

**BURRELL SCHOOL DISTRICT
BUDGET WORKSHOP MINUTES
April 2, 2019**

The Burrell School District Board of Directors Budget Workshop was held in the High School Board Room 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. Gretchen Beveridge, Mr. Rick Kaczor, Mrs. Pam Key, Mr. Christopher S. Wojcik (arrived 7:02 PM) and Ms. Tricia Shank. The following members were absent: Mrs. Jane A. Kinter, Mr. James D. Kunkle and Mrs. Genia Koziarski. 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.

Comments from the public: None

BUDGET 2019-2020 DRAFT – INFORMATION

Mrs. Callahan presented the 2019-2020 General Fund Budget information details. The draft budget consists of total revenue of \$31,247,069 which includes a Real Estate Tax increase of 2.8 mills. Total expenditures are estimated at \$31,436,546 leaving a deficit of \$189,477. Mrs. Callahan reviewed the amounts, changes from prior year, and details of each of the following categories of expenditures: personnel salaries/wages, health insurance benefits, retirement contribution, debt service, building/instructional costs, NWCTC, cyber/charter school tuition, special education services, special placement tuition, safety/security & social services, ESL, school psychologist services, staff development, tax collection, community relations/services, athletics, transportation, and facilities maintenance. Additionally, Mrs. Callahan discussed the expenditure reductions over the past several years.

Mrs. Callahan also reviewed the following revenue items in detail: local revenue, state revenue and federal revenue. 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, as well as other local revenue including IDEA revenue and interest income. 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 reviewed the Governor's proposed state budget for 2019-2020 as it relates to education and the portion budgeted as well as a history of the 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 fund balance for non-recurring items including math curriculum/textbooks, instructional technology equipment, Capital Reserve Fund transfer, and budgetary reserve if needed. She provided an estimated ending uncommitted/unassigned fund balance figure of \$2,022,626 which equals 6.4% of total expenditures.

Mrs. Callahan discussed the Capital Reserve Fund and capital improvements projects. She showed the Capital Reserve Fund estimated balance at July 1, 2019 of \$800,000. She explained that because the Board has been considering various capital projects and seem to be leaning toward proceeding with a project this summer, she provided information on how the Board could accumulate \$2,269,000 in the Capital Reserve Fund to use for potential projects over the next several years. This would require the Board to approve moving committed funds for Athletics, PSERS Stabilization, and Health Insurance Stabilization to the Capital Reserve Fund as well as transferring an additional \$400,000 from General Fund Balance to Capital Reserve Fund. Mrs. Callahan explained that this would result in an estimated ending uncommitted Fund Balance of \$1,622,626 which is 5.2% of total expenditures. Mrs. Callahan added that she believes this is the best option to proceed with some of the capital improvement projects, and stated that she does not believe it is feasible for the District to issue additional bond debt at this time because it would require increased expenditures in the budget for the bond payment and the District budget is already at a deficit with the maximum real estate tax increase. She suggested that possibly in about four years, when the PSERS increase has leveled out, the District could consider a bond issue. She summarized by urging Board members to reconsider the projects and prioritize what is best for the District since funding is limited.

Board members discussed capital projects in detail and reviewed some of the preliminary estimates and costs. Members discussed reconsidering how the projects are prioritized including urgency, what benefits students the most, and what all can be done with the funding available. Board members indicated that they want to further discuss projects prior to proceeding with any commitments for projects.

Mrs. Callahan summarized the budget as follows: expenditures exceed revenues, expenditures are estimated to increase 3.3% and real estate natural growth is only increasing at 0.24% and state education subsidy figures are estimated to increase at only 1.2%. Other local revenues are not increasing at the rate of expenditure increases, resulting in the need for a real estate tax increase. Additionally, part of the real estate tax increase is needed to continue to fund the PSERS cost increase and for the increase in special education and student placement tuition costs. Mrs. Callahan reiterated the need to continue to maintain financial stability in order to support the community by offering competitive and relevant educational opportunities for students.

Board members discussed the information and details and asked questions and made comments relating to the following items: PSERS, employment contract dates, cyber tuition, special education costs, safety/security and Social Emotional learning. They also discussed the Real Estate Tax amount.

Ms. Shank asked for comparison to where the District was at draft budget prior year.

Mrs. Callahan indicated it was a deficit of \$88,000 and provided a summary of the last few years budget history.

Mr. Kaczor asked if the District can increase the Earned Income Tax Rate.

Mrs. Callahan responded that she does not believe the Board can increase that tax.

Mrs. Callahan stated that the next steps in the budget process include presenting the Proposed Final Budget in May and the Final Budget in June.

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.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
APRIL 9, 2019**

CALL TO ORDER

The Burrell School District Board of Directors Agenda Meeting was held in the High School Board Room and called to order at 7:04 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, Mr. James D. Kunkle, Mrs. Gretchen Beveridge, Mr. Rick Kaczor, Mrs. Pam Key, Mrs. Genia Koziarski, Mr. Christopher S. Wojcik and Ms. Tricia Shank. The following member was absent: Mrs. Jane A. Kinter. 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-

**APRIL 9, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
APRIL 16, 2019 – 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 April 16, 2019.

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

MIDDLE SCHOOL REPORT: TREAT TROLLEY – INFORMATION

ELEMENTARY REPORT: GIFTED HYDROPONIC GARDEN PROJECT – INFORMATION

SCHOOL RESOURCE OFFICER – INFORMATION

Dr. Wagner stated that she posted information on the Board site regarding a survey of other districts SRO, SPO, and/or security positions.

Mr. Kunkle asked if more districts were surveyed than listed.

Dr. Wagner responded yes, she requested information from Westmoreland County districts and other districts surrounding Burrell School District. She stated that she will add any new information received.

Mr. Kaczor asked if responses vary between districts.

Ms. Shank stated yes, they seem to be all over the place.

Dr. Wagner stated information will be gathered for the Board to consider as they make a decision for our district.

APPROVAL OF RESOLUTION SUPPORTING SENATE BILL 34 AND HOUSE BILL 526 FOR SCHOOL DISTRICTS PROVIDING THEIR OWN CYBER LEARNING PROGRAM

Dr. Wagner proposed the resolution supporting Senate Bill 34 and House Bill 526 because these bills would benefit our district and students. The bills require that when a district has its own online/cyber school, the district is not responsible for paying the tuition cost for students to attend other cyber schools. Because we have our own program, it would save our district a substantial amount.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

PERMISSION TO CONDUCT TITLE I SUMMER READING PROGRAM JULY 2019

Dr. Egnor discussed that he is requesting approval to offer the Title I summer reading program in July 2019. He summarized the program and the needs for the program.

APPROVAL OF AGREEMENT WITH ADELPHOI EDUCATION, INC. FOR EDUCATIONAL SERVICES FOR 2019-2020 SCHOOL YEAR

Dr. Egnor discussed the Adelphoi Education private school program utilized for special education placements and general education behavioral placements.

APPROVAL OF OUTREACH SERVICES CONTRACT AGREEMENT WITH THE WESTERN PENNSYLVANIA SCHOOL FOR BLIND CHILDREN FOR VISION SERVICES FOR PERIOD SEPTEMBER 3, 2019 THROUGH JUNE 11, 2020

Dr. Egnor explained the need for services for visually impaired of students in the District. He explained the recommended agreement with Western PA School for Blind Children and the services currently provided by this program.

APPROVAL OF OUTREACH SERVICES CONTRACT AGREEMENT WITH WESTERN PENNSYLVANIA SCHOOL FOR BLIND CHILDREN FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER 2019

APPROVAL OF AGREEMENT WITH UPMC WESTERN PSYCHIATRIC HOSPITAL FOR SPECIALIZED ACADEMIC ASSISTANCE SERVICES FOR PERIOD FEBRUARY 1, 2019 THROUGH JANUARY 31, 2020

Dr. Egnor explained that the agreement allows for necessary educational services when a student is medically admitted to UPMC Psychiatric Hospital.

Mrs. Beveridge asked what programs would not provide the education services.

Dr. Egnor explained each program is different and in most programs the school district where the facility is located provides academic assistance services and bills the district of residence.

Mrs. Beveridge asked if an alternative would be for those students to be enrolled in our eAcademy.

Dr. Egnor replied no, they cannot alternatively use our eAcademy because the housing school district is responsible for the service.

PERMISSION TO PARTICIPATE IN 2019 PENNSYLVANIA YOUTH SURVEY PROJECT

Dr. Egnor stated that the Pennsylvania Youth Survey Project (PAYS) survey is a bi-annual survey. Several grants require data from the PAYS survey. The survey is administered to students in grades 6, 8, 10, 12 and is no cost to the District.

Dr. Wagner added that in previous years some parents were concerned about some of the questions. She stated that Dr. Egnor will be communicating with parents/guardians and allowing the parent/guardian to opt children out of the survey.

Mr. Wojcik asked if the District can tailor the questions to our liking.

Dr. Egnor replied no and added that it is a highly qualified survey and the information can be used for a variety of ways.

Discussion ensued about the same students participating in the survey in subsequent years.

Mr. Kunkle asked why parents would have concerns about the survey.

Dr. Wagner explained that all families have different values and different comfort levels with some of the questions and ideas presented in the survey, such as the many drug and alcohol questions.

Mr. Kunkle asked if the District is provided with synopsis of results.

Dr. Egnor responded yes, the results of the data is provided.

Mr. Ferra added that some of the questions asked to the 6th graders seemed to be things that children that age might not even know about yet. He added that the survey results could be false information from those kids.

Dr. Egnor added that the 5th grade Dare program exposes the students to information relating to drugs and alcohol.

Mrs. Koziarski reiterated that it is important that parents are given the option to opt out and that the District communicates that information well.

Dr. Linderman asked if we can get copy of questions.

Dr. Egnor replied no, we can only get a summary.

Dr. Linderman stated that it feels problematic that if you don't know the questions, how can you decide if you want your child to take the survey.

Mr. Wojcik asked what the data could be used for.

Dr. Egnor reported some examples include the Dare program curriculum, St. Vincent Prevention project programs, as well as providing adults a glimpse into what students are doing/thinking that the adults may or may not be aware of so that these areas can be addressed.

Board members expressed concerns about not knowing what the questions are and asked administration to attempt to get additional information.

Mr. Kaczor stated that at this time he is opposed to proceeding for approval of the survey without additional information.

Dr. Linderman added that as a Board member being asked to make a decision if students should participate in the survey, she believes the Board should be able to review the questions in order to make the decision.

Dr. Wagner explained there is some past survey information on the state website and she indicated where to go to see this additional information. She added that it is a Board decision and the District will proceed without the survey data if the Board chooses not to proceed.

APPROVAL OF SPECIAL EDUCATION PLAN

Dr. Egnor stated that the Special Education Plan was provided last month and posted on the District website for public review. The last step is to approve the Plan and submit it to the state.

APPROVAL OF WESTMORELAND COUNTY STUDENT ASSISTANCE PROGRAM SHARED LIAISON SERVICES FOR 2019-2020 SCHOOL YEAR

Dr. Egnor explained the Westmoreland County Student Assistance Program. He stated that he is asking for approval tonight on the Westmoreland County Shared Liaison Services due to the deadline. He explained that for the past two years, we have used the enhanced liaison program at a cost of \$20,000 per year. However, this year, he is recommending the shared liaison program so it is not a dedicated person in the District each day. Because we now have the Social/Emotional Learning position, he believes the funds can be better used in this capacity.

Motion by: Mrs. Beveridge

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

PERSONNEL - MS. SHANK

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

Mr. Wojcik reported there is a meeting this Thursday.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

BUSINESS – MRS. CALLAHAN:

APPROVAL OF BUDGETARY TRANSFERS

AWARD BIDS THROUGH WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING CONSORTIUM BOARD FOR MULTI-PURPOSE PAPER FOR 2019-2020 SCHOOL YEAR

AWARD BIDS FOR PURCHASE OF JANITORIAL AND ATHLETIC SUPPLIES FOR 2019-2020 SCHOOL YEAR

AWARD BID FOR PURCHASE OF EMERGENCY DOOR SECURITY DEVICES TO MCMAR DESIGN, LLC IN THE AMOUNT OF \$23,978; ONLY BIDDER MEETING SPECIFICATIONS

Mrs. Callahan stated that McMar Design, LLC was the only bidder meeting specifications.

GENERAL FUND BUDGET DRAFT BUDGET 2019-2020 – INFORMATION

Mrs. Callahan stated the public Budget Workshop Board meeting was held on April 2, 2019. At that meeting, she reviewed all of the details of the revenues and expenditures in the current draft version of the 2019-2020 General Fund Budget. Board members discussed various items in detail. Mrs. Callahan also discussed fund balance amounts and capital projects being considered as well as funding concerns for projects. The budget will continue to be reviewed and revised as possible. The Board will be asked to approve the proposed final budget at the May agenda meeting and the final budget at June Board meeting.

APPROVAL OF EXPENDING \$220,000 COMMITTED FUND BALANCE FOR PSERS STABILIZATION FOR COST OF EMPLOYER CONTRIBUTION TO PSERS

Mrs. Callahan explained that the 2018-2019 budget includes using \$220,000 Committed Fund Balance for PSERS Stabilization. She reminded Board members that the PSERS Stabilization Committed Fund Balance was established to plan for the severe increase in District retirement contribution rates over the past several years. Using the Committed Fund Balance to offset those increases has helped to smooth the increase over time. Mrs. Callahan added that the current estimated PSERS Stabilization Committed Fund Balance after approval of use recommended would be \$1,225,000.

APPROVAL OF TRANSFER IN THE AMOUNT OF \$300,000 FROM GENERAL FUND TO CAPITAL RESERVE FUND

Mrs. Callahan stated that the 2018-2019 budget includes a transfer of \$300,000 to Capital Reserve Fund to use for capital improvements to maintain District facilities.

APPROVAL OF RESOLUTION TRANSFERRING DESIGNATED FUND BALANCES

Mrs. Callahan explained the resolution transferring designated fund balances. She explained that because the Board has been discussing capital improvements needed, and the Board appears to be leaning toward proceeding with the Bon Air paving project and softball field improvements this summer, it is necessary to develop a plan for funding the cost of any improvements. The District maintains committed funds for various purposes that were established as far back as 2008 for items that at that time seemed necessary. Mrs. Callahan stated that since the District's needs change over time, some of the funds may not be necessary to maintain a Committed Fund Balance amount. Based on this analysis, Mrs. Callahan stated that she is recommending moving the following designated funds to the General Fund Balance: Athletic Programs \$44,000; Health Insurance Stabilization \$330,000; PSERS Stabilization \$395,000. If the Board approves this Resolution, the recommendation would then be to transfer those funds to the Capital Reserve Fund to provide an estimated \$2,270,000 of funding for capital improvements over the next few years.

Dr. Linderman asked if the transfer of these designated funds are for capital improvements would later be needed for PSERS, can we move it back to the PSERS fund.

Mrs. Callahan responded that the Board could designate/commit funds from the General Fund at any time. However, once funds are transferred to Capital Reserve Fund, they cannot be transferred back to the General Fund and can only be used for capital improvement expenditures.

Dr. Linderman asked if we could decide later about transferring that portion of the funds.

Mrs. Callahan explained that the funds could remain in General Fund Balance but reminded the Board that the District is limited on the undesignated balance amount if they choose to raise real estate taxes. Additionally, Mrs. Callahan explained that transfer to the Capital Reserve Fund would be budgeted as an expenditure item in the 2019-2020 budget process, and then would actually be presented for approval to move sometime during the 2019-2020 fiscal year.

Mr. Kaczor asked if we should consider other projects instead of paving if we have limited funds.

Dr. Wagner stated yes, other projects should be considered; however, the Bon Air paving and softball field projects are currently out for bid. She added that at this time, it is too late in the season to bid other projects for this summer since the process usually takes several months. She stated that the Architect will be here in May to discuss bids received and to discuss any or all capital projects. She added that the Board should prioritize capital improvements if we only have \$2,200,00 to spend over a few years.

Mr. Kaczor stated that he believes the funds should be used for projects that benefit the kids.

COMMUNICATIONS

REQUESTS FOR USE OF BUILDINGS

PAYMENT OF BILLS

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

Mrs. Beveridge made a motion, seconded by Mr. Kunkle, that the Board adjourn the meeting at 7:59 PM.

Roll Call: All in Favor

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
APRIL 16, 2019**

CALL TO ORDER

The Burrell School District Board of Directors Board Meeting was held in the High School Board Room and called to order at 7:30 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, Mr. James D. Kunkle, Mrs. Gretchen Beveridge, Mr. Rick Kaczor, Mrs. Pam Key, Mr. Christopher S. Wojcik and Ms. Tricia Shank. The following members were absent: Mrs. Jane A. Kinter and Mrs. Genia Koziarski. 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

APRIL 9, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
APRIL 16, 2019 – 7:00 PM – PERSONNEL AGENDA

Ms. Shank announced the Board's Executive Sessions.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

APPROVAL OF MINUTES

Agenda Meeting – March 12, 2019
Regular Meeting – March 19, 2019

TREASURER'S REPORT – MARCH 2019 (Attachment 4-1)
FOOD SERVICE FUND REPORT – MARCH 2019 (Attachment 4-2)
STUDENT ACTIVITY FUND REPORTS – MARCH 2019 (Attachment 4-3)
NURSE'S REPORT – MARCH 2019 (Attachment 4-4)

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

SUPERINTENDENT – DR. WAGNER:

STUDENT/STAFF RECOGNITION

Dr. Wagner recognized the following:

London Kremer, 6th Grade – Honorable mention WIU Foundation Champion of Arts Contest

Autumn Turk, MS Assistant Principal – Doctoral candidate, 1st place for presentation at Point Park Graduate School Expo

National Association of Music Merchants (NAMM) Foundation – Recognized Burrell School District as one of best communities in nation for music education for 3rd consecutive year

MIDDLE SCHOOL REPORT: TREAT TROLLEY – INFORMATION

Dr. Wagner presented Mrs. Shields and students Brittney Stevens, Jacob Dunseath, Cora Kobelenske and Kierstin Boyer, to discuss the Treat Trolley program.

Mrs. Shields thanked the Board and administration for support and explained how the program incorporates various types of learning and various jobs and skills to be successful members of society.

Students demonstrated the program to Board members.

Board members asked questions and Mrs. Shield answered.

ELEMENTARY REPORT: GIFTED HYDROPONIC GARDEN PROJECT – INFORMATION

Mr. Croushore introduced Mr. Colgan to present K-5 Gifted Hydroponic Program information. Mr. Colgan discussed the academics and projects that gifted students have been involved in during the year. The students, DJ Cosentino, Olivia Carney, Christina Gural, Hailey Brockett, Virina Conner, Reese Falgione, Aaron Holm, Abigail Weitzel, Abby Junod, Ava Zanella and Theodore Watson, presented their hydroponic garden project including research, system design, growth stages and maintenance of the garden.

Board members asked questions and students answered.

SCHOOL RESOURCE OFFICER – INFORMATION

Dr. Wagner stated that she added additional information for Board members regarding School Resource Officer and other school districts.

APPROVAL OF RESOLUTION SUPPORTING SENATE BILL 34 AND HOUSE BILL 526 FOR SCHOOL DISTRICTS PROVIDING THEIR OWN CYBER LEARNING PROGRAM (Attachment 4-5)

Dr. Wagner explained the idea of the resolution.

Mr. Wojcik asked if there are other things tied to the bills.

Dr. Wagner stated that the Resolution indicates that Board members support Senate Bill 34 and House Bill 526 for school districts providing their own cyber learning program.

Mr. Price, Solicitor, added the concept is that if a school district operates its own cyber program, students who attend cyber school must pay and school districts do not have to pay for it.

Dr. Wagner stated that our District’s cost per student is about \$3,500 vs. other cyber schools that are near \$14,000.

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

PERMISSION TO CONDUCT TITLE I SUMMER READING PROGRAM JULY 2019

Motion by: Mrs. Beveridge

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

APPROVAL OF AGREEMENT WITH ADELPHOI EDUCATION, INC. FOR EDUCATIONAL SERVICES FOR 2019-2020 SCHOOL YEAR (Attachment 4-6)

Motion by: Mrs. Key

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

APPROVAL OF OUTREACH SERVICES CONTRACT AGREEMENT WITH WESTERN PENNSYLVANIA SCHOOL FOR BLIND CHILDREN FOR VISION SERVICES FOR PERIOD SEPTEMBER 3, 2019 THROUGH JUNE 11, 2020 (Attachment 4-7)

Motion by: Dr. Linderman

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

APPROVAL OF OUTREACH SERVICES CONTRACT AGREEMENT WITH WESTERN PENNSYLVANIA SCHOOL FOR BLIND CHILDREN FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER 2019 (Attachment 4-8)

Motion by: Mrs. Beveridge

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

Mrs. Beveridge stated that art was done in braille and a picture was on display at BAM night.

APPROVAL OF AGREEMENT WITH UPMC WESTERN PSYCHIATRIC HOSPITAL FOR SPECIALIZED ACADEMIC ASSISTANCE SERVICES FOR PERIOD FEBRUARY 1, 2019 THROUGH JANUARY 31, 2020 (Attachment 4-9)

Motion by: Mrs. Key

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

PERMISSION TO PARTICIPATE IN 2019 PENNSYLVANIA YOUTH SURVEY PROJECT

Dr. Wagner obtained and provided survey questions to Board members for review.

Dr. Egnor stated that after investigation and research, he suggests that 6th grade does not participate in the survey; only grades 8, 10, 12 along with a campaign to educate parents on the survey.

Mr. Kaczor asked if the District is permitted to select grades.

Dr. Egnor stated yes.

PERSONNEL – Ms. Shank (Attachment 4-10)

Motion by: Mr. Kaczor

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

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

Members received a summary of the March 14, 2019 meeting.

Mr. Wojcik reported the following:

- Adoption of collective bargaining unit agreement
- Approved contract to repair roof
- USA Skills Competition: Dylan Eckman, Ian Marino finished 5th in state
- New safety plan implemented

Dr. Linderman reported the NWCTC enrollment figures.

Dr. Wagner reported the following:

- Mrs. Roland working with NWCTC to implement their safety plan
- Third welding class has been added for 2019-2020

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Members received a summary of the March 26, 2019 meeting.

Mrs. Beveridge reported the following:

- Clairview enrollment
- ESY enrollment
- Greensburg Partial Hospitalization enrollment
- eAcademy enrollment, students and courses
- STEM Connects Challenge (Burrell did not participate because of program at Stewart)
- Champions of Art competition
- Ribbon cutting ceremony
- WIU Comprehensive Plan
- WIU Foundation accepting applications for students in need of adaptive bicycles
- Celebration Day
- Elections

PSBA LIAISON LEGISLATIVE REPORT – MRS. KEY

Mrs. Key presented the PSBA Legislative Report:

- General assembly in session this week
- Advocacy Day
- Cyber Charter reform HB526 and SB34
- HB316 focusing on Opioid abuse

Mrs. Callahan stated she represented Burrell School District at the first Westmoreland County Committee on Legislative Action (COLA) meeting last week. She reported that group members consist of Westmoreland County Superintendents, Business Managers and Board members. The group was formed to review, analyze and activate with regards to legislation and regulation affecting education. The group developed goals, subcommittees and explored issues. They met with a PSBA representative who provided information on ways to influence legislature. One suggested way the Board can do so is to adopt resolutions on certain matters to send to State representatives and senators.

BUSINESS – MRS. CALLAHAN:

APPROVAL OF BUDGETARY TRANSFERS (Attachment 4-11)

Motion by: Mr. Kaczor

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

AWARD BIDS THROUGH WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING CONSORTIUM BOARD FOR MULTI-PURPOSE PAPER FOR 2019-2020 SCHOOL YEAR (Attachment 4-12)

Motion by: Mr. Kaczor

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

AWARD BIDS FOR PURCHASE OF JANITORIAL AND ATHLETIC SUPPLIES FOR 2019-2020 SCHOOL YEAR (Attachment 4-13)

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

AWARD BID FOR PURCHASE OF EMERGENCY DOOR SECURITY DEVICES TO MCMAR DESIGN, LLC IN THE AMOUNT OF \$23,978; ONLY BIDDER MEETING SPECIFICATIONS

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

GENERAL FUND BUDGET DRAFT 2019-2020 – INFORMATION

Mrs. Callahan stated that the Board held a public meeting April 2, 2019 to review the draft of General Fund Budget for 2019-2020. During the meeting, all of the details of the revenues, expenditures, and Fund Balance as well as the Capital Reserve Fund and capital plans were discussed. She added that the Board will be asked to adopt a proposed final budget in May and a final budget in June. She indicated that administration will continue to work on the budget and make changes as we approach the final deadline.

APPROVAL OF EXPENDING \$220,000 COMMITTED FUND BALANCE FOR PSERS STABILIZATION FOR COST OF EMPLOYER CONTRIBUTION TO PSERS

Mrs. Callahan stated that at last week's Agenda meeting she explained the recommendation to approve expending \$220,000 Committed Fund Balance for PSERS Stabilization as budgeted for 2018-2019. This is the continuation of the District's fiscal plan to cover the rising cost as mandated by the state over the past several years.

Motion by: Mr. Kaczor

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF TRANSFER IN THE AMOUNT OF \$300,000 FROM GENERAL FUND TO CAPITAL RESERVE FUND

Mrs. Callahan stated that she is requesting the Board approve the transfer, as budgeted in 2018-2019, to move \$300,000 from General Fund to Capital Reserve Fund to continue to maintain District facilities.

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

APPROVAL OF RESOLUTION TRANSFERRING DESIGNATED FUND BALANCES
(Attachment 4-14)

Mrs. Callahan stated that at the public Board meetings on April 2 and April 9, 2019, we discussed funding for some of the capital improvements needed throughout the District. She also stated that at this time, she does not believe it is fiscally responsible to incur additional debt by issuing bonds. Mrs. Callahan presented a plan to move funds that were previously designated into the District's General Fund Balance and then potentially moving those funds to the Capital Reserve Fund during the 2019-2020 fiscal year. The funds were previously designated (dating back to 2008) for specific purposes that are no longer needed due to changes over time. She indicated the amounts/designations that she is recommending for the Board to approve moving to General Fund Balance are: Athletic Programs \$44,000, Health Insurance Stabilization \$330,000 and PSERS Stabilization \$395,000.

As previously stated, if the Board agrees to move these funds to the Capital Reserve Fund in 2019-2020, there would be approximately \$2,270,000 available to fund some of the capital improvement projects that are being considering over the next few years. She reminded Board members that Capital Reserve Funds can only be used for Capital expenditures.

Mrs. Callahan stated there was discussion at the April 9, 2019 Agenda meeting regarding the PSERS stabilization amount. Based on most recent estimates, moving \$395,000 would still leave that fund with an estimated \$500,000 available after using a portion over the next few years.

Mrs. Callahan stated that the Resolution presented tonight for Board approval moves the funds from the designated areas to General Fund. In order to move the funds to Capital Reserve, it would require additional budgeting and approval so you can continue to discuss that part over the next few months as we move forward with the 2019-2020 budget and capital improvement plans.

Motion by: Mr. Kaczor

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

COMMUNICATIONS

Members received one item of communication in their packets.

REQUESTS FOR USE OF BUILDINGS (Attachment 4-15)

Motion by: Mr. Wojcik

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 4-16)

Motion by: Mr. Kaczor

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

Mr. Kunkle made a motion, seconded by Mrs. Beveridge, that the Board adjourn the meeting at 8:31 PM.

Roll Call: All in Favor

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew