

LAMPETER-STRASBURG SCHOOL DISTRICT

Lampeter, Pennsylvania 17537

BOARD WORKSHOP MEETING AGENDA

January 16, 2024

FOR BOARD WORKSHOP ACTION

MISCELLANEOUS

1. PRESENTATION ON MARTIN MEYLIN MIDDLE SCHOOL INITIATIVES

Mrs. Kowitz will present information on Martin Meylin Middle School initiatives and progress toward comprehensive planning goals.

BUSINESS AND FINANCE COMMITTEE

2. DISCUSSION AND RECOMMENDATION FOR APPROVAL OF LANCASTER-LEBANON PUBLIC SCHOOLS EMPLOYEES' HEALTH CARE COOPERATIVE (EHCC) AMENDED AND RESTATED JOINT MEMBERSHIP AGREEMENT

Mr. Stoltzfus will lead a discussion of the background of the Employees' Health Care Cooperative and the updated Agreement, as posted.

3. DISCUSSION AND RECOMMENDATION FOR APPROVAL OF LANCASTER COUNTY CAREER AND TECHNOLOGY CENTER 2024-2025 PROPOSED BUDGET

Mr. Stoltzfus will lead a discussion of the Lancaster County Career and Technology Center 2024-2025 proposed budget, as posted.

MISCELLANEOUS

4. DISCUSSION AND RECOMMENDATION FOR READOPTION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Dr. Peart will lead a discussion regarding PSBA Principles for Governance and Leadership, as posted.

5. ADJOURNMENT TO EXECUTIVE SESSION

The Board will adjourn to Executive Session to hold an information session related to the negotiation/update of a collective bargaining agreement.

Effective as of
[INSERT EFFECTIVE DATE]

LANCASTER-LEBANON PUBLIC SCHOOLS
EMPLOYEES' HEALTH CARE COOPERATIVE
AMENDED AND RESTATED JOINT MEMBERSHIP AGREEMENT

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EHCC
AMENDED & RESTATED JOINT MEMBERSHIP AGREEMENT

Each Member which joins in this Agreement, intending to be legally bound, hereby agrees to the following terms and conditions of this Joint Membership Agreement (the "**Agreement**"):

ARTICLE I. Purpose & Definitions.

1. Background and Purpose. The Lancaster-Lebanon Public Schools Employees' Health Care Cooperative ("**EHCC**") established under this Agreement is a cooperative, voluntary arrangement among Member public school entities and organizations pursuant to the Pennsylvania Intergovernmental Cooperation Act, (i.e. 53 Pa.C.S.A. §§ 2301-2315), and pursuant to 42 Pa.C.S.A. § 8564. The purposes of EHCC are:

- a. to investigate, evaluate and provide to its Members advice and recommendations relating to cost-effective means and methods of providing health care benefit plans and programs, including:
 - i. cost effective health care delivery systems such as PPOs, HMOs, PHOs and other managed care plans; and
 - ii. cost savings procedures such as "in-network steerage" and comprehensive benefit plan arrangements;
- b. to provide to its Members the benefits which can be obtained through the pooling of purchases of health care services;
- c. to provide to its Members the benefits which can be obtained through self-insurance and the pooling of self-insurance risks, including the pooling of purchases of excess and aggregate insurance; and
- d. to provide medical and other health care benefits which Members may provide to their respective employees.

2. Definitions. In addition to the other capitalized terms defined in this Agreement, the following terms shall have the following meanings:

- a. "Annual Payment" shall mean the amount which each Member is required to pay in order to fund its share of anticipated EHCC expenditures for a given fiscal year, as outlined in Article V of this Agreement.
- b. "Board" shall mean the Board of Directors of EHCC consisting of those individuals appointed by EHCC Members and/or the PSEA, as provided in Article III of this Agreement and EHCC's Bylaws.

c. "Covered Person" shall mean any person who is eligible to receive benefits under any Plan offered by a Member of EHCC.

d. "Member" shall mean any organization or entity which has satisfied the criteria necessary for participation in EHCC, and which otherwise has not withdrawn or been expelled from participation in EHCC, as set forth in Article II of this Agreement.

e. "Plan" shall mean any employee benefit plan adopted by any Member of EHCC as may be altered, modified or amended from time to time.

f. "Plan Administrator" shall mean (with respect to each Plan) the Member adopting such Plan. It is the intent and effect of this Agreement that all rights and duties of the Plan Administrator pertaining to each Plan will, to the extent permitted by applicable law, be delegated by the Members to EHCC, or its appointed Plan Supervisor(s) or Trustee(s).

g. "Plan Supervisor" shall mean a person appointed from time to time by EHCC to perform the administrative duties pertaining to one or more Member Plans.

h. "Professional Advisors" shall mean any third-party advisor or professional service provider that assists and advises EHCC in carrying out its functions and duties under this Agreement. Such Professional Advisors may include, but are not limited to, insurance brokers, claims administrators, risk managers, loss control agents, investment advisors, underwriting advisors, actuaries, accountants, auditors, attorneys, and any other individuals, entities or experts as EHCC's Board may deem necessary and appropriate.

i. "Supplementary Payment(s)" shall mean any additional payment(s) required to be made by EHCC Members in a given fiscal year above and beyond their respective Annual Payment for such fiscal year in order to cure any insufficiency in funds required to satisfy the operations and obligations of EHCC with respect to such fiscal year, as provided in Article V of this Agreement.

j. "Trustee" shall mean a person or entity appointed from time to time by EHCC to serve as trustee of funds which are deposited with EHCC.

ARTICLE II. Participation & Term.

1. Participation. Eligibility for participation in EHCC shall be limited to those organizations and entities falling within one of the following classifications or "Classes" of membership:

a. "Class I" Members:

i. Any Pennsylvania Intermediate Unit ("**IU**") established under Article IX-A of the Pennsylvania School Code of 1949, as amended (the "**School Code**");

- ii. Any public school district included within a Member IU; and
- iii. Any “joint school” organized under Article XVII or Article XVIII of the School Code in which any Member public school district described in clause (ii) above participates (including vocational-technical schools).

b. “Class II” Members:

- i. Any Pennsylvania community college created under the authority of Article XIX-A of the School Code;
- ii. Any higher education institution which is part of the Pennsylvania State System of Higher Education (“**PSSHE**”) under Article XX-A of the School Code;
- iii. Any other post-secondary educational institution, college or university authorized, created and governed by a statute of the Pennsylvania General Assembly or owned by the Commonwealth of Pennsylvania; and
- iv. any tax-exempt, nonprofit or governmental educational institution or educational organization located within the Commonwealth of Pennsylvania.

2. Current Members. A list of EHCC’s current Members as of the date of this Agreement is set forth in the attached “Appendix A” to this Agreement, which list shall be maintained and updated by EHCC’s Board as needed from time-to-time upon the admission, withdrawal or expulsion of EHCC Members.

3. Additional Members. Any organization or entity that falls within one of the eligible “Classes” of membership outlined above who wishes to participate in EHCC shall be admitted as a Member upon satisfaction of the following conditions:

- a. delivery to EHCC of an agreement by such organization or entity to become a party to, and to be bound by, this Agreement (i.e. a “**Joinder Agreement**”); and
- b. requisite approval from EHCC’s Board for the admission of such organization or entity as a Member, in accordance with EHCC’s Bylaws.

4. Term. EHCC shall commence as of July 1, 1995 and shall continue in existence until terminated under the provisions of this Agreement.

5. Continuation of Membership. So long as EHCC shall continue in existence, any Member who joins and participates in EHCC shall remain a Member unless and until their withdrawal or expulsion from EHCC, subject to the provisions of this Agreement.

6. Withdrawal of Members.

- a. Authorized Withdrawal. Any Member may withdraw from EHCC effective as of June 30 of any fiscal year (i.e. the “**Withdrawal Effective Date**”), provided that such Member gives EHCC both:

- i. a written notice of their intention to withdraw from EHCC at least six (6) months prior to the intended Withdrawal Effective Date (i.e. on or before December 30 of the same fiscal year); and
 - ii. a final written confirmation of withdrawal at least three (3) months and twenty-one (21) days prior to the intended Withdrawal Effective Date (i.e. on or before March 10 of the same fiscal year).
- b. Financial Obligations Upon Withdrawal. Any Member who withdraws from EHCC shall remain responsible for any and all amounts due and payable under any Plan(s) established or administered on behalf of such Member by or through EHCC, as well as such Member's portion of any and all debts and liabilities incurred by or allocated to them during their term as a Member of EHCC, including but not limited to any amounts required for reconciliation of outstanding claims, surcharges, or similar fees incurred during the Plan year.
- c. Unauthorized Withdrawal. Any Member that seeks to withdraw from EHCC without providing proper notice of withdrawal under subsection (a) above, and without otherwise obtaining Board approval for the withdrawal as required under EHCC's Bylaws (i.e. an "**Unauthorized Withdrawal**"), shall be liable to EHCC and each of its other remaining Members for any and all damages, costs and expenses arising from such Unauthorized Withdrawal, including but not limited to:
- i. reasonable attorneys' fees incurred by EHCC in connection with the Unauthorized Withdrawal;
 - ii. the increase (if any) in any insurance premiums charged to EHCC or its Members as a result of the Unauthorized Withdrawal;
 - iii. and one hundred and twenty-five percent (125%) of the sum of all administrative, legal, brokerage and other costs and fees that otherwise would have been charged and/or allocated to such Member by EHCC if it had remained a Member until the time it could have withdrawn with proper notice as permitted under this Agreement.

This provision is intended to establish a reasonable measure of liquidated damages on behalf of the EHCC and its remaining Members, and is not intended to impose a penalty for any Unauthorized Withdrawal by a Member.

7. Expulsion of Members. Pursuant to EHCC's Bylaws, the Board, upon requisite approval, may expel any Member from participation in EHCC based upon such Member's failure to abide by the terms of this Agreement, which expulsion shall be made effective either contemporaneously with the Board's expulsion decision or at a later specified date, as determined by the Board. An expelled Member shall not be relieved of its obligations to EHCC relating to any fiscal year(s) (or portions thereof) during which it was participating as a Member in EHCC, and shall remain liable to EHCC, along with each of its other remaining Members, to the same extent as if the expelled Member had engaged in an Unauthorized Withdrawal from EHCC (see Article II, Section 6(c) above).

ARTICLE III. Governance.

1. Board of Directors. EHCC shall be governed and administered by a Board of Directors (the "**Board**"), which shall be comprised of such individuals, and shall have all such powers and duties as specified in EHCC's Bylaws (the "**Bylaws**") as necessary or appropriate to carry out the purposes, functions and objectives of EHCC as specified in this Agreement.

ARTICLE IV. Benefit Plans.

In order to carry out the purposes of EHCC, each Member shall specify to EHCC each Plan which shall be established and administered through EHCC. Except as may be specified by the Member, the following provisions shall apply in connection with each Plan:

1. Assist with Plans. EHCC shall assist each Member as reasonably requested in establishing Plan(s) for the benefit of their respective Covered Persons.

2. Claims Administration Duties. EHCC's designated Plan Supervisor(s) and/or Professional Advisor(s) shall administer and process all claims for benefits under each Plan, performing such duties as are legally permissible and customary for third-party administrators of employee benefit plans, in accordance with EHCC's agreement(s) with such Plan Supervisor(s) and/or Professional Advisors(s). Additionally, EHCC may provide, at the expense of each Plan with respect to which an audit is requested by the Plan Administrator, an annual audited report with respect to such Plan within ninety (90) days of the close of each Plan year.

3. Reinsurance Duties. EHCC shall:

a. provide such information as may be necessary or appropriate in order to secure and place reinsurance for each Plan. Each Member shall have final authority to select one of the multiple specific stop-loss levels which are offered by EHCC. The aggregate stop-loss claims liability will be computed for each Member based upon a percentage (e.g. 125%) of expected claims; and

b. require that its designated Plan Supervisor(s) and/or Professional Advisor(s) who administer the Plans, in their respective contracts with EHCC, meet the various requirements of each reinsurance contract as it relates to prompt notification of potential or actual claims and file claims to ensure appropriate reimbursement to each Plan.

4. Records; Reporting. EHCC shall maintain accurate and detailed records and accounts of the transactions associated with each Plan (i.e. "**Plan Records**"), which Plan Records shall be made reasonably available for inspection and audit by the applicable Member or their designated representatives, or by any other person, agency or entity to the extent required by law. EHCC shall also provide such other information in its possession as may be necessary to comply with

any reporting requirements under ERISA or other similar laws. EHCC shall otherwise prepare any reports, returns, tax returns, or similar papers required by any governmental authority pertaining to the operation, administration or management of the Plans.

5. List of Employees. Each Member of EHCC:

a. shall provide their designated Plan Supervisor and/or Professional Advisor responsible for administering the Member's Plan(s), upon request, with complete lists of such Member's employees who are eligible for benefits from each Plan;

b. shall notify their Plan Supervisor and/or Professional Advisor of all changes in employee participation in the Member's Plan(s), whether by reason of termination, change in classification or otherwise, in accordance with any applicable requirements, policies and procedures of the Plan Supervisor and/or Professional Advisor; and

c. shall provide such Plan Supervisor and/or Professional Advisor with any other information requested which might affect the Member's respective Plans, in accordance with any applicable requirements, policies and procedures of the Plan Supervisor and/or Professional Advisor.

6. Payment. Each Member, and not EHCC, shall be responsible for collecting the contributions (if any) to be made by any Covered Persons who are entitled to benefits pursuant to such Member's Plans.

7. Employees. Each Member shall assist in the enrollment of Covered Persons in its Plans, cooperate with EHCC and its designated Plan Supervisors and Professional Advisors with regard to proper settlement of claims, and transmit any inquiries pertaining to any Plan to EHCC or its designated Plan Supervisor and Professional Advisor. Each Member shall maintain a supply of forms, enrollment cards or other documents as provided by EHCC or its designated Plan Supervisor and Professional Advisor. Each Member shall distribute or make available such documents to its employee.

8. Delegation. The rights and obligations of EHCC pursuant to this Article IV may be delegated by EHCC to one or more Plan Supervisors, Professional Advisors and/or Trustees.

9. Pooled Self-Insurance Fund.

a. The EHCC may establish or administer a pooled self-insurance fund for the payment of claims under the Members' respective Plans, which arise between the Members' respective deductibles and the applicable reinsurance deductible(s). Such a self-insurance fund must be approved by the Board as part of a program to which Members may, without obligation, choose to participate (i.e. "**Self-Insurance Program**").

- b. Each Self-Insurance Program shall:
- i. specify what categories or types of claims are to be paid from the self-insurance fund and how such claims are to be administered;
 - ii. specify eligibility criteria (if any) for participation by Members in the Self-Insurance Program;
 - iii. specify the term to which Members must commit to the Self-Insurance Program, as a condition to participation, if longer than one (1) year;
 - iv. permit each Member's appointed Director to the EHCC Board (or other authorized representative if such Member has not appointed a Director to the EHCC Board) to state his or her Member's commitment to participate in the Self-Insurance Program and any renewals thereof;
 - v. be administered and accounted for on a year-to-year basis;
 - vi. provide for an allocation method or formula for determining the initial annual and any supplementary payments due from participating Members into the self-insurance fund, as well as for the payment or return to the participating Members of surplus funds (if any); and shall require that each participating Member shall be and remain obligated for any annual and supplementary payments for the period(s) in which the Member participated, regardless of whether that Member continues to participate in the Self-Insurance Program or continues to be a Member of the EHCC and regardless of whether the Self-Insurance Program or the EHCC continues to exist;
 - vii. permit, with the approval of the Board, the lending of surplus funds from one year of the Self-Insurance Program to another, subject to the obligation of the participating Members in the borrowing year to repay the funds to the lending year or contribute sufficient funds to the borrowing year to repay the amounts borrowed within time limits acceptable to the participating Members in both years or as otherwise required by the Board; and
 - viii. provide for such other matters as are deemed relevant by the EHCC Board.

c. The Blended Self-Insurance/Specific Premium Program originally adopted by EHCC for the 2002-2003 fiscal year, and renewed each year up to the date of this Amended & Restated Agreement, is considered a Self-Insurance Program under this Section 9.

ARTICLE V. Finances.

1. **Fiscal Year**. The fiscal year of EHCC shall commence on July 1 of each year and end on the succeeding June 30.

2. **Annual Payments**. All Members agree to make Annual Payments assessed by EHCC for any given fiscal year, which Annual Payments shall be paid in equal installments on a monthly, quarterly or semi-annual basis as determined by the Board. The amount of Annual Payments owed each fiscal year may be based on a formula approved by the Board upon the recommendation of one or more Professional Advisors. Such formula may vary from year to year, but shall be applied equally to all Members during such period of time as the formula is utilized. Any amount of Annual Payments assessed shall be in addition to, and not in place of, any other amounts due under Article IV or otherwise in connection with each Member's respective Plan(s).

3. **Supplementary Payments**. In the event that the amount of Annual Payments assessed by EHCC in a given fiscal year shall at any time prove insufficient to fund the operations and obligations of EHCC with respect to such fiscal year, each Member agrees to make such Supplementary Payments assessed by EHCC as needed in order to cure such funding deficiency. The amount of Supplementary Payments due from each Member shall be based upon the same formula as was used to determine the Annual Payment for that fiscal year.

4. **Survival of Payment Obligations**. Each EHCC Member shall remain responsible for making any Annual and/or Supplementary Payments duly assessed by EHCC for any fiscal year(s) in which they were a participating Member of EHCC, regardless of any subsequent withdrawal or expulsion of such Member from EHCC and/or the termination of EHCC pursuant to this Agreement.

5. **Notice of Payment Assessments**. The Board shall provide each Member with written notice of the amount of Annual and/or Supplementary Payments assessed (i.e. a "**Payment Notice**"), which Payment Notice shall specify the due date(s) of any such payments (or installments thereof), provided that the initial due date for any such payment(s) shall not be earlier than forty-five (45) days from the date of the applicable Payment Notice. The timely payment of Annual and Supplementary Payments by the Members within the time(s) specified by the Board in any Payment Notice shall be of the essence of this Agreement. Any delinquent payments owed by a Member shall be paid with interest from the date such payment was due at the floating rate of the prime rate as specified in the "Money Rates" (or successor) section of the Wall Street Journal, plus two percent (2%), but such interest rate shall at most equal the highest interest rate allowed by law to be paid by a Member.

6. **Excess and Aggregate Insurance**. EHCC may purchase excess and aggregate excess insurance coverage upon such terms and in such amounts as approved by the Board of Directors upon the recommendation of one or more of its Professional Advisors.

7. Management of EHCC Funds. All funds and securities of EHCC shall be deposited in the name of such Trustee(s) and in such banks, savings and loan associations or other depositories as shall be duly designated, appointed or selected by the Board from time to time, and may be invested, as approved by the Board, in any other accounts, funds or securities which may, by law, be purchased by any of the Members. Any EHCC Member shall have the right to receive an accounting of EHCC funds upon written request to the Board.

8. Audits. Each EHCC Member shall be responsible for conducting its own audits with respect to the finances of the Member.

9. Information. Any Member shall be entitled, upon reasonable request, to receive from EHCC complete information concerning the activities and financial condition of EHCC and its assets, except information which EHCC is required by law or by agreement with any other Member or a third party to keep confidential. Every Member shall cooperate in good faith with EHCC and shall supply to EHCC all information, documents and materials and shall execute any appropriate instruments and affidavits concerning that Member necessary for EHCC to carry out EHCC's purposes, functions, and objectives.

10. Use of Members' Contributions. No part of the funds paid by any Member to EHCC or in respect of its Plans shall be used for or diverted to purposes other than for the exclusive benefit of Covered Persons and for expenses of administration of EHCC.

ARTICLE VI. Miscellaneous.

1. Amendments. This Agreement may be amended or altered only with the unanimous approval of all Members upon the recommendation of the Board of Directors.

2. Termination of EHCC. If either the Board or the Members decide to terminate EHCC, then EHCC shall cease its existence as of the date specified for termination. Under those circumstances, the Board of Directors shall continue to meet on such a schedule and for as long a period as shall be necessary to wind up of the affairs of EHCC.

3. Contractual Obligation. This Agreement shall constitute a contract among the Members of EHCC. The terms of this Agreement may be enforced at law or in equity by EHCC or by any of its Members. This Agreement shall not create, as between any Members, any relationship of surety, indemnification or responsibility for the debts of, or claims against, any Member.

4. Non-Waiver of Immunity. Nothing in this Agreement shall constitute a waiver by any Member or by EHCC of any governmental immunities or defenses available or provided by law. It is the intention of the Members that EHCC is a local agency which is entitled to governmental immunity under Pennsylvania's Political Subdivision Tort Claims Act (i.e. 42 Pa.C.S.A. § 8541 *et seq.*)

5. Confidentiality. All information relating to each Member's employees and to each Covered Person shall be and remain confidential. EHCC, along with its Officers, Directors, committee members, employees and agents (a) shall regard all information pertaining to each Member's employees and to each Covered Person as confidential and (b) shall not disclose any such information except as required by law or with the prior consent of the employee or Covered Person.

6. Notice. Whenever notice is required to be given to any person (other than EHCC) under this Agreement, such notice may be given either personally or by regular or electronic mail addressed to such person's address as appearing on the books of EHCC or as otherwise supplied to EHCC for the purpose of receiving notice. Whenever notice is required to be given to EHCC under this Agreement, such notice may be given either personally or by regular or electronic mail addressed to the Chairman of EHCC's Board, or to such other address specified by EHCC's Board for the purpose of receiving notice. Any notice sent by mail shall be deemed to have been given to the person entitled thereto when deposited in the United States mail. Whenever any written notice is required, a waiver in writing signed by the person(s) entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

7. Construction. This Agreement shall be construed in accordance with Pennsylvania law (which shall supersede any contrary provision in this Agreement) and consistently with 42 Pa.C.S.A. § 8564 which provides that the carrying forth of the transactions contemplated under this Agreement shall not be construed as the transaction of insurance, and shall not otherwise subject the Members or EHCC to the provisions of statutes regulating insurance or insurance companies. Paragraph headings used herein are for ease of reference only and shall not affect the meaning or interpretation of any provisions hereof. The use herein of any number (whether singular or plural) or any gender (whether masculine, feminine or neuter) shall be deemed to include any other number or any other gender, respectively, as the context indicates is appropriate. The words "including" and "for example" as used herein are intended to be exemplary only, and shall not be construed as limiting the word(s) or phrase(s) to which they relate.

8. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be considered an original copy of this Agreement as against any party whose signature appears thereon, and all of which together shall constitute one and the same instrument.

9. Member Ineligibility. If a final decision of a court of competent jurisdiction ever determines, or if the EHCC's legal counsel renders an opinion, that one or more Members or "Class" of Members, is not legally permitted to participate in either the EHCC or any Self-Insurance Program enacted pursuant to this Agreement, then such Member(s) or Class(es) of Members shall be deemed to have withdrawn from the EHCC, or the particular Self-Insurance Program, as applicable, without penalty, and the EHCC, or the particular Self-Insurance

Program, as applicable, and this Agreement shall continue in full force and effect with respect to the remaining participating Members.

[Signatures appear on following page]

IN WITNESS WHEREOF, the following Members, intending to be legally bound hereby, have executed this Agreement on the date(s) set forth below. Execution hereof may alternatively be evidenced by a separate document, duly executed, by which the executing party agrees to be a party to and be bound by this Agreement or by a separate signature page which the Member directs to be attached to this Agreement.

[Seal]

School District/IU/Entity

By: _____
President/Vice President

Attest: _____
Secretary/Assistant Secretary

Date: _____

[Seal]

School District/IU/Entity

By: _____
President/Vice President

Attest: _____
Secretary/Assistant Secretary

Date: _____

[Seal]

School District/IU/Entity

By: _____
President/Vice President

Attest: _____
Secretary/Assistant Secretary

Date: _____

LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

PROPOSED GENERAL FUND BUDGET *2024-2025*



BROWNSTOWN CAMPUS • MOUNT JOY CAMPUS • WILLOW STREET CAMPUS • HEALTH SCIENCES CAMPUS

www.lancasterctc.edu

Sent to JOC Members on 11/21/2023

November 21, 2023

Dear LCCTC Member District Board Members and Superintendents,

We are pleased to share with you the proposed budget for the 2024-2025 school year for Lancaster County Career and Technology Center. Our primary objective is to serve as a valuable partner to our sending districts and the community by offering high-quality career and technical education opportunities for high school and post-secondary students. The development of this proposed budget involved a meticulous process, including a comprehensive zero-based budgeting needs assessment of our programs, student supports, and financial obligations. We aimed to align our budget with the evolving needs of our students and the educational landscape.

While there are some increases proposed to meet emerging demands such as diesel expansion for 2024-25, we have also made adjustments in several areas based on reduced needs. The result is an overall **5.95%** increase in expenditures. The member district contributions have increased by **5.3%**, amounting to **\$853,928**. This increase reflects our commitment to sustaining and enhancing the quality of education we provide.

LCCTC prepared the proposed 2024-2025 General Fund Budget using a student-focused approach. Highlights of the proposed budget are below.

- Continuously foster, promote, and evaluate high-quality programs that maximize opportunities for students while minimizing the financial impact on those students
- Develop and grow postsecondary programming to benefit our students as well as provide a positive revenue stream to the LCCTC
- Continue investing in IT infrastructure and facility improvement, as well as fully funding textbooks, tools, and primary program certifications for all students
- Provide additional funding to instructional programs for the increased prices of consumable materials
- Utilize federal, state, and local grants to allow for the purchase of needed instructional equipment and personnel needs

The LCCTC completed campus renovations in 2015. Due to these previous bond issues and the recent bond refinancing (saving both the CTC and all districts more than \$500,000), contributions will continue to be made for debt service. We thank all of the Board Members for your support in keeping our facilities updated. As you prepare to discuss and consider passing the proposed budget, let me provide several facts regarding the budget we are asking you to approve for the 2024-2025 school year:

ADMINISTRATIVE OFFICES

1730 Hans Herr Drive, Willow Street, PA 17584 • office: 717.464.7050 • fax: 717.464.9518

- As reviewed by the Superintendents and JOC Finance Committee, this year's budget includes an increase in total district contributions of 5.3%. This follows the 2.5%, 2.2%, 2.3%, 2.3%, 1.9%, 2.3%, 2.7%, and 4.9% increases in Total District Contribution from 2016-17 through the 2023-24 school years, respectively.
- The budget reflects the expansion of the diesel program and related costs (approximately \$150,000). The total budget increase would be 5.2% without the diesel program expansion costs.
- This budget reflects a PSERS rate of 34.73%, based on PSERS projected rates.
- LCCTC will continue monitoring workforce training needs and ensure they coincide with our program inventory.
- Additional highlights and background information have been provided in this budget packet.

As in our member districts, developing a budget that provides quality programs at a cost that reflects the district's ability to pay remains a major issue that will continue to challenge us. We feel the proposed operating budget reflects the requests brought to us by Superintendents, JOC members, General Advisory Committee (GAC), and the LCCTC Administration. We hope you and your Board find the proposal acceptable and vote for its approval in the coming months.

If you have any questions or concerns about any part of the proposal, please contact Mr. Ayata or myself. In addition, if you would like us to attend any of your planning sessions or Board meetings to address any questions, please let us know. We ask that each Director complete an individual Board Member Resolution Ballot, the Board Secretary complete an aggregated document totaling the yes and no votes, and return these documents to Mr. Ayata in the CTC Business Office by the deadline of February 16, 2024. Pending voting results, the Joint Operating Committee will vote on its final approval during our regularly scheduled meeting on February 16, 2024.

We thank you in advance for your consideration of our proposal and wish you continued success as we serve the youth of Lancaster County.

Sincerely,



Dr. Stuart Savin
Administrative Director



Mr. F. Frank Ayata
Business Manager

ADMINISTRATIVE OFFICES

1730 Hans Herr Drive, Willow Street, PA 17584 • office: 717.464.7050 • fax: 717.464.9518

20-Year Comparison Data for LCCTC District Contributions

Year	District Contribution				Expended to Budget
	Budget	Increase	Received	Expended	
2005/06	9,818,431		9,818,431	9,750,350	99.3%
		6.2%			
2006/07	10,432,069		10,432,069	10,395,225	99.6%
		4.0%			
2007/08	10,853,621		10,853,621	10,752,593	99.1%
		5.0%			
2008/09	11,393,045		11,393,045	11,102,714	97.5%
		4.7%			
2009/10	11,925,698		11,925,698	11,493,498	96.4%
		3.5%			
2010/11	12,339,116		12,339,116	11,853,933	96.1%
		0.5%			
2011/12	12,404,498		12,265,133	11,091,906	89.4%
		-0.5%			
2012/13	12,343,347		12,343,347	11,224,308	90.9%
		0.8%			
2013/14	12,445,338		12,445,338	11,350,463	91.2%
		2.1%			
2014/15	12,706,456		12,706,456	11,831,483	93.1%
		1.9%			
2015/16	12,953,977		12,953,977	12,517,308	96.6%
		2.4%			
2016/17	13,271,034		13,271,034	12,665,678	95.4%
		2.5%			
2017/18	13,609,138		13,609,138	13,159,138	96.7%
		2.2%			
2018/19	13,905,688		13,905,688	13,391,178	96.3%
		2.3%			
2019/20	14,221,688		14,221,688	13,776,714	96.9%
		2.3%			
2020/21	14,497,659		14,497,659	13,595,750	93.8%
		1.9%			
2021/22	14,830,281		14,830,281	14,830,281	100.0%
		2.3%			
2022/23	15,236,387		15,236,387	15,236,387	* 100.0%
		2.7%			
2023/24	15,985,877		Current		
		4.9%			
2024/25	16,839,805		Proposed		
		5.3%			

* Preliminary year-end results Sent to JOC Members on 11/21/2023

EXPLANATION OF THE MAJOR EXPENDITURE FUNCTIONS/OBJECTS
Lancaster County Career & Technology Center Budget

The format of the proposed budget is from the Manual of Accounting and Related Financial Procedures of Pennsylvania School Systems as prepared by Pennsylvania Department of Education.

The following statements will serve as a brief summary of the various functions performed to accomplish the objectives of the Lancaster County Career & Technology center.

1000 INSTRUCTION – Those activities dealing directly with the interaction between teachers and students.

1100 REGULAR PROGRAMS – Activities for those students in programs not identified in the 1300 function (Intro. To Health).

1300 VOCATIONAL EDUCATION – Approved programs which provide organized learning experiences designed to develop skills, knowledge, attitudes, and work habits in order to prepare individuals for entrance into and progress through various levels of employment in occupational fields.

1600 ADULT VOCATIONAL EDUCATION – Activities designed to meet immediate and long range educational objectives of adults and youth who have left or completed high school in preparation for entrance into the labor market or who desire to acquire new or updated skills.

2000 SUPPORT SERVICES – Those services which provide administrative, technical and logistical support to facilitate and enhance instruction.

2100 SUPPORT SERVICES - STUDENTS – Activities designed to assess and improve the well-being of students and to supplement the teaching process.

2200 SUPPORT SERVICES – INSTRUCTIONAL STAFF – Activities associated with assisting, supporting, advising and directing the instructional staff with or on the content and process of providing learning experiences for students, including technology support services.

2300 SUPPORT SERVICES - ADMINISTRATION – Activities concerned with establishing and administering policy in connection with operating the system.

2400 SUPPORT SERVICES - PUPIL HEALTH – Activities that provide students with appropriate nurse services

2500 SUPPORT SERVICES - BUSINESS – Activities concerned with paying, transporting, exchanging, and maintaining goods and services for the system.

2600 OPERATION AND MAINTENANCE – Activities concerned with keeping the physical plant open, comfortable, and safe for use and keeping the grounds, buildings and equipment in effective working condition and state of repair.

2700 STUDENT TRANSPORTATION SERVICES – Activities concerned with the conveyance of students to and from school.

2800 SUPPORT SERVICES – CENTRAL – Activities, other than general administration, which support each of the other instructional and supporting services program.

3000 OPERATION OF NON-INSTRUCTIONAL SERVICES – Extra-curricular.

3200 STUDENT ACTIVITIES – School sponsored activities under the guidance and supervision of the LEA staff. For LCCTC this is Skills USA, FFA, HOSA and National Technical Honor Society.

5000 OTHER EXPENDITURES AND FINANCING USES – Debt Service, Fund Transfers and Budgetary Reserve funds are included within this function.

The following statements will serve as a brief summary of the object code (service or goods) to be obtained as a result of the budgeted expenditures within each function.

100 Salaries – Gross salaries budgeted for employees of the system who are considered to be in positions of a permanent nature or hired temporarily, including substitutes.

200 Employee Benefits – Amounts paid by the system on behalf of employees. Included are vision, retirement, FICA, group insurance, workers' compensation, tuition reimbursement and unemployment compensation.

300 Purchased Professional and Technical Services – Services, which by their nature, require persons or firms with specialized skills and knowledge. Included are legal, auditing, and architectural services.

400 Purchased Property Services – Services purchased to operate, repair, and maintain property owned by the system. Included are disposal services, electricity (other than heating), water/sewage, and construction services for renovating and remodeling paid to contractors (not employees of the system).

500 Other Purchased Services – Services rendered by organizations or personnel and not applicable to 300 or 400 services. Included are transportation, fire and liability insurance, communications, advertising, and travel.

600 Supplies – Amounts paid for items of an expendable nature that are consumed, worn out, or deteriorated in use. Included are general supplies, electricity and natural gas used for heating purposes, gasoline, books and periodicals.

700 Property – Expenditures for fixed assets including initial equipment, additional equipment, and replacement of equipment.

800 Other Objects – Amounts paid for expenditures not otherwise classified in the 100 to 700 objects. Included are dues and fees.

900 Other Uses of Funds – Classifies transactions which are not properly recorded as expenditures but require budgetary and accounting control. Included are fund transfers and debt service payment.

LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

Funding Formula - Estimate (November 2023)

2024-25

District	2020-21 ADMs Info. Only	2021-22 ADMs Actual	2022-23 ADMs 5-Jun-23	2023-24 ADMs May-24	Average %	2023-24 Fund Form %	As Comp or +/- 15.00%	+/- 15% (1)	District Share of -0.381%	2024-25 Share Estimate
Cocalico	139.888	140.748	100.327	106.115	5.209%	6.609%	5.618%	-15%	0.000%	5.618%
Columbia	48.611	57.886	44.966	73.615	2.620%	2.965%	2.620%		-0.011%	2.609%
CV	175.850	155.446	128.350	151.769	6.507%	7.414%	6.507%		-0.028%	6.479%
Donegal	81.944	111.062	117.266	153.923	5.679%	4.829%	5.553%	+15%	-0.024%	5.530%
Elanco	121.194	95.408	110.116	98.230	4.544%	5.756%	4.893%	-15%	0.000%	4.893%
E-town	166.138	190.723	207.822	209.923	9.086%	8.835%	9.086%		-0.039%	9.048%
Ephrata	128.244	121.163	132.955	133.115	5.783%	5.807%	5.783%		-0.025%	5.759%
Hempfield	165.483	216.031	233.688	233.653	10.208%	8.658%	9.957%	+15%	-0.042%	9.915%
L-S	82.050	101.056	76.300	100.846	4.152%	3.987%	4.152%		-0.018%	4.134%
SD of Lanc	71.111	73.465	99.766	122.153	4.381%	3.899%	4.381%		-0.019%	4.362%
Man Cen	116.177	130.886	142.800	120.461	5.907%	6.299%	5.907%		-0.025%	5.882%
Man Twp	121.488	132.289	168.866	153.538	6.791%	5.908%	6.791%		-0.029%	6.762%
Penn Manor	227.555	249.679	254.461	313.730	12.172%	11.216%	12.172%		-0.052%	12.120%
Pequea Valley	51.011	55.050	51.133	71.115	2.635%	2.812%	2.635%		-0.011%	2.624%
Solanco	152.055	168.716	157.355	167.076	7.371%	7.774%	7.371%		-0.031%	7.340%
Warwick	171.255	146.886	155.388	163.769	6.956%	7.232%	6.956%		-0.030%	6.927%
	2,020.054	2,146.494	2,181.559	2,373.031	100.00%	100.00%	100.381%		-0.381%	100.000%

* ADMs based on ADM data from ClassMate SIS

**ADM figures use PDE standards of full-day student = 2 and half-day student = 1

(1) Funding Formula change capped at +/- 15% for each district

10/24/23

Estimated November 2023
Lancaster County Career & Technology Center
Direct Payment Schedule - Estimate
2024-25

District	Market Value (1)	Capital Expenses	ADM% (2) (Est.)	District Share of Operating Expenses	Total Expenses	Less Voc. Ed. Subs. (Est.) (3)	2024-25 Estimated Payment	2023-24 Actual Share Only (Info. Only)
		\$453,000		\$18,270,997	\$18,723,997		\$16,839,805	
Cocalico	4.496%	\$20,367	5.618%	\$1,026,400	\$1,046,768	\$88,239	\$958,529	\$983,670
Columbia	0.954%	\$4,322	2.609%	\$476,671	\$480,993	\$91,166	\$389,827	\$385,372
CV	8.057%	\$36,498	6.479%	\$1,183,850	\$1,220,349	\$129,877	\$1,090,472	\$1,216,985
Donegal	3.734%	\$16,915	5.530%	\$1,010,339	\$1,027,255	\$134,853	\$892,402	\$736,537
Elanco	6.754%	\$30,596	4.893%	\$893,926	\$924,522	\$77,309	\$847,213	\$846,860
Etown	5.090%	\$23,058	9.048%	\$1,653,067	\$1,676,126	\$163,192	\$1,512,934	\$1,366,597
Ephrata	5.807%	\$26,306	5.759%	\$1,052,134	\$1,078,441	\$98,544	\$979,897	\$955,654
Hempfield	11.409%	\$51,683	9.915%	\$1,811,477	\$1,863,161	\$203,583	\$1,659,578	\$1,518,442
L-S	4.932%	\$22,342	4.134%	\$755,395	\$777,738	\$87,605	\$690,133	\$683,144
Lancaster	8.741%	\$39,597	4.362%	\$797,053	\$836,651	\$107,379	\$729,272	\$572,262
Manheim Central	5.626%	\$25,486	5.882%	\$1,074,682	\$1,100,169	\$106,902	\$993,267	\$985,686
Manheim Township	10.199%	\$46,201	6.762%	\$1,235,521	\$1,281,723	\$104,007	\$1,177,716	\$1,080,137
Penn Manor	7.254%	\$32,861	12.120%	\$2,214,509	\$2,247,360	\$175,799	\$2,071,561	\$1,808,117
Pequea Valley	4.177%	\$18,922	2.624%	\$479,394	\$498,316	\$45,869	\$452,447	\$415,982
Solanco	5.936%	\$26,890	7.340%	\$1,341,036	\$1,367,926	\$144,945	\$1,222,981	\$1,220,230
Warwick	6.834%	\$30,958	6.927%	\$1,265,541	\$1,296,499	\$124,923	\$1,171,576	\$1,210,202
	100.00%	\$453,000	100.00%	\$18,270,997	\$18,723,997	\$1,884,192	\$16,839,805	\$15,985,877

5.3%

(1) 2022 STEB Certification

(2) See Funding Formula - Estimate

(3) based on Estimated Subsidy and PDE's 2022/23 Estimated SCTES data

10/14/23

LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
 Bond Repayment Schedule- Estimate
 2024-25

SCHOOL DISTRICT	MARKET VALUE (1)		AUGUST PAYMENT			FEBRUARY PAYMENT			TOTAL FOR FISCAL YEAR		
	Dollars	Share	Interest	Principal	Diff.	Interest	Principal	Total	Interest	Principal	Total
			207,735	0	207,735	207,735	950,000	1,157,735	415,470	950,000	1,365,470
Cocalico	2,013,066,701	4.496%	9,339.97	0.00	9,339.97	9,339.97	42,712.95	52,052.92	18,679.94	42,712.95	61,392.89
Columbia	426,960,196	0.954%	1,980.96	0.00	1,980.96	1,980.96	9,059.20	11,040.16	3,961.92	9,059.20	13,021.12
CV	3,607,315,713	8.057%	16,736.79	0.00	16,736.79	16,736.79	76,539.60	93,276.39	33,473.58	76,539.60	110,013.18
Donegal	1,671,970,434	3.734%	7,757.45	0.00	7,757.45	7,757.45	35,475.85	43,233.30	15,514.90	35,475.85	50,990.75
Elanco	3,024,042,872	6.754%	14,030.63	0.00	14,030.63	14,030.63	64,163.95	78,194.58	28,061.26	64,163.95	92,225.21
E-Town	2,278,889,287	5.090%	10,573.30	0.00	10,573.30	10,573.30	48,353.10	58,926.40	21,146.60	48,353.10	69,499.70
Ephrata	2,600,026,231	5.807%	12,063.38	0.00	12,063.38	12,063.38	55,167.45	67,230.83	24,126.76	55,167.45	79,294.21
Hempfield	5,108,137,532	11.409%	23,700.28	0.00	23,700.28	23,700.28	108,384.55	132,084.83	47,400.56	108,384.55	155,785.11
L-S	2,208,187,017	4.932%	10,245.28	0.00	10,245.28	10,245.28	46,853.05	57,098.33	20,490.56	46,853.05	67,343.61
Lancaster	3,913,488,889	8.741%	18,157.49	0.00	18,157.49	18,157.49	83,036.65	101,194.14	36,314.98	83,036.65	119,351.63
MC	2,519,021,909	5.626%	11,687.59	0.00	11,687.59	11,687.59	53,448.90	65,136.49	23,375.18	53,448.90	76,824.08
MT	4,566,407,329	10.199%	21,186.68	0.00	21,186.68	21,186.68	96,889.55	118,076.23	42,373.36	96,889.55	139,262.91
PM	3,247,969,132	7.254%	15,069.51	0.00	15,069.51	15,069.51	68,916.80	83,986.31	30,140.02	68,916.80	99,056.82
PV	1,870,154,982	4.177%	8,676.88	0.00	8,676.88	8,676.88	39,680.55	48,357.43	17,353.76	39,680.55	57,034.31
Solanco	2,657,758,071	5.936%	12,331.15	0.00	12,331.15	12,331.15	56,392.00	68,723.15	24,662.30	56,392.00	81,054.30
Warwick	3,059,961,015	6.834%	14,197.23	0.00	14,197.23	14,197.23	64,925.85	79,123.08	28,394.46	64,925.85	93,320.31
	\$ 44,773,357,310	100.00%	\$ 207,735	\$ -	\$ 207,735	\$ 207,735	\$ 950,000	\$ 1,157,735	\$ 415,470	\$ 950,000	\$ 1,365,470

(1) - 2022 STEB Certification

LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

Plan Con and Bond Savings - Estimate

2024-25

LCCTC Debt MV Aid Ratio (2)	School District	Market Value (1)		Total 20/21 Gross Debt Share \$ 1,365,470 A	Estimated State Reimb. (2) B	Net SD Share of LCCTC Debt (3) C = A - B	Notice of Intent to Split 75/25								
		Dollars	Share				District Share to Keep 1.33M \$ 35,470 D	25% District Share of Savings \$ 608,886 E	75% LCCTC Share SD Pay to LCCTC (4) F	Net Total District Pay't to LCCTC G = C + F					
		0.500000	Cocalico				2,013,066,701	4.496%	61,393	27,780	33,613	1,595	6,844	20,532	54,145
		0.719000	Columbia				426,960,196	0.954%	13,021	8,473	4,548	338	1,452	4,355	8,903
0.500000	CV	3,607,315,713	8.057%	110,013	49,781	60,232	2,858	12,264	36,793	97,025					
0.549800	Donegal	1,671,970,434	3.734%	50,991	25,371	25,619	1,325	5,684	17,053	42,673					
0.500000	Elanco	3,024,042,872	6.754%	92,225	41,732	50,493	2,396	10,281	30,844	81,337					
0.500000	E-Town	2,278,889,287	5.090%	69,500	31,449	38,051	1,805	7,748	23,243	61,294					
0.500000	Ephrata	2,600,026,231	5.807%	79,294	35,881	43,414	2,060	8,840	26,519	69,933					
0.500000	Hempfield	5,108,137,532	11.409%	155,785	70,493	85,292	4,047	17,367	52,100	137,393					
0.500000	L-S	2,208,187,017	4.932%	67,344	30,473	36,871	1,749	7,507	22,522	59,393					
0.687300	Lancaster	3,913,488,889	8.741%	119,352	74,238	45,114	3,100	13,305	39,916	85,030					
0.500000	MC	2,519,021,909	5.626%	76,824	34,763	42,061	1,996	8,564	25,693	67,754					
0.500000	MT	4,566,407,329	10.199%	139,263	63,016	76,246	3,618	15,525	46,575	122,821					
0.515300	PM	3,247,969,132	7.254%	99,057	46,195	52,862	2,573	11,042	33,127	85,989					
0.500000	PV	1,870,154,982	4.177%	57,034	25,808	31,226	1,482	6,358	19,074	50,301					
0.500000	Solanco	2,657,758,071	5.936%	81,054	36,677	44,377	2,106	9,036	27,108	71,485					
0.500000	Warwick	3,059,961,015	6.834%	93,320	42,227	51,093	2,424	10,403	31,210	82,303					
		44,773,357,310	100.00%	1,365,470	644,357	721,114	35,470	152,221	456,664	1,177,778					
				Districts Pay LCCTC by 8/1/24 & 2/1/25	Districts Receive from PDE ~ 12/24 and 4/24				Districts Pay LCCTC Inv 3/2025 Due 5/2025						

(1) - 2022 STEB Certification

(2) - Estimated weighted average Project Reimbursement of 90.5% on the 2012/2017/2014 LCCTC Bonds (2012 - 95.72%, 2017 - 99.39%, 2014 - 57.71%). 50% minimum aid ratio used for Districts with lower aid ratios; actual aid ratios used for districts with ratios greater than 50%. Pulled from 2023-24 Aid Ratios.

(3) - Net local effort debt service for LCCTC Bonds (2017/2020 issues)

(4) - Represents approximately 75% of the difference between the \$1,330,000 original net debt service and the estimated net debt service for the 2017/2020 Bonds.

REVENUE AND OTHER FINANCING SOURCES

CODE	CATEGORY	2023-2024	2024-2025 Proposed
6000	REVENUE FROM LOCAL SOURCES		
6510	Earnings on Investments	\$ 70,000.00	\$ 89,000.00
6800	Revenue from Intermediary Sources (Indirect Costs)	\$ 5,000.00	\$ 5,000.00
6900	Other Revenue From Local Sources		
6910	Rentals	\$ 85,000.00	\$ 105,265.00
6940	Adult Education Contributions	\$ 245,000.00	\$ 245,000.00
	State and Local Grants	\$ 300,000.00	\$ 350,000.00
6946	Receipts from Member Districts - Bond Payments	\$ 1,361,915.00	\$ 1,365,470.00
6946	Receipts from Member Districts - General Fund Payments	\$ 15,985,877.00	\$ 16,839,805.00
6946	Receipts from Member Districts - Plan Con Subsidy Payments	\$ 453,000.00	\$ 453,000.00
	Tuition (Bill for Service- MHL)	\$ 126,137.00	\$ 141,137.00
6990	Miscellaneous Revenue	\$ 50,000.00	\$ 55,000.00
	Fund Transfer- Unrestricted Fund	\$ 50,000.00	\$ 50,000.00
	TOTAL REVENUE FROM LOCAL SOURCES	\$ 18,731,929.00	\$ 19,698,677.00
7000	REVENUE FROM STATE SOURCES		
7200	Revenue for Specific Educational Programs		
	7220 Vocational Educational (Secondary)	\$ 1,900,000.00	\$ 1,884,192.00
7810	State Share of Social Security and Medicare Taxes	\$ 337,822.00	\$ 468,000.00
7820	State Share of Retirement Contributions	\$ 1,585,053.00	\$ 1,884,338.00
	TOTAL REVENUE FROM STATE SOURCES	\$ 3,822,875.00	\$ 4,236,530.00
8000	REVENUE FROM FEDERAL SOURCES		
8500	Restricted Grants-In-Aid from the Fed Gov't through the Commonwealth of PA		
	8521 Vocational Education (Perkins Grant)	\$ 949,986.00	\$ 949,986.00
	TOTAL REVENUE FROM FEDERAL SOURCES	\$ 949,986.00	\$ 949,986.00
9000	OTHER FINANCING SOURCES		
9400	Sale of or Compensation for Loss of Fixed Assets	\$ 25,000.00	\$ 45,000.00
	TOTAL OTHER FINANCING SOURCES	\$ 25,000.00	\$ 45,000.00
TOTAL BUDGETED REVENUE AND OTHER FINANCING SOURCES		\$ 23,529,790	\$ 24,930,193

EXPENDITURES AND OTHER OUTLAYS-DETAILED

Function	Object	2023-24 Budget	2024-25 Proposed Budget
11/1300	Vocational Ed	\$ 9,875,708	\$ 10,383,676
	100 Salaries	\$ 4,705,701	\$ 4,898,635
	200 Employee Benefits	\$ 3,404,969	\$ 3,580,107
	300 Purchased Professional Services	\$ 200,347	\$ 255,846
	400 Purchased Property Services	\$ 183,000	\$ 192,413
	500 Other Purchased Services	\$ 111,500	\$ 117,235
	600 Supplies	\$ 707,256	\$ 771,208
	700 Equipment	\$ 552,935	\$ 568,846
	800 Other	\$ 10,000	\$ 20,468
2100	Guidance Services	\$ 1,429,134	\$ 1,437,317
	100 Salaries	\$ 731,549	\$ 714,036
	200 Employee Benefits	\$ 562,985	\$ 584,287
	300 Purchased Professional Services	\$ 58,000	\$ 59,500
	400 Purchased Property Services	\$ 2,000	\$ 2,076
	500 Other Purchased Services	\$ 8,350	\$ 8,666
	600 Supplies	\$ 64,000	\$ 67,002
	700 Equipment	\$ 500	\$ -
	800 Other	\$ 1,750	\$ 1,750
2200	Support Services- Instructional	\$ 984,507	\$ 1,025,559
	100 Salaries	\$ 437,897	\$ 463,220
	200 Employee Benefits	\$ 429,610	\$ 449,372
	300 Purchased Professional Services	\$ 62,500	\$ 49,419
	400 Purchased Property Services		\$ -
	500 Other Purchased Services	\$ 3,750	\$ 3,923
	600 Supplies	\$ 40,250	\$ 42,102
	700 Equipment	\$ 500	\$ 523
	800 Other	\$ 10,000	\$ 17,000

EXPENDITURES AND OTHER OUTLAYS-DETAILED

Function	Object	2023-24 Budget	2024-25 Proposed Budget
2300	Administration	\$ 2,592,871	\$ 2,675,272
	100 Salaries	\$ 1,224,663	\$ 1,273,006
	200 Employee Benefits	\$ 901,633	\$ 917,215
	300 Purchased Professional Services	\$ 233,475	\$ 242,721
	400 Purchased Property Services	\$ 22,700	\$ 23,599
	500 Other Purchased Services	\$ 113,400	\$ 117,891
	600 Supplies	\$ 79,000	\$ 82,128
	700 Equipment	\$ 5,500	\$ 5,718
	800 Other	\$ 12,500	\$ 12,995
2400	Pupil Health	\$ 247,240	\$ 261,481
	100 Salaries	\$ 130,768	\$ 115,615
	200 Employee Benefits	\$ 100,722	\$ 106,550
	300 Purchased Professional Services	\$ 10,000	\$ 35,250
	400 Purchased Property Services	\$ 500	\$ -
	500 Other Purchased Services	\$ 750	\$ -
	600 Supplies	\$ 4,000	\$ 4,066
	700 Equipment	\$ -	\$ -
	800 Other	\$ 500	\$ -
2500	Business Affairs	\$ 681,799	\$ 698,195
	100 Salaries	\$ 343,792	\$ 376,140
	200 Employee Benefits	\$ 264,207	\$ 244,105
	300 Purchased Professional Services	\$ 2,500	\$ 5,200
	400 Purchased Property Services	\$ 7,000	\$ 3,000
	500 Other Purchased Services	\$ 22,800	\$ 23,750
	600 Supplies	\$ 26,500	\$ 27,500
	700 Equipment		\$ -
	800 Other	\$ 15,000	\$ 18,500

EXPENDITURES AND OTHER OUTLAYS-DETAILED

Function	Object	2023-24 Budget	2024-25 Proposed Budget
2600	Operations/Maintenance	\$ 3,161,279	\$ 3,279,645
	100 Salaries	\$ 785,908	\$ 771,118
	200 Employee Benefits	\$ 633,621	\$ 633,890
	300 Purchased Professional Services	\$ 74,500	\$ 97,448
	400 Purchased Property Services	\$ 457,500	\$ 592,828
	500 Other Purchased Services	\$ 225,000	\$ 233,000
	600 Supplies	\$ 929,750	\$ 869,599
	700 Equipment	\$ 50,000	\$ 75,000
	800 Other	\$ 5,000	\$ 6,762
2700	Transportation	\$ 1,338,215	\$ 1,385,052
	100 Salaries		
	200 Employee Benefits		
	300 Purchased Professional Services		
	400 Purchased Property Services		
	500 Other Purchased Services	\$ 1,338,215	\$ 1,385,052
	600 Supplies		
	700 Equipment		
	800 Other		
2800	Support Services- Central	\$ 1,279,317	\$ 1,793,034
	100 Salaries	\$ 420,481	\$ 414,240
	200 Employee Benefits	\$ 349,086	\$ 366,541
	300 Purchased Professional Services	\$ 46,750	\$ 55,887
	400 Purchased Property Services	\$ 75,000	\$ 157,819
	500 Other Purchased Services	\$ 50,000	\$ 39,587
	600 Supplies	\$ 119,250	\$ 169,839
	700 Equipment	\$ 215,500	\$ 583,500
	800 Other	\$ 3,250	\$ 5,621

EXPENDITURES AND OTHER OUTLAYS-DETAILED

Function	Object	2023-24 Budget	2024-25 Proposed Budget
3200	Student Activities	\$ 74,805	\$ 122,492
	100 Salaries	\$ 20,300	\$ 20,909
	200 Employee Benefits	\$ 9,005	\$ 9,062
	300 Purchased Professional Services	\$ 12,250	\$ 19,862
	400 Purchased Property Services		
	500 Other Purchased Services	\$ 25,000	\$ 60,119
	600 Supplies	\$ 3,500	\$ 7,790
	700 Equipment		\$ -
	800 Other	\$ 4,750	\$ 4,750
5100	Bond Payments	\$ 1,361,915	\$ 1,365,470
	800 Interest	\$ 441,915	\$ 415,470
	900 Principal	\$ 920,000	\$ 950,000
5200	Plan Con Subsidy	\$ 453,000	\$ 453,000
	900 Fund Transfers	\$ 453,000	\$ 453,000
5900	Secondary Unrestricted Fund/Budgetary Reserve	\$ 50,000	\$ 50,000
	800 Other	\$ 50,000	\$ 50,000
	Grand Total	\$ 23,529,790	\$ 24,930,193



Pennsylvania School Boards Association PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Pennsylvania school boards are committed to providing **every** student the opportunity to grow and achieve. Our actions, as elected and appointed board members, ultimately have both short- and long-term impact in the classroom. Therefore, we pledge that we will...



LEAD RESPONSIBLY

- Prepare for, attend and actively participate in board meetings
- Work together with civility and cooperation, respecting that individuals hold differing opinions and ideas
- Participate in professional development, training and board retreats
- Collaborate with the superintendent, acknowledging their role as the 10th member of the board and commissioned officer of the commonwealth



ACT ETHICALLY

- Never use the position for improper benefit to self or others
- Avoid actual or perceived conflicts of interest
- Recognize school directors do not possess any authority outside of the collective board
- Accept that when a board has made a decision, it is time to move forward collectively and constructively



PLAN THOUGHTFULLY

- Implement a collaborative strategic planning process
- Set annual goals that are aligned with comprehensive plans, recognizing the need to adapt as situations change
- Develop a comprehensive financial plan and master facilities plan that anticipates short- and long-term needs
- Allocate resources to effectively impact student success



EVALUATE CONTINUOUSLY

- Make data-informed decisions
- Evaluate the superintendent annually
- Conduct a board self-assessment on a recurring basis
- Focus on student growth and achievement
- Review effectiveness of all comprehensive and strategic plans



COMMUNICATE CLEARLY

- Promote open, honest and respectful dialogue among the board, staff and community
- Acknowledge and listen to varied input from all stakeholders
- Promote transparency while protecting necessary confidential matters
- Set expectations and guidelines for individual board member communication



ADVOCATE EARNESTLY

- Promote public education as a keystone of our commonwealth
- Engage the community by seeking input, building support networks and generating action
- Champion public education by engaging local, state and federal officials



GOVERN EFFECTIVELY

- Establish and adhere to rules and procedures for board operations
- Develop, adopt, revise and review policy routinely
- Align board decisions to policy, ensuring compliance with the PA School Code and other local, state and federal laws
- Remain focused on the role of governance, effectively delegating management tasks to the administration

Represented by the signatures below, adoption of these principles assures the school board and individual school directors adhere to the same principles across our commonwealth.

Adopted on: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____