

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
OCTOBER 11, 2016**

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 7:03 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: Mrs. Genia Koziarski, Mrs. Gretchen V. Beveridge, Mr. Christopher S. Wojcik, Mrs. Linda Woiewodski, Mrs. Pam Key and Ms. Tricia Shank. The following members were absent: Mrs. Deborah Kinosz, Mr. James D. Kunkle and Mr. Jamie Berdar. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Matthew R. Conner, Assistant Superintendent, and Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary.

EXECUTIVE SESSION-

**OCTOBER 11, 2016 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
OCTOBER 18, 2016 – 7:00 PM – PERSONNEL AGENDA**

Ms. Shank announced the Board's Executive Sessions.

The Board reviewed items scheduled for the regular meeting to be held on October 18, 2016.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

ADMINISTRATION – DR. WAGNER

Dr. Wagner announced that she and Ms. Shank will meet with Mayor Callender on October 13 to continue discussions regarding the School Resource Officer agreement.

ENROLLMENT REPORT – INFORMATION

Dr. Wagner discussed the 2016-2017 enrollment figures and reported that this is an increase over the prior year, which is the first increase in several years.

DISTRICT OPERATIONAL PLAN 2016-2017 – INFORMATION

Dr. Wagner stated that she and Dr. Conner will share information regarding the District Operation Plan next week at the Board meeting.

FIRST READING OF POLICY 626 – FEDERAL FISCAL COMPLIANCE **FIRST READING OF REVISION TO POLICY 808 – FOOD SERVICES**

Mrs. Callahan explained that the District uses PSBA Policy Services and that PSBA has implemented a new web-based policy system for schools. This will make it easier to use, update and find policy information. She explained how the format is different but it is still the same information and that all existing policies have been converted to the new format.

Mrs. Callahan stated that in June Board members were asked to approve Policies 626.1 Travel Reimbursement-Federal Programs and 827-Conflict of Interest as part of the requirements of the Uniform Grant Guidance (UGG). She explained that UGG mostly has to do with federal funding, expenditures and related accounting. Mrs. Callahan stated that Policy 626 Federal Fiscal Compliance and Policy 808 Food Services relate to UGG because of federal funding and commodities. Mrs. Callahan explained the new and revised policies.

FIRST READING OF REVISION TO POLICY 609 – INVESTMENT OF DISTRICT FUNDS

Mrs. Callahan stated that Pennsylvania law governs how school district funds can be invested and that recent law, Act 10 of 2016, permits additional investments. Mrs. Callahan stated that Policy 609 is being revised to reflect legal changes on investments based on PSBA recommendations.

FIRST READING OF REVISION TO POLICY 806 – CHILD ABUSE

Dr. Conner summarized the policy changes which mostly are required to align with state law.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Mrs. Beveridge reported that Westmoreland Intermediate Unit hired a Financial Services Director.

BUSINESS – MRS. CALLAHAN

APPROVAL OF TRANSFINDER CONTRACT & LICENSE AGREEMENT FOR TRANSPORTATION SOFTWARE

Mrs. Callahan explained the request to approve the Transfinder Contract & License Agreement for transportation software.

Dr. Wagner stated that this software will help the District to streamline information and operations and maximize efficiency. She explained the necessity because Skyward does not have the functionality and this software provides detailed routes, minimizes mileage and maximizes efficiency.

BOND REFUNDING – INFORMATION

Mrs. Callahan discussed bond issuances and stated that the District has total current outstanding bonds of \$27,995,000 with the most recent being the 2005 issuance for the Middle School Project.

Mrs. Callahan indicated that over the years, the District has refunded bonds for savings by issuing bonds at a lower rate. She stated there are various laws/rules as to when refunding can be done and what the money can be used for. She added that the District monitors rates and presents refunding opportunities to the Board on occasion. She reported the last few refunds were 2014 and 2013. Currently the District has approximately \$8 million of the 2005 bond issue that can be refunded for a substantial savings.

Mrs. Callahan explained the estimates for potential bond refunding including current estimated savings of approximately \$650,000 which is over 7.7% as a percentage of savings. Average bond rates are currently 4.99%, and would be approximately 2.45% after a refunding.

Mrs. Callahan reviewed estimated costs involved, savings sensitivity estimates and payment structure. She reminded the Board that bond proceeds received at closing are required to be spent on capital improvements within three years of closing. She stated that because the District has potential capital needs in the near future, it makes sense to refund bonds to save the District money which allows use of the proceeds for upcoming needs.

Mrs. Callahan explained that it takes 4-6 weeks to complete a refund and discussed the process if the Board chooses to move forward with refunding, including approval of authorization at the October Board meeting. She stated this obligates the District to a rating fee of approximately \$14,000. She added that the next step would be to approve a resolution in November that includes identifying potential capital projects to be funded with the proceeds. Following that approval, bonds would be marketed with closing likely in late December or early January.

Dr. Wagner discussed potential capital items that will need considered within the next few years, including the following: phone system, High School auditorium roof, High School and Bon Air paving, High School track resurfacing, Stewart auditorium/gym roof, High School boiler and High School pool/filter room repairs.

Mr. Coleman explained the phone system is 20 years old and at the end of its life. He stated that the service contract is fine as long as parts are available. He indicated that the voicemail server hard drive failed recently and that it was difficult to get it up and running. Mr. Coleman reported that data and phone are two separate systems. He stated that he is recommending upgrading the backbone now so that the District can move to a newer system and VoIP later if desired.

Mrs. Koziarski questioned the phone system plan details and requested the District explore all options including VoIP, leasing, various technologies and companies, etc.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

Mrs. Beveridge made a motion, seconded by Mrs. Key, that the Board adjourn the meeting at 8:05 PM.

Roll Call: All in Favor.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
OCTOBER 18, 2016**

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 7:35 PM by President Shank.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

The following responded to Roll Call: Mrs. Genia Koziarski, Mr. James D. Kunkle, Mrs. Gretchen Beveridge, Mr. Christopher S. Wojcik, Mrs. Linda Woiewodski, Mrs. Pam Key and Ms. Tricia Shank. The following members were absent: Mrs. Deborah Kinosz and Mr. Jamie Berdar. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Matthew R. Conner, Assistant Superintendent, and Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary, and Mr. Lee Price, Solicitor.

EXECUTIVE SESSION-

OCTOBER 11, 2016 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
OCTOBER 18, 2016 – 7:00 PM – PERSONNEL AGENDA AND COLLECTIVE
BARGAINING

Ms. Shank announced the Board's Executive Sessions.

APPROVAL OF MINUTES

Special Meeting – September 13, 2016
Agenda Meeting – September 13, 2016
Regular Meeting – September 20, 2016

TREASURER'S REPORT (Attachment 10-1)

SCHOOL LUNCH REPORT (Attachment 10-2)

STUDENT ACTIVITY FUND REPORTS (Attachment 10-3)

NURSES' REPORTS (Attachment 10-4)

Motion by: Mrs. Koziarski

Seconded by: Mrs. Woiewodski

Roll Call: All in Favor

Motion carried.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

ADMINISTRATION – DR. WAGNER

STUDENT/STAFF RECOGNITION

Dr. Wagner recognized the following:

Pamela McAllister and Julia McAllister – Placed 3rd in tennis section doubles; will compete in WPIAL playoffs

Girls Soccer – Qualified for WPIAL playoffs

Dawn Pajerski – Commended administration and staff for support and dedication to students on behalf of Morgan Pajerski, Class of 2016

Ms. Lenart – Summer Reading Challenge for grades K-5

Bon Air Staff and Bon Air PTA – Summer Reading Challenge Reward Event, September 22, 2016

ENROLLMENT REPORT – INFORMATION

Dr. Wagner reported enrollment totals from October 3, 2016 report. She stated this is an increase over the prior school year, which is the first increase in several years.

DISTRICT OPERATIONAL PLAN 2016-2017 – INFORMATION

Dr. Wagner and Dr. Conner presented a "snap shot" view of the District's standardized test performance last school year as well as the School Performance Profile. It was noted that these scores stem from students' performance on one test at one point throughout the school year. While important, they do not define our purpose and mission at Burrell School District. Instead, our focus is on educating the whole child by engaging their passion and creativity.

Dr. Wagner stated full details of the District Operation Plan will be presented at the November meeting.

Dr. Wagner presented the District's Logic Model. The Logic Model is simply a way to review position to move forward in a program or organization. We are using the Logic Model to help us continue to strive for our mission as a school district--empowering students to learn, create, lead and succeed. Within the logic model we have identified specific outcomes that we believe students should demonstrate each year in addition to PDE standards. For example, students should always be able to explain the "why" behind an answer in their own words with their own sound reasoning.

Ms. Shank asked who participates in Logic model.

Dr. Wagner stated that administration and several teachers at various levels participate.

Dr. Conner, Mrs. Beveridge and Mr. Wojcik commented on the Huston Middle School walkthrough last week and some of the collaborative work and projects reviewed.

FIRST READING OF POLICY 626 – FEDERAL FISCAL COMPLIANCE

Motion by: Mrs. Woiewodski

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

FIRST READING OF REVISION TO POLICY 808 – FOOD SERVICES

Motion by: Mrs. Beveridge

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

FIRST READING OF REVISION TO POLICY 609 – INVESTMENT OF DISTRICT FUNDS

Motion by: Mrs. Koziarski

Seconded by: Mrs. Woiewodski

Roll Call: All in Favor

Motion carried.

APPROVAL OF ADDITIONAL CONTRACT FOR ESL SERVICES FROM WESTMORELAND INTERMEDIATE UNIT FOR 2016-2017 SCHOOL YEAR

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

PERSONNEL – MS. SHANK (Attachment 10-5)

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER REPORT – MR. KUNKLE/MRS. KOZIARSKI

Members received a summary of the September 15, 2016 meeting.

Dr. Wagner announced she is attending a dinner meeting with Occupational Advisory Members.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Members received a summary of the September 27, 2016 meeting.

Mrs. Beveridge stated that Lynne Leu has been hired as WIU Financial Services Director.

LEGISLATIVE REPORT – MRS. WOIEWODSKI

Mrs. Woiewodski presented the Legislative Report:

- Discussion for graduation requirement of Civics test
- Pension Reform bills
- HB530
- November 30 recess

BUSINESS – MRS. CALLAHAN

APPROVAL OF BUDGETARY TRANSFERS (Attachment 10-6)

Motion by: Mrs. Koziarski

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

APPROVAL OF TRANSFINDER CONTRACT & LICENSE AGREEMENT FOR TRANSPORTATION SOFTWARE (Attachment 10-7)

Motion by: Mr. Wojcik

Seconded by: Mrs. Woiewodski

Roll Call: All in Favor

Motion carried.

SET DATE AND TIME FOR THE REORGANIZATION AND REGULAR MEETING: TUESDAY, DECEMBER 6, 2016, 7:00 PM

Motion by: Mrs. Koziarski

Seconded by: Mr. Woiewodski

Roll Call: All in Favor

Motion carried.

BOND REFUNDING – INFORMATION

Mrs. Callahan stated she presented bond refunding information in detail at the Agenda meeting.

APPROVAL OF RESOLUTION APPOINTING BOND FINANCING PROFESSIONALS (Attachment 10-8)

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

COMMUNICATIONS

Members received items of communications in their packets.

REQUESTS FOR USE OF BUILDINGS (Attachment 10-9)

Motion by: Mrs. Beveridge

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 10-10)

Motion by: Mrs. Key

Seconded by: Mrs. Woiewodski

Roll Call: All in Favor

Motion carried.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

Mrs. Woiewodski made a motion, seconded by Mr. Kunkle, that the meeting be adjourned at 8:08 PM.

Roll Call: All in Favor.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew