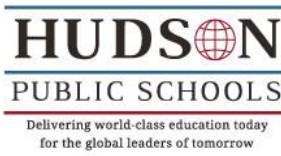


Please note the updated instructions below for public participation

Pursuant Governor Baker’s June 16, 2021 signing of “An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency” into law extending remote open meeting measures under the “Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20,” has been extended by Governor Healey until March 31, 2025. The **Hudson School Committee sessions will continue to be conducted via in-person and remote participation. Committee members will participate in person and/or using the online Google Meet platform**, and the proceedings will still be broadcast live on the Public Cable Access Channel – Comcast Channel 8, Verizon Channel 47 and Hud TV’s and livestream <https://vimeo.com/showcase/9964109>

For the public participation item on the agenda, the following process will be used:

- **Persons wishing to make public comment remotely** will send an email to the School Committee’s email address hps_schoolcommittee@hudson.k12.ma.us indicating that they would like to make a public comment at the School Committee meeting. This email must be received by 3:00 pm on the day of the meeting.
- The School Committee will submit the list of names and emails wishing to make public comment to HUD TV no later than 5:00 p.m. the day of the meeting.
- Hud TV will send a meeting invite to those community members on the School Committee list for Public Comment.
- Hud TV will accept them into the Google Meet and mute their microphone.
- When the School Committee Chair recognizes someone wishing to make public comment, Hud TV will unmute that person’s microphone and they will have two minutes to speak.
- When public comment is finished their microphone will be muted again by Hud TV.
- **For persons wishing to make public comment in-person**, the School Committee meeting is held at Hudson High School, Room F101.



HUDSON SCHOOL COMMITTEE
HUDSON SELECT BOARD
HUDSON FINANCE COMMITTEE
November 28, 2023
Hudson High School - F101
7:00 p.m.

AGENDA

I. Call to Order

II. Public Participation

III. Matters for Discussion:

New Business: Tri-Board Discussion: FY25 Budget

IV. Approval of Minutes

Regular School Committee Meeting November 14, 2023

V. Matters for Action:

a) Consent Agenda:

1. Approval of gift of 44 books for use in Mulready Elementary School in the amount of \$392.50
2. Approval of contract with Focused Schools for Professional Development sessions and Executive Coaching for Hudson Public School District in an amount not exceeding \$44,200.00

b) Reclassification of Funds

VI. Items of Interest to the School Committee

VII. Adjournment

The Agenda reflects topics that the Chairperson reasonably anticipates will be discussed.

I.

Call to Order

II.

Public Participation

III.

Matters for Discussion

New Business

HUDSON



PUBLIC SCHOOLS

Delivering world-class education today
for the global leaders of tomorrow

Strategic Financial Plan

NOVEMBER 28, 2023

Brian K. Reagan, Ed.D. – Superintendent

Daniel Gale – Director of Finance and Operations

School Committee / Finance Committee

Strategic Financial Plan

Budget Outlook

The Hudson Public Schools provides a diverse range of programs and services for our students and we are proud of our educators and support staff who care for our students and their families. That said, the District continues to face a hard reality: student enrollment continues to decline; the achievement gap among student subgroups persists; and the cost associated with high needs population continues to rise. The path ahead has grown more challenging with each passing year even while we continue with prudent allocation of resources. The District remains committed to an approach to spending that is both efficient and effective.

The District will continue to analyze all expenses generated by personnel, programs, and services and allocate resources aligned with the priorities of the District Improvement Plan. The District will also accurately track and analyze student enrollment, resource allocations, costs of Special Education services, and forecast cost increases for the next three to five years. This process will assist the District to better project future revenues and control expenditures while meeting the needs of our students.

Statement of the Problem

For several years, the District has faced funding challenges associated with the rising costs of programs and services. The increase in the annual expenditures necessary to provide level services to Hudson has consistently superseded the total revenue from Town Appropriation, Circuit Breaker, and School Choice receipts, creating annual budget gaps.

One main reason for the persistent gap in revenue is the District's reliance on the School Choice funds to balance the budget. The District has been relying on 5-6% of revenue (over \$2,000,000) coming from the School Choice account each year when new School Choice revenue is only in the range of 1-2% of total revenue (about \$1,000,000) each year. We are currently projecting the need to use \$3.7 million of School Choice funds to balance the FY25 budget. This extraordinary reliance on School Choice funds is due to a dramatic increase in personnel and transportation budgets.

Since the pandemic closed schools in March 2020, several new factors have combined to paint a new picture of our long-term budget stability. These factors are summarized below.

Pandemic-Related Town Funding Reduction

The pandemic has had an impact on state and local revenue for FY21 and FY22. Based on assumed local town revenue shortfalls due to the pandemic, all town department budgets were reduced by 2% in June 2020, a reduction of \$800,000 for the School Department. Besides FY21, Town appropriation's increases have been consistently in the 2.5-2.8% range. The School Department budget needs to recoup the \$800,000 cut from FY21 as well as have the annual town appropriation increase be consistently above 3%. As a result of the 2% cuts in FY21, an increased need for staffing due to the effects of the pandemic, and additional costs expected to impact the budget in FY25, the school department's budget is projected to have a significant budget gap in FY26. Although our School

Choice balance has increased, this is a one-time surplus that will only mask the budget revenue issue for a short period of time. The revenue/expense gap can be somewhat delayed by an increase in town appropriation.

Federal Pandemic-Related Funding

In FY23 and FY24, the School Department benefitted from approximately \$1.7 million from the Elementary and Secondary School Emergency Relief Fund (ESSER). ESSER funds will not be available beyond FY24. These funds have been used for pandemic-related expenses and salaried positions to help accelerate learning. In addition to funding additional expenses and salaries, ESSER was able to offset or supplant expenses that normally came from our local budget. This provided us some relief from our annual reliance on school choice. In FY25, when the ESSER is no longer available, we will need to start to fund any additional staffing and expenses from our local budget. ESSER currently funds 6 positions (\$508,000) and well as 2 buses (\$150,000). Also, in 2020, ESSER was used to buy student iPads and Chromebooks which will need to be replaced in FY25 (\$150,000). See the ESSER budget sheet for more details.

Pandemic-Related Budget Savings

In FY20 and FY21, due to significant pandemic-related budget savings in personnel and expense costs, the amount budgeted to be spent from the School Choice account was not needed. Personnel savings were realized post-pandemic as it was difficult to fill vacancies. Unfilled positions, including a lack of substitute teachers, created significant savings. On the expense side, fewer materials were purchased and hybrid schooling created savings in transportation costs as well as out-of-district tuition costs. Some of these savings were offset by the higher costs of private staffing that was needed to fill some vacant positions. Overall, the savings in FY20 and FY21 were significant and led to raising the School Choice account balance to over \$4 million. Beginning In FY24, pandemic-related savings ended. Also, in FY20, FY21, and FY22, due to savings, we were able to prepay approximately \$700,000 of out-of-district tuition costs which helped perpetuate budget savings each year. In FY23, the District did not prepay any FY24 tuition so we will no longer have those budget savings.

High Needs Student Enrollment Increases

Over the last few years, Hudson Public Schools has seen a large increase in the high needs student population. In FY22/FY23 we added English Learner Teachers, Special Education Teachers, Adjustment Counselors, and other support staff to address students' needs. We also have a new Family Liaison budgeted through ESSER III grant to help with all of the significant amount of work to enroll, support, and track the progress of English Learners.

Transportation Cost Increases

In early 2020, the District locked in a five year contract with First Student for in-district transportation. First Student has incurred significant cost increases in the last five years, but the fixed rates have meant budget stability for the District. The District will go out to bid in December 2023 for a new transportation contract and a significant price increase is expected that reflects the current cost of

delivering transportation services. We are estimating the need for a 30% budget increase for in-district transportation in FY25 which equates to \$500,000. For out-of-district transportation, Hudson contracts through Assabet Valley Collaborative which is also going out to bid in December 2023. Currently, we are estimating a \$100,000 increase for this account. Additionally, two buses are currently funded by ESSER at a total cost of approximately \$150,000. If those buses are still needed in FY25, that will add to the overall transportation budget increase. All together, the District could be facing a \$750,000 increase in its transportation budget. We are looking into ways to mitigate these increases.

Out-of-District Tuition Cost Increases

The District has been committed to add staffing and programming over the past several years in an effort to support students and keep them in-district. At the same time, we have seen an increase in students with needs that extend beyond the capacity of the district. These students require a tuition-based out-of-district placement at either a collaborative, private special education school, or even a residential special education school. Residential placements can range from \$100,000 to \$500,000 per year, per student. In FY25, we project a significant increase in residential placements and an overall tuition budget increase for out-of-district placements of \$700,000.

Chapter 70 State Aid

Chapter 70 is the Massachusetts General Law that governs state funding for schools. Hudson has historically received minimum Chapter 70 State Aid increases. The Student Opportunity Act passed in 2019 and pledged \$1.5 billion of increased funding to education spread out over seven years. FY24 was the third year of funding the Student Opportunity Act which increases the rates in the foundation budget formula. These increases, along with 4.5% inflation and other factors, resulted in Hudson receiving a large foundation aid increase of \$756,211 in FY24. State Aid has a “hold harmless” provision, which does not allow decreases so Hudson can depend on the increased amount of funding going forward. As the foundation budget rates increase in FY25, FY26, and FY27, we hope that will result in additional foundation aid increases. This is the best case scenario to help with the pending budget gaps.

Long-term Financial Projections

The District has developed a multi-year projection document to help the District and the Town to have an outlook on our future budget needs. The attached School Budget Projection document provides more detailed information.

Table 1**School Level-Service Budget Projections and Actuals FY22-FY28 (updated 11-21-23)**

	FY28 Budget	FY27 Budget	FY26 Budget	FY25 Budget	FY24 Budget	FY23 Projected	FY23 Budget	FY22 Actual
Personnel Expenses	\$42,312,876	\$41,007,647	\$39,740,434	\$38,510,130	\$36,822,456	\$34,646,703	\$35,697,750	\$33,245,005
Personnel Increase %	3.18%	3.19%	3.19%	4.58%	3.15%	4.22%	3.77%	3.90%
General Expenses	\$9,320,895	\$9,138,132	\$8,958,953	\$8,783,287	\$7,777,733	\$7,040,973	\$7,257,561	\$6,703,716
Gen Expense Increase %	2.00%	2.00%	2.00%	12.93%	7.17%	5.03%	4.82%	2.17%
Transportation Expenses	\$3,301,539	\$3,236,803	\$3,173,336	\$3,111,114	\$2,314,818	\$2,275,454	\$2,243,204	\$2,043,515
Transportation Increase %	2.00%	2.00%	2.00%	34.40%	3.19%	11.35%	-3.73%	27.22%
Total Expenses	\$54,935,310	\$53,382,582	\$51,872,723	\$50,404,531	\$46,915,007	\$43,963,129	\$45,198,515	\$41,992,236
Total Estimated Increase % Needed	2.91%	2.91%	2.91%	7.44%	3.80%	0.70%	3.53%	4.55%
Estimated Appropriation	\$48,269,053	\$46,977,180	\$45,719,884	\$44,496,237	\$43,305,340.31	\$41,755,284	\$41,562,375	\$40,450,000
Approp. Increase %	2.75%	2.75%	2.75%	2.75%	4.19%	3.23%	2.75%	2.80%
Circuit Breaker Revenue	\$1,400,000	\$1,400,000	\$1,400,000	\$1,431,788	\$1,182,672	\$1,016,408	\$1,016,408	\$896,245
School Choice Revenue	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,081,186	\$900,000	\$793,752
School Choice Additional	\$0	\$0	\$0	\$2,776,499	\$1,426,994	\$116,723	\$1,719,732	\$0
Total Revenue	\$50,669,053	\$49,377,180	\$48,119,884	\$49,704,524	\$46,915,007	\$43,969,601	\$45,198,515	\$42,139,997
Difference	-\$4,266,257	-\$4,005,402	-\$3,752,840	-\$700,008	\$0			

School Choice Balance				\$0	\$2,776,498	\$4,203,493		\$4,320,215
Circuit Breaker Balance				\$1,400,000	\$1,431,788	\$1,182,672		\$1,016,408

	FY28 Budget	FY27 Budget	FY26 Budget	FY25 Budget	FY24 Budget	Notes
Personnel Details	3% plus 1 FTE	3% plus 1 FTE	3% plus 1 FTE	3% plus 7 FTE	2.3% plus 5 FTE	FY25 6 of the FTEs from ESSER
Expense Details	2%	2%	2%	2% plus \$150K plus \$700K	7.17%	FY25 \$150k for tech devices, \$700K for out-of-district tuition
Transportation Details	2%	2%	2%	2% plus \$150K, plus \$600K	3.19%	FY25 \$150K from ESSER for transportation, \$600K due to expected contractual increases

Hudson Public Schools Finance - Revenue and Expense Overview

Chapter 70 State Aid for K-12 Districts

Chapter 70 State Aid is determined through the Foundation Budget formula which has many variables including enrollment, demographics (EL and low-income increments), inflation, and town's ability to pay. There is a rule that a district's aid can never go down and will always increase by at least \$30 per pupil. The legislature has increase the minimum aid to \$60 per pupil in recent years. Any increase in Chapter 70 State Aid can be counted on in future years to only increase. The Student Opportunity Act set out a goal to increase the rates for each category over six years which can potentially yield Hudson an increase each year through FY27. State Aid is paid to the Town and helps offset \$13 million of the District's appropriation.

	Foundation	Foundation	Required				
	Enrollment	Budget	Contribution	c70 formula	c70 aid	c70 increase	Per Pupil
FY20	2658	29,439,397	17,734,729	11,704,668	12,020,446	79,740	30
FY21	2658	30,603,552	18,666,759	11,936,793	12,020,446	0	0
FY22	2512	30,183,665	18,931,449	11,252,216	12,095,806	75,360	30
FY23	2432	31,921,912	20,140,158	11,781,754	12,241,726	145,920	60
FY24	2417	34,207,458	21,209,511	12,997,947	12,997,947	756,221	60

Town Appropriation

The town appropriation typically ranges from 2.5-2.8% over the previous year. In FY21, the expected 2.78% increase was reduced to .78% due to an assumed reduction of local revenue due to the pandemic. This was an \$800,000 reduction to the school budget and is part of the reason for the district's anticipated budget shortfall. In FY23, due to a reduction in assessment from Assabet Regional School, the Select Board voted to give a one-time additional appropriation on \$192,909, which is not reflected in the table. In FY24, the expected 2.75% increase was increased by \$600,000 to 4.19% due to a significant increase in state aid. A 2.75% increase is assumed going forward unless state aid increases or other revenue increases.

	Town	% Increase
	Appropriation	
FY20 Actual	39,043,303	
FY21 Actual	39,349,090	0.78%
FY22 Actual	40,450,000	2.80%
FY23 Actual	41,562,375	2.75%
FY24 Actual	43,305,340	4.19%
FY25 Estimated	44,496,237	2.75%

Circuit Breaker

Circuit Breaker is paid directly to the School District and reimburses districts for up to 75% of the special education costs that exceed a per pupil threshold, which is \$51,721 in FY24. Circuit Breaker reimburses special education costs per student including tuition and transportation costs. Reimbursement of transportation was added as part of the Student Opportunity Act and it has been phased in starting in FY22. The reimbursement is paid out in the following fiscal year. Hudson Public Schools uses Circuit Breaker revenue as a budget offset in the year after it is received. In FY24, special education private schools increased their tuition rates by 14%. We will submit a claim for Circuit breaker reimbursement for these FY24 expenses in June 2024 and receive the resulting revenue in FY25. That revenue will offset the FY26 budget.

Year Expenses Incurred	Year Revenue Received	Year Budgeted and Spent	Tuition Reimburse.	Transportation Reimburse.	Revenue Amount
FY19	FY20	FY21	996,184	0	996,184
FY20	FY21	FY22	896,245	0	896,245
FY21	FY22	FY23	968,065	48,343	1,016,408
FY22	FY23	FY24	920,189	272,322	1,182,672
FY23	FY24	FY25	1,115,743	316,044	1,431,788

School Choice

School Choice is paid directly to the School District and is funded \$5,000 per pupil plus reimbursement for any Special Education costs. The District manages School Choice enrollment per grade with the intent to not need to add a teacher to educate these students.

FY	Receiving		Sending	
	FTE Pupils	Tuition	FTE Pupils	Tuition
2020	108.08	659,456	20.52	160,747
2021	124.7	805,237	18.27	134,797
2022	145.2	1,091,923	22.6	184,914
2023	155	1,081,186	19.1	171,783

District Budget Information

The District has several funding sources including town appropriation, direct funding from the State, grants(Federal,State, private), and other special revenue accounts. The town appropriation typically ranges from 2.5-2.8% over the previous year. Historically the District has relied on the one-time revenue in the School Choice account to balance the budget. During FY20-FY22, the District realized savings related to the pandemic, in combination with significant pandemic grant funding, that reduced the usage of School Choice funds. Increased reliance on school choice balance is expected in FY24 and beyond (until it is exhausted) because of increased costs in personnel and transportation.

Revenue	FY22 Budget	FY23 Budget	Increase		FY22 Actual	FY23 Actual
Town Appropriation	40,450,000	41,562,375	2.75%		40,450,000	41,755,284
Circuit Breaker	896,245	1,016,408	13.41%		896,245	1,016,408
School Choice	700,000	900,000	28.57%		793,752	1,000,000
School Choice Balance	1,609,473	1,719,732	6.85%		0	1,072,788
Total Revenue	43,655,718	45,198,515	3.53%		42,139,997	44,844,480

Revenue	FY23 Budget	FY24 Budget	Increase		FY23 Actual	FY24 Estimate
Town Appropriation	41,562,375	43,305,340	4.19%		41,562,375	43,305,340
Circuit Breaker	1,016,408	1,182,672	16.36%		1,016,408	1,182,672
School Choice	900,000	1,000,000	11.11%		1,081,186	1,000,000
School Choice Balance	1,719,732	1,426,994	-17.02%		110,251	1,426,994
Total Revenue	45,198,515	46,915,006	3.80%		43,770,220	46,915,006

Revenue	FY24 Budget	FY25 Estimate	Increase		FY24 Estimate	FY25 Estimate
Town Appropriation	43,305,340	44,496,237	2.75%		43,305,340	44,496,237
Circuit Breaker	1,182,672	1,431,788	21.06%		1,182,672	1,431,788
School Choice	1,000,000	1,000,000	0.00%		1,000,000	1,000,000
School Choice Balance	1,426,994	2,776,499	94.57%		1,426,994	2,776,499
Total Revenue	46,915,006	49,704,524	5.95%		46,915,006	49,704,524

Other District Budget Information

The Budget including Town Appropriation, Circuit Breaker, and School Choice is allocated into three categories: Personnel, General Expenses, and Transportation. Within Personnel, the District budgets a \$750,000 vacancy factor assuming savings from unfilled positions, unpaid absences, and other variances. Employees typically receive a 2% raise as well as any union salary schedule step and lane increases. The salary increases are a significant portion of the total school budget increase each year. The District adds positions based on meeting compliance, maintaining class size, and to meet programatic needs. General Expenses budget includes full use of last year's Circuit Breaker reimbursement as a funding source. The biggest increases in this category are usually Special Education tuitions, instructional books/materials, technology, and utilities. Transportation budget includes costs of big yellow buses, in-district specialized transportatoin, out-of-district specialized transportation, athletic transportation, and field trips. The biggest increases in this category are if contractual rates increase or if we need to add a bus or van route. The main factor in FY25 is that we need to bid for a new 5 year contract.

	FY21	FY22	FY23	FY24	FY24 vs FY23	FY25	FY25 vs FY24
Personnel	33,361,014	34,401,713	35,697,750	36,822,456	3.2%	38,510,130	4.6%
General Expenses	6,519,446	6,924,005	7,257,561	7,777,733	7.2%	8,783,287	12.9%
Transportation	2,268,465	2,330,000	2,243,204	2,314,818	3.2%	3,111,114	34.4%
Total Expenses	42,148,926	43,655,718	45,198,515	46,915,007	3.8%	50,404,531	7.4%

Grants/ESSER

The main categories of grants are entitlement grants that we get each year based on student demographics, competitive grants that we can apply for, and pandemic-related grants. We have seen an increase in grant funding which can help offset new and existing programming. The ESSER pandemic grants will expire at the end of FY24. In FY25, when those grant funds expire, we expect to have approximately \$508,000 of salaries and \$300,000 of expenses that may need to be incorporated in our general budget. See ESSER Budget page for more details.

FY25 Budget Additions from ESSER Covid Grant

Grant Funded Positions Anticipated to transfer to School Dept General Fund in FY25

Position	FTE	Amount
Academic Staffing	2	\$ 187,000.00
Clinical Staffing	4	\$ 321,000.00
	6	\$ 508,000.00

Grant Funding Expenses Anticipated to transfer to School Dept General Fund in FY25

General Expenses - Academic/Tech	\$ 150,000.00
Transportation - 2 buses	<u>\$ 150,000.00</u>
	\$ 300,000.00

ESSER III Budget - 11/21/23

ESSER III funding is the last remaining covid-related funding from the federal government. Hudson has been allocated \$2,265,039 of ESSER III funds to be used from October 4, 2021 through September 30, 2024. The below information reflects our current expectation of how HPS will use these funds, updated as of November 2023. With input from district staff and community stakeholders, our budget seeks to allocate funds to address all of the needs of our district related to student supports and pandemic response. The ESSER III Budget will be amended as needed with funds fully spent by September 2024. The FY25 G.F. column is to show what expenses that we expected will need to be picked up by the school general fund(G.F.) when ESSER funding has expired.

Type of Expense	FY22 Actuals	FY23 Actuals	FY24 Estimated	Totals	Description	FY25 G.F.
Academic/SEL Supports	\$178,629.19	\$402,970.95	\$508,000.00	\$1,089,600.14	Add 1.0 Read. Spec., 1.0 Math Spec., 3.0 Adjustment Counselor, 1.0 BCBA	\$508,000
MTRS staff grant	\$55,849.79	\$35,805.00	\$45,720.00	\$137,374.79	Required pension for Teachers, Adj. Counselor, BCBA, Nurse	
Tutoring	\$9,687.50	\$15,870.00	\$10,000.00	\$35,557.50	\$13,215 summer & school year	
Program Review/Assess	\$0.00	\$68,800.00	\$30,000.00	\$98,800.00	D.I.P., Equity Assessment and Plan	
Other Instructional Materials	\$1,424.81	\$169.91	\$10,000.00	\$11,594.72	Replace materials not returned	
Contracted Services PD	\$22,091.00	\$0.00	\$5,000.00	\$27,091.00	PD FY23 = \$10K Choose Love	
Digital Resources	\$0.00	\$0.00	\$0.00	\$0.00	Continue Digital Learning Resources	
ESY	\$0.00	\$29,789.00	\$8,150.00	\$37,939.00	ESY Stipends	
Curriculum Development	\$13,500.00	\$0.00	\$1,000.00	\$14,500.00	Math Curriculum Development	
Student Mental Health	\$536.00	\$0.00	\$0.00	\$536.00	SPED Psych Contracted Services	
After-School Activities	\$7,302.70	\$0.00	\$0.00	\$7,302.70	Increase QMS student activities/sports	
Tuition Assistance	\$0.00	\$10,839.00	\$10,000.00	\$20,839.00	Vouchers for Paras to be ELL TCH	
Recruiting and Retention	\$0.00	\$0.00	\$30,000.00	\$30,000.00	Expand HR initiatives	
Technology Staff	\$10,680.72	\$59,378.69	\$60,000.00	\$130,059.41	Tech Support for expanded 1:1	
Welcome Center Liaison	\$0.00	\$43,965.52	\$49,000.00			
Nurse(s)	\$74,538.54	\$51,167.21	\$50,000.00	\$175,705.75	add 3 FTE nurses FY22 School Year. .5 FTE RN FY23	
HVAC/Facilities Upgrades	\$24,247.85	\$2,826.83	\$5,000.00	\$32,074.68	HVAC, hands-free plumbing, sanitation equip, solution, PPE, storage	
Nursing Services/Supplies	\$11,112.70	\$38.23	\$0.00	\$11,150.93	Nursing Supplies, overtime pay for covid contract tracing	
Tech device replace/repair	\$1,426.45	\$0.00	\$51,274.57	\$52,701.02	Replace 1:1 devices purch 5/2020	\$150,000
Transportation	\$63,454.24	\$128,758.12	\$150,000.00	\$342,212.36	1 extra large bus, 1 extra mini bus	\$150,000
Summer Meals	\$0.00	\$0.00	\$10,000.00	\$10,000.00	Labor/Transportation for summer meals	
TOTAL	\$474,481	\$850,378	\$1,033,145	\$2,265,039		\$808,000

FY25 Budget Development Calendar

October 2023	October 20, 2023 Friday 9:00am to 9:45am	Informational Meeting for the Budget Team to discuss process, parameters, timelines, deliverables, and financial outlook
November 2023	November 6, 2023 Monday 8:00am to 10:00am	Resource Allocation Presentations by Principals and Directors
	November 7, 2023 Tuesday 8:00am to 10:00am	
	November 28, 2023 Tuesday 7:00pm	SC Meeting - FY25 Budget Update with five-year financial outlook (Select Board and Finance Committee invited)
December 2023	November 29, 2023 - January 7, 2024	Brian and Dan will refine budget elements, select artifacts and data to support allocation/prioritization
	December 14, 2023 Thursday 8:00am to 10:30am	Prioritization Session for Members of the Budget Team
January 2024	January 5, 2024 Friday 8:00am to 10:00am	Prioritization Session for Members of the Budget Team
	January 11, 2024 Thursday 6:30pm to 8:00pm	Prioritization Session for School Committee Budget Subcommittee
	January 23, 2024 Tuesday 7:00pm	SC Meeting - Prioritization Session - FY25 Budget Update with five-year financial outlook
February 2024	February 5, 2024 Monday 7pm	Budget Presentation to the Select Board
	February - March 2024	Refine budget elements and create FY25 Budget book
March 2024	March 12, 2024 Tuesday 7:00pm	Budget presented to School Committee for deliberation and approval
	March TBD	Budget Presentation to the Finance Committee
	March TBD	Budget Presentation to the Select Board

IV.

Approval of Minutes

Regular Meeting November 14, 2023

**Hudson School Committee
Open Session Minutes**

Meeting Date: November 14, 2023
GoogleMeet

Location: Hudson High School and

Members present: Erica Ankstitus, Chris Monsini, Steven Sharek, Steven Smith, Mark Terra-Salomão, Christopher Yates

Members present participating remotely: Molly MacKenzie

Members absent:

Others present participating: Brian Reagan, Superintendent; Kathy Provost, Assistant Superintendent; Ellen Schuck; Dan Gale; Jennifer Allard;

I. Call the Meeting to Order: 7:00PM

II. Approval of Minutes:

Regular Meeting October 24, 2023

A motion to approve the minutes was made by Mr. Terra-Salomão and seconded by Mr.Sharek.

Ms. Ankstitus	Yes
Ms. MacKenzie	Yes
Mr. Monsini	Yes
Mr. Sharek	Yes
Mr. Smith	Yes
Mr. Terra-Salomão	Abstain
Mr. Yates	Yes

The minutes were approved with a 6-0-1 vote.

III. Public Participation

None

IV. Reports and Presentations

a) Student Presentation

Angelina Percuoco and Julian Ehlke shared updates from the student body with the committee:

1. Previous School Events
2. Previous Sports Events
3. School Events
 - a. Hall Decorating ARC Enrichment
 - b. “Careers That Make Change” ARC Enrichment
 - c. Junior Boosters Club “Thanksgiving in a Box” Drive
4. Community Council Initiatives
 - a. Holiday Coalition

- b. Homework Free Vacation
- c. Activities fair
- 5. Concerns of Study Body
 - a. Community Council Suggestion Box

b) Report of the Superintendent

- **District Updates**
- **Enrollment Report**

Dr. Brian Reagan, Superintendent, presented updates to the committee. Topics included: School Residency Update, Agenda Planning Document, Joint MASC/MASS Conference, and Enrollment. A copy of his memo and presentations were included in the packet.

Discussion ensued.

c) Subcommittee Reports:

- **Budget Subcommittee**
none
- **Policy Subcommittee**
none
- **Strategic Goals Subcommittee**
Met on 11.02.2023
- **Buildings and Grounds Subcommittee**
Will meet 11.16.2023
- **Superintendent's Evaluation Subcommittee**
none
- **Student Advisory Subcommittee**
none

V. Matters for Discussion

a. Old Business

- 1. none**

b. New Business

1. School Improvement Plans

- a) Farley**
- b) Forest Avenue**
- c) Mulready**

Dr. Reagan introduced Ms. Rachel Scanlon, principal of Farley Elementary School; Mr. Dave Champigny, principal of Forest Avenue Elementary School; and Ms. Costa Sardella, principal of Mulready Elementary School. They presented their respective School Improvement Plans (SIPs) and a copy of their SIPs was included in the packet.

Not Approved

Discussion ensued.

VI. Matters for Action

a. Old Business

1. None

b. New Business

1. Approval of Student Activity Accounts for the 2023-2024 School Year at Hudson High School:

- a. A motion to authorize the list of active accounts as presented for the 2023-2024 school year was made by Mr. Smith and seconded by Mr. Yates.

Ms. MacKenzie	Yes
Mr. Monsini	Yes
Mr. Sharek	Yes
Mr. Smith	Yes
Mr. Terra-Salomão	Yes
Mr. Yates	Yes
Ms. Ankstitus	Yes

Approved unanimously.

- b. A motion to authorize new club accounts for the 2023-2024 school year was made by Mr. Smith and seconded by Ms. MacKenzie.

Mr. Monsini	Yes
Mr. Sharek	Yes
Mr. Smith	Yes
Mr. Terra-Salomão	Yes
Mr. Yates	Yes
Ms. Ankstitus	Yes
Ms. MacKenzie	Yes

Approved unanimously.

- c. A motion to authorize a \$75,000 maximum balance in the Student Activity Checking Account at Hudson High School was made by Mr. Smith and seconded by Mr. Terra-Salomão.

Mr. Sharek	Yes
Mr. Smith	Yes
Mr. Terra-Salomão	Yes
Mr. Yates	Yes
Ms. Ankstitus	Yes

Ms. MacKenzie	Yes
Mr. Monsini	Yes

Approved unanimously.

2. Approval of Student Activity Accounts for the 2023-2024 School Year at Quinn Middle School

- a. A motion to authorize the list of active accounts as presented for the 2023-2024 school year was made by Mr. Yates and seconded by Mr. Terra-Salomão.

Mr. Smith	Yes
Mr. Terra-Salomão	Yes
Mr. Yates	Yes
Ms. Ankstutus	Yes
Ms. MacKenzie	Yes
Mr. Monsini	Yes
Mr. Sharek	Yes

Approved unanimously.

- b. A motion to authorize stipend to be paid from David J. Quinn Middle School SAF was made by Mr. Yates and seconded by Mr. Terra-Salomão.

Mr. Terra-Salomão	Yes
Mr. Yates	Yes
Ms. Ankstutus	Yes
Ms. MacKenzie	Yes
Mr. Monsini	Yes
Mr. Sharek	Yes
Mr. Smith	Yes

Approved unanimously.

- c. A motion to authorize a \$9,000 maximum balance in the Student Activity Checking Account at the Quinn Middle School was made by Mr. Yates and seconded by Mr. Terra-Salomão.

Mr. Yates	Yes
Ms. Ankstutus	Yes
Ms. MacKenzie	Yes
Mr. Monsini	Yes
Mr. Sharek	Yes
Mr. Smith	Yes
Mr. Terra-Salomão	Yes

Approved unanimously.

3. Consent Agenda:

- i. Approval of gift from McGovern Automotive Group the amount of \$700.00 for use in Farley Elementary School
- ii. Approval of gift of three (3) 3-D Printers from Marc Puleo in the amount of \$900.00 for use in the STEM Program at Quinn Middle School
- iii. Approval of gift of Epson Powerlight 685 Projector from ProAV Systems in the amount of \$1,460.00 for use in Hudson High School

A motion to approve the items under consent agenda was made by Mr. Smith and seconded by Mr. Terra-Salomão.

Ms. Ankstitus	Yes
Ms. MacKenzie	Yes
Mr. Monsini	Yes
Mr. Sharek	Yes
Mr. Smith	Yes
Mr. Terra-Salomão	Yes
Mr. Yates	Yes

Approved unanimously.

VII. Items of Interest to the School Committee

Ms. MacKenzie reminded the community that the following two days are half-days at the elementary schools for family/teacher conferences.

Mr. Terra-Salomão received mail from Marlboro Public Schools declaring they are hiring. He suggested Hudson Public Schools do something similar.

Mr. Smith thanked Ellen Schuck and those who helped with the new arrangements for the School Committee Meeting rooms.

Mr. Sharek saw Senator James Eldridge and shared a positive conversation he had.

Mr. Terra-Salomão shared that the constructive feedback shared by committee members with district staff during meetings has rendered positive changes and results.

VIII. Executive Session

Motion to go into executive session, and not return to open meeting, pursuant M.G.L. c. 30A section 21(a) for the following purposes:

Purpose (3): to discuss strategy with respect to collective bargaining with both the Hudson Education Association, and with the Hudson Paraeducator Association, if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

Mr. Terra-Salomão seconded the motion.

Ms. MacKenzie	Yes
Mr. Monsini	Yes
Mr. Sharek	Yes
Mr. Smith	Yes

Not Approved

Mr. Terra-Salomão	Yes
Mr. Yates	Yes
Ms. Ankstitus	Yes

Approved unanimously.

Public Meeting Ended at 8:36PM.

IX. Adjournment

Respectfully submitted,
Mark Terra-Salomão, Secretary
Hudson School Committee

V.

Matters for Action

New Business

GIFT TO HUDSON PUBLIC SCHOOLS - APPROVAL FORM

The following gift has been donated to Hudson Public Schools and presented to the School Committee for Approval and Acknowledgement:

Gift	GIFT Information
Description:	Donation of 44 fiction and non-fiction books to the Joseph L. Mulready Elementary School library/media center
Purpose:	To add reading material to the Mulready library
Date received:	October 2023 through November 2023
Type of Gift:	Various donations from patrons
Donation Amount:	\$392.50
Fiscal Admin:	Ellen Schuck
Gift Designation / Purpose:	Gift to Joseph L. Mulready Elementary School
School Designation:	JLM – Joseph L. Mulready Elementary School

School Committee Date: _____

Vote: _____

HUDSON PUBLIC SCHOOLS
Office of the Superintendent of Schools
155 Apsley Street
Hudson, Massachusetts 01749

Funding Source: Title II Professional Development line

Account Number: _____

Contract for Services

Consultant Information

Name: Focused Schools
Address: 1517 North Point St. #341, San Francisco, CA 94123
Social Security #/ Federal Tax Identification #: 47-3213973

Terms of Contract: As an independent contractor you shall maintain all insurances as are necessary for purposes of liability and shall not hold the Hudson Public Schools responsible for any injuries stemming from performance of any duties associated with this job. The Town of Hudson, as required by law, will report all compensation to the Internal Revenue Service, and will provide a copy of this report to you.

Contractors are required to authorize the district to conduct a C.O.R.I. (Criminal Offender Record Information) search through the Criminal History Systems Board. This contract is contingent upon a satisfactory CORI report.

Maximum Contract Dollars and/or Rate: Not to exceed xxx hours at \$xx per hour, unless written prior approval is received. The total compensation for services not to exceed \$44,200

Payment Schedule: Upon monthly invoicing by contractor.

Description of Services


The Individual Contractor/Agency agrees to perform the following services for the Hudson Public Schools:

- ◆ Provide 10 direct service days ILT Professional Development sessions.
- ◆ Provide 7 days of executive coaching/service preparation.

Timeline for Services: 2023-2024 School Year

Termination: This contract may be terminated for non-performance at any time. In the event of termination, compensation will be adjusted to the percentage of performance completed. In addition, this contract is subject to state and federal appropriations and may be terminated immediately upon cessation of funding by the appropriate funding source. Either party reserves the right to terminate this contract upon providing thirty (30) days notice of the intent to terminate to the other.

For the Individual Contractor/Agency



Signature of Contractor

Date: 11.15.23

DocuSigned by:
For the Hudson Public Schools



7FBAA07D1282461
School Business Manager

Date: 11/20/2023

Superintendent of Schools

Date: _____

Hudson School Committee

Date: _____

SUPPLY/SERVICE PROCUREMENT FORM Ch. 30B Ch. 149 CH. 30 §39m

This form must be submitted to the Executive Assistant for approval of all purchases of supplies or services with an aggregate cost of more than \$4999. Procurements over \$4999 will also require a signed contract authorized by either the Board of Selectmen or School Committee.

Department:
Curriculum, Instruction, Professional
Learning

Date:
11/13/23

Department Head: Kathleen Provost

(signature) *Kathleen Provost*

Detailed Description of Items/Service being purchased (attach additional sheet if necessary):

Contract with Focused Schools: ILT Professional Development for Administrative team and school based teams. School based executive coaching, and debriefing and planning with Superintendent and Assistant Superintendent.

procurement exempt from MGL 30B by virtue of section 1(b)(22) which excepts:
(22) a contract to provide job-related training, educational or career development services to the employees of a governmental body

Recommended Quote or Bid

Date Quote Received: 5/22/23

Quote: \$44,200

Company Name: Focused Schools

Written Verbal

Address: 1517 North Point Street #341

San Francisco, CA 94123

Quote Issued By: Dillon Rogers

Tel.: 844-957-2466

FAX:

Special Conditions/Notes: Title II Grant Funding

DocuSigned by:

11/14/2023

Daniel Z...

Second Quote or Bid

Date Quote Received:

Quote:

Company Name:

Written Verbal

Address:

Quote Issued By:

Tel.:

FAX:

Special Conditions/Notes:

Third Quote or Bid

Date Quote Received:

Quote:

Company Name:

Written Verbal

Address:

Quote Issued By:

Tel.:

FAX:

Special Conditions/Notes:

DocuSigned by:

Thomas Gregory

Chief Procurement Officer Action

11/14/2023

Approved:

BA41F062A0784A6...

Date:

Comments:

n/a

Please attach special conditions, notes, specifications or related documentation to this form.



Thank You + We Look Forward To Continuing Our Partnership With You!

kpurcell@focusedschools.com | 1-844-957-2466, Ext. 700
drogers@focusedschools.com | 1-844-957-2466, Ext. 702
[focusedschools.com](https://www.focusedschools.com)

Build District and School Leadership TO SUPPORT STUDENT GROWTH.
Because Every Student DESERVES EQUITABLE OPPORTUNITIES to reach their full potential.



FOCUSED
SCHOOLS

Hudson Public Schools

Kathleen Provost, Assistant Superintendent

Proposal of Services: July 1, 2023 - June 30, 2024

Submitted: May 22, 2023

Build District and School Leadership TO SUPPORT STUDENT GROWTH.
Because Every Student DESERVES EQUITABLE OPPORTUNITIES to reach their full potential.

About

For more than two decades, Focused Schools has partnered with leaders in urban, suburban, and rural districts to strengthen systems, structures, and processes.

Through targeted professional development, coaching, facilitation, technical assistance, and resources, we help leaders align their efforts in support of every student - every day. All of these shifts in practice and mindset lead to equitable access for all students to have the resources they need to optimize their learning and accelerate growth.

22

YEARS SERVING

CLIENTS

Deliverables

The Focused Schools Team will:

1. Guarantee GROWTH within phase 1 and each phase to follow.
2. Support in strengthening systems, structures, and processes to support continuous IMPROVEMENT.
3. Use DATA to help drive the decisions leaders make.
4. Ensure all services support the goal of EQUITABLE access for every student to reach their full potential.
5. Foster a culture that promotes bounded AUTONOMY.
6. Customize services to meet your SPECIFIC NEEDS.
7. Build CAPACITY to work ourselves out of a job.

7

GUARANTEED
DELIVERABLES

Services

- District Leadership Development
- Strategic Planning
- School Leader Development
- Change of Principal Workshop
- Instructional Leadership Team Development
- Instructional Coach Development
- Aspiring Leader Development
- Leadership Coaching
- Data Analysis and Recommendations

2+

MILLION STUDENTS
SERVED

Impact

Focused Schools believes what makes for successful improvement in districts and schools is not simply a matter of new programs or practices but the implementation of focused strategies with proven results over time.

In every partnership, our commitment is to empower and equip district leaders, principals, assistant principals, teachers, and all educators to become focused on their primary role: ensuring equitable access to high-quality teaching and learning for every student, every day -- no exceptions.

Each of our consultants has a strong track record in continuous improvement - resulting in significant growth towards goals and outcomes.

100%
OF OUR
CONSULTANTS ARE
EDUCATORS



FOCUSED
SCHOOLS

Your Project + Investment

Hudson Public Schools: Accomplishments at a Glance

- Implemented of a learning walk protocol at every school
- Developed an understanding and commitment to learning walks among principals and assistant principals
- ILTs continue to successfully implement their instructional focus and meet on a regular basis
- Coaches continue to serve as leaders of learning
- Curriculum directors continue to support each school's focus within their content areas
- Leaders (principals, assistants, coaches, and district leadership) have built a strong network with leaders in Blackstone-Millville Regional School District

Hudson Public Schools: Scope of Services

- Expansion of cross-district collaboration with Blackstone-Millville Regional School District
- Professional development for ILTs in learning walks and the data inquiry cycle
- Executive coaching (differentiated) for school leaders
- Executive coaching for the Assistant Superintendent
- Professional development for Curriculum Directors in learning walks and the data inquiry cycle
- Other services as deemed appropriate by the Superintendent and/or Assistant Superintendent

2023-2024 Services	Total Days	Rate	Total
Direct Service	10	\$3,000	\$30,000
Service Preparation and Project Management	7	\$3,000	\$21,000
Total Consultant Services	17	\$3,000	\$51,000
Total Consultant Services - Discounted	17	\$2,600	\$44,200
Total 2023-2024 Service Proposal - Hudson Public Schools			\$44,200

Due to continued rising costs of travel, Focused Schools is expecting an increase to our daily rate to \$3,000 effective July 1, 2023. The above proposal reflects this increase, but discounts it to \$2,600 to stay in line with the current year's rate. When possible, it is always our goal to maintain pricing for existing clients throughout the length of our partnership.

This Consulting Services Agreement between Hudson Public Schools (“HPS”) and Focused Schools (“FS”) confirms the terms previously discussed between both parties.

HPS has requested the services of FS from July 1, 2023 - June 30, 2024 (“TERM”) and FS agrees to provide the requested consulting services based on the following terms:

- I. FS will deliver additional support to supplement the ongoing work of HPS and accelerate their school improvement efforts and deepen instructional leadership by:
 - a. Designing and delivering a bank of 10 service days to achieve the greatest impact for HPS.
- II. The Budget on page 9 of this document includes all associated fees for FS consultation services, including all coaching and professional development, service preparation days, administrative fees and travel costs (to deliver onsite services) for a total cost of \$44,200.
- III. Monthly invoices based on FS services provided will be prepared and sent by email:

Hudson Public Schools
Attention: Kathleen Provost
Office of the Superintendent
155 Apsley Street
Hudson, MA 01749
Email: kprovost@hudson.k12.ma.us Phone: 978-618-1563

IV. HPS shall pay all FS invoices within 30 days of receipt. Payments will be by check or ACH per the directions below:

<p>Checks are to be made payable to: Focused Schools, LLC</p> <p>Mailing Address: Focused Schools 1517 North Point Street, #341 San Francisco, CA 94123</p>	<p>If paying by ACH, use the following instructions:</p> <p>Bank Name: PNC Bank Bank Routing #: 021052053 Bank Account Name: Focused Schools LLC Bank Account #: 57149136</p>
---	--

- V. All related operating expenses, including but not limited to communications and materials, are included in FS Consulting Administrative Services fee.
- VI. Either party may terminate this Agreement for any reason and without cause, including changes to district funding allocations upon thirty (30) days written notice.
- VII. In the event this Agreement is terminated:
 - a. HPS will compensate FS for all documented expenses, and the reasonable value of all services completed by FS up to the date of termination, and;
 - b. FS will refund any HPS funds for FS consultative and administrative services that have been paid but not delivered prior to the Agreement termination notice.
- VIII. Focused Schools is committed to delivering every contracted Direct Service day. However, in the case of "snow days" or other situations that arise without advanced notice that do not permit the Consultant to deliver a scheduled service day, FS reserves the right to charge for this session.
- IX. Focused Schools has a team of highly-qualified Consultants, each capable of delivering our Focused Leadership Framework. Though we believe in consistency between Consultant and Client for our work, there may be a rare instance that requires a change of Consultant. Focused Schools maintains the right to change any Consultant working with a Client but will always work with the Client to ensure the change to a new Consultant is mutually agreeable with the Client.

Terms and Agreements

By signing below, all parties agree to the terms in this agreement.

Kathleen Provost, Assistant Superintendent Hudson Public Schools (MA)	Date
--	------

Dillon Rogers, Finance / Operations Manager Focused Schools, LLC	Date
---	------

Reclass Budget Funds Request

Used for moving funds *between* accounts.

FY24

Date: October 24, 2023

Request From: Finance Department

To: Asst Fin Dir/Asst Town Acct

Please record the following receipt reclass(es):

		<u>Acct #</u>	<u>Acct Name</u>	<u>Amount (incorrect)</u>	<u>Amount (correct)</u>
<i>Fund Adjustment Number 1</i>	<u>Remove</u>				
	<u>From</u>	0549	Instr Curr Supplies EL HHS	(\$234.00)	
	<u>Add To</u>	4300	24-121 Summer Acceleration Snack and Lunch		\$234.00
<i>Fund Adjustment Number 2</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				
<i>Fund Adjustment Number 3</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				

Page Total: (\$234.00) \$234.00



Reason for Reclass:

To Reclass expenses from Acct#0549 to Grant Acct#4300

Please Note:

- 1 Post date subject to final determination by Town Accountants Office.
- 2 Reclassifications and transfers must net out to zero.
- 3 Detail Supporting documentation must accompany request.
- 4 If authorized signatures are not needed, please explain.

Authorized Signature:

Daniel Dale
Executive Director of Finance & Operations

Preparer Signature:

Olivia M. B.
Grants & Accounting Specialist

SC Authorized Signature: _____

SC Authorized Signature: _____

SC Authorized Signature: _____

SC Authorized Signature: _____

SC Authorized Signature: _____

Reclass Budget Funds Request
Used for moving funds *between* accounts.

FY24

Date: November 14, 2023

Request From: Michael Thomas

To: Asst Fin Dir/Asst Town Acct

Please record the following receipt reclass(es):

		<u>Acct #</u>	<u>Acct Name</u>	<u>Amount</u> <u>(incorrect)</u>	<u>Amount</u> <u>(correct)</u>
<i>Fund Adjustment Number 1</i>	<u>Remove</u>				
	<u>From</u>	<u>579</u>	<u>Student SVCS Collaborative ADMIN</u>	<u>(\$10,793.55)</u>	
	<u>Add To</u>	<u>580</u>	<u>Student SVCS Collaborative Tuition</u>		<u>\$10,793.55</u>
<i>Fund Adjustment Number 2</i>	<u>Remove</u>			<u>(incorrect)</u>	<u>(correct)</u>
	<u>From</u>				
	<u>Add To</u>				
<i>Fund Adjustment Number 3</i>	<u>Remove</u>			<u>(incorrect)</u>	<u>(correct)</u>
	<u>From</u>				
	<u>Add To</u>				

Page Total: (\$10,793.55) \$10,793.55



Reason for Reclass: To reclass from Student SVCS Collaborative #0579 to Student SVCS Tuition #0580.

- Please Note:
- 1 Post date subject to final determination by Town Accountants Office.
 - 2 Reclassifications and transfers must net out to zero.
 - 3 **Detail Supporting documentation must accompany request.**
 - 4 If authorized signatures are not needed, please explain.

Authorized Signature: *Daniel Gale*
Daniel Gale, Director of Finance & Operations

Preparer Signature: *Michael Thomas*
Michael Thomas, Senior Accountant

SC Authorized Signature(s): _____

Reclass Budget Funds Request
Used for moving funds *between* accounts.

FY24

Date: November 14, 2023
Request From: Alisha Brown
To: Asst Fin Dir/Asst Town Acct

Please record the following receipt reclass(es):

		<u>Acct #</u>	<u>Acct Name</u>	<u>Amount (incorrect)</u>	<u>Amount (correct)</u>
<i>Fund Adjustment Number 1</i>	<u>Remove</u>				
	<u>From</u>	4129	24-345 ADL Technology, Supplies & Materials	(\$822.15)	
	<u>Add To</u>	3979	23-345 ADL Technology, Supplies & Materials		\$822.15
<i>Fund Adjustment Number 2</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				
<i>Fund Adjustment Number 3</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				

Page Total: (\$822.15) \$822.15

Reason for Reclass: To Reclass Expenses from Grant# 4129 24-345 ADL to Grant# 3979 23-345 ADL

- Please Note:
- 1 Post date subject to final determination by Town Accountants Office.
 - 2 Reclassifications and transfers must net out to zero.
 - 3 Detail Supporting documentation must accompany request.
 - 4 If authorized signatures are not needed, please explain.

Authorized Signature:
Daniel Gale, Director of Finance & Operations

Preparer Signature:
Alisha M. Brown, Grants & Accounting Specialist

SC Authorized Signature(s): _____

Reclass Budget Funds Request
Used for moving funds *between* accounts.

FY24

Date: November 14, 2023

Request From: Michael Thomas

To: Asst Fin Dir/Asst Town Acct

Please record the following receipt reclass(es):

		<u>Acct #</u>	<u>Acct Name</u>	<u>Amount</u> <u>(incorrect)</u>	<u>Amount</u> <u>(correct)</u>
<i>Fund Adjustment Number 1</i>	<u>Remove</u>				
	<u>From</u>	<u>578</u>	<u>Student SVCS Residential Private</u>	<u>(\$75,217.81)</u>	
	<u>Add To</u>	<u>577</u>	<u>Student SVCS Private School Day</u>		<u>\$75,217.81</u>
<i>Fund Adjustment Number 2</i>	<u>Remove</u>			<u>(incorrect)</u>	<u>(correct)</u>
	<u>From</u>				
	<u>Add To</u>				
<i>Fund Adjustment Number 3</i>	<u>Remove</u>			<u>(incorrect)</u>	<u>(correct)</u>
	<u>From</u>				
	<u>Add To</u>				

Page Total: (\$75,217.81) \$75,217.81



Reason for Reclass: To reclass from Student SVCS Residential Private #0578 to Student SVCS Private School Day #0577.

- Please Note:
- 1 Post date subject to final determination by Town Accountants Office.
 - 2 Reclassifications and transfers must net out to zero.
 - 3 Detail Supporting documentation must accompany request.
 - 4 If authorized signatures are not needed, please explain.

Authorized Signature: *Daniel Gale*
Daniel Gale, Director of Finance & Operations

Preparer Signature: *Michael Thomas*
Michael Thomas, Senior Accountant

SC Authorized Signature(s): _____

VI.

Items of Interest to the School Committee

VII.

Adjournment