

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
MARCH 14, 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 7:00 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 (via phone), Mrs. Gretchen V. Beveridge, Mr. Christopher S. Wojcik, Mrs. Pam Key and Ms. Tricia Shank. The following members were absent: Mrs. Genia Koziarski, Mr. James D. Kunkle 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-

MARCH 14, 2017 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
MARCH 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 March 21, 2017.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

SUPERINTENDENT – DR. WAGNER

SUMMER WORK SCHEDULE – INFORMATION

Dr. Wagner announced the summer work schedule June 5-August 3, 2017, Monday-Thursday, 10 hours/day.

APPROVAL OF THREE-YEAR COMMITMENT TO WESTMORELAND COUNTY FORUM FOR WORKFORCE DEVELOPMENT

Dr. Wagner stated the vision of the Workforce Development group is to work together for a career education system for the county. She discussed the participating organizations, the funding and the request for commitment. She also explained the plans and indicated support for the program.

PERMISSION TO ADVERTISE FOR BIDS FOR THE FOLLOWING PROJECT: HIGH SCHOOL RE-COATING AUDITORIUM ROOF

Dr. Wagner explained the recent bond refunding which included a list of capital projects including, but not limited to, the High School auditorium roof and High School paving. She reminded Board members that a portion of the funds must be committed by June 30, 2017. She explained the High School auditorium roof recoating project for consideration, including preliminary cost estimates. She stated that she recommends proceeding with specs and advertising for bids.

PERMISSION TO ADVERTISE FOR BIDS FOR THE FOLLOWING PROJECT: HIGH SCHOOL PARTIAL PAVEMENT REPLACEMENT

Dr. Wagner provided information regarding the need for partial pavement replacement at the High School in the bus/teacher lot because of deterioration.

Bruce Coleman, Facilities Director, stated that the High School was last paved in 1998 and that he believes it has been maintained and repaired as much as possible. He added that this portion of the High School asphalt/paving is in the greatest need of replacement in the District while other lots/areas can be pushed to future years.

Dr. Wagner summarized the timeline, process, and cost estimates if the District proceeds with the recommendation.

ASSISTANT SUPERINTENDENT – DR. CONNER

Dr. Conner announced the following:

- BAM was a huge success with approximately 2,500 attending. Performances were live streamed with viewers as far away as Arizona, Florida and New Jersey
- Little Shop of Horrors Musical, March 16-18, 2017
- PMEA District Jr. High Music Festival, March 18, 2017
- High School Band will be performing at Rock & Roll Hall of Fame, April 6, 2017 (will also be live streamed)

BUSINESS – MRS. CALLAHAN

ACCEPTANCE OF MANAGEMENT’S DISCUSSION AND ANALYSIS FOR FISCAL YEAR ENDED JUNE 30, 2016

Mrs. Callahan reviewed the Management’s Discussion and Analysis for the fiscal year ended June 30, 2016, which is a written summary required by GASB to explain the financial reports and accounting practices. She highlighted parts of the report including the Governmental Funds ending fund balance figures, explained the government-wide financial statements and fund financial statement, and provided an overview of the financial information and charts. Additionally, she pointed out the sections on individual funds which explains the different funds, ending balances, and changes over the fiscal year, the proprietary funds section relating to the District’s food service operations, and the significant variances between budget and actual figures. Lastly, she discussed the factors expected to effect the District financial position and the comparative analysis.

ACCEPTANCE OF INDEPENDENT AUDIT REPORT OF HOSAK, SPECHT, MUETZEL AND WOOD, LLP FOR FISCAL YEAR ENDED JUNE 30, 2016

Mrs. Callahan reviewed the Independent Audit Report and Audit letters for the fiscal year ended June 30, 2016. The District is required to have an independent audit annually for review of District financial operations and reporting. She explained that the audit report indicates that the District’s financial position is presented fairly and properly and in accordance with accounting principles.

Mrs. Callahan provided an overview of the financial statements including the Statement of Net Position, Balance Sheet, and Statement of Revenues, Expenditures and Changes in Fund Balances. She highlighted the June 30, 2016 Fund Balances: Unassigned \$2,847,245, Committed \$2,279,000, and Restricted \$15,332 as well as the Capital Project Fund Balance of \$13,346 and Capital Reserve Fund Balance of \$900,665. She reviewed actual revenues, expenditures and net change in Fund Balance for the General Fund. Proprietary Funds Reports were also reviewed and discussed as it represents the financial activity of the Food Service operations.

Mrs. Callahan highlighted the Schedule of Revenues, Expenditures, and Changes in Fund Balance Report which shows revenues and expenditures and the variance between budgeted and actual figures. She explained that actual revenues were slightly higher than budgeted. She also explained that expenditures were less than budgeted mostly due to the District not spending the budgetary reserve funds and due to planned use of a portion of the Committed Funds for PSERS. The District's ending Fund Balance was reduced mostly due to the budgeted and planned use of Fund Balance for expenditures such as transfer to Capital Reserve, technology and curriculum materials. Lastly, Mrs. Callahan reviewed the final report on matters and findings issued by the Auditor which indicated no deficiencies in internal control, no instances of noncompliance, no material weaknesses or significant deficiencies, and no findings or questioned costs to report.

APPROVAL OF TRANSFER IN AMOUNT OF \$11,633 FROM GENERAL FUND TO FOOD SERVICE FUND

Mrs. Callahan reviewed the Food Service Fund report for year ending June 30, 2016 indicating revenues, expenditures, and income before transfers. She stated that she presents the specific program operations annually, including actual revenues received and actual expenditures for goods and services and excluding accounting for net pension liability and depreciation. Looking specifically at these figures, the calculation results in a loss of (\$11,633). Mrs. Callahan stated that this shows a substantial improvement over the prior year. She provided financial data for several years and recalled the detailed presentations and discussions regarding the nutritional guideline changes and the impact on the program. She stated that this recent improvement is the result of implementing some recommended changes over the past few years. The changes include increased meal prices to increase revenue, and reduced labor costs through recent contract negotiations including lower pay increases, restructured positions to reduce hours, adding a chef position, and having less full-time staff members and less benefits.

Mrs. Callahan recognized the excellent work done by Chef Andrew Klipple and how his role has helped the District be more cost effective through better use of commodities, food and left overs as well as scratch cooking which reduces item costs and results in better tasting foods. We believe that better tasting foods and variety has helped to increase student participation and purchasing resulting in more revenue from purchases and more government subsidies.

Mrs. Callahan stated that the goal continues to be maintaining a school food service program that provides quality nutritious meals in accordance with the NSLP guidelines while balancing financial stability. She recommends transferring \$11,633 to the Food Service Fund to cover the financial operation of the prior year.

APPROVAL OF TRANSFER IN AMOUNT OF \$100,000 FROM GENERAL FUND TO CAPITAL RESERVE FUND

Mrs. Callahan stated that the current budget includes a transfer in the amount of \$100,000 from the General Fund, using Fund Balance, to the Capital Reserve Fund to continue funding District capital needs each year.

ADOPTION OF 2017-2018 WESTMORELAND INTERMEDIATE UNIT GENERAL OPERATING BUDGET

Mrs. Callahan indicated that the Westmoreland Intermediate Unit General Operating Budget for 2017-2018 in the amount of \$5,374,763 includes District contributions that are less than the prior year. She stated that our District contribution amount of \$15,067 is a decrease of \$203 from the prior year.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

Mrs. Beveridge made a motion, seconded by Mr. Wojcik, that the Board adjourn the meeting at 7:48 PM.

Roll Call: All in Favor.

Motion carried.

Jennifer S. Callahan, Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
MARCH 21, 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 7:38 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: Mr. James D. Kunkle, Mrs. Gretchen V. Beveridge, Mr. Christopher S. Wojcik, Mrs. Linda Woiewodski, Mrs. Genia Koziarski and Ms. Tricia Shank. The following members were absent: Dr. Rachel Linderman, Mrs. Deborah Kinosz and Mrs. Pam Key. 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

MARCH 14, 2017 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
MARCH 21, 2017 – 7:00 PM – PERSONNEL AGENDA

Ms. Shank announced the Board’s Executive Sessions.

APPROVAL OF MINUTES

Agenda Meeting – February 7, 2017
Regular Meeting – February 21, 2017

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

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:

High School Staff and Students – Pittsburgh Business Times reported Burrell in top quarter across Pennsylvania for SAT scores

Mrs. Stack, Mr. Query, 30 Middle School Students – Pittsburgh Cultural Trust Theater Workshop; students learned theater topics such as stage management, hair and make-up design, acting and story writing

Mr. Query and Music Department – Facebook comment commending student performances, staff leadership and Middle School Band performance in Harrisburg

Mrs. Foster and Quiz Bowl Team – Noor Buchi, Cassie Beattie, Kate Bibza, Riley Callender, Stanley Chen, Abby Ficca, Joey Ficca, Michael Fiorina, Raul Garcia, Rachelle Georgevich, Emma Hayes, Joe Hayes, Hanna Henderson, Trinity Key, Julia McAllister, Drew Murphy, Leandra Nealer, Brendan Olszyk, Alex Rayburg, Max Rayburg, Olivia Rogers, Alex Romano, Nina Santucci, Holly Shultz, Ryan Szalanski - 1st place in Westmoreland County tournament; Advancing to Pennsylvania State level competition, April 28, 2017

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

HIGH SCHOOL REPORT: SOLAR COOLING PROJECT – INFORMATION

High School students presented a joint student-led project between Burrell High School students and Penn State New Kensington. The students plan to construct an environmentally friendly apparatus to dehumidify a classroom in order to study the beneficial effects. The students discussed they are interested in pursuing this project to come up with a way to make the classroom environment more tolerable during the hot months of the school year. They

reviewed the design, the plans, and the projected outcome of the project. They are working closely with Penn State New Kensington students under the direction of Steve Hoover and Adam Rossi.

High School Students: Spencer Edwards, Joseph Ficca, Louis Surma, Dylan Canaan, Noah Linderman, Selena Bell, Dylan Geyer, Kelci Sopko, Lindsay Tate, Jacob Black, Lewis Sopko, Gwendolyn Wadsworth, Jeffrey Jones, Chelsea Ziccarelli, Madilyn Thompson, Nina Santucci, Dylan Eckman, Brady Kemp, Hanna Henderson, Raul Garcia, Wilhelm Wadsworth, Heather Shultz, Heidi Shultz

Ms. Shank commended students for their wonderful idea and excellent presentation.

Dr. Wagner discussed the project's timeline.

APPROVAL OF REVISION TO POLICY 217 – GRADUATION REQUIREMENTS
(Attachment 3-5)

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

APPROVAL OF REVISION TO POLICY 215 – PROMOTION AND RETENTION
(Attachment 3-6)

Motion by: Mr. Wojcik

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

APPROVAL OF 2017-2018 SCHOOL CALENDAR (Attachment 3-7)

Dr. Conner summarized the calendar information.

Motion by: Mrs. Koziarski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

SUMMER WORK SCHEDULE – INFORMATION

Dr. Wagner announced the summer work schedule June 5-August 3, 2017, Monday-Thursday, 10 hours/day.

ACCEPTANCE OF DONATION OF MIDDLE SCHOOL FOOTBALL TEAM UNIFORMS FROM BURRELL GRIDIRON CLUB

Motion by: Mrs. Koziarski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

Ms. Shank extended thanks to Burrell Gridiron for their generous donation.

APPROVAL OF THREE-YEAR COMMITMENT TO WESTMORELAND COUNTY FORUM FOR WORKFORCE DEVELOPMENT

Motion by: Mrs. Beveridge

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

PERMISSION FOR MICHAEL PAGNOTTA TO CHAPERONE TWO HIGH SCHOOL STUDENTS ON OVERNIGHT TRIP: REGIONAL BAND, SHARON HIGH SCHOOL, SHARON, PA, MARCH 22-24, 2017

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

APPROVAL OF MEMORANDUM OF AGREEMENT WITH BURRELL EDUCATION ASSOCIATION REGARDING CREDIT RECOVERY PROGRAM 2017

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

APPROVAL OF MEMORANDUM OF AGREEMENT WITH BURRELL EDUCATION ASSOCIATION REGARDING DISTANCE LEARNING DEVELOPMENT AND IMPLEMENTATION 2017-2018

Motion by: Mr. Wojcik

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

PERMISSION TO ADVERTISE FOR BIDS FOR THE FOLLOWING PROJECT: HIGH SCHOOL RE-COATING AUDITORIUM ROOF

Motion by: Mrs. Beveridge

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

**PERMISSION TO ADVERTISE FOR BIDS FOR THE FOLLOWING PROJECT:
HIGH SCHOOL PARTIAL PAVEMENT REPLACEMENT**

Motion by: Mrs. Beveridge

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**APPROVAL OF EMPLOYMENT AGREEMENT WITH JENNIFER S. CALLAHAN,
BUSINESS ADMINISTRATOR/BOARD SECRETARY FOR THE PERIOD JULY 1,
2017 THROUGH JUNE 30, 2022**

Motion by: Mrs. Koziarski

Seconded by: Mr. Wojcik

Roll Call: All voted "Yes", except Kunkle voted "No"

Motion carried.

ASSISTANT SUPERINTENDENT – DR. CONNER

**PERMISSION TO CONDUCT APPROPRIATE IMMUNIZATION CLINICS DURING
2017-2018 SCHOOL YEAR**

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

PERSONNEL/SUPPLEMENTALS – MS. SHANK (Attachment 3-8)

Motion by: Mrs. Koziarski

Seconded by: Mrs. Woiewodski

Roll Call: All in Favor

Motion carried.

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

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

Mr. Wojcik stated that the JOC recently discussed the agreement between NWCTC and Forbes Road East to exchange students for different courses offered. He also added that students are working on a motorcycle.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Mrs. Beveridge reported that the WIU General Fund Budget was approved by the WIU Board. She discussed some major repairs planned for WIU facilities and Act 39 consideration.

Mrs. Beveridge announced the following WIU events:

- Champions of Arts K-12
- Anti-bullying seminar
- Bingo Bash, April 23, 2017, Rizzo's Restaurant
- WIU Golf Outing, June 3, 2017, Glen Gary, Latrobe

LEGISLATIVE REPORT – MRS. WOIEWODSKI

Mrs. Woiewodski reported the following:

- Governor Wolf's Proposal – State early retirement incentive
- PA House – Expansion of school choice credit project
- PA Pension Fund
- Federal discussion regarding cuts in public education and consideration for alternative education options
- Lobby group to scale Healthy Hunger Nutrition Standards

BUSINESS – MRS. CALLAHAN

APPROVAL OF BUDGETARY TRANSFERS (Attachment 3-9)

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

PERMISSION TO DISCARD OBSOLETE EQUIPMENT

Motion by: Mr. Wojcik

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**APPROVAL OF REQUEST TO ESTABLISH STUDENT ACTIVITY ACCOUNT:
QUIZ BOWL**

Motion by: Mrs. Woiewodski

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

**ACCEPTANCE OF MANAGEMENT'S DISCUSSION AND ANALYSIS FOR FISCAL
YEAR ENDED JUNE 30, 2016**

Mrs. Callahan stated that the details of the Management's Discussion and Analysis (MD&A) for fiscal year ended June 30, 2016 were reviewed at the agenda meeting. She explained that the MD&A is the written summary prepared each year as required by GASB to explain financial reports and accounting practices. The MD&A is incorporated into the audit report/official Financial Statements of the District.

Motion by: Mrs. Beveridge

Seconded by: Mrs. Woiewodski

Roll Call: All in Favor

Motion carried.

**ACCEPTANCE OF INDEPENDENT AUDIT REPORT OF HOSAK, SPECHT,
MUETZEL AND WOOD, LLP FOR FISCAL YEAR ENDED JUNE 30, 2016**

Mrs. Callahan stated that she provided a lengthy and in-depth review of the independent audit report for fiscal year ended June 30, 2016 as well as a detailed explanation of the financial statements and accounting of the District at the agenda meeting. She briefly summarized.

Mrs. Callahan reported that the District is required to have an independent audit each year to ensure that the Business Office is fairly and accurately accounting and reporting District finances, using proper internal controls, and adhering to GAAP.

The auditors are required to communicate information through the audit report and financial statements after completing the audit. These statements include government-wide reports and Fund financial statements such as the Balance Sheet, which shows assets, liabilities and Fund balances at June 30, 2016. Mrs. Callahan also explained the Statement of Revenue, Expenses and Changes in Fund Balance.

Mrs. Callahan stated she reviewed detailed variances between the General Fund Budget and actual figures as presented in the report. The variance between actual and budgeted revenue and expenditures was minimal. She added that the District General Fund Fund Balance was reduced by the amount budgeted and planned to use from the Fund Balance.

Mrs. Callahan stated the Audit Report also includes financial reports relating to Proprietary Funds such as Food Service Fund. She indicated that she discussed these figures last week. She added the report contains several pages of Notes to Financial Statements and Single Audit section relating to Federal Funds.

Mrs. Callahan stated the auditor's letters and Schedule of Findings are at the end of the document. The findings officially report that the District complied with all reporting and accounting requirements, there were no internal control deficiencies or weaknesses, no instances of non-compliance, and no audit findings or questioned costs.

Mrs. Callahan stated she was pleased to present this Audit Report and District Financial Statements and asks the Board to accept the reports as presented.

Motion by: Mrs. Beveridge

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

APPROVAL OF TRANSFER IN THE AMOUNT OF \$11,633 FROM GENERAL FUND TO FOOD SERVICE FUND

Mrs. Callahan stated that she provided a detailed explanation of the financial report of Food Service program operations for year ending June 30, 2016 at the agenda meeting. She discussed the calculation showing Revenue from Sales and Federal/State subsidies less expenditures for program operations (excluding accounting entries for depreciation and net pension liability). This resulted in a calculated loss of \$11,633. She also provided historical data demonstrating improvement over prior years.

Mrs. Callahan reviewed changes made over the past few years that are helping to improve the program:

- Increasing meal prices resulting in increased revenue
- Reduced labor costs through intense contract negotiations effective 2015-2016 which includes restructured positions, less hours, less benefits, lower pay increases and addition of chef position
- Addition of Chef Andrew Klipple has helped operations be more cost effective in purchasing, use of food and scratch cooking, resulting in better taste and menu items to increase participation, thus increasing revenue

Mrs. Callahan asked the Board to approve the transfer as presented.

Motion by: Mr. Kunkle

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

APPROVAL OF TRANSFER IN THE AMOUNT OF \$100,000 FROM GENERAL FUND TO CAPITAL RESERVE FUND

Motion by: Mrs. Woiewodski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

ADOPTION OF 2017-2018 WESTMORELAND INTERMEDIATE UNIT GENERAL OPERATING BUDGET (Attachment 3-10)

Motion by: Mrs. Woiewodski

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

COMMUNICATIONS

Members received items of communications in their packets.

REQUESTS FOR USE OF BUILDINGS (Attachment 3-11)

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 3-12)

Motion by: Mrs. Woiewodski

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

OTHER REMARKS

Mr. Kunkle stated that he would like to express for the record that he respects Mrs. Callahan and the work she performs and supports retaining her. He stated that he has some concerns with the contract items and was not ready to vote on it. Mr. Kunkle reiterated that he would like the record to state that he has concerns with some of the terms of the contract, but not the work that Mrs. Callahan performs.

Ms. Shank stated that she thought about the contract terms in relation to the hard work that Mrs. Callahan performs and the quality of work she accomplishes. She added that she believes it is due to Mrs Callahan’s capabilities that she was able to save the District \$2,000,000, which otherwise might not have been the case. Ms. Shank also indicated that looking at the WIU budget and salary comparisons, Mrs. Callahan’s contract terms are comparative with others based on her experience and the time and efforts she puts forth and the work that she performs for the District.

ADJOURNMENT

Mrs. Koziarski made a motion, seconded by Mr. Kunkle, that the Board adjourn the meeting at 8:47 PM.

Roll Call: All in Favor.

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew