

**Hamilton-Wenham Regional School District Committee**  
**Meeting of July 29, 2015**  
**Minutes**

- CALL TO ORDER:** Lawrence Swartz called to order @ 7:00 PM
- PRESENT:** Dennis Hurley, Hannah Farley, Jeanise Bertrand
- ALSO PRESENT:** Dr. Michael Harvey, Superintendent;
- ABSENT:** Deb Evans, Stacey Metternick
- CITIZENS' CONCERNS:** None
- NEW BUSINESS:**  
*Budget Transfers*
- Lawrence Swartz: We are here for two items that need to be taken up before for end of the fiscal year plus 30 days which relates to a series budget transfers.
- Dr. Harvey: This is how we close out the year. FY15 Actuals-Final as of 7/22/15. The district has ended the fiscal year favorably by \$10, 950 to the budget
- Jeanise Bertrand: To Jeff Sands thank you and good job.
- Dr. Harvey: Explanation of Summary by Site
- Two sites in negative were High School & Special Education. High School was graduation ceremony which was not expected when the planning of the FY15 budget was done & staffing issues more on paid leaves
  - Special Education, out of district tuition
- Dr. Harvey: Next slide Summary by DESE Budget Category
- Dennis Hurley, professional development is what is paid out to staff? Dr. Harvey, yes.
  - Dennis Hurley, what is tuition? Dr. Harvey it is what is paid out for out of District placement or could be other types of tuitions that includes per pupil expenditures & transportation.
- Dr. Harvey: Gave a brief overview of the next slide on Negative Budget Variances
- Snow Removal, huge number for this year, we pay a flat number to the plowing company, however the roof of the Buker and a couple other schools needed to be shoveled so that is not included on the plowing.
  - Because of the severe winter we spent a lot time on our HVAC systems, especially Winthrop and a major plumbing issue in the Buker which was also winter related.

- Food Service, historically we run approximately a \$40,000 deficit, \$20,000 on the program and \$20,000 on equipment, we as a district do not sell a lot of lunches, and because of this we cannot get a lot of Federal reimbursement back.

Dr. Harvey: Overview of Slide on the FY15 Actuals-Proposed Budget Transfers by DESE Category

**MOTION: LARRY SWARTZ MOVED THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE FY15 OPERATING BUDGET TRANSFERS AS RECOMMENDED HERIN BY THE ASSISTANT SUPERINTENDENT OF FINANCE & ADMINISTRATION AND AS PRESENTED ON THE PREVIOUS PAGE ENTITLED “PROPOSED BUDGET TRANSFER BY DESE CATEGORY”**

**SECONDED: DENNIS HURLEY**

**MOTION PASSED: 4-0-0**

*Regional Transportation Transfer*

Dr. Harvey overview what happens traditionally in terms of the state budget is usually not finalized until after our budget is set, we set our expectations by our legislative delegations. They give us recommendations on where they land and we were told to be conservative on your revenue aspects. After they (the state) vote a budget and after we have set our budget we cannot use any additional funds they give us in some of the other accounts like regional transportation. We used to be able to but cannot now; last year when they increased regional transportation hand in hand they voted in the ability for the regional districts to create a regional transportation reimbursement fund which allows us to carry over the money into the next fiscal year.

We budgeted \$290,000 for regional transportation and we received \$347,000, we now have a \$57,000 overage and we are asking to put into the regional transportation account. A question we are asking if we can use that for any overages in special education in transportation in the coming fiscal year and if not the way the law is written we can put that into the FY17 budget as a revenue source.

**MOTION: LAWRENCE SWARTZ MOVED THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE TRANSFER OF \$57,030 FROM “TRANSPORTATION CHAPTER 71” REVENUE ACCOUNT TO THE “RGIONAL TRANSPORTAITON REIMBURSEMENT FUND”**

**SECONDED: HANNAH FRALEY**

**MOTION PASSED: 4-0-0**

*Audit Update*

Dr. Harvey: Audit is going very well with Powers & Sullivan. We got the information to them in such a timely fashion we were the first district to be audited this year.

*Buker Lease Extension*

Lawrence Swartz overview of Buker Lease extension, communications between Dr. Harvey and Michael Lombardo for the leases in Hamilton. Because of the newness of the Wenham Town Administrator they opted to a new short term lease on the Buker School.

**MOTION: LARRY SWARTZ MADE THE MOTION THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE VOTE TO GIVE NOTICE TO THE TOWN OF WENHAM TO EXTEND THE LEASE TO THE BUKER SCHOOL FOR AN ADDITIONAL 5 MONTHS**

**SECONDED: HANNAH FRALEY**

**MOTION PASSED: 4-0-0**

**ADJOURNMENT:**

**LAWRENCE SWARTZ MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN.**

**SECONDED: HANNAH FRALEY**

**MOTION PASSED: 4-0-0**

The meeting adjourned at 8:00 p.m.

**DOCUMENTS AND EXHIBITS  
USED AT THIS MEETING:**

Final FY15 Year-end Close as of July 22, 2015, pages 1-10  
Short Term Lease Agreement, pages 1-2

Respectfully submitted,  
Donna M. Bunk