

Southeast Hampden Welfare District

The following is the report of the Southeast Hampden Welfare District, comprising the towns of Monson, Hampden and Wales.

Balance as of January 1, 1963		\$ 2,509.93
Payments from Towns Comprising District:		
Monson		2,400.00
Hampden		600.00
Wales		600.00
Rec'd from Federal Gov't		9,337.94
Rec'd from State		5,057.28
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		\$20,505.15
Expenditures	\$16,380.48	
Balance forward to 1964		\$ 4,124.67

EXPENDITURES

Salaries: Director, Social Worker, Jr. Clerk & Typist	\$14,140.00
Treas. Hampden County Retirement	794.00
Salary: Dist. Treas.	100.00
William P. Stone, P.M. (Stamps)	100.00
Travel & Conf. Expense	
Director & Soc. Worker	532.10
Town of Monson (Rent)	180.00
Frederick J. Sullivan, Jr. (Bond)	6.00
New England Tel. & Tel. Co.	271.00
Supplies & Forms	198.52
Broadway Office Supply Co. (File)	45.86
Public Administration (Dues)	13.00
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Total Expenditures	\$16,380.48

Respectfully submitted,

MARY H. CANTWELL, Director

Report of the Bureau of Old Age Assistance

Cases Active Jan. 1, 1963	11
Cases Added During 1963	0
Cases Closed During 1963	0
Cases Active Dec. 31, 1963	11

TOWN APPROPRIATION

Appropriation		\$ 6,000.00
Cash Paid on Payrolls	\$5,702.25	
Paid Other Cities-Towns	290.77	
	\$5,993.02	
Unexpended Balance Dec. 31, 1963		\$ 6.98

FEDERAL GRANT

Balance Jan. 1, 1963		\$ 7,670.64
Rec'd from Federal Gov't		6,968.00
		\$14,638.64
Cash Paid on Payrolls	\$7,246.10	
Balance Dec. 31, 1963		\$ 7,392.54
Cash Rec'd from State (to Est. Receipts)		\$ 3,604.34

MEDICAL ASSISTANCE FOR THE AGED

Cases Active Jan. 1, 1963	6
Cases Added During 1963	0
Cases Closed During 1963	2
Cases Active Dec. 31, 1963	4

TOWN APPROPRIATION

Appropriation		\$10,000.00
Cash Paid on Payrolls	\$8,298.55	
Unexpended Balance Dec. 31, 1963		\$ 1,701.45

FEDERAL GRANT

Balance Jan. 1, 1963		\$ 5,048.69
Rec'd from Federal Gov't		4,921.19
Recoveries		613.75
		\$10,583.63

Cash Paid on Payrolls	\$2,810.00
Balance Dec. 31, 1963	\$ 7,773.63
Cash Rec'd from State (to Est. Receipts)	\$ 3,624.13

Respectfully submitted,

WALTER M. ICKRATH, Chairman

CHARLES MELVILLE

WILLIAM PATULLO

By: MARY H. CANTWELL, Director

Board of Public Welfare

CIVIL DEFENSE

The Hampden Civil Defense committee was in full operation during 1963. All sector meetings were attended by one or more members of this office. Requests for material, information, and a minor emergency were taken care of.

An eight hour radiological monitoring course was completed by Chief Gordon Casey of the Fire Dept., Gordon J. E. Willcutt, Francis Haynes, Edward W. Brittain, Jr., Charles Melville, Jr. and your Director. This course was attended by men from twelve cities and towns comprising Sector 4A and was conducted by Instructor Harry Johnson of the local staff. A supply of radiological instruments supplied by the Massachusetts Civil Defense Agency are now on hand and we have properly trained men to use them. There were no expenses to the Town, as the staff paid their own way.

The Town will be re-surveyed in regard to the fallout shelter program.

Respectfully submitted,

HAMILTON deLISLE, Director

HARRY JOHNSON, Shelter and
Radiological Officer

HOWARD CUTTING, Radiological Officer

BUILDING COMMISSIONER'S REPORT FOR 1963

For the year ending December 31, 1963 there were four hundred and forty-five permits granted.

These were as follows:

New houses	55
Hall for St. Mary's Church	1
Barns	2
Garages	3
Sheds	10
Additions to houses	21
Alterations to houses	8
Addition to garage	1
Addition to barn	1
Alterations to barns	2
Demolish sheds	3
Demolish brooder houses	2
Demolish barn	1
Electrical	
New houses	65
Alterations	61
Plumbing	
New houses	54
Alterations	28
Septic tanks	63
Gas piping	33
Wells	31
Inspections	
Building	221
Electrical	249
Plumbing	263

Respectfully submitted,

GORDON J. E. WILLCUTT
Building Commissioner

REPORT OF INSPECTOR OF SLAUGHTERING

During the year 1963 I inspected and stamped two beef and 10 hogs.

Respectfully submitted,

GEORGE A. PATRIC
Inspector of Slaughtering

Trustees for County Aid to Agriculture

HAMPDEN, MASSACHUSETTS

In accordance with the General Laws of the Commonwealth-Chapter 128- The Trustees for County Aid to Agriculture are empowered to receive, on behalf of the County, money appropriated by any town or by the Federal Government for carrying out the provisions of the law under which they are appointed.

The Trustees are further empowered to maintain agents to conduct meetings or demonstrations, make individual farm and home visits and in all ways help to improve home and community interests in every way possible.

Their agents have made contacts during the past year in every community either by public meetings, individual visits, group discussions, demonstrations or otherwise in attempting to assist the needs of the citizens toward better business, better living and better community service and have been capably assisted by hundreds of local volunteer leaders to this end.

In Hampden the following citizens have been of real assistance in promoting such assigned projects as have been conducted during the year:- Mrs. Edward Dayton, Mr. and Mrs. Antonio Esposito, Mrs. Kenneth Green and Mrs. Ralph Miller.

A total expense of \$15.63 was incurred during the year for either travel or purchase of material needed in carrying on the various projects by the local leaders. The appropriation made by your town was used by the agents of the Trustees for only residents of your town.

FINANCIAL SUMMARY

1963 Appropriation	\$ 50.00
1962 Unexpended Balance	107.41
Total Available for 1963	157.41
Total Expenditures in 1963	15.63
1964 Balance Available	141.78
1964 Recommended Appropriation	25.00

Respectfully submitted,

Trustees for County Aid to Agriculture

ALBERT H. FULLER, Clerk

BOARD OF APPEALS

The Board of Appeals held three public hearings during the year 1963.

The petition of William J. Kingston, Jr. was approved, with restrictions.

The petition of Dominic Conti was denied.

The petition of James Whipple was denied.

Respectfully submitted,

STUART F. HILL, Chairman

LAWRENCE SULLIVAN

ROBERT KING

DALTON PHILPOTT
Alternates

RICHARD JALBERT

DEWITT ACKERMAN

REPORT OF THE SALARY SURVEY COMMITTEE

As directed by the June 10, 1963 Special Town Meeting's affirmative motion, as amended on Article 5, the Town Moderator appointed a Special Salary Survey Committee. The article defined the scope of the Special Committee as "to study the salaries of all elected and appointed Town Officers, and to report its findings and recommendations to the Advisory Committee prior to December 21, 1963, and at the next annual Town Meeting."

Several approaches were taken in assembling the necessary information to assure a realistic base for future recommendations. First, the report by the 1961 Salary Survey Committee and all supporting data were thoroughly reviewed. Secondly, the Massachusetts Municipal Personnel Boards Association, and the Bureau of Government Research at the University of Massachusetts were contacted. From these sources, town incomes and salaries of Town Officials were obtained for all Massachusetts towns having a population within 500 of that of Hampden. Each of the towns (twenty-six in number including Hampden) were individually contacted for additional information pertaining to disposal of fees collected by Town Officials. Beyond this, the Committee met with

those Town Officials who felt a discussion would be mutually beneficial. Hence, considerable information from a variety of sources was gathered for analysis.

As expected, even though the towns selected for study were fairly close to Hampden with respect to population, the town incomes and salaries of Town Officials varied rather widely. One very pertinent fact was quickly revealed in a graphic representation of town income versus population, that is, Hampden's total income was the sixth lowest of the twenty-six towns studied. Obviously, this fact was weighed heavily in determining what was considered adequate remuneration for Hampden Town Offices relative to officials in the other Massachusetts towns of comparable size.

Utilizing a graph representing the salary of town officials as a function of town income it became apparent that the salaries of the Moderator and Selectmen of Hampden were above average, while those of the Town Clerk, Tax Collector and Assessors required upward adjustments to reach an equitable level. Salaries of all remaining Town Officials except the Building, Plumbing, and Electrical Inspectors were in line with those received by the town surveyed.

No direct comparison of compensation received by the Building, Plumbing and Electrical Inspectors of Hampden with those of other Massachusetts towns of comparable population can be made. Questionnaires covering salaries and expenses of these officers were returned by twenty of the twenty-six towns surveyed and not a single town pays straight salaries to three such inspectors. Many towns have no inspectors, or one or two inspectors handling the three positions, others pay an hourly rate or strictly on a fee basis; hence, no uniform system is generally employed. The Survey Committee, following discussions with the Advisory Committee, unanimously agree that while it is the responsibility of the town to appoint competent inspectors, it is not the town's responsibility to compensate such inspectors. The combination of salary and expenses associated with these offices should be borne by those utilizing their services. Hence, a system based on fees should be drawn up and whatever action is necessary taken for adoption of such a system.

In summary, the Survey Committee would like to emphasize two points. First, acceptance of the recommendation detailed below by the Advisory Committee in the form of Articles at the next Annual Town Meeting will not only result in more equitable salaries for Hampden Town Officials, but at the same time save \$307.00. The second point to be emphasized was presented so well in the 1961 Salary Survey Report it is quoted here, "The Committee was unanimous in that public service, certainly in a town like Hampden, can not be compensated to the degree that the community benefits from services rendered". This factor in

combination with the study presented above are the basis for the Committee's recommendations.

The following recommendations are made to the Advisory Committee:

1. The salary of the Town Moderator for 1964 be reduced from \$42.00 to \$25.00 per year.
2. The combined salaries of the Town Selectmen for 1964 be reduced from \$840.00 to \$600.00 per year.
3. The salary of the Town Clerk be increased from \$850.00 to \$1000.00 per year.
4. The salary of the Tax Collector be increased from \$1350.00 to \$1450.00 per year.
5. The combined salaries of the Assessors be increased from \$600.00 to \$900.00 per year.
6. The salaries and expenses of the Building Inspector, Plumbing Inspector, and Electrical Inspector (totaling \$600.00 per year) be eliminated from the Town Budget and replaced with a fee system to be set up jointly by the Advisory Committee and the current Salary Survey Committee. The fee system to be based on the principle that all compensation for the above Inspectors' services be paid by those persons utilizing such service. Further, that whatever action is required to establish the fee system concept be included in an article to be voted on at the next Annual Town Meeting.
7. That any future Articles pertaining to salaries of Town Officers should be based on a sound study of salary policy rather than a general percentage increase for all offices.
8. That the salaries of all elected and appointed Town Officials be reviewed in 1966 to assure that these offices receive adequate compensation for their services.

The members of the Salary Survey Committee wish to express their appreciation to the Town Officials and the Advisory Committee for their help and cooperation during this study.

Respectfully submitted,

FRANCIS T. BUCKLEY

LOUIS LEVINE

RITA F. TEED

JOSEPH J. ZAHER

DIRECTOR OF ACCOUNTS
DEPARTMENT OF CORPORATIONS AND TAXATION
BOSTON, MASSACHUSETTS

Sir:

As directed by you, I have made an audit of the books and accounts of the town of Hampden for the period from August 20, 1961, the date of the previous examination, to September 7, 1963, and report thereon as follows:

The financial transactions, as recorded on the books of the several departments receiving or disbursing money for the town or committing bills for collection, were examined, checked and verified by comparison with the records in the offices of the town accountant and the town treasurer.

The books and accounts in the accountant's office were examined and checked, the recorded receipts being compared with the treasurer's books and with the records of the several departments collecting money for the town. The payments, as entered, were checked with the treasurer's books and with the treasury warrants, while the appropriations and transfers were checked with the town clerk's records of financial votes passed by the town meetings and with the finance committee's authorizations of transfers from the reserve fund.

The ledger accounts were analyzed, the necessary adjustments resulting from the audit were made, and a balance sheet showing the financial condition of the town on September 7, 1963 was prepared and is appended to this report.

The books and accounts of the town treasurer were examined and checked in detail. The cash book was footed and the recorded receipts were compared with the accountant's ledger, with the *departmental records of payments to the treasurer*, and with other sources from which money was paid into the town treasury. The payments were compared with the warrants approved by the selectmen and with the town accountant's ledger.

The treasurer's cash balance on September 7, 1963 was proved by actual count of the cash in the office and by reconciliation of the bank balance with a statement furnished by the bank of deposit.

The records of payroll deductions on account of Federal and State taxes, the county retirement system, and Blue Cross and Blue Shield were examined. The deductions were footed, the payments to the proper agencies were verified, and the balances on hand were reconciled with the respective controls in the accountant's ledger.

The payments on account of maturing debt and interest were proved with the amounts falling due and were checked with the cancelled securities on file. The outstanding coupons on September 7, 1963 were listed and reconciled with a statement received from the bank of deposit.

The savings bank books representing the investments of the several trust and investment funds in the custody of the town treasurer and the trustees were examined and listed. The income was proved, and all transactions and balances were verified and compared with the town accountant's ledger.

The records of tax titles and tax possessions held by the town were examined and checked. The amounts transferred to the tax title account were checked with the collector's books, the reported redemption was compared with the treasurer's recorded receipts, and the tax titles and tax possessions on hand were listed, reconciled with the town accountant's ledger accounts, and checked with the records at the Registry of Deeds.

It is recommended that the treasurer institute foreclosure proceedings, as required by law, on all tax titles held over two years.

The books and accounts of the tax collector were examined and checked in detail. The tax and excise accounts outstanding at the time of the previous audit, as well as all subsequent commitments, were audited and proved with the warrants issued by the board of assessors. The recorded collections were checked with the payments to the treasurer as shown by the treasurer's and the accountant's books, the abatements, as entered, were compared with the assessor's records of abatements granted, the transfers to the tax title account were proved, the outstanding accounts were listed and reconciled with the respective controls in the accountant's ledger, and the cash balance on September 7, 1963 was verified by actual count of the cash in the office.

Further verification of the outstanding accounts was made by sending notices to a number of persons whose names appeared on the books as owing money to the town, and from the replies received it appears that the accounts, as listed, are correct.

It is recommended that the tax collector make a determined effort to obtain a prompt settlement of all past due taxes which date back to 1957.

The surety bonds of the several town officials required by law to furnish them for the faithful performance of their duties were examined and found to be in proper form.

The financial transactions of the town clerk were examined and checked. The receipts pertaining to dog and sporting licenses and for gasoline registrations were checked with the records of

licenses issued and with the registrations on file. The payments to the town treasurer and to the Division of Fisheries and Game were verified, and the cash balance on September 7, 1963 was proved by actual count of the cash in the office.

It is recommended that the town clerk keep a detailed cash book for the purpose of recording all receipts.

The appropriations were listed from the records of town meeting proceedings as kept by the town clerk, and the amounts voted were compared with the aggregate appropriations raised by the assessors in the determination of the 1962 and 1963 tax rates.

The records of receipts of the selectmen and the scales of weights and measures, as well as of the public welfare, veterans' services, school, and cemetery departments, and of all other departments collecting money for the town or committing bills for collection, were examined and checked with the treasurer's cash receipts and with the records of the town accountant.

Appended to this report, in addition to the balance sheet, are tables showing reconciliations of the several cash accounts, summaries of the tax, excise, and departmental accounts, as well as schedules showing the transactions and condition of the several trust and investment funds.

For the cooperation extended by the several town officials during the progress of the audit, I wish, on behalf of my assistants and for myself, to express appreciation.

Respectfully submitted,

WILLIAM SCHWARTZ

Assistant Director of Accounts

Mr. Arthur H. MacKinnon

Director of Accounts

Boston, Massachusetts

Department of Corporations and Taxation

Sir:

In accordance with your instructions, I have made an audit of the books and accounts of the Hampden-Wilbraham Regional School District for the fiscal year 1962, and submit the following report thereon:

The district treasurer's surety bond was examined and found to be in proper form.

The ledger accounts of the district were analyzed, and a balance sheet, which is appended to this report, was prepared showing the financial condition of the district on December 31, 1962.

The books and accounts of the district treasurer were examined and checked in detail. The recorded receipts were analyzed and checked with the sources from which money was paid into the district treasury, while the payments were checked with the approved warrants of the regional district school committee. The cash balance on February 9, 1963 was proved by reconciliation of the bank balance with a statement received from the bank of deposit, by examination of the savings bank book, and by actual count of cash in the office.

The records of payroll deductions for Federal and State taxes, the county retirement system, and Blue cross and Blue Shield were examined and checked. The payments to the proper agencies were verified, and the balances in the district treasury on February 9, 1963 were proved.

The payments on account of maturing debt and interest were proved with the amounts falling due during the period covered by the audit and were checked with the cancelled securities and coupons on file. The coupons outstanding on February 9, 1963 were listed and reconciled with a statement received from the depository.

The minutes of the regional district school committee meetings were examined. The adopted budget was checked, and the assessments for capital and operating cost were examined for compliance with the articles of agreement.

The records pertaining to the lunch program, athletic activities, and miscellaneous receipts were examined and checked, and the payments to the treasurer were verified.

Appended to this report, in addition to the balance sheet, are tables showing a reconciliation of the treasurer's cash, and summaries of the departmental transactions and the assessments due from the member towns.

For the cooperation received from the regional school district officials while engaged in making the audit, I wish, on behalf of my assistants and for myself, to express appreciation.

Respectfully submitted,

WILLIAM SCHWARTZ

Assistant Director of Accounts

REPORT OF THE SCHOOL BUILDING COMMITTEE

At the annual town meeting in March of 1963, the voters approved an appropriation of \$6,500.00 and authorized the School Building Committee to proceed with working drawings and specifications for a six room addition to the elementary school. On March 27, 1963 a formal contract was signed with the architectural firm Alderman and MacNeish. Preliminary sketches were submitted for study by the Committee and the faculty took an active part in the planning stages. Six standard classrooms and spaces for remedial reading, pupil services, teachers' workroom, storage and lavatories were included in the total project.

In May, the preliminary drawings were completed and forwarded to the School Building Assistance Commission in Boston. On June 5, 1963 members of the Committee met with Mr. Simeon Domas, administrator of the School Building Assistance Commission, and approval of the preliminary plans was granted. Cost estimates at this time totaled \$190,000.00 broken down as follows:

Construction cost	\$117,000.00
General Contractor O & P	8,000.00
Site	5,100.00
Heating	16,000.00
Plumbing	9,000.00
Electrical	8,000.00
	\$163,000.00
Fees	12,200.00
Equipment	8,000.00
	\$183,300.00
Contingencies	6,700.00
	\$190,000.00
Less previously appropriated	6,500.00
	183,500.00

The final working drawings and specifications were completed in December 1963 and forwarded to Boston for approval. The present timetable calls for advertising for bids on January 27th, February 3rd and February 10th, 1964; sub-bids received on February 13, 1964 and general bids on February 20, 1964. With this schedule, firm bids on the proposed addition will be presented to the voters at the annual town meeting on March 2, 1964 for their consideration. If the project is approved, the con-

struction contract will be awarded not later than March 20, 1964.

Tentative plans for financing the project include the transfer of \$75,000.00 from the Stabilization Fund to the School Building Account at the annual town meeting. This requires a two-thirds vote. If this action is taken, the School Building Assistance Commission will make a payment to the town of 75 percent of its share of the total cost of the project or approximately \$71,250.00 within six weeks of the signing of the contract. This means a total of \$146,250.00 in cash will be available to the Building Committee. The balance of the School Building Assistance Commission's share will be \$23,750.00 payable in five equal payments, leaving a balance of \$13,500.00 to be paid by the town. More specific financial planning will be available after the final drawings are approved and firm bids are received.

During the past year the School Building Committee accepted, with regret, the resignation of Mr. Donald Anderson. Mr. Anderson was appointed a member of the Advisory Committee and felt a conflict of interest would exist if he remained on the School Building Committee. Mr. Louis Levine was appointed to replace him. The Committee also lost a loyal and dedicated member when Mr. Fred Samble passed away last May. Mr. Samble had a tremendous interest in the welfare of the public schools of our town and his keen judgement and foresight will be sorely missed by the members of the Committee. Mr. Francis Buckley was appointed to fill the vacancy.

The School Building Committee strongly urges every citizen to support the proposed six room addition to the elementary School at the annual town meeting. Additional classroom space is necessary by September 1964 to prevent a serious problem of overcrowding in our elementary grades.

Respectfully submitted,

RAY BEANE, Chairman
ANDREW MULCAHY
LOUIS LEVINE
FRANCIS BUCKLEY
LOUIS SICBALDI

Financial Statement

Balance January 1, 1963	\$ 66.00
Appropriation March, 1963	6,500.00
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	6,566.00
Expended June 5, 1963	28.40
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Balance December 31, 1963	\$6,537.60

Report of the School Committee

In June of 1963, communique was received from the Massachusetts Department of Education which directed all school committees to adopt the accounting system recommended by the United States Department of Health, Education and Welfare entitled "Financial Accounting for Local and State School Systems". Its purpose is to standardize receipt and expenditure accounts to provide the foundation for accurate recording, reporting and interpreting financial information about the public schools in the Commonwealth and in the nation.

Standard financial accounts will serve to improve the accuracy of local, state and national summaries and result in more realistic comparisons of financial information among communities and states. It will present a per pupil cost figure among the various cities and towns in the Commonwealth which will reflect those expenditures for schools previously carried in other municipal budgets. One of the reasons for the comparatively higher per pupil costs in regional school districts is that their budgets include all expenditures for services required to operate on a yearly basis plus the capital cost of paying for the building. Under the new system, cities and towns which have school budgets subsidized by other departments must report these expenditures under the total cost of operation. For instance, in the local school budget, under memorandum expenditure accounts, items like school building insurance, maintenance of grounds, electricity for the Junior High School, services of the town treasurer and indebtedness for the elementary school would be listed as costs of operation in the annual reports submitted to the State Department of Education. This will result in a more accurate picture of actual per pupil costs throughout the State.

Last November the School Committee met with the Advisory Committee to discuss the impact of the new accounting system on the proposed 1964 budget. The Advisory Committee approved the proposed change and the seven main accounts as they appear in the warrant replacing the seventeen accounts and contingency which had been the practice in the past. The new breakdown of the 1963 operating budget for schools as it appears in the Town Report provides our citizens with an accurate comparison of the budget recommendations for 1964 in much more detail. While still a segregated budget, fewer major accounts will allow the School Committee to estimate expenditures in a more realistic manner. The 1964 budget includes contingencies in all major accounts but it is expected that such a practice can be discontinued as experience with the new accounting system is gained in the future.

The State Department of Education is also urging communities

to investigate data processing as a means of expediting the increasing demands for information and statistics regarding schools by Federal agencies. The use of automation in processing attendance records, census statistics, programming and a variety of other applications is already being practiced with excellent results in some school systems. The State Department is presently engaged in establishing centers for data processing throughout the Commonwealth which can be utilized by local school systems. It is anticipated that in the near future all reports and statistics will be done on data processing forms to increase the efficiency of the State Department of Education.

The School Committee strongly urges the citizens of Hampden to support the proposed six room addition to the Elementary School and the twenty three room addition to Minnechaug Regional High School at the annual town meeting. These classrooms are urgently needed to provide adequate physical facilities for our growing school population. The members also ask your support in the appointment of a School Survey Committee to continue the study of future school needs.

During the past year the School Committee adopted a safety program sponsored by the National Safety Council for grades one through eight. Posters and monthly lessons in safety are now part of the curriculum. A new approach in teaching mathematics was introduced in grade one with excellent results. A dental survey instigated last September by a field worker from the Massachusetts Department of Dental Health showed that the percentage of treatment by the Hampden school children was most satisfying. Long range objectives were suggested to provide a systematic dental health program for our schools.

The elementary school is in excellent condition. The dado in all the corridors was glazed during the summer and several classrooms were painted. A continuous long range program of renovation is desirable in the Junior High School to provide safe and attractive classroom facilities for our children. The Committee would like to commend the Board of Selectmen for its excellent supervision of the modernization of the boys lavatory and the installation of new acoustical ceilings in two classrooms in the Junior High School. The girls lavatory is also in need of renovation and it is hoped that this can be accomplished in 1964.

In conclusion, the School Committee wishes to thank the members of the school staff, town officials, parents and citizens for their contributions to the Hampden schools during the past year. Your guidance and support has been most helpful.

Respectfully,

RAY BEANE, Chairman
 JULIA WINETROUT
 ROBERT SULLIVAN
 HILL CLARKSON
 JEANETTE GREEN

HAMPDEN PUBLIC SCHOOLS
1963 ITEMIZED FINANCIAL STATEMENT

	1963 Appropriations	Expended	Expended Contingency	Unex- pended Balance
GENERAL CONTROL:				
School Committee				
Expense	235.00		6.80	
Clerk		110.75		
Assn. dues and meetings		78.00		
Supplies and miscellaneous		46.25		
Superintendent's Salary	8,300.00	8,300.00		
Expense of				
Superintendence	5,337.00		81.19	
Secretarial		4,565.33		
Travel and conferences		426.71		
Supervisor of Attendance		12.50		
Census		125.00		
Supplies and postage		207.46		
EXPENSE OF INSTRUCTION:				
Supervisors Salaries	6,344.00	6,337.12		6.88
Teachers Salaries	121,136.00	121,086.39		49.61
Textbooks	1,500.00	1,500.00	136.40	
Supplies	3,285.00	3,285.00	785.53	
EXPENSE OF OPERATION:				
Janitors Salaries	11,104.00	11,104.00	469.93	
Fuel and Light	6,300.00	6,300.00	315.88	
Misc. Operation	1,670.00		426.05	
Telephones		427.74		
Janitorial supplies		1,242.26		
MAINTENANCE:				
Repair and Replacements	1,400.00		27.89	
Buildings		1,206.43		
Equipment		193.57		
AUXILIARY AGENCIES:				
Health	2,273.00			11.33
Nurse		1,539.50		
Doctor		652.00		
Supplies		70.17		
Transportation	15,910.00			193.04
Contract		14,437.50		
Athletics and field trips		311.78		
Special education		967.68		
Tuition	7,690.00			1,267.91
Trade vocational		5,628.08		
Adult evening		548.60		

Special education		245.41		
Miscellaneous	450.00			44.15
Athletics		355.33		
Music		50.52		
OUTLAY:				
New Equipment	1,000.00			21.19
Equipment		767.80		
Teaching aids, P.L. No. 864		211.01		
CONTINGENCY:	2,500.00			2.33
COMMUNITY PROGRAM:	1,700.00			
Custodial		949.41		
Fuel and light		750.59		
	<u>198,134.00</u>	<u>194,039.89</u>	<u>2,497.67</u>	<u>1,596.44</u>
NET EXPENDITURES AS SHOWN			196,537.56	
RETURNED TO TOWN TREASURY				1,596.44

BUDGET CAMPARISON

	1963	1964	
	Appro.	Appro.	Differential
No. 1000 ADMINISTRATION			
1100 School Committee	235.00	295.00	60.00*
1200 Superintendent's Office			
1200001 Superintendent's Salary	8,300.00	8,500.00	200.00*
1200002 Secretarial Salaries	3,158.00	3,267.00	109.00*
1200003 Contracted Services	475.00	550.00	75.00*
1200005 Supplies	158.00	210.00	52.00*
1200006 Other Expenses	100.00	300.00	200.00*
No. 2000 INSTRUCTION			
2100 Supervision	.00	200.00	200.00*
2200 Principals			
2200001 Salaries	7,100.00	7,520.00	420.00*
2200112 Secretarial Salaries	1,354.00	1,401.00	47.00*
2200005 Supplies	67.00	90.00	23.00*
2300 Teaching			
2300001 Salaries	118,388.00	129,461.00	11,073.00*
2300005 Supplies	3,285.00	4,240.00	955.00*
2400 Textbook Program	1,300.00	1,600.00	300.00*
2500 Library Services	200.00	200.00	.00
2600 Audio-Visual Program	25.00	25.00	.00
2700 Guidance Services			
2710211 Salaries	400.00	400.00	.00
2710215 Supplies	.00	50.00	50.00*
2800 Psychological Services			
2800001 Salaries	200.00	200.00	.00
2800002 Secretarial Services	.00	200.00	200.00*

No. 3000 OTHER SCHOOL SERVICES			
3100 Attendance			
3100001 Salaries (S.A.C.)	1,392.00	1,992.00	600.00*
3100002 Secretarial Services	.00	400.00	400.00*
3100003 Supervisor of Attendance	25.00	25.00	.00
3100006 Other Expenses	40.00	100.00	60.00*
3200 Health Services			
3200001 Salaries	2,173.00	2,298.00	125.00*
3200005 Supplies	100.00	100.00	.00
3200006 Other Expenses	50.00	50.00	.00
3300 Pupil Transportation			
3310004 Contract	14,440.00	14,440.00	.00
3310124 Special Education	1,080.00	1,080.00	.00
3320004 Field Trips	100.00	500.00	400.00*
3500 Student Body Activities			
3510213 Athletic Referees	125.00	125.00	.00
3510214 Athletic Transportation	200.00	100.00	100.00-
3510215 Athletic Supplies	200.00	175.00	25.00-
3520005 Band	100.00	.00	100.00-
No. 4000 OPERATION AND MAINTENANCE OF PLANT			
4100 Operation			
4110003 Salaries	10,120.00	11,088.00	968.00*
4110005 Supplies	1,100.00	1,600.00	500.00*
4120005 Heating	4,100.00	4,700.00	600.00*
4130004 Utilities	2,630.00	3,450.00	820.00*
4200 Maintenance			
4210004 Grounds	60.00	60.00	.00
4220003 Buildings	984.00	998.00	14.00*
4220004 Contracted Services	880.00	1,850.00	970.00*
4220005 Supplies	300.00	700.00	400.00*
4230004 Equipment	200.00	200.00	.00
4240008 Replacement of Equipment	100.00	100.00	.00
No. 6000 COMMUNITY SERVICES			
6200 Community Program			
6200003 Salaries	1,100.00	1,000.00	100.00-
6200005 Supplies	600.00	800.00	200.00*
No. 7000 ACQUISITION OF FIXED ASSETS			
7300 Equipment	800.00	500.00	300.00-
7320 Public Law No. 864	200.00	.00	200.00-
No. 9000 PROGRAMS WITH OTHER DISTRICTS			
9100 Tuition			
9100129 Special Education	240.00	270.00	30.00*
9100339 Vocational	7,000.00	8,100.00	1,100.00*
9100699 Adult Evening	450.00	500.00	50.00*
Contingency	2,500.00	.00	.00
TOTALS	198,134.00	216,010.00	17,876.00*

* Denotes Plus

**REVENUE FROM THE COMMONWEALTH FOR SUPPORT
OF PUBLIC SCHOOLS**

	1963	1964
	Receipts	Estimated
No. 01210—State School Fund	24,647.81	27,442.00
Regional School District	12,300.62	12,616.00
Regional School District, Sec. 38	5,542.26	6,008.00
No. 01220—Salary of Superintendent	3,333.33	3,333.00
No. 01230—Public School Transportation	11,509.00	11,500.00
No. 01260—State-aided Vocational Education		3,500.00
Tuition	3,400.14	3,500.00
Transportation	300.84	
No. 01293—Special Education		620.00
Tuition	145.07	
Transportation	465.56	
No. 01296—School Adjustment Counsellor	900.00	900.00
	62,543.63	65,919.00
Local Appropriation for Schools, grades 1-8	198,134.00	216,010.00
	135,588.37	150,091.00
Estimated Cost of Education from Local Taxation		
Community Program Receipts	652.00	
Federal Revenue — Public Law No. 864		
Balance January 1, 1963	.00	
Received in 1963	96.97	
Expended in 1963	96.97	
Balance December 31, 1963	.00	

REPORT ON THE SCHOOL HEALTH PROGRAM

The School Physician completed the following examinations during the year assisted by the School Nurse:

School personnel	30
Pupils, grades 1, 3, 5, 7	181
Heart and lungs checked for competitive sports and physical education	145

Seven children were referred to their parents for possible defects. A total of 77 children were given physical examinations by their family physicians, a practice heartily endorsed by Dr. Keroack. Six children were vaccinated at the pre-school clinic on May 22nd. Twenty flu shots were administered to school personnel.

The School Nurse completed or assisted with the following:

Eye examinations	472
------------------	-----

Notices sent home	46
Hearing tests	472
Notices sent home	11
Sabin Oral Vaccine Polio Clinics	
Type I	
School children	97
Pre-school children	30
Type II	
School children	296
Pre-school children	14
Kindergarten	41
Makeup	40
Type III	
School children	107
Pre-school children	14
Makeup	14
Montoux T. B. Clinic	
Tested	399
Negative	386
Positive	4
Not read	12

A complete dental survey was carried out by the Massachusetts Department of Dental Health in September to determine a measurement of dental care received by Hampden school children. It showed that 77 percent of the overall dental needs are being met as compared to a state average of 50 percent. This is a credit to the parents of Hampden for their active interest in the dental health of their children.

The kitchen and toilet facilities were inspected at the Junior High and Elementary schools. They were found to be adequate and well cared for.

The School Physician feels that the physical condition of the Hampden school children remains generally good. He also reminds all the parents that personal hygiene and cleanliness have a direct bearing on good health. We should not forget this and guide our children accordingly.

We wish to extend our thanks to the Teachers' Club for its fine cooperation.

Respectfully submitted,

ALVIN KEROACK, M. D.

LILLIAN HAYNES, R. N.

REPORT OF THE SUPERINTENDENT OF SCHOOLS

TO THE SCHOOL COMMITTEE OF THE TOWN OF HAMPDEN:

I hereby submit my seventh annual report for the school year 1963. The impact of the postwar suburban development trend which is sweeping the United States is being experienced to some degree in the town of Hampden. The desire to live in the suburbs, own a home and enjoy the atmosphere of small town living is strong among many urban residents. Since the Second World War over fourteen million one-family residences have been constructed in this country. While our town has not experienced a building explosion, it is interesting to observe that the total number of dwellings in Hampden has increased from 456 in 1950 to 784 in 1962. The public school enrollment increased from 294 pupils in 1950 to 602 pupils in 1962. While the number of homes increased 72 percent, the number of pupils attending school increased 105 percent during this twelve year period.

Land speculation and the introduction of natural gas into our town during the past year seems to indicate that the present trend in the construction of new homes will be maintained and even accelerated during the next ten years. A growing community faces many problems. One of the most critical of these problems is the need for additional school facilities to provide an adequate educational program for our growing school enrollment.

The existing school buildings are being utilized at their maximum capacity. If the proposed six room addition to the elementary school and the twenty three room addition to Minnechaug is approved at the annual town meeting in March of 1964, some temporary relief from overcrowding will be realized. However, enrollment projections indicate that more classrooms will be needed for grades one through eight by 1968 and in the high school by 1970. These projections do not include the move-in factor and the possibility of the need for more elementary classrooms by 1966 and more high school classrooms by 1968 might be far more realistic in future school planning.

In 1962 the School Survey Committee was asked to develop a long range program of classroom needs in the Town of Hampden by the Massachusetts School Building Assistance Commission before approval of the proposed six room addition to the elementary school was granted. This Committee, after much study and deliberation, submitted a report which suggested three possible solutions for future classroom needs. The first is to construct a

regional junior high school with the town of Wilbraham to house grades seven and eight. This plant could be expanded to include grade nine in the future thus freeing classrooms in the high school for grades ten through twelve if needed. This plan would then provide 24 classrooms in existing building for the elementary grades. A second plan is to add classrooms to the present Town House for the junior high grades but this presents problems in that the amount of available land is restricted. A third solution calls for the town to construct a new junior high school to house grades six through eight which could be expanded as needed to provide for increased enrollment.

It is important that a school survey committee be appointed to continue this study of future school needs. Careful planning is necessary well in advance of the actual need for classrooms if the correct decisions are to be made concerning financing and construction. A major factor in this planning is the possibility of using present classroom space in the Town House for the expansion of the library and town offices. The Stabilization Fund should be utilized to help finance the cost of additional classroom space. Most important, every citizen in the Town of Hampden must be kept well informed of the needs of our educational program. No school system can be successful without their support and encouragement.

The following enrollment projections tend to support the need for continued study of future classroom needs. It should be emphasized that these projections do not include move-ins and are based on the actual count of children now living in the town of Hampden.

ENROLLMENT — OCTOBER 1, 1963

Elementary					Junior High						
Grades	1	2	3	4	5	Grades	6	7	8		
	84	94	70	60	56		65	46	35		
	Total 364						Total 146				
Minnechaug High					Trade High						
Grades	9	10	11	12		Grades	9	10	11	12	P.G.
	43	35	32	26			0	5	3	4	1
	Total 136						Total 13				
Total Public School Enrollment 659											

FIVE YEAR PROJECTED ENROLLMENT—1964-1968—GRADES 1-8

Year	Grades	1	2	3	4	5	6	7	8	Total
1964		80	84	94	70	60	56	65	46	555
1965		96	80	84	94	70	60	56	65	605
1966		65	96	80	84	94	70	60	56	605
1967		72	65	96	80	84	94	70	60	621
1968		85	72	65	96	80	84	94	70	646

5 YEAR PROJECTED ENROLLMENT OF HAMPDEN STUDENTS
ATTENDING MINNECHAUG--GRADES 9-12--1964-1968

Year	Grades	9	10	11	12	Total
1964		35	43	35	32	145
1965		46	35	43	35	159
1966		65	46	35	43	189
1967		56	65	46	35	202
1968		60	56	65	46	227

FIVE YEAR PROJECTION OF TOTAL PUBLIC SCHOOL
ENROLLMENT — GRADES 1-12

Year	1964	1965	1966	1967	1968
Pupils	700	764	804	823	873

In conclusion may I again express my sincere appreciation to the members of the School Committee, School Building Committee, all school personnel, town officials, town departments and the parents and citizens of Hampden for their loyalty and support during the past year. It is your dedication to the principles of free public education which has provided excellent educational opportunities for the boys and girls of Hampden.

Respectfully submitted,

KENNETH E. JOHNSON

SCHOOL CALENDAR 1963—64		PUBLIC SCHOOLS HAMPDEN MASS.						
// indicates no school		S	M	T	W	TH	F	S
Sept. 4	Schools open	SEPT.			4	5	6	//
		1963	//	9	10	11	12	13 //
			//	16	17	18	19	20 //
			//	23	24	25	26	27 //
	(19 school days)		//	30				
Oct. 18	H.C. Teachers convention	OCT.			1	2	3	4 //
			//	7	8	9	10	11 //
			//	14	15	16	17	// //
			//	21	22	23	24	25 //
	(22 school days)		//	28	29	30	31	
Nov. 11	Veterans Day	NOV.					1	//
27	Schools close at Noon for Thanksgiving Recess		//	4	5	6	7	8 //
			//	//	12	13	14	15 //
			//	18	19	20	21	22 //
	(18 school days)		//	25	26	-	//	// /
Dec. 20	Schools close for Christmas Vacation	DEC.	//	2	3	4	5	6 //
			//	9	10	11	12	13 //
			//	16	17	18	19	20 //
	(15 school days)		//	//	//			
Jan. 6	Schools reopen	JAN.			/	/	/	/
		1964	/	6	7	8	9	10 //
			//	13	14	15	16	17 //
			//	20	21	22	23	24 //
			//	27	28	29	30	31
Feb. 14	Schools close for Midwinter vacation	FEB.						/
			/	3	4	5	6	7 //
			/	10	11	12	13	14 //
	24 Schools reopen		//	24	25	26	27	28 //
	(15 school days)							
Mar. 27	Good Friday	MAR.	/	2	3	4	5	6 /
	(21 school days)		/	9	10	11	12	13 //
			//	16	17	18	19	20 //
			//	23	24	25	26	// //
			//	30	31			
Apr. 17	Schools close for Spring vacation	APR.				1	2	3 /
			/	6	7	8	9	10 //
27	Schools reopen		//	13	14	15	16	17 //
	(17 school days)		//	27	28	29	30	
		MAY						1 /
			/	4	5	6	7	8 /
			//	11	12	13	14	15 //
			//	18	19	20	21	22 //
			//	25	26	27	28	29 //
	(21 school days)		//					
June 19	Schools close for Summer Vacation	JUNE		1	2	3	4	5 /
	(15 school days)		/	8	9	10	11	12 //
	(Total days 183)		//	15	16	17	18	19 //

PERSONNEL — 1963

HAMPDEN PUBLIC SCHOOLS

Name	Position	Year Appointed
Administration		
Kenneth Johnson B.A., M.A. American International College C.A.G.S. University of Connecticut	Superintendent	1957
Helen Enslin Hyannis State College	Supv. Principal	1939
Charlotte Goss B.S. Fitchburg State College	Asst. Prin., Jr. H.	1951
Dorothy Roy Supervisors and Special Services	Secretary	1955
Virginia Midyette B.A., Smith College	Art	1952
Philip Buddington B.S., American International College	Elementary Music	1957
Dwight Killam B.A. Syracuse, M.M., Boston University	Vocal Music	1959
James Starkie B.S. Lowell State College	Instrumental Music	1959
Donald Short B.A., M.M. Boston University	Band	1962
Sharon Horton B.A., Iowa State University	Speech Therapy	1962
Margaret Kiely B.A., M.A. American International College	School Adjustment Counselor	1959
Merilis Scott B.S., Fitchburg State College M.S., Springfield College	School Psychologist	1951
Junior High School Teachers		
Robert Singyke B.S., Springfield College	Math., Phys. Ed.	1961
Leo Guimond B.S., Springfield College	Science	1961
Vivian Cotton B.E., Westfield State College	Reading	1953
Emilie Steere B.S., Westfield State College	English, Latin	1951
Bernard Pellissier B.S. Ed., M. Ed., Westfield State College	Grade 6	1963
Mary Green B.S., Danbury State College M.A., American International College	Grade 6	1962
Catherine Russell B.S., Springfield College	Phys. Ed.	1960

Constance Trela B.S., University of Massachusetts M. Ed., Springfield College	Home Economics	1962
Elementary School Teachers		
Miriam Bryans Bridgewater State College	Grade 1	1952
Eleanor Drummond Lowell State College	Grade 1	1953
Judith Schwabe B.S., Fitchburg State College	Grade 1	1961
Dorrit Finn Posse Normal School	Grade 2	1957
Carol Siano B.S., North Adams State College	Grade 2	1961
Charlotte Pouliot B.A., University of Massachusetts	Grade 2	1962
Jayne Neumann B.A., Lake Erie College	Grade 3	1958
Helen Colling B.S., Framingham State College	Grade 3	1958
Paul Hibsher B.B.A., University of Massachusetts	Grade 4	1963
Helen Larson B.S., Boston University	Grade 4	1957
Catherine Garvey Bridgewater State College	Grade 5	1954
Lena Moriarty B.S., Westfield State College	Grade 5	1953
Health		
Lillian Haynes, R.N.	Nurse	
Alvin Keroack, M.D.	Doctor	
Custodians		
Clarke E. Warren	Head Custodian	
Walter Lyons	Junior High	
Hot Lunch Program		
Alma Temple	Manager	
Rachel Dickinson	Asst. Manager	
Yolanda Esposito	Cook	
Transportation		
Palmer Motor Coach, Inc.	Contractor	
Leave of Absence		
Helen Dickinson	Teacher, Grade 4	

Report of the Hampden-Wilbraham Regional School District Committee

Again, as in the last two annual reports, the District Committee believes that Minnechaug High School can be judged and evaluated as an educational institution and justified as an annual major financial expenditure by the record of its graduating classes. It is because the citizens continue to support a strong academic program for all the pupils of this School District that your committee is able to report continued growth and improvement. Members of the 1963 graduating class are now engaged as follows:

4 year colleges	59
2 year colleges	15
3 year nursing schools	1
Technical & Vocational	5
Employed	23
Military Service	11
Married (girls)	4
Status unknown	7
Sisterhood	1
Post graduate study	2
	128

Combining the first three graduating classes from Minnechaug High School, the following totals develop:

4 year colleges	151
2 year colleges	40
3 year nursing schools	10
Practical nursing	4
Technical & Vocational Schools	22
Employed	58
Military Service	24
Married (girls)	8
Status unknown	15
Sisterhood	1
Post graduate study	2
	335

Based on the above tabulation, the school committee is proud to report that 45% of the graduates of this high school have enrolled in four year degree granting colleges, a 1% increase over the figures reported last year. With 68% of the graduates

enrolled in four year colleges, two year colleges, technical and vocational schools, and schools of nursing, 17% gainfully employed, and more than 7% in the military services, it is evident that this school is making progress towards fulfilling its stated purpose of being a comprehensive public high school that will meet the educational needs of the majority of the pupils in this district.

Among the outstanding achievements at Minnechaug in 1963 must be listed: the five Barr Scholarship winners, the first time that any school has achieved such a record; the winning of the final contest in the televised quiz program, "As Schools Match Wits"; the Western Massachusetts and State Championships in swimming; and the Western Massachusetts track championship.

Any report of the achievements of a school must include an evaluation of the teaching and administrative staff. From the listing of personnel employed by the district, included as a portion of this report, the following information is available:

The 49 teaching and administrative personnel listed hold 70 earned degrees from 34 colleges and universities. Despite the fact that Minnechaug is a young school which completed its fourth year as a secondary school in June, 1963, 23 persons have served here three or more years and have been elected to tenure. Thirty percent of the staff is now engaged in, or has just completed, advanced professional study. This is a well-trained and experienced staff, one capable of providing the advanced level of academic preparation so necessary to continue the present record of college and employment placement.

In support of its stated objective —"to recruit and retain outstanding people and educators to staff this school"— the district committee has improved the salary schedule, effective September 1, 1964, by increasing the minimum salary \$100 to \$4,800, a competitive beginning salary in this area, and highly necessary in recruiting promising first year teachers, added \$100 to the *schedule as recognition of a tenure appointment, and increased* the schedule maximum by \$200 to provide incentive for experienced qualified personnel to remain in the district. The committee has reenforced its desire to encourage continued professional study by recognizing superior achievement at the graduate level.

Of major concern to the school committee, as reported in detail in the 1962 annual report, has been the increasing enrollment and the urgent need to expand the physical facilities at Minnechaug.

In June of 1963, the citizens of the district received a detailed explanation of the needed expansion and the proposal by the committee to add additional classrooms. At special town meetings in June, the committee was authorized to secure detailed specifications and firm bids. At the 1964 annual town meetings

in Hampden and Wilbraham, the citizens will be asked to approve the vote of the District Committee to incur debt to construct this addition. Construction is scheduled to begin in April of 1964, and the building will be ready for occupancy in September, 1965.

When Minnechaug High School was approved by the voters of the District in December, 1957, the plans provided classroom space for 675 pupils and core facilities: cafeteria, gymnasium, auditorium, specialized instructional areas, and operational facilities for future expansion to a 1,200 pupil school. The school was designed for economical enlargement and the concentration of instructional areas by subject, as needed classrooms were added.

The proposed addition, will have 19 non-specialized classrooms for teaching English, mathematics, history, and foreign languages; two chemistry laboratories, a foreign language laboratory equipped for individual and group verbal instruction and practice, and a 90 student lecture room for group instruction and study hall purposes. Minor changes are being made in the existing building to provide for expansion of the Industrial Arts, Art, Library, Home Economics, and Business Education areas.

Cost estimates for the additions are:

Construction	\$384,000
Mechanicals (3.75)	131,000
Contractor's O & P @ 8%	41,000
Site Development Work	75,000
	<hr/>
Total construction cost	631,000
Architect-Engineer Fees	50,000
Equipment	68,000
Contingencies @ approx. 5%	31,000
Land costs	4,500
	<hr/>
	\$784,500

The actual amount of debt to be incurred will be reduced by the \$17,000 balance remaining from the original building project and the \$25,000 Surplus Revenue transfer approved for preparing detailed specifications at the June town meetings.

The cost of the project to the taxpayers of the District will be reduced by a state reimbursement of 100% of the planning costs, a reimbursement unique to regional school districts, and the five acres of land necessary for the proper operation of the septic tank, purchased with Federal Funds in the amount of \$4,500. The cost of the building and originally equipping the addition will be shared shared by the state on a 65% contribution basis, payable over the life of the bonds.

When the construction bids are opened on February 27, 1964, the District Committee will be able to determine the actual cost of this project and prepare a final budget. The committee will vote to incur debt and recommend approval of the construction budget at the annual town meetings; your committee asks the voters to support this project.

The committee wishes to record its deep satisfaction with all members of the educational and supporting staff for their hard work, their continued efforts, and their contributions to the weifare of the students; the improvement of the academic program, and the high level of business operation and plant maintenance.

Your school committee is cognizant of the support and suggestions of the citizens of Hampden and Wilbraham, and with this report expresses its appreciation for the opportunity to serve in the challenging and rewarding capacity of directors of this school.

JOHN R. LYMAN, Chairman

DORIS I. BOWMAN

HARRY DABAGIAN

DUDLEY N. HARTT, JR.

ANDREW J. MULCAHY, JR.

CHESTER L. THORNDIKE, JR.

JULIA WINETROUT

FINANCIAL STATEMENT FOR 1963

Planning and Construction Budget	
Balance January 1, 1963	\$17,704.03
1963 Receipts — Transfer	25,000.00
	<hr/>
Funds Available	\$42,704.03
1963 Expenditures	12,730.55
	<hr/>
Balance December 31, 1963	\$29,973.48
Capital Cost Budget	
1963 Assessments to Towns	\$91,238.89
1963 State Construction Grant	65,541.11
	<hr/>
Total Available	\$156,780.00
1963 Expenditures	155,780.00
	<hr/>
To Surplus Revenue	\$ 1,000.00

Operating Budget	
1963 Assessments to Towns	\$415,724.23
1963 Offsetting Credits	74,302.77
	<hr/>
	\$490,027.00
1963 Expenditures	462,072.85
	<hr/>
	\$ 27,954.15
1963 Account Refunds	103.07
	<hr/>
To Surplus Revenue	\$ 28,057.22
Surplus Revenue Account	
Balance January 1, 1963	\$ 41,241.88
Transfer to Planning Account	25,000.00
	<hr/>
	\$ 16,241.88
Receipts 1963	76,145.25
	<hr/>
	\$ 92,387.13
To 1964 Operating Budget Credits	76,291.09
	<hr/>
Balance January 1, 1964	\$ 16,096.04

ASSESSMENT OF 1964 REVENUE

Capital Costs

1964 Debt Service	\$152,485.00
1964 Credits, Construction Grant	65,541.11
	<hr/>
Capital Balance to Assess Towns	\$ 86,943.89
Hampden 22.5%—\$19,562.38; Wilbraham 77.5%—\$67,381.51	
Operating Budget	
Total Budget less Capital Costs	\$529,952.00
1964 Credits, 1963 Receipts	76,291.09
	<hr/>
Operating Balance to Assess Towns	\$453,660.91
Pupils: Hampden 136 Wilbraham 543	Total 679
Percentage: Hampden 20.03 Wilbraham 79.97	Total 100
Assessment:	
Hampden \$90,857.46 Wilbraham \$362,803.45	Total \$453,660.91

TOTAL ASSESSMENTS TO HAMPDEN AND WILBRAHAM

	Capital	Operating	Total	¼ Payment
Hampden	\$19,562.38	\$ 90,857.46	\$110,419.84	\$ 27,604.96
Wilbraham	67,381.51	362,803.45	430,184.96	107,546.24

Assessments payable in four equal installments not later than the first day of April, June, September, and December.

PUPIL ENROLLMENT BY GRADE

October 1, 1963

Grade	Hampden	Monson	Wilbraham	Total
9	43		145	188
10	35		149	184
11	32	1	149	182
12	26		100	126
	136	1	543	680

H.W.R.S.C. — 1963

The 1963 expenditures were equal to 95.67% of the 1963 budget estimate. In the early fall of 1962, the 36 budget accounts were developed based on previous experience and the information available. Only three account estimates were 100% accurate: Superintendents' Salaries, the Major Bond Issue, and the Planning Bond Issue. In these three accounts, a contractual amount had been established before the budget was adopted. In all other accounts, variations in needs, requirements, costs, and personnel resulted in plus or minus balances as shown in the budget analysis.

Major account differences in 1963 expenditures compared to the 1963 budget are:

1. Guidance Expenses (minus \$745.30) — additional secretarial services were provided to assist in the duties of this office.
2. Teachers' Salaries (plus \$11,860.49) — vacancies caused by resignations were filled at a lower salary figure.
3. Teachers' Expenses (plus \$792.59) — funds scheduled for conferences and workshops were not fully utilized.
4. Textbooks (plus \$886.93) — because of a program of re-binding serviceable books, fewer new additions were required.
5. Custodians, Salaries (minus \$507.99) — illness resulted in unexpected overtime.
6. Fuel (plus \$1,591.01) — the extremely mild fall, and efficient operation of the plant resulted in this savings.
7. Expense of Operation (plus \$1,243.55) — careful use of supplies and utilities resulted in a saving here.
8. Transportation (plus \$1,465.90) — the new sidewalk on Main Street in Wilbraham eliminated some planned-for bus service.
9. Contingency (plus \$8,953.00) — no major emergency occurred.
10. Temporary Borrowing (plus \$1,155.84) — borrowing of funds in January to meet the bond issue payment was arranged at a favorable rate. The note was paid off in advance of the maturity date resulting in an additional saving.

The Massachusetts Department of Education has established a new budget reporting form. The 1964 budget is shown in the budget analysis materials in the old form, in comparison with the 1963 budget. The 1964 budget is printed here in the new budget form.

Persons Employed in the Hampden-Wilbraham Regional School District

Name	Position	Year Appointed	Educational and Professional Training
District Office:			
Joann LedDuke	District Treasurer	1961	
Irving H. Agald	Superintendent	1956	B.A., M. Ed., Lafayette; State College at Fitchburg
Kenneth E. Johnson	Assistant Superintendent	1957	B.A., M.A., C.A.G.S., American International College, University of Connecticut
Eva M. Ellis	Executive Secretary	1959	Burdett College
Joann LedDuke	Secretary	1959	
Anna B. Tupper	Secretary	1958	
High School Office:			
Lincoln A. Dexter	Principal	1961	B.S., M. Ed., Rhode Island State; State College at Worcester
Richard I. Trenholm	Assistant Principal and Social Studies Guidance Director	1960	B.A., M.A., Bates College; Boston University
Charles B. Thompson	Guidance Counsellor	1958	B.S., M. Ed., Springfield College; University of New Hampshire
Peter Gartner	Secretary	1959	A.B., Bates College
Marjorie Bean	Secretary	1960	
Carmella Kerr	Secretary	1963	
Lucille Newhouse	Secretary	1963	

Teachers:

Marilyn M. Ats	1961	B.A., University of Oklahoma
Jerry A. Badger	1963	B.A., M. Ed., Bates College; Springfield College
Donald G. Bamford	1959	B.S., M. Ed., University of Mass.
Charlotte Barry	1962	B.A., Our Lady of the Elms College; American International College
Carolyn E. Bjorn	1962	B.A., Eastern Baptist College
Richard A. Brown	1959	B.A., Bowdoin College
William Vincent Burke	1963	B.S., M.S., Springfield College
Patricia Cox	1960	B.A., M. Ed., Northwestern Univ.; Boston Univ.
Judith A. Cross	1961	B.A., Keene Teachers College
James DeWolf	1959	B.S., State College at Fitchburg
Alf S. Ehnstrom, Jr.	1962	B.S., Springfield College
Ruth S. Fairfield	1963	B.S., Springfield College
Margaret E. Fey	1963	A.B., Lake Erie College
Katherine Goulding	1961	B.S., State College at Framingham
Katherine Habig	1962	B.A., Smith College
Sharon S. Horton	1962	B.A., State University of Iowa
Marios Kacoyannakis	1962	B.A., American International College
Dwight D. Killam	1959	B. Mus., M. Mus., Syracuse; Boston Univ.
Constance W. Kimberly	1961	B.A., American International College
William M. Kober	1960	B.S., Springfield College
Elizabeth Kulig	1963	B.S., Boston College
Edgar H. Law	1960	B.A., Trinity College, Hartford
Vivian Little	1959	A.B., M.A., Mount Holyoke; Hartford Seminary Foundation
Languages		
Biology		
Mathematics		
English		
English		
Sciences		
Social Studies		
Speech Therapist		
Home Economics		
Industrial Arts		
Phys. Ed.		
Phys. Ed.		
Languages		
Home Economics		
Phys. Ed.		
Speech Therapist		
Social Studies		
Music		
English		
Phys. Ed.		
Business Education		
Mathematics		
English		

Henry Manegre	Industrial Arts	1963	B.S., State College at Fitchburg
Dorothy Marot	Librarian	1963	B.A. Syracuse University
Harold K. Miller	Mathematics	1959	B.S., Springfield College
David L. Nass	Social Studies	1960	A.B., Brown University
Jean B. O'Neil	English	1963	B.A., American International College
John D. Peterson	Science	1962	B.A., American International College
Barbara Prackneck	English	1963	B.A., M. Ed., Regis College
George H. Robinson, Jr.	Mathematics	1959	B.S., M. Ed., University of Mass.; Springfield College
Valeta Robinson	Languages	1963	A.B., Middlebury College
Donald G. Short	Music	1962	M. Music, Boston University
Mary E. Socha	Languages	1959	B.A., College of New Rochelle
Richard P. Spencer	English	1959	B.A., M. Ed., University of Mass.; Springfield College
James F. Starkie	Music	1959	B.S., State College at Lowell
Karl D. Sternberg	Mathematics and Science	1960	B.A., American International College
Jean M. Stuart	Business Education	1961	B.A., American International College
Christine Trenholm	Business Education	1959	Ac. S., M. Ed., Bay Path; American International College; Trinity, Hartford
Joseph B. VanWest	Art	1959	B.S., Tufts; Dip., Museum School of Fine Arts
Louis Verani	Business Education	1963	B.S., American International College
Helen Walinski	Mathematics	1959	A.B., M. Ed., Our Lady of the Elms; Springfield Col.
Doris V. Williams	Art	1961	B.S., M.A., Columbia; Springfield College
Health:			
Arthur H. Goodwin	Doctor	1959	M. D., Tufts
Madeline Newsome	Nurse	1959	R.N., Springfield Hospital
Hot Lunch Program:			
May Jenkins	Manager	1959	
Leona Isham	Cook	1959	

Arlene Ross †	Cook	1959
Lucille Schieding	Cook	1959
Nancy Clark	Cook	1961
Marie Tupper	Cook	1962
Doris Willis	Cook	1963
Custodians:		
Everett Pickens	Head Custodian	1959
Walter Polanczak		1959
Harold Rogers		1959
Stanley Strycharz		1959
Leon Superneau		1959
Transportation:		
George W. Motyka	Wilbraham	1959
Charles Walker	Hampden	1962

Changes in school personnel not shown in the preceeding chart are:

Delene Gifford, teacher, resigned, June 30, 1963
 John Moore, teacher, resigned, June 30, 1963
 Paula Munkelt, teacher, resigned, June 30, 1963
 Lee D. Post, teacher, resigned, June 30, 1963
 Laura Saunders, Librarian, resigned, June 30, 1963
 W. Fred H. Winey, teacher, resigned, June 30, 1963
 Dr. Gisela Koepfel, teacher, resigned, June 30, 1963
 Richard Hopkins, teacher, resigned, Feb. 1, 1963
 Silvia Peterson, secretary, resigned, April 30, 1963
 Patricia Anderson, cook, resigned, June 30, 1963

HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT

WILBRAHAM, MASS.

1963 BUDGET ANALYSIS MATERIALS

Massachusetts Department of Education Budget Form

ACCOUNT	1963		1963		1964	
	BUDGET	EXPENDITURES	BALANCE	BUDGET	BUDGET	BUDGET
Expense of School Committee	\$ 250.00	\$ 213.42	+	\$ 36.58	\$ 265.00	
District Legal Expenses	200.00	170.18	+	29.82	200.00	
Superintendents' Salaries	7,600.00	7,600.00		.00	8,100.00	
Business Office Expense	5,265.00	5,391.72	-	126.72	5,690.00	
Treasurer, Salary & Expense	1,422.00	1,498.85	-	76.85	1,890.00	
Principals' Salaries	18,021.00	17,891.31	+	129.69	19,008.00	
Expense of Principalship	8,177.00	8,152.70	+	24.30	8,415.00	
Guidance Salaries	6,646.00	16,658.96	-	12.96	17,872.00	
Guidance Expenses	1,673.00	2,419.55	-	745.30	5,184.00	
Teachers' Salaries	258,109.00	246,248.51	+	11,860.49	282,803.00	
Teachers' Expenses	2,120.00	1,327.41	+	792.59	2,170.00	
Athletic Officials	1,682.00	1,472.04	+	209.96	1,842.00	
Library	3,550.00	2,901.74	+	648.26	4,598.00	
Textbooks	8,355.00	7,489.82	+	866.93	10,170.00	
Supplies	11,047.00	11,161.31	-	114.31	13,203.00	
Athletic Supplies	675.00	715.48	-	40.48	1,350.00	
Custodians' Salaries	27,411.00	27,918.99	-	507.99	28,509.00	
Fuel	11,350.00	9,758.99	+	1,591.01	11,350.00	

Expense of Operation	15,085.00	13,841.45	+	1,243.55	15,620.00
Repairs and Replacements	8,377.00	9,026.63	-	569.46	9,247.00
Repairs — Athletic	740.00	740.05	-	.05	1,500.00
Maintenance of Grounds	1,540.00	915.86	+	624.14	1,600.00
Health	4,801.00	4,834.22	-	33.22	5,077.00
Health — Athletic	480.00	479.58	+	.42	400.00
Miscellaneous Auxiliary	8,303.00	7,798.22	+	504.78	9,232.00
Insurance — Athletic	1,400.00	918.00	+	482.00	1,400.00
New Equipment	5,022.00	5,913.83	-	891.83	4,431.00
Equipment — Athletic	2,500.00	2,498.12	+	1.78	2,300.00
Major Bond Issue	148,050.00	148,050.00		.00	144,950.00
Planning Issue	7,730.00	7,730.00		.00	7,535.00
Transportation	35,826.00	34,360.10	+	1,465.90	35,826.00
Transportation — Athletic	1,800.00	1,800.00		.00	2,000.00
Community Use of Building	9,500.00	9,064.65	+	435.35	7,000.00
Cafeteria Operation	100.00	.00	+	100.00	100.00
Contingency	9,000.00	47.00	+	8,953.00	9,000.00
Temporary Borrowing	2,000.00	844.16	+	1,155.84	2,000.00
SUB TOTALS	\$645,807.00	\$617,852.85	+	\$28,057.22	\$682,437.00
Refunds	103.07				
TOTALS	\$645,910.07	\$617,852.85	+	\$28,057.22	\$682,437.00

**HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT
WILBRAHAM, MASS.**

1964 BUDGET

NEW MASSACHUSETTS DEPARTMENT OF EDUCATION BUDGET FORM

ACCOUNT	SALARIES	OTHER	TOTAL
1 Treasurer	\$ 950.00	\$ 940.00	\$ 1,890.00
2 Expense of School Committee		465.00	465.00
3 Superintendents' Salaries	8,100.00		8,100.00
4 Business Office	3,910.00	1,330.00	5,240.00
5 Principals' Salaries	19,008.00		19,008.00
6 Principals' Office	6,030.00	2,185.00	8,215.00
7 Teachers' Salaries	263,740.00		263,740.00
8 Supplies		17,388.00	17,388.00
9 Textbooks		10,170.00	10,170.00
10 Library	6,922.00	3,910.00	10,832.00
11 Audio Visual		900.00	900.00
12 Guidance	21,261.00	1,795.00	23,056.00
13 Speech Services	12,300.00	275.00	12,575.00
14 Attendance Officer	100.00		100.00
15 Health	4,707.00	370.00	5,077.00
16 Transportation		35,826.00	35,826.00
17 Athletic Transportation		2,000.00	2,000.00
18 Cafeteria	100.00		100.00
19 Athletics	2,042.00	1,700.00	3,742.00
20 Custodians' Salaries	28,509.00		28,509.00
21 Supplies — Maintenance		2,500.00	2,500.00
22 Fuel		11,000.00	11,000.00
23 Utilities		14,020.00	14,020.00
24 Maintenance of Grounds		1,600.00	1,600.00
25 Maintenance of Building		4,875.00	4,875.00
26 Maintenance of Equipment		4,171.00	4,171.00
27 Retirement		4,200.00	4,200.00
28 Insurance		4,422.00	4,422.00
29 Athletic Insurance		1,400.00	1,400.00
30 Current Loan		2,000.00	2,000.00
31 Community Use	6,600.00	600.00	7,200.00
32 New Equipment		4,331.00	4,331.00
33 Athletic — New Equipment		2,300.00	2,300.00
34 Debt Service		152,485.00	152,485.00
35 Budget Contingency	4,500.00	4,500.00	9,000.00
TOTAL	\$388,779.00	\$293,658.00	\$682,437.00

Balance Sheet — December 31, 1962

GENERAL ACCOUNTS

Assets	Liabilities and Reserves
Cash:	
	Payroll Deductions: \$4,594.75
	Federal Taxes, 1,103.57
	State Taxes, 228.01
	County Retirement System, \$5,926.33
	Federal Grant: 11,332.20
	Public Law No. 81—874,
	Revolving Funds: \$3,366.88
	Lunch, 1,769.47
	Athletics, 5,136.35
	Appropriation Balances:
	Non-Revenue: 17,704.03
	School Construction, 115,544.65
	Surplus Revenue, \$155,643.56
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	DEBT ACCOUNTS
	Serial Loans: \$70,000.00
	School Loan 1957, 1,600,000.00
	School Loan 1958, 1,670,000.00
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	Net Funded or Fixed Debt:
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