

Hanover 18-19 Budget Proposal – Notes/Highlights December 19, 2017 Hanover School Board Meeting

The present draft is in its 6th revision after numerous meetings between the Administrators and School Board Budget Committee members. The first draft included increases totaling \$679,194 or 4.91%. Changes were discussed regarding Special Ed and Regular Ed assistance hours, English as second language (ESL) needs, restructuring the use of tutor hours and special music projects; and the need for a Behavioral Specialist.

This draft does not include any increase for health insurance premiums; any necessary changes will be determined by the budget meeting

Notable Proposed Changes discussed by Function code sections:

Function 1100 – Regular Ed Instructional - Budget to Budget Increase of \$323,619

- ❖ 1100.1xx Salaries – contracted wage increases of 1.75% in both the Teacher and SStaff groups as well as steps and track advancements bring us to a net projected increase of \$96,091
- ❖ 1100.2xx Benefits – when wages increase it results in the associated taxes and retirement costs increasing and we’ve had some changes in benefit elections resulting in a projected increase of \$99,459
- ❖ 1100.3xx and 4xx Purchased Services – changes in programming for speakers/artists and assessment protocols will result in a decrease of (\$4,620) and a renegotiated copier agreement will result in a decrease of (\$27,325)
- ❖ 1100.5xx Other Purchased Services – due to an increase in 6th grade class size, the 6th grade tuition is increasing by \$148,187
- ❖ 1100.6xx and 7xx – program supplies and equipment are projected to increase \$8,177 and \$3,650

Function 1120 – Technology – Budget to Budget Decrease of (\$21,031)

There are many changes in the technology section, most notably decreases in 4xx Purchased Prop Services (\$5,510), 6xx Materials/Supplies (\$2,672) and 7xx Equipment (\$13,286)

Function 1200 – Special Ed Instructional – Budget to Budget Increase of \$536,948

- ❖ 1200.1xx Salaries – Personnel increases in Specialists +.20 FTE and the transfer of ABA Technicians from the “1220” function along with contractual wage increases for current staff offset by a position transfer, total a projected increase of \$217,496
- ❖ 1200.2xx Benefits – With the additional/transferred personnel, associated benefits increase as well. The total benefits line is projecting an increase of \$198,542.
- ❖ 1200.3xx Purchased Professional Services – increasing directly due to the transfer of “1220” NECC service contract of \$87,600 offset by reductions in psychological/therapeutic services of (\$5,000) and (\$2,500)
- ❖ 1200.5xx Other Purchased Services – Out of district tuition is projecting an overall increase \$38,500 due to changes in the student population.
- ❖ All other expenditure lines are fairly level funded.

Function 1210 – Staff at Preschools – Budget to Budget Decrease (\$46,957)

The need for our staff to visit preschools is presently projected to decrease, this represent savings in salaries (\$26,354) and benefits (\$20,603)

Function 1220 – NECC Program – Budget to Budget Decrease (\$399,227)

The stand-alone model has changed to a more inclusive program and the costs have been absorbed into the “1200” Function code.

Function 1240 – Extended School Year Program– Budget to Budget Increase \$5,631

This is primarily for increases in Occupational Therapy \$1,300 and summer Tuition \$3,500

Function 1260 – English as Second Language – Budget to Budget Increase \$164,222

We are projecting an increase in staffing (+1.4 FTE) due to critical need and increasing numbers of students

Function 2120 Guidance – Budget to Budget Increase of \$4,370

Contracted increases in wages of \$2,115 and associated benefits of \$2,255

Function 2130 Nursing – Budget to Budget Decrease of (\$10,422)

This change represent a change in hours (decrease in salary and benefits) which has already occurred with a turnover in personnel

Function 2213 Staff Development – Budget to Budget Decrease of (\$8,710)

Staff substitute costs (\$5,400) are now represented in the general substitute lines and changes in the enrichment grants section (\$2,000)

Function 2221 Media – Budget to Budget Increase of \$2,706

Contracted increases in wages and associated benefits as well as small increase in purchased property services

Function 2310 School Board Services – Budget to Budget Increase of \$8,234

The increase is mainly due to changes in negotiations fees \$5,000 and NHSBA dues of \$3,000; note school board salaries have been included in this section even though they are voted on in a separate warrant article

Function 2320 Office of the Superintendent– Budget to Budget Increase of \$7,577

This amount represents Hanover’s portion of the increase in salaries and additional FTE in technology at the SAU level to be available to assist Tech personnel at all of the schools. (Please see the SAU projected budget versions/option on the SAU website at www.sau70.org)

Function 2390 Contingency – Budget to Budget Decrease of \$35,000

This item needs to be voted as a separate warrant article

Function 2410 School Admin. (Principal’s Office) – Budget to Budget Decrease of (\$71,890)

❖2410.1xx Salaries – The total projected increase of \$9,329 is made up of the following changes: Non-union staff increases including the Administrator are built with an assumption of 1.75%.

Union support staff increase is 1.75% as well.

❖2410.2xx Benefits – Total benefits are projecting a decrease of (\$78,657) due mostly to Retiree wages (\$25,307) and health benefits (\$28,568) ending as well as present employee benefit election changes (\$9,862)

❖Most other lines are level funded.

Function 2610 Building Maintenance & 2630 Grounds Maintenance – These areas represent the day-to-day maintenance costs of the buildings and grounds for Bernice Ray School. Building maintenance is projecting a decrease of (\$17,050) due to in part to changes in service contracts; Grounds maintenance is fairly level funded with a minor increase of \$150.

Function 2620 Custodial Services – Budget to Budget Increase of \$33,356

- ❖ 2620.1xx Salaries – We are projecting a small increase in wages of \$3,106, which is contractual
- ❖ 2620.2xx Benefits – projected increase of \$9,939 for changes in benefit elections
- ❖ 2620.4xx Purch Property Services – projected increase of \$14,811 for carpet/tile replacement costs
- ❖ 2620.5xx and 6xx – Other purchased services - P&L Insurance increase of \$3,500 and supply increases of \$2,000

2711 Student Transportation – Budget to Budget Increase of \$46,266

The contracted service agreement is increasing 3.5% - \$17,766 and the gasoline costs are projected with an increase of \$28,500 as we are travelling more miles than originally speculated

2722 SpEd Transportation – We are projecting a decrease of (\$15,400) the result of changes in student population and provider

Function 2725 Field Trip Costs – Budget to Budget Decrease Of (\$2,540)

Changes in budgeting has lowered a general field trip line which was used to cover unexpected opportunities

Function 4200 Site Improvements – We are projecting an increase of \$10,000 due to changes in project areas.

Function 4600 Building Improvements – We are projecting a decrease of (\$20,600) due to changes in project areas.

Function 5100 Debt Service – Projecting a decrease of (\$4,690)

Function 5221 Transfer to Food Service – Projecting a slight increase of \$1,000 due to student needs

Overall the Bernice Ray Elementary School direct budget-to-budget increase is \$400,669 or 2.9%. Depending upon additional Warrant Articles for Contingency [\$35,000], Special Ed Reserve [?\$50,000] and/or Bridgman Fund Transfer [\$40,000], the overall budget may increase by \$525,669 or 3.8%. Keep in mind the Bridgman Fund Transfer has an offsetting revenue.

If you have any questions please contact Principal Lisa Sjostrom at the Ray School (603-643-6655) or Jamie Teague, Business Administrator at the SAU Office (603-643-6050, ext. 2008).

EXHIBIT 5

HANOVER SCHOOL DISTRICT			2016-2017		2017-2018	2017-2018	2018-2019	Budget	
Func	Obj	Consolidated Proposed Budget 2018-2019	Revised Budget	2016-2017 Actual	Revised Budget	Exp'd & Enc'd	Proposed Budget	Increase/ (Decrease)	% Chg
REGULAR INSTRUCTION									
1100	110	Instructional Salaries	2,545,263	2,578,099	2,669,360	2,668,714	2,731,998	62,638	2.3%
1100	112	Ed Asst Salaries	172,674	209,381	198,476	168,424	207,233	8,757	4.4%
1100	100	Salaries--Other	182,163	117,438	159,063	158,798	183,759	24,696	15.5%
1100	200	Payroll Tax & Benefits	1,231,465	1,203,414	1,346,905	1,397,651	1,446,364	99,459	7.4%
1100	300	Purch Prof'l & Tech Svcs	12,460	7,047	16,405	15,451	11,785	-4,620	-28.2%
1100	400	Purch Prop Svcs	55,500	51,526	55,595	42,824	28,270	-27,325	-49.2%
1100	500	6th Grade Tuition	2,038,029	2,037,662	1,787,196	1,781,934	1,935,383	148,187	8.3%
1100	600	Supplies	83,973	60,172	94,145	85,650	102,322	8,177	8.7%
1100	700	Property	18,150	13,429	17,305	14,738	20,955	3,650	21.1%
		Function Total	6,339,677	6,278,167	6,344,450	6,334,184	6,668,069	323,619	5.1%
COORDINATOR OF VOLUNTEERS									
1110	300	Purch Prof'l & Tech Svcs	7,121	5,564	7,121	7,121	7,228	107	1.5%
		Function Total	7,121	5,564	7,121	7,121	7,228	107	1.5%
TECHNOLOGY									
1120	110	Salaries	140,406	140,322	151,462	150,566	151,434	-28	0.0%
1120	200	Payroll Tax & Benefit	72,537	72,959	80,233	83,644	80,698	465	0.6%
1120	400	Purch Prop Svcs	11,600	6,607	11,900	11,361	6,390	-5,510	-46.3%
1120	600	Materials and Supplies	12,600	7,717	12,100	11,818	9,428	-2,672	-22.1%
1120	700	Equipment	44,400	43,791	66,700	66,208	53,414	-13,286	-19.9%
		Function Total	281,543	271,396	322,395	323,597	301,364	-21,031	-6.5%
SPECIAL EDUCATION									
1200	110	Instructional Salaries	682,711	766,284	755,793	778,810	827,125	71,332	9.4%
1200	111	SpEd ABA Technicians	0	0	0	0	192,787	192,787	n/a
1200	112	Ed Asst & Tutor Salaries	469,734	443,561	590,872	537,285	544,249	-46,623	-7.9%
1200	200	Payroll Tax & Benefit	603,248	600,148	719,322	720,281	917,864	198,542	27.6%
1200	300	Purch Prof'l & Tech Svcs	18,500	9,236	18,500	17,657	98,600	80,100	433.0%
1200	400	Purch Prop Svcs	550	0	1,525	1,500	1,800	275	18.0%
1200	5xx	Other Purch Svcs	1,000	275	1,000	678	750	-250	-25.0%
1200	56x	Spec Ed Tuition	1,038,384	1,012,786	804,100	944,733	842,600	38,500	4.8%
1200	600	Supplies	12,295	7,838	16,255	16,204	18,540	2,285	14.1%
1200	700	Property	6,650	4,179	9,130	8,956	9,280	150	1.6%
1200	800	Other Objects	585	605	850	678	700	-150	-17.6%
		Function Total	2,833,657	2,844,912	2,917,347	3,026,782	3,454,295	536,948	18.4%
STAFF AT OUT-OF-BUILDING PRE-SCHOOLS									
1210	100	Salaries	39,987	5	37,590	7,032	11,236	-26,354	-70.1%
1210	200	Payroll Taxes & Benefits	5,928	110	22,866	1,919	2,263	-20,603	-90.1%
		Function Total	45,915	115	60,456	8,951	13,499	-46,957	-77.7%
NECC Program									
1220	100	Salaries	138,458	148,764	188,944	196,028	0	-188,944	-100.0%
1220	200	Payroll Tax & Benefit	84,108	80,984	123,333	138,153	0	-123,333	-100.0%
1220	300	Purch Prof'l & Tech Svcs	152,000	109,075	82,000	81,000	0	-82,000	-100.0%
1220	500	Other Purch Svcs	350	0	350	0	0	-350	-100.0%
1220	600	Supplies	3,050	1,438	2,800	1,679	0	-2,800	-100.0%
1220	700	Equipment	2,000	1,132	1,800	1,586	0	-1,800	-100.0%
		Function Total	379,966	341,393	399,227	418,446	0	-399,227	-100.0%
EXTENDED SCHOOL YEAR PROGRAM									
1240	100	Salaries	51,000	42,462	51,000	59,229	51,000	0	0.0%
1240	200	Payroll Tax & Benefit	13,760	8,085	13,760	12,018	14,591	831	6.0%
1240	300	Purch Prof'l & Tech Svcs	10,000	12,161	10,000	2,086	12,900	2,900	29.0%
1240	500	Other Purch Svcs	1,500	1,015	1,600	1,400	3,500	1,900	118.8%
		Function Total	76,260	63,723	76,360	74,733	81,991	5,631	7.4%
ENGLISH AS A SECOND LANGUAGE									
1260	100	Salaries	89,139	99,083	103,549	137,554	210,605	107,056	103.4%
1260	200	Payroll Tax & Benefit	22,068	39,748	40,989	49,600	98,055	57,066	139.2%
1260	600	Supplies	1,050	723	1,050	1,038	1,150	100	9.5%
		Function Total	112,257	139,554	145,588	188,192	309,810	164,222	112.8%
GUIDANCE									
2120	100	Salaries	119,100	119,541	120,887	120,310	123,002	2,115	1.7%
2120	200	Payroll Tax & Benefit	60,996	59,688	65,109	66,116	67,364	2,255	3.5%
2120	600	Supplies	1,000	380	1,000	658	1,000	0	0.0%
		Function Total	181,096	179,609	186,996	187,084	191,366	4,370	2.3%

EXHIBIT 5

HANOVER SCHOOL DISTRICT			2016-2017		2017-2018		2018-2019		Budget	
Consolidated Proposed Budget			Revised	2016-2017	Revised	2017-2018	Proposed	Budget	Increase/	%
Func	Obj	2018-2019	Budget	Actual	Budget	Exp'd & Enc'd	Budget	(Decrease)	Chg	
HEALTH										
2134	100	Salaries	77,714	76,733	83,382	77,553	81,318	-2,064	-2.5%	
2134	200	Payroll Tax & Benefit	21,024	47,869	56,488	45,147	47,610	-8,878	-15.7%	
2134	300	Purch Prof & Tech Svcs	1,100	1,598	1,100	1,598	1,700	600	54.5%	
2134	400	Purch Prop Svcs	1,525	564	1,575	785	1,600	25	1.6%	
2134	600	Supplies	2,900	1,042	2,900	2,254	2,875	-25	-0.9%	
2134	700	Property	400	0	400	200	400	0	0.0%	
2134	800	Other Objects	280	0	280	226	200	-80	-28.6%	
<i>Function Total</i>			104,943	127,807	146,125	127,763	135,703	-10,422	-7.1%	
CURRICULUM DEVELOPMENT										
2212	300	Purch Prof & Tech Svcs	20,000	7,255	20,500	19,500	20,500	0	0.0%	
<i>Function Total</i>			20,000	7,255	20,500	19,500	20,500	0	0.0%	
STAFF DEVELOPMENT										
2213	100	Salaries	5,000	7,829	8,000	7,905	3,000	-5,000	-62.5%	
2213	200	P/R Tax and Benefits	73,281	52,805	74,116	72,000	70,406	-3,710	-5.0%	
<i>Function Total</i>			78,281	60,634	82,116	79,905	73,406	-8,710	-10.6%	
MEDIA (Library)										
2221	100	Salaries	90,084	90,844	99,610	96,800	99,646	36	0.0%	
2221	200	Payroll Tax & Benefit	44,187	50,513	57,385	57,908	58,325	940	1.6%	
2221	300	Purch Prof & Tech Svcs	1,500	900	1,500	985	1,800	300	20.0%	
2221	400	Purch Prop Svcs	4,950	4,143	5,450	5,126	6,880	1,430	26.2%	
2221	600	Supplies	15,950	13,859	16,900	14,956	16,900	0	0.0%	
2221	700	Property	8,000	4,093	8,000	7,520	8,000	0	0.0%	
<i>Function Total</i>			164,671	164,352	188,845	183,295	191,551	2,706	1.4%	
SCHOOL BOARD SERVICES										
2310	100	Salaries-Included (Voted by Separate	7,845	8,280	7,865	7,865	7,597	-268	-3.4%	
2310	200	Payroll Tax & Benefit	609	654	611	611	613	2	0.3%	
2310	300	Purch Prof & Tech Svcs	43,000	25,355	43,000	32,850	48,000	5,000	11.6%	
2310	500	Other Purch Svcs	9,000	2,649	6,000	4,852	6,000	0	0.0%	
2310	800	Other Objects	7,400	4,638	6,900	3,866	10,400	3,500	50.7%	
<i>Function Total</i>			67,854	41,575	64,376	50,044	72,610	8,234	12.8%	
SUPERINTENDENT SERVICES										
2320	300	Purch Prof & Tech Svcs	383,138	383,138	365,065	365,066	372,642	7,577	2.1%	
<i>Function Total</i>			383,138	383,138	365,065	365,066	372,642	7,577	2.1%	
CONTINGENCY										
2390	800	Other Objects- Not Incl (Voted by Sep	35,000	0	35,000	0	0	-35,000	-100.0%	
<i>Function Total</i>			35,000	0	35,000	0	0	-35,000	-100.0%	
SCHOOL ADMINISTRATION										
2410	110	Salary--Principal	102,370	98,600	100,000	104,828	105,820	5,820	5.8%	
2410	111	Salary--Support	95,653	95,396	97,068	96,863	99,177	2,109	2.2%	
2410	115	Salary--Asst Principal	84,830	77,153	80,000	80,841	81,400	1,400	1.8%	
2410	200	Payroll Tax & Benefit	364,206	328,770	313,888	289,563	235,231	-78,657	-25.1%	
2410	300	Purch Prof & Tech Svcs	48,600	1,325	3,600	3,599	4,000	400	11.1%	
2410	400	Purch Prop Svcs	15,444	21,002	16,944	16,943	17,057	113	0.7%	
2410	500	Other Purch Svcs	21,900	6,110	16,400	15,980	13,325	-3,075	-18.8%	
2410	600	Supplies	10,650	11,891	17,050	16,200	17,050	0	0.0%	
2410	700	Property	3,000	2,887	3,000	2,906	3,000	0	0.0%	
2410	800	Other Objects	1,700	305	1,700	801	1,700	0	0.0%	
<i>Function Total</i>			748,353	643,439	649,650	628,525	577,760	-71,890	-11.1%	
BUILDING MAINTENANCE										
2610	400	Purch Prop Svcs	56,200	42,133	66,400	65,450	49,100	-17,300	-26.1%	
2610	500	Other Purch Svcs	800	932	800	851	1,050	250	31.3%	
2610	600	Supplies	13,000	11,375	13,250	13,205	13,250	0	0.0%	
<i>Function Total</i>			70,000	54,440	80,450	79,506	63,400	-17,050	-21.2%	
CUSTODIAL SERVICES										
2620	100	Salaries	228,452	211,722	221,480	206,745	224,586	3,106	1.4%	
2620	200	P/R Tax and Benefits	80,864	90,469	91,958	104,107	101,897	9,939	10.8%	
2620	400	Purch Prop Svcs	46,811	42,708	46,000	44,810	60,811	14,811	32.2%	
2620	500	Other Purch Svcs	24,000	25,000	25,000	26,194	28,500	3,500	14.0%	
2620	600	Supplies	116,500	98,736	114,000	113,985	116,000	2,000	1.8%	
2620	700	Property	3,360	12,856	4,000	3,956	4,000	0	0.0%	
<i>Function Total</i>			499,987	481,491	502,438	499,797	535,794	33,356	6.6%	

EXHIBIT 5

HANOVER SCHOOL DISTRICT			2016-2017		2017-2018		2017-2018		2018-2019		Budget	
Func	Obj	Consolidated Proposed Budget 2018-2019	Revised Budget	2016-2017 Actual	Revised Budget	Exp'd & Enc'd	Proposed Budget	Increase/ (Decrease)	% Chg			
GROUNDS MAINTENANCE												
2630	400	Purch Prop Svcs	32,100	30,973	37,250	37,250	37,250	0	0.0%			
2630	600	Supplies	2,000	341	250	169	400	150	60.0%			
		Function Total	34,100	31,314	37,500	37,419	37,650	150	0.4%			
STUDENT TRANSPORTATION												
2700	500	Other Purch Svcs	438,857	491,808	507,612	507,612	525,378	17,766	3.5%			
2700	600	Supplies	21,500	49,699	21,500	21,500	50,000	28,500	132.6%			
		Function Total	460,357	541,507	529,112	529,112	575,378	46,266	8.7%			
SPECIAL EDUCATION TRANSPORTATION												
2722	500	Other Purch Svcs	141,366	90,272	70,200	62,577	54,800	-15,400	-21.9%			
		Function Total	141,366	90,272	70,200	62,577	54,800	-15,400	-21.9%			
FIELD TRIPS												
2725	500	Other Purch Svcs	4,690	4,505	29,850	26,502	27,310	-2,540	-8.5%			
		Function Total	4,690	4,505	29,850	26,502	27,310	-2,540	-8.5%			
SITE IMPROVEMENTS												
4200	400	Purch Prop Svcs	8,000	7,238	17,500	17,500	27,500	10,000	57.1%			
		Function Total	8,000	7,238	17,500	17,500	27,500	10,000	57.1%			
BUILDING IMPROVEMENTS												
4600	400	Purch Prop Svcs	38,700	64,259	50,600	50,588	30,000	-20,600	-40.7%			
		Function Total	38,700	64,259	50,600	50,588	30,000	-20,600	-40.7%			
DEBT SERVICE												
5100	830	Debt Principal	180,000	180,000	190,000	190,000	195,000	5,000	2.6%			
5100	840	Debt Interest	215,899	215,899	206,719	206,718	197,029	-9,690	-4.7%			
		Function Total	395,899	395,899	396,719	396,718	392,029	-4,690	-1.2%			
INTERFUND TRANSFERS OUT												
5200	900	To Spec Ed Reserve Fund-Not Incl (Sep WA)	100,000	100,000	50,000	50,000	0	-50,000	-100.0%			
5200	900	To Bldg Maint Rsv Fund	25,000	25,000	0	0	0	0	n/a			
5221	900	To Food Service Fund	18,450	50,954	14,000	14,000	15,000	1,000	7.1%			
5221	900	To Bridgman Proj Fund-Not Incl (Sep WA)	0	0	40,000	40,000	0	-40,000				
5221	900	To Capital Projects Fund	0	0	0	0	0	0	n/a			
		Function Total	143,450	175,954	104,000	104,000	15,000	-89,000	-85.6%			
DISTRICT TOTAL			13,656,281	13,399,513	13,829,986	13,826,906	\$ 14,230,655	400,669	2.90%			

Plus Potential Articles to be voted (same as 2017-18):

(not included in above)

Contingency Article:	\$	35,000
Special Educ Reserve:	\$	50,000
Bridgman Fund:	\$	40,000

Total if Separate Articles Approved: \$ 14,355,655 \$ 525,669 3.80%

1. "Func" and "Obj" are federally required accounting designations which refer to "function and "object". A function might be "regular education" or "transportation". "Objects" designate the type of expense being reported, for example, wage expense, or equipment expense, relating to a particular function.
2. The "budget" columns represent the adopted budget for the particular line item or group of line items, as may have been changed by approved budget transfers. "Actual" represents the amount actually spent in the prior year. "Exp'd & Enc'd" represents, in salary and benefit accounts, the expected expenditure through year end; and in other accounts, the actual expenditure, plus amount for which the school has issued purchase orders or contracts for goods or services. It may represent an estimate of year end, but more likely not.
3. The "Bgt Chg" column represents the difference between the proposed budget and the current year's budget. The "% Chg" is computed based on the same columns.