

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
JUNE 16, 2020**

CALL TO ORDER

The Burrell School District Board of Directors Agenda Meeting was held in the High School Boardroom and called to order at 7:03 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. Tom Deiseroth, Mrs. Gretchen Beveridge, Mr. Rick Kaczor, Mr. Christopher S. Wojcik and Ms. Tricia Shank. The following members were absent: Dr. Rachel Linderman, Mrs. Genia Koziarski, Mrs. LeeAnn S. Guido 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-
JUNE 16, 2020 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
AND LITIGATION
JUNE 23, 2020 – 7:00 PM – PERSONNEL AGENDA

Ms. Shank announced the Board’s Executive Sessions.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

AGENDA REVIEW

The Board reviewed items scheduled for the regular meeting to be held on June 23, 2020.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

SUPERINTENDENT – DR. WAGNER:

STUDENT STAFF RECOGNITION

Dr. Wagner stated she will present recognitions next week.

SCHOOL SAFETY REPORT – INFORMATION

Dr. Wagner stated Act 44 requires districts to submit a School Safety Report each June. She reported that Mrs. Roland, School Safety and Security Coordinator, will provide the report next week during executive session as permitted by law.

Dr. Wagner stated that Board members had asked about School Resource Officer (SRO) vs. School Police Officer (SPO) costs. She stated preliminary estimates show that a School Police Officer would save the District \$18,000-\$25,000. If the Board chooses to move in this direction, they would need to make some decision so that there is time to prepare and provide the City the 60-day notice per the termination clause. Dr. Wagner stated we will maintain the current School Resource Officer position through the City of Lower Burrell unless given direction to change.

Mr. Wojcik asked when the agreement expires.

Dr. Wagner stated June 30, 2022 unless given a 60-day termination notice.

Mr. Kaczor asked if other police officers have been using the office space and present in schools as previously discussed.

Dr. Wagner indicated that it has not been happening in recent years.

Mr. Kaczor asked if that is due to a change in administration at the City.

Dr. Wagner stated she does not know the reason.

Mr. Kaczor asked if the district moves to an SPO, would we still allow that to happen with City of LB police officers using office space for school presence?

Dr. Wagner replied yes.

Ms. Shank asked if the City indicated who will be the SRO since is important to know who it will be and can they develop/maintain relationships.

Dr. Wagner agreed it is important. She stated that at one time there was a rotation and it did not work well. Dr. Wagner and Mrs. Roland asked the City to be part of decision determining who the SRO will be. She added the relationship with the City and Police is also important.

Ms. Shank asked if we need to do anything at the moment.

Dr. Wagner replied no.

Ms. Shank stated that she believes it may be worth the extra expense to continue the good relationship with the City and police.

WELLNESS REPORT – INFORMATION

Dr. Wagner stated each year, she is are required to provide a report regarding implementation of the policy. Mr. Klipple, Food Service Director, has provided a brief explanation for Board members and indicated that the three-year assessment has been pushed back to next year.

AEC CREATIVITY AND INNOVATION SELF-ASSESSMENT REPORT – INFORMATION

Dr. Wagner reported that the Arts Ed Collaborative (AEC) has provided the Creative Learning Self-Assessment Report with recommendations including Culture and Staff buy-in; Policy, Philosophy and Communication; Instruction and Assessment; Resources, Facilities and Technology; and Professional Learning.

Dr. Wagner reviewed the commendations and recommendations. She stated the recommendations that the District plans to focus on include: continuing to examine ways for teachers at all levels and in all content areas to get more involved with creative learning; develop K-12 benchmarks for creative learning to create more continuity between grade levels and school buildings; and schedule time for professional learning for all staff centered on creative and project-based learning that includes sharing the definition of creative learning created by the self-assessment team. Dr. Wagner added that she believes that it will be a good thing for the District over time.

Dr. Wagner stated that as part of professional development for 2020-2021 school year, the AEC team will come back and continue to work with the staff on developing benchmarks and embedding them.

Mrs. Beveridge thanked the District for moving forward with AEC creativity and innovation learning.

Ms. Shank commented that the report is very good and thorough.

Dr. Wagner added that this is the first self-assessment the AEC has done relating to creative learning.

ADOPTION OF AP US HISTORY AND FRENCH TEXTBOOKS

Dr. Wagner presented new textbooks the District plans to use for 2020-2021 school year. She stated that Mr. Pounds, High School teacher, has taught these courses and has reviewed the program and curriculum to formulate a recommendation. The textbooks have been reviewed by the Curriculum and Instruction Committee and funds have been budgeted.

Mr. Kaczor asked if we get physical textbooks.

Dr. Wagner replied yes but also online access.

Dr. Wagner explained that Mr. Pounds and a committee also reviewed French textbooks and the committee recommends the selected text.

Mr. Kaczor asked how many different textbooks will be needed.

Dr. Wagner replied 3 for AP U.S. History and 2 for French.

Dr. Wagner stated Board members can borrow the books to review prior to adoption next week if they choose.

PERMISSION TO DISCARD LIBRARY BOOKS

Dr. Wagner stated the books are 3-25 years old or are obsolete.

FIRST READING OF POLICY 151 – THERAPY DOGS IN SCHOOLS

Dr. Wagner stated that she spoke to Board members a few months back about introducing therapy dogs into schools and stated it is very therapeutic. Mary Balich, Elementary Guidance Counselor, is purchasing a therapy dog. All training and expenses are that of the dog owner.

Dr. Wagner stated that other districts use therapy dogs and she believes it is a good program that can help kids and added that a therapy dog can be used to help a child calm down. Mrs. Balich has expressed the desire to try it since she believes it can help kids.

Dr. Wagner thanked Mrs. Petrosky who is completing her principal papers for helping to prepare the policy.

Mr. Kaczor asked if the therapy dog will go to all schools.

Dr. Wagner replied we will likely start with one school and then branch out.

Mr. Kaczor asked how it will be handled if a student has allergies.

Dr. Wagner stated the dog would not go into a space where a child had allergies and/or fear of the dog.

**FLEXIBLE INSTRUCTION DAYS AND 2020-2021 SCHOOL CALENDAR –
INFORMATION**

Dr. Wagner explained that PDE gave districts the option to apply to use Flexible Instruction Days (FID). She stated that over the past few months, she believes we are now able to provide FID.

Dr. Wagner stated she would like to apply now because the approval allows the District to use remote learning on a snow day. She explained the applications are due to the state by September 1 and will be approved in November. She indicated students and teachers would use Google classroom alongside with what they are doing.

Dr. Wagner reviewed the planned procedures. She stated that if FID are approved, we would not use snow days and could revise the school calendar to end school on June 4, 2021. She indicated she is just sharing information at this point and will ask for official approval in August.

Mrs. Beveridge asked if we go into a COVID situation, does FID help us keep moving.

Dr. Wagner responded that because it only gives us five days to use per law, it is more as a use for snow days.

**PERMISSION TO PLACE A GUIDANCE INTERN FROM INDIANA UNIVERSITY
OF PENNSYLVANIA IN HUSTON MIDDLE SCHOOL FOR FALL SEMESTER 2020**

Dr. Wagner stated we have an articulation agreement with IUP and Mrs. Kelly Innocent, Middle School Guidance Counselor, will work with the intern.

**APPROVAL OF MEMORANDUM OF AGREEMENT WITH BURRELL
EDUCATION ASSOCIATION FOR HIGH SCHOOL AND MIDDLE SCHOOL
SCHEDULE FOR SOCIAL EMOTIONAL LEARNING FOR 2020-2021 SCHOOL
YEAR**

Dr. Wagner reported this is a one-year MOA and we will continue to revise from there. She stated that the Middle School has been done SEL each day for 15 minutes, and the only change is to meet two days per cycle.

**APPROVAL OF HEALTH AND SAFETY PLAN FOR SCHOOL ACTIVITIES –
SATISFYING ATHLETIC HEALTH AND SAFETY PLAN**

Dr. Wagner explained that as part of the return to school plans, districts must write plans for student activities. She stated we are not prepared yet to write plans for return to school in the fall because we are waiting for PDE's final guidance for schools.

Dr. Wagner stated we are starting by writing a plan to get athletics and summer activities going, which primarily involves fall sports and marching band. There are no Middle School sports at this time. Mr. D'Angelo and Mr. Ploskunak are working out a practice plan to make sure we are meeting guidelines in the plan. Dr. Wagner stated it is very important to get kids conditioned and training started.

Dr. Wagner reported the Plan committee includes Mr. D'Angelo, Mr. Ploskunak, Jordan Pomycala, Athletic Trainer, and Nurse Angie Dastolfo. She stated the Health and Safety Plan for school activities must be Board approved and placed on the District website.

Mr. Wojcik asked for clarification on where the plan indicates that a COVID screening is a questionnaire before practice.

Dr. Wagner replied yes, there is COVID screening each time students come in for practice, open gym, or conditioning and they will be with same group of 15 or so kids each time. She stated the data will be documented so we are able to provide contact tracing if necessary.

Ms. Shank asked if we will have to block water fountains.

Dr. Wagner replied students will have to bring their own water. Dr. Wagner added that the District has been planning to upgrade our water fountains to bottle filling stations over time, so that will now be a priority.

Dr. Wagner stated that Fastpitch Softball and TriCity Soccer have asked about using our fields during July. She indicated groups were not permitted to use our fields through June 30, and questioned if Board members want to allow fields to be used by outside groups.

Ms. Shank asked if it is just open playing fields.

Dr. Wagner stated if use of restroom facilities is also permitted, it would require our staff to clean in between each use.

Dr. Wagner stated concession stands will not be open.

Discussion ensued regarding the use of fields.

Mr. Kaczor asked about High School teams as opposed to outside groups.

Dr. Wagner stated our teams are not really practicing right now.

Mr. Wojcik stated he believes we should do what we can to make use of facilities happen for athletics.

Mr. D'Angelo stated that it is important for the mental health and physical health of kids.

Dr. Wagner stated that it appears Board members support moving in that direction, so we will proceed.

Mr. Wojcik asked about basketball practice and can we put hoops in the High School parking lot. He stated he believes that there are times when kids wanted to practice and could not but maybe if there were outside hoops, they could.

Dr. Wagner stated outside hoops are located at Bon Air and Stewart schools.

COVID-19 DISTRICT RELATED MATTERS – INFORMATION

Dr. Wagner reported that she sent a parent survey in anticipation for fall opening and the comfort level for returning to school. She stated the administrative team will be meeting the first few weeks of July. She indicated we are still waiting on PDE guidance to use for making decisions and she intends to have a plan in place and communicate with families by end of July.

Mr. Kaczor asked what the survey responses indicated.

Dr. Wagner stated there were many responses and the overwhelming majority indicate a preference to send the kids back to school. She added that as we write the plan, we will need to consider those who are not comfortable returning to school.

APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN BURRELL SCHOOL DISTRICT AND BURRELL SERVICE EMPLOYEES' INTERNATIONAL UNION LOCAL 32BJ FOR PERIOD JULY 1, 2020 THROUGH JUNE 30, 2025

APPROVAL OF AGREEMENT BETWEEN BURRELL SCHOOL DISTRICT AND BURRELL EDUCATIONAL SECRETARIES ASSOCIATION FOR PERIOD JULY 1, 2020 THROUGH JUNE 30, 2025

APPROVAL OF 5-YEAR COMMITMENT TO THE FORUM FOR WORKFORCE DEVELOPMENT

Dr. Wagner stated the District is part of the Forum for Workforce Development and she is chair of committee. She added that all but two county districts participate, several businesses, the Chambers of Commerce, etc. She stated that through a grant obtained, the Forum has continued the work on the hub and supports districts and provides opportunities and career exploration in the region.

Dr. Wagner stated she believes it is a valuable experience and recommends renewal of the commitment for five additional years. She added that since students were not able to take Keystone exams, they can offer the exams or provide the opportunity to build career pathways.

Dr. Wagner explained that Mr. Shaun Reddick will be coming to the High School next year to work with Mr. Zanella in the Maker Space. Mr. Reddick will be working on designing career pathways and working with students.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

APPROVAL OF SPECIAL EDUCATION SERVICE AGREEMENT WITH ALLEGHENY INTERMEDIATE UNIT FOR SERVICES PROVIDED AT SUNRISE SCHOOL FOR 2020-2021 SCHOOL YEAR

Dr. Egnor stated the District has a few students that attend Sunrise School and this agreement outlines the services.

APPROVAL OF AGREEMENT WITH MERAKEY PENNSYLVANIA FOR EDUCATIONAL SERVICES TO STUDENTS FOR 2020-2021 SCHOOL YEAR

Dr. Egnor stated this agreement outlines the services provided for special education students.

APPROVAL OF AGREEMENT WITH ST. ANTHONY SCHOOL PROGRAMS FOR STUDENT PLACEMENT SERVICES FOR 2020-2021 SCHOOL YEAR

Dr. Egnor stated this is a special education program that operates at Duquesne University for post-secondary students and provides vocational and life skills training. He added the District will have a second student entering this program in the 2020-2021 school year. Dr. Egnor stated this is an attractive pathway for these students and very affordable.

Mr. Kaczor asked if this is new.

Dr. Egnor stated last year was first year we had one student attend. He added that we are pleased with the program and the cost.

Ms. Shank asked how long can they stay in the program.

Dr. Egnor stated that this program is a post-secondary service for special education students who qualify up to age 21.

APPROVAL OF AGREEMENT WITH CLELIAN HEIGHTS, INC. FOR STUDENT PLACEMENT SERVICES FOR 2020-2021 SCHOOL YEAR

APPROVAL OF OUTREACH SERVICES CONTRACT AGREEMENT WITH WESTERN PENNSYLVANIA SCHOOL FOR BLIND CHILDREN FOR VISION SERVICES FOR PERIOD AUGUST 31, 2020 THROUGH JUNE 10, 2021

Dr. Egnor stated this agreement provides vision services for visually impaired students in the District.

APPROVAL OF AGREEMENT WITH WESLEY FAMILY SERVICES FOR SCHOOL-BASED OUTPATIENT SERVICES FOR 2020-2021 SCHOOL YEAR

Dr. Egnor stated this agreement provides school-based outpatient counseling for students and work with partial program.

APPROVAL OF OUTREACH SERVICES CONTRACT AGREEMENT WITH WESTERN PENNSYLVANIA SCHOOL FOR THE DEAF FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER 2020

Dr. Egnor stated we have two students who will participate in the ESY program.

PERSONNEL – MS. SHANK

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

Mr. Wojcik reported that there is a meeting this Thursday.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

PSBA LIAISON REPORT – MRS. KEY

BUSINESS – MRS. CALLAHAN:

AUTHORIZE JENNIFER S. CALLAHAN TO MAKE ALL YEAR-END BUDGETARY TRANSFERS FOR FISCAL YEAR 2018-2020

APPROVAL OF RENEWAL OF AGREEMENT WITH TURNER DAIRY FARMS, INC. FOR FOOD SERVICE MILK AND DAIRY PRODUCTS FOR 2020-2021

Mrs. Callahan stated the renewal of the agreement is to continue service with Turner Dairy Farms for milk and other drink products for 2020-2021. She stated the District spends approximately \$55,000 per year on these products.

APPROVAL OF BREAKFAST AND LUNCH PRICES FOR 2020-2021

Mrs. Callahan stated that meal prices have not increased rates since 2017-2018 and Mr. Andrew Klipple, Food Service Director, is proposing the same rates for 2020-2021.

APPROVAL OF RENEWAL OF THE FOLLOWING DISTRICT INSURANCE POLICIES FOR PERIOD JULY 1, 2020 THROUGH JUNE 30, 2020: COMMERCIAL PACKAGE, WORKERS COMPENSATION, SCHOOL LEADERS' LEGAL LIABILITY, EXCESS LIABILITY, CYBER RISK/CYBER CRIME

Mrs. Callahan stated the proposed rates are a slight increase over prior year based on industry increases.

APPROVAL OF CHANGE ORDER TO W.G. LAND COMPANY, LLC FOR HIGH SCHOOL STADIUM TRACK AND FIELD RENOVATIONS PROJECT IN THE AMOUNT OF \$ _____ FOR _____

Mrs. Callahan stated a change order is expected next week for Board consideration and will hopefully result in no overall cost increase to the project.

Dr. Wagner explained that Westmoreland County conservation asked for some changes to our plans due to water and hillside. She stated the cost is about \$12,000; however, there are materials in the contract that can be used to offset the cost resulting in a \$0.00 change order.

Dr. Wagner stated that it was discovered that the track is not parallel to the stadium and is off by 6 degrees which will be noticeable with artificial turf. She indicated the architects are looking at how to fix it and the cost involved. She stated that hopefully it will only be a few thousand dollars. Dr. Wagner added that the track is not four equal quadrants and is not as concerned about it since it does not disqualify anything. She prefers to correct the track angle but will review it once we see an estimate.

APPROVAL OF TAX SETTLEMENT AND EXONERATION OF UPPER AND LOWER BURRELL TAX COLLECTORS FROM PER CAPITA AND REAL ESTATE TAXES

Mrs. Callahan reviewed the request for tax settlement and exoneration of local tax collectors.

APPROVAL OF CAPITAL RESERVE FUND BUDGET 2020-2021

Mrs. Callahan stated she will be asking Board members to approve the Capital Reserve Fund budget next week and expects very little activity for 2020-2021. She stated this includes Stewart generator replacement and the purchase of the track pole vault/high jump equipment. She indicated the track pole vault/high jump equipment bid was awarded in April.

ADOPT FINAL GENERAL FUND BUDGET 2020-2021

Mrs. Callahan presented the details of Final General Fund Budget for 2020-2021 as follows:

- Budget process
- Covid-19 Financial Impact expected
- Changes since May Proposed Budget including: increased revenue of \$239,999 and increased expenditures of \$33,610; reduced budget deficit to \$-437,840
- Reviewed details of changes with majority being related to the addition of CARES federal funds of \$126,738 and \$240,756, additional expenditures for instructional technology using CARES funds, decreased use of fund balance for instructional technology, decreased expenditures by elimination of a teaching position through retirement
- Expenditure total \$32,140,050; Reviewed major expenditure categories
- Revenue total \$31,702,210; Reviewed local revenue including Real Estate Tax increase of 3 mills, state revenue, and federal revenue including CARES funds
- Fund Balance budgeted use \$590,000 for planned expenditures and offset budget deficit \$-437,840 due to expected loss of revenue due to COVID-19 resulting in estimated ending fund balance of \$1,621,096 which equals 5% of total expenditures.

Mrs. Callahan asked for Board questions or comments on the budget. There were none.

APPROVAL OF RESOLUTION AUTHORIZING 2020 LEVY OF TAXES

Mrs. Callahan stated that the levy of taxes is required each year and she will be asking for approval next week. She stated the resolution includes a real estate tax increase of 3 mills as discussed in the budget and all other taxes remain the same, including Per Capita Tax Act 511 at \$5; Per Capita Tax School Code 679 at \$5; Real Estate Transfer Tax at ½ of 1%; Earned Income Tax at ½ of 1% and Local Services Tax at \$5.

APPROVAL OF RESOLUTION AUTHORIZING 2020 HOMESTEAD AND FARMSTEAD EXCLUSION

Mrs. Callahan explained that the Homestead/Farmstead exclusion is the amount that a property owner’s taxes may be offset by distribution of state funds received from the casinos and gambling. She stated that the District will receive \$701,541.35 for distribution to 4,223 approved homestead and 8 approved farmsteads for 2020. This calculation results in an exclusion on assessed value of \$1,651 which is equal to \$165.81 reduction in property tax.

COMMUNICATIONS

The Board reviewed one item of communication.

REQUESTS FOR USE OF BUILDINGS

None.

PAYMENT OF BILLS

COMMENTS FROM THE PUBLIC

Jaclyn Zanella, 110 Delberta Drive

- Parent of three kids
- Concerned with course offering changes for 6th grade and removal of Pre-AP courses in grades 9/10
- Looking for clarification on what has been removed and the rationale

Dr. Wagner stated no courses were removed for 2020-2021 school year. She indicated a survey was sent to parents of 6th graders and administration will use star data to determine placements for courses. No other changes were made.

Jaclyn Zanella, 110 Delberta Drive

- Asked if any potential changes in courses for upcoming school year

Dr. Wagner replied not for this year. She stated there have been conversations because there is an equity issue that needs addressed.

Ms. Shank asked about Pre-AP courses and if they will still exist.

Dr. Wagner replied yes for this year.

Mr. Ferrera stated that remote learning created a lack of instruction to students and is a significant concern with students not being present for several weeks of 5th grade math and then jumping to Pre-Algebra. He reported the following:

- Success with Eureka math, did not get to see PSSA results to see impact
- Believes Math 6 should be rigorous for all students so kids could still move on in math
- 47% of students take pre-algebra in 6th grade and very few take Calculus B/C as seniors
- Believes teaching 6th grade math makes sense; students are skipping that core instruction when go into Pre-Algebra, which creates gaps

Ms. Shank asked if we could figure out how to evolve the program over the coming year.

Mr. Ferrera stated that teachers should differentiate instruction in the classroom. He added he would like people to understand the thought behind the concept.

Mrs. Beveridge asked if we will have enough data by the end of next school year to determine if students are ready to advance or need additional instructional help.

Mr. Ferra anticipates that we would be using formative instructional data and changing our instruction.

Mrs. Beveridge asked what the first month of school is going to look like.

Mr. Ferra stated he would expect a lot of formative assessment.

Mrs. Beveridge stated she believes students have been traumatized and asked how do we help students going back into the classroom for education as well as other adjustments.

Mr. Kaczor stated we may not know until August. He added that he believes Middle School science and social studies have been a problem with these courses being taught half year only. He doesn't understand why it can't be varying days for the entire year.

Dr. Turk stated she discussed scheduling with the student advisory committee, SEL, intervention, etc. to gather their input and view. The students felt that there wasn't enough time to get into some of the projects. She added teachers will have all students in a grade and it is harder to work with all 150 students in one semester. Dr. Turk stated there are positive and negatives with the scheduling. It is still an ongoing discussion.

General discussion ensued about Middle School scheduling and Science/Social Studies.

Mr. Ferra added that in ELA, teachers with flex group kids are meeting the needs of the kids, so that was considered when discussing plans with the teachers.

Dr. Wagner stated that we talk about Professional Learning Committees (PLC) that the district has been focusing on. She explained that with PLC and that no matter what we call the class, it is drilling down to teach to each kid, meet every child's needs, not teaching to the middle so that students are receiving enrichment or remediation.

Dr. Wagner added that our data shows we are not moving our advanced students. She added we have to change what we are doing and it starts with the teacher and implementation of PLC's and differentiation.

Ms. Shank stated that it seems 6th grade is already doing this, so over the course of the year, maybe they can work with all Middle School teachers. She added that we don't want the advanced students to slow down. It doesn't matter what we call the course, it is important that they all have what they need.

Mr. Ferra stated we should be challenging every student in ELA and providing the same opportunities, and that is the equity piece.

Dr. Wagner stated at the High School every child can take AP classes, there is no prerequisite and every child should feel like they can take an AP class.

Harry Koulouris, 472 Toledo Drive

- Thanked administration for explaining

- Please continue to push and challenge students who are excelling
- Thank you for not changing classes this year
- Asked about the work load and difficulty for teachers to do what administration is suggesting.

Dr. Wagner replied it is absolutely more difficult work for teachers to operate where they have to differentiate, but it is important and it benefits the students. She stated that is part of a teacher's job.

Harry Koulouris, 472 Toledo Drive

- Asked for clarification of the equity issue referred to.

Mr. Ferra replied equity is giving all students the same opportunities.

Dr. Egnor stated when students return to school they will have challenges and the administrative team will be talking about the emotional, mental and educational challenges.

OTHER COMMENTS

Mrs. Beveridge acknowledged Dr. Autumn Turk, Middle School Assistant Principal, for recently defending her dissertation.

ADJOURNMENT

Mrs. Beveridge made a motion, seconded by Mr. Wojcik, that the Board adjourn the meeting at 9:19 PM.

Roll Call: All in Favor.

Motion carried.



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
JUNE 23, 2020**

The Burrell School District Board of Directors Agenda Meeting was held in the High School Boardroom and called to order at 8:11 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. Genia Koziarski, Mr. Tom Deiseroth, Mrs. Gretchen Beveridge, Mr. Rick Kaczor, Mrs. LeeAnn S. Guido, Mrs. Pam Key, 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-

**JUNE 16, 2020 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
AND LITIGATION**

JUNE 23, 2020 – 7:00 PM – PERSONNEL AGENDA

Ms. Shank announced the Board’s Executive Sessions.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

APPROVAL OF MINUTES

Special Budget Meeting – May 5, 2020
Agenda Meeting – May 12, 2020
Regular Meeting – May 19, 2020

TREASURER’S REPORT – MAY 2020 (Attachment 6-1)

FOOD SERVICE FUND REPORT – MAY 2020 (Attachment 6-2)

STUDENT ACTIVITY FUND REPORT – MAY 2020 (Attachment 6-3)

NURSE’S REPORT – MAY 2020 (Attachment 6-4)

Motion by: Mr. Kaczor

Seconded by: Mrs. Koziarski

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:

- Dr. Autumn Turk – Completing Doctorate degree
- Bill Wareham and Production Team – Graduation filming
- Mrs. Koziarski – Work with Senator Brewster and Representative Brooks

Mrs. Koziarski thanked Dr. Wagner and the District for the graduation ceremony. She stated it was perfect and well organized. Students and families celebrated together and appreciated the event.

Dr. Linderman agreed with Mrs. Koziarski's comments.

SCHOOL SAFETY REPORT – INFORMATION

Dr. Wagner indicated that per requirements, the Board heard the annual School Safety Report in executive session with Mrs. Roland, School Safety & Security Coordinator.

Mrs. Koziarski asked if there has been any discussion about the School Resource Officer (SRO) position.

Dr. Wagner commented that last week she reported information requested by the Board. She stated that changing from SRO to School Police Officer (SPO) could potentially save \$18,000- \$25,000 per year. She reminded the Board that there is a 60-day termination clause in the SRO agreement with the City.

Ms. Shank asked Dr. Wagner to do some research and see if there are potential candidates available by posting a potential anticipated position.

Ms. Shank thanked Mrs. Roland for her work as School Safety & Security Coordinator.

WELLNESS REPORT – INFORMATION (Attachment 6-5)

Dr. Wagner stated Mr. Klipple, Food Service Director, provided the annual Wellness Report.

AEC CREATIVITY AND INNOVATION SELF-ASSESSMENT REPORT – INFORMATION

Dr. Wagner stated that she reviewed the AEC Creativity and Innovation Self-Assessment Report information at last week’s Agenda meeting.

ADOPTION OF AP US HISTORY AND FRENCH TEXTBOOKS

Dr. Wagner stated that she explained the recommendation for the adoption of AP US History and French textbooks at last week’s Agenda meeting.

Mr. Wojcik asked if Mr. Pounds reviewed other options.

Ms. Shank responded yes, Mr. Pounds did a lot of research prior to making the recommendation.

Mr. Kaczor added that the AP US History book is similar to a college level book.

Ms. Shank added that the books are online and physical texts.

Motion by: Mr. Kaczor

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

PERMISSION TO DISCARD LIBRARY BOOKS

Dr. Wagner stated the books are beyond repair or obsolete.

Mrs. Kauffman added that the art department recycles discards and uses them for projects.

Motion by: Mr. Wojcik

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

FIRST READING OF POLICY 151 – THERAPY DOGS IN SCHOOLS

Motion by: Mrs. Key

Seconded by: Mrs. Guido

Roll Call: All in Favor

Motion carried.

FLEXIBLE INSTRUCTION DAYS AND 2020-2021 SCHOOL CALENDAR – INFORMATION

Dr. Wagner shared information about the application for flexible instruction days.

PERMISSION TO PLACE A GUIDANCE INTERN FROM INDIANA UNIVERSITY OF PENNSYLVANIA IN HUSTON MIDDLE SCHOOL FOR FALL SEMESTER 2020

Mr. Kaczor asked if the intern participates if there is a confidential matter.

Dr. Wagner responded yes, they will participate as part of their training.

Dr. Linderman added that they are bound by ethical standards.

Mr. Kaczor asked if they are required to report info as part of school work.

Dr. Egnor responded that they do not use names or give personal information.

Mrs. Guido explained that she has interns that work with her and stated that she reviews confidentiality and asks students if they permit the intern to be part of the meeting.

Dr. Wagner added that it is a good practice to work with the schools and that the articulation agreement with the university likely outlines the details of the requirements.

Dr. Wagner stated the intern will be working with Mrs. Innocent, Middle School Guidance Counselor.

Mrs. Guido asked what happens if it is virtual setting.

Dr. Wagner responded that if the university accepts it, we would likely proceed.

Motion by: Mrs. Guido

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

**APPROVAL OF MEMORANDUM OF AGREEMENT WITH BURRELL
EDUCATION ASSOCIATION FOR HIGH SCHOOL AND MIDDLE SCHOOL
SCHEDULE FOR SOCIAL EMOTIONAL LEARNING FOR 2020-2021 SCHOOL
YEAR**

Dr. Wagner explained that the MOA allows time for SEL within the school schedule.

Motion by: Dr. Linderman

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**APPROVAL OF HEALTH AND SAFETY PLAN FOR SCHOOL ACTIVITIES –
SATISFYING ATHLETIC HEALTH AND SAFETY PLAN**

Dr. Wagner reported that last week she presented the Health and Safety Plan for activities and athletics. A few items have been added regarding if a COVID-19 incident occurs and what steps are in place. This plan is required before anything can start. She stated this Health & Safety Plan covers the District beginning July 1, 2020 and then the expectation is that the Board would approve the full plan on August 4, 2020 for beyond and the start of school. Dr. Wagner explained this is a temporary plan until full plan is approved by the Board in August.

Mrs. Key asked who is responsible for cleaning.

Dr. Wagner responded that students will be trained on what they need to clean between individual use and facilities staff will clean between team uses.

Mrs. Koziarski asked what happens if a student has a sick family member.

Dr. Wagner explained that any student with an ill family member cannot participate.

Mr. Wojcik asked who implements the Health and Safety Plan.

Dr. Wagner stated Mr. D'Angelo and Ms. Pomycala, Athletic Trainer, will train coaches and they will begin implementation on July 1.

Mrs. Beveridge asked if we are using online documentation.

Dr. Wagner responded yes, we are using Google forms.

Mr. Wojcik asked if there will be a limited number for spectators.

Dr. Wagner responded that this plan is for non-contact gatherings. There are no contests included in the plan at this time since the plan is for a limited time. Dr. Wagner stated that it

will be decided at a later time. She added that we are having conversations about games and contests to decide that part of the plan.

Mrs. Key stated that by asking parents/guardians to take their child's temperature before every workout or practice, these numbers may be falsely reported.

Dr. Wagner responded that she has been involved in meetings and discussions about expectations on families and schools and believes the plan is appropriate.

General discussion regarding temperature checks and responsibility.

Motion by: Dr. Linderman

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

COVID-19 DISTRICT RELATED MATTERS – INFORMATION

Dr. Wagner reported that in an initial survey, a small portion of parents have indicated that they will plan to keep students home.

Dr. Linderman commented that survey questions were worded a bit confusing and not sure that her feelings were accurately reflected.

Dr. Wagner stated she will review the questions and comments.

APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN BURRELL SCHOOL DISTRICT AND BURRELL SERVICE EMPLOYEES' INTERNATIONAL UNION LOCAL 32BJ FOR PERIOD JULY 1, 2020 THROUGH JUNE 30, 2025

Motion by: Mrs. Guido

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

Dr. Wagner thanked Board members for their hard work on the agreement.

APPROVAL OF AGREEMENT BETWEEN BURRELL SCHOOL DISTRICT AND BURRELL EDUCATIONAL SECRETARIES ASSOCIATION FOR PERIOD JULY 1, 2020 THROUGH JUNE 30, 2025

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

Motion by: Dr. Linderman

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF AGREEMENT WITH CLELIAN HEIGHTS, INC. FOR STUDENT PLACEMENT SERVICES FOR 2020-2021 SCHOOL YEAR (Attachment 6-8)

Dr. Egnor stated Clelian Heights is a private school that provides education for students with autism. He indicated the District has one student who attends.

Motion by: Dr. Linderman

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

APPROVAL OF OUTREACH SERVICES CONTRACT AGREEMENT WITH WESTERN PENNSYLVANIA SCHOOL FOR BLIND CHILDREN FOR VISION SERVICES FOR PERIOD AUGUST 31, 2020 THROUGH JUNE 10, 2021 (Attachment 6-9)

Dr. Egnor stated they provide on-site vision services.

Motion by: Mrs. Key

Seconded by: Mrs. Guido

Roll Call: All in Favor

Motion carried.

APPROVAL OF AGREEMENT WITH WESLEY FAMILY SERVICES FOR SCHOOL-BASED OUTPATIENT SERVICES FOR 2020-2021 SCHOOL YEAR (Attachment 6-10)

Motion by: Mrs. Key

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

APPROVAL OF OUTREACH SERVICES CONTRACT AGREEMENT WITH WESTERN PENNSYLVANIA SCHOOL FOR THE DEAF FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER 2020

Motion by: Mrs. Beveridge

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

PERSONNEL (Attachment 6-11)

Motion by: Mr. Kaczor

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

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

Members received a summary of the May 21 and June 18, 2020 meetings. Dr. Linderman reported the following:

- Meeting held last Thursday
- Currently 458 enrolled for 2020-2021
- Concerns about requirement to meet 360 hours of training for programs
- Waiting for sending districts to decide how they will function next year so CTC can plan
- May allow students to drive themselves
- Staff ALICE and stop the bleed trained; two are ALICE trainers; each class has go-to bag
- New superintendent of record - Dr. Wagner

Mr. Kaczor asked if New Kensington-Arnold School District has an SRO or SPO and does the NWCTC have something in place.

Dr. Wagner stated no, there is not an SRO or SPO at NWCTC.

General discussion ensued regarding safety at NWCTC.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Members received a summary of the May 26, 2020 meeting. Mrs. Beveridge reported the following:

- Working on reopening plans
- Meeting tonight at WIU; nominating officers
- School solicitor shared some health and safety plans of schools in region

PSBA LIAISON REPORT – MRS. KEY

Mrs. Key reported the following:

- Education task force released school reopening report
- House education hearing on school reopening recognized that it will vary and be unique to each school

BUSINESS – MRS. CALLAHAN:

AUTHORIZE JENNIFER S. CALLAHAN TO MAKE ALL YEAR-END BUDGETARY TRANSFERS FOR FISCAL YEAR 2019-2020

Motion by: Mrs. Koziarski

Seconded by: Mrs. Guido

Roll Call: All in Favor

Motion carried.

APPROVAL OF RENEWAL OF AGREEMENT WITH TURNER DAIRY FARMS, INC. FOR FOOD SERVICE MILK AND DAIRY PRODUCTS FOR 2020-2021

Motion by: Mr. Kaczor

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF BREAKFAST AND LUNCH PRICES FOR 2020-2021 (Attachment 6-12)

Mrs. Callahan stated that breakfast and lunch meal prices for 2020-2021 remain the same as the prior year; there has been no increase since 2017-2018.

Motion by: Dr. Linderman

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

APPROVAL OF RENEWAL OF THE FOLLOWING DISTRICT INSURANCE POLICIES FOR PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021: COMMERCIAL PACKAGE, WORKERS COMPENSATION, SCHOOL LEADERS' LEGAL LIABILITY, EXCESS LIABILITY, CYBER RISK/CYBER CRIME

Motion by: Mr. Kaczor

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

APPROVAL OF CHANGE ORDER GC-1 TO W.G. LAND COMPANY, LLC FOR HIGH SCHOOL STADIUM TRACK AND FIELD RENOVATIONS PROJECT IN THE AMOUNT OF \$0.00 FOR SOIL EROSION CONTROL MEASURES REQUIRED BY WESTMORELAND CONSERVATION DISTRICT AND TRACK RE-ALIGNMENT

Motion by: Dr. Linderman

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

Mr. Kaczor asked if there is an amount limit that Dr. Wagner can make decision and not hold up construction for board approval.

Mr. Lee Price, Solicitor, stated that board can choose to do so and then would have board ratify the approval afterwards.

Mrs. Guido made a motion, seconded by Mr. Kaczor, to authorize Dr. Shannon L. Wagner to approve change orders not to exceed \$20,000 for High School Stadium Track and Field Renovations Project.

Roll Call: All in Favor

Motion carried.

APPROVAL OF TAX SETTLEMENT AND EXONERATION OF UPPER AND LOWER BURRELL TAX COLLECTORS FROM PER CAPITA AND REAL ESTATE TAXES

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

APPROVAL OF CAPITAL RESERVE FUND BUDGET 2020-2021

Mrs. Callahan reported that a portion of the awarded stadium project will be funded through capital reserve funds and the only other expenditures expected for 2020-2021 include the track and field equipment for the pole vault/high jump, which Board members awarded the bid in April, and replacement of the generator at Stewart. She also stated that water fountain replacement has been added to the budget so that the Facilities Department can proceed with replacing all district fountains with updated fountains that allow for bottle filling before the start of school. Mrs. Callahan estimated an ending balance of approximately \$824,000.

Motion by: Dr. Linderman

Seconded by: Mrs. Guido

Roll Call: All in Favor

Motion carried.

ADOPT FINAL GENERAL FUND BUDGET 2020-2021 (Attachment 6-13)

Mrs. Callahan stated that District finances and budget have been reviewed and discussed for several months. Last week she presented details on the Final General Fund Budget 2020-2021 that Board members are being asked to adopt tonight. She reviewed the financial

impact of Coronavirus on the District and the positive changes since the proposed budget was approved in May including:

- Increase in funding through the federal CARES act to be used to purchase educational technology for remote learning so that the District will be one-to-one with each student having a Chromebook
- Finalization of state budget and educational subsidies
- Budget reductions
- Elimination of one teaching position through retirement
- Reduction in deficit

Mrs. Callahan stated the Final Budget includes revenue totaling \$31,702,210, expenditures of \$32,140,050 and a deficit of \$437,840. The final budget includes:

- Real estate tax increase of 3 mills which is approximately 3%, for an average district home it is about \$69/year or 5.72/month
- Planned use of fund balance of \$590,000 (for technology, textbooks, and budgetary reserve of \$300,000)
- Use of PSERS committed funds \$100,000 following our plan to cover the cost of district contribution toward PSERS over time
- Estimated loss in local revenue of just under \$500,000
- Federal CARES funds (ESSER and PCCD) amount totaling approximately \$368,000

Mrs. Callahan asked Board members if they have any questions or comments. Members had none.

Motion by: Mr. Key

Seconded by: Mrs. Guido

Roll Call: All in Favor

Motion carried.

APPROVAL OF RESOLUTION AUTHORIZING 2020 LEVY OF TAXES
(Attachment 6-14)

Motion by: Dr. Linderman

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

APPROVAL OF RESOLUTION AUTHORIZING 2020 HOMESTEAD AND FARMSTEAD EXCLUSION (Attachment 6-15)

Mrs. Callahan stated that last week she explained that the Homestead/Farmstead exclusion is the amount that a property owner can have their taxes reduced in accordance with Act 1 of 2006. These are the funds that come from the casinos/gambling. She stated that the District will receive \$701,541.35 for distribution to 4,223 approved homestead and 8 approved farmsteads for 2020 and that the calculation results is an exclusion on assessed value of \$1,651 which equates to \$165.91 in tax reduction.

Motion by: Mr. Kaczor

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

COMMUNICATIONS

Board members received two items of communication.

Dr. Linderman asked if the Board discussed the communications received regarding elimination of higher-level courses.

Ms. Shank responded yes it was discussed at the Agenda meeting and that a few parents attended the meeting to raise questions as well. She added that Mr. Ferra reviewed the curriculum and explained that there is no change for next year.

Dr. Linderman asked for explanation on the reasoning that it was being considered.

Dr. Wagner explained that the Middle School did not want to run Pre-Algebra in 6th grade for kids since they missed math work this year as well as the fact that students who take Pre-Algebra skip certain math concepts.

Dr. Linderman asked if it was only being considered for the upcoming year due to the closing of schools.

Dr. Wagner responded that it is partially due to that, but it is also being reviewed as an equity issue and a philosophical change.

Dr. Linderman asked for clarification on that because she does not agree with the change.

Dr. Wagner stated that Middle School needs to be preparing all students and that the District needs to provide opportunities to all kids. She added that it is a philosophical change that will need to be discussed through student advisory, parent advisory, and Curriculum and Instruction Committee.

Ms. Shank stated that Mr. Ferra explained last week that it needs to be considered. He stated that the data shows we are not moving students who are not in advanced courses or our overachievers, so we need to evaluate and look at the big picture to determine what is best for all students.

Mrs. Key stated she would like to see the data and have conversations about it before any change is made because she has a very different mindset regarding the philosophy.

Mrs. Koziarski added that she does not agree with that change either.

Dr. Wagner reviewed some of the information and data and explained the concern with pushing kids into algebra too soon and then they miss certain basic core concepts.

Mrs. Koziarski asked if the consideration of making a change is only with 6th grade and algebra/math.

Dr. Wagner stated that at this point, it is only math since there is no data on ELA.

Mrs. Guido asked if this extends to the High School because she stated she does not want to eliminate AP courses.

Dr. Wagner stated that the change is only being considered at Middle School right now. She reported it is based on a philosophy based on research and it is an equity issue.

Mrs. Koziarski stated that she believes it is not always about the class or title, but it is often about students wanting to be challenged in all areas.

Dr. Linderman added that she believes it would be taking away from students if they do not have the option, which presents an equity issue on that end as well. She added that students who do not advance early in Middle School may not be able to fit in all of the advanced courses they would like later in High School.

Ms. Shank stated that we do not want to eliminate opportunities, we want to enhance them. She added that students need differentiated instruction to grow.

Mrs. Key stated that with students on both ends of the spectrum, she believes it is important that students are not all lumped together. Her own experience is that it is very difficult to differentiate so in reality, you will not hit all of the levels in a class. She added that she believes students who need additional help would get lost. She indicated that it is possible we are complicating the issue.

Mr. Kaczor provided examples of students. He also brought up half year social studies/science courses at the Middle School and stated that he does not agree with that schedule.

Dr. Linderman asked if the District has data about half-year courses at the Middle School. She stated she believes we discussed students losing ground over the summer, but if teaching a course only one semester, students could be using that content during the other half of the year.

Mrs. Beveridge provided personal experience regarding success in partial-year courses.

General discussion ensued regarding half-year courses.

Dr. Wagner responded that Mr. Ferra surveyed the students and offered courses based on student preference.

Mr. Kaczor stated he does not believe educational decisions should be up to adolescents.

Mrs. Koziarski and Dr. Linderman agreed with Mr. Kaczor.

Dr. Wagner stated students should be included in decisions.

Mrs. Koziarski stated that Mr. Ferra should also survey parents as well as students relating to education.

Ms. Shank added that Mr. Ferra indicated that he will investigate further so we will wait for updates.

General discussion ensued regarding Middle School courses.

Dr. Wagner stated she wants teachers to operate in Professional Learning Communities (PLCs) to help educate all students.

Mrs. Key stated she has experienced at the High School, some students who take AP courses are always able to be challenged because there are kids struggling in same course and must work with them.

Mrs. Guido commented about concerns with students not achieving at an AP level and competing to get into those courses. She suggested that Board members be involved in the discussions.

Dr. Linderman commented that students have been instructed that colleges would prefer to see them take higher level courses and struggle as opposed to taking lower level courses and perform well easily.

Ms. Shank commented about College in High School courses and AP courses.

Mrs. Koziarski stated that she believes that her daughter received scholarship money based on advanced courses taken and she believes it is important that the District continue to offer advanced courses at all levels.

REQUESTS FOR USE OF BUILDINGS

None.

PAYMENT OF BILLS (Attachment 6-16)

Motion by: Mrs. Beveridge

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

OTHER COMMENTS

Mrs. Key stated that she is putting together a proposal for PA Board of Education to request that they add into an American history course how minorities played an important part of history. She stated that as a woman of color who has experienced extreme prejudice, she believes it is important to educate all students.

ADJOURNMENT

Mrs. Beveridge made a motion, seconded by Mr. Kaczor, that the Board adjourn the meeting at 9:59 PM.

Roll Call: All in Favor.

Motion Carried.



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew