



**ELECTION OF PRESIDENT – ONE (1) YEAR TERM OF OFFICE**

Mrs. Koziarski nominated Ms. Shank for President.

Mr. Kaczor made a motion to declare nominations closed, seconded by Mrs. Beveridge.

Roll Call: All in Favor. Motion carried.

Election of Ms. Shank as Board President for a one (1) year term of office.

Roll Call: All in Favor Motion carried.

**ELECTION OF VICE PRESIDENT – ONE (1) YEAR TERM OF OFFICE**

Mrs. Key nominated Mrs. Koziarski for Vice President.

Mr. Wojcik made a motion to declare nominations closed, seconded by Mrs. Key.

Roll Call: All in Favor Motion carried.

Election of Mrs. Koziarski as Board Vice President for a one (1) year term of office.

Roll Call: All in Favor Motion carried.

**RESOLUTION ON CHECK SIGNATURES (Attachment 12-1R)**

Motion by: Mrs. Koziarski Seconded by: Mrs. Beveridge

Roll Call: All in Favor Motion carried.

**APPOINTMENT OF SOLICITOR – ONE (1) YEAR APPOINTMENT**

Mrs. Key made a motion, seconded by Mrs. Beveridge, to appoint Andrews & Price as Solicitor for one year.

Roll Call: All in Favor Motion carried.

Mr. Price thanked the Board for appointing Andrews & Price as solicitor.

**APPOINTMENT OF TWO (2) MEMBERS OF NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER JOINT OPERATING COMMITTEE – THREE (3) YEAR APPOINTMENT**

Mrs. Koziarski made a motion, seconded by Mr. Kaczor, to appoint Mr. Wojcik and Mrs. Kinter made a motion, seconded by Mr. Kaczor, to appoint Dr. Linderman, as two (2) Members of Northern Westmoreland Career & Technology Center Joint Operating Committee for a three (3) year appointment.

Roll Call: All in Favor

Motion carried.

**APPOINTMENT OF WESTMORELAND INTERMEDIATE UNIT BOARD OF DIRECTORS REPRESENTATIVE TO SERVE THREE (3) YEAR TERM COMMENCING JULY 1, 2019 ENDING JUNE 30, 2022**

Mrs. Key made a motion, seconded by Mr. Kaczor, to appoint Mrs. Beveridge as Westmoreland Intermediate Unit Board of Directors representative to serve three (3) year term commencing July 1, 2019 ending June 30, 2022.

Roll Call: All in Favor

Motion carried.

**APPOINTMENT OF PSBA LIAISON – ONE (1) YEAR APPOINTMENT**

Dr. Linderman made a motion, seconded by Mr. Wojcik, to appoint Mrs. Key as PSBA Liaison for one year.

Roll Call: All in Favor

Motion carried.

**SETTING TIME AND PLACE OF MONTHLY MEETINGS**

- Agenda Meetings: 2<sup>nd</sup> Tuesday each month, 7:00 PM - High School Board Room
- Regular Meetings: 3<sup>rd</sup> Tuesday each month, 7:30 PM - High School Board Room

Exceptions:

- July 2019 – Meetings cancelled
- December 2019 - Reorganization and Regular Meeting, Tuesday, December 3, 2019, 7:00 PM High School Board Room

Motion by: Mrs. Koziarski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**ADJOURNMENT**

Mrs. Key made a motion, seconded by Mrs. Kinter, that the Board adjourn the meeting at 7:09 PM.

Roll Call: All in Favor

Motion carried.

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Jennifer S. Callahan  
Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT  
BOARD MEETING  
DECEMBER 4, 2018**

**CALL TO ORDER**

The Burrell School District Board of Directors Meeting was held in the High School Board Room and called to order at 7:09 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. Christopher S. Wojcik, Mr. Rick Kaczor, Mrs. Genia Koziarski, Mrs. Pam Key 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-  
DECEMBER 4, 2018 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL  
AGENDA**

Ms. Shank announced the Board’s Executive Session.

**APPROVAL OF MINUTES**

Agenda Meeting – November 13, 2018  
Regular Meeting – November 20, 2018

Motion by: Mrs. Koziarski

Seconded by: Dr. Linderman

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:**

#### **GIFTS, GRANTS, DONATIONS REPORT – INFORMATION (Attachment 12-1)**

Dr. Wagner reviewed the Gifts, Grants, Donations Report information.

#### **POTENTIAL CONSTRUCTION PROJECTS – INFORMATION**

Dr. Wagner reviewed construction items as discussed at the last few meetings. She reviewed the facility project overview and upcoming needs including: Track replacement, Bon Air paving, softball field repairs, High School stadium turf repairs/replacement, and pool repairs/upgrades. She stated that these items need more immediate attention. She also listed other projects that might need attention in the near future including: telephone system upgrades, Stewart roof repairs, and High School boiler system.

Dr. Wagner stated that at the last few meetings, the Board has discussed several variations and additional ideas to consider addressing the facility needs. Dr. Wagner provided estimated costs from architects. She summarized the remaining capital improvements that are currently being discussed and the estimated costs of each.

Dr. Wagner stated that last month, Mrs. Callahan provided financial information relating to potential projects that includes: approximately \$1.3 million in existing funds that the District could reallocate toward construction projects as well as estimated costs for issuing bond debt in the amount of \$5 million.

Dr. Wagner asked Mrs. Callahan to review financial data and additional information gathered since the last meeting.

Mrs. Callahan summarized the details of the funds in the Capital Project Fund, Capital Reserve Fund and Committed Funds as well as a portion of the undesignated uncommitted Fund Balance that could potentially be used for capital improvements if the Board decides to proceed. Mrs. Callahan reviewed estimated annual cost of issuing \$5 million additional bond debt.

Mrs. Callahan provided estimates for issuing \$2 million and \$2.5 million in bonds based on perceived interest by Board in making some capital improvements with an effort to keep the annual budget impact minimal. She also explained that refunding existing bonds is not a viable option at this time; nor is bank loan financing as it would result in higher interest rates and shorter payment terms resulting in larger impact to annual expenditure budget.

Mrs. Callahan provided information gathered for grant funding for the High School stadium turf including: NFL Foundation Grassroots Program and U.S. Soccer Foundation Safe Places to Play Grant. Mrs. Callahan reported that the US Soccer Foundation grant is likely not a viable funding source because it requires the field to be majority soccer use, but that the NFL program grant of up to \$250,000 is more likely to be a possible funding source but should not be relied upon since it is not guaranteed.

General Board discussion ensued regarding capital improvements and funding.

Mr. Kaczor stated that his opinion is that the Bon Air parking lot needs done as soon as possible and that the athletic improvements can be tabled for a year if needed, but added that at some point, the Board will need to make a decision.

Ms. Shank stated that she feels things will continue to get worse and require more work if not done. She believes the Board should proceed with land surveys and testing as recommended by the architect.

Mr. Kunkle added that he is glad to see general consensus regarding the Bon Air paving project. He also stated that he is concerned with the impact to taxpayers with future bond payments if the Board moves forward with all other projects. He believes that the buildings are first priority for maintenance.

Dr. Linderman stated that the District has a responsibility to upkeep facilities while keeping the taxpayers in mind. It makes the most sense to do the parking lot and temporarily repair the track. She stated that if the pool goes down, the District can use another pool, but can't use another parking lot. She asked if there is enough money to pay for the Bon Air paving project.

Mrs. Callahan stated that if the Board agrees to reallocate funds in the approximate amount of \$1,350,000 as discussed, then yes, the District can cover the estimated cost of the Bon Air paving project.

Dr. Linderman added that although sports are very important for our community, and because these days students are facing tremendous social issues never seen before, the athletic activities are extremely important. She believes it would be a disservice/injustice to the students to take away any of these facilities by not maintaining them as needed.

Mrs. Key added for the record that the arts are important for students as well.

Mrs. Kinter added that football includes the marching band so it also supports the arts.

Dr. Wagner stated that the next step would be for the Board to consider the survey and land testing for the High School and Bon Air properties as proposed by the architects.

Mr. Kunkle asked Dr. Wagner to review the time frame of the Bon Air Paving project.

Dr. Wagner reviewed the paving project timeframe and indicated that in order to have construction in the summer 2019, the Board would likely need to authorize architects to prepare bid specifications at the January meeting.

**APPROVAL OF AUTHORIZATION FOR MCILVRIED, DIDIANO, & MOX, LLC TO PREPARE TOPOGRAPHIC AND BOUNDARY SURVEY FOR BON AIR ELEMENTARY SCHOOL AT COST NOT TO EXCEED \$13,800 AND USE OF CAPITAL PROJECT FUND FOR COST**

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

**APPROVAL OF AUTHORIZATION FOR PROFESSIONAL SERVICES INDUSTRIES, INC. TO PREPARE SUBSURFACE SOIL EXPLORATION AND GEOTECHNICAL SERVICES FOR BON AIR ELEMENTARY SCHOOL AT COST OF \$5,880 AND USE OF CAPITAL PROJECT FUND FOR COST**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**APPROVAL OF AUTHORIZATION FOR MCILVRIED, DIDIANO, & MOX, LLC TO PREPARE TOPOGRAPHIC AND BOUNDARY SURVEY FOR BURRELL HIGH SCHOOL STADIUM AT COST OF \$13,100 AND USE OF CAPITAL PROJECT FUND/CAPITAL RESERVE FUND FOR COST**

Motion by: Dr. Linderman

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

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

**PERMISSION TO HOST CAMP INVENTION 2019**

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.



**PERSONNEL – MS. SHANK (NONE)**

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

Mr. Wojcik announced there was no meeting in November.

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

Members received a summary of the November 27, 2018 meeting. Mrs. Beveridge also reported the following:

- Happy to be a member of WIU Board
- Most discussion is education related at WIU Board meetings
- Special Education is important

**LEGISLATIVE REPORT – MRS. KEY**

No report given.

**BUSINESS – MRS. CALLAHAN:**

**BUDGET 2019-2020 TENTATIVE BUDGET TIMELINE – INFORMATION**

Mrs. Callahan provided a summary of the 2019-2020 Tentative Budget timeline through June 2019, including several Board meetings that will include budgetary discussions and items such as: Resolution not to exceed index, budget workshop meeting, and Proposed Budget adoption and Final Budget adoption dates.

**COMMUNICATIONS**

None.

**REQUESTS FOR USE OF BUILDINGS (Attachment 12-2)**

Motion by: Mrs. Kinter

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**PAYMENT OF BILLS (Attachment 12-3)**

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

**COMMENTS FROM THE PUBLIC**

There are no comments from the public.

**ADJOURNMENT**

Mr. Kunkle made a motion, seconded by Mrs. Kinter, that the Board adjourn the meeting at 8:05 PM.

Roll Call: All in Favor

Motion carried.

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Jennifer S. Callahan  
Board Secretary

JSC/lew