice, (Exclusive Adidas dealer)
- Uniforms for three programs purchased, several more to follow

FY18 Budget
Timeline & Next Steps

- October 24, 2016: October 2016 Resident Enrollment Data Distributed to Towns
- November 17, 2016: FY18 Budget Meeting #1 with Finance Committees
- December 15, 2016: Superintendent's FY18 Budget Recommendation to SC
- December 19, 2016: Superintendent's FY18 Budget Recommendation Book to SC
- January 5, 2017: FY17 Budget Discussion Continued
  - Special Education
  - Maintenance, Custodial & Facilities
  - Technology
- January 5, 2017: School Committee Adopts Tentative FY18 Budget
- January 6, 2017: Mail Tentative FY18 Budget to Towns
- January 6, 2017: Advertise for FY18 Budget Public Hearing
- January 19, 2017: Conduct Public Hearing on FY18 Budget
- January 19, 2017: FY18 Budget Discussion Continued
  - Middle School
  - High School
  - Athletics
- January 26, 2017: FY18 Budget Meeting #2 with Finance Committees
- February 2, 2017: FY18 Budget Discussion Continued
- February 9, 2017: FY18 Budget Discussion Concluded
- February 9, 2017: School Committee votes to Adopt FY18 Budget
- April 1, 2017: Hamilton and Wenham Annual Town Meetings

HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MA

B2011

MEMORIALS FOR DECEASED STUDENTS OR STAFF

The School Committee recognizes that the death of a student or member of the staff is deeply felt by the school community. As places designed primarily to support learning, however, school sites should not serve as permanent memorials for students or staff.

Permanent memorials for deceased students or staff shall be limited in form to a living memorial or to perpetual awards or scholarships. A living memorial shall be defined as one supported financially and with action by the community.

Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the School Committee.

Policy Review: 1st Reading: March 6, 2014
2nd Reading: March 20, 2014
Policy Adopted: March 20, 2014
Vote: 5-1-0-2
Chairperson, HWRSD School Committee: Roger Kuebel
(Original Signature on file in the Superintendent's Office

POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies in accordance with approved procedure.

The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.

SOURCE: MASC

From the Regional Agreement:

(D) APPORTIONMENT OF OPERATING COSTS
Operating Costs apportioned to each of the Member Towns for fiscal years commencing on and after July 1, 2000 shall be determined as follows:

(1) The District shall determine its net allocation of Operating Costs, which shall be the District's total operating budget, net of any estimated state assistance for Operating Costs of the District and any other funds applied thereto. Operating Costs shall then be allocated to each of the Member Towns on the basis of each such Member Town's average enrollment in the District determined as of October 1 of each of the last three years immediately preceding the fiscal year for which such allocation is to be determined.

General Operating Assessment Calculation

The Net Total Assessment is divided between the Towns of Hamilton and Wenham on the "basis of each such Member Town's average enrollment in the District determined as of October 1 of each of the last three years immediately preceding the fiscal year for which such allocation is to be determined" (HWRSD Regional Agreement, Section IV, (D) (1)). The percentages used for the FY17 calculations are Hamilton: 66.60% and Wenham: 33.40%.

Operating Assessment Summary					
	FY15 BUD	FY16 BUD	FY17 BUD	Difference	
General Operating Expenses (After Offsets)	$ 27,432,861	$ 28,329,602	$ 29,150,032	$ 820,430	2.90%
Operating Funding Sources	$ 3,792,341	$ 4,188,122	$ 3,878,825	$ (309,297)	-7.39%
Operating Fund Amount Assessed to Towns	**$ 23,640,520**	**$ 24,141,479**	**$ 25,271,206**	**$ 1,129,727**	**4.68%**

Detail Total Operating Funding Sources					
	FY15 BUD	FY16 BUD	FY17 BUD	Difference	
Revenues					
Chapter 70-Base Aid	$ 3,413,341	$ 3,413,341	$ 3,457,966	$ 44,625	1.31%
State Transportation	$ 290,000	$ 290,000	$ 331,304	$ 41,304	14.24%
Medicaid Reimbursement	$ 85,000	$ 85,000	$ 85,000	$ -	0.00%
Interest Income	$ 4,000	$ 4,000	$ 4,000	$ -	0.00%
Total Revenues	$ 3,792,341	$ 3,792,341	$ 3,878,270	$ 85,929	2.27%
Transfers In From Other Funds					
Excess and Deficiency	$ -	$ 395,781	$ 555	$ (395,226)	-99.86%
Total Funding Sources	**$ 3,792,341**	**$ 4,188,122**	**$ 3,878,825**	**$ (309,297)**	**-7.39%**

Operating Assessment Calculation					
Calculation of Individual Town Assessments					
	Total			Hamilton Share	Wenham Share
HWRSD Operating Assessment					
100% Apportioned by Enrollment	$ 25,271,206			$ 16,830,624	$ 8,440,583
Capital Debt Assessment "Shift"	$ -			$ 7,350	$ (7,350)
Final Town Operating Assessments	$ 25,271,206			**$ 16,837,974**	**$ 8,433,233**
Enrollment					
10/1/2013	1,795			1,224	571
10/1/2014	1,765			1,168	597
10/1/2015	1,754			1,147	607
	5,314			3,539	1,775
				66.60%	33.40%

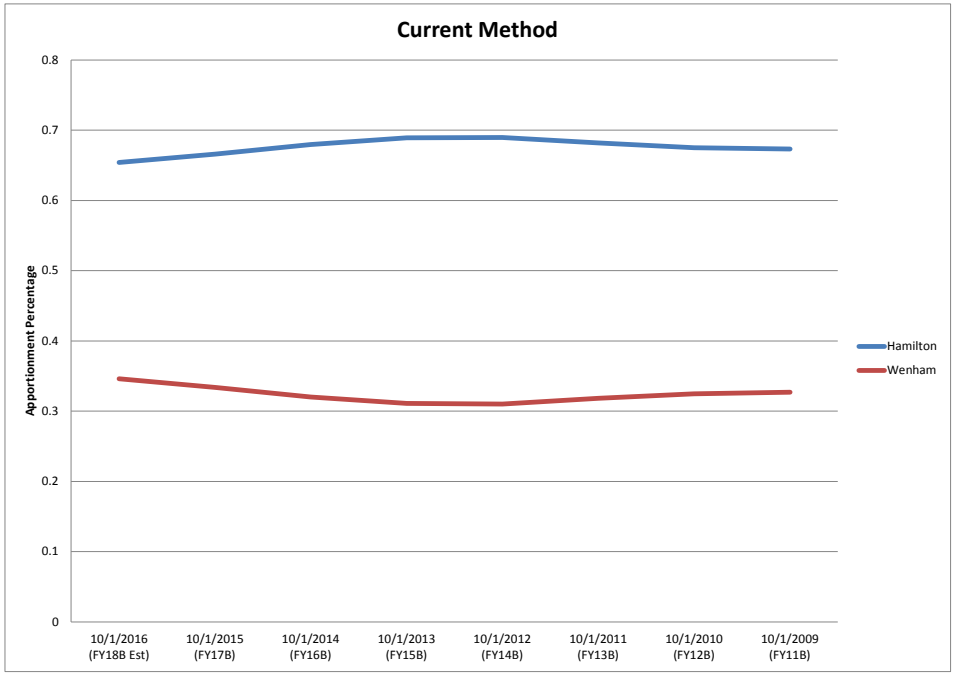
Hamilton Wenham Regional School District

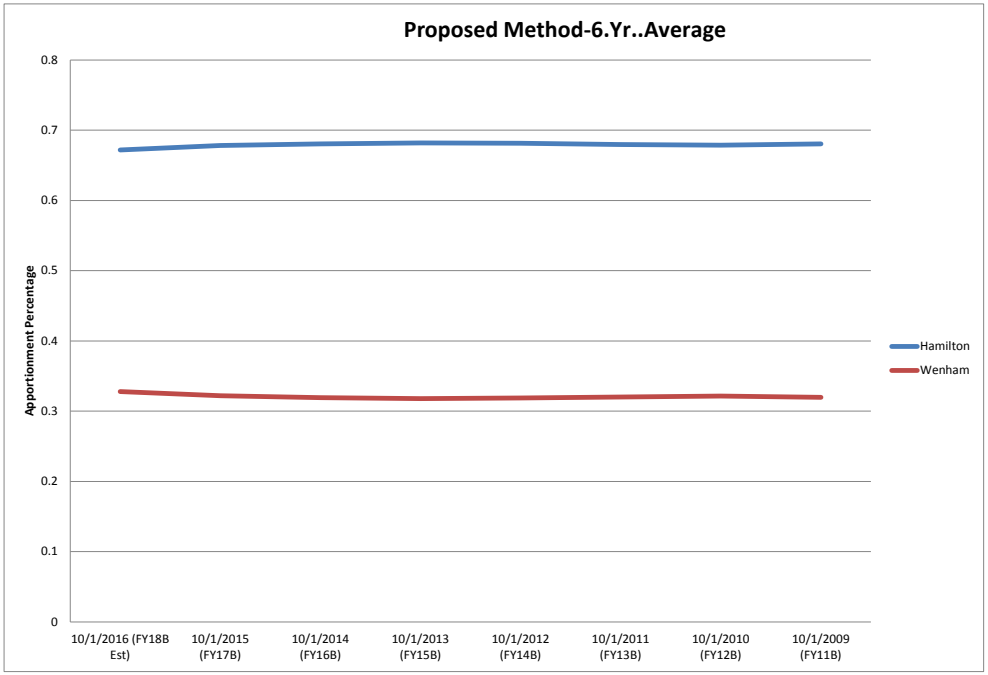
Multiple Year Apportionment Scenario Analysis

Based Entirely on Resident Student Enrollment Figures*

FY	Assessment $	Scenario 1 - 3 Yr Avg		Scenario 2 - 6 Yr Avg		Scenario 3 - 1 Yr		Variance: Scenario 2 vs 1		Variance: Scenario 3 vs 1	
		Hamilton	Wenham	Hamilton	Wenham	Hamilton	Wenham	Hamilton	Wenham	Hamilton	Wenham
FY18 Est	$26,607,448	$17,401,667	$9,205,781	$17,878,159	$8,729,289	$17,192,980	$9,414,468	$476,492	($476,492)	($208,687)	$208,687
FY17	$26,268,391	$17,494,135	$8,774,256	$17,814,252	$8,454,139	$17,177,790	$9,090,601	$320,116	($320,116)	($316,345)	$316,345
FY16	$25,002,902	$16,993,074	$8,009,828	$17,020,979	$7,981,923	$16,545,830	$8,457,072	$27,905	($27,905)	($447,244)	$447,244
FY15	$24,478,847	$16,867,777	$7,611,070	$16,695,099	$7,783,748	$16,691,983	$7,786,864	($172,678)	$172,678	($175,794)	$175,794
FY14	$22,005,920	$15,181,299	$6,824,621	$14,993,194	$7,012,726	$15,286,555	$6,719,365	($188,106)	$188,106	$105,256	($105,256)
FY13	$22,914,355	$15,623,796	$7,290,559	$15,573,963	$7,340,392	$15,625,165	$7,289,190	($49,832)	$49,832	$1,369	($1,369)
FY12	$23,379,940	$15,787,401	$7,592,539	$15,866,172	$7,513,768	$15,471,824	$7,908,116	$78,771	($78,771)	($315,576)	$315,576
FY11	$23,981,803	$16,144,532	$7,837,271	$16,316,854	$7,664,949	$15,682,513	$8,299,290	$172,322	($172,322)	($462,019)	$462,019

***-Scenarios are based strictly on Resident StudentEnrollment. Scenarios do not factor in the impact of the unique apportionment calculation of Capital Costs for the HS/MS Project**


Current Method
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Apportionment Percentage
10/1/2016 (FY18B Est)
10/1/2015 (FY17B)
10/1/2014 (FY16B)
10/1/2013 (FY15B)
10/1/2012 (FY14B)
10/1/2011 (FY13B)
10/1/2010 (FY12B)
10/1/2009 (FY11B)
Hamilton
Wenham


Proposed Method-6.Yr..Average
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
Apportionment Percentage
10/1/2016 (FY18B Est)
10/1/2015 (FY17B)
10/1/2014 (FY16B)
10/1/2013 (FY15B)
10/1/2012 (FY14B)
10/1/2011 (FY13B)
10/1/2010 (FY12B)
10/1/2009 (FY11B)
Hamilton
Wenham