



TOWN OF HANOVER
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339

Advisory Committee

Hanover Advisory Committee
550 Hanover Street
Hanover, MA 02339
Meeting Minutes
Wednesday, March 6, 2019 – 7:00 pm
Hanover High School

Committee Attendees

Ted Hickey
Sandra Hayes
Steven Freedman
James Hoyes
Gavin Little-Gill
Nick Morwood
Jerry O'Hearn
Joan Port-Farwell

Absent

Steven Kmito

Other Attendees

Joseph Colangelo, Town Manager
Lincoln Heineman, Finance Director
Chelsea Stevens, Town Accountant
Tom Raab, School Business Manager
Matt Ferron, School Superintendent
Bill Hartigan, Information Technology Director
Don White, Information Technology Committee
Ethan DeSilva, High School Student/Intern
Leah Miller, School Committee Chair

Opening

The meeting was opened at 7:00 p.m. by Chairman Ted Hickey.

Review of Meeting Minutes

The Committee voted to accept the meeting minutes of February 26, 2019. Ted Hickey and Gavin Little-Gill abstained from voting.

School Department Operating Budget

Tom Raab, School Business Manager, presented the School Department Operating Budget for FY2020 (attached). He introduced intern Ethan DeSilva who helped put together the presentation. During the presentation, Dr. Raab discussed his concerns about the Circuit Breaker funds, which are expected to be at zero by the end of Fiscal Year 2019. This was due to unanticipated costs over the last few years and a lack of carryover from FY18 to FY19. Because of this, the School Department has an article that will be on the Annual Town Meeting Warrant requesting \$210,000 to be transferred to the Special Education Reserve Fund. This fund will be available as a last resort if necessary, and would need approval from the School Committee and Board of Selectmen for any funds to be transferred out. The School Department is also requesting \$75,000 on the Special Town Meeting warrant due to an increase in Chapter 70 funds received.

Information Technology Operating Budget

Bill Hartigan, Information Technology Director, presented the Information Technology Budget for FY2020 (attached).

Adjournment

Joan Port-Farwell made the motion to adjourn. This was seconded by Jerry O'Hearn. All were in favor and the meeting adjourned at 8:50 p.m.

HANOVER PUBLIC SCHOOLS

FY 2020 BUDGET: School Department



March 6, 2019



Presentation Outline

- Budget Approval Schedule
- Identify Budget Development Variables
- Community Expectations
- Level Services Budget
- Budget History FY 2014 - Present
- Review of Town/School Shared Costs
- Review of FY 2019 Spending
- Enrollment
- Comparisons to Surrounding Towns and DART
 - Per Pupil Expenditure
 - Student Teacher Ratios
 - Special Education
- Grant Summary
- Circuit Breaker
- FY 20 Budget Summary



FY 2020 Budget Approval Schedule

Meeting purpose	Date	Scheduled budget discussion and agenda items
Board of Selectmen	Jan 7: Monday	Town Manager presents preliminary Town Budget to Board of Selectmen
School Committee	Jan 9: Wednesday	FY '20 Preliminary School Department Budget presentation to School Committee
School Committee	Jan 23: Wednesday	FY '20 School Department Budget 1.0 presentation to School Committee
Town Manager Budget due to Board of Selectmen	Feb 4: Monday	Town Manager submits FY '20 budget to Board of Selectmen
School Committee	Feb 6 and 27: Wednesday	Budget: Discussion and preparation of School Department Budget 2.0 and possibly 3.0 following Town Manager's submission
Advisory Committee	March 6	FY 2020 Budget Presentation
School Committee	Mar 13: Wednesday	Public Budget Presentation Review Budget 4.0 and vote



Variables Impacting Budget Development

- Time. Four months remain in the current school year
- Town's annual financial capacity to support operating budget (property tax levy limit)
- Variability of state aid (Chapter 70)
- Variability of Circuit Breaker (CB) reimbursement rate
- Variability of state and federal grants
- Unknown obligations: special education tuitions and long-term absences, equipment failure, and legal costs



Community Expectations

- Excellent schools have been identified as a top priority by Hanover residents
- High expectations including:
 - Safe schools (innovative security protocols, secure facilities, support from HPD)
 - Strong academics (experienced teachers, quality resources, exceptional college acceptance rate, innovative technology)
 - Student supports (inclusive Special Education, comprehensive counseling/health services, stable class sizes)
 - Excellence in athletics, arts, enrichment, clubs, and activities



Level Services Budget Proposal

- FY '20 Budget Proposal is a conservative level services budget:
 - Supports our educational and operational needs for FY '20
 - Personnel costs have been adjusted/lowered in response to known retirements (“breakage”)
 - Maintains current staffing levels Pre-K – 12 based on projected enrollment and service requirements.
 - Provides very limited flexibility/reserves to address programming needs in the event of staff turnover and/or unexpected Special Education costs.
 - Incorporates consolidation of grade levels at Cedar and Center



Budget History FY 2014-Present

		Increase	Percentage
FY 2014 Actual (includes 230K Town Meeting Articles)	\$22,938,399.24	\$1,045,467.08	4.78%
FY 2015 Actual	\$24,083,276.59	\$1,144,877.35	4.99%
Town Meeting Article	\$491,247.54		
FY 2015 Grand Total	\$24,574,524.13	\$1,636,124.89	7.13%
FY 2016 Budget	\$24,920,443.00	\$837,166.41	3.48%
Town Meeting Article	\$500,000.00		
FY 2016 Total Budget	\$25,420,443.00	\$1,337,166.41	5.55%
FY 2017 Budget	\$25,765,115.00	\$844,672.00	3.39%
Town Meeting Article	\$450,000.00		
FY 2017 Total Budget	\$26,215,115.00	\$1,294,672.00	5.20%
FY 2018 Budget/Actual	\$27,165,115.00	\$1,400,000.00	5.43%
FY 2019 Budget/Actual	\$28,082,846.00	\$917,731.00	3.38%
FY 2020 Budget Projected	\$29,218,627.00	\$1,135,781.00	4.04%



Town/School Shared Cost History

Cost Center	FY 2016	FY 2017	FY 2018	FY 2019 Budgeted	FY 2020 Projected
Business and Finance	\$197,381	\$197,400	\$192,445	\$222,344	\$242,915
Custodial Services	\$1,057,299	\$1,098,468	\$1,168,404	\$1,157,284	\$1,195,026
Heating (Natural Gas)	\$213,757	\$204,603	\$166,755	\$241,000	\$183,000
Electricity	\$456,403	\$448,456	\$414,500	\$452,192	\$434,500
Maintenance of buildings and grounds	\$956,692	\$940,457	\$1,000,064	\$956,765	\$950,009
School Employer Retirement Contributions and SLBB	\$966,501	\$1,259,624	\$1,567,338	\$1,616,744	\$1,516,421
Health/Life Insurance Active and Retired Employees	\$1,792,950	\$1,912,968	\$1,932,879	\$1,905,196	\$1,920,000
Property/Casualty and Other Insurance	\$165,748	\$166,821	\$172,431	\$190,195	\$192,539
Grand Total	\$5,806,731	\$6,228,797	\$6,614,816	\$6,741,720	\$6,634,410



FY '19 Spending Breakdown

Funding Sources for FY '19 (this year)	Balance on July 1, 2018	Projected FY '19 spending	Notes
FY '19 Approved Operating Budget	\$28,082,846	-\$28,082,846	Entire operating budget will be expended
Grant/Revolving Funding	\$908,992	-\$908,992	Supports Pre K, Kindergarten, Special Ed, and Athletics
Circuit Breaker: FY '18 carry-over and FY '19 allocation	\$634,156	-\$634,156	Special Education Expenses/Encumbrances to date
Totals	\$29,625,994	-\$29,625,994	Projected spending
Projected Circuit Breaker carry-over to FY '20		\$0	Changes on a weekly basis due to expected Special Education Volatility

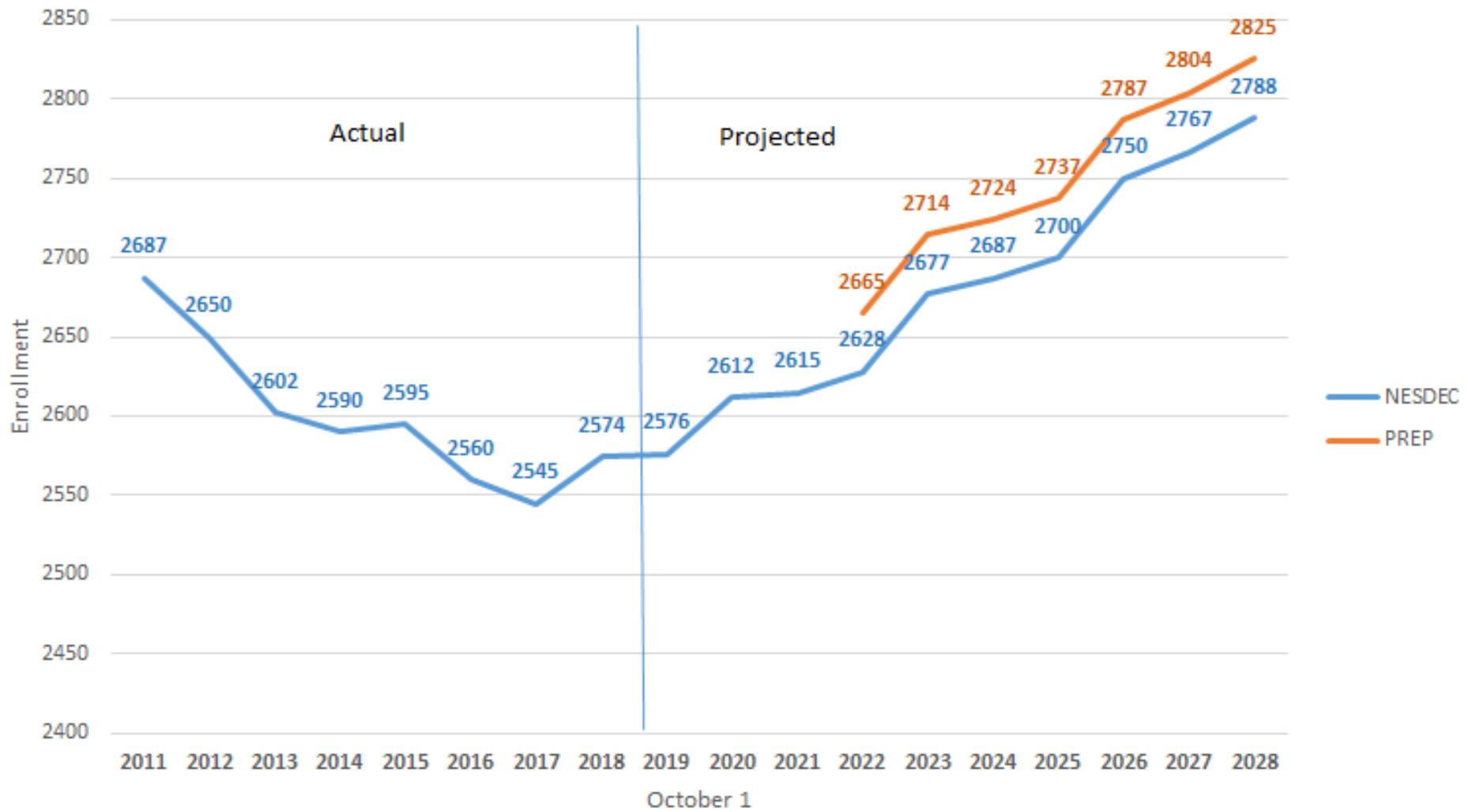


Circuit Breaker Funds Spent

2019	\$634,156 Projected (Entire FY 19 Allocation and FY 18 Carryover)
2018	\$831,965 (Did not ask for additional Chapter 70 funds last year.)
2017	\$484,731
2016	\$400,683
2015	\$148,368
2014	\$467,882
2013	\$457,611
2012	\$83,096



Hanover Public Schools Enrollment Projections K-12



2019-2020 Projected Consolidated Enrollment (10/1/19)
2018-2019 Current Enrollment (10/1/18)
 2017-2018 Previous Year Enrollment (10/1/17)

GD	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	12+	All
CD	80	200	205	0	0	0										485
	71	88	66	78	74	78										455
	65	58	75	73	74	69										414
CN		0	0	171	206	194										571
		110	105	126	0	0										341
		96	123	116	0	0										335
SY					0	0										0
					120	126										246
					120	109										229
MS							204	181	218	220						823
							180	218	220	181						799
							214	223	178	216						831
HS											181	194	209	183	3	770
											194	209	183	215	3	804
											206	183	216	193	3	801
All	80	200	205	171	206	194	204	181	218	220	181	194	209	183	3	2649
	71	198	171	204	194	204	180	218	220	181	194	209	183	215	3	2645
	65	154	198	189	194	178	214	223	178	216	206	183	216	193	3	2610
	+9	+2	+34	-33	+12	-10	+24	-37	-2	+39	-13	-15	+26	-32		+4



Surrounding Town Comparisons

Town	Per Pupil Expenditure					
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Surrounding						
State Average	\$13,636.93	\$14,023.09	\$14,520.87	\$14,941.33	\$15,488.38	\$15,911.38
Abington	\$11,854.92	\$11,987.57	\$12,986.67	\$13,270.84	\$14,046.97	\$14,573.50
Duxbury	\$11,842.78	\$12,497.39	\$12,711.84	\$13,156.23	\$13,607.35	\$14,507.45
East Bridgewater	\$10,381.48	\$10,384.38	\$10,322.83	\$10,399.97	\$10,970.94	\$11,598.88
Hanover	\$10,857.39	\$11,261.36	\$11,817.93	\$12,473.93	\$13,526.15	\$13,968.83
Hingham	\$11,415.46	\$11,430.23	\$11,675.71	\$12,237.63	\$13,009.86	\$13,506.24
Marshfield	\$11,003.33	\$11,423.59	\$11,946.50	\$12,709.00	\$12,646.05	\$13,301.05
Norwell	\$12,074.47	\$13,332.88	\$14,047.10	\$14,352.38	\$15,117.26	\$15,581.54
Pembroke	\$10,484.42	\$10,774.20	\$11,086.47	\$11,467.47	\$12,279.05	\$13,402.04
Rockland	\$13,081.06	\$13,477.26	\$13,728.61	\$13,548.91	\$13,899.85	\$15,085.96
Scituate	\$12,311.18	\$12,321.30	\$13,308.27	\$13,791.48	\$14,844.32	\$15,286.67
Whitman-Hanson	\$10,421.02	\$10,449.68	\$11,126.17	\$11,703.17	\$11,815.45	\$12,749.65
Surrounding Average	\$11,429.77	\$11,758.17	\$12,071.10	\$12,646.46	\$13,251.20	\$13,960.16
Surrounding Median	\$11,415.46	\$11,430.23	\$11,882.22	\$12,709.00	\$13,526.15	\$13,968.83



DART Town Comparisons

Town	Per Pupil Expenditure					
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
DART						
State Average	\$13,636.93	\$14,023.09	\$14,520.87	\$14,942.16	\$15,544.92	\$15,911.38
Foxborough	\$13,634.63	\$13,774.51	\$14,287.63	\$15,206.93	\$16,057.56	\$16,730.65
Groton-Dunstable	\$12,260.68	\$12,848.90	\$13,087.93	\$13,253.86	\$14,247.22	\$15,078.55
Hanover	\$10,857.39	\$11,261.36	\$11,817.93	\$12,473.93	\$13,526.15	\$13,968.83
Longmeadow	\$13,109.97	\$13,695.04	\$14,008.39	\$14,385.39	\$14,856.02	\$15,149.45
Lynnfield	\$12,214.99	\$12,614.87	\$13,447.56	\$13,899.53	\$14,501.95	\$15,205.89
North Reading	\$12,498.40	\$13,471.04	\$13,291.02	\$14,137.48	\$14,503.96	\$15,223.65
Pentucket	\$11,821.13	\$12,237.19	\$12,860.73	\$13,869.36	\$14,804.52	\$15,194.44
Reading	\$11,051.37	\$11,281.35	\$11,807.31	\$12,519.75	\$13,284.57	\$13,561.55
Wayland	\$15,902.28	\$16,176.94	\$16,445.27	\$17,652.41	\$17,426.23	\$18,470.37
Westwood	\$14,197.49	\$14,826.90	\$15,337.11	\$15,853.36	\$16,712.99	\$17,594.98
Wilmington	\$13,320.91	\$14,049.37	\$14,663.95	\$15,501.99	\$16,337.49	\$16,859.67
DART Average	\$12,806.29	\$13,294.32	\$13,732.26	\$14,432.18	\$15,114.42	\$15,730.73
DART Median	\$12,498.40	\$13,471.04	\$13,447.56	\$14,137.48	\$14,804.52	\$15,205.89



Surrounding Town Comparisons

Town	Teacher Student Overall Ratios					
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Surrounding						
State	13.5	13.6	13.3	13.2	13.2	13.0
Abington	16.4	15.3	15.4	14.9	14.7	16.5
Duxbury	13.8	13.9	13.9	13.3	13.2	13.5
East Bridgewater	18.3	17.8	16.9	17.2	17.7	14.9
Hanover	14.5	14.0	13.2	12.6	13.5	12.8
Hingham	15.8	15.3	15.1	14.5	14.7	15.0
Marshfield	13.8	13.7	12.9	13.1	13.1	12.9
Norwell	15.1	14.0	14.0	13.4	13.4	13.5
Pembroke	16.2	16.2	16.6	15.7	14.7	14.6
Rockland	15.1	15.6	15.8	15.7	15.0	12.6
Scituate	14.7	13.6	12.6	12.6	12.3	12.2
Whitman-Hanson	17.9	17.5	16.9	17.3	15.8	16.0
Surrounding Average	15.6	15.2	14.8	14.6	14.4	14.0
Surrounding Median	15.1	15.3	15.1	14.5	14.7	13.5



DART Town Comparisons

Town	Teacher Student Overall Ratios					
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
DART						
State	13.5	13.6	13.3	13.2	13.2	13.0
Foxborough	13.4	13.1	13.0	12.6	12.7	12.8
Groton-Dunstable	14.7	15.0	15.7	14.1	13.8	13.7
Hanover	14.5	14.0	13.2	12.6	13.5	12.8
Longmeadow	12.4	12.4	12.2	12.2	12.1	12.2
Lynnfield	13.9	13.5	13.2	13.7	13.5	13.4
North Reading	13.2	13.5	13.2	13.2	12.7	12.6
Pentucket	14.3	13.4	12.5	12.1	12.3	12.7
Reading	14.5	14.0	14.1	13.9	13.9	13.8
Wayland	13.7	13.5	13.0	12.8	12.8	12.4
Westwood	14.2	14.1	13.8	13.5	13.5	13.3
Wilmington	12.8	13	12.7	12.6	12.4	12.1
DART Average	13.8	13.6	13.3	13.0	13.0	12.9
DART Median	13.9	13.5	13.2	12.8	12.8	12.8



Surrounding Town Comparisons

Town	Special Education				
Surrounding	% SpEd Students				
	2015	2016	2017	2018	2019
State	17.1	17.2	17.4	17.7	18.1
Abington	13.2	13.2	13.9	14.4	15.9
Duxbury	13.6	14.5	14.0	13.9	15.3
East Bridgewater	17.4	17.6	18.1	19.1	19.1
Hanover	18.1	18.9	19.3	19.2	17.8
Hingham	13.3	12.8	12.4	12.2	13.0
Marshfield	16.5	15.6	16.1	16.7	17.0
Norwell	14.5	15.0	14.1	15.7	15.7
Pembroke	12.2	12.9	13.0	13.4	14.2
Rockland	16.0	17.0	12.3	17.7	16.8
Scituate	14.4	14.2	13.8	13.3	14.2
Whitman-Hanson	14.2	14.5	14.3	14.9	15.1
Surrounding Average	14.9	15.1	14.7	15.5	15.8
Surrounding Median	14.4	14.5	14.0	14.9	15.7



DART Town Comparisons

Town	Special Education				
DART	% SpEd Students				
	2015	2016	2017	2018	2019
State	17.1	17.2	17.4	17.7	18.1
Foxborough	16.3	17.4	18.4	18.2	19.5
Groton-Dunstable	14.8	15.6	16.0	16.5	17.1
Hanover	18.1	18.9	19.3	19.2	17.8
Longmeadow	17.6	18.0	18.0	18.5	18.5
Lynnfield	15.9	16.5	17.5	17.3	17.7
North Reading	17.7	17.2	17.9	18.9	19.4
Pentucket	17.5	17.8	19.1	20.0	20.5
Reading	17.3	17.4	16.6	16.7	17.2
Wayland	19.0	19.2	18.5	19.2	18.7
Westwood	16.6	17.8	16.7	16.7	16.9
Wilmington	16.5	17.5	18.7	19.4	19.0
DART Average	17.0	17.6	17.9	18.2	18.4
DART Median	17.3	17.5	18.0	18.5	18.5



DESE DATA REPORTS

For more information on comparisons from town to town visit:

[DESE School and District Profiles](#)



Grant Summary

Grant	FY '15	FY '16	FY '17	FY '18	FY'19	FY '20 Est.
Title 1 (Reading)	\$61,496	\$64,010	\$64,227	\$63,992	\$59,863	\$59,863
Title 2a (Improv. Educator)	\$32,295	\$32,530	\$31,823	\$37,621	\$35,270	\$35,270
SpEd Entitlement (240)	\$547,532	\$546,814	\$568,611	\$569,005	\$592,548	\$592,548
Early Education Preschool (262)	\$32,311	\$32,703	\$33,233	\$32,046	\$32,557	\$32,557
SpEd Early Education (298)	\$5,600	\$4,250	\$4,250	\$3,000	\$7,000	\$7,000



Circuit Breaker 2012 - Present

Fiscal Year	Eligible Students Claimed	Total Eligible Expenses	Total Foundation (4X state average per pupil)	Net Claim (above and beyond Foundation)	Reimbursement % of net claim	Total Reimb	Total CB Funds Received
<i>example</i>		\$1,000,000	\$700,000	\$300,000	73%	\$219,000	
REVENUE		(\$ 1,000,000 = \$700,000 + \$300,000)			(\$300,000 X .73 = \$219,000)		
2019	20	\$1,621,942	\$860,067	\$674,500 Special	72% Indicator	\$485,638 <u>\$87,375</u> \$573,013	\$573,013
2018	19	\$1,614,818	\$818,786	\$796,032	65% <i>Audit*</i> total adj.	\$517,421 <u>-296</u> \$517,125	\$517,125
2017*		May 2017		Extraordinary Relief			\$237,013
2017	19	\$1,250,696	\$813,960	\$436,736	73.15%	\$319,502	\$319,502
2016	18	\$1,197,814	\$754,992	\$442,822	75%	\$332,117	\$332,117
2015	17	\$1,183,519	\$662,528	\$520,991	73.5%	\$383,247	\$383,247
2014	17	\$1,063,980	\$627,936	\$436,044	75%	\$327,033	\$327,033
2013	22	\$920,597	\$622,656	\$297,941	74.50%	\$222,254	\$283,701
2012	26	\$1,507,485	\$950,700	\$556,785	68.71%	\$382,556	\$396,164



Circuit Breaker Funds Spent

2019	\$634,156 Projected (Entire FY 19 Allocation and FY 18 Carryover)
2018	\$831,965 (Did not ask for additional Chapter 70 funds last year.)
2017	\$484,731
2016	\$400,683
2015	\$148,368
2014	\$467,882
2013	\$457,611
2012	\$83,096



FY '20 Budget Summary

Cost Center	FY '19 Budget	Projected FY '20	Projected Change
Operating Budget: Salaries	\$23,893,931	\$24,764,906 <small>(Inc. 23,000 in Neg. COLA)</small>	\$870,975
<i>Admin and Non Union Staff</i>	\$2,453,477	\$2,536,535	\$83,058
<i>Administrative Assistants</i>	\$582,253	\$589,897	\$7,644
<i>Technology Staff</i>	\$481,392	\$502,536	\$21,144
<i>Paras and Tutors</i>	\$1,515,294	\$1,664,877	\$149,583
<i>Teachers</i>	\$18,861,515	\$19,448,061	\$586,545
Salary Total	\$23,893,931	\$24,741,906	\$847,975
Operating Budget: Expenses	\$5,342,447	\$5,607,253	\$264,806
Circuit Breaker	(575,000)	(575,000)	\$0
240 Grant	(566,532)	(566,532)	\$0
FACE	(12,000)	(12,000)	\$0
SubTotal	\$4,188,915	\$4,453,721	\$264,806
Total Operating Budget	\$28,082,846	\$29,218,627	\$1,135,781 (4.04%)



FY '20 Budget Summary

Expenses	FY 2019	FY 2020	Difference	Notes
Non FTE Salary	\$608,331.00	\$672,951.90	\$64,620.90	Return \$47,659 to reserve line in budget for long term illness and child care leaves. Also contractual increases for Athletic Coaches and Activity Advisors.
Contracted Services	\$2,516,900.00	\$2,613,264.40	\$96,361.40	Includes \$28,500 from other Town Technology Lines, also includes \$45,478 in additional Special Education Contracted Services for placements.
Equipment	\$177,815.00	\$228,765.00	\$50,950.00	Additional \$50,000 for Technology Expense as part of five year technology plan.
Professional Development	\$160,395.00	176,075.00	\$15,680.00	Supports Read 2700 literacy initiative.
Supplies and Materials	\$332,040.00	\$354,616.00	\$22,576.00	Includes \$14,760 for Science and History Curriculum Update
Special Education Tuitions	\$1,546,966.00	\$1,561,581.00	\$14,615.00	Budget 1.0 included an additional funds as placeholders for unanticipated Special Education Expenses. The reserve has been removed from the operating budget and transferred an ATM for Special Education Reserve for \$210,000.



Securing Sustainability...

Budget Category	Projected for FY '20	Funding Source	Multi-Year Sustainability Issues
Personnel	\$24,764,906	Local Funding and Chapter 70	Sustainability and growth dependent upon: 1) revenue capacity of Hanover, 2) community value placed on education, 3) increasing levels of state aid (Ch. 70 & CB).
Operating Expenses	\$4,453,721	Local Funding and Chapter 70	Sustainability and growth dependent upon: 1) revenue capacity of Hanover, 2) community value placed on education, 3) increasing levels of state aid (Ch. 70).
Total Grants/Revolving	\$908,992	Grants/User Fees	This funding is subject to volatility related to state, federal, and local economic and political conditions.
Circuit Breaker	\$575,000	State Aid	Over the past three years, these funds have been sustained, not guaranteed and only reimbursed at 72% for FY '19.



Discussion and Questions

