

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
APRIL 10, 2018**

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 7:04 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. Jane A. Kinter, Mr. James D. Kunkle, Mrs. Gretchen Beveridge, Mr. Rick Kaczor, Mrs. Genia Koziarski, Mr. Christopher S. Wojcik and Ms. Tricia Shank. The following member was absent: Mrs. Pam Key. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Gregory Egnor, Director of Student Services, and Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary.

EXECUTIVE SESSION-

MARCH 20, 2018 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA

APRIL 10, 2018 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA

APRIL 17, 2018 – 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 April 17, 2018.

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

HIGH SCHOOL REPORT: MAKERSPACE – INFORMATION

FIRST READING OF ADOPTION OF POLICY 303.1 – NEPOTISM

Dr. Wagner explained the new Policy 303.1 – Nepotism.

Ms. Shank asked where all policies are located.

Dr. Wagner stated all policies are on the District website for anyone to read.

Mrs. Callahan explained the location of policies on the website and instructions for accessing.

APPROVAL OF NOTICE OF ADOPTION OF POLICIES, PROCEDURES AND USE OF FUNDS BY SCHOOL DISTRICT

PERMISSION FOR ANTHONY FACEMYRE TO CHAPERONE 16 HIGH SCHOOL STUDENTS ON OVERNIGHT TRIP: MUSEUMS, CONGRESS AND SUPREME COURT, WASHINGTON, DC, MAY 16-18, 2018

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

PERMISSION TO CONDUCT TITLE I SUMMER READING PROGRAM JULY 2018

APPROVAL OF AGREEMENT WITH ADELPHOI EDUCATION, INC. FOR EDUCATIONAL SERVICES FOR 2018-2019 SCHOOL YEAR

APPROVAL OF WESTMORELAND COUNTY STUDENT ASSISTANCE PROGRAM AGREEMENT FOR 2018-2019 SCHOOL YEAR

APPROVAL OF OUTREACH SERVICES CONTRACT AGREEMENT WITH THE WESTERN PENNSYLVANIA SCHOOL FOR BLIND CHILDREN FOR VISION SERVICES FOR PERIOD AUGUST 29, 2018 THROUGH JUNE 9, 2019

Dr. Egnor explained the need for services for visually impaired needs of students in the District.

APPROVAL OF AGREEMENT WITH WESTMORELAND CASEMANAGEMENT & SUPPORT, INC. FOR STUDENT ASSISTANCE PROGRAM FOR 2018-2019 SCHOOL YEAR

Dr. Egnor explained the WCSI Student Assistance Agreement for enhanced liaison model.

PERSONNEL - MS. SHANK

NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER REPORT – MR. WOJCIK/ DR. LINDERMAN

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Mrs. Beveridge reported on the following items:

- Audit Report
- Executive performance appraisal

BUSINESS – MRS. CALLAHAN:

APPROVAL OF BUDGETARY TRANSFERS

AWARD BIDS THROUGH WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING CONSORTIUM BOARD FOR GASOLINE AND DIESEL FUEL FOR 2018-2019 SCHOOL YEAR

AWARD BIDS THROUGH WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING CONSORTIUM BOARD FOR MULTI-PURPOSE PAPER FOR 2018-2019 SCHOOL YEAR

AWARD BIDS FOR PURCHASE OF JANITORIAL AND ATHLETIC SUPPLIES FOR 2018-2019 SCHOOL YEAR

APPROVAL OF LEASE AGREEMENT WITH MAILFINANCE, INC. FOR 60 MONTH TERM

APPROVAL OF EXPENDING \$190,000 COMMITTED FUND BALANCE FOR PSERS STABILIZATION FOR COST OF EMPLOYER CONTRIBUTION TO PSERS

Mrs. Callahan explained that the approved current 2017-2018 General Fund Budget included use of committed funds to help offset part of the PSERS employer contribution cost increase. Official board action is requested this month.

PROPOSED GENERAL FUND BUDGET 2018-2019 – INFORMATION

Mrs. Callahan stated that on March 27, 2018 the Board held a nearly three hour public meeting to review the 2018-2019 General Fund Budget draft information. At that time, the draft General Fund Operating Budget in the amount of \$30,590,122 was discussed in detail. The budget shows a deficit of \$88,272 and includes a Real Estate Tax increase of 2.8 mills. Mrs. Callahan stated that she is continuing to try to find ways to improve the Budget to reduce the deficit and tax

increase in order to bring a balanced proposed budget to the Board in May for consideration and a final budget in June. Mrs. Callahan indicated that she will again present the proposed budget along with changes at the Agenda meeting in May.

CAPITAL RESERVE FUND BUDGET 2018-2019 – INFORMATION

Mrs. Callahan stated that as discussed at the March 27th Board Meeting, a transfer has been recommended in the 2018-2019 budget from the General Fund using fund balance to the Capital Reserve Fund in the amount of \$300,000. These funds would be used to continue to make capital expenditures and maintain our facilities as best possible. A draft Capital Reserve Fund Budget 2018-2019 is presented this evening which includes a list of recommended capital expenditures totaling approximately \$133,500, leaving an estimated ending Capital Reserve Fund Balance in the approximate amount of \$775,000 at June 30, 2019.

Ms. Shank asked for an explanation of what is needed for tennis courts since there was more recent work performed.

Dr. Wagner explained that the work already performed sealed the existing cracks, but additional work is needed to maintain the surface for longer term.

Dr. Wagner added that there are still some large items not listed on the Capital Reserve Fund Budget but needed within long-range plans, including High School track, pool, boilers, paving and phones.

COMMENTS FROM THE PUBLIC

Courtney Kobelenske, 442 Violet Drive

- Fundraising basketball game to raise funds for Middle School special education program
- Commended Mrs. Lott as exceptional teacher
- Thanked Board for allowing fundraising events

ADJOURNMENT

Mr. Kunkle made a motion, seconded by Mrs. Koziarski, that the Board adjourn the meeting at 7:35 PM.

Roll Call: All in Favor

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
APRIL 17, 2018**

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 7:36 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. Jane A. Kinter, Mr. James D. Kunkle, Mrs. Gretchen Beveridge, Mr. Rick Kaczor, Mrs. Pam Key, Mrs. Genia Koziarski, Mr. Christopher S. Wojcik and Ms. Tricia Shank. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Gregory Egnor, Director of Student Services, Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary, and Mr. Lee Price, Solicitor.

EXECUTIVE SESSION

MARCH 20, 2018 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA

APRIL 10, 2018 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA

**APRIL 17, 2018 – 7:00 PM – 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 13, 2018

Regular Meeting – March 20, 2018

Budget Workshop – March 27, 2018

TREASURER'S REPORT – MARCH 2018 (Attachment 4-1)

SCHOOL LUNCH REPORT – MARCH 2018 (Attachment 4-2)

STUDENT ACTIVITY FUND REPORT – MARCH 2018 (Attachment 4-3)
NURSE’S REPORT – MARCH 2018 (Attachment 4-4)

Motion by: Mr. Kaczor

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:

Georgia Brothers, 8th Grade – Carson Scholar Award

NAMM Foundation – Recognized Burrell School District as one of best communities in nation for music education for 2nd consecutive year

HIGH SCHOOL REPORT: MAKERSPACE – INFORMATION

Dr. Boylan introduced Ron Zanella to present information on the High School Maker Space. Dr. Boylan thanked Mr. Zanella for his work and thanked the School Board for supporting the concept. Mr. Zanella introduced 10th grade students Heather Shultz and Madyson Radvansky who shared their experiences in the Makerspace.

Mr. Zanella discussed the development and implementation of the Makerspace including the transformation of the room and equipment as well as the instruction/position which allows him to work with teachers and support their projects. He discussed how the space integrates technology with course work and is used for learning to develop creativity and to make resources for instructors in many courses. Mr. Zanella reviewed various department courses and some of their projects. Additionally, he showed how students have been making projects for around the High School.

Ms. Shank stated she saw a presentation at ABC Create and our program/projects are exceptional because we have Mr. Zanella staffing the room and assisting teachers so they can use their creativity.

Dr. Wagner stated the Makerspace is part of our efforts to engage students through their passion. She indicated it inspires student’s problem solving, critical thinking and creativity which are vital skills that students need to be successful.

Mrs. Key added that it is wonderful for students to be learning through various channels.

APPROVAL OF WESTMORELAND COUNTY STUDENT ASSISTANCE PROGRAM AGREEMENT FOR 2018-2019 SCHOOL YEAR (Attachment 4-7)

Motion by: Mrs. Key

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

OUTREACH SERVICES CONTRACT AGREEMENT WITH THE WESTERN PENNSYLVANIA SCHOOL FOR BLIND CHILDREN FOR VISION SERVICES FOR PERIOD AUGUST 29, 2018 THROUGH JUNE 9, 2019 (Attachment 4-8)

Motion by: Mrs. Koziarski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

Mrs. Beveridge stated that art was done in braille and a picture was on display at BAM night.

AGREEMENT WITH WESTMORELAND CASEMANAGEMENT & SUPPORT, INC. FOR STUDENT ASSISTANCE PROGRAM FOR 2018-2019 SCHOOL YEAR (Attachment 4-9)

Motion by: Mrs. Koziarski

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

PERSONNEL – Ms. Shank (Attachment 4-10)

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER REPORT – MR. WOJCIK/DR. LINDERMAN

Members received a summary of the March 15, 2018 meeting. Mr. Wojcik reported that the next meeting will be held this Thursday.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Members received a summary of the March 27, 2018 meeting.

Mrs. Beveridge reported the following:

- WIU Budget 2018-2019
- Negotiations
- Enrollment numbers
- Recognition on how well Clairview handled situation

PSBA LIAISON LEGISLATIVE REPORT – MRS. KEY

Mrs. Key presented the PSBA Legislative Report:

- Principles for Governance and Leadership: requesting Board consider for adoption in May
- Advocacy Day-April 16, 2018
- SB2
- SB1095 Graduation Requirements
- 2018 State of Education Report At A Glance

BUSINESS – MRS. CALLAHAN:

APPROVAL OF BUDGETARY TRANSFERS (Attachment 4-11)

Motion by: Mrs. Key

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

AWARD BIDS THROUGH WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING CONSORTIUM BOARD FOR GASOLINE AND DIESEL FUEL FOR 2018-2019 SCHOOL YEAR (Attachment 4-12)

Motion by: Dr. Linderman

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 2018-2019 SCHOOL YEAR (Attachment 4-13)

Motion by: Mr. Wojcik

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

AWARD BIDS FOR PURCHASE OF JANITORIAL AND ATHLETIC SUPPLIES FOR 2018-2019 SCHOOL YEAR (Attachment 4-14)

Motion by: Mrs. Koziarski

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

APPROVAL OF LEASE AGREEMENT WITH MAILFINANCE, INC. FOR 60 MONTH TERM (Attachment 4-15)

Motion by: Dr. Linderman

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF EXPENDING \$190,000 COMMITTED FUND BALANCE FOR PSERS STABILIZATION FOR COST OF EMPLOYER CONTRIBUTIONS TO PSERS

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

PROPOSED GENERAL FUND BUDGET 2018-2019 – INFORMATION

Mrs. Callahan stated that she provided a detailed presentation of the 2018-2019 Proposed Final General Fund Budget at the public meeting - budget workshop held March 27, 2018. She stated that information was summarized at the Agenda meeting last week. She reported 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.

CAPITAL RESERVE FUND BUDGET 2018-2019 – INFORMATION

Mrs. Callahan stated that the draft Capital Reserve Budget for 2018-2019 was reviewed at the Agenda meeting and will be presented to the Board for approval in May or June.

COMMUNICATIONS

Members received items of communications in their packets and an invitation to National Honor Society induction on April 24, 2018.

REQUESTS FOR USE OF BUILDINGS (Attachment 4-16)

Motion by: Mr. Wojcik

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 4-17)

Motion by: Dr. Linderman

Seconded by: Mrs. Kinter

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 Mrs. Kinter, that the Board adjourn the meeting at 8:22 PM.

Roll Call: All in Favor

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew