

**BURRELL SCHOOL DISTRICT  
BUDGET WORKSHOP MINUTES  
May 5, 2020**

**- VIRTUAL -**

The Burrell School District Board of Directors Budget Workshop was held VIRTUALLY via Zoom and called to order at 6:10 PM by President Shank.

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

The following responded to Roll Call: Dr. Rachel Linderman, Mrs. Genia Koziarski, Mr. Tom Deiseroth, Mrs. Gretchen V. Beveridge, Mrs. LeeAnn S. Guido, Mrs. Pam Key, Mr. Rick Kaczor, 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.

Ms. Shank welcomed Mrs. Koziarski to the Board of Directors.

**Comments from the public:** None

**BUDGET 2020-2021 DRAFT – INFORMATION**

Mrs. Callahan presented the 2020-2021 General Fund Budget information details.

Mrs. Callahan reviewed the following information:

- Uncertain economic times make budget very difficult
- Budget preparation and process
- COVID-19 impact expected on 2019-2020 fiscal year
  - Misconception that district will have large surplus from closure
  - Reviewed details and figures showing estimated ending fund balance
  - Explained transportation expenditure lower than expected results in lower transportation revenue for 2020-2021 fiscal year
- COVID-19 financial impact on 2020-2021 fiscal year and budget
  - Interest earnings, Earned Income Tax, Property Tax, Real Estate Transfer Tax, Delinquent taxes: all expecting substantial reductions
  - State Revenue uncertainty because state has revenue shortfall due to COVID-19
  - Federal Funds unclear
  - Potential legislation on Real Estate Tax increase

Mrs. Callahan presented draft budget 2020-2021 as follows:

- Total Revenue \$31,462,211 and Total Expenditures \$ 32,106,400 which results in deficit of \$-644,229

- Expenditures reviewed in detail as follows:
  - Operating expenditures increase over prior year \$1,073,084 or 3.46% with largest increases in payroll/wages, retirement contribution, and health insurance costs.
  - Reviewed the amounts and increase in each of the following expenditure areas: Salaries/wages; health insurance benefits; retirement contribution – including increase in employer contribution rate and district plan for covering costs using committed funds and real estate tax increase; Debt service/bond payments; building/instructional budgets; vocational education; cyber/charter school tuition; special education services; special placement tuition; other educational services; safety/security & social services; athletics; transportation; and facilities maintenance.
  - Reviewed expenditure reductions over the past several years.
  
- Revenue reviewed in detail as follows:
  - Total Revenue increase over prior year \$163,885 or 0.54%
  - Includes: Real Estate Tax increase 3 mills; planned use of fund balance \$740,000; use of committed funds for PSERS \$100,000; estimated revenue decreases due to COVID-19
  - Local Revenue budgeted decreases due to COVID-19 \$-400,000
  - Real Estate Tax - no natural growth/revenue increase; tax increase budgeted within index; generates additional revenue \$467,953; cost of tax increase to average homeowner approximately \$68.70/year or \$5.72/month.
  - State Revenue decrease in transportation; no increase budgeted in Basic Ed/Special Ed subsidies;
  - Federal Revenue increase budgeted due to Title IV budget and ACCESS Medical Assistance Reimbursement
  
- Fund Balance reviewed in detail as follows:
  - Use of fund balance for one-time expenditures totaling \$740,000 including textbooks, instructional technology equipment, budgetary reserve (if needed); transportation reimbursement (due to decrease from 2019-2020 expenditure decrease)
  - Estimated Beginning balance less use of fund balance leaves estimated ending balance of \$1,589,480 or 5% of total expenditures; however, budget deficit reduces fund balance by an additional \$644,229 resulting in a very low estimated ending fund balance of less than \$1 million.
  
- Summarized budget, need for real estate tax increase, outstanding considerations, financial/economic uncertainty, and next steps.

**BUDGET 2020-2021 DRAFT DISCUSSION**

Ms. Shank asked if we will have any extra funds because of COVID-19. She stated it is difficult to budget for the unknown and it doesn't seem fair to budget as we normally do.

Mrs. Callahan explained that the District is continuing to pay normal district bills and have lost some local revenue. Act 13 requires school districts to pay employee wages/benefits, cyber schools, IU, CTC; requires district to provide special ed services to students and required to pay tuition costs for students in placement. Additionally most operational costs continue even though school closed. The District also incurred some additional costs due to COVID-19. Therefore, the district will not have a large surplus due to the closure.

Mr. Wojcik asked about federal funding.

Mrs. Callahan explained federal funding through CARES Act will come through the state and it is unknown if it will be additional funds or will supplant state funds. Mrs. Callahan explained how the district received federal funds - ARRA through the state for a few years after the recession but that it supplanted state funds.

Mrs. Guido asked if there is a percentage of funding from the state and is that linked to the free/reduced meals number.

Mrs. Callahan replied some things are based on free/reduced numbers but the majority of state subsidies use a formula that factors market value/aid ratio. She indicated that compared to the rest of Westmoreland county, our market value/aid ration is higher than most. Federal funds are often based on factors including free/reduced meals numbers. The District's free/reduced percentage of students is still relatively low – around 30%.

Ms. Shank asked about the PSERS plan.

Mrs. Callahan explained that the district plan for funding the PSERS cost increase is expected to be complete in about 2 years if the district continues to increase real estate taxes to cover the cost.

Ms. Shank stated that seeing the end is near for PSERS plan funding is nice. She indicated she is not comfortable raising taxes and would like to reduce the amount. She suggested a pay freeze could potentially generate additional funds. Ms. Shank asked Board members for their opinion on continuing the tax increase as planned.

Dr. Linderman stated that by looking at the 1 mill increase chart, it seems if we increase the taxes this year, the increase is less over the next few years; however, if we don't increase taxes this year, the future impact on the public would be more. She stated we have to look ahead and not just right now to see the entire picture.

Mrs. Callahan stated that there is some talk of legislation limiting tax increase, but that could result in cuts to education which would negatively impact educational programs and take away the power of local school board to make decisions that are best for their schools.

Dr. Linderman stated she would much rather do a tax increase this year rather than more later.

Mr. Wojcik stated he agrees with Dr. Linderman. He added this was our plan and he thinks a little bit of pain now is better.

Mrs. Guido asked what 1 mill actually looks like to the average tax payer.

Mrs. Callahan stated that a 3 mill tax increase will cost the average homeowner approximately \$68.

Dr. Linderman believes that the plan is good and that these are only estimates from PSERS so if they go higher, we could run out of committed funds and have to do more, so it is important to see all the angles of the impact.

Mr. Kaczor stated he believes we should do the allowable increase and stay the course.

Mrs. Callahan stated the budget is still a work in progress and hopefully we will have better figures in the coming weeks.

Mrs. Koziarski stated she would like to hear more about the tax increase before making a decision.

Mrs. Beveridge asked if we anticipate any students changing to cyber charters or eAcademy.

Dr. Egnor stated that he continues to try to encourage students to choose Burrell eAcademy rather than cyber charter schools since it costs the district less but yes, it is a possibility due to COVID-19. Dr. Egnor indicated that he will continue to make substantial effort to keep students.

Mrs. Beveridge stated IDEA/Special Education requires not violating any student services and to provide the best possible scenario.

Ms. Shank stated that in her experience, there are students and parents that previously thought that going to cyber charter would be easier but they are now be learning that it may not be and that they want to come back to district.

Mrs. Koziarski asked if the School Resource Officer (SRO) position will continue and if we are continuing to pay him during the shutdown.

Dr. Wagner replied we are currently not paying the SRO.

Mrs. Koziarski asked if there are any options for School Police Officer (SPO). She stated that if it saves the District money in the long run, it is worth re-evaluating the position.

Dr. Wagner replied that the board can choose to evaluate and consider other options since the agreement has a termination term within.

Mrs. Key stated there could be an increase in costs with mental health. She indicated that going from quarantine to part time, we could end up with a need to increase those services.

Mr. Kaczor asked if splitting the day is a possibility for returning to school.

Dr. Wagner replied that rotating days, some face-to-face and some remote may be considered while trying to stay within our current costs, but that the decision will not be made until summer.

Mr. Wojcik asked about the total assessed value.

Mrs. Callahan explained the figures.

Ms. Shank asked what percentage increase is a 3 mill increase.

Mrs. Callahan stated 3 mills is a 3% increase.

Ms. Shank stated that the tax increase equates to less than \$6.00 a month for the average homeowner. She added even with that increase, it does not cover the budget deficit.

Mrs. Callahan stated a tax increase will not cover the proposed budget because we have a \$644,000 deficit and so much uncertainty. A mill of taxes brings in about \$155,000, so if the tax increase is not approved, it will add to the deficit.

Mrs. Guido stated whether we do 2 mills or 3 mills, people will still be unhappy. She stated she believes that \$6/month is reasonable because we are obligated to educate the students. Mrs. Guido indicated we are being conscientious with the community public funds and that the tax increase makes sense and should be considered.

Mrs. Callahan reminded board members that the district uses a zero-based budget process to only budget for necessary expenditures.

Mrs. Key stated she believes a lot of small businesses might shut down and we could lose that money. She added that the COVID impact is very real and needs to be considered during this time.

Ms. Shank asked if it's possible to have any more concrete information regarding future revenue.

Mrs. Callahan replied no, we really have no way of knowing actual figures. The estimates are based on historical data from the recession and consideration of local impact. She added that each month adds additional data for consideration.

Dr. Wagner stated we worked so hard to be where we are financially and it feels like we are back at square one, which is frustrating, but that it is important to continue to provide the educational programs and opportunities for our students and the community.

Mrs. Beveridge stated that all the school districts are dealing with this. She asked how the state is pulling together and how are they looking at school districts as a whole.

Mrs. Callahan stated that PSBA and PASBO have been analyzing data and assisting districts. PSBA has been trying to communicate the fact that districts will not have an abundance at the end of the year and communicating how not being allowed to raise real estate taxes would have a negative impact on education. Mrs. Callahan agreed that all districts are facing decreases. School districts rely on PSBA and their advocacy with the legislators.

Mr. Kaczor stated the deficit would be about \$1,000,000 if we don't raise taxes.

Dr. Linderman thanked Mrs. Callahan for her hard work. She stated our hands are tied and she can't imagine what other districts are going through. Hopefully, Mrs. Callahan can do some more work and get us closer to balanced. She indicated that she believes if the state doesn't mandate a real estate tax freeze, we have to approve the tax increase.

Mrs. Key stated she doesn't like the unknown. She added if there are things the district can hold off on purchasing, she believes it would be a good way to approach the next year.

Mrs. Guido stated as she looks through the worksheet, she noticed the instructional budget for Bon Air and Stewart have decreases and the High School and Middle School indicate increases.

Mrs. Callahan stated that is due to technology and textbooks. Prior year had substantial textbook expenditures in the elementary schools which have been shifted to technology in secondary schools in the 2020-2021 budget. Additionally, the reading program recently agreed to has been added to the High School budget.

Mrs. Callahan stated the technology expenditures include about \$100,000 to be used for Chromebooks and upgrading other technology.

Mrs. Guido asked if any of those things can be put on hold.

Dr. Wagner stated we may need the Chromebooks in case we end up in a remote situation again in the fall.

Mrs. Callahan stated the budget presentation and worksheets are available as board documents. She reported that at next week's agenda meeting, the proposed final budget will be presented in the state format. She stated the proposed final budget will include the figures reviewed tonight and will include the 3 mill tax increase. She explained the recommendation to have the increase in the budget based on the scenario. Mrs. Callahan explained this is not the final budget, but that it will likely be similar and include the tax increase.

Mrs. Callahan stated the May Agenda and Regular meetings will also be held virtually. She added June meetings could potentially be in-person but at this time we will anticipate virtual meetings.

Mrs. Beveridge stated she is not interested in attending in-person meetings at this time due to COVID-19.

Ms. Shank asked about fund balance if we are able to reduce the \$644,000 deficit. She also asked what threshold the state believes is a good position.

Mrs. Callahan stated we need a fund balance of 5-8% of expenditures to be financially stable. She discussed cash flow and the impact on rates as well as state reviews. She stated the state recommendation is 5-8%, but believes an appropriate figure is between 6-8%. In recent years, we have not used our budgetary reserve, so that would increase the ending fund balance if

not used in 2020-2021. However, she added that with all of the uncertainty, we cannot rely on that this year.

Mrs. Guido stated she anticipates many people asking why are we following through with the stadium project. She asked what would be an appropriate answer.

Mrs. Callahan replied that Capital Project and Capital Reserve funds can only be spent on capital improvements. Capital Project funds can legally only be spent on the specific improvements determined at the bond refinancing. When the district refunded the bonds and generated the Capital Project funds, the track and field project was named; therefore, legally, those funds must be spent on that project within three years. She added that funds in Capital Reserve must also be spent on Capital Projects. The project was reviewed and considered for many months prior to board approval to proceed.

Mrs. Callahan stated some monies are committed for tax appeals from many years ago. She indicated that potentially these funds are not needed as committed for this purpose since they have not been used for many years and could be put back into the general fund.

Mr. Wojcik added that we are spending money on the track and field after thoroughly evaluating the need and finances. The Board thought it through and did not just go charging in.

Mrs. Guido stated she does not question our decision, but just wants to be able to provide an appropriate response.

**Comments from the public:** None

Dr. Linderman made a motion, seconded by Mr. Wojcik to adjourn at 8:32 PM.

Roll Call: All in Favor

Motion carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT  
AGENDA MEETING MINUTES  
MAY 12, 2020**

**- VIRTUAL -**

**CALL TO ORDER**

The Burrell School District Board of Directors Agenda Meeting was held VIRTUALLY via Zoom and called to order at 7:05 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. Genia Koziarski, Mr. Tom Deiseroth, Mrs. Gretchen V. Beveridge, Mrs. LeeAnn S. Guido, Mrs. Pam Key, Mr. Rick Kaczor and Ms. Tricia Shank. The following member was absent: Mr. Christopher S. Wojcik. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Gregory Egnor, Director of Student Services, Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary.

**EXECUTIVE SESSION-**  
**MAY 12, 2020 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA**  
**AND LITIGATION**  
**MAY 19, 2020 – 7:00 PM – PERSONNEL AGENDA AND LITIGATION**

Ms. Shank announced the Board's Executive Sessions.

**AGENDA REVIEW**

The Board reviewed items scheduled for the regular meeting to be held on May 19, 2020.

**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 reported she will have items for next week.

#### **GIFTS, GRANTS, DONATION REPORT – INFORMATION**

Dr Wagner stated she is thankful for donations from the community. The Gifts, Grants, Donations Report lists donations received since last December. She noted the \$1,000 donation from Senator Brewster for graduation. Dr Wagner recognized and thanked Mrs. Koziarski for her hard work that brought Senator Brewster to support and donate for the ceremony.

Dr. Wagner reported that Stewart School Science Olympiad did not happen this school year and Mr. Croushore is working to see if donors want us to keep the donations and use for next year's materials or return the funds.

#### **KENNYWOOD CONTRACT: REVISED DATE AUGUST 18, 2020 – INFORMATION**

Dr Wagner reported the new Kennywood school picnic date is August 18. She stated it is also the Fall Fantasy and our marching band will be performing that same day. Dr. Wagner indicated a message was sent to parents with a link and the information is also on the website.

#### **COVID-19 DISTRICT RELATED MATTERS – INFORMATION**

- RK Mellon Grant - Dr Wagner stated Dr. Conway, Mary Kay Babyak, Consortium for Public Education, and Dr. Wagner put in white paper to RK Mellon for proposal for \$250,000 grant to support internet access and technology needs in our county. Application is due next week. Very excited and hopefully will be more information to share at a later date.
- Future Ready - State has notified districts that some of the requirements under Future Ready Index have been lifted. We will be reporting 2019-2020 data regardless.
- Graduation – Westmoreland County moves to the Yellow Phase starting Friday, May 15, 2020, and the expectation is about 45 days until the Green Phase. Graduation will need to be within CDC and PA Department of Health guidelines. Graduation ceremony will be held at Riverside Drive-in Theater on June 11, 2020. Families will be limited to one car per graduate and the ceremony will be live streamed for others. Dr. Wagner stated she will share more information as details are finalized and the date gets closer.

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

**APPOINTMENT OF MATTHEW FISHER, M.D. AS SCHOOL PHYSICIAN FOR 2020-2021 SCHOOL YEAR**

Dr. Egnor reported the agreement is at the same rate as the prior year. He stated the school physician provides essential services and continuing at the same rate is appreciated.

**APPOINTMENT OF DR. MICHAEL A. CHAPMAN AS SCHOOL DENTIST FOR 2020-2021 SCHOOL YEAR**

Dr. Egnor reported the agreement is at the same rate as the prior year. He stated the school dentist provides essential services and continuing at the same rate is appreciated.

**APPROVAL OF AGREEMENT WITH WESTMORELAND CASEMANAGEMENT & SUPPORT, INC. FOR STUDENT ASSISTANCE PROGRAM FOR 2020-2021 SCHOOL YEAR**

Dr. Egnor stated that last month we approved the agreement with Westmoreland County Student Assistance Program. He reported this agreement is for a shared liaison at no additional cost to the District.

**WESTMORELAND INTERMEDIATE UNIT STUDENT SERVICES INTENTIONS 2020-2021 – INFORMATION**

Dr. Egnor stated the agreement with WIU is to provide services to the District. He reported that each year the District requests services to be provided and that list is provided for Board information. He reviewed the services and costs and believes it is cost effective for the District to use these services.

**SCHOOL PHOTOGRAPHER EFFECTIVE 2020-2021: BARKSDALE SCHOOL PORTRAITS – INFORMATION**

Dr. Egnor provided information about the change in school photographer for next year and stated there is no cost to the District. He explained that Administration explored options due to complaints from families over the years with our prior photographer Lifetouch. He indicated a committee was formed, including Ms. Lenart and Mr. Ferra, to search for a new vendor. They researched 10 vendors and received 4 proposals. The committee assessed the proposals and decided on Barksdale School Portraits with their local office.

Dr. Egnor reviewed reasons for choosing Barksdale School Portraits including newest technology, outstanding customer service, competitive pricing, user friendly, variety of

packages, local agent and they have been doing school portraits longer than any other company. He indicated the next step will be to coordinate picture dates for each school.

Mrs. Guido stated she appreciates that a new vendor has been chosen. She reported receiving incorrect portraits for three years in a row.

Mr. Kaczor stated he also had problems with pictures and is pleased to change vendors.

Dr. Egnor stated that normally renewal occurs at the end of the picture cycle. He indicated they started the process early and made the decision to make a change. He added it is no cost to the District and we trying to provide a good product and service to families.

Dr. Egnor thanked Ms. Lenart and Mr. Ferra for their help and participation.

Dr. Linderman added that she was not pleased with her child's pictures one year.

### **PERSONNEL**

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

Dr. Linderman reported there has been no meeting since April 21.

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

Mrs. Beveridge reported the last meeting was long and informative. She will report at next week's meeting.

#### **PSBA LIAISON REPORT – MRS. KEY**

Mrs. Key stated she will report next week. She added that Governor Wolf indicated that if everything continues, he expects schools will be in session in the fall.

### **COMMENTS FROM THE PUBLIC**

There were no comments from the public.

### **BUSINESS – MRS. CALLAHAN:**

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

**APPROVAL OF NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER 2020-2021 GENERAL OPERATING BUDGET**

Mrs. Callahan stated NWCTC has provided their budget for 2020-2021 that includes total expenditures of \$3,772,753, which is a \$26,648 increase over the prior year at 0.71%. The majority of CTC revenue is the member district contribution in the amount of \$2,851,870, which is a decrease of \$70,000 from the prior year. Burrell School District's member district contribution is \$626,871, which is a decrease of \$34,551 from the prior year. Member district contribution is based on each district's share of total enrollment average daily membership or ADM. Mrs. Callahan stated Burrell's share decreased from 22.46% to 21.75% of total ADM.

**AUTHORIZATION OF EXECUTION OF AN OPERATION CONTRACT IN AMOUNT OF \$626,871 WITH NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER FOR 2020-2021 SCHOOL YEAR AND APPROVAL OF RESOLUTION AUTHORIZING PAYMENTS FOR DISTRICT SHARE OF OPERATING EXPENSES**

Mrs. Callahan stated that NWCTC requires an operation contract from each school district for their share of district contributions. This item is required as part of NWCTC budget and operations indicating that we agree to pay the member contribution amount for 2020-2021.

**APPOINTMENT OF TREASURER FOR A ONE-YEAR TERM BEGINNING JULY 1, 2020**

Mrs. Callahan stated that School Code requires the annual appointment of a treasurer. Mrs. Key is the current Treasurer and Board members will be asked next week to appoint or re-appoint a treasurer for a one-year term.

**APPROVAL OF RESOLUTION ON CHECK SIGNATURES**

Mrs. Callahan stated this item is required to permit facsimile signatures of officers on checks that are processed by the business office.

**APPROVAL OF DEPOSITORIES**

Mrs. Callahan stated that the District is required to approve depositories each May. The list of current banks/trusts used for depositories is presented for approval.

**APPROVAL OF EXPENDING \$175,000 COMMITTED FUND BALANCE FOR PSERS STABILIZATION FOR COST OF EMPLOYER CONTRIBUTION TO PSERS**

Mrs. Callahan explained that the District has been working through a financial plan for funding the increasing cost of PSERS over the past several years. She stated that part of that plan includes using committed funds, specifically set aside by the Board for this purpose. She indicated the 2019-2020 budget includes using \$175,000 of committed funds and this is the formal approval by the Board to authorize the accounting to reduce the committed fund balance to offset the expenditure in the current fiscal year as budgeted. She stated this leaves the remaining committed funds balance for PSERS at \$655,000

### **ADOPT PROPOSED FINAL GENERAL FUND BUDGET 2020-2021 – INFORMATION**

Mrs. Callahan stated that because the board spent a few hours reviewing the proposed budget at the public meeting on May 5, she would only briefly summarize the proposed budget as it currently stands and provide opportunity for questions/comments.

Mrs. Callahan reviewed the COVID-19 financial impact on the current year estimated ending and reviewed the decreased local and state revenue impact on the 2020-21 fiscal year and the uncertainty of much of the data.

She reviewed the proposed budget as follows:

- Total Revenue \$31,462,211; Total Expenditures \$32,106,440; resulting deficit \$-644,229.
- Expenditure categories and increases over prior year including: Payroll/wages, Retirement Contribution; Health Insurance; Bond Payments; Tuition Costs and Special Ed Services; Transportation; Facilities; NWCTC; and Instructional/Building budgets.
- Retirement Contribution to PSERS plan and use of committed funds for PSERS.
- Local Revenue including decreases in Delinquent Real Estate Tax, Real Estate Transfer Tax, Earned Income Tax, and Interest Income.
- Real Estate Tax increase of 3 mills needed because no natural growth, expect decreases in other local revenues, estimated flat state subsidies, and declining fund balance.
- State Revenue including: Basic Ed and Special Ed Subsidy at no increase, Decrease in Transportation Subsidy, Increase in Social Security and Retirement reimbursement at slightly half of expenditure increase in these areas.
- Use of Fund Balance for one-time non-recurring expenditures \$740,000 including textbooks, instructional technology equipment, budgetary reserve, transportation reimbursement decrease.
- Estimated Ending Fund Balance of \$1,589,480 less deficit of \$644,229 results in overall Estimated Ending Fund Balance of \$945,251 which is lower than recommend for financial stability.

Mr. Kaczor stated that private schools apply for personal protective equipment (PPE) and is asking if the District has applied for PPE.

Mrs. Callahan replied no. She stated that public school districts cannot apply.

Ms. Shank asked if it is more work for Mrs. Callahan to show 2019-2020 figures where we did or didn't have to spend money for the remaining school year and how will numbers show how the year closes out.

Mrs. Callahan reviewed the anticipated 2019-2020 figures including decreased revenues and increased expenditures.

Ms. Shank asked if business managers as a whole feel this is a worst-case scenario and if a better scenario occurs, can it go into the fund balance.

Mrs. Callahan stated we would take less out of the fund balance if revenues increase from the budgeted figures. She explained that she used local data plus data provided by PASBO since they analyzed the information for school district expected revenue decreases. Mrs. Callahan reviewed the estimates included in our budget for these areas. She stated that even though the impact is different on each district, all are affected and struggling with the uncertainty.

Mrs. Guido asked if the grant Dr. Wagner referred to earlier is awarded, is it specified for usage or can it be used where it is most needed in the budget.

Dr. Wagner explained if it's a consortium type grant, the funds serve the entire county. She stated our district portion is minimal and would be used for learning and internet for families that need it.

Ms. Shank thanked Mrs. Callahan for her summary and review of data.

Ms. Shank asked Board members if they have any additional budget questions.

There were no further questions.

### **COMMUNICATIONS**

There are no items if communications.

### **REQUESTS FOR USE OF BUILDINGS**

There are no requests for use of buildings.

### **PAYMENT OF BILLS**

### **COMMENTS FROM THE PUBLIC**

There are no comments from the public.

**ADJOURNMENT**

Mrs. Beveridge made a motion, seconded by Dr. Linderman, that the Board adjourn the meeting at 8:04 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 19, 2020**

**- VIRTUAL -**

**CALL TO ORDER**

The Burrell School District Board of Directors Board Meeting was held VIRTUALLY via Zoom 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. Genia Koziarski, Mr. Tom Deiseroth, Mrs. Gretchen V. Beveridge, Mrs. LeeAnn S. Guido, Mrs. Pam Key, Mr. Rick Kaczor, 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. Lee Price, Solicitor.

**EXECUTIVE SESSION**

**MAY 12, 2020 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA AND LITIGATION**

**MAY 19, 2020 – 7:00 PM – PERSONNEL AGENDA, LITIGATION AND COLLECTIVE BARGAINING**

Ms. Shank announced the Board's Executive Sessions.

**APPROVAL OF MINUTES**

Agenda Meeting – April 14, 2020 - CANCELLED

Regular Meeting – April 21, 2020

**TREASURER'S REPORT – APRIL 2020 (Attachment 5-1)**

**FOOD SERVICE FUND REPORT – APRIL 2020 (Attachment 5-2)**

**STUDENT ACTIVITY FUND REPORTS – APRIL 2020 (Attachment 5-3)**

**NURSE'S REPORT – APRIL 2020 (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:

Families – Adapting to remote learning and supporting the District

Teachers and Administration – Hard work and creative ways to connect with family

Senator Brewster – \$1,000 donation toward graduation ceremony

#### **GIFTS, GRANTS, DONATION REPORT – INFORMATION**

Dr. Wagner reported Science Olympiad donations were removed from the list because the District will be returning funds to businesses and families who donated since Science Olympiad did not occur this year.

#### **KENNYWOOD CONTRACT: REVISED DATE AUGUST 18, 2020 – INFORMATION**

Dr. Wagner announced the revised date. She indicated August 18, 2020 is the same date the marching band will be performing in Kennywood's Fall Fantasy.

#### **COVID-19 DISTRICT RELATED MATTERS – INFORMATION**

Dr. Wagner stated that the shared information last week. She added that administrators and teachers are trying to rap up the school year and prepare for school in the fall.

Ms. Shank asked if there were any questions.

There were no questions.

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

**APPOINTMENT OF MATTHEW FISHER, M.D. AS SCHOOL PHYSICIAN FOR 2020-2021 SCHOOL YEAR**

Motion by: Mr. Kaczor

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**APPOINTMENT OF DR. MICHAEL A. CHAPMAN AS SCHOOL DENTIST FOR 2020-2021 SCHOOL YEAR**

Motion by: Mrs. Koziarski

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

**APPROVAL OF AGREEMENT WITH WESTMORELAND CASEMANAGEMENT & SUPPORT, INC. FOR STUDENT ASSISTANCE PROGRAM FOR 2020-2021 SCHOOL YEAR (Attachment 5-5)**

Dr. Egnor explained this is the shared liaison model.

Motion by: Mrs. Key

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**WESTMORELAND INTERMEDIATE UNIT STUDENT SERVICES INTENTIONS 2020-2021 – INFORMATION**

Dr. Egnor stated he presented information last week of WIU services for 2020-2021.

**SCHOOL PHOTOGRAPHER EFFECTIVE 2020-2021: BARKSDALE SCHOOL PORTRAITS – INFORMATION**

Dr. Egnor stated he presented information last week regarding the new school photographer, Barksdale School Portraits. He indicated he is meeting with photographer to make arrangements for school pictures.

**PERSONNEL – MS. SHANK (Attachment 5-6)**

Motion by: Mrs. Koziarski

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

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

Dr. Linderman reported they have a meeting this Thursday.

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

Members received a summary of the April 28, 2020 meeting.

Mrs. Beveridge reported on the following items:

- State related COVID-19 information
- Student services early intervention unexpected retirement; considering creating a new job title; 60% funded by federal funds with no impact to IU budget
- Clairview enrollment holding steady at 106 students
- eAcademy enrollment has 846 students, a decrease of 3.5% from last year
- Number of staff at IU and classrooms are learning and adapting to multiple platforms
- 80 zoom accounts previously opened countywide; 5,300 in April indicating a reliance on technology in the last two months
- Governor Wolf discussed recommendations for schools to create alternate methods for celebrating graduations

**PSBA LIAISON REPORT – MRS. KEY**

Mrs. Key reported the following:

- Pennsylvania Schools collective \$1 Billion loss in local tax revenue due to COVID-19; doing budget process and trying desperately to balance budgets
- Lawmakers discussing the funds remaining with the closure of school and that those funds are going to other things
- Governor Wolf will likely not commit to increasing funding to schools because the state is also facing substantial loss
- Potential legislation to prohibit real estate tax increase
- State approval to divide federal funding among schools
- Several districts have a shortfall
- Mrs. Key now understands what Mrs. Callahan presented and the information provided on our deficit and believes it is significant for all school districts

- Dr. Fauci data, considerations and concerns for opening school in the fall; healthcare experts should provide information and guidelines
- Dr. Fauci stated reopening decisions need to vary
- Little is known if it will be safe to re-open and how it will look. Each district will have to make decision on how it will look and what will be best.

Mr. Wojcik asked if the District will follow state and CDC guidelines regarding opening schools in the fall.

Dr. Wagner responded yes, we have followed state and CDC guidance for school districts since the pandemic began and we will continue to follow; however, we don't know what that is at this time as everything is uncertain.

**BUSINESS – MRS. CALLAHAN:**

**APPROVAL OF BUDGETARY TRANSFERS (Attachment 5-7)**

Mrs. Callahan reported an additional transfer to cover graduation ceremony expenses.

Mrs. Beveridge asked what expenditures the additional budgetary transfer for graduation will cover.

Mrs. Callahan replied services for the graduation ceremony including media/technology, police/security, supplies for the program and for the seniors such as signs, shirts, masks, etc. She stated these funds are being moved from other budget areas as the needs changed with the change in venue and type of ceremony.

Motion by: Mrs. Koziarski

Seconded by: Mrs. Guido

Roll Call: All in Favor

Motion carried.

**APPROVAL OF THE NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER 2020-2021 GENERAL OPERATING BUDGET (Attachment 5-8)**

Mrs. Callahan stated that last week she reviewed the NWCTC budget for 2020-2021 which includes total expenditures of \$3,772,753. Burrell School District's member district contribution amount is \$626,871, which is a decrease of \$34,551 from prior year. It is based on our share of total enrollment ADM's (average daily membership) which decreased from 22.46% to 21.75% of total.

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**AUTHORIZATION OF EXECUTION OF AN OPERATION CONTRACT IN AMOUNT OF \$626,871 WITH NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER FOR 2020-2021 SCHOOL YEAR AND APPROVAL OF RESOLUTION AUTHORIZING PAYMENTS FOR DISTRICT SHARE OF OPERATING EXPENSES (Attachment 5-9)**

Mrs. Callahan stated this item is required as part of NWCTC budget and operations indicating that we agree to pay the member contribution amount for 2020-2021.

Motion by: Mrs. Guido

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**APPOINTMENT OF TREASURER FOR A ONE-YEAR TERM BEGINNING JULY 1, 2020**

Mrs. Callahan stated that School Code requires the annual appointment of a treasurer. She added that Mrs. Key is the current treasurer.

Mr. Wojcik made a motion, seconded by Mrs. Koziarski, to appoint Mrs. Key as treasurer for a one-year term beginning July 1, 2020.

Roll Call: All in Favor

Motion carried.

Ms. Shank thanked Mrs. Key for continuing to be treasurer.

**APPROVAL OF RESOLUTION ON CHECK SIGNATURES (Attachment 5-10)**

Motion by: Dr. Linderman

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

**APPROVAL OF DEPOSITORIES (Attachment 5-11)**

Mrs. Callahan stated that the Board has a list of all the banks and trusts that the District uses for depositories.

Motion by: Mrs. Guido

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**APPROVAL OF EXPENDING \$175,000 COMMITTED FUND BALANCE FOR PSERS STABILIZATION FOR COST OF EMPLOYER CONTRIBUTION TO PSERS**

Mrs. Callahan stated that last week she explained that the District has been funding the increasing cost of PSERS over the past several years in part by using committed funds specifically set aside by the Board for this purpose. The 2019-2020 budget included using \$175,000 of committed funds.

Motion by: Mr. Kaczor

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**ADOPT PROPOSED FINAL GENERAL FUND BUDGET 2020-2021**

Mrs. Callahan stated that at the public meeting on May 5, 2020 we reviewed all of the details of the proposed 2020-2021 general fund budget and last week we also reviewed the information during the Agenda meeting. She reminded Board members that this year it is extremely difficult to budget with all of the uncertainty regarding district, local and state revenue.

Mrs. Callahan stated we spent a great deal of time the last few weeks reviewing the COVID-19 impact on the District, including the impact on the current year and how the District will not have a large surplus as a result of closing school since we are still required by law to pay all employees and benefits as well as all educational costs while most of our expenditures still exist. She indicated we also looked at the expected impact on local revenue, a substantial decrease expected in local revenue interest, Earned Income Tax, transfer tax, etc. total of approximately \$400,000. As Mrs. Key mentioned earlier, like most other districts, we are facing an expected huge deficit due to COVID-19.

Mrs. Callahan reported state revenues make up 40% of our revenue. She stated we are currently expecting and planning for no increase in basic education and special education since the state is experiencing a loss of revenue as well.

The proposed budget has total revenue of \$31,462,200 and includes a 3 mill tax increase, planned use of the fund balance of \$740,000 and use of PSERS committed funds \$100,000. Total expenditures are estimated at \$32,106,440 resulting in a deficit of \$-644,229.

Mrs. Callahan reminded board members that school code requires districts to adopt a proposed final budget in May and final budget in June. She asked if there were any questions. There were none.

Motion by: Mrs. Guido

Seconded by: Mr. Linderman

Roll Call: All in Favor

Motion carried.

### **COMMUNICATIONS**

There were no items of communication.

### **REQUESTS FOR USE OF BUILDINGS**

There were no requests for use of buildings.

### **PAYMENT OF BILLS (Attachment 5-12)**

Motion by: Mrs. Key

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

### **COMMENTS FROM THE PUBLIC**

There were no comments from the public.

### **OTHER REMARKS**

Mr. Kaczor asked when grounds will be available to the public.

Dr. Wagner stated Westmoreland County is under the yellow phase and are still closed as part of Governor Wolf's guidelines.

Mr. Kaczor stated public parks are open.

Dr. Wagner stated during the yellow phase, parks are open for certain activities such as walking while maintaining social distancing and guidelines established by the Governor. She indicated that the City of Lower Burrell has a listing of allowable activities. Dr. Wagner added that other portions of parks are closed, such as basketball courts and playgrounds.

**ADJOURNMENT**

Mr. Kaczor made a motion, seconded by Mrs. Koziarski, that the Board adjourn the meeting at 8:16 PM.

Roll Call: All in Favor

Motion carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew