



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## SCHOOL COMMITTEE RETREAT

Administrative Building  
5 School Street  
Wenham, MA

Thursday, August 4, 2016

6:30 PM

1. Call to Order 6:30
2. New Business 6:35
  - a. FY16 EOY Transfers
  - b. School Committee Protocols – Review & Sign
  - c. Presentation from Dorothy Presser on School Committee Goal Development
    - a. Review 2015-2016 Goals
    - b. Draft 2016-2017 Goals
  - d. Superintendent's Evaluation Process
3. Vote to Adjourn 9:30

Secretary: Michelle Bailey, HWRSC



**HAMILTON-WENHAM**  
**REGIONAL SCHOOL DISTRICT**

*FINAL FY16 Year-end Close*  
*As of July 28, 2016*

*For presentation to the School Committee on August 4, 2016*

Prepared by:

Jeffrey D. Sands, Assistant Superintendent for Finance & Administration

Vincent Leone, Director of Accounting & Payroll



# FINAL FY16 Operating Expense Actuals (after Offsets) *Overview*

- Salary Costs
  - Incorporates Actual Costs and encumbrances as of 6/30/16.
- Operating Costs
  - Incorporates Actual Costs and encumbrances as of 6/30/16.

We are pleased to report that a comprehensive Year-end Closing Process was completed as of July 28, 2016. As a result, the District ended the Fiscal Year \$280,335 or 0.99% favorable to Budget.



# FINAL FY16 Operating Expense Actuals (after Offsets)

## *Summary by Site and Support Program*

Summary By Site & Support Program		FY16	FY16	FY16
		Budget	YE Final	Over/Under
Buker Elementary School		\$ 2,156,495	\$ 2,008,933	\$ 147,562
Cutler Elementary School		\$ 2,598,053	\$ 2,482,707	\$ 115,346
Winthrop Elementary School		\$ 3,037,678	\$ 2,986,535	\$ 51,142
Miles River Middle School		\$ 4,083,899	\$ 4,042,393	\$ 41,506
Hamilton-Wenham Regional High School		\$ 5,591,514	\$ 5,460,784	\$ 130,730
Athletics		\$ 333,342	\$ 318,235	\$ 15,107
Central Office		\$ 2,645,805	\$ 2,452,955	\$ 192,850 *
District Maintenance		\$ 676,052	\$ 770,117	\$ (94,065)
Fringe Benefits		\$ 3,592,913	\$ 3,417,709	\$ 175,204
Special Education		\$ 2,659,937	\$ 3,178,273	\$ (518,336)
Technology		\$ 953,912	\$ 930,625	\$ 23,287
<b>District Totals</b>		<b>\$ 28,329,602</b>	<b>\$ 28,049,266</b>	<b>\$ 280,335</b>

\* - Assumes a \$50,347 transfer is approved to cover the year-end deficit in the Food Service Department.



# FINAL FY16 Operating Expense Actuals (after Offsets)

## *Summary by DESE Budget Category*

Summary By DESE Category		FY16	FY16	FY16
		Budget	YE Final	Over/Under
Administration		\$ 1,110,289	\$ 1,026,527	\$ 83,762
Capital, Operations, Maintenance		\$ 2,084,511	\$ 2,317,682	\$ (233,172)
Guidance, Counseling, Testing		\$ 1,030,711	\$ 971,179	\$ 59,532
Inst. Materials		\$ 864,576	\$ 828,650	\$ 35,926
Instructional Leadership		\$ 2,761,900	\$ 2,719,769	\$ 42,131
Insurance, Retirement, Other		\$ 3,674,250	\$ 3,495,813	\$ 178,437
Other Teaching Services		\$ 2,301,811	\$ 2,239,769	\$ 62,042
Prof. Dev.		\$ 172,902	\$ 133,500	\$ 39,402
Pupil Services		\$ 1,844,779	\$ 1,905,305	\$ (60,526) *
Teachers		\$ 10,996,838	\$ 10,637,425	\$ 359,413
Tuitions		\$ 1,487,034	\$ 1,773,648	\$ (286,614)
<b>District Totals</b>		<b>\$ 28,329,602</b>	<b>\$ 28,049,266</b>	<b>\$ 280,335</b>

\* - Assumes a \$50,347 transfer is approved to cover the year-end deficit in the Food Service Department.



# FINAL FY16 Operating Expense Actuals (after Offsets) *Proposed Budget Transfers by DESE Category*

- 1.) Transfer \$287,000 from “Teachers” to “Tuitions”
- 2.) Transfer \$61,000 from “Teachers” to “Pupil Services”\*
- 3.) Transfer \$178,000 from “Ins, Retire, & Other” to “Capital, Ops, Maint”
- 4.) Transfer \$56,000 from “Administration” to “Capital, Ops, Maint”

\* - Includes approval to transfer \$50,347 in Food Services expense deficit to the General Fund.



# FINAL FY16 Operating Expense Actuals (after Offsets) *Budget Transfers: Motion for School Committee Vote*

## **Motion for FY16 Budget Transfers:**

Motion: The Hamilton-Wenham Regional School Committee approves the FY16 Operating Expense Budget Transfers as recommended herein by the Assistant Superintendent of Finance & Administration and as presented on the previous slide entitled “Proposed Budget Transfers by DESE Category”.



# FINAL FY16 Actuals

## *Proposed Regional Transportation Transfer*

Transfer \$60,581 from “Transportation Chapter 71” Revenue Account to “Regional Transportation Reimbursement Fund”\*

\* - The HWRSD School Committee voted to establish the Regional Transportation Reimbursement Fund at its regular meeting on May 7, 2015 (Approved 6-0-0).



## FINAL FY16 ACTUALS

### Regional Transportation Transfer: *Motion for School Committee Vote*

#### **Motion for FY16 Regional Transportation Transfer:**

Motion: The Hamilton-Wenham Regional School Committee approves the FY16 Regional Transportation Transfer as recommended herein by the Assistant Superintendent of Finance & Administration and as presented on the previous slide entitled “Proposed Regional Transportation Transfer”.



## FY16 Annual Audit Update

- Our FY16 Annual Audit with Powers & Sullivan (P&S) is underway.
- P&S was provided preliminary information in early June.
- P&S was on-site the week of July 11<sup>th</sup>.
- P&S will finalize their on-site review the week of August 1<sup>st</sup>.
- The District and P&S will work to produce Draft Audit Reports by September 30<sup>th</sup>, including the Management Letter.
- The District will schedule P&S to make an Audit Presentation to the School Committee during October 2016.
- The District will submit it's E&D for certification to MA DOR by October 31<sup>st</sup>, as required.

School Committee/Superintendent Operating Protocols  
Hamilton Wenham Regional School District

The primary objective of the School Committee is to improve student achievement. Members of the School will abide by the following protocols as individuals and as a committee.

- Members of the Committee will make no independent commitments or take any independent actions that relate to the School District. When School Committee members attend meetings of other committees or boards, they will speak as individuals. They may only speak for the Committee when designated to represent the Committee.
- The Superintendent and the School Committee represent the needs and interests of all students in the district and place the students' interests above all others in their decisions, while remaining within the limitations of a voter-approved budget.
- School Committee members will establish a vision, create policy, approved a budget and assure accountability to sustain continuous improvement in teaching, learning and facilities. Members agree to leave the day-to-day operations, including business transactions, to the superintendent and staff. Members of the School Committee recognize that authority rests only with the majority in its decisions.
- School Committee members will channel requests for information, reports and data through the Superintendent and the School Committee Chair rather than to staff. The Superintendent will ensure that each member of the committee has equal access to this information in a timely manner. Recognizing the importance of proactive communication and avoiding surprises, School Committee members will, whenever possible, contact the School Committee Chair and/or the Superintendent in advance of a meeting if they have questions or concerns about an agenda item, or will ask the chair at least 48 hours prior to a meeting that an item be placed on an agenda.
- School Committee members will attend meetings on time and be well prepared to discuss agenda items. While at meetings, members will stay focused on the agenda items and will not engage in communication outside of the agenda item being discussed. When making decisions, School Committee members will keep an open mind, utilizing the best information available including: research, best practices, public input and financial considerations. Members will debate issues and not each other. Members will analyze carefully and debate fully, whenever necessary, prior to making decisions.
- School Committee members will vote according to their convictions will avoid bias and will uphold and support the decisions of the majority of the Committee once a decision has been made. Positions will not be used for personal or partisan gain.
- All members will maintain the confidentiality of privileged information and will respect the Open Meeting Law.

- Members will refer constituent concerns and complaints, including issues relating to District personnel, to the Superintendent or the School Committee Chair.
- A School Committee meeting is a business meeting that is held in public – not a public meeting. The committee values communication between all stakeholders of the community and will make every effort to ensure meetings are effective and efficient. Comments made at a meeting that are not part of the agenda will be tabled to a future meeting.
- The School Committee recognizes the importance of working collaboratively with town officials and actively seeking their support to improve the District.
- The School Committee will demonstrate professional and collegial relations with one another. To this end, members will work to maintain trust and mutual respect between and among each other, the Superintendent and the administration by treating everyone with dignity and respect, even in times of disagreement.
- Recognizing the importance of honoring these protocols, members will respectfully remind each other when they get off track.

Signatures

Stacey Metternick \_\_\_\_\_

David Polito \_\_\_\_\_

Jeanise Bertrand \_\_\_\_\_

Deb Evans \_\_\_\_\_

Dennis Hurley \_\_\_\_\_

Hannah Fraley \_\_\_\_\_

Michelle Bailey \_\_\_\_\_

2015-2016 SC Goals  
Approved 9-3-15

Develop a budget that is fiscally responsible and recognizes the implications of school improvement plans designed to elevate Miles River, Buker and Cutler Schools to Level I status and to retain the High School and the Winthrop School at Level I.

Develop, in consultation with the Towns for action at Town Meetings, a SC proposal to update the District Agreement in the areas of the operational cost ratio look back period (Section IV D. (1)) and facilities, especially capital planning and elementary school leases.

Complete the update to the District policies as well as review existing policies whose adoption date was three years ago.

Oversee the development of a master plan, with the school and greater community, which integrates plans for future teaching/learning approaches with optimal learning environments given the status of existing facilities, economic reality and demographic trends.