

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
SEPTEMBER 12, 2017**

CALL TO ORDER

The Burrell School District Board of Directors Agenda Meeting was held in the High School Boardroom and called to order at 7:01 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, Mrs. Linda Woiewodski, Mrs. Genia Koziarski, Mrs. Pam Key and Ms. Tricia Shank. The following members were absent: Mrs. Deborah Kinosz and Mr. Christopher S. Wojcik. 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:

**SEPTEMBER 12, 2017 – IMMEDIATELY FOLLOWING AGENDA MEETING –
PERSONNEL AGENDA**

SEPTEMBER 19, 2017 – 7:00 PM – PERSONNEL AGENDA

Ms. Shank announced the Board's Executive Sessions.

The Board reviewed items scheduled for the regular meeting to be held on September 19, 2017.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

SUPERINTENDENT – DR. WAGNER

APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH LOWER BURRELL POLICE DEPARTMENT

Dr. Wagner explained the requirement to have the agreement with Lower Burrell Police Department. She indicated that Chief Weitzel has reviewed the agreement and is in agreement.

APPROVAL OF CROSSING GUARD AGREEMENT WITH CITY OF LOWER BURRELL EFFECTIVE 2017-2018 SCHOOL YEAR

Dr. Wagner discussed the crossing guard agreement and indicated that the City of Lower Burrell requested a rate increase. She stated that the District has been working with the City to come up with an agreement to recommend for Board consideration.

OTHER REMARKS

Dr. Wagner introduced Mr. Dave Ploskunak, Facilities Director, and Mrs. Carla Roland, High School Assistant Principal.

Ms. Shank congratulated and welcomed Mr. Ploskunak and Mrs. Roland.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR

APPROVAL OF AGREEMENT WITH ALLEGHENY INTERMEDIATE UNIT D/B/A WATERFRONT LEARNING SERVICES FOR CYBER EDUCATION PROGRAMS FOR 2017-2018 SCHOOL YEAR

Dr. Egnor explained the agreement and the needs served. He indicated that Allegheny Intermediate Unit Waterfront Learning cyber education programs will only be utilized if those courses are not available through Westmoreland Intermediate Unit eAcademy.

PERSONNEL – MS. SHANK (Attachment 9-1A)

Motion by: Mr. Kunkle

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

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

Dr. Wagner discussed Act 39 projects being prepared for building upgrades at NWCTC.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Mrs. Beveridge reported that various construction projects are in progress.

LEGISLATIVE REPORT – MRS. WOIEWODSKI

Mrs. Woiewodski reported that there is no Pennsylvania state budget yet.

BUSINESS – MRS. CALLAHAN

**APPOINT KEYTEX ENERGY AS ELECTRICITY CONSULTANT AND
AUTHORIZE BUSINESS ADMINISTRATOR/BOARD SECRETARY TO EXECUTE
ELECTRICITY CONTRACTS ON BEHALF OF BURRELL SCHOOL DISTRICT
AND DISCONTINUE ELECTRICITY CONSULTANT SERVICES OF ONDEMAND
ENERGY SOLUTIONS**

Mrs. Callahan stated that the District has used OnDemand as an electricity supply consultant since 2010 and is currently recommending that the District move to Keytex Energy as consultant. She explained that the District has worked with Keytex Energy as consultant for natural gas purchasing since 2014. She indicated that Keytex is very active with Westmoreland County school districts and they provide electricity consulting services to almost all school districts in the county. She stated they are very hands-on with their accounts in order to get the best rates possible. There is currently an opportunity to lock in rates lower than the prior agreement. Mrs. Callahan recommends the Board appoint Keytex Energy as electricity supply consultant this month to begin work on contracts.

**SCHOOL NUTRITION PROGRAM ADMINISTRATIVE REVIEW –
INFORMATION**

Mrs. Callahan reported that during the 2016-2017 fiscal year the District received an Administrative Review of Food Service operations as required because we participate in National School Lunch and Breakfast Programs. The Review is performed by Pennsylvania Department of Education. She explained the Review (or “audit”) is very extensive and involves many pieces of documentation to ensure that the District is meeting state and federal requirements.

In addition to submitting documentation and evidence, it also involved a one day on-site evaluation. Items reviewed included menus, production records, nutrient analysis, free and reduced application processing, claim reporting and meal counts, staff training, HACCP, etc.

Since the District's Food Service Director was on leave most the school year, including during the audit prep work and review, Mrs. Callahan worked very closely on the audit with part-time Food Service consultant, Eileen Watkins. Mrs. Watkin's experience and knowledge were instrumental in helping the District meet most of the expected requirements.

Mrs. Callahan stated the letter and review summary indicate two non-financial findings. The two procedural findings required corrective action to explain how they will be resolved moving forward. The corrective actions were completed and submitted to the state. PDE has confirmed that the corrective actions are satisfactory.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

Mrs. Woiewodski made a motion, seconded by Mrs. Key, that the Board adjourn the meeting at 7:27 PM.

Roll Call: All in Favor.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
SEPTEMBER 19, 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 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, 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: Dr. Rachel Linderman and Mrs. Linda Woiewodski. 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:

**SEPTEMBER 12, 2017 – IMMEDIATELY FOLLOWING AGENDA MEETING –
PERSONNEL AGENDA**

SEPTEMBER 19, 2017 – 7:00 PM – PERSONNEL AGENDA

Ms. Shank announced the Board's Executive Sessions.

APPROVAL OF MINUTES:

Agenda Meeting – August 8, 2017

Regular Meeting – August 15, 2017

TREASURER'S REPORT – AUGUST 2017 (Attachment 9-1)

SCHOOL LUNCH REPORT – AUGUST 2017 (Attachment 9-2)

STUDENT ACTIVITY FUND REPORTS – AUGUST 2017 (Attachment 9-3)

NURSES' REPORT – AUGUST 2017 – No report given

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

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

Kurt Kiefer, CTC Director – Commendation from House of Representatives for using NOCTI scores in place of Keystone Test

Bon Air Staff – Title I Summer Reading Camp

Heritage Hospice, Tami Kelly – Thank you for sending counselors for two days to meet with staff after the loss of Mrs. Sharon Ciferno

ACCEPTANCE OF DONATION OF \$500 IN THE NAME OF ANDY GRATZMILLER FOR SPECIAL EDUCATION AT HUSTON MIDDLE SCHOOL

Motion by: Mrs. Koziarski

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

ACCEPTANCE OF DONATION OF OFFICE SUPPLIES FROM SIEMENS INDUSTRY, INC.

Motion by: Mrs. Beveridge

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH LOWER BURRELL POLICE DEPARTMENT

Motion by: Mrs. Key

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

PERSONNEL – MS. SHANK (Attachment 9-5)

Motion by: Mr. Wojcik

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

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

Members received a summary of the August 17, 2017 minutes in their packets. Mr. Wojcik also reported the following:

- NWCTC enrollment has increased
- Mr. Kurt Kiefer received Director of the Year award by CTC organization.

Dr. Wagner reported on the current balance of prior Act 39 projects.

General discussion ensued regarding upgrading the current facility.

Mr. Kunkle reported that PSBA published an article stating enrollment has increased in CTC's. He stated that he believes in the CTC program and supporting the opportunities they provide to students to be career ready.

Dr. Wagner stated that she agrees the CTC program is an important educational program for our students.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Members received a summary of the August 22, 2017 minutes in their packets. Mrs. Beveridge summarized the installation projects in progress at the WIU.

LEGISLATIVE REPORT – MRS. WOIEWODSKI

No report given.

BUSINESS – MRS. CALLAHAN

PERMISSION TO PARTICIPATE IN WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING CONSORTIUM BIDS FOR PAPER AND DIESEL FUEL/GASOLINE FOR 2018-2019 SCHOOL YEAR, AUTHORIZATION FOR CONSORTIUM TO ACT AS DISTRICT’S AGENT DURING BID PROCESS, AND AUTHORIZATION FOR DISTRICT’S REPRESENTATIVE TO CONSORTIUM TO ACT ON BEHALF OF DISTRICT (Attachment 9-6)

Motion by: Mrs. Beveridge

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

PERMISSION TO ADVERTISE JOINTLY AS A MEMBER OF THE WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING BOARD FOR THE PURCHASE OF THE FOLLOWING SUPPLIES FOR THE 2018-2019 SCHOOL YEAR: MULTI-PURPOSE PAPER AND UNLEADED GASOLINE/DIESEL FUEL (Attachment 9-7)

Motion by: Mr. Wojcik

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

PERMISSION TO ADVERTISE FOR BIDS FOR JANITORIAL AND ATHLETIC SUPPLIES FOR THE 2018-2019 SCHOOL YEAR

Motion by: Mr. Wojcik

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

APPOINT KEYTEX ENERGY AS ELECTRICITY CONSULTANT AND AUTHORIZE BUSINESS ADMINISTRATOR/BOARD SECRETARY TO EXECUTE ELECTRICITY CONTRACTS ON BEHALF OF BURRELL SCHOOL DISTRICT AND DISCONTINUE ELECTRICITY CONSULTANT SERVICES OF ONDEMAND ENERGY SOLUTIONS

Motion by: Mrs. Kinosz

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

SCHOOL NUTRITION PROGRAM ADMINISTRATIVE REVIEW – INFORMATION

Mrs. Callahan stated that she summarized the School Nutrition Program Administrative Review process, report and corrective action documents at last week’s agenda meeting.

APPROVAL OF PSBA ELECTION VOTING FOR THE FOLLOWING CANDIDATES AS PSBA OFFICERS/TRUSTEES: PRESIDENT-ELECT: DAVID HUTCHINSON; VICE PRESIDENT: GARY MICHAEL SMEDLEY; TREASURER: MIKE GOSSERT; WESTERN AT LARGE: DANIEL O’KEEFE; PSBA INSURANCE TRUST TRUSTEES: MICHAEL FACCINETTO AND MARIANNE L. NEEL

Motion by: Mrs. Kinosz

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

APPROVAL OF CHANGE ORDER RAV-1 FOR HIGH SCHOOL PARTIAL PAVING PROJECT IN AMOUNT OF DEDUCT OF (\$18,360.00) TO DERRY CONSTRUCTION CO. FOR UNUSED FIELD QUANTITY ALLOWANCES

Motion by: Mr. Wojcik

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

COMMUNICATIONS

Board members received items of communication in their packets.

REQUESTS FOR USE OF BUILDINGS (Attachment 9-8)

Motion by: Mrs. Key

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 9-9)

Motion by: Mr. Kunkle

Seconded by: Mrs. Key

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. Key, that the Board adjourn the meeting at 8:02 PM.

Roll Call: All in Favor.

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew