

**BURRELL SCHOOL DISTRICT  
AGENDA MEETING MINUTES  
MAY 9, 2017**

**CALL TO ORDER**

The Burrell School Board Agenda Meeting was held in the High School Board Room and called to order at 7:02 PM by President Shank.

**PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

The following responded to Roll Call: Dr. Rachael Linderman, Mrs. Deborah Kinosz, Mr. James D. Kunkle, Mrs. Gretchen V. Beveridge, Mr. Christopher S. Wojcik, Mrs. Pam Key and Ms. Tricia Shank. The following members were absent: Mrs. Genia Koziarski and Mrs. Linda Woiewodski. 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-**

**MAY 9, 2017 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA**  
**MAY 16, 2017 – 7:00 PM – PERSONNEL AGENDA**

Ms. Shank announced the Board's Executive Sessions.

**AGENDA REVIEW**

The Board reviewed items scheduled for the regular meeting to be held on May 16, 2017.

**COMMENTS FROM THE PUBLIC – AGENDA ONLY**

There were no comments.

## **REPORTS OF ADMINISTRATION AND STANDING COMMITTEES**

### **SUPERINTENDENT – DR. WAGNER**

#### **FIRST READING OF REVISION TO POLICY 246 – SCHOOL WELLNESS**

Mrs. Callahan presented the first reading of Revision to Policy 246-School Wellness and explained the new USDA requirements. She stated the Wellness Committee reviewed the policy and incorporated the new requirements, PSBA recommendations, and Wellness Committee recommendations.

#### **FIRST READING OF REVISION TO POLICY 808 – FOOD SERVICES**

Mrs. Callahan presented the first reading of Revision to Policy 808-Food Services and explained the new USDA requirements to address meal charges and student account balances. Related procedures are being developed for implementation July 1, 2017. She indicated the District shall provide this policy and any applicable procedures to parents/guardians.

### **ASSISTANT SUPERINTENDENT – DR. CONNER**

#### **APPROVAL OF DISCIPLINE GUIDELINES FOR BURRELL HIGH SCHOOL, HUSTON MIDDLE SCHOOL, STEWART ELEMENTARY SCHOOL AND BON AIR ELEMENTARY SCHOOL FOR 2017-2018 SCHOOL YEAR**

Dr. Conner reviewed the discipline guidelines and explained the changes.

#### **APPOINTMENT OF DRS. GERIS AND FALK AS SCHOOL DENTISTS FOR 2017-2018 SCHOOL YEAR**

Dr. Conner stated the rates have remained the same for many years.

#### **APPOINTMENT OF MATTHEW FISHER, M.D. AS SCHOOL PHYSICIAN FOR 2017-2018 SCHOOL YEAR**

Dr. Conner stated the rates have remained the same for several years.

### **CURRICULUM REVISIONS – INFORMATION**

Dr. Conner announced there will be a public meeting on May 16, 2017 at 6:00 PM to review Social Studies curricular materials.

## **BURRELL EDUCATION FOUNDATION REPORT – INFORMATION**

Dr. Conner announced that the annual Golf Outing is June 12, 2017 at Hillcrest Country Club.

## **OTHER REMARKS**

Dr. Conner announced the Remake Learning event to be held on May 24, 2017 at Burrell High School.

## **NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER REPORT – MRS. KOZIARSKI/MR. WOJCIK**

Mr. Wojcik and Dr. Wagner discussed the recent NWCTC meeting at which the Director presented the 2017-2018 Operational Plan. Dr. Wagner added that improvements include roof project, upgrading technology, adding job shadow experiences for sophomore students, and increasing articulation agreements with area colleges. This year's NOCTI scores are at 94% proficient or advanced compared to last year at 97%.

The Board and administration discussed competency testing and career certification testing.

## **WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE**

Mrs. Beveridge reported on the following items:

- Maintenance projects at WIU buildings
- Revisions to WIU board policies

## **BUSINESS – MRS. CALLAHAN**

### **APPROVAL OF BREAKFAST AND LUNCH PRICES EFFECTIVE 2017-2018**

Mrs. Callahan stated that the District has been taking steps each year to attempt to increase Food Service Fund bottom line. She explained the goal of the Food Service Fund is for revenues to cover expenditures while providing nutritional meals to students. She reviewed the food service operations, the District's meal price history and area school districts' price comparison. Mrs. Callahan also explained that paid lunch equity calculation indicates a required price increase.

## **ADOPT PROPOSED GENERAL FUND BUDGET 2017-2018**

Mrs. Callahan presented the 2017-2018 Proposed General Fund Budget information details. The proposed budget consists of total revenue of \$29,778,791 which includes a real estate tax increase of 2.8 mills. Total expenditures are estimated at \$29,783,252 leaving a deficit of \$4,734. Mrs. Callahan reviewed all changes since the presentations provided at the public Board meetings in April. She also explained the figures, changes from prior year, and details of each of the major categories of expenditures such as personnel salaries/wages, health benefits, retirement contribution, debt service, building/instructional budgets, special education services, tuition, vocational education, transportation, maintenance, school resource officer, and athletics. She also reviewed revenue items including local revenue, state revenue and federal revenue. She explained the real estate tax revenue budget, district's assessed value of properties, and tax increase needed. She explained the education subsidy figures budgeted. She also reviewed some information relating to property tax elimination proposed. Mrs. Callahan provided a summary of the planned use of fund balance for non-recurring items such as curriculum, equipment, technology items, and capital reserve transfer. She provided the estimated ending uncommitted/ undesignated fund balance figure of \$1,814,511.

Ms. Callahan stated that the Proposed General Fund Budget as presented is recommended for approval by the Board.

## **APPROVAL OF CAPITAL RESERVE FUND BUDGET 2017-2018**

Mrs. Callahan presented the 2017-2018 Capital Reserve Fund Budget information details.

## **COMMENTS FROM THE PUBLIC**

There were no comments.

## **ADJOURNMENT**

Mr. Kunkle made a motion, seconded by Mrs. Kinosz, that the Board adjourn the meeting at 8:08 PM.

Roll Call: All in Favor.

Motion carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT  
BOARD MEETING MINUTES  
MAY 16, 2017**

**CALL TO ORDER**

The Burrell School Board Meeting was held in the High School Board Room and called to order at 7:31 PM by President Shank.

**PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

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

**EXECUTIVE SESSION**

**MAY 9, 2017 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA**  
**MAY 16, 2017 – 7:00 PM AND IMMEDIATELY FOLLOWING MEETING –**  
**PERSONNEL AGENDA**

Ms. Shank announced the Board’s Executive Sessions.

**APPROVAL OF MINUTES**

Agenda Meeting – April 11, 2017  
Regular Meeting – April 18, 2017

**TREASURER’S REPORT – APRIL 2017 (Attachment 5-1)**  
**SCHOOL LUNCH REPORT – APRIL 2017 (Attachment 5-2)**  
**STUDENT ACTIVITY FUND REPORT – APRIL 2017 (Attachment 5-3)**  
**NURSES’ REPORT – APRIL 2017 (Attachment 5-4)**

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**

### **SUPERINTENDENT – DR. WAGNER**

#### **STUDENT/STAFF RECOGNITION**

Dr. Wagner recognized the following:

State Music Performance Assessment – Middle School Concert Band awarded 3 Advanced ratings and 1 Superior rating

State Music Performance Assessment – High School Concert Band awarded 4 Advanced ratings

Mr. Pagnotta, Mr. Query and Student Performers – Commended for efforts

Mr. Query – Legacy Candidate for 2018 Grammy Music Educator Award

Quiz Bowl State Competition – Placed 10<sup>th</sup> in Pennsylvania: Noor Buchi, Cassie Beattie, Kate Bibza, Abby Ficca, Joey Ficca, Michael Fiorina, Raul Garcia, Joe Hayes, Hanna Henderson, Trinity Key, Julia McAllister, Drew Murphy, Leandra Nealer, Alex Rayburg, Max Rayburg, Olivia Rogers, Alex Romano, Nina Santucci, Holly Schulta, Ryan Szalanski

Trib Total Media recognized the following:

- Outstanding Young Citizen Nominees – Ally Klems, Caitlin Lender, Julia McAllister, Pamela McAllister, Seth Tatrn
- Outstanding Young Citizen Award – Benjamin Edwards

## **BON AIR SCHOOL REPORT: STUDENT ART – INFORMATION**

Elementary Art Teacher, Mrs. Heberling, presented a second grade project relating to print making and paper making. Norrie Choltko, Riley Quinn and Riley Camblin shared their work and explained the steps in the process to create their artwork.

## **HIGH SCHOOL REPORT: SKILLS USA COMPETITION – INFORMATION**

Item has been postponed to June meeting.

**ACCEPTANCE OF DONATION FROM BON AIR SCHOOL PTA: GIFT CARDS TO PURCHASE CLASSROOM MATERIALS TOTAL AMOUNT \$12,050**

Motion by: Mrs. Beveridge

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**FIRST READING OF REVISION TO POLICY 246 – SCHOOL WELLNESS**

Motion by: Mr. Wojcik

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**FIRST READING OF REVISION TO POLICY 808 – FOOD SERVICES**

Motion by: Mrs. Kinosz

Seconded by: Mrs. Woiewodski

Roll Call: All in Favor

Motion carried.

**NEW KENSINGTON-ARNOLD SCHOOL DISTRICT REQUEST**

Dr. Wagner stated that the Board received a request from New Kensington-Arnold School District and asked Board members for their response.

Ms. Shank asked Dr. Wagner to send a letter indicating that the District is not interested in meeting.

**ASSISTANT SUPERINTENDENT – DR. CONNER**

**PERMISSION TO DISCARD TEXTBOOKS AND LIBRARY BOOKS**

Motion by: Mrs. Beveridge

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

Dr. Conner showed a few images of the creative collaboration between the Middle School librarian and art teacher utilizing the book discards to display inspirational quotes for the students.

**APPROVAL OF DISCIPLINE GUIDELINES FOR BURRELL HIGH SCHOOL, HUSTON MIDDLE SCHOOL, STEWART ELEMENTARY SCHOOL AND BON AIR ELEMENTARY SCHOOL FOR 2017-2018 SCHOOL YEAR**

Motion by: Mrs. Woiewodski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**APPOINTMENT OF DRS. GERIS AND FALK AS SCHOOL DENTISTS FOR 2017-2018 SCHOOL YEAR**

Motion by: Dr. Linderman

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**APPOINTMENT OF MATTHEW FISHER, M.D. AS SCHOOL PHYSICIAN FOR 2017-2018 SCHOOL YEAR**

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**ADOPTION OF WESTMORELAND INTERMEDIATE UNIT'S POLICIES, PROCEDURES AND USE OF FUNDS (Attachment 5-5)**

Motion by: Mrs. Kinosz

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**CURRICULUM COMMITTEE REPORT – INFORMATION**

Dr. Conner stated the Curriculum Committee of the Board met at 6:00 PM to review information in relation to changes coming to the Middle School social studies program. Mr. Ferra, Mr. Facemyre and Mrs. Turk were also in attendance.

**BURRELL EDUCATION FOUNDATION REPORT – INFORMATION**

Dr. Conner presented the Burrell Education Foundation report. He stated the annual Golf Outing is June 12, 2017 at Hillcrest Country Club and the funds raised are used for student scholarships.



**PERSONNEL – MS. SHANK (Attachment 5-6)**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Woiewodski

Roll Call: All in Favor

Motion carried.

Dr. Wagner congratulated Dr. Egnor and Mr. Croushore on their new positions.

Dr. Wagner thanked Dr. Conner for his years of service at Burrell School District and wished him success in his new position.

Dr. Wagner acknowledged Mr. Frech and wished him success in future endeavors.

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

Members received a summary of the April 20, 2017 meeting.

Mr. Wojcik reported on the following items:

- Enrollment increase
- NOCTI score achievements
- NWCTC Budget approved and District's share
- Next meeting May 18, 2017

**WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE**

Members received a summary of the April 25, 2017 meeting.

Mrs. Beveridge reported on the following items:

- Most furloughed staff from last year have found positions
- Policy updates

**LEGISLATIVE REPORT – MRS. WOIEWODSKI**

No report given.

**BUSINESS – MRS. CALLAHAN**

**APPROVAL OF BUDGETARY TRANSFERS (Attachment 5-7)**

Motion by: Mrs. Kinosz

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

**APPROVAL OF REQUEST TO ESTABLISH STUDENT ACTIVITY ACCOUNT:  
MIDDLE SCHOOL DRAMA CLUB**

Motion by: Mrs. Koziarski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**APPROVAL OF THE NORTHERN WESTMORELAND CAREER &  
TECHNOLOGY CENTER 2017-2018 GENERAL OPERATING BUDGET  
(Attachment 5-8)**

Motion by: Mrs. Koziarski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**AUTHORIZATION FOR NORTHERN WESTMORELAND CAREER &  
TECHNOLOGY CENTER TO SECURE A REVENUE ANTICIPATION NOTE IN  
THE APPROXIMATE AMOUNT OF \$2,781,000 TO COVER OPERATING  
EXPENSES FOR THE 2017-2018 SCHOOL YEAR (Attachment 5-9)**

Motion by: Mrs. Kinosz

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**AUTHORIZATION OF THE EXECUTION OF AN OPERATION CONTRACT IN  
THE AMOUNT OF \$481,206 WITH NORTHERN WESTMORELAND CAREER &  
TECHNOLOGY CENTER FOR 2017-2018 SCHOOL YEAR FOR THE EXPENSES  
OF ADMINISTRATION AND OPERATION OF THE TECHNOLOGY CENTER  
(Attachment 5-10)**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**APPOINTMENT OF JENNIFER S. CALLAHAN AS BOARD SECRETARY FOR TERM JULY 1, 2017 THROUGH JUNE 30, 2021**

Motion by: Mrs. Kinosz

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

**APPOINTMENT OF TREASURER FOR A ONE-YEAR TERM BEGINNING JULY 1, 2017**

Ms. Shank nominated Linda Woiewodski as treasurer for a one-year term beginning July 1, 2017.

Motion by: Mrs. Kinosz

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**APPROVAL OF SURETY BONDS FOR OFFICE OF TREASURER AT BOND AMOUNT OF \$25,000 AND OFFICE OF SECRETARY AT BOND AMOUNT OF \$25,000**

Motion by: Mr. Wojcik

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**APPROVAL OF RESOLUTION ON CHECK SIGNATURES (Attachment 5-11)**

Motion by: Mrs. Woiewodski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**APPROVAL OF DEPOSITORIES (Attachment 5-12)**

Motion by: Mrs. Beveridge

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**AWARD BID AND APPROVAL OF CONTRACT FOR HIGH SCHOOL ROOF COATING PROJECT TO SCHULTHEIS ROOFING, INC. IN AMOUNT OF \$68,308 AND APPROVAL OF USE OF CAPITAL PROJECT FUNDS FOR COST**

Mrs. Callahan stated that Mr. Andreas Dometakis, HHSDR Architects & Engineers, is present to answer any questions relating to the projects/bids.

Mrs. Beveridge asked Mr. Dometakis to explain the alternates and rejections on the roof project.

Mr. Dometakis explained that bid specs included some work that is not essential to the project for the Board to consider; however, based on the bid quotes, the recommendation is to reject that additional work and only proceed with the Base Bid.

Motion by: Mr. Kunkle

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**AWARD BID AND APPROVAL OF CONTRACT FOR HIGH SCHOOL PARTIAL PAVING PROJECT TO DERRY CONSTRUCTION COMPANY, INC. IN AMOUNT OF \$200,500 AND APPROVAL OF USE OF CAPITAL PROJECT FUNDS FOR COST**

Mrs. Callahan explained that three contractors submitted letters requesting withdrawal of their bid due to mathematical errors leaving the lowest bid by Derry Construction. The bid is below estimates and is being presented for consideration.

Motion by: Mrs. Beveridge

Seconded by: Mrs. Kinosz

Roll Call: All in Favor

Motion carried.

**ACCEPT REQUEST OF CONTRACTORS TO WITHDRAW BIDS FOR HIGH SCHOOL PAVING PROJECT DUE TO MATHEMATICAL ERROR: MELE & MELE & SONS, INC., MICHAEL FACCHIANO CONTRACTING, INC. AND R&B CONTRACTING AND EXCAVATION**

Motion by: Mrs. Woiewodski

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

**APPROVAL OF BREAKFAST AND LUNCH PRICES EFFECTIVE 2017-2018 (Attachment 5-13)**

Motion by: Mrs. Woiewodski

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**ADOPT PROPOSED GENERAL FUND BUDGET 2017-2018**

Mrs. Callahan stated that the District finances have been discussed in detail over the past several months, including detailed budget presentations at public Board meetings on April 4 and May 9, 2017. The Proposed General Fund Budget consists of revenue and fund balance use totaling \$29,778,791. Total expenditures are estimated at \$29,783,252 leaving a deficit of \$4,734. The Proposed Budget includes a real estate tax increase of 2.8 mills and results in estimated ending uncommitted, unassigned fund balance of \$1,814,511. The total increase in expenditures is less than 1%.

Mrs. Callahan reminded Board members that in accordance with school code, the District must adopt the Proposed General Fund Budget 2017-2018 at least 30 days prior to final adoption. The proposed final budget will be made available for public inspection as required. She stated that administration will continue to analyze cost estimates and make changes between now and the June meeting. The Board will be asked to vote on the Final General Fund Budget 2017-2018 at the June 20, 2017 Board meeting.

Mrs. Callahan asked the Board to adopt the Proposed General Fund Budget 2017-2018 as presented.

Motion by: Mrs. Kinosz

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**APPROVAL OF CAPITAL RESERVE FUND BUDGET 2017-2018**

Motion by: Mrs. Kinosz

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**COMMUNICATIONS**

Members received items of communications in their packets.

**REQUESTS FOR USE OF BUILDINGS (Attachment 5-14)**

Motion by: Mr. Wojcik

Seconded by: Mrs. Kinosz

Roll Call: All in Favor

Motion carried.

**PAYMENT OF BILLS (Attachment 5-15)**

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Kinosz

Roll Call: All in Favor

Motion carried.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**ADJOURNMENT**

Mr. Kunkle made a motion, seconded by Dr. Linderman, that the Board adjourn the meeting at 8:12 PM.

Roll Call: All in Favor

Motion carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew