

**BURRELL SCHOOL DISTRICT  
AGENDA MEETING MINUTES  
NOVEMBER 12, 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 7:10 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 (in at 7:12 PM), Mr. Rick Kaczor, Mrs. Genia Koziarski, Mr. Christopher S. Wojcik (in at 7:20 PM) and Ms. Tricia Shank. The following members were absent: Mrs. Jane A. Kinter and 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-**

**NOVEMBER 12, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL  
AGENDA**

**NOVEMBER 19, 2019 – 7:00 PM – PERSONNEL AGENDA**

Ms. Shank announced the Board's Executive Sessions.

**REVIEW OF AGENDA ITEMS**

The Board reviewed items scheduled for the regular meeting to be held on November 19, 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**

#### **APPROVAL OF REVISION TO POLICY 113.1 – DISCIPLINE OF STUDENTS WITH DISABILITIES**

Dr. Wagner explained the revisions to Policy 113.1-Discipline of Students with Disabilities.

#### **HIGH INTENSITY INTERVAL TRAINING (HIIT) PROGRAM STUDY – INFORMATION**

Dr. Wagner provided information from a Troy University graduate student who is requesting to do a study on students with the Middle School physical education department from January-March 2020. Parents would give permission if interested.

#### **APPROVAL OF COMPREHENSIVE PLAN**

Dr. Wagner stated that there has been one revision to the Plan regarding the foreign language program. She stated the Board will be asked to approve the Comprehensive Plan next week.

#### **DISTRICT OPERATIONAL PLAN 2019-2020 – INFORMATION**

Dr. Wagner provided the Operational Plan for Board members to review. The Operational Plan includes action plans/goals of the administrative team for the year such as Social Emotional Learning, Professional Learning Community, Google training, technology, facilities, etc. She asked Board members to review the Plan and let her know if they have questions.

#### **CAPITAL IMPROVEMENTS: HIGH SCHOOL TRACK REPLACEMENT AND STADIUM IMPROVEMENTS – INFORMATION**

Dr. Wagner stated the Architects provided additional information regarding the track and stadium project. She reviewed a representation of the track and field and explained some of the bid spec items and alternates. She also stated the base bid includes artificial turf and is currently estimated at \$1,917,000. An alternate bid includes deleting artificial turf and repairing grass at a deduction estimate of \$550,000. She reviewed the list of other alternates including drainage between track/bleachers, graphics at end zones, shades of green on field, fence along the slope, fence around track, replacement of ramp, and replacement of stairs. Dr. Wagner pointed out the alternate for the fence around the track is a different set up than currently exists and makes a smaller space in front of concession stand.

Mr. Kaczor asked if spacing near concession stand changes if the steps are done.

Dr. Wagner explained the alternate and the changes to replace the ramp.

Ms. Shank asked if ramp replacement is required for ADA.

Dr. Wagner replied the architect says no because we have other access for handicap.

Discussion ensued about the drainage under the bleachers. Mr. Ploskunak, Facilities Director, indicated he will be able to see details once specs are in hand.

Mr. Kaczor asked if alternates could be done at a later date.

Dr. Wagner stated some could and some could not. She added that they would need to be bid again in that scenario based on cost estimates.

Dr. Wagner discussed fencing and pointed out that the cost estimate includes replacing entire fence.

Mr. Kaczor ask if the public can still use track.

Dr. Wagner replied yes, because the gates will not be locked except during sporting events.

Mr. Kaczor asked if kids will be permitted to congregate beyond current location. He stated he doesn't see it as a problem since it is them socializing.

Dr. Wagner indicated that the other side is blocked off space for ambulance/emergency service. She stated that the overall space will be smaller. She added that the District gets many complaints about that area because of kids playing there and because of crowding for the concession stand.

Ms. Shank stated there is also space on other side of field.

Dr. Wagner stated that biggest issue is the drainage.

Mrs. Koziarski asked what is the next step.

Dr. Wagner stated the architect will be here next week to answer any questions. Board members will be asked to vote to advertise for bids. When bids are received, the Board can decide on the project and/or alternates by approving the bid.

Mr. Kaczor asked if we should consider moving forward with attempting to get grants at this time.

Mrs. Callahan responded the NFL Grassroots grant application is not yet available for 2020, but we will continue to monitor to see if it's an option.

Mr. Kaczor asked what about the soccer grant.

Mrs. Callahan responded that previous research on that soccer grant indicated requirement that the field be primarily used for soccer, and the District was not sure that applied.

Mrs. Callahan said she will pull grant information and report back to Board members next week.

Dr. Wagner asked Mrs. Callahan to provide financial summary regarding the project.

Mrs. Callahan stated she provided updated charts regarding funding the costs of the project. The Capital Improvement-Funding estimates worksheet shows updated information. She reported the Bond Refunding closing proceeds of \$933,646 are the actual amount of savings the District obtained after the bond closing on November 6, 2019. This is a greater amount than original estimates. Mrs. Callahan explained that the chart shows the actual Capital Reserve Fund balance at October 31, 2019 of \$509,091, plus the \$1,469,000 transfer from General Fund to Capital Reserve Fund that the Board will be asked to approve this month. She stated there is still an outstanding balance of approximately \$45,000 on the Bon Air softball field project, which leaves approximately \$1,933,000 available in Capital Reserve Fund. She explained that combining that with the Capital Project Fund bond savings amount of \$933,646 results in about \$2,867,000 available to spend only on capital expenditures without issuing any debt, without raising taxes, and without adding expenditures to the General Fund budget. Mrs. Callahan stated that if you assume the most recent estimates provided by the architects for the base project including artificial turf at \$1,917,000, it leaves approximately \$950,000 in Capital Reserve Fund for other capital needs. She also added as a point of information, the District's Capital Reserve Fund balance has had an average balance of about \$716,000 over the past 3 years, and \$826,000 over the past 5 years, so this a typical balance for our District to maintain.

Mrs. Callahan provided an updated summary of project estimates and data that includes cost of maintaining artificial turf as compared to grass turf. These figures came directly from the architects and indicates that maintaining artificial turf costs about 590,000 less than maintaining natural grass over a 10-year period.

Dr. Wagner stated that a problem came up at the softball field project and the Architects will explain it next week and look at options.

Mr. Kaczor asked if it will be an additional expense to the District.

Dr. Wagner stated yes, most likely. It was an unexpected issue and more information will be provided next week or later on.

**PERMISSION TO ADVERTISE FOR BIDS FOR THE FOLLOWING PROJECT:  
TRACK AND STADIUM IMPROVEMENTS – INCLUDING OPTIONS FOR  
SYNTHETIC TURF AND NATURAL GRASS TURF**

**PERMISSION TO EXTEND ENROLLMENT OF TWO NONRESIDENT STUDENTS  
TUITION-FREE THROUGH DECEMBER 31, 2019, PENDING CONTRACTED  
PURCHASE OF HOME**

Dr. Wagner explained that the parent is purchasing a home and the delay is due to the property survey. They are requesting further extensions from Board policy through December 31, 2019.

Mr. Wojcik stated it seems the family is making their best effort to get moved into the District.

Dr. Wagner stated yes and they hope to be in by early December.

**DIRECTOR OF STUDENT SERVICES – DR. EGNOR:**

**APPROVAL OF SUBSTANCE ABUSE SERVICES AGREEMENT WITH  
SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC. FOR 2019-2020  
SCHOOL YEAR**

Dr. Egnor explained the agreement as case management for drug/alcohol cases.

**PERSONNEL – MS. SHANK**

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

Mr. Wojcik reported there is no meeting this month.

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

Mrs. Beveridge stated a summary of the October 22, 2019 meeting is in Board member packets.

**BUSINESS – MRS. CALLAHAN:**

**APPROVAL OF BUDGETARY TRANSFERS**

**APPROVAL OF DONATION TO FIRE COMPANIES**

Mrs. Callahan stated Board members will be asked to approve the annual donation to the three local fire companies at \$200 each.

## **APPROVAL OF DONATION TO PUBLIC LIBRARY**

Mrs. Callahan stated Board members will be asked to approve the annual donation to Peoples Public Library in the amount of \$400.

## **ANNUAL FINANCIAL REPORT (AFR) 2018-2019 – INFORMATION**

Mrs. Callahan explained the Annual Financial Report (referred to as AFR) is the summary of District financial information required to be submitted to the state each October for the prior fiscal year. She briefly highlighted the AFR data for Board members. She reviewed the Balance Sheet of the Governmental Funds showing assets, liabilities and fund balances of General Fund, Capital Reserve Fund and Capital Projects Fund and the Ending Fund Balances. She reported that the General Fund committed fund balance at June 30, 2019 of \$960,000 is made up mostly of funds the Board committed for PSERS stabilization and a small portion for Real Estate Tax Appeals. This number is much lower than prior year because in the spring, the Board adopted a resolution to reduce the committed funds by \$769,000 so that those funds could be transferred to the Capital Reserve fund. She stated the Unassigned Fund Balance reported is \$3,646,936, which is higher than recent years because it includes the \$769,000 mentioned above. Mrs. Callahan stated the 2019-2020 fiscal year budget calls to use \$1,469,000 from the Fund Balance to transfer to the Capital Reserve Fund as previously discussed. After that and other use of fund balance for technology, the estimated ending fund balance for 2019-2020 is less than \$2M, which is about 6% of total expenditures, an appropriate fiscally responsible amount for a district our size to have in reserves.

Mrs. Callahan reported the Capital Reserve Fund balance at June 30, 2019 of \$753,000. She explained the Statement of Revenue, Expenditures and Changes in Fund Balance reports shows the actual Revenues and Expenditures for the fiscal year. She indicated the AFR report shows total revenue of \$29,870,674, which is about 1% greater than budgeted. The variance is Real Estate Tax, EIT Tax, and interest income and retirement reimbursement received over budget, as well as Safe Schools Grant funds not budgeted.

Mrs. Callahan stated total Expenditures and Transfers out show \$30,121,755, which is about 1% less than budgeted. The expenditure difference is mostly due to not using the budgetary reserve expenditure of \$200,000. Other variances include salaries/benefits of special ed staff less than budgeted due to retirements/resignations and teachers moving positions after the budget was approved. She added the facilities department had several retirement/resignations that were unknown at budget time, resulting in less expenditures in that area, and our facilities utility cost for energy (electric) was less than budgeted. She also stated that offsetting some of these lower costs were our Special Ed costs - tuition for students in placement and services for students in our buildings were much higher than anticipated.

Mrs. Callahan reviewed the required reports for the Proprietary Funds, which is the District's Food Service program. She explained the Food Service operating revenue of \$378,980, plus non-operating Revenue of \$500,905, as well as operating expenditures reported of \$740,703,

resulting in income of about \$140,000. Mrs. Callahan explained this report is required to include net pension liability and depreciation. Mrs. Callahan also reported revenue received as compared to expenditures actually paid out, resulted in operations income of about \$112,677. Mrs. Callahan commended Mr. Klipple, Food Service Director, for doing an excellent job with the program and announced that this is the 3<sup>rd</sup> year that our food service program has operated successfully. This is mostly due to Mr. Klipple's management of the program in addition to some of the changes that the Board made several years ago with contract language.

Mrs. Callahan stated the fiduciary funds reports are the required reports for the High School and Middle School student activity funds. She stated the remainder of the report contains more details on the General Fund Revenue and Expenditures along with some required schedules.

Mrs. Callahan stated she provided the summary of AFR because she believes it is important that Board members are aware and familiar with District finances. She indicated that the Board will see some of these figures again when they approve the MD&A and accept the Audit Report in January or February.

### **BOND REFUNDING 2019 SUMMARY – INFORMATION**

Mrs. Callahan reported the District bond refunding, which the Board approved in September, closed on November 6. The actual amount of savings was \$933,646.10 which was higher than the original estimates. Mrs. Callahan stated the District seemed to have timed it well to obtain a large savings while reducing overall debt. She reminded Board members that these funds must be spent on capital expenditures within three years of closing. The District's Bond Resolution indicated that we will spend the funds on the upcoming track and stadium field project.

### **APPROVAL OF TRANSFER IN AMOUNT OF \$1,469,000 FROM GENERAL FUND TO CAPITAL RESERVE FUND**

Mrs. Callahan stated the Board will be asked next week to officially approve the transfer of \$1,469,000 from the General Fund to the Capital Reserve Fund as budgeted in 2019-2020.

### **BUDGET 2020-2021: ACT 1 INDEX – INFORMATION**

Each year, under Act 1 of 2006, the state provides each district with an Adjusted Act 1 Index to be used for the budget for the following fiscal year. She reported that the District's adjusted index for 2020-2021 is 3.4% which equates to approximately 3.3 mills of real estate taxes. This is a slight increase from last year's index of 3% or 2.8 mills.

**APPROVAL OF RESOLUTION LIMITING TAX INCREASE TO ADJUSTED INDEX FOR FISCAL YEAR 2020-2021**

Mrs. Callahan reported the District is required to either adopt a resolution limiting the upcoming budget tax increase to the Act 1 Index amount OR to adopt a preliminary budget including proposed tax increases and file for exceptions to raise taxes above the index. She stated, as recommended the past several years, that she is recommending that the Board adopt the resolution and that we build a budget that stays within the index amount. Mrs. Callahan indicated that next week the Board will be asked to approve the resolution as posted.

**COMMUNICATIONS**

Mrs. Callahan reported there are two items of communications in Board member packets.

- The District received \$3,000 donation from Shelburne Charitable Foundation in honor of Ben (Skip) Beal to be used for athletic equipment/supplies
- Notice of Organization Meeting: Tuesday, December 3, 2019, 7:00 PM. A letter has been posted and will also be sent by mail as required by school code. The re-organization meeting is where new Board members will be sworn in and officers will be elected.

**BUILDING REQUESTS**

**PAYMENT OF BILLS**

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**ADJOURNMENT**

Mr. Kunkle made a motion, seconded by Mrs. Koziarski, that the Board adjourn the meeting at 7:55 PM.

Roll Call: All in Favor.

Motion Carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew



**BURRELL SCHOOL DISTRICT  
BOARD MEETING MINUTES  
NOVEMBER 19, 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 7:40 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, Mr. Rick Kaczor, Mrs. Genia Koziarski, Mr. Christopher S. Wojcik and Ms. Tricia Shank. The following members were absent: Mrs. Jane A. Kinter and Mrs. Pam Key. 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-**  
**NOVEMBER 12, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL**  
**AGENDA**  
**NOVEMBER 19, 2019 – 7:00 PM – PERSONNEL AGENDA**

Ms. Shank announced the Board’s Executive Sessions.

**APPROVAL OF MINUTES**

Agenda Meeting – October 8, 2019  
Regular Meeting – October 15, 2019

- TREASURER’S REPORT** (Attachment 11-1)
- SCHOOL LUNCH REPORT** (Attachment 11-2)
- STUDENT ACTIVITY FUND REPORTS** (Attachment 11-3)
- NURSE’S REPORT** (Attachment 11-4)

Motion by: Mr. Kaczor

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

## **COMMENTS FROM THE PUBLIC – AGENDA ONLY**

Jeff Jackson, 421 Chapeldale

- Items #6 and #7 on agenda
  - o Importance of success of athletic programs soccer and football
  - o Important to bid for both grass and turf

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

### **SUPERINTENDENT – DR. WAGNER:**

#### **STUDENT/STAFF RECOGNITION**

Dr. Wagner recognized the following:

Alexis Gibbons, 4<sup>th</sup> Grade Student – Participated in Highmark Caring Place and shared her story after tragic loss of father

Mr. Wojcik – Recognized for his service on the Board

Mr. Kunkle – Presented with PSBA Honor Roll for 8 years of service and contributions to public education in our community

Dr. Wagner thanked Mr. Kunkle for his service on the Board.

Dr. Wagner thanked all Board members for their time and commitment over the year.

## **APPROVAL OF REVISION TO POLICY 113.1 – DISCIPLINE OF STUDENTS WITH DISABILITIES (Attachment 11-5)**

Motion by: Mrs. Beveridge

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

## **HIGH INTENSITY INTERVAL TRAINING (HIIT) PROGRAM STUDY – INFORMATION**

Dr. Wagner stated the HIIT study was discussed at last week's agenda meeting.

## **APPROVAL OF COMPREHENSIVE PLAN**

Motion by: Mrs. Beveridge

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

Board members thanked Dr. Wagner for her work on the Comprehensive Plan.

## **DISTRICT OPERATIONAL PLAN 2019-2020 – INFORMATION**

Dr. Wagner stated that last week she shared the District Operational Plan of the District and the goals set.

## **CAPITAL IMPROVEMENTS: HIGH SCHOOL TRACK REPLACEMENT AND STADIUM IMPROVEMENTS – INFORMATION**

Dr. Wagner stated that last week the financial plans for the capital improvements and the project plans were discussed.

Dr. Wagner asked the architects, Andreas Dometakis and John Carley of HHSDR, to review the project specs and answer questions.

Ms. Shank asked about the schedule for receiving bids and awarding the project.

Mr. Carly stated the schedule is aggressive but attempting to advertise bids in January, receive bids in February and then award contracts.

Mr. Dometakis discussed the project which includes track and field with alternates to consider including grass instead of artificial turf, drainage, graphics, shading, fence on the slope, fence around track, ramp, stairs and goal posts.

Mr. Wojcik asked why the bonds and insurance amount estimated have increased from \$60,000 to \$150,000.

Dr. Wagner stated the \$60,000 figure was only estimated for the track at that time.

Ms. Shank asked about ADA compliance.

Mr. Carley stated they are still investigating and he believes it is not clear in the code. He indicated there is still one handicap access; however, should consider including it as alternate and to allow for the inclusion if needed.

Mr. Dometakis indicated that because ADA is civil rights, it could become an issue by any person.

Mr. Price, solicitor, summarized that the District is waiting to see if the city indicates the need or not before deciding.

Mr. Carly stated he recommends removing the existing ramp regardless.

Ms. Shank asked about the “chimney” part of the track and asked Coach White for information.

Coach White explained the need/use of “chimney” for certain events. He add that a second automated timing system could be an option.

Mr. Carly stated that he included the “chimney” in the drawings and project specs. He added that he believes we can move the “chimney” but it will add to the cost for additional fencing.

Dr. Linderman asked if the ramp is removed, would that allow additional room to open up the bottleneck.

Mr. Carly replied that it does not substantially affect spacing there.

Mrs. Koziarski asked if an additional timer cost would be more cost effective than removing the “chimney”.

Discussion ensued regarding playoffs and the “chimney”.

Coach White explained that the current “chimney” cannot be used with the automated timer (FAT) and that some events are run “backwards” as a result.

Mrs. Koziarski asked the approximate cost of FAT timing system.

Mr. D’Angelo, Athletic Director, stated about \$8,000.

Mrs. Koziarski asked about cost of moving the “chimney”.

Mr. Dometakis stated approximately \$30,000.

Dr. Wagner asked if the “chimney” can be bid as an alternate.

Mr. Dometakis stated yes.

Discussion ensued about running backwards (as we currently do with “chimney” location) and its effects on students/sport.

Coach White asked if cost prohibits moving “chimney”, if the District could get two FAT timer systems with the “chimney” as is, to please consider that.

General discussion ensued about the options and Mr. Carley stated they will continue to review the item.

Coach White asked about drainage at the bottom of the entrance area.

Mr. Carly explained the drainage.

Mrs. Koziarski asked about timing for the project.

Mr. Dometakis stated the drawings will be completed in January, bids will be received and awarded in February, and construction begins in March.

Mrs. Koziarski asked how will it impact Track and Field season.

Mr. Dometakis stated the track will not be available for use.

Mr. D'Angelo stated all Track and Field meets for 2020 will be away, and students will practice at another facility. He indicated he has already started working on those details.

Ms. Shank asked about use of the field for football season.

Mr. Dometakis recommended the first few games be played away.

Mr. D'Angelo stated August 21, 2020 is most likely the first football game so he would plan for the team to play away for first few weeks.

Mr. Carly stated August 28, 2020 is the expected completion date.

Mrs. Beveridge asked if schools generally fundraise for these kinds of projects.

Mr. Carly stated some schools fundraise with bricks, scoreboards, naming rights, etc.

Mrs. Beveridge stated possibly if there's a retaining wall, we could name bricks or blocks on the wall. She indicated she would like to see the District consider something like that.

Mrs. Koziarski asked about cost of selling bricks/blocks and if it needs done before the bid process.

The architects stated because it is something that typically happens after project completion and the District handles the fundraising process so they are not usually involved.

Ms. Shank asked Mr. D'Angelo to see if any other districts have done stadium naming rights, etc.

Dr. Wagner asked Mrs. Callahan to review some funding information for the potential projects.

Mrs. Callahan stated that last week she reviewed details of estimated Capital Reserve Fund and Capital Project fund balances available for capital expenditures. She reported the Capital Reserve Fund had a balance of \$509,000 on October 31, 2019. She indicated that by adding the recommended and budgeted transfer from the Capital Reserve Fund of \$1,469,000, less the outstanding expenditures on the Bon Air Softball field project, it leaves approximately \$1,933,000 available. Additionally, the Bond Refunding closing resulted in \$933,646 savings which was deposited into Capital Project Fund and must be expended within three years on capital expenditures only. She stated that when these funds are combined, the District has approximately \$2,867,000 to spend only on capital expenditures without issuing any debt, without raising taxes, and without adding expenditures to the General Fund budget. If the District assumes the most recent estimates provided by the architects for the base project, including artificial turf at \$1,917,000, it leaves approximately \$950,000 in Capital Reserve Fund for other capital needs.

Mrs. Callahan also reported information on potential grants. She reported the NFL Foundation Grassroots grant is up to \$250,000 and the 2020 application is not available yet. She stated the community must consist of primarily low- and moderate-income families. Mrs. Callahan stated the grant also requires matching and it is encouraged that the field be multi-use.

Mrs. Callahan reported the US Soccer Foundation Safe Places to Play grant is for up to 5% of the value of the total product, including installation of AstroTurf. She added that some requirements include that the field must be AstroTurf brand, must be used primarily for soccer and must include the US Soccer logo and other potential logos.

Mrs. Callahan reported the USA Football grant is a \$50,000 award towards a new synthetic turf football field only. The recipient receives a voucher towards the purchase of FieldTurf brand.

**PERMISSION TO ADVERTISE FOR BIDS FOR THE FOLLOWING PROJECT:  
TRACK AND STADIUM IMPROVEMENTS – INCLUDING OPTIONS FOR  
SYNTHETIC TURF AND NATURAL GRASS TURF**

Motion by: Mr. Kaczor

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**PERMISSION TO EXTEND ENROLLMENT OF TWO NONRESIDENT STUDENTS  
TUITION-FREE THROUGH DECEMBER 31, 2019, PENDING CONTRACTED  
PURCHASE OF HOME**

Motion by: Mrs. Koziarski

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**DIRECTOR OF STUDENT SERVICES – DR. EGNOR:**

**APPROVAL OF SUBSTANCE ABUSE SERVICES AGREEMENT WITH  
SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC. FOR 2019-2020  
SCHOOL YEAR (Attachment 11-6)**

Motion by: Mrs. Beveridge

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**PERSONNEL – MS. SHANK (Attachment 11-7)**

Motion by: Mrs. Koziarski

Seconded by: Dr. Linderman

Roll Call: All in Favor; Mr. Kaczor abstained from #12. Motion carried.

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

Dr. Linderman stated an Open House was held.

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

Members received a summary of the October 22, 2019 meeting. Mrs. Beveridge also reported the following:

- Financial Director submitted PDE documents for transportation and programs
- Clairview enrollment 108, which is an increase in enrollment
- IU e-Academy total 2,770 enrollments
- Berks County IU resource prepared and offered for all IUs in Pennsylvania to use

**PSBA LIAISON REPORT – MRS. KEY**

Ms. Shank advised Board members to keep an eye on HB1800 regarding vouchers.

**BUSINESS – MRS. CALLAHAN**

**APPROVAL OF BUDGETARY TRANSFERS (Attachment 11-8)**

Motion by: Mr. Wojcik

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

**APPROVAL OF DONATION TO FIRE COMPANIES**

Mrs. Callahan stated the recommended donation of \$200 is for each of the three local fire companies.

Motion by: Dr. Linderman

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**APPROVAL OF DONATION TO PUBLIC LIBRARY**

Mrs. Callahan stated the recommended donation of \$400 is for Peoples Public Library.

Motion by: Mrs. Beveridge

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**ANNUAL FINANCIAL REPORT (AFR) 2018-2019 – INFORMATION**

Mrs. Callahan stated that last week she provided a summary review of the District’s Annual Financial Report. She highlighted parts of the report including revenues, expenditures, and fund balances at June 30, 2019 of General Fund, Capital Reserve Fund, and Capital Projects Fund; she reviewed the General Fund committed fund balance at June 30, 2019; and she explained the Unassigned Fund Balance reported.

Mrs. Callahan reviewed the reported actual Revenues of \$29,870,674 and Expenditures and Transfers out of \$30,121,755. She indicated these figures are approximately 1% variance from budgeted figures. She reviewed some of the variances last week.

Mrs. Callahan reviewed the Proprietary Funds reports regarding the Food Service Program and indicated that the program resulted in a reported income from operations of about \$112,600. She acknowledged Food Service Director, Andrew Klipple, for his leadership and management of the program.

**BOND REFUNDING 2019 SUMMARY – INFORMATION**

Mrs. Callahan stated that last week she explained the District bond refunding that the Board approved in September closed on November 6 and the actual amount of savings was \$933,646.10. She reminded Board members that those funds must be spent on capital expenditures within three years of closing.



**APPROVAL OF TRANSFER IN AMOUNT OF \$1,469,000 FROM GENERAL FUND TO CAPITAL RESERVE FUND**

Mrs. Callahan stated the 2019-2020 budget includes funds to transfer General Fund to Capital Reserve Fund. She asked Board member for official approval so that the funds may be transferred.

Motion by: Dr. Linderman                                      Seconded by: Mr. Kaczor

Roll Call: All in Favor                                      Motion carried.

**BUDGET 2020-2021: ACT 1 INDEX – INFORMATION**

Mrs. Callahan stated at the Agenda meeting that in accordance with Act 1 of 2006, the state provides each district with an Adjusted Act 1 Index to be used for budgeting for the following fiscal year. Burrell School District's Adjusted Act 1 Index for 2020-2021 has been set at 3.4%, which equates to approximately 3.3 mills of real estate taxes. Mrs. Callahan added that this is a slight increase from last year's index of 3% or 2.8 mills.

**APPROVAL OF RESOLUTION LIMITING TAX INCREASE TO ADJUSTED INDEX FOR FISCAL YEAR 2020-2021 (Attachment 11-9)**

Mrs. Callahan explained at last week's Agenda meeting that the District is required to either adopt a resolution limiting the upcoming budget tax increase to the Act 1 Index amount OR to adopt a preliminary budget including proposed tax increases and file for exceptions to raise taxes above the index. She stated she is recommending that we build a budget that stays within the index amount and asked for Board approval.

Motion by: Mr. Kaczor                                      Seconded by: Dr. Linderman

Roll Call: All in Favor                                      Motion carried.

**COMMUNICATIONS**

Members received two items of communications in their packets.

Mrs. Callahan reported there are two items of communications in Board member packets.

- The District received \$3,000 donation from Shelburne Charitable Foundation in honor of Ben (Skip) Beal to be used for athletic equipment/supplies
- Notice of Organization Meeting: Tuesday, December 3, 2019, 7:00 PM. A letter has been posted and will also be sent by mail as required by school code. The re-organization meeting is where new Board members will be sworn in and officers will be elected.

### **REQUESTS FOR USE OF BUILDINGS (Attachment 11-10)**

Motion by: Dr. Linderman

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

### **PAYMENT OF BILLS (Attachment 11-11)**

Motion by: Mr. Kaczor

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

### **COMMENTS FROM THE PUBLIC**

Ryan O'Toole, 3401 Holly Drive

- High School Swim Team
  - Here on behalf of daughter Peyton regarding swimming
  - Competitive swimming at clubs and has qualified at national level
  - Freshman at Burrell; first time eligible to participate on High School swim team
  - Not able to participate because team has requirement of 100% participation at practices in order to participate at meets
  - Discussed with Swim Coach, High School Principal and Athletic Director and practice schedule conflicts with club swim
  - Believes essential to continue training with club team
  - Coach Callen indicated 100% participation still applied
  - Swimming is both individual and team sport
  - Above average student and athlete
  - Stated her scores would make her score points at college level
  - Indicated earning scholarship funding is possibility
  - Mission statement of Burrell School District states *Empowering Students to Learn, Create, Lead, And Succeed*
  - Feels district is placing limitations on Peyton

Peyton O'Toole, 9<sup>th</sup> Grade Student

- High School Swim Team
  - Swimming huge part of her life; chooses to miss other activities for swimming; sacrifices to achieve her goals
  - Hours of training and competing
  - Team and individual sport
  - WPIAL has individual and relay events
  - Upset that cannot compete as Burrell Swim Team member and represent her school
  - Requests to be able to compete with Burrell Swim Team, but not at 100% participation

Ms. Shank thanked Peyton and stated she was very well spoken. She asked Peyton if the club has an issue with her not attending their training.

Dr. Linderman asked what is the frequency you would practice with Burrell swim team.

Mr. O'Toole replied about once or twice per week.

Mrs. Koziarski asked if there is any requirement for practice participation for club team.

Mrs. Shank asked administration if there has been any discussion about this issue.

Mr. D'Angelo stated they have discussed this matter.

Dr. Wagner stated the next step is to further discuss and review the information.

Mr. Kaczor stated he doesn't believe the District should drag out a discussion since swim season has already started. He added that Peyton wants to swim, it is good for her and that a decision should be made.

Mrs. Koziarski asked Peyton if she is able to make at least 75% of meets.

Peyton replied yes, she intends to make 100% of meets.

Ms. Shank asked Peyton if she thinks Burrell team members would have an issue with it.

Peyton replied she does not think Burrell team members would have an issue.

Mr. Kaczor stated he knows of others in this type of situation in other districts.

Ms. Shank stated as long as the door for discussion is still open, then Dr. Wagner will continue.

Mr. Kaczor stated he believes this should not drag out.

Dr. Linderman stated there's no hurry since she is not coming to practice, it only matters if decision is made for meets. Dr. Linderman asked when swim meets start.

Mr. D'Angelo replied December.

Mr. Kaczor asked why not change the High School swim practice time.

Dr. Wagner replied the schedule is made by the coach around the majority of students.

Ms. Shank asked Dr. Wagner to gather more information and understand the full scope of the matter before rushing into a decision.

Ms. Shank commended Peyton for her accomplishments and for speaking so well.

Colleen Coudriet, 445 Chapeldale Drive

- Bus Stop
- Concerned with bus stop for elementary school and middle school students at intersection of Chapeldale and Meadow Highlands
- Not safe bus stop for kids to stand and wait
- Safe space in cul-de-sac and most of children live there
- Parents are driving students to current bus stop
- Requesting bus stop be moved to cul-de-sac
- Has petition with 90 signatures
- Talked to Mr. Croushore and transportation department

Ms. Shank asked if her proposal is to move the bus stop to the cul-de-sac.

Colleen Coudriet, 445 Chapeldale Drive

- Proposing to add a stop in cul-de-sac where it is a safer space to stand

Carrie Green, 401 Chapeldale Drive

- Cul-de-sac was built as bus circle

Ms. Shank asked if the space in the cul-de-sac will be able to fit a bus and for it to turn around.

Colleen Coudriet, 445 Chapeldale Drive

- Yes, believes enough space
- Bus travels next to the parked cars right now

Ms. Shank asked if the bus stop was in the cul-de-sac, would it eliminate parents driving students?

Carrie Green, 401 Chapeldale Drive

- Lives at bus stop and feels it's bad for the kids
- Bus stop is crowded with cars
- Kiski bus stop at cul-de-sac

Mr. Kaczor asked why wouldn't parents drop kids off and leave them or walk them to the bus stop or let them walk to bus stop alone?

Carrie Green, 401 Chapeldale Drive

- Mr. Kaczor lived in plan and he didn't drop his kids off and leave
- Mrs. Beveridge also took her kids to the bus stop

Nicole Whitlock, 431 Chapeldale Drive

- Has 4 children riding bus
- 17 kids on the bus and it causes congestion
- Regardless of where they stand, it is not safe because no one pays attention to the laws and it is a busy area with cars in and out of plan
- Safety is main concern before something happens

Carrie Green, 401 Chapeldale Drive

- It is not a full-size bus
- Plenty of room for the half-bus to turn around

Dr. Linderman asked if are there a lot of cars parked on the street.

Carrie Green, 401 Chapeldale Drive

- No, because everyone has double driveway

Mrs. Koziarski asked wouldn't cars just move from current stop to new stop causing the same problem?

Carrie Green, 401 Chapeldale Drive

- Cars would not be there

Mrs. Koziarski asked how far is the current bus stop from the homes.

Colleen Coudriet, 445 Chapeldale Drive

- ¾ of a mile

Dr. Wagner stated Middle School is a full-size bus and elementary is a half-size bus.

Ms. Shank suggested the District discuss with the bus company and the Board can review the information.

Dr. Wagner stated she has discussed and reviewed the stop with the bus company. She reviewed if the stop is considered a hazardous stop and it is not per the guidelines.

Ms. Shank stated it seems the concern is the parents parking on the street and the danger that presents.

Dr. Wagner stated we have cars at every bus stop because most parents drive their children to bus stops now.

Mr. Kaczor asked the parents if they would guarantee to not drive to the bus stop if stop gets moved.

Dr. Linderman asked for clarification of the request and the cul-de-sac.

Colleen Coudriet, 445 Chapeldale Drive

- Explained cul-de-sac is a circle they drive through, not a dead-end
- 6 kindergarten students were added this year, which is causing additional congestion

Board members asked Dr. Wagner to see if bus garage is able to change the bus stop to the cul-de-sac.

Dr. Wagner responded that the preliminary discussion with the bus garage indicated no need to move the stop because it does not meet the definition of a hazardous road/bus stop. Dr. Wagner also stated that in the past there were issues with the stop in the other location.

Ms. Shank asked Dr. Wagner to further review and provide information to the Board about whether moving the bus stop is a possibility and what it would take to add a bus stop.

Bo Jackson, 421 Chapeldale Drive

- Driving to work each morning and witnesses the bus stop situation
- Difficult to get through congestion and it is unsafe for kids
- Moving bus stop will eliminate large portion of the adult traffic in that area
- Thanked Board for considering the artificial turf and exploring both options

Dr. Linderman commented that if the request is to keep the existing stop and add one at the cul-de-sac, it contradicts the argument that the current stop is unsafe.

Nicole Whitlock, 431 Chapeldale Drive

- If we leave bus stop there, only one student will get on bus

Dr. Linderman stated it seems that if it is not safe, then it should be eliminated and moved.

Colleen Coudriet, 445 Chapeldale Drive

- Believes whatever the District decides is fine as long as a stop is added at the cul-de-sac

### **OTHER REMARKS**

Mr. Kunkle thanked administration, principals, teachers, department directors, for being courteous during his time on the Board. He stated he came in skeptical and has learned a lot. He now realizes it costs a lot to run a school district. He stated he has met a lot of good people and wants to leave saying that he made new friends. It has been a good experience and he appreciates all the Board has done and for keeping him in loop since his kids are grown. Lastly, he also thanked the tax payers.

**ADJOURNMENT**

Mr. Kunkle made a motion, seconded by Dr. Linderman, that the Board adjourn the meeting at 9:12 PM.

Roll Call: All in Favor.

Motion carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew