

## Budget Meeting Agenda

**April 30, 2019**

- 1) Public Budget Meeting Timeline Going Forward
  - a. Wednesday, May 29, 2019 – Revenues & Property Taxes
  - b. Wednesday, June 12, 2019 – Final Budget Review

2) Update on Budget (WORK-IN-PROGRESS)

REVENUES	\$158,037,155
EXPENDITURES	<u>\$163,810,779</u>
SURPLUS (DEFICIT)	<b>(\$5,773,624)</b>

3) Expenditures by Function (Departments)

<u>FUNCTION</u>	<u>DESCRIPTION</u>	<u>2019-2020 BUDGET</u>	<u>2018-2019 BUDGET</u>	<u>DIFFERENCE</u>
1100	Regular Instruction Programs	\$73,566,809	\$70,051,519	\$3,515,290
1200	Special Instruction Programs	\$27,691,512	\$26,060,960	\$1,630,552
1300	Vocational Instructional Programs	\$2,311,258	\$2,331,246	(\$19,988)
1400	Other Instructional Programs	\$655,852	\$661,087	(\$5,235)
1500	Non-Public School Programs	\$79,348	\$70,500	\$8,848
1600	Adult Education Programs	\$244,294	\$256,478	(\$12,185)
1700	Higher Education Programs	\$0	\$0	\$0
1800	Pre-Kindergarten Programs	\$1,826,399	\$2,137,750	(\$311,351)
2100	Support Services – Pupil Personnel	\$4,252,081	\$4,087,601	\$164,479
2200	Support Services – Instructional Staff	\$1,167,421	\$1,297,246	(\$129,825)
2300	Support Services - Administration	\$8,365,889	\$7,798,685	\$567,204
2400	Support Services – Pupil Health Services	\$2,782,532	\$2,738,492	\$44,041
2500	Support Services - Business	\$1,369,222	\$1,281,837	\$87,386
2600	Operation & Maintenance of Plant Services	\$10,842,887	\$10,683,324	\$159,562
2660	Security Operations	\$2,166,285	\$2,021,739	\$144,547
2700	Student Transportation Services	\$5,428,868	\$5,234,661	\$194,207
2800	Support Services - Central	\$3,273,828	\$3,067,792	\$206,036
2900	Other Support Services	\$283,000	\$282,204	\$796
3200	Student Activities	\$688,966	\$636,436	\$52,530
3300	Community Services	\$972,618	\$795,748	\$176,871
4100	Site Acquisition Services	\$0	\$0	\$0
4200	Existing Site Improvement Services	\$0	\$0	\$0

<u>FUNCTION</u>	<u>DESCRIPTION</u>	<u>2019-2020 BUDGET</u>	<u>2018-2019 BUDGET</u>	<u>DIFFERENCE</u>
4300	Architecture & Engineering Services / Educ. Specs Del. (Orig. & Addt'l)	\$0	\$0	\$0
4400	Architecture & Engineering Services / Educ. Specs Del. (Improvements)	\$50,000	\$50,000	\$0
4500	Building Acquisition & Construction Services – (Original & Additional)	\$0	\$0	\$0
4600	Existing Building Improvement Services	\$00	\$0	\$0
5100	Other Expenditures & Financing Uses	\$14,468,366	\$14,254,079	\$214,287
5200	Fund Transfers	\$1,323,343	\$1,211,323	\$112,020
5410	Intrafund Transfers	\$0	\$0	\$0
5900	Budgetary Reserve	\$0	\$0	\$0
	<b>TOTALS</b>	<b>\$163,810,779</b>	<b>\$157,010,705</b>	<b>\$6,800,074</b>

#### 4) Expenditures by Objects

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>2019-2020 BUDGET</u>	<u>2018-2019 BUDGET</u>	<u>DIFFERENCE</u>
111	Official / Administrative Regular Salaries	\$4,698,443	\$4,393,965	\$304,478
112	Official / Administrative Temporary Salaries	\$0	\$0	\$0
113	Official / Administrative Overtime Salaries	\$0	\$0	\$0
115	Official / Administrative Termination or Leave Payout Salaries	\$0	\$0	\$0
116	Official / Administrative Employee Insurance Opt Out	\$0	\$0	\$0
121	Professional - Educational Regular Salaries	\$54,061,128	\$52,529,428	\$1,531,700
122	Professional - Educational Temporary Salaries	\$166,124	\$274,966	(\$108,842)
123	Professional - Educational Overtime Salaries	\$249,004	\$240,004	\$9,000
125	Professional - Educational Termination or Leave Payout Salaries	\$0	\$0	\$0
126	Professional - Educational Employee Insurance Opt Out	\$96,000	\$95,000	\$1,000
131	Professional - Other Regular Salaries	\$1,317,418	\$1,269,218	\$48,199
132	Professional - Other Temporary Salaries	\$0	\$0	\$0
133	Professional - Other Overtime Salaries	\$5,000	\$1,000	\$4,000
135	Professional - Other Termination or Leave Payout Salaries	\$0	\$0	\$0
136	Professional - Other Employee Insurance Opt Out	\$0	\$0	\$0
141	Technical Regular Salaries	\$197,099	\$234,143	(\$37,044)
142	Technical Temporary Salaries	\$0	\$0	\$0
143	Technical Overtime Salaries	\$0	\$0	\$0
145	Technical Termination or Leave Payout Salaries	\$0	\$0	\$0
146	Technical Employee Insurance Opt Out	\$0	\$0	\$0

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>2019-2020 BUDGET</u>	<u>2018-2019 BUDGET</u>	<u>DIFFERENCE</u>
151	Office / Clerical Regular Salaries	\$2,533,531	\$2,389,181	\$144,350
152	Office / Clerical Temporary Salaries	\$500	\$12,000	(\$11,500)
153	Office / Clerical Overtime Salaries	\$35,398	\$36,398	(\$1,000)
155	Office / Clerical Termination or Leave Payout Salaries	\$0	\$0	\$0
156	Office / Clerical Employee Insurance Opt Out	\$0	\$0	\$0
163	Crafts & Trades Overtime Salaries	\$0	\$0	\$0
165	Crafts & Trades Termination or Leave Payout Salaries	\$0	\$0	\$0
170	Operative & Laborer Salaries	\$0	\$0	\$0
171	Operative & Laborer Regular Salaries	\$65,312	\$65,312	\$0
172	Operative & Laborer Temporary Salaries	\$8,000	\$8,000	\$0
173	Operative & Laborer Overtime Salaries	\$100	\$100	\$0
180	Service Work Salaries	\$0	\$0	\$0
181	Service Work Regular Salaries	\$4,906,757	\$4,688,738	\$218,020
182	Service Work Temporary Salaries	\$160,000	\$155,000	\$5,000
183	Service Work Overtime Salaries	\$424,500	\$407,000	\$17,500
185	Service Work Termination or Leave Payout Salaries	\$0	\$0	\$0
186	Service Work Employee Insurance Opt Out	\$0	\$0	\$0
191	Instructional Assistant Regular Salaries	\$3,204,527	\$3,047,086	\$157,441
192	Instructional Assistant Temporary Salaries	\$0	\$20,000	(\$20,000)
193	Instructional Assistant Overtime Salaries	\$11,000	\$7,000	\$4,000
195	Instructional Assistant Termination or Leave Payout Salaries	\$0	\$0	\$0
196	Instructional Assistant Employee Insurance Opt Out	\$0	\$0	\$0
211	Medical Insurance	\$0	\$0	\$0
212	Dental Insurance	\$0	\$0	\$0
213	Life Insurance	\$58,308	\$58,033	\$275
215	Eye Care Insurance	\$0	\$0	\$0
216	Prescription Insurance	\$0	\$0	\$0
220	Social Security Contributions	\$5,526,911	\$5,346,060	\$180,852
230	Retirement Contributions	\$24,773,568	\$23,361,932	\$1,411,636
231	Purchase of Service	\$0	\$0	\$0
240	Tuition Reimbursement	\$281,000	\$281,000	\$0
250	Unemployment Compensation	\$94,372	\$261,626	(\$167,254)
260	Workers' Compensation	\$931,989	\$908,479	\$23,510
271	Self-Insurance Medical Benefits	\$17,809,918	\$16,386,539	\$1,423,379
272	Self-Insurance Dental Benefits	\$595,260	\$667,635	(\$72,374)
275	Self-Insurance Eye Care Benefits	\$124,841	\$126,969	(\$2,128)
285	Flex Spending 125 Plan	\$0	\$0	\$0
290	Other Employee Benefits	\$614,872	\$437,097	\$177,775
310	Official/Administrative Services	\$22,000	\$22,000	\$0
311	Office/Administrative Services - Real Estate	\$0	\$0	\$0

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>2019-2020 BUDGET</u>	<u>2018-2019 BUDGET</u>	<u>DIFFERENCE</u>
312	Office/Administrative Services - O.P.T.	\$0	\$0	\$0
316	Office/Administrative Services - E.I.T.	\$200,000	\$200,000	\$0
320	Professional - Educational Services	\$0	\$0	\$0
322	Professional - Educational Services - IU	\$881,596	\$707,242	\$174,354
323	Professional - Education Services - Other Educational Agencies	\$2,000	\$2,000	\$0
324	Professional Educational Services - Employee Training & Development Services	\$29,000	\$264,387	(\$235,387)
329	Professional Educational Services - Other	\$3,528,571	\$3,252,303	\$276,268
330	Other Professional Services	\$382,975	\$382,975	\$0
331	Other Professional Services - Annual Audit	\$25,235	\$25,235	\$0
340	Technical Services	\$49,250	\$17,750	\$31,500
341	Technical Services	\$0	\$0	\$0
348	Services in Support of the LEA's Technology Plan (Technical Svcs.)	\$68,000	\$26,000	\$42,000
350	Security / Safety Services	\$54,127	\$54,127	\$0
360	Employee Training and Development Services	\$24,200	\$0	\$24,200
390	Other Purchased Professional and Technical Services	\$0	\$0	\$0
410	Cleaning Services	\$0	\$0	\$0
411	Disposal Services	\$100,007	\$88,607	\$11,400
412	Snow Plowing Services	\$12,000	\$36,612	(\$24,612)
413	Custodial Services	\$19,424	\$14,124	\$5,300
414	Lawn Care Services	\$25,000	\$40,126	(\$15,126)
415	Laundry, Linen Services & Dry Cleaning	\$3,000	\$1,500	\$1,500
416	Sweeping and Dirt Removal	\$1,000	\$7,692	(\$6,692)
417	Moving Services	\$0	\$5,000	(\$5,000)
418	Shredding Services	\$0	\$500	(\$500)
419	Refuge Oil Removal	\$0	\$0	\$0
421	Natural Gas (Other than Heating & AC)	\$0	\$0	\$0
422	Electricity (Other than Heating & AC)	\$773,750	\$918,288	(\$144,538)
423	Bottled Gas (Propane)- Other than Heating & A/C	\$1,323	\$1,323	\$0
424	Water / Sewage	\$425,548	\$455,548	(\$30,000)
430	Repairs and Maintenance Services	\$0	\$0	\$0
431	Repairs and Maintenance Services of Buildings	\$122,610	\$95,620	\$26,990
432	Repairs & Maintenance Services of Equipment	\$143,220	\$145,165	(\$1,945)
433	Repairs & Maintenance Services of Vehicles	\$30,213	\$37,213	(\$7,000)
434	Care & Upkeep of Grounds (Repairs & Maintenance)	\$45,644	\$35,644	\$10,000
438	Repairs, Maintenance & Upgrade of Information Systems	\$375,451	\$335,226	\$40,225
440	Rental of Land and Buildings	\$0	\$0	\$0
441	Rental of Land and Buildings	\$209,625	\$229,400	(\$19,775)
442	Rental of Equipment	\$51,463	\$55,294	(\$3,831)

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>2019-2020 BUDGET</u>	<u>2018-2019 BUDGET</u>	<u>DIFFERENCE</u>
444	Rental of Vehicles	\$0	\$0	\$0
445	Rental of Uniforms	\$18,100	\$18,100	\$0
448	Lease/Rental of Hardware and Related Technology Services	\$1,201,143	\$1,148,495	\$52,648
449	Other Rentals not Classified in the 400 Series	\$0	\$0	\$0
450	Construction Services	\$0	\$15,000	(\$15,000)
452	Construction Services - Fencing	\$0	\$0	\$0
453	Construction Services - Roofing	\$5,000	\$10,000	(\$5,000)
454	Construction Services - Demolition	\$0	\$0	\$0
455	Construction Services - Excavation	\$0	\$0	\$0
456	Construction Services - Carpeting	\$0	\$0	\$0
460	Extermination Services	\$23,012	\$22,312	\$700
470	Inspection Services	\$29,135	\$26,188	\$2,947
471	Towing Services	\$2,336	\$2,336	\$0
472	Water Treatment Services	\$19,223	\$19,223	\$0
473	Elevator Service	\$28,140	\$28,140	\$0
474	Testing / Balancing Service	\$0	\$0	\$0
480	Installation Services	\$0	\$0	\$0
490	Other Purchased Property Services	\$0	\$0	\$0
511	Student Transportation Services from Another LEA within the State	\$0	\$0	\$0
513	Contracted Carriers	\$4,060,000	\$3,900,000	\$160,000
515	Public Carriers	\$0	\$0	\$0
516	Student Transportation Services - IU	\$960,000	\$900,000	\$60,000
517	Contracted Carriers - Fuel Reimbursement	\$152,044	\$152,044	\$0
519	Student Transportation	\$92,112	\$85,890	\$6,222
521	Fire Insurance	\$0	\$0	\$0
522	Automotive Liability Insurance	\$12,931	\$17,431	(\$4,500)
523	General Property & Liability Insurance	\$278,922	\$289,662	(\$10,740)
524	Other Pupil Transportation Insurance	\$0	\$0	\$0
525	Bonding Insurance	\$21,000	\$21,000	\$0
529	Other Insurance	\$51,503	\$50,803	\$700
530	Communications	\$0	\$0	\$0
531	Communications - Postage	\$88,950	\$88,700	\$250
532	Communications - Telephones	\$51,277	\$56,797	(\$5,520)
533	Communications - Pagers	\$250	\$250	\$0
534	Communications - Two Way Radios	\$3,420	\$3,420	\$0
535	Communications - Cell Phones	\$29,440	\$27,850	\$1,590
538	Transport/Telecommunications Services	\$69,310	\$69,410	(\$100)
540	Advertising	\$32,815	\$41,015	(\$8,200)
550	Printing and Binding	\$59,550	\$96,050	(\$36,500)
561	Tuition to Other LEA's Within the State	\$165,000	\$590,000	(\$425,000)

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>2019-2020 BUDGET</u>	<u>2018-2019 BUDGET</u>	<u>DIFFERENCE</u>
562	Tuition to Pennsylvania Charter Schools	\$2,700,000	\$1,700,000	\$1,000,000
566	Community College Tuition	\$0	\$0	\$0
567	Tuition to Approved Private Schools (APS)	\$250,000	\$100,000	\$150,000
568	Tuition to Private Residential Rehabilitative Institutions (PRRI) [In-State] and Detention Centers	\$1,001,000	\$351,000	\$650,000
569	Tuition Other	\$0	\$0	\$0
570	Food Service Management	\$0	\$0	\$0
571	Food Service Management - Food Costs	\$0	\$0	\$0
580	Travel (Mileage)	\$66,175	\$66,850	(\$675)
581	Travel (Conferences)	\$75,550	\$71,560	\$3,990
590	Miscellaneous Purchased Services	\$0	\$0	\$0
591	Services Purchased Locally	\$0	\$0	\$0
594	IU Payment by Withholding for Special Classes	\$0	\$0	\$0
595	Intermediate Payments by Withholding	\$185,000	\$185,000	\$0
598	Other Miscellaneous Purchased Services	\$0	\$0	\$0
599	Other Miscellaneous Purchased Services	\$12,350	\$12,350	\$0
611	General Supplies	\$1,238,812	\$1,431,955	(\$193,143)
612	Student Tests	\$83,075	\$83,075	\$0
615	Vehicle Supplies	\$19,000	\$28,700	(\$9,700)
616	Repair Parts / Supplies	\$0	\$0	\$0
618	Administrative Software, Licensing Fees and Supplies	\$293,651	\$298,734	(\$5,084)
619	State Contract - Supplies	\$84,001	\$114,001	(\$30,000)
621	Natural Gas	\$479,177	\$479,177	\$0
622	Electricity (Heating & AC)	\$0	\$0	\$0
623	Bottled Gas (Propane)- Used for Heating & A/C	\$80,000	\$67,000	\$13,000
624	Oil	\$0	\$0	\$0
626	Gasoline	\$20,876	\$32,876	(\$12,000)
627	Diesel Fuel	\$11,959	\$11,959	\$0
631	Food	\$0	\$0	\$0
634	Snacks	\$2,200	\$2,200	\$0
635	Meals and Refreshments	\$45,985	\$46,085	(\$100)
641	Basic Texts	\$334,254	\$223,736	\$110,518
642	Reference Books	\$86,535	\$85,787	\$748
643	Magazines and Periodicals	\$9,453	\$10,953	(\$1,500)
644	Multimedia	\$3,130	\$5,130	(\$2,000)
645	Workbooks	\$220,065	\$279,510	(\$59,446)
646	Supplemental Books	\$99,475	\$59,202	\$40,273
648	Educational Software and Related Licensing Fees	\$0	\$0	\$0
650	Supplies & Fees - Technology Related	\$735,489	\$589,120	\$146,369
710	Land & Improvements	\$0	\$1,100	(\$1,100)
720	Buildings	\$0	\$0	\$0

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>2019-2020 BUDGET</u>	<u>2018-2019 BUDGET</u>	<u>DIFFERENCE</u>
750	Equipment - Original & Additional	\$0	\$0	\$0
751	Non-Capital Equipment - Original and Additional	\$102,808	\$112,480	(\$9,672)
752	Capital Equipment - Original and Additional	\$180,031	\$106,531	\$73,500
757	"Non-Capital" End User Equipment, Hardware and Software	\$108,850	\$148,194	(\$39,344)
758	"Capitalized" End User Equipment, Hardware and Software	\$77,000	\$96,000	(\$19,000)
760	Equipment Replacement	\$0	\$0	\$0
761	Non-Capital Equipment - Replacement	\$0	\$0	\$0
762	Capital Equipment - Replacement	\$6,000	\$0	\$6,000
767	"Non-Capital" End User Equipment (Upgrades & Replacements)	\$2,500	\$1,500	\$1,000
768	"Capital" End User Equip, Hardware and Software Replacements	\$0	\$0	\$0
781	Non-Technology Infrastructure Assets	\$0	\$0	\$0
788	Technology Infrastructure	\$0	\$10,000	(\$10,000)
790	Other Property	\$0	\$0	\$0
810	Dues and Fees	\$111,403	\$101,284	\$10,119
820	Claims & Judgements Against the LEA	\$43,015	\$23,015	\$20,000
831	Interest - Loan & Lease-Purchase Agreements	\$0	\$0	\$0
832	Interest - Serial Bonds	\$3,673,366	\$3,809,079	(\$135,713)
839	Interest - Other Obligations	\$0	\$0	\$0
840	Contingency	\$0	\$325,000	(\$325,000)
850	Indirect Cost	\$0	\$0	\$0
860	Grants to Municipal	\$0	\$0	\$0
880	Refunds of Prior Years' Revenues / Receipts	\$150,000	\$150,000	\$0
890	Miscellaneous Expenditures	\$21,000	\$17,500	\$3,500
891	Other Miscellaneous Expenditures	\$0	\$0	\$0
894	Student Fees for Instruction Related Events	\$132,525	\$121,155	\$11,370
899	Pass Thru Funds	\$1,085,000	\$1,299,659	(\$214,659)
900	Other Uses of Funds	\$0	\$0	\$0
911	Loans & Lease-Purchase Agreements - Principal Payments	\$0	\$0	\$0
912	Serial Bonds - Principal Payments	\$10,645,000	\$10,295,000	\$350,000
932	Capital Reserve Fund Transfer	\$0	\$0	\$0
933	Athletic Fund Transfers	\$1,323,343	\$1,211,323	\$112,020
934	Restricted Indirect Cost Allocation	\$0	\$0	\$0
935	Activities Fund Transfers	\$0	\$0	\$0
936	Intrafund Transfers	\$0	\$0	\$0
939	Enterprise Fund Transfers	\$0	\$0	\$0
	<b>TOTALS</b>	<b>\$163,810,779</b>	<b>\$157,010,705</b>	<b>\$6,800,074</b>

Objects	Description	% of Budget	Budget 19-20	Budget 18-19
100	Salaries	44.04%	\$72,139,841	\$69,873,540
200	Employee Benefits	31.02%	\$50,811,041	\$47,835,369
	Purchased Professional & Technical			
300	Services	3.22%	\$5,266,954	\$4,954,019
400	Purchased Property Services	2.24%	\$3,665,367	\$3,792,676
500	Other Purchased Services	6.36%	\$10,418,599	\$8,877,082
600	Supplies	2.35%	\$3,847,137	\$3,849,200
700	Property	0.29%	\$477,189	\$475,805
800	Other Objects	3.18%	\$5,216,309	\$5,846,692
900	Other Uses of Funds	7.31%	\$11,968,343	\$11,506,323
		<b>100.00%</b>	<b>\$163,810,779</b>	<b>\$157,010,705</b>
	<b>Discretionary Items (300-999)</b>		<b>\$40,859,897</b>	<b>\$39,301,796</b>

5) Update on Current 2019-2020 Budget Process

- a. Please note that the General Fund Budget is a work-in-progress document that is changing daily. Some of the amounts reflected in this agenda, as well as previous agendas, **will continue to change** as time continues.
- b. The following positions have been removed from the budget, netting a total savings of **\$1,576,284.68**:
  - i. (2) Long-Term Substitutes = \$138,909.70
  - ii. Retirement of Librarian = \$139,808.74 (No Replacement)
  - iii. Retirement of HACC Instructor = \$147,846.81 (No Replacement)
  - iv. Retirement of HAHS Teacher = \$147,846.81 (No Replacement)
  - v. Retirement of HAHS Instructor = \$129,653.74 (No Replacement)
  - vi. Resignation of HACC Instructor = \$ 79,050.57 (No Replacement)
  - vii. (6) New Regular Education Elementary Teachers for Swimming Pool Classroom Renovations = \$527,853.61
  - viii. (2) New Special Education Elementary Teacher for Swimming Pool Classroom Renovations = \$175,951.20
  - ix. (1) New Supervisor of Security & School Police Services = \$89,363.50
- c. \$600,000 debt service payment was removed from the budget for the Building Program - Phase II borrowing of \$10,000,000
- d. Any additional retirements that the district receives from now until June 27, 2019 will be evaluated by the Administration to determine if replacement is needed.
- e. All department and school budgets have been reviewed with each of the respective department heads and/or principals. We continue to work in these budget files looking for additional cuts. Estimated additional cuts of \$100,000 from the Technology Department due to the CSI Funds that have been awarded to the HASD.



- f. Salary & benefit budgeting is basically complete. Each building Principal and Department Supervisor will be confirming the accuracy of his/her staff within the budget for 2019-2020 over the course of the next 3 weeks. In the case of Principals, all teacher schedules are under review to assure a full schedule for everyone.
- g. All State and Federal programs (including Special Education funding) are still in the process of being reconciled matching the expenses with the projected anticipated revenues. This will be completely reconciled once all new positions have been discussed and adequately budgeted for and final amounts have been provided by the State and Federal Governments.
- h. The Business Office has applied for the 2019-2020 Referendum Exceptions. We qualified for **\$1,105,870** in Referendum Exceptions. It has been approved by PDE.
- i. Final county property assessments (Carbon, Luzerne & Schuylkill) will be made available to us in May.
- j. Final Basic Education Funding and Special Education Funding should be made available in June.
- k. General Fund Budget TOTALS (Revenues & Expenses) will continue to be updated and presented at the next Public Budget Meeting scheduled for Tuesday, May 29, 2019 at 6:00 P.M.
- l. Executive session budget meetings will be held to discuss personnel and specific positions in May and June.
- m. Proposed Final General Fund Budget is scheduled to be Board approved on Thursday, May 23, 2019 at the Regular Monthly School Board Meeting in May.
- n. **Final** General Fund Budget is scheduled to be Board approved on Thursday, June 27, 2019 at the Regular Monthly School Board Meeting.

6) Questions / Comments