

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
NOVEMBER 13, 2018**

CALL TO ORDER

The Burrell School District Board of Directors Agenda Meeting was held in the High School Board Room and called to order at 7:11 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: Mrs. Jane A. Kinter, Mrs. Gretchen V. Beveridge, Mr. Rick Kaczor, Mrs. Pam Key, Mrs. Genia Koziarski, Mr. Christopher S. Wojcik and Ms. Tricia Shank. The following members were absent: Dr. Rachel Linderman and Mr. James D. Kunkle. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Gregory Egnor, Director of Student Services, and Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary.

EXECUTIVE SESSION-
NOVEMBER 13, 2018 – 6:45 PM – PERSONNEL AGENDA
NOVEMBER 20, 2018 – 7:00 PM – PERSONNEL AGENDA

Ms. Shank announced the Board's Executive Sessions.

REVIEW OF AGENDA ITEMS

The Board reviewed items scheduled for the regular meeting to be held on November 20, 2018.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

SUPERINTENDENT – DR. WAGNER:

APPROVAL OF REVISION TO POLICY 808 – FOOD SERVICES

DISTRICT OPERATIONAL PLAN 2018-2019 – INFORMATION

Dr. Wagner stated that she will provide information regarding the District Operational Plan at next week's Board meeting.

APPROVAL OF THE FOLLOWING NEW DISTRICT ATHLETIC TEAM PROGRAM FOR SPRING 2019: MIDDLE SCHOOL TRACK

Dr. Wagner asked Mr. D'Angelo to explain his request to add Middle School track team.

Mr. D'Angelo explained his proposal to add Middle School track team for spring 2019 and provided a summary of supporting reasons. He provided estimated total costs for 2018-2019 of \$6,838.

Ms. Shank asked if this request includes Cross Country for Middle School.

Mr. D'Angelo indicated that it could be considered, but it is not part of this request. He added that Middle School students can run with High School students as "open" at Cross Country meets and that only some larger schools actually have Middle School Cross Country team.

Mr. Kaczor asked about the approximate number of Middle School students running Cross Country.

Mr. Chris Legters, Cross Country coach, answered approximately 12.

Ms. Shank asked if there is enough space for Middle School students to practice with High School students if the Middle School program is added.

Mr. D'Angelo indicated yes and added that he would coordinate specific areas.

Ms. Shank asked if there are people interested in coaching.

Mr. D'Angelo replied that a new teacher with prior track coaching experience has expressed interest.

Mr. Steve White, head Track coach, stated that several people have expressed interest in coaching. He also added that the Middle School and High School track teams would coordinate helping at meets.

Mrs. Koziarski asked if Middle School students could learn to pole vault.

Mr. D'Angelo indicated that they could not compete at Middle School level in pole vaulting.

Mrs. Koziarski expressed support for adding a Middle School track team.

Mrs. Kaczor expressed support for adding a Middle School track team.

Mr. White indicated that track is a sport that all students have the opportunity to participate.

Mrs. Beveridge expressed interest in some kind of sports conditioning/intermural camp at Middle School.

Mr. D'Angelo indicated that the fall has several Middle School sport opportunities, so the spring is when additional opportunities are needed.

Mr. Chris Koziarski, Track volunteer coach, indicated that track is a good "fall back to" sport and that during the track summer camp for younger children, it was obvious that young kids are excited and interested in the sport.

Mr. D'Angelo summarized with Track & Field can help develop skills for other sports, even at a younger age.

ACT 44 SAFETY AND SECURITY UPDATE – INFORMATION

Dr. Wagner stated she and Mrs. Roland, the District's designated School Safety and Security Coordinator, will share information next week regarding Act 44 Safety and Security.

POTENTIAL CONSTRUCTION PROJECTS – INFORMATION

Dr. Wagner summarized the most recent completed facility projects over the past few years including High School paving, auditorium roof recoating, gym bleachers and gym upgrades.

Dr. Wagner discussed items that have been on the facility project list for consideration but not yet addressed including track, softball field, stadium turf, pool, and Bon Air paving. Additional items that will need addressed within 5-10 years include the phone backbone, Stewart flat roof, and High School boiler system. Dr. Wagner asked the architects to review District facilities and provide information including recommendations and estimates so that the Board can begin discussions. She added that she believes that we may need to address the items that we can with the finances we have available and then potentially in a year or two consider additional items as needed.

Andreas Dometakis and John Carly of HHSDR Architects presented their approach to Burrell School District Capital Improvements and explained the details of options for various items. The

items they presented include: High School Track, Bon Air paving and softball field, High School football field turf, and High School Pool.

Board members had general discussion and questions/answers regarding proposed options and costs. Board members discussed artificial turf on football field. Additionally, Board members proposed a few additional options for consideration including moving the track to another location, moving or restructuring the concession stand, and combining softball field and/or baseball field with football/soccer field.

Board members indicated that they would like to continue to talk and review options and would like additional information/proposals from architects including some of the ideas mentioned.

Mr. Kaczor stated for the record that he is in support of artificial turf for the field, not for football, but because it will benefit many students.

Dr. Wagner asked Mrs. Callahan to explain some related financial information to potential construction projects.

Mrs. Callahan summarized General Obligation Bond issues including estimated costs of issuing \$5 million or \$10 million in bonds and the related increase in annual costs for bond payment of \$187,000 - \$374,000 per year and tax millage value of the increase which is 1.21 to 2.43 mills. She reviewed existing outstanding bond balance and payments and indicated that there are currently no bond refund savings available. Mrs. Callahan expressed concern with adding annual expenditures when the District has limited revenue increases.

Mrs. Callahan discussed the District's existing funds of approximately \$1,350,000 that could be used toward construction projects if the Board chooses to move forward. This includes balances in the Capital Project Fund, Capital Reserve Fund, and Committed General Funds as well as undesignated, uncommitted fund balance. She discussed the additional undesignated fund balance of approximately \$400,000 from fiscal year ended June 30, 2018. These funds resulted from expenditures less than anticipated during most recent budget process in areas including: facilities utilities, cyber tuition, medical insurance costs, athletics, safety, transportation, and payroll and related social security/retirement costs.

Mrs. Callahan summarized the remaining fund balances should the Board decide to use the \$1,350,000.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

APPROVAL OF SCHOOL PSYCHOLOGIST SERVICES AGREEMENT WITH KEYSOURCE EDUCATIONAL STAFFING, LLC (Attachment 11-1A)

Dr. Egnor reported on current Psychologist agreement with ARIN IU. He explained the additional immediate evaluation needs that prompted the Keysource agreement and requested approval tonight so that testing can proceed this week.

Mrs. Callahan explained the Annual Financial Report (referred to as AFR) is the summary of District financial information required to be submitted in this format to the state each October for the prior fiscal year. She briefly reviewed the AFR data.

Mrs. Callahan discussed Governmental Funds Balance Sheet including General Fund, Capital Reserve Fund, and Capital Project Funds, showing assets, liabilities, and fund balance of each. She reported the June 30, 2018 ending fund balance of General Fund: Committed \$1,949,000 and unassigned \$2,923,375 for a total of 4,872,375. The ending fund balance of Capital Reserve Fund \$621,703 and Capital Project Fund \$70,340 at June 30, 2018 are also reported.

Mrs. Callahan reported on the Statement of Revenues and Expenditures for these same funds. General Fund total revenues were \$28,937,730 and Total expenditures plus transfer out were \$29,027,183. Expenditures exceed revenues by \$89,453 so the net change in fund balance is a decrease resulting in total (unassigned and committed) ending fund balance of \$4,872,375.

Mrs. Callahan reported that pages 13-20 of the AFR are various required reports regarding the District's Proprietary Fund – the Food Service Fund. This data is required to be reported differently than the governmental funds. To summarize the operations, she stated that the Statement of Revenue, Expenditures, and Change in Net Position shows operating revenue for 2017-18 of \$354,811 plus non-operating revenue of \$483,652 for total revenue of \$838,464. Total Operating expenditures reported are \$680,248, resulting in income of \$158,215.

Mrs. Callahan explained that this figure includes depreciation and change in net pension liability calculation amounts. Therefore, we typically exclude these items to get a better idea of the performance of the department based on revenues and expenditures which shows a bottom line of \$95,537 income as compared to prior years.

Mrs. Callahan stated that as discussed for several years, we have made substantial changes to the Food Service program to offset years of losses and to increase the bottom line. The most recent changes are hiring Andrew Klipple as Food Service Director and implementing his recommended staff changes to reduce costs (eliminate full-time position) but maintain quality. Additionally, Mr. Klipple's effective menu planning, use of commodities, and improved food quality to increase participation have helped the District accomplish this goal.

Because the goal of the Food Service Department is to be self-sufficient, the District is required to implement a plan to spend extraordinary balance; therefore, the District has invested in needed equipment upgrades in the kitchens. Approximately \$65,000 was expended to purchase two combi-ovens for the Middle School and High School, a new kettle to replace broken equipment at High School, and a tabletop steamer for each elementary school so vegetables can be prepared on site.

Mrs. Callahan commended Mr. Klipple for doing an excellent job with the program and indicated he is committed to continuing to work hard and use his ability to grow a self-sustaining program each year by focusing on the food quality and adapting to culinary trends to increase participation while maintaining fiscal responsibility.

Mrs. Callahan indicated that the last statement in the AFR is the Statement of Net Position - Fiduciary Funds – which is the District’s Student Activity Accounts reported a balance of \$69,250 at year end.

Mrs. Callahan added that additional pages of the AFR include the detailed listing of General Fund Revenues and a Summary report of the Expenditures by function, as well as a few required schedules that include required data relating to certain expenditures for the district at the end of the report.

BUDGET 2019-2020: ACT 1 INDEX – INFORMATION

Mrs. Callahan provided information relating to the Act 1 index for fiscal year 2019-2020 because as part of the budget process, the Board will be asked to adopt a resolution to stay within the index by the state deadline. She reported that the District’s adjusted index for 2019-2020 is 3% which equates to approximately 2.8 mills of taxes.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

OTHER COMMENTS

On behalf of Mrs. Courtney Kobelenske, Dr. Egnor shared photos of Treat Trolley and reported a successful opening.

Mr. Ferra added that the related news report went national.

BUILDING REQUESTS

Mrs. Kinter asked Mr. D’Angelo to check on the Building Request submitted by the Marching Band.

ADJOURNMENT

Mrs. Beveridge made a motion, seconded by Mrs. Kinter, that the Board adjourn the meeting at 9:30 PM.

Roll Call: All in Favor.

Motion Carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
NOVEMBER 20, 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 7:32 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, Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary, and Mr. Tony Giglio, Solicitor.

EXECUTIVE SESSION-

NOVEMBER 13, 2018 – 6:45 PM – PERSONNEL AGENDA

NOVEMBER 20, 2018 – 7:00 PM – PERSONNEL AGENDA AND REORGANIZATION

MEETING INFORMATION

Ms. Shank announced the Board's Executive Sessions.

APPROVAL OF MINUTES

Agenda Meeting – October 9, 2018

Regular Meeting – October 16, 2018

TREASURER'S REPORT (Attachment 11-1)

SCHOOL LUNCH REPORT (Attachment 11-2)

STUDENT ACTIVITY FUND REPORTS (Attachment 11-3)

NURSE'S REPORT (Attachment 11-4)

Motion by: Mrs. Koziarski

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:

Mr. Connelly, High Drama Club/Boosters – Heart of Robin Hood production

Miss Corsi and Chorus Students – Westmoreland County Senior High County Chorus

Middle School Special Ed teacher and students, Mrs. Kobelenske – Treat Trolley

APPROVAL OF REVISION TO POLICY 808 – FOOD SERVICES

Motion by: Mrs. Key

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

DISTRICT OPERATION PLAN 2018-2019 – INFORMATION

Dr. Wagner shared District Operational Plan and Performance Standards and Objectives of the District and each school. She presented the Future Ready PA Index and reviewed each building scores/data. She explained some of the “measures” used in the scores such as PSSA scores, attendance, career readiness, student growth, etc.

APPROVAL OF THE FOLLOWING NEW DISTRICT ATHLETIC TEAM PROGRAM FOR SPRING 2019: MIDDLE SCHOOL TRACK

Motion by: Mrs. Koziarski

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

ACT 44 SAFETY AND SECURITY UPDATE – INFORMATION

Dr. Wagner asked Mrs. Carla Roland, School Safety and Security Coordinator, to report on Act 44.

Mrs. Roland presented examples of classroom safety buckets. She stated that the Safe2Say Program state tip line will replace the District tip line for grades 7 through 12 as recommended by the state. The state tip line will be rolled out by January 14, 2019.

Mrs. Roland indicated that a Threat Assessment Team is being assembled and training will be implemented and fully functional for next school year.

Mrs. Roland indicated that the District was awarded the School Safety and Security Grant in the amount of \$25,000. The grant will be used toward the cost of a behavior-cultural specialist to address mental health concerns and social/emotional needs of students. She added that the District is planning to implement the PreK-12 Jessie Lewis Choose Love Enrichment Program if additional grant money is awarded from the competitive grant application so that the District can implement the program with fidelity.

Mrs. Roland stated that she has begun tabletop exercises and meetings with Lower Burrell Police Department to revamp building evacuation plans.

Mrs. Koziarski asked if Detective Marhefka is involved in the Safe2Say Program tip call list and how the District plans to communicate the new tip line to families.

Mrs. Roland replied yes and stated that Administration is planning communication in December to inform families about the new tip line.

Mrs. Key asked if PreK facilities located within the District can participate in the Jessie Lewis Choose Love Enrichment Program.

Dr. Wagner stated yes because the program is free curriculum on their website.

Mrs. Roland discussed the recent Middle School evacuation drill. She indicated moving towards the District undergoing ALICE training for all staff and students in stages.

Mrs. Beverage asked when the competitive grant will be awarded.

Dr. Wagner replied that she hopes to know by January. She also explained that our District grant application focusses on the mental/emotional side but many other school districts are seeking funds for equipment. Dr. Wagner indicated that the District applied for \$120,000 in competitive grant. Dr. Wagner further explained the behavior-cultural specialist position and expectations established.

POTENTIAL CONSTRUCTION PROJECTS – INFORMATION

Dr. Wagner stated that last week the District architect presented information for potential capital improvements and the Board discussed options for nearly two hours. The Board asked about a few additional options and estimates for athletic fields. Dr. Wagner provided information from the architects regarding additional options and cost estimates. Dr. Wagner stated that if the

Board is considering moving forward with any of the projects, survey/testing will need to be done. She also stated that the architect indicated that if the District waits on Bon Air Paving, it could cost nearly \$500,000 more. They also indicated that moving the track to another location would add substantial costs to the track replacement project.

Mr. Kaczor stated that out of all the projects, he believes Bon Air paving should be done first, then the stadium field.

Mr. Kunkle stated that he feels like the Board is being asked for a quick vote and asked if the superintendent indicated priorities in order.

Dr. Wagner indicated that the Board is not being asked to vote, but asked to continue to discuss items and review options/costs. She also stated that she discussed the priorities last week.

Mr. Kaczor added that for artificial turf on the field, the initial cost is high, but replacing it would likely be similar to maintaining natural turf/grass on field.

Mrs. Kinter asked that Drake D'Angelo, Athletic Director, be present on December 4 for additional discussion regarding athletic facilities.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

SCHOOL PSYCHOLOGIST SERVICES AGREEMENT WITH KEYSOURCE EDUCATIONAL STAFFING, LLC – INFORMATION

Dr. Egnor stated the School Psychologist Services Agreement with Keysource Education Staffing, Inc. was approved at last week's meeting and service has been initiated.

PERSONNEL – MS. SHANK (Attachment 11-5)

Motion by: Mr. Kaczor

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

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

Members received a summary of the October 18, 2018 meeting. Mr. Wojcik also reported the following:

- Applied for three grants
- Staffing
- Enrollment
- College credits

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Members received a summary of the October 23, 2018 meeting. Mrs. Beveridge also reported the following:

- Step-Up Westmoreland kickoff
- Curriculum services – programs & services
- WIU Audit Reports
- Clairview numbers

LEGISLATIVE REPORT – MRS. KEY

Mrs. Key presented the PSBA Legislative Report:

- SB1095
- HB1386
- PSBA adopted 2019 platform: Safe Schools, Charter Reform , PA Pension crisis

BUSINESS – MRS. CALLAHAN

APPROVAL OF BUDGETARY TRANSFERS (Attachment 11-6)

Motion by: Mrs. Key

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

APPROVAL OF DONATION TO FIRE COMPANIES

Motion by: Mrs. Koziarski

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

APPROVAL OF DONATION TO PUBLIC LIBRARY

Motion by: Mrs. Key

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

ANNUAL FINANCIAL REPORT (AFR) 2017-2018 – INFORMATION

Mrs. Callahan stated that last week she reviewed the Annual Financial Report (AFR) and some of the figures for fiscal year ended June 30, 2018 as submitted to the state. She discussed the governmental funds (General Fund, Capital Reserve Fund, and Capital Projects Fund) and the fiscal year revenues, expenditures, and fund balances of each. She reviewed the proprietary fund reports which are the District Food Service funds. She reported that program operations resulted in approximately \$95,000 income for the year as a result of changes made to the program including new management and staff changes.

BUDGET 2019-2020: ACT 1 INDEX – INFORMATION

Mrs. Callahan stated that at the Agenda meeting she provided the District's Adjusted Act 1 Index for 2019-2020 which is 3%. She explained that this equals approximately 2.8 mills of real estate taxes. Mrs. Callahan added that in accordance with Act 1 of 2006, the Board will be asked to adopt a resolution indicating that they will not exceed this increase in real estate taxes for the 2019-2020 budget.

COMMUNICATIONS

Members received items of communications in their packets.

REQUESTS FOR USE OF BUILDINGS (Attachment 11-7)

Motion by: Mrs. Kinter

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 11-8)

Motion by: Mrs. Key

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

Mr. Kunkle made a motion, seconded by Mrs. Kinter, that the Board adjourn the meeting at 8:47 PM.

Roll Call: All in Favor.

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew