

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
APRIL 14, 2020**

- MEETING CANCELLED -

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
APRIL 21, 2020**

- VIRTUAL -

CALL TO ORDER

The Burrell School District Board of Directors Board Meeting was held VIRTUALLY via Zoom and called to order at 7:33 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. Tom Deiseroth, Mrs. Gretchen V. Beveridge, Mrs. LeeAnn S. Guido, Mrs. Pam Key, Mr. Rick Kaczor and Ms. Tricia Shank. The following member was absent: Mr. Christopher S. Wojcik. 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.

APPROVAL OF THE FOLLOWING: DURING OPERATION OF APPLICABLE FEDERAL AND/OR STATE EMERGENCY PROCEDURES TO MITIGATE THE SPREAD OF COVID-19, THE BOARD OF SCHOOL DIRECTORS SUSPENDS ANY PORTION OF ANY BOARD POLICY REQUIRING FIVE (5) MEMBERS TO BE PHYSICALLY PRESENT FOR PURPOSES OF ESTABLISHING A QUORUM AT THE BOARD'S PUBLIC MEETINGS

Motion by: Mr. Kaczor

Seconded by: Mrs. Beveridge

Roll Call: Linderman, Deiseroth, Beveridge, Guido, Key, Kaczor, Shank – All in favor

Motion Carried.

EXECUTIVE SESSION

APRIL 21, 2020 – 6:45 PM – PERSONNEL AGENDA

Ms. Shank announced the Board's Executive Session.

APPROVAL OF MINUTES

Agenda Meeting – March 10, 2020

Regular Meeting – March 17, 2020

TREASURER’S REPORT – MARCH 2020 (Attachment 4-1)

FOOD SERVICE FUND REPORT – MARCH 2020 (Attachment 4-2)

STUDENT ACTIVITY FUND REPORTS – MARCH 2020 (Attachment 4-3)

NURSE’S REPORT – MARCH 2020 (Attachment 4-4)

Motion by: Mrs. Beveridge

Seconded by: Mrs. Guido

Roll Call: Deiseroth, Beveridge, Guido, Key, Kaczor, Linderman, Shank – All in favor

Motion Carried.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

Mrs. Callahan read the comment from the public:

Monica Kelly, 546 Charles Avenue

- Parent of High School Senior
- Encourages appropriate alternative plan for graduation while following Pennsylvania COVID-19 guidelines
- Celebrate hard work and dedication of our seniors
- Hopeful that graduation is still planned for June 11, 2020

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

SUPERINTENDENT – DR. WAGNER:

STUDENT/STAFF RECOGNITION

Dr. Wagner recognized the following regarding all of the changes that had to be made quickly since things changed drastically on March 13, 2020:

Custodian/Maintenance Staff – Cleaning buildings thoroughly

Mr. Klipple and Food Service team – Preparing meals for children for delivery

Tech Department – Getting K-12 technology equipment ready for distribution for remote learning

Administrators – Quickly getting remote learning up and running, delivering meals, making home visits

Mrs. Ameris and Mrs. Roland – Making SEL notes to place in meal bags for kids to let them know we care about them

Mrs. Ameris – Continuing SEL partnerships and program

Teachers – Shifting everything they do from in-building to remote learning in less than two weeks; they stepped up to the plate, have been helping train each other, have done an amazing job

Students and Parents – Have been wonderful in the journey alongside the District

Community – Has been supportive and indicated that they appreciate the efforts of the District and staff

Dr. Wagner read a parent communication thanking all staff members for implementing remote learning and getting students back to some form of normalcy and daily routine with friends and teachers when nothing is normal right now.

National Association of Music Merchants (NAMM) Foundation – Recognized Burrell School District as one of best communities in nation for music education for 4th consecutive year

APPROVAL OF DISTRICT COMPREHENSIVE PLAN

Dr. Wagner stated the Comprehensive Plan was posted on the website for public review for 28 days and is now ready for final Board approval.

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: Deiseroth, Beveridge, Guido, Key, Kaczor, Linderman, Shank – All in favor

Motion Carried.

APPOINTMENT OF _____ AS SCHOOL BOARD DIRECTOR-AT-LARGE TO SERVE REMAINDER OF VACANT TERM THROUGH FIRST MONDAY IN DECEMBER 2021

Ms. Shank stated that although it is awkward for Board members at a virtual/remote meeting, it is important. She asked the Board and participants to take a moment of silence to remember Jane Kinter, School Board Director, who was an outstanding person, band mother, counselor, and really was a special person in this world.

Ms. Shank explained the need to fill the Board vacancy.

Ms. Shank made a motion to appoint prior Board member Genia Koziarski as School Board Director-At Large to serve remainder of vacant term through first Monday in December 2021, seconded by Mrs. Key.

Roll Call: Beveridge, Guido, Key, Kaczor, Linderman, Deiseroth, Shank – All in favor

Motion Carried.

Ms. Shank asked Mr. Lee Price, Solicitor, if the Board can email Mrs. Koziarski a link to participate in remainder of tonight's virtual meeting.

Mr. Price replied that Mrs. Koziarski cannot actively participate until she has been sworn in.

Ms. Shank thanked Mrs. Koziarski in advance for considering and agreeing to serve as a Board member again.

CAPITAL IMPROVEMENTS: HIGH SCHOOL STADIUM TRACK AND FIELD RENOVATIONS PROJECT – INFORMATION

Dr. Wagner reported that the District is waiting for a permit from Westmoreland Conservation District. She indicated that there were two erosion concerns that have been corrected. She stated the contractor intends to break ground around the second week of May. She added that Governor Wolf has allowed local school boards to proceed with construction projects as needed as long as social distancing guidelines and parameters can be followed. Dr. Wagner stated that the contractor indicated that he believes they can follow guidelines.

COVID-19 DISTRICT RELATED MATTERS - INFORMATION

Dr. Wagner reported on the following items:

- Continuity of Education Plan – All districts were required to submit the plan to PDE; Plan is posted on the District website; includes planned instruction; goal of Plan is to provide standards-based instruction to all students during the extended school closure via remote learning using Google Classroom and Google tools. Plan was submitted April 8, 2020 to PDE and remote learning has been up and running since March 30.
- Meals for students – District has been providing meals for students since closure. Originally started delivering meals to 200 kids, now delivering to 370 students providing approximately 3,700 meals/week (breakfast and lunch). She added that she is proud of this and pleased to be able to help families at this time.
- Technology for students for remote learning – 420 Chromebooks have been distributed and 7 MiFi's for families who had no other options for internet to allow for all students to engage in remote learning.

- Graduation - There has been a lot of conversation regarding graduation. Because of Continuity of Education Plan, graduation will still occur June 11, 2020. It will either be virtual and/or a drive-in theater venue. Logistics are still being worked through. The District is thankful that some parents have helped with graduation planning. Dr. Wagner reiterated that the graduation is still June 11 and our students will be honored in some format.

Ms. Shank asked if there is a target date for when the graduation plan will be announced.

Dr. Wagner replied she believes we are close to finalizing the graduation plan. She added there are still some logistics that need worked out, such as a possible venue. She stated she is hopeful that the graduation plan will be finalized and announced by the first week of May.

Ms. Shank stated she heard that Dr. Boylan has been virtually meeting with seniors and talking with them about their ideas.

Dr. Wagner replied yes, Dr. Boylan has been communicating with the seniors. She added that Dr. Boylan has some students working with him to provide input with the graduation planning.

Ms. Shank asked if Board members have any COVID-19 matter questions.

There were none.

Ms. Shank thanked Dr. Wagner. Ms. Shank reiterated all of the accolades that Dr. Wagner reported in the student/staff recognition. She added that, as a parent, she is amazed with the progress. She also thanked Dr. Wagner for letting Board members and the public know how all of the people from all aspects of the District have contributed. Ms. Shank stated that the community appreciates the continuity for the students.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

APPROVAL OF AGREEMENT WITH GRADE POINT RESOURCES FOR SOCIAL EMOTIONAL LEARNING FOR 2020-2021 SCHOOL YEAR SUBJECT TO APPROVAL BY SOLICITOR AS TO FORM (Attachment 4-5)

Dr. Egnor explained the agreement for Social Emotional Learning (SEL) services. He stated the agreement has a clause for any cancellation of this agreement and/or if we lose the service provider.

Motion by: Mrs. Beveridge

Seconded by: Mrs. Guido

Roll Call: Guido, Key, Kaczor, Linderman, Deiseroth, Beveridge, Shank – All in favor

Motion Carried.

APPROVAL OF SCHOOL PSYCHOLOGIST SERVICES AGREEMENT WITH KEYSOLUTION STAFFING, LLC EFFECTIVE APRIL 6, 2020 (Attachment 4-6)

Dr. Egnor explained this agreement is for additional school psychologist services that the District currently uses. He stated that this group fills in the gaps when the District has an overload of needs. He added that he is anticipating a need in the upcoming months due to the COVID-19 closure.

Motion by: Mr. Kaczor

Seconded by: Mrs. Beveridge

Roll Call: Guido, Key, Kaczor, Linderman, Deiseroth, Beveridge, Shank – All in favor

Motion Carried.

APPROVAL OF AGREEMENT WITH ADELPHOI EDUCATION, INC. FOR EDUCATIONAL SERVICES FOR 2020-2021 SCHOOL YEAR (Attachment 4-7)

Motion by: Mrs. Beveridge

Seconded by: Dr. Linderman

Roll Call: Key, Kaczor, Linderman, Deiseroth, Beveridge, Guido, Shank – All in favor

Motion Carried.

APPROVAL OF AGREEMENT WITH WESTMORELAND COUNTY STUDENT ASSISTANCE PROGRAM AGREEMENT FOR 2020-2021 SCHOOL YEAR (Attachment 4-8)

Dr. Egnor stated that this agreement outlines the responsibilities of both the District and Westmoreland County, how the County supports the District and provides a Student Assistance Program (SAP) liaison to the District. He added that they also provide a coordinator from St. Vincent for the SAP program.

Motion by: Dr. Linderman

Seconded by: Mr. Kaczor

Roll Call: Kaczor, Linderman, Deiseroth, Beveridge, Guido, Key, Shank – All in favor

Motion Carried.

PERSONNEL – Ms. Shank (Attachment 4-9)

Motion by: Mr. Kaczor

Seconded by: Mrs. Guido

Roll Call: Linderman, Deiseroth, Beveridge, Guido, Key, Kaczor, Shank – All in favor

Motion Carried.

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

Members received a summary of the April 16, 2020 meeting.

Dr. Linderman reported the following:

- Virtual meeting was held last Thursday
- Remote learning is going well and student participation rate is over 90%
- Recommended approval of budget which will come to the District for approval in May
- Enrollment is steady

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Mrs. Beveridge reported the following:

- Recommendations for ensuring equitable education services addressing special education services under Act 13 including students with IEP, homeless, foster, 504, ESL, etc. to ensuring these students continue to receive services and/or extended school year and that they receive free and appropriate education; and providing a list of resources to help parents with online instruction to supplement education
- Next WIU board meeting is April 28, 2020 via Zoom to work on contract extension for Financial Services Director as her current contract ends in September; expected to extend agreement until her retirement
- Act 44 Grant – WIU received \$128,000 for armed security or unarmed security personnel for Clairview School
- Thanked everyone, especially teachers, for working hard during closure.

Mrs. Guido asked what Clairview is.

Mrs. Beveridge responded it is a school for students with disabilities, multiple disabilities and/or autism. She added that the WIU provides many other services as well.

PSBA LIAISON LEGISLATIVE REPORT – MRS. KEY

Mrs. Key presented the PSBA Legislative Report:

- Amendment to House Bill 974 is in the works that would freeze school district property taxes for the 2020-2021 year due to the COVID-19 crisis
- PSBA is asking that districts contact House members to oppose the amendment and a property tax freeze in general because it would put a great hardship on school districts.

Ms. Shank asked if there is anything people can do to assist.

Mrs. Key replied contact a House member about extraordinary efforts and expenses that the District is taking on. There could be a substantial economic impact to districts. School districts could lose more than \$325,000,000 in local revenue.

BUSINESS – MRS. CALLAHAN:

APPROVAL OF BUDGETARY TRANSFERS (Attachment 4-10)

Motion by: Mr. Kaczor

Seconded by: Dr. Linderman

Roll Call: Linderman, Deiseroth, Beveridge, Guido, Key, Kaczor, Shank – All in favor

Motion Carried.

AWARD BIDS THROUGH WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING CONSORTIUM BOARD FOR MULTI-PURPOSE PAPER FOR 2020-2021 SCHOOL YEAR (Attachment 4-11)

Mrs. Callahan explained the bids are for multi-purpose paper for the 2020-2021 school year at a rate lower than prior year.

Motion by: Dr. Linderman

Seconded by: Mrs. Beveridge

Roll Call: Deiseroth, Beveridge, Guido, Key, Kaczor, Linderman, Shank – All in favor

Motion Carried.

AWARD BIDS FOR PURCHASE OF JANITORIAL AND ATHLETIC SUPPLIES FOR 2020-2021 SCHOOL YEAR (Attachment 4-12)

Mrs. Callahan explained the increase in athletic supply bid from prior year is due to the inclusion of the pole vault and high jump mats and equipment for the new track. The items are listed on the last page and as indicated Capital Reserve Funds will be used for that purchase. She indicated it was more cost effective to bid the items with supply bids rather than including them in construction project bid.

Motion by: Mr. Kaczor

Seconded by: Mr. Deiseroth

Roll Call: Deiseroth, Beveridge, Guido, Key, Kaczor, Linderman, Shank – All in favor

Motion Carried.

APPROVAL OF SETTLEMENT OF REAL ESTATE PROPERTY TAX APPEAL FOR PARCEL 62-09-00-0-083

Mrs. Callahan explained the District received information from Andrews and Price, Solicitors, regarding the recommended settlement on a real estate tax appeal which will result in a one-time revenue increase of approximately \$21,000. She stated she is recommending accepting the settlement as proposed.

Motion by: Mrs. Guido

Seconded by: Dr. Linderman

Roll Call: Beveridge, Guido, Key, Kaczor, Linderman, Deiseroth, Shank – All in favor

Motion Carried.

BUDGET 2020-2021 WORKSHOP PUBLIC MEETING: MAY 5, 2020 AT 6:00 PM – INFORMATION

Mrs. Callahan stated the Board had originally scheduled the public Budget Workshop meeting for April 7, 2020; however, the workshop was cancelled due to school closure. She is asking to reschedule the Budget Workshop public Board meeting for Tuesday, May 5, 2020. She stated that if Board members are in agreement, the additional meeting will be advertised and the Budget Workshop will be May 5. She cautioned Board members that this is a very uncertain time with regard to revenue for next year so budgeting is difficult.

CHANGE DATES OF JUNE 2020 MONTHLY MEETINGS AS FOLLOWS: AGENDA MEETING – JUNE 16, 2020 AT 7:00 PM; REGULAR MEETING – JUNE 23, 2020 AT 7:30 PM

Mrs. Callahan requested the Board officially approve changing the June meeting dates that had previously been set in order to allow an extra week to adopt the final budget to hopefully help with the uncertainty of District revenue. Additionally, it allows for 30 days between May and June regular Board meeting dates as required between the adoption of the Proposed Final General Fund Budget and Final General Fund Budget.

Motion by: Mr. Kaczor

Seconded by: Dr. Linderman

Roll Call: Guido, Key, Kaczor, Linderman, Deiseroth, Beveridge, Shank – All in favor

Motion Carried.

COMMUNICATIONS

No items of communication.

REQUESTS FOR USE OF BUILDINGS

None.

PAYMENT OF BILLS (Attachment 4-13)

Motion by: Mr. Deiseroth

Seconded by: Mr. Kaczor

Roll Call: Key, Kaczor, Linderman, Deiseroth, Beveridge, Guido, Shank – All in favor

Motion Carried.

COMMENTS FROM THE PUBLIC

Mrs. Callahan read the following comments from the public:

Mandi Valovchik, 3116 Kipp Avenue

- Parent of a High School Senior
- Closing and pandemic has caused many challenges for senior students
- Seniors missed many “lasts”
- Hopeful that alternate plan for graduation is a top priority
- Believes Seniors should get the ceremony they deserve
- Willing to help with graduation ceremony planning

Courtney Kobelenske, 442 Violet Drive

- Parent of a High School Senior
- Thank you for the hard work involved making sure Seniors have proper sendoff
- Positive messages from the District gives kids hope

OTHER COMMENTS

Dr. Linderman stated she wants to thank teachers. Ms. Sites has been wonderful and the Middle School as a whole has been amazing. She indicated Ms. Sites sent an email with a grid of what is due and a check off list showing if items are complete or not. As a parent, she is was able to see what is going on. With four kids, trying to track it all is challenging. Dr. Linderman also stated that she appreciates the forgiveness of teachers as this is a learning process for all. She indicated the email checklist is a good idea and also appreciates that students get all of the assignments for the week. She indicated that some High School classes are getting assignments in the morning that are due that same day. She suggested it would be helpful if assignments

would be given for the week. Dr. Linderman believes overall it is going well for a new, unknown territory.

Ms. Shank added the grid may be a good idea because of the diversity of classes, apps and sites, etc.

Dr. Linderman stated it is sometimes difficult since students do not have immediate access to answers from staff. Even though they are responding to student questions, it is sometimes difficult for the students.

Ms. Shank asked if elementary is pass/fail. She also asked how Middle School and High School are graded. She asked if their grades are on completion and/or graded.

Mr. Kaczor added that Middle School is pass/fail.

Dr. Wagner replied Middle School is pass/fail. She stated the High School will continue with grades for college and transcripts, etc.

Ms. Shank asked if the next Board meeting is the Budget Workshop public meeting on May 5th.

Dr. Wagner replied yes.

ADJOURNMENT

Mr. Kaczor made a motion, seconded by Mrs. Beveridge, that the Board adjourn the meeting at 8:43 PM.

Roll Call: All in Favor

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew