

**BURRELL SCHOOL DISTRICT
BUDGET WORKSHOP MINUTES
April 4, 2017**

The Burrell School District Board of Directors Budget Workshop was held in the High School Board Room and called to order at 6:08 PM by President Shank.

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

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

Comments from the public: None

BUDGET 2017-2018 DRAFT – INFORMATION

Mrs. Callahan presented the 2017-2018 General Fund Budget information details. The draft budget consists of total revenue of \$29,824,778 which includes a Real Estate Tax increase of 2.8 mills. Total expenditures are estimated at \$29,851,105 leaving a deficit of \$26,327. Mrs. Callahan reviewed the amounts, 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 costs, special education services, tuition, vocational education, transportation, maintenance, safety/security, 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 also provided information regarding proposed property tax elimination. She explained the education subsidy figures budgeted and discussed the governor's proposed 2017-18 State budget items relating to education funding. Mrs. Callahan provided a summary of the planned use of fund balance for non-recurring items such as curriculum materials and technology upgrades. She also provided an estimated ending uncommitted/undesignated fund balance figure. Mrs. Callahan explained the next steps in the budget process.

Board members discussed the information and details and provided input for possible changes to the draft budget.

Comments from the public: None

Mr. Kunkle made a motion, seconded by Mrs. Beveridge to adjourn at 8:38 PM.

Roll Call: All in Favor

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
APRIL 11, 2017**

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 7:02 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. Rachel Linderman, Mr. James D. Kunkle, 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 and Mrs. Genia Koziarski. 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-

APRIL 11, 2017 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
APRIL 18, 2017 – 6:45 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 April 18, 2017.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

ASSISTANT SUPERINTENDENT – DR. CONNER

APPROVAL OF WESTMORELAND COUNTY STUDENT ASSISTANCE PROGRAM AGREEMENT FOR 2017-2018 SCHOOL YEAR

Dr. Conner reported that the SAP program has received positive feedback on the pilot program that recently started.

PENNSYLVANIA STATE POLICE RISK AND VULNERABILITY REPORT FOR BURRELL HIGH SCHOOL – INFORMATION

Dr. Conner and Mr. Croushore presented the Pennsylvania State Police Risk and Vulnerability Report for Burrell High School information. Dr. Conner explained that the District requested the assessment in 2013 and was placed on a waiting list. This past October, the one and a half day assessment was completed at the High School. The assessment consisted of both a night light study and a facility review that occurred in the High School building the subsequent school day. The final report was received at the end of March. At which time, Dr. Conner and Mr. Croushore met and reviewed the findings with the Lower Burrell Police Department.

Dr. Conner and Mr. Croushore reviewed the process, successes and recommendations indicated in the report.

Mr. Croushore indicated that the District will pursue targeted Safe Schools grant funds if available and use those funds toward the cost of increasing safety measures.

General Board discussion ensued regarding security, plans and working with local police.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Mrs. Beveridge reported on the following items:

- Water test samples of preschools
- Work Discovery Program
- BARK Program.

BUSINESS – MRS. CALLAHAN

PROPOSED GENERAL FUND BUDGET 2017-2018 – INFORMATION

Mrs. Callahan stated that on April 4, 2017 a lengthy public Board meeting was held to review the 2017-2018 General Fund Budget information. Mrs. Callahan thoroughly explained the details of all District expenses, revenues, and fund balances. Current topics relating to District finances were also discussed, such as the State budget and its impact on the District's State subsidy revenue, local real estate tax and District assessed value as well as property tax elimination proposals and the impact on individual taxpayers. Details regarding personnel expenditures, including the District's contribution, were also explained and discussed.

Although there is not much change to the budget expected overall, as more data becomes available, Administration will continue to work to reduce the deficit, update any estimated figures, as well as attempt to reduce expenses if possible. She stated that Administration believes it is important to present a budget that is responsible, maintains financial stability and supports our community by offering competitive and relevant educational opportunities to our customers.

Mrs. Callahan stated that the Board will be asked to consider the Proposed Final Budget in May and the Final Budget in June.

COMMENTS FROM THE PUBLIC

Courtney Kobelenske, 442 Violet Drive

- Two daughters in district
- Fundraising event at her business, Cora Lee Cupcakes, raised \$240 to donate to Stewart Book Nook and Bon Air AR program
- Next fundraiser, art show, to be held in May to raise funds for math program at Stewart
- Thanked Board for railing installation in pool for spectators of swim team
- Requests additional funds for High School swim team to reduce student costs
- Requested new record board for swim team

Dr. Wagner indicated that she believes the students costs Ms. Kobelenske is referring to may be a Booster group cost because the District covers the cost of all students of all team competitions, uniforms, transportation, coaches, supplies, officials, etc. Most Booster groups do fundraising and/or collect payment from parents for other expenditures such as banquets, senior jacket, etc. but those payments are not a District requirement.

Ms. Shank thanked Mrs. Kobelenske for all she does for the District and added that her business has great products.

ADJOURNMENT

Mrs. Woiewodski made a motion, seconded by Mr. Kunkle, that the Board adjourn the meeting at 7:53 PM.

Roll Call: All in Favor

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
APRIL 18, 2017**

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 7:40 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. Rachel Linderman, Mrs. Deborah Kinosz, Mr. James D. Kunkle, Mrs. Gretchen V. Beveridge, Mr. Christopher S. Wojcik, Mrs. Linda Woiewodski, Mrs. Genia Koziarski, Mrs. Pam Key and Ms. Tricia Shank. 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

APRIL 11, 2017 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA AND STUDENT CONFIDENTIALITY

APRIL 18, 2017 – 6:45 PM AND IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA AND STUDENT CONFIDENTIALITY

Ms. Shank announced the Board's Executive Sessions.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

APPROVAL OF MINUTES

Agenda Meeting – March 14, 2017

Regular Meeting – March 21, 2017

TREASURER'S REPORT – MARCH 2017 (Attachment 4-1)

SCHOOL LUNCH REPORT – MARCH 2017 (Attachment 4-2)

STUDENT ACTIVITY FUND REPORT – MARCH 2017 (Attachment 4-3)

NURSES' REPORT – MARCH 2017 (Attachment 4-4)

Motion by: Mrs. Koziarski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

SUPERINTENDENT – DR. WAGNER

STUDENT/STAFF RECOGNITION

Dr. Wagner recognized the following:

NAMM Foundation – Recognized Burrell School District as 1 of 97 best school districts in nation for music education

STEWART SCHOOL REPORT: REFLECTIONS COMPETITION – INFORMATION

Dr. Egnor announced the PTA Reflections winners:

Elementary PTA Region 4 Reflections Winners advancing to State Level:

- Haley Swauger – 1st place Musical Composition, Intermediate Division
- Leah Capsambelis – 1st place Dance Choreography, Intermediate Division
- Delaney Ploskunak – 2nd Photography, Primary Division

Pennsylvania State Reflections Contest:

- Haley Swauger, 5th grade – 3rd place Musical Composition, Intermediate Division

Haley Swauger performed the song that she composed.

Dr. Egnor recognized Dana Capsambelis for her role in enhancing the PTA Reflections program.

PERMISSION FOR JESSICA FOSTER, ANTHONY FACEMYRE AND CYBIL FEDERER TO CHAPERONE 25 HIGH SCHOOL STUDENTS ON OVERNIGHT TRIP: PA STATE CHAMPIONSHIP ACADEMIC QUIZ BOWL, HARRISBURG, PA, APRIL 27-28, 2017

Motion by: Mrs. Koziarski

Seconded by: Mrs. Woiewodski

Roll Call: All in Favor

Motion carried.

PERMISSION FOR MICHAEL PAGNOTTA TO CHAPERONE HIGH SCHOOL MARCHING BAND STUDENTS ON OVERNIGHT TRIP: ROCK & ROLL HALL OF FAME, CLEVELAND, OH, APRIL 6-7, 2017

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

ASSISTANT SUPERINTENDENT – DR. CONNER

PERMISSION TO OFFER TITLE I SUMMER READING PROGRAM JULY 2017

Motion by: Mrs. Key

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

APPROVAL OF WESTMORELAND COUNTY STUDENT ASSISTANCE PROGRAM AGREEMENT FOR 2017-2018 SCHOOL YEAR (Attachment 4-5)

Motion by: Mrs. Key

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

APPROVAL OF SUBSTANCE ABUSE SERVICES MEMORANDUM OF AGREEMENT WITH SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC. FOR 2017-2018 SCHOOL YEAR (Attachment 4-6)

Motion by: Mr. Wojcik

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

PENNSYLVANIA STATE POLICE RISK AND VULNERABILITY REPORT FOR BURRELL HIGH SCHOOL – INFORMATION

Dr. Conner stated the Risk and Vulnerability Report information was presented at last week's Board agenda meeting.

PERSONNEL – Ms. Shank (Attachment 4-7)

Motion by: Mr. Wojcik

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

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

Members received a summary of the March 16, 2017 meeting.

Mrs. Koziarski reported that the next meeting and the OAC meeting and dinner is this week.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Members received a summary of the March 28, 2017 meeting.

Mrs. Beveridge reported on WIU construction projects.

PSBA LIAISON LEGISLATIVE REPORT – MRS. WOIEWODSKI

Mrs. Woiewodski presented the PSBA Legislative Report:

- HB 97

BUSINESS – MRS. CALLAHAN

APPROVAL OF BUDGETARY TRANSFERS (Attachment 4-8)

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**AWARD BIDS THROUGH WESTMORELAND INTERMEDIATE UNIT JOINT
PURCHASING CONSORTIUM BOARD FOR GASOLINE AND DIESEL FUEL FOR
2017-2018 SCHOOL YEAR (Attachment 4-9)**

Motion by: Mrs. Key

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

AWARD BIDS THROUGH WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING CONSORTIUM BOARD FOR MULTI-PURPOSE PAPER FOR 2017-2018 SCHOOL YEAR (Attachment 4-10)

Motion by: Mrs. Beveridge

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

AWARD BIDS FOR PURCHASE OF JANITORIAL AND ATHLETIC SUPPLIES FOR 2017-2018 SCHOOL YEAR (Attachment 4-11)

Motion by: Mrs. Koziarski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

APPROVAL OF SERVICE AGREEMENT WITH CONSOLIDATED COMMUNICATIONS COMPANY FOR TELEPHONE SERVICE FOR PERIOD APRIL 19, 2017 THROUGH APRIL 18, 2020 (Attachment 4-12)

Motion by: Mrs. Beveridge

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF LEASE EXTENSION AGREEMENT WITH MAILFINANCE, INC. FOR EXTENSION OF EXISTING LEASE FOR 12 MONTHS (Attachment 4-13)

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF CONTRACT WITH EPLUS TECHNOLOGY, INC. FOR CISCO SWITCH MAINTENANCE FOR PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018

Motion by: Mr. Wojcik

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF CONTRACT WITH PA COMPUTER CONNECTIONS, INC. FOR ARUBA ACCESS SUPPORT FOR PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018 (Attachment 4-14)

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

APPROVAL OF CONTRACT WITH EPLUS TECHNOLOGY, INC. FOR WIRELESS ACCESS EFFECTIVE JULY 1, 2017 AS PER PEPPM CONTRACT MINI-BID

Motion by: Mrs. Beveridge

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF EXPENDING \$140,000 COMMITTED FUND BALANCE FOR PSERS STABILIZATION FOR COST OF EMPLOYER CONTRIBUTIONS TO PSERS

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

PROPOSED GENERAL FUND BUDGET 2017-2018 – INFORMATION

Mrs. Callahan stated that she provided a detailed presentation of the 2017-2018 Proposed Final General Fund Budget at the public meeting - budget workshop held April 4, 2017. She stated that information was summarized at the Agenda meeting last week. She stated that Administration will continue to work on the budget and adjust the figures and will present the Proposed Final General Fund Budget at the May agenda meeting.

COMMUNICATIONS

Members received items of communications in their packets.

REQUESTS FOR USE OF BUILDINGS (Attachment 4-15)

Motion by: Mr. Wojcik

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 4-16)

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. Koziarski made a motion, seconded by Mrs. Woiewodski, that the Board adjourn the meeting at 8:09 PM.

Roll Call: All in Favor

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew