

## **BUDGET AND FINANCE COMMITTEE MEETING MINUTES**

### **WELLSBORO AREA SCHOOL DISTRICT**

**March 26, 2014**

**12:02 PM Administration Conference Room**

Start Time: 12:02 p.m.

#### Call to Order

The Budget and Finance Committee Meeting was called to order by Superintendent Chris Morral at 12:02 p.m. in the Conference Room of the Administration Building.

#### Present

The following were present: Steve Adams, Elementary School Principal; Lana Shabloski, Board Member and Committee Member; Rob Kreger, Assistant High School Principal; Wayne Hackett, Board Member; Ben Largey, School Psychologist; Dave Krick, High School Principal; Pat Hewitt, Director of Curriculum and Instruction/Federal Programs Coordinator; Bryan Murphy, Network Administrator/Computer Technician; Amy Repard, Director of Special Education; Stuart Burrous, Board Member and Committee Member; Carl Chambers - via phone conference, Board Member and Committee Member; Scott Keck, Director of Buildings and Grounds; Chris Morral, Superintendent; and Marcia Newcomb, Business Manager.

#### Committee/Member/Administration Issues or Discussion Topics

Mr. Morral reviewed the current status of the 2014-15 General Fund Budget with current projected expenditures of \$ 24,126,253 and current projected revenues of \$ 23,801,072.

Mr. Morral reported that the adjustments have been made to the 2014-15 Budget since the prior meeting of the Budget Committee was:

- 1) Adjustment to Health Insurance Costs from an initial increase of 15% to the actual Northern Tier Insurance Consortium adopted increase of 11.08%
- 2) Adjustment to Administration and Administration Support wages and benefits to reflect transition costs in preparation of retirements within the District Office staff.
- 3) Special Education – additional costs for full time interpreter (sign language) for a Kindergarten student

Mr. Morral reviewed the current status of the district's General Fund Committed Fund Balance Reserves with the Budget Committee. The General Fund's Committed Reserves were established to address future unfunded increases to employee health insurance premiums and retirement expenses. Currently the district has \$ 1.4 million in the Committed Retirement Expense Reserve and \$ 1.016 million in the Committed Health Insurance Expense Reserve.

Mr. Morral stated that one goal for this meeting is to determine the amount to use from these reserves to assist with the balancing of the 2014-15 Proposed Final General Fund Budget.

Two members of the district's teaching staff have submitted their letters of retirement effective at the end of this school year, creating two instructional vacancies, HS Special Education Teacher and Elementary Teacher, for the 2014-15 school year, to our instructional staff. Committee members discussed the pros and cons of filling versus not filling these positions and the possible scenarios of filling the positions with our existing instructional staff members.

Committee members discussed the following scenarios for changes to personnel to address not filling the two vacancies:

- 1) Consolidating district librarians – move the RLBMS librarian to the CL and DG libraries.  
Utilized the Library Certification of a professional staff member currently assigned to other duties  
For the RLBMS and HS
- 2) Transfer the current CL/DG Librarian to the vacant Elementary Teaching Position
- 3) Regarding the Special Education Instructor vacancy at the High School, Administration will continue to discuss and explore several scenarios that will result in filling the Special Education vacancy internally. It is the intent of the Committee to allow the Administration to determine the least disruptive solution while maintaining current programs and opportunities for our students K-12.

The current 2014-15 Budget includes costs of \$ 163,762 for replacing the two vacant positions.

Following further discussion, the Committee reached a consensus to fill the two instructional vacancies using existing staff and to use \$ 161,419 from the Committed Fund Balance Reserves to balance the 2014-15 Proposed Final Budget.

The 2014-15 Proposed Final Budget will be prepared and made available for public inspection in the Business Office and a resolution addressing the adoption of the 2014-15 Proposed Final Budget will be placed on the April 8, 2014 Board Agenda for adoption.

Committee members also discussed Keystone Test results, utilizing Act 1 Referendum Exceptions in future years, and the possible implications of moving district instructional staff members with multiple certifications from one position to another from year to year.

Mr. Scott Keck, Director of Buildings Grounds presented an updated District Capital Project Two Year Plan report. Mr. Keck and Committee members reviewed the status of current and future capital improvement projects that were identified on the report.

There being no further business to come before the Budget and Finance Committee, the meeting was adjourned at 1:13 p.m.

Respectfully submitted,  
Marcia Newcomb  
Business Manager