

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
AUGUST 14, 2018**

CALL TO ORDER

The Burrell School District Board of Directors Agenda Meeting was held in the High School Boardroom and was called to order at 7:05 PM by President Shank.

PLEDGE OF ALLEGIANCE

Ms. Shank asked all present to participate in the Pledge of Allegiance.

ROLL CALL

The following responded to Roll Call: Dr. Rachel Linderman, Mrs. Jane A. Kinter, Mr. James D. Kunkle, Mrs. Gretchen V. Beveridge, Mr. Rick Kaczor, Mrs. Pam Key, Mrs. Genia Koziarski, Mr. Christopher S. Wojcik and Ms. Tricia Shank. 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:

**AUGUST 14, 2018 – 6:15 PM AND IMMEDIATELY FOLLOWING MEETING –
PERSONNEL AGENDA AND LITIGATION**

AUGUST 21, 2018 – 7:00 PM – PERSONNEL AGENDA AND LITIGATION

Ms. Shank announced the Board's Executive Sessions.

The Board reviewed items scheduled for the regular meeting to be held on August 21, 2018.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

SUPERINTENDENT – DR. WAGNER:

ADOPTION OF POLICY 918 – TITLE I PARENT AND FAMILY ENGAGEMENT

PERMISSION TO ENROLL ONE NONRESIDENT STUDENT TUITION-FREE THROUGH OCTOBER 31, 2018, PENDING CONTRACTED COMPLETION OF HOME CONSTRUCTION

APPROVAL OF MEMORANDUM OF AGREEMENT WITH BURRELL EDUCATION ASSOCIATION REGARDING HIGH SCHOOL COLLABORATION

APPOINTED CARLA ROLAND AS SCHOOL SAFETY AND SECURITY COORDINATOR AS REQUIRED BY ACT 44 – INFORMATION

Dr. Wagner stated Act 44 requires the superintendent to name a School Safety and Security Coordinator by August 31, 2018. Dr. Wagner announced that she appointed Mrs. Carla Roland as School Safety and Security Coordinator.

SAFE SCHOOLS AUDIT PRIORITIES: TRAFFIC AND SIGNAGE – INFORMATION

Dr. Wagner explained the High School traffic pattern changes made as well as additional signage as recommended through Safe Schools Audit. She added that the new traffic pattern is safer for students and separates buses from cars.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

APPROVAL OF AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR ESL SERVICES FOR 2018-2019 SCHOOL YEAR

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT COMPLIANCE MONITORING REPORT – INFORMATION

Dr. Egnor stated the summary report of the McKinney-Vento Homeless Assistance Act Compliance Monitoring Report is available for review.

APPROVAL OF SETTLEMENT AGREEMENT AND RELEASE

PERSONNEL – MS. SHANK (Attachment 8-1A)

Motion by: Mr. Kaczor

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

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

Dr. Linderman reported the following:

- Dr. Wagner is Superintendent of Record at NWCTC
- Next meeting is this week
- Westmoreland County Community College and NWCTC are working on an agreement
- Andrews & Price hired as solicitor

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Mrs. Beveridge announced that she was appointed as Vice-President of WIU Board.

PSBA LIAISON – MRS. KEY

BUSINESS – MRS. CALLAHAN:

APPROVAL OF BUS ROUTES FOR 2018-2019 SCHOOL YEAR

APPROVAL OF BUS DRIVERS FOR 2018-2019 SCHOOL YEAR

PERMISSION TO DISCARD OBSOLETE EQUIPMENT

APPROVAL OF RESOLUTION FOR ACCEPTANCE OF AUDITOR GENERAL'S LIMITED PROCEDURES ENGAGEMENT AUDIT REPORT FOR PERIOD JULY 1, 2013 THROUGH JUNE 30, 2017

Mrs. Callahan stated the PA Department of Audit General conducted a state audit for the District in the spring. Because previous state audits of our district did not result in any findings or issues, the District was placed in the lowest audit category which means it was a Limited Procedures Engagement (LPE). The LPE is not as extensive as typical audits. Auditors reviewed policies and procedures to determine compliance with internal controls, budgeting practices, Right-To-Know Law and Sunshine Act. They also evaluated District policies relating to School Safety. The LPE found that the District properly implemented policies and procedures for those items in all significant respects with relevant requirements. Mrs. Callahan reported that the audit resulted in no findings or observations for the District.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

Mrs. Key made a motion, seconded by Mr. Kunkle, that the Board adjourn the meeting at 7:34 PM.

Roll Call: All in Favor.

Motion Carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
AUGUST 21, 2018**

CALL TO ORDER

The Burrell School District Board of Directors Board Meeting was held in the High School Board Room and was called to order at 7:51 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. Pam Key, Mr. Christopher S. Wojcik and Ms. Tricia Shank. The following members were absent: Mrs. Jane A. Kinter and Mrs. Genia Koziarski. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Gregory Egnor, Director of Student Services, and Mrs. Jennifer S. Callahan, Business Administrator/ Board Secretary, and Mr. Lee Price, Solicitor.

EXECUTIVE SESSION:

**AUGUST 14, 2018 – 6:15 PM AND IMMEDIATELY FOLLOWING MEETING –
PERSONNEL AGENDA AND LITIGATION**

**AUGUST 21, 2018 – 7:00 PM – PERSONNEL AGENDA, LITIGATION AND TAX
APPEALS**

Ms. Shank announced the Board's Executive Sessions.

APPROVAL OF MINUTES

Agenda Meeting – June 12, 2018

Regular Meeting – June 19, 2018

TREASURER'S REPORT – JUNE/JULY 2018 (Attachment 8-1)

SCHOOL LUNCH REPORT – JUNE/JULY 2018 (Attachment 8-2)

STUDENT ACTIVITY FUND REPORTS – JUNE/JULY 2018 (Attachment 8-3)

NURSES' REPORTS – JUNE 2018 (Attachment 8-4)

Motion by: Mrs. Key

Seconded by: Mr. Wojcik

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:

Dave Ploskunak, Facilities Director, and Staff – New computer lab at Bon Air and extra work done this year

Mr. Kaczor commended Facilities staff because the floors look amazing in all buildings.

APPROVAL OF ADOPTION OF POLICY 918 – TITLE I PARENT AND FAMILY ENGAGEMENT (Attachment 8-5)

Motion by: Mrs. Beveridge

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

PERMISSION TO ENROLL ONE NONRESIDENT STUDENT TUITION-FREE THROUGH OCTOBER 31, 2018, PENDING CONTRACTED COMPLETION OF HOME CONSTRUCTION

Motion by: Dr. Linderman

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

APPROVAL OF MEMORANDUM OF AGREEMENT WITH BURRELL EDUCATION ASSOCIATION REGARDING HIGH SCHOOL COLLABORATION

Motion by: Mr. Wojcik

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPOINTED CARLA ROLAND AS SCHOOL SAFETY AND SECURITY COORDINATOR AS REQUIRED BY ACT 44 – INFORMATION

Dr. Wagner stated she shared the information at last week’s agenda meeting regarding her appointment.

SAFE SCHOOLS AUDIT PRIORITIES: TRAFFIC AND SIGNAGE – INFORMATION

Dr. Wagner stated that the traffic pattern and signage were discussed at last week’s agenda meeting. She added that additional crossing guards will be needed and a revision to the original agreement will be presented next month. Dr. Wagner also stated that the District will be officially requesting Lower Burrell Police Department to enforce parking patrols and use of parking spaces.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

APPROVAL OF CONTRACT WITH WESTMORELAND INTERMEDIATE UNIT FOR ESL SERVICES FOR 2018-2019 SCHOOL YEAR

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT COMPLIANCE MONITORING REPORT – INFORMATION

Dr. Egnor stated he provided a summary of the report at last week’s agenda meeting.

APPROVAL OF SETTLEMENT AGREEMENT AND RELEASE

Motion by: Dr. Linderman

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

PERSONNEL – MS. SHANK (Attachment 8-6)

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor except Ms. Shank abstained from #53 and #54.

Motion carried.

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

Members received a summary of the June 21, 2018 minutes in their packets.

Mr. Wojcik reported the following:

- Approximately 450 students enrolled for 2018-19
- Cyber Security course added
- Discussed agreement between NWCTC and WCCC; Approved to start January 2019
- Joint in-service with Pittsburgh Technical College
- Technology upgrades completed

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Members received a summary of the June 26, 2018 minutes in their packets.

Mrs. Beveridge reported the following:

- Repairs and construction work continues
- eAcademy students in process of changing to a new platform
- Clairview enrollment numbers for 2018-19
- Step-Up program started

LEGISLATIVE REPORT – MRS. KEY

No report.

BUSINESS – MRS. CALLAHAN:

APPROVAL OF BUS ROUTES FOR 2018-2019 SCHOOL YEAR

Motion by: Dr. Linderman

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF BUS DRIVERS FOR 2018-2019 SCHOOL YEAR

Motion by: Mr. Wojcik

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

PERMISSION TO DISCARD OBSOLETE EQUIPMENT

Motion by: Dr. Linderman

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

APPROVAL OF RESOLUTION FOR ACCEPTANCE OF AUDITOR GENERAL'S LIMITED PROCEDURES ENGAGEMENT AUDIT REPORT FOR PERIOD JULY 1, 2013 THROUGH JUNE 30, 2017 (Attachment 8-7)

Mrs. Callahan stated that she provided a summary of the report at last week's agenda meeting. She reported that the state audit resulted in no findings or observations for the District.

Motion by: Mrs. Beveridge

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

APPROVAL OF SETTLEMENT OF REAL ESTATE PROPERTY TAX APPEAL FOR TAX PARCEL NO. 17-07-08-0-019

Motion by: Dr. Linderman

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF SETTLEMENT OF REAL ESTATE PROPERTY TAX APPEAL FOR TAX PARCEL NO. 17-03-16-0-196

Motion by: Dr. Linderman

Seconded by: Mr. Kunkle

Roll Call: All in Favor except Mr. Kaczor voted No.

Motion carried.

COMMUNICATIONS

None.

REQUESTS FOR USE OF BUILDINGS (Attachment 8-8)

Motion by: Dr. Linderman

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 8-9)

Motion by: Mr. Kaczor

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

OTHER REMARKS

Mr. Ferra thanked Tom Deiseroth for his many years of service to the District.

On behalf of the Board, Ms. Shank thanked Mr. Deiseroth for his service to the District.

ADJOURNMENT

Mr. Kunkle made a motion, seconded by Dr. Linderman, that the Board adjourn the meeting at 8:10 PM.

Roll Call: All in Favor.

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew