

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
JANUARY 8, 2019**

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 7:03 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: Dr. Rachel Linderman, Mrs. Jane A. Kinter, Mr. James D. Kunkle, Mrs. Gretchen Beveridge, Mr. Rick Kaczor, Mrs. Pam Key, Mr. Christopher S. Wojcik and Ms. Tricia Shank. The following member was absent: 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.

EXECUTIVE SESSION

JANUARY 8, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA

JANUARY 15, 2019 – 7:00 PM – PERSONNEL AGENDA

Ms. Shank announced the Board’s Executive Sessions.

AGENDA REVIEW

The Board reviewed items scheduled for the regular meeting to be held on January 15, 2019.

APPROVAL OF MINUTES

Reorganization and Regular Meetings – December 4, 2018

TREASURER’S REPORT – NOVEMBER & DECEMBER 2018

SCHOOL LUNCH REPORT – NOVEMBER & DECEMBER 2018

STUDENT ACTIVITY FUND REPORTS-NOVEMBER & DECEMBER 2018

NURSES’ REPORT – NOVEMBER & DECEMBER 2018

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES:

SUPERINTENDENT – DR. WAGNER:

SCHOOL DIRECTOR RECOGNITION

STUDENT/STAFF RECOGNITION

POTENTIAL CONSTRUCTION PROJECTS – INFORMATION

Dr. Wagner summarized five potential construction projects discussed over the past few months including Bon Air paving and softball field, High School stadium turf, track replacement and pool repairs/upgrades. She also summarized the cost estimates provided by the architects as well as District finances relating to projects.

Dr. Wagner indicated that at the December meeting, Board discussion seemed to focus on considering moving forward with Bon Air paving and softball field project for the summer of 2019 and to continue to discuss the other projects for future plans. Dr. Wagner stated that the Board could continue to review the Bon Air project details and scope of work in the coming months in order to make a final decision on proceeding.

Dr. Wagner stated that the architects will provide more accurate cost estimates for the Bon Air projects as well as the High School track/football field after analyzing the test boring results.

Ms. Shank asked if the pool is continuing to operate for use?

Dr. Linderman stated that there have been a few cancelled events.

Dr. Wagner asked Mr. Ploskunak to address the cancellations. Mr. Ploskunak indicated the cancellations were due to power issue with the pool.

**APPROVAL OF HHS DR ARCHITECTS & ENGINEERS TO PREPARE
CONSTRUCTION AND BID DOCUMENTS FOR RE-PAVING AND SOFTBALL
FIELD RENOVATIONS AT BON AIR ELEMENTARY SCHOOL WITH FEES AND
TERMS PER OWNER/ARCHITECT AGREEMENT DATED APRIL 15, 2015**

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

STEP-UP WESTMORELAND – INFORMATION

Dr. Egnor provided information regarding STEP-UP Westmoreland and the importance of the program. He stated that it is an important initiative and that the mission of the program is to address mental health awareness.

Dr. Linderman asked how the program will be provided and how the connection will be made for students.

Dr. Egnor indicated that the program is still in the early planning stages. The kickoff event was held and now the group is talking about how information will be distributed. He indicated that some will be through advertising. He added that the group is now discussing how to get information out and to develop student participation and ownership.

Ms. Shank asked if the program is primarily an online resource with people supporting.

Dr. Egnor stated the program is more of an initiative to link all stakeholders and resources together.

PERSONNEL – MS. SHANK

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

Mr. Wojcik reported the following:

- December meeting/dinner
- Visitor log-in system approved
- 2019 meeting dates
- No meeting in January

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Mrs. Beveridge reported there is a meeting next week and Dr. Conway might attend next month's Board meeting.

PSBA LIAISON – MRS. KEY

BUSINESS – MRS. CALLAHAN:

APPROVAL OF BUDGETARY TRANSFERS

APPROVAL OF RESOLUTION LIMITING TAX INCREASE TO ADJUSTED INDEX FOR FISCAL YEAR 2019-2020

Mrs. Callahan explained the Resolution and adjusted index for 2019-2020. She stated that the District's Act 1 index for 2019-2020 which is set at 3% was reviewed at the November Board meeting.

In accordance with Act 1 of 2006, Mrs. Callahan is recommending that the Board agree to stay within the index and agree not to raise taxes for 2019-2020 by more than the index of 3%, which equates to approximately 2.8 mills of real estate tax. By adopting the Resolution, the Board agrees not to raise taxes more than 3%.

COMMUNICATIONS

One item of communication was presented for review.

REQUESTS FOR USE OF BUILDINGS

PAYMENT OF BILLS

OTHER COMMENTS

Mrs. Key announced the Drama Club is hosting a Variety Show on Friday, January 18, 2019.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

Mr. Wojcik made a motion, seconded by Mrs. Key, that the Board adjourn the meeting at 7:28 PM.

Roll Call: All in Favor

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
JANUARY 15, 2019**

CALL TO ORDER

The Burrell School District Board of Directors Meeting was held in the High School Board Room and was called to order at 7:37 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 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. Lee Price, Solicitor.

EXECUTIVE SESSION

JANUARY 8, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL

AGENDA

JANUARY 15, 2019 – 7:00 PM – PERSONNEL AGENDA AND STUDENT CONFIDENTIALITY

Ms. Shank announced the Board's Executive Sessions.

APPROVAL OF MINUTES

Reorganization and Regular Meetings – December 4, 2018

TREASURER'S REPORT – NOVEMBER & DECEMBER 2018 (Attachment 1-1)

SCHOOL LUNCH REPORT – NOVEMBER & DECEMBER 2018 (Attachment 1-2)

STUDENT ACTIVITY FUND REPORTS-NOVEMBER & DECEMBER 2018

(Attachment 1-3)

NURSE'S REPORT – NOVEMBER & DECEMBER 2018 (Attachment 1-4)

Motion by: Mrs. Koziarski

Seconded by: Mrs. Kinter

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:

SCHOOL DIRECTOR RECOGNITION

In honor of School Directors Recognition Month, Dr. Wagner thanked Directors for their time, dedication and service to the District, students and residents of the community. She thanked them for giving many hours for no compensation. She stated that the administration, the teachers and staff greatly appreciate all that you do. She added that this Board is a very educationally focused group and think about what is best for the students with every decision.

Dr. Wagner presented Board members with certificates of recognition and tokens of appreciation.

STUDENT/STAFF RECOGNITION

Dr. Wagner recognized the following:

- Megan Aranyos, High School Librarian – Initiated Buccaneer Boutique with Student Government assistance
- Drama Club – Variety Show, January 18, 2019, 6:30 PM
- Andrew Kariotis – PA West Soccer Association Boys Futsal Coach of the Year

Dr. Wagner discussed the Safe2Say Program which is a statewide anonymous tip line that replaces our local tip line as of Monday January 14, 2019. The tip line is used for anonymous reporting concerning unsafe, potentially harmful, dangerous, violent, or criminal activities in schools or the threat of the activities. Parent notification went out yesterday. High School and Middle School students will receive training this week. Dr. Wagner explained how the system works to notify school administrators regarding tips.

Brian Ferra added that students have been familiar with our tip line and Middle School students had the training presentation.

POTENTIAL CONSTRUCTION PROJECTS – INFORMATION

Dr. Wagner stated that after test borings, the architects have provided new estimates on the Bon Air parking lot project. Dr. Wagner discussed the changes in estimates, which are a substantial increase over previous figures. Architects have indicated that a large portion of the change is

regarding base so is still unknown. Dr. Wagner asked that the following items be bid as alternates: Widening entrance, flag pole, and softball field.

Dr. Wagner stated she recommends that the Board move ahead to allow bid specs preparation and advertise to receive bids to see where total bid cost ends up. She asked Board members if they have any questions or would like to discuss further before moving forward on approving Bon Air project bid spec preparation.

Mrs. Koziarski asked if there is a cost to have bid specs prepared.

Dr. Wagner stated there is a cost.

Mrs. Callahan added the cost is 7% of the project or the hourly rate in the architect contract if the Board decides to not move forward with the project.

Mr. Kaczor recommends moving forward.

APPROVAL OF HHS DR ARCHITECTS & ENGINEERS TO PREPARE CONSTRUCTION AND BID DOCUMENTS FOR RE-PAVING AND SOFTBALL FIELD RENOVATIONS AT BON AIR ELEMENTARY SCHOOL WITH FEES AND TERMS PER OWNER/ARCHITECT AGREEMENT DATED APRIL 15, 2015

Motion by: Mrs. Koziarski

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

STEP-UP WESTMORELAND – INFORMATION

Dr. Egnor explained the STEP-UP Westmoreland program at last week's Agenda meeting and provided a brief summary.

Mrs. Beveridge asked how many people are involved.

Dr. Egnor stated the kickoff event involved over 100, and the recent session involved about 30-40. The only group not represented at this time is student group, but that will be worked on at the next meeting. He added that the program is not a resource to go to, but a resource for people to use to work together.

PERSONNEL – MS. SHANK (Attachment 1-5)

Motion by: Dr. Linderman

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

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

Members received a summary of the December 13, 2018 reorganization and regular meetings. Mr. Wojcik reported there is no meeting in January.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Mrs. Beveridge reported the following:

- IU staff crisis training
- Clairview Enrollment
- eAcademy enrollment

LEGISLATIVE REPORT – MRS. KEY

Mrs. Key reported the following:

- Act 158: Seeking guidelines for implementation
- Every Student Succeeds Act
- MOU with law enforcement; PA Dept. of Education making change for school districts to submit
- Chapter 49: Public hearings on updates to the regulations
- Gifted students

Ms. Shank asked about the new Keystone requirements.

Mrs. Key indicated there are alternatives to Keystones.

BUSINESS – MS. CALLAHAN:

APPROVAL OF BUDGETARY TRANSFERS (Attachment 1-6)

Motion by: Mrs. Key

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

APPROVAL OF RESOLUTION LIMITING TAX INCREASE TO ADJUSTED INDEX FOR FISCAL YEAR 2019-2020 (Attachment 1-7)

Mrs. Callahan explained the Resolution limiting tax increase at last week's Agenda meeting. She discussed the District's Adjusted Index for 2019-2020 budget year has been set at 3%, which is approximately 2.8 mills of real estate tax. She recommended the Board consider the Resolution to stay within the index.

Motion by: Mr. Kaczor

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

COMMUNICATIONS

Members received one item of communication in their packets.

REQUESTS FOR USE OF BUILDINGS (Attachment 1-8)

Motion by: Mrs. Kinter

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 1-9)

Motion by: Mr. Kaczor

Seconded by: Mrs. Key

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 8:10 PM.

Roll Call: All in Favor

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew