

**BURRELL SCHOOL DISTRICT  
AGENDA MEETING MINUTES  
MAY 8, 2018**

**CALL TO ORDER**

The Burrell School Board Agenda Meeting was held in the High School Board Room and called to order at 7:03 PM by President Shank.

**PLEDGE OF ALLEGIANCE**

Ms. Shank asked all present to participate in the Pledge of Allegiance.

**ROLL CALL**

The following responded to Roll Call: Dr. Rachel Linderman, Mrs. Jane A. Kinter, Mr. James D. Kunkle, Mrs. Gretchen Beveridge, Mr. Rick Kaczor, Mrs. Pam Key, Mrs. Genia Koziarski (arrived at 7:09 PM), Mr. Christopher S. Wojcik and Ms. Tricia Shank. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Gregory Egnor, Director of Student Services, and Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary.

**EXECUTIVE SESSION-  
MAY 8, 2018 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA  
MAY 15, 2018 – 7:00 PM – PERSONNEL AGENDA**

Ms. Shank announced the Board's Executive Sessions.

**AGENDA REVIEW**

The Board reviewed items scheduled for the regular meeting to be held on May 15, 2018.

**COMMENTS FROM THE PUBLIC – AGENDA ONLY**

There were no comments.

## **REPORTS OF ADMINISTRATION AND STANDING COMMITTEES**

### **SUPERINTENDENT – DR. WAGNER:**

#### **STUDENT/STAFF RECOGNITION**

#### **BON AIR SCHOOL REPORT: TECHNOLOGY – INFORMATION**

#### **ADOPTION OF PRINCIPLES OF GOVERNANCE AND LEADERSHIP**

Dr. Wagner discussed the Principles of Governance and Leadership including advocate earnestly, lead responsibly, govern effectively, plan thoughtfully, evaluate continuously, communicate clearly and act ethically.

#### **ADOPTION OF POLICY 303.1 – NEPOTISM**

#### **FIRST READING OF REVISION TO POLICY 702 – GIFTS, GRANTS, DONATIONS**

Dr. Wagner stated this change gives the superintendent authority to accept donations on behalf of the Board and will report all donations to the Board.

#### **FIRST READING OF REVISION TO POLICY 808 – FOOD SERVICES**

Mrs. Callahan presented the first reading of Revision to Policy 808-Food Services and explained the new requirements.

Mrs. Callahan stated that in December 2017 Act 55 placed specific restrictions/requirements on school districts regarding student meals and account balances. Act 55 states that a school meal must be provided to students even if there is no money or a negative balance in the account. Act 55 is specific about only addressing balance/payment issues with parents and not students. Mrs. Callahan stated that Burrell School District immediately implemented the new law. She indicated that the policy and procedures were in place prior to Act 55, including providing a meal, so the District was already following that portion of the law. The District implemented other requirements and has been following the law as required.

Ms. Shank stated that districts are now relying on the parent's moral ethics to pay any amounts owed for purchases.

Mrs. Callahan stated that at this time the policy language is being updated to match the law.

**FIRST READING OF REVISION TO POLICY 815 – ACCEPTABLE USE OF COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS**

Dr. Wagner reviewed the updates made to the Revision to Policy 815-Acceptable Use of Computers, Network, Internet, Electronic Communications and Information Systems.

**FIRST READING OF REVISION TO POLICY 249 – BULLYING/CYBERBULLYING**

Dr. Wagner reviewed the updates made to Policy 249-Bullying/Cyberbullying.

**FIRST READING OF REVISION AND MERGING OF POLICY 103 AND POLICY 248 TO POLICY 103 – NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

Dr. Wagner explained the changes made to Revision and Merging of Policy 248 to Policy 103 – Nondiscrimination in School and Classroom Practices.

Mrs. Key asked if Policy 103 addresses discrimination by both employees and students.

Dr. Wagner explained the policy including guidelines for reporting, investigating, actions taken and appeal procedures.

**ACCEPTANCE OF DONATION OF SAFETY BUCKETS FROM FARMERS INSURANCE FOR DISTRICT CLASSROOMS**

Dr. Wagner described the items being donated by Farmers Insurance.

**PERMISSION FOR TYLER HARRIS TO CHAPERONE 19 STUDENTS ON OVERNIGHT TRIP: BURRELL RUGBY CLUB, NATIONAL SEVENS TOURNAMENT, PHILADELPHIA, PA, MAY 31-JUNE 2, 2018**

Dr. Wagner reported that the trip is being funded by the students because it is a club.

**BURRELL EDUCATION FOUNDATION REPORT – INFORMATION**

Dr. Wagner reported that the BEF raised \$3,800 at a recent wine tasting event and that the Westmoreland County symphony performed on April 21, 2018. She also announced that the annual Golf Outing is June 11, 2018 at Hillcrest Country Club. Dr. Wagner stated that event proceeds are used for student scholarships.

**DIRECTOR OF STUDENT SERVICES – DR. EGNOR:**

**PERMISSION TO OFFER EXTENDED SCHOOL YEAR PROGRAM JULY 2018**

Dr. Egnor explained the Extended School Year program and that it was previously contracted through WIU for services. He added that doing the program in house is a cost savings for the District.

**APPROVAL OF DISCIPLINE GUIDELINES FOR BURRELL HIGH SCHOOL, HUSTON MIDDLE SCHOOL, STEWART ELEMENTARY SCHOOL AND BON AIR ELEMENTARY SCHOOL FOR 2018-2019 SCHOOL YEAR**

Dr. Egnor reviewed the discipline guidelines and explained the changes. He stated that principals have been working with parent advisory committees for input.

**APPROVAL OF STUDENT SERVICES INTERAGENCY AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR STUDENT SERVICES FOR 2018-2019 SCHOOL YEAR**

**APPROVAL OF OUTREACH SERVICES CONTRACT AGREEMENT WITH WESTERN PA SCHOOL FOR BLIND CHILDREN FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER 2018**

**APPROVAL OF SERVICE AGREEMENTS WITH THE CHILDREN'S INSTITUTE FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER 2018**

**APPOINTMENT OF MATTHEW FISHER, M.D. AS SCHOOL PHYSICIAN FOR 2018-2019 SCHOOL YEAR**

Dr. Egnor stated the rates have remained the same for several years.

**APPOINTMENT OF DR. MICHAEL A. CHAPMAN AS SCHOOL DENTISTS FOR 2018-2019 SCHOOL YEAR**

Dr. Egnor stated Drs. Geris and Falk have provided dental services to the District since 1988 and have indicated that they are no longer able to provide services. Dr. Michael A. Chapman has offered his services as school dentist and is being recommended for approval.

**NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER REPORT – MR. WOJCIK/DR. LINDERMAN**

Mr. Wojcik reported the following items:

- NWCTC budget
- Burrell School District contribution increased because of increased enrollment
- Waterline surrounding building needs replaced
- NOCTI testing

### **WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE**

Mrs. Beveridge reported on the following item:

- Awarded contracts for auditorium renovations

### **PSBA REPORT – MRS. KEY**

Mrs. Key reported the following item:

- HB638 – opposed by PSBA

Ms. Shank asked the Board to permit comments from the public on non-agenda items at this time to allow a student to speak.

### **COMMENTS FROM THE PUBLIC**

Kourtney and Cora Lee Kobelenske, Cora Lee Cupcakes

- Donated funds from basketball fundraiser event
- To be used for Mrs. Shield's Middle School Special Education classroom
- Appreciates support from Board and Administration

Dr. Wagner thanked Kourtney and Cora Lee.

### **BUSINESS – MRS. CALLAHAN:**

#### **APPROVAL OF BUDGETARY TRANSFERS**

#### **APPROVAL OF REQUEST TO ESTABLISH STUDENT ACTIVITY ACCOUNT: MIDDLE SCHOOL TRI-M MUSIC HONOR SOCIETY**

#### **APPROVAL OF CUSTOMER SERVICE AGREEMENT WITH UNIFIRST CORPORATION FOR 36 MONTH TERM**

Mr. Kaczor asked if the District solicited proposals.

Mrs. Callahan asked Mr. Ploskunak, Facilities Director, to discuss and answer the questions because it is facilities related and his recommendation.

Mr. Ploskunak stated that he negotiated with UniFirst for a 30% reduction in current costs.

Mr. Kaczor asked why the Board is just seeing the proposal at this time.

Mrs. Callahan explained that it was presented on the May agenda because it was received after April's agenda meeting and normal procedure is for the Board to review items at the Agenda meeting for consideration at the Regular meeting.

Mr. Kaczor stated that he believes the District can get better pricing from Cintas.

Dr. Wagner stated that she will have Mr. Ploskunak look into it.

**APPROVAL OF CODEHS SITE LICENSE AGREEMENT FOR PERIOD JULY 1, 2018 THROUGH JUNE 30, 2021**

Mrs. Callahan stated that that this agreement is for instructional software for the High School that replaces previous software at a lower cost. Dr. Boylan asked that since the High School administration could not be at Agenda meeting, they can answer related questions next week.

**APPROVAL OF EXTENSION OF TURNER DAIRY FARMS, INC. FOR FOOD SERVICE MILK AND DAIRY PRODUCTS FOR 2018-2019**

Mrs. Callahan stated that the District solicited Proposals last year for milk/dairy for Food Service. Turner Dairy was the best proposal and provided service this year and included a voluntary one-year extension. Because the milk is the majority of the cost and is at the state minimum pricing, the only cost variance is on juice and other dairy items. Because Turner rated higher than the one other vendor on the original proposal evaluation, and has provided good service and meets our delivery needs, Mr. Klipple is recommending a one-year extension.

**APPROVAL OF BREAKFAST AND LUNCH PRICES EFFECTIVE 2018-2019**

Mrs. Callahan stated that she and Andrew Klipple, Food Service Administrator, are recommending no meal price increase for 2018-2019. She explained that USDA issued a memo stating that any program with a positive balance in January is exempt from Paid Lunch Equity (PLE) requirements (calculated to determine if you must raise meal prices and the minimum amount). She indicated that due to all of the personnel/contract language changes and new staff at lower costs, the Food Service program is now performing with operating revenue exceeding expenses.

No increase in rates is based on USDA recommendation and Mr. Klipple's recommendation that rates are appropriate at this time.

Mrs. Callahan stated that she wants to publicly recognize and thank Mr. Klipple for the work he has done to improve the Food Service program. The program is expecting a net profit at yearend.

**APPROVAL OF NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER 2018-2019 GENERAL OPERATING BUDGET**

Mrs. Callahan summarized the NWCTC budget for 2018-2019 which is a total of \$3,600,533 at an increase of 2.55%. The four district contributions overall increased by \$83,445. Because Burrell's percent of enrollment increased substantially this year, our share of the district contributions increased from 16.90% to 23.07%, resulting in a total increase to our contributions of \$176,510 for next year. Mrs. Callahan stated that the NWCTC JOC approves their budget as well as the each of the sending school districts.

**AUTHORIZATION FOR NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER TO SECURE A REVENUE ANTICIPATION NOTE IN THE APPROXIMATE AMOUNT OF \$2,861,000 TO COVER OPERATING EXPENSES FOR 2018-2019 SCHOOL YEAR**

Mrs. Callahan stated that NWCTC issues a Revenue Anticipation Note to borrow money to cover operating expenses until the end of the year when they bill school districts for our share and have received state and federal revenue. This authorization provides permission needed for NWCTC to issue the RAN.

**AUTHORIZATION OF THE EXECUTION OF AN OPERATION CONTRACT IN THE AMOUNT OF \$657,716 WITH NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER FOR 2018-2019 SCHOOL YEAR FOR THE EXPENSES OF ADMINISTRATION AND OPERATION OF TECHNOLOGY CENTER**

Mrs. Callahan stated that NWCTC requests an operation contract from each school district for our share of district contributions. Burrell School District's share for 2018-2019 is \$657,716.

**APPOINTMENT OF TREASURER FOR A ONE-YEAR TERM BEGINNING JULY 1, 2018**

Mrs. Callahan stated that Mrs. Key is the current Treasurer.

**APPROVAL OF RESOLUTION ON CHECK SIGNATURES**

**APPROVAL OF DEPOSITORIES**

## **ADOPT PROPOSED FINAL GENERAL FUND BUDGET 2018-2019**

Mrs. Callahan stated that all District parents were invited to a meeting to learn about the District budget. The meeting was held earlier this evening and only one parent attended.

Mrs. Callahan presented the 2018-2019 Proposed Final General Fund Budget information details. The budget includes total revenue of \$30,469,015 which includes a Real Estate Tax increase of 2.8 mills. Total expenditures are also estimated at \$30,469,015. Mrs. Callahan reviewed detailed list of decreased expenditures of \$121,107 since draft budget as well as decreased revenues of \$32,835. These changes result in elimination of the deficit from the draft budget. The overall budget increase is 2.5%.

Mrs. Callahan reviewed the amounts and details of each of the following categories of expenditures: personnel salaries/wages, health insurance benefits, employer retirement contribution, debt service, instructional costs, NWCTC contribution, cyber/charter school tuition, special education services, special placement tuition, ESL, social work services, psychologist services, safety/security, athletics, transportation, and facilities/maintenance.

Mrs. Callahan also reviewed local, state and federal revenue items in detail. She explained the real estate tax revenue budget, District's assessed value of properties, and tax increase included. She discussed the value of tax mills, history of District total assessed value, and cost of tax increase to average homestead property. She reviewed other local taxes such as earned income tax, delinquent real estate tax, real estate transfer tax, IDEA revenue, and tuition from patron's revenue estimates. Mrs. Callahan explained the state revenue budgeted figures including basic education subsidy, special education subsidy, ready to learn grant, transportation subsidy, bond reimbursement, property tax reduction, social security reimbursement, and retirement reimbursement. She briefly presented a history of the District's revenue from state subsidy of six major categories. Lastly, she reviewed the Title I and Title IIA federal funding estimates and use of funds.

Mrs. Callahan provided a summary of the planned use of \$660,000 fund balance for non-recurring items including band uniforms, instructional technology equipment, and capital reserve fund transfer. She discussed use of \$220,000 of committed fund balance for PSERS. Additionally, she indicated an estimated ending uncommitted/unassigned fund balance figure of \$1,860,495.

Mrs. Callahan provided data and reviewed information from PSBA State of Education Report regarding state-wide figures on other districts' revenues, expenditures, property taxes, and fund balance to compare our district. She explained that overall, our district spending is less than others and our district revenue from property taxes are less than similar suburban districts. The report indicates that 87% of districts expect to raise Real Estate Taxes for 2018-2019.

Mrs. Callahan summarized the budget as follows: expenditures exceed revenues, expenditures are estimated to increase 2.5% and real estate natural growth is only increasing at 0.42% and state education subsidy figures are estimated to increase at only 0.92%. Other local revenues



are not increasing at the rate of expenditure increases, resulting in the need for a real estate tax increase. Additionally, the part of the real estate tax increase is needed to continue to fund PSERS cost increase and large increase in NWCTC costs due to increased enrollment.

Mrs. Callahan stated that there are only a few items that might change to affect the overall budget, but there is not substantial change expected. She indicated that any reductions in the budget could be used to reduce the amount of the real estate tax increase currently included.

She asked for questions, comments and suggestions from Board members.

Ms. Shank stated that she would like to see the Real Estate Tax increase reduced some and asked if we could reduce the Capital Reserve Fund Transfer to do so.

JSC explained that because it is budgeted as an expenditure but also use of fund balance, if the amount is reduced, it does not affect the bottom line and real estate tax increase amount.

Ms. Shank asked if the District uses more committed funds for PSERS, can that be used to offset a tax increase.

Mrs. Callahan explained that if the Board chooses to do that, it reduces the allocation of tax increase to PSERS and then compounds the amounts needed to offset PSERS increases from prior years as well as increases the overall amount needed to balance future years.

Mrs. Kinter stated that with recent news regarding other local districts eliminating and/or reducing programs and furloughing teachers to offset large deficits, it is important that we do what we can to avoid that type of situation.

Mrs. Callahan stated that the administration will continue to do the best we can to be financially responsible while meeting the goals of the District by maintaining and enhancing educational opportunities for students.

Board members thanked Mrs. Callahan for her thorough explanation and details of Proposed Final Budget as well as comparative data provided.

Mrs. Callahan stated that the Board will be asked to adopt the Proposed Final Budget at the May 15<sup>th</sup> meeting and the Final Budget at June 19<sup>th</sup> meeting. She reminded the Board that school code requires 30 days between the adoptions, availability of budget for public inspection, and advertisement of intended date of budget adoption.

### **COMMENTS FROM THE PUBLIC**

There were no comments.

**ADJOURNMENT**

Mr. Kunkle made a motion, seconded by Dr. Linderman, that the Board adjourn the meeting at 8:46 PM.

Roll Call: All in Favor.

Motion carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT  
BOARD MEETING MINUTES  
MAY 15, 2018**

**CALL TO ORDER**

The Burrell School Board Meeting was held in the High School Board Room and called to order at 7:35 PM by President Shank.

**PLEDGE OF ALLEGIANCE**

Ms. Shank asked all present to participate in the Pledge of Allegiance.

**ROLL CALL**

The following responded to Roll Call: Dr. Rachel Linderman, Mrs. Jane A. Kinter, Mr. James D. Kunkle, Mrs. Gretchen Beveridge, Mr. Rick Kaczor, Mrs. Pam Key, Mrs. Genia Koziarski (arrived at 7:09 PM), Mr. Christopher S. Wojcik and Ms. Tricia Shank. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Gregory Egnor, Director of Student Services, Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary, and Mr. Anthony Giglio, Solicitor.

**EXECUTIVE SESSION**

**MAY 8, 2018 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA**

**MAY 15, 2018 – 7:00 PM – PERSONNEL AGENDA**

Ms. Shank announced the Board’s Executive Sessions.

**APPROVAL OF MINUTES**

Agenda Meeting – April 10, 2018

Regular Meeting – April 17, 2018

**TREASURER’S REPORT – APRIL 2018 (Attachment 5-1)**

**SCHOOL LUNCH REPORT – APRIL 2018 (Attachment 5-2)**

**STUDENT ACTIVITY FUND REPORT – APRIL 2018 (Attachment 5-3)**

**NURSES’ REPORT – APRIL 2018 (Attachment 5-4)**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

## **COMMENTS FROM THE PUBLIC – AGENDA ONLY**

There were no comments from the public.

## **REPORTS OF ADMINISTRATION AND STANDING COMMITTEES**

### **SUPERINTENDENT – DR. WAGNER:**

#### **STUDENT/STAFF RECOGNITION**

Dr. Wagner recognized the following:

Mr. Brian Querry – State Music Performance Assessment: Middle School Concert Band awarded Excellent/Advanced rating

Softball – 1<sup>st</sup> round playoffs

Baseball – Section Champs

Girls Track – Section Champs

Ms. Shank added that the Middle School concert was excellent.

## **BON AIR SCHOOL REPORT: TECHNOLOGY – INFORMATION**

Ms. Lenart introduced Mrs. Kulik, elementary Business, Computer, and Instructional Technology teacher, who shared information about the technology program at Bon Air Elementary School. She explained that students at the K-3 level are working on various concepts such as programming, coding, and graphic design. Mrs. Kulick shared information relating to cross-curricular projects that students have done this school year. Additionally, a discussion took place regarding the lab renovation at Bon Air and how it will promote student collaboration. Mrs. Kulik introduced Kindergarten students: Cadence Whitlinger and Owen Taylor; First Grade students: JT Whitlinger and Channing Miller; Second Grade students: Rocco Giannetti and Third Grade student: Jacob Taylor. The students talked about activities they have completed during class.

Dr. Wagner stated that the District is changing the technology space in the elementary classroom including lab upgrades.

## **ADOPTION OF PRINCIPLES OF GOVERNANCE AND LEADERSHIP**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**ADOPTION OF POLICY 303.1 – NEPOTISM (Attachment 5-5)**

Motion by: Mrs. Beveridge

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

**FIRST READING OF REVISION TO POLICY 702 – GIFTS, GRANTS, DONATIONS**

Motion by: Mrs. Beveridge

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**FIRST READING OF REVISION TO POLICY 808 – FOOD SERVICES**

Motion by: Mr. Kaczor

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**FIRST READING OF REVISION TO POLICY 815 – ACCEPTABLE USE OF COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS**

Motion by: Mr. Kaczor

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**FIRST READING OF REVISION TO POLICY 249 – BULLYING/CYBERBULLYING**

Motion by: Mrs. Beveridge

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**FIRST READING OF REVISION AND MERGING OF POLICY 248 TO POLICY 103 – NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**ACCEPTANCE OF DONATION OF SAFETY BUCKETS FROM FARMERS INSURANCE FOR DISTRICT CLASSROOMS**

Motion by: Mrs. Beveridge

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

Ms. Shank expressed gratitude for donation from Farmers Insurance.

**PERMISSION FOR TYLER HARRIS TO CHAPERONE 19 STUDENTS ON OVERNIGHT TRIP: BURRELL RUGBY CLUB, NATIONAL SEVENS TOURNAMENT, PHILADELPHIA, PA, MAY 31-JUNE 2, 2018**

Motion by: Mrs. Koziarski

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**BURRELL EDUCATION FOUNDATION REPORT**

Dr. Wagner announced the golf outing on June 11, 2018 at Hillcrest Country Club.

**DIRECTOR OF STUDENT SERVICES – DR. EGNOR:**

**PERMISSION TO OFFER EXTENDED SCHOOL YEAR PROGRAM JULY 2018**

Motion by: Mrs. Beveridge

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**APPROVAL OF DISCIPLINE GUIDELINES FOR BURRELL HIGH SCHOOL, HUSTON MIDDLE SCHOOL, STEWART ELEMENTARY SCHOOL AND BON AIR ELEMENTARY SCHOOL FOR 2018-2019 SCHOOL YEAR**

Motion by: Dr. Linderman

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.



Motion by: Dr. Linderman

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**APPROVAL OF SERVICES AGREEMENT WITH WESTERN PA SCHOOL FOR THE DEAF FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER 2018**

Motion by: Mrs. Beveridge

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**PERSONNEL – MS. SHANK (Attachment 5-7)**

Motion by: Mrs. Koziarski

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER REPORT – MR. WOJCIK/DR. LINDERMAN**

Members received a summary of the April 19, 2018 meeting. Dr. Linderman reported the May meeting is next week.

Mr. Wojcik reported on the following items:

- New Ken-Arnold School District and NWCTC splitting cost of waterline repairs
- Burrell's increased enrollment causing increased share of NWCTC budget costs

**WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE**

Members received a summary of the April 19, 2018 meeting.

Mrs. Beveridge reported on the following items:

- Tentative three year agreement reached with PCA/Assistants
- Meeting to be held next week

**LEGISLATIVE REPORT – MRS. KEY**

Mrs. Key indicated there is no new news. The Senate returns on May 21 and the House returns on May 22.





**APPROVAL OF THE NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER 2018-2019 GENERAL OPERATING BUDGET (Attachment 5-11)**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**AUTHORIZATION FOR NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER TO SECURE A REVENUE ANTICIPATION NOTE IN THE APPROXIMATE AMOUNT OF \$2,781,000 TO COVER OPERATING EXPENSES FOR THE 2018-2019 SCHOOL YEAR (Attachment 5-12)**

Motion by: Dr. Linderman

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**AUTHORIZATION OF THE EXECUTION OF AN OPERATION CONTRACT IN THE AMOUNT OF \$481,206 WITH NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER FOR 2018-2019 SCHOOL YEAR FOR THE EXPENSES OF ADMINISTRATION AND OPERATION OF THE TECHNOLOGY CENTER (Attachment 5-13)**

Motion by: Mrs. Key

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**APPOINTMENT OF TREASURER FOR A ONE-YEAR TERM BEGINNING JULY 1, 2018**

Mrs. Beveridge made a motion to appoint Mrs. Key as treasurer for a one-year term beginning July 1, 2018, seconded by Mrs. Koziarski.

Roll Call: All in Favor

Motion carried.

**APPROVAL OF RESOLUTION ON CHECK SIGNATURES (Attachment 5-14)**

Motion by: Mrs. Beveridge

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**APPROVAL OF DEPOSITORIES (Attachment 5-15)**

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**ADOPT PROPOSED GENERAL FUND BUDGET 2018-2019**

Mrs. Callahan indicated that District finances have been discussed in detail over the past several months, including detailed proposed budget presentations at public Board meetings on March 27, April 10 and May 8, 2018. She stated many hours were spent discussing all of the 2018-2019 proposed budget details. Last week approximately 50 slides of information were presented regarding the budget that the Board is being asked to accept this evening.

Mrs. Callahan reviewed a summary of the Proposed Budget highlights including: Total Expenditures of \$30,469,015: an increase of 2.5% over current budget; Major Expenditures/Increases: Payroll/Wages contractual increase of \$227,901 (+1.7%), Retirement Contribution increase of \$188,856 (+4.4%), and Northern Westmoreland Career & Technology Center contribution increase of \$176,510 (+36.7%). Total Revenue of \$30,469,015: Includes use of \$220,000 Committed Fund Balance for PSERS Stabilization; Includes use of \$660,000 of Unassigned/Uncommitted Fund Balance for non-recurring items: Band Uniforms, Instructional Technology, Capital Reserve Fund Transfer, and Budgetary Reserve; Also Includes Real Estate Tax Increase of 2.8 mills (+3%) – Average Homestead Property: Current Real Estate Tax is \$2,102, Increased Real Estate Tax is \$2,166, with the total increase of \$64/year = \$5.33 per month. Real Estate tax increase: Expenditure increase of 2.5% exceeds Revenues; State Education Subsidies estimated increase of only \$67,061 (+0.92%); Real Estate Tax natural growth increase is only \$56,369 (+0.42%); Real Estate Tax Increase generates an additional \$432,450 revenue; Maintain financial stability, and support student growth & educational opportunities.

Mrs. Callahan asked Board member if there were any questions or comments.

Board members indicated there were no questions or comments.

Mrs. Callahan stated that in accordance with school code, the District must adopt the Proposed General Fund Budget 2018-2019 at least 30 days prior to final adoption. The Proposed Final Budget will be made available for public inspection as required and public notice shall be advertised of the Board's intention to vote on the Final General Fund Budget 2018-2019 at the June 19, 2018 Board meeting. She stated that administration will continue to analyze cost estimates and make changes between now and the June meeting. The Board will be asked to vote on the Final General Fund Budget 2018-2019 at the June 19, 2018 Board meeting.

Mrs. Callahan asked the Board to adopt the Proposed General Fund Budget 2018-2019 as presented.

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

### **COMMUNICATIONS**

Members received items of communications in their packets.

### **REQUESTS FOR USE OF BUILDINGS (Attachment 5-16)**

Motion by: Mrs. Kinter

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

### **PAYMENT OF BILLS (Attachment 5-17)**

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

### **OTHER REMARKS**

Mrs. Key announced Burrell Drama Parents sponsored a variety show last Friday. She stated that the talent was unbelievable and it was a wonderful experience for students. The students were able to showcase themselves and parents did a surprise performance at the end.

Mrs. Koziarski added that the event raised \$1,000 for Drama Boosters.

Mrs. Kinter asked if this is to become an annual event.

Mrs. Key indicated yes.

### **COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**ADJOURNMENT**

Mr. Kunkle made a motion, seconded by Mrs. Kinter, that the Board adjourn the meeting at 8:17 PM.

Roll Call: All in Favor

Motion carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew