

**BURRELL SCHOOL DISTRICT  
AGENDA MEETING MINUTES  
FEBRUARY 7, 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: Mrs. Deborah Kinosz (via phone), Mr. James D. Kunkle, Mrs. Gretchen Beveridge, Mr. Christopher S. Wojcik, Mrs. Genia Koziarski, Mrs. Pam Key and Ms. Tricia Shank. The following member was absent: Mrs. Linda Woiewodski. 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. Anthony Giglio, Solicitor.

**EXECUTIVE SESSION-**

**FEBRUARY 7, 2017 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL**

**AGENDA**

**FEBRUARY 21, 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 February 21, 2017.

**COMMENTS FROM THE PUBLIC – AGENDA ONLY**

Richard Callendar, 3143 Oregon

- Supports Rachel Linderman for Board candidate
- Knows Dr. Linderman professionally and personally

Wendy Ritchie, 801 Brady Street

- District expenditures and actions taken to save money

Ms. Shank stated that it appears Ms. Ritchie's question may be referring to budgetary transfers and capital expense items on the agenda. She indicated that Capital Funds may only be used for capital expenditures. She also indicated that the District is just entering the budget season and is beginning to review ways to balance the budget. Ms. Shank reported that the most recent substantial savings is a result of Bond Refunding.

Mrs. Beveridge added that the WIU budget is being reviewed and is a reduced cost to districts for 2017-2018.

Brock White, 282 Mosaic Blvd.

- Incident with son and photographer

Ms. Shank asked Mr. White to wait until after the agenda items are discussed to comment on non-agenda items.

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

### **SUPERINTENDENT – DR. WAGNER**

#### **FIRST READING OF REVISION TO POLICY 217 – GRADUATION REQUIREMENTS**

Dr. Wagner explained the changes to Policy 217 regarding graduation requirements and stated that a revision to Policy 215 – Promotion and Retention will likely be added for the regular meeting.

#### **APPOINTMENT OF \_\_\_\_\_ AS SCHOOL BOARD DIRECTOR, AT LARGE, EFFECTIVE FEBRUARY 7, 2017 FOR REMAINDER OF TERM THROUGH FIRST MONDAY OF DECEMBER 2017**

Dr. Wagner requested Ms. Shank, Board President, address appointment of a new Board member.

Ms. Shank announced that the Board interviewed two candidates, Jane Kinter and Rachel Linderman, at the January Board meeting because both applied for the vacant Board position. She stated that both candidates have excellent references and indicated that the Board couldn't come to an agreement at the January meeting. Ms. Shank opened up the matter for Board discussion.

Mr. Giglio, Solicitor, reminded the Board that five votes are needed to appoint a Board member for the vacant position.

Ms. Shank asked Board members if they had any comments or questions for candidates.

Board members replied no.

Mrs. Koziarski nominated Rachel Linderman.

Mrs. Kinosz nominated Jane Kinter.

Ms. Shank asked for Roll Call for each Board member to indicate their choice for Board Candidate.

Vote for Linderman: Koziarski, Kunkle, Beveridge, Wojcik  
Vote for Kinter: Key, Kinosz, Shank

Linderman: 4 Votes; Kinter: 3 Votes                      Motion Failed.

Mr. Kunkle stated that both candidates are very competent and he voted for Dr. Linderman because she had previously reached out to the District. He added that because this is election year, the appointed Board member will need to run for election after term expires. He stated that if other seats open up, the other candidate will be able to run for a seat on the Board if interested. Mr. Kunkle indicated that he believes the Board should make a decision this evening to avoid having the court appoint a Board member.

Mrs. Kinter asked about the process for getting on the Board if not selected and/or for re-election.

Mrs. Koziarski summarized the election process.

Mrs. Kinter stated she will withdraw her candidacy and will likely go through the process of running for election for next term.

Motion to appoint Dr. Linderman: Koziarski                      Second: Kunkle

Roll Call: All in Favor    Motion carried.

Ms. Shank welcomed Dr. Linderman to the Board and thanked Mrs. Kinter for helping to move the process along.

**ASSISTANT SUPERINTENDENT – DR. CONNER**

**APPROVAL OF EACADEMY CONSORTIUM MEMBERSHIP AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR PERIOD JULY 1, 2017 THROUGH JUNE 30, 2020**

Dr. Conner explained the renewal of the three-year agreement to maintain the District's participation in the eAcademy consortium. The consortium delivers an online alternative for school K-12 and allows the District to compete with cyber charter schools. He added that the District has participated in the program since 2008.

Ms. Shank asked Dr. Conner to calculate the cost savings of students attending eAcademy vs. being in cyber school.

### **BURRELL ARTS AND MUSIC NIGHT BAM – INFORMATION**

Dr. Conner announced the Burrell Arts and Music Night BAM to be held on February 24, 2017 at Huston Middle School, open to the entire community. He invited all to attend.

Dr. Conner also announced the Burrell Education Foundation annual Bowl-A-Thon is Sunday, February 12 at Wildlife Lodge Lanes. He invited all to attend.

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

Mrs. Beveridge reported that the WIU has rehired all staff that was previously displaced due to the Act 93 shuffle. She also stated that eAcademy Plus will be discussed at the next meeting.

Mrs. Koziarski asked how students/parents are informed about eAcademy courses.

Dr. Conner indicated that guidance counselors provide the information.

Dr. Boylan stated that teachers will add a podcast to promote courses along with other course podcasts.

### **BUSINESS – MRS. CALLAHAN**

#### **APPROVAL OF CAPITAL RESERVE FUND BUDGET 2016-2017 REVISION**

Mrs. Callahan discussed the minor changes to the Capital Reserve Fund Budget for 2016-2017.

#### **APPROVAL OF USE OF BALANCE OF CAPITAL PROJECT FUND-2005 BOND ISSUE FOR CAPITAL EXPENDITURES**

Mrs. Callahan explained the Capital Project Fund – 2005 Bond Issue information including the current balance of approximately \$13,400, original source of funds, summary of original projects, and summary of additional projects completed with use of these funds. She discussed that the remaining portion may only be expended on capital items and based on discussion with

bond council and solicitor, is recommending that the District use the remaining funds for capital expenditures that have already been approved on the Capital Reserve List.

### **TAX COLLECTOR COMPENSATION – INFORMATION**

Mrs. Callahan explained that any change to the tax collector compensation for the upcoming year would be required to be approved at this meeting as required by Tax Collection Law. She provided a summary of the compensation for the district tax collection. She indicated that she reviewed the county tax collection compensation. At this time, no change in the compensation is recommended.

### **COMMENTS FROM THE PUBLIC**

Brock White, 282 Mosaic Blvd.

- Incident between his Middle School son and photographer on school grounds
- Police report; Child Line; SRO investigation
- Son disciplined
- Spoke with Administration regarding photographer
- Dissatisfied with District actions regarding situation

Ms. Shank explained that the ChildLine process takes time. She stated that she believes these authorities have to do a full investigation before action can be taken. She asked Dr. Wagner about the ChildLine process.

Dr. Wagner stated ChildLine notifies the local police then the police investigate.

Brock White, 282 Mosaic Blvd.

- Told by administration that photographer is suspended from District for three months
- Questions why photographer allowed back on school grounds
- Concerns for son with future sports photography
- Believes District should be doing more regarding this matter

Ms. Shank asked administration the hiring process of photographer for sports.

Dr. Wagner stated the photographer is hired by the booster groups for sports, not hired by the District.

Ms. Shank stated she understands Mr. Brock's frustration and indicated that the Boosters are separate from the District and they decide who they hire. Ms. Shank suggested that Mr. Brock also speak with the Booster group to express his concerns.

Mr. Giglio, Solicitor, advised Board members not to discuss the matter further in public due to student confidentiality, personnel and legal matters.

Ms. Shank stated that the District is aware of the situation and needs to wait until the investigation is completed. She stated that the administration/Board will continue to monitor the situation and handle appropriately. She recommended Mr. White continue discussion with administrators in private.

Brock White, 282 Mosaic Blvd.

- Photographer's clearances

Mr. Giglio, Solicitor, stated that photographers are independent contractors and they should have clearances if coming on school property and dealing directly with children.

Tabitha Prosser, 282 Mosaic Blvd.

- Concerns for son with future sports photography

Ms. Shank suggested Ms. Prosser talk to Boosters regarding the situation and also their future decisions on a photographer.

Mrs. Beveridge asked if Boosters can choose a different vendor.

Dr. Wagner stated yes.

### **ADJOURNMENT**

Mr. Kunkle made a motion, seconded by Mr. Wojcik, that the Board adjourn the meeting at 8:01 PM.

Roll Call: All in Favor.

Motion carried.

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Jennifer S. Callahan, Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT  
BOARD MEETING MINUTES  
FEBRUARY 21, 2017**

**CALL TO ORDER**

The Burrell School Board Meeting was held in the High School Board Room and called to order at 7:45 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 Beveridge, Mrs. Genia Koziarski, Mrs. Pam Key and Ms. Tricia Shank. The following members were absent: Mrs. Deborah Kinosz, Mr. Christopher S. Wojcik and Mrs. Linda Woiewodski. 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. Anthony Giglio, Solicitor.

**EXECUTIVE SESSION**

**FEBRUARY 7, 2017 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL  
AGENDA AND STUDENT CONFIDENTIALITY**

**FEBRUARY 21, 2017 – 7:00 PM AND IMMEDIATELY FOLLOWING MEETING –  
PERSONNEL AGENDA AND STUDENT CONFIDENTIALITY**

Ms. Shank announced the Board's Executive Sessions.

**APPROVAL OF MINUTES**

Agenda Meeting – January 10, 2017

Regular Meeting – January 17, 2017

**TREASURER'S REPORT – JANUARY 2017 (Attachment 2-1)**

**SCHOOL LUNCH REPORT – JANUARY 2017 (Attachment 2-2)**

**STUDENT ACTIVITY FUND REPORT – JANUARY 2017 (Attachment 2-3)**

**NURSES' REPORT – JANUARY 2017 (Attachment 2-4)**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Beveridge

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:

NWCTC Student Winners for SkillsUSA District 8 Competition: Shannon Dudak, 1<sup>st</sup> Place-Nurse Assisting; Alex Kraf, 2<sup>nd</sup> Place-Cabinetmaking; Brenden Keller, 3<sup>rd</sup> Place-Automotive Service Specialization; Noah Marrow, Participant

Danielle Kariotis and Andrew Kariotis – Secured Discover Pathway to Financial Success Grant of \$4,700 for FBLA Club

WPIAL Playoffs – Winter Sports: Wrestling (11<sup>th</sup> in a row), Girls Swim Team, Individual Boys Swim, Girls Basketball, Boys Basketball

BAM-Burrell Arts & Music – Friday, February 24, 2017 at Huston Middle School

**FIRST READING OF REVISION TO POLICY 217 – GRADUATION REQUIREMENTS**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**FIRST READING OF REVISION TO POLICY 215 – PROMOTION AND RETENTION**

Dr. Wagner explained the changes to Policy 215 – Promotion and Retention.

Motion by: Mrs. Key

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.



**ASSISTANT SUPERINTENDENT – DR. CONNER**

**APPROVAL OF EACADEMY CONSORTIUM MEMBERSHIP AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR PERIOD JULY 1, 2017 THROUGH JUNE 30, 2020**

Burrell School District is a member of the eAcademy consortium. There is a full K-12 cyber offering through the eAcademy and the students are still considered part of the District. Dr. Conner explained briefly the current tuition costs for a general education student and a special education student enrolled in a public cyber school. Approximately \$11,000 for general and \$20,000 for special education versus those who are within the eAcademy program are approximately \$2,700. This shows the substantial difference in cost of our program as compared to cyber school tuition.

Motion by: Mrs. Koziarski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**BURRELL ARTS AND MUSIC NIGHT BAM – INFORMATION**

Dr. Conner invited the Board and all present to attend the 2nd annual Burrell Arts and Music night being held this Friday, February 24, from 5:00-9:00 PM at Charles A. Huston Middle School. It is a District-wide celebration that showcases the amazing talents and passions of our students in the arts.

**APPROVAL OF WESTMORELAND COUNTY STUDENT ASSISTANCE AGREEMENT ADDENDUM FOR PILOT PROGRAM THROUGH JUNE 30, 2017 (Attachment 2-5)**

Dr. Conner discussed the opportunity Burrell School District has to participate in the final pilot spot for the new Student Assistance Program delivery model being offered by the Westmoreland County Mental Health services. He explained the District is required to have a SAP team in each building per the state guidelines and that the county realized the model needed some upgrades. The pilot program is a free opportunity for the remainder of the 2016-2017 school year.

Motion by: Mrs. Key

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

Mrs. Beveridge discussed personal experience with the county caseworker and the support and resources provided.

Dr. Wagner added that these types of services and the connection to these resources is a great opportunity for the District. She also believes it will help the northern tier of the county to have more resources.

Ms. Shank asked for clarification on the costs.

Dr. Conner stated there is no cost for the pilot program for the remainder of this school year. If the District decides to participate in 2017-2018, the cost is \$20,000.

Ms. Shank asked who is responsible for follow-through.

Dr. Conner indicated Mr. Croushore is responsible for follow-through.

Dr. Wagner explained that the current model is that one person is being shared with two other districts, so we do not have someone here in our district very often.

### **OTHER REMARKS**

Mrs. Beveridge asked about the success of the Burrell Education Foundation Bowl-A-Thon.

Dr. Conner stated there were 93 bowlers and the Foundation raised \$3,294.

Dr. Conner reminded the audience of the upcoming Substance Abuse Forum and Education (S.A.F.E.) being held at Penn State New Kensington on March 8 from 6:30-800 PM. The event is open to the entire community in an attempt to bring awareness to the drug epidemic and what is being done to help.

### **PERSONNEL – MS. SHANK (Attachment 2-6)**

Motion by: Mrs. Key

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

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

Mrs. Koziarski discussed the NWCTC SkillsUSA District 8 Competition. She added that February enrollment is 400 students, up from 307 the prior year. Mrs. Koziarski stated that NWCTC is working with Forbes CTC to potentially exchange students for courses that they offer such as networking and courses that NWCTC offers such as welding.





Mr. White thanked the Board.

Ms. Shank stated the Board will meet in executive session immediately following the meeting to discuss student confidentiality.

**ADJOURNMENT**

Mrs. Beveridge made a motion, seconded by Mr. Kunkle, that the Board adjourn the meeting at 8:23 PM.

Roll Call: All in Favor.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew