

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
OCTOBER 8, 2019**

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 7:06 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 V. Beveridge, Mr. Rick Kaczor, Mrs. Pam Key, Mr. Christopher S. Wojcik and Ms. Tricia Shank. The following member was absent: Mrs. Genia Koziarski. 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

**OCTOBER 8, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
OCTOBER 15, 2019 – 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 October 15, 2019.

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 Dr. John Boylan and Mrs. Carla Roland for positive media coverage on Stop the Bleed training at the High School from Tribune Review and WTAE TV.

ENROLLMENT REPORT – INFORMATION

Dr. Wagner reported the October 1, 2019 District enrollment of 1,807 which is maintaining enrollment numbers in relation to recent years. She discussed trends including smaller classes in lower elementary and enrollment remaining in the 1800's since 2017-2018.

ADOPTION OF POLICY 113.2 – BEHAVIOR SUPPORT

Dr. Wagner stated Policies 113.2, 113.3 and 113.4 were presented last month. She indicated that Dr. Egnor discussed last month that the policy changes include changes in the law.

ADOPTION OF POLICY 113.3 – SCREENING AND EVALUATIONS FOR STUDENTS WITH DISABILITIES

ADOPTION OF POLICY 113.4 – CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT INFORMATION

FIRST READING OF REVISION TO POLICY 113.1 – DISCIPLINE OF STUDENTS WITH DISABILITIES

Dr. Wagner asked Dr. Egnor to explain the revisions to Policy 113.1.

Dr. Egnor stated this is an update of the previous policy from 1999 which includes changes in law to be compliant with Individuals with Disability Education Act (IDEA) law.

Mrs. Beverage asked when the Compliance Monitoring audit takes place.

Dr. Egnor announced the audit is December 3-5, 2019.

APPROVAL OF CONTRACT FOR PROFESSIONAL DEVELOPMENT SERVICES WITH GREAT MINDS LLC FOR STAFF DEVELOPMENT

Dr. Wagner explained that this professional development is associated with the new math curriculum approved for 2019-2020.

APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH LOWER BURRELL POLICE DEPARTMENT

Dr. Wagner explained that the state requires Memorandum of Understanding with local police and the District uses state provided language. It is part of Safe Schools reporting requirement.

COMPREHENSIVE PLAN – INFORMATION

Dr. Wagner shared the Comprehensive Plan with Board members. She explained that the state has changed Plan requirements. She stated the Comprehensive Plan is provided for Board information because it must be posted for public review for 28 days prior to Board approval. She stated the five parts of the Plan include Safe and Supportive Schools, Professional Education, Induction and Assurances for Safe and Supportive Schools and Special Education. Dr. Wagner reviewed the document and explained the contents. The Special Education Plan was approved in May. This portion of the Comprehensive Plan will be approved by the Board in November.

Additionally, Dr. Wagner reported the state now requires that the District have the entire plan completed by March 30, 2020. She stated the template for the full plan will not be ready by the state until January. She indicated the plan is to complete the template when it becomes available for Board approval prior to the due date.

Ms. Shank asked if Dr. Wagner prepared the entire document.

Dr. Wagner explained that the comprehensive planning committee and administrators have been working on the contents over time.

Dr. Wagner stated two of the main things are communication improvement and making sure people understand who we are and what we do. Dr. Wagner reported a lot of conversation with the comprehensive planning committee about what we will do differently to improve going forward.

Ms. Shank stated it is a considerable document which takes a lot of work.

Dr. Wagner stated everyone contributes so it is a team effort.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

APPROVAL OF ATHLETIC TRIPS AND FIELD TRIPS FOR 2019-2020

APPROVAL OF REVISED AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR ESL SERVICES FOR 2019-2020 SCHOOL YEAR

Dr. Egnor stated that there were changes since the prior ESL agreement was approved in August. He stated this agreement reflects changes in student needs.

APPROVAL OF AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR USE OF FUNDS IDEA-B FOR 2019-2020 SCHOOL YEAR

Dr. Egnor stated this agreement allows WIU to transfer funds to the District to use as required.

**APPROVAL OF AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT
FOR USE OF FUNDS IDEA-619 FOR 2019-2020 SCHOOL YEAR**

Dr. Egnor stated these funding amounts vary per year and this agreement outlines how we can use the funds. He stated the funds are used for kindergarten special education manipulatives and supplies each year.

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

Mr. Wojcik reported there is a meeting this Thursday.

PERSONNEL – MS. SHANK

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

PSBA LIAISON REPORT – MRS. KEY

BUSINESS – MRS. CALLAHAN:

APPROVAL OF BUDGETARY TRANSFERS

PERMISSION TO DISCARD OBSOLETE EQUIPMENT

Mrs. Callahan stated the items listed for discard are in accordance with Board policy regarding disposition.

Mrs. Beveridge asked if the District has replaced all of items listed.

Mrs. Callahan replied yes, most of the items have been replaced over time.

Ms. Shank asked if the District is on a cycle for replacing obsolete equipment.

Dr. Wagner replied yes.

Mr. Kaczor asked if items are offered to students for use before disposing.

Dr. Wagner stated they are not because the equipment is obsolete/not usable.

Ms. Speer, Technology Director, added that we reuse and keep using items until unusable.

Ms. Shank asked where does the discarded equipment go.

Ms. Speer stated we use a vendor to remove items properly and they provide a Certificate of Destruction. She added that there are so many items because we store them and dispose of large quantities at a time to reduce cost.

PERMISSION TO PARTICIPATE IN WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING CONSORTIUM BIDS FOR PAPER AND DIESEL FUEL/GASOLINE FOR 2020-2021 SCHOOL YEAR, AUTHORIZATION FOR CONSORTIUM TO ACT AS DISTRICT'S AGENT DURING BID PROCESS, AND AUTHORIZATION FOR JENNIFER S. CALLAHAN, DISTRICT'S REPRESENTATIVE TO CONSORTIUM, TO ACT ON BEHALF OF DISTRICT

PERMISSION TO ADVERTISE JOINTLY AS A MEMBER OF THE WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING BOARD FOR THE PURCHASE OF THE FOLLOWING SUPPLIES FOR 2020-2021 SCHOOL YEAR: MULTI-PURPOSE PAPER AND UNLEADED GASOLINE/DIESEL FUEL

PERMISSION TO ADVERTISE FOR BIDS FOR JANITORIAL AND ATHLETIC SUPPLIES FOR 2020-2021 SCHOOL YEAR

APPROVAL OF COMMERCIAL SERVICE AGREEMENTS WITH SHANK WASTE SERVICE, INC. FOR WASTE REMOVAL EFFECTIVE FEBRUARY 3, 2020 THROUGH FEBRUARY 2, 2025

Mrs. Callahan stated that Mr. Ploskunak, Facilities Director, has been soliciting and negotiating pricing for waste disposal service and the proposed agreements for service are approximately \$340 less per month than current rates.

Mr. Kaczor asked if pricing is based on paper or size of dumpsters because it is important that pricing comparisons are consistent.

Mr. Ploskunak stated every vendor he has talked to has done a walkthrough and pricing is comparable.

COMMUNICATIONS

REQUESTS FOR USE OF BUILDINGS

PAYMENT OF BILLS

COMMENTS FROM THE PUBLIC

Emma Kobelenske, 442 Violet Drive

- Senior at Burrell High School
- Starting new program at Burrell
- Positive Peach Packages-inspirational quotes/items for new or lonely students that need positive encouragement
- Started Facebook page where teachers, parents, friends can request to assist
- Trying to keep it easy
- Hoping it will catch on and others will continue the program
- Already raised \$470 in donations

Ms. Shank asked what the District can do to help with the program.

Ms. Kobelenske replied something will be typed up to give to staff so that they are aware and learn how they can participate and help.

Courtney Kobelenske, 442 Violet Drive

- Emma's mom
- Peach program is more adult based
- Emma is working on the student aspect
- Someone is designated at each school to "deliver" items at the school so no addresses or shipping needed.

Mrs. Key stated that this is so important because as new kids come to school, it can be difficult and the student may not feel welcome, so a program like this could help.

Ms. Shank asked that they get flyer to the Superintendent to be sure the Board gets it.

ADJOURNMENT

Mr. Kunkle made a motion, seconded by Mrs. Kinter, that the Board adjourn the meeting at 7:37 PM.

Roll Call: All in Favor.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
OCTOBER 15, 2019**

CALL TO ORDER

The Burrell School District Board of Directors meeting was held in the High School Board Room and called to order at 7:34 PM by Mr. Anthony Giglio, Solicitor.

APPOINT GRETCHEN BEVERIDGE AS TEMPORARY PRESIDENT

Mrs. Key made a motion, seconded by Mrs. Kinter, to appoint Mrs. Gretchen Beveridge as Temporary President for October 15, 2019.

Roll Call: All in Favor

Motion carried.

PLEDGE OF ALLEGIANCE

Mrs. Beveridge 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 V. Beveridge, Mr. Rick Kaczor, Mrs. Pam Key and Mr. Christopher S. Wojcik. The following members were absent: Mrs. Genia Koziarski 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. Anthony Giglio, Solicitor.

EXECUTIVE SESSION-

**OCTOBER 8, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
OCTOBER 15, 2019 – 7:00 PM – PERSONNEL AGENDA, PERSONNEL AND
CONFIDENTIAL STUDENT MATTERS**

Mrs. Beveridge announced the Board's Executive Sessions.

APPROVAL OF MINUTES

Agenda Meeting – September 10, 2019

Regular Meeting – September 17, 2019

TREASURER’S REPORT (Attachment 10-1)
FOOD SERVICE FUND REPORT (Attachment 10-2)
STUDENT ACTIVITY FUND REPORTS (Attachment 10-3)
NURSE’S REPORT (Attachment 10-4)

Motion by: Mr. Wojcik

Seconded by: Mr. Kaczor

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

ADMINISTRATION – DR. WAGNER:

STUDENT/STAFF RECOGNITION

Dr. Wagner recognized the following:

Middle School Treat Trolley – Visited Penn State New Kensington to share their program while building and strengthening vocational and communication skills

Social Emotional Learning – Mrs. Koziarski recognized Mrs. McKallip for practicing SEL before the program was introduced and other great teachers in the District who love and support our students

Dick’s Sporting Goods Sports Matters Grant – Awarded \$20,000 grant for girls’ athletics

- Hanna Koziarski and Sara Novak represented Burrell School District and participated in activities with Carrie Underwood, followed by attending concert
- Sara was homecoming queen and gave up the dance to attend
- Mr. D’Angelo suggested ideas to spend funding on caps along fence at softball field, new/additional Volleyball standard set

ENROLLMENT REPORT – INFORMATION (Attachment 10-5)

Dr. Wagner reported enrollment of 1,807 from the October 1, 2019 report. She stated that enrollment is maintaining from the prior school year.

APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH LOWER BURRELL POLICE DEPARTMENT

Motion by: Mr. Kaczor

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

COMPREHENSIVE PLAN – INFORMATION

Dr. Wagner stated she shared the public review of the Comprehensive Plan with Board members at last week’s Agenda meeting. She indicated the Plan will be posted for public review for 28 days prior to Board approval in November.

DICK’S SPORTING GOODS FOUNDATION SPORTS MATTER PROGRAM – INFORMATION

Dr. Wagner announced the District was awarded Dick’s Sporting Goods Foundation Sports Matter Program in the amount of \$20,000 to be used for girls’ athletics. Dr. Wagner stated she is grateful for the grant award and the experience for the girls.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

APPROVAL OF ATHLETIC TRIPS AND FIELD TRIPS FOR 2019-2020

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

APPROVAL OF REVISED AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR ESL SERVICES FOR 2019-2020 SCHOOL YEAR

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

APPROVAL OF AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR USE OF FUNDS IDEA-B FOR 2019-2020 SCHOOL YEAR (Attachment 10-10)

Motion by: Mr. Kaczor

Seconded by: Mr. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR USE OF FUNDS IDEA-619 FOR 2019-2020 SCHOOL YEAR (Attachment 10-11)

Motion by: Mr. Wojcik

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

Dr. Egnor announced the Family Engagement Seminar-Parenting a Teen in 2019 will be held in Burrell High School auditorium on October 24, 2019.

PERSONNEL – MS. SHANK (Attachment 10-12)

Motion by: Mr. Kaczor

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

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

Members received a summary of the October 10, 2019 meeting. Mr. Wojcik also reported the following:

- Dinner meeting prepared by culinary students: Flank steak, chicken, potatoes, zucchini, salad
- Fire loop/hydrants project completed
- Roof project completed
- Enrollment slightly increased
- Advisory Committee members pleased with students and their training at CTC

Mrs. Key stated that her son started NWCTC this year and he absolutely loves the program.

Dr. Linderman reported that at the advisory committee meetings, you can see that many community members are committed to the CTC.

Mrs. Beveridge asked how many Burrell students attend NWCTC.

Dr. Wagner reported approximately 90.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Members received a summary of the September 24, 2019 meeting. Mrs. Beveridge stated WIU, IU1 and ARIN IU were invited to attend Pennsylvania Special Education funding meeting and reported the following:

- Invited to provide feedback on Special Education funding distribution method
- Formulas should still apply as more students are enrolled in Special Education and school districts are required to spend more on Special Education
- Make sure money still goes to greatest needs – students
- Commission task to review formula
- In summary, big topic is making sure schools get funded properly for students

PSBA LIAISON REPORT – MRS. KEY

Mrs. Key reported the following:

- Special Education Funding: Concluded public hearings; PSBA testimony; Report due out November 30
- PSBA 2020 legislative platform
- Advisory committee releasing study on secondary school start times
- Science standards alignment and review
- Omnibus CTE package to government: HB 265

BUSINESS – MRS. CALLAHAN:

APPROVAL OF BUDGETARY TRANSFERS (Attachment 10-13)

Motion by: Mrs. Kinter

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

PERMISSION TO DISCARD OBSOLETE EQUIPMENT

Motion by: Mr. Kaczor

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

PERMISSION TO PARTICIPATE IN WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING CONSORTIUM BIDS FOR PAPER AND DIESEL FUEL/GASOLINE FOR 2020-2021 SCHOOL YEAR, AUTHORIZATION FOR CONSORTIUM TO ACT AS DISTRICT'S AGENT DURING BID PROCESS, AND AUTHORIZATION FOR JENNIFER S. CALLAHAN, DISTRICT'S REPRESENTATIVE TO CONSORTIUM, TO ACT ON BEHALF OF DISTRICT

Motion by: Mr. Kaczor

Seconded by: Mrs. Kinter

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 2020-2021 SCHOOL YEAR: MULTI-PURPOSE PAPER AND UNLEADED GASOLINE/DIESEL FUEL

Motion by: Mr. Kaczor

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

PERMISSION TO ADVERTISE FOR BIDS FOR JANITORIAL AND ATHLETIC SUPPLIES FOR 2020-2021 SCHOOL YEAR

Motion by: Dr. Linderman

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF COMMERCIAL SERVICE AGREEMENTS WITH SHANK WASTE SERVICE, INC. FOR WASTE REMOVAL EFFECTIVE FEBRUARY 3, 2020 THROUGH FEBRUARY 2, 2025 (Attachment 10-14)

Motion by: Mrs. Key

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

COMMUNICATIONS

No communications.

REQUESTS FOR USE OF BUILDINGS (Attachment 10-15)

Motion by: Dr. Linderman

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 10-16)

Motion by: Mr. Kaczor

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

COMMENTS FROM THE PUBLIC

No comments from the public.

Mr. Kaczor asked if there is any information from the architects.

Dr. Wagner replied that Mr. Dometakis stated they should have solid information in November so no need for special meeting in December.

ADJOURNMENT

Mr. Kunkle made a motion, seconded by Mrs. Kinter, that the meeting be adjourned at 8:03 PM.

Roll Call: All in Favor.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew