

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
JUNE 11, 2019**

CALL TO ORDER

The Burrell School District Board of Directors Agenda Meeting was held in the High School Boardroom 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: 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, and Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary.

EXECUTIVE SESSION-

JUNE 11, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
JUNE 18, 2019 – 7:00 PM – PERSONNEL AGENDA

Ms. Shank announced the Board's Executive Sessions.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments from the public.

AGENDA REVIEW

The Board reviewed items scheduled for the regular meeting to be held on June 18, 2019.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

SUPERINTENDENT – DR. WAGNER:

STUDENT STAFF RECOGNITION

GIFTS, GRANTS, DONATIONS REPORT – INFORMATION

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

WELLNESS REPORT – INFORMATION

Dr. Wagner stated that Andrew Klipple, Food Service Director, will present the Wellness Report next week.

GIFTS, GRANTS, DONATION REPORT – INFORMATION

Dr. Wagner stated that the Donation Report includes an extensive list of donations - many supporting the new Social/Emotional Learning and Choose Love programs.

ACCEPTANCE OF ARTS EDUCATION COLLABORATIVE CREATIVITY SELF-ASSESSMENT PROPOSAL FOR 2019-2020 SCHOOL YEAR

Dr. Wagner explained that the Arts Ed Collaborative has worked with the District on music, art, and physical education in the past. This new proposal is for them to help the District look at our makerspaces, how to improve them and move forward. It includes professional development to help embrace core content with the makerspace.

Mrs. Beveridge asked what school or grade level will they be starting with.

Dr. Wagner stated it is for K-12 assessment. Arts Ed Collaborative will do an in-depth review district-wide and will work with a committee. She stated that she is excited about doing this since no other districts have done this type of assessment. It will help determine the vision with creativity and the skills that emerge from that, including critical thinking, trial and error, creativity, etc.

Mrs. Beveridge suggested that if this proceeds, it should be turned into a study and presented.

Dr. Wagner stated that the Arts Ed Collaborative will present their findings and recommendations to the Board and an assessment of progress with recommendations will follow two years later.

Mrs. Beveridge stated that she has often asked about the plan regarding makerspace. It appears that the District will now have a plan.

APPROVAL OF AGREEMENT WITH 95 PERCENT GROUP INC. FOR PROFESSIONAL DEVELOPMENT FOR 2019-2020 SCHOOL YEAR

Dr. Wagner stated that this professional development is for Title I teachers at cost of \$1,800.

APPROVAL OF SERVICE AGREEMENT WITH EDU-SAFE FOR PROFESSIONAL DEVELOPMENT: RESTORATIVE PRACTICES/CLASSROOM MANAGEMENT

Dr. Wagner stated that this agreement is for professional development on restorative practices. The intention is to help teachers learn about those practices in association with classroom management including giving kids the opportunity to change behavior for better school environment.

CURRICULUM COMMITTEE REPORT – INFORMATION

Dr. Wagner stated that the Curriculum Committee met at 6:15 PM today to present and discuss updating curriculum materials for K-5 Math series and High School Statistics course.

APPROVAL OF COLLEGE IN HIGH SCHOOL AGREEMENT WITH WESTMORELAND COUNTY COMMUNITY COLLEGE FOR PERIOD JUNE 18, 2019 THROUGH JUNE 21, 2022

Dr. Wagner discussed the College in High School courses with WCCC. She stated that Dr. Boylan, Mrs. Sandy Oskin and a team of teachers have worked hard to determine what High School courses offered can qualify for college credit at a minimal cost of \$49/credit and have substantially increased the number of High School courses that will qualify beginning in 2019-2020. Cost is paid by families who choose to obtain college credit.

Mrs. Key asked for list of classes.

Dr. Boylan stated the list is available in the High School program of studies.

Mr. Kaczor asked about Python course.

Dr. Boylan responded that course qualifies as a Pitt college course.

Dr. Wagner stated some courses are still being approved so there will likely be additional courses.

Mrs. Koziarski asked if teachers had to get certified to teach these to qualify for college credit.

Dr. Wagner stated that they must have a master's degree and have taught the course for at least five years.

Mr. Kaczor asked if parents pay at the beginning or end of the course?

Dr. Boylan replied that payment is typically due in October.

Mr. Kaczor asked if this information will be sent home to parents via Skyward?

Dr. Boylan replied yes, the information is provided to parents on Skyward.

APPROVAL OF DUAL-ENROLLMENT AGREEMENT WITH INDIANA UNIVERSITY OF PENNSYLVANIA FOR FIVE-YEAR TERM

Dr. Wagner explained the standard agreement with IUP for students to take courses.

APPROVAL OF MEMORANDUM OF AGREEMENT WITH CITY OF LOWER BURRELL REGARDING SCHOOL RESOURCE OFFICER FOR PERIOD JULY 1, 2019 THROUGH JUNE 30, 2022

Dr. Wagner stated that in March, she presented the potential School Resource Officer (SRO) agreement for the Board to review and to start considering. Since then, she has been gathering information as requested and posting for Board review. She reminded the Board that an SRO is a law enforcement officer stationed in school and that a School Police Officer (SPO) is a retired police officer or state police officer employed by school district. She added that school security officers also exist in some districts but have very little power.

Mr. Kaczor asked for clarification if the SRO is employed by city and SPO employed by school district?

Dr. Wagner responded yes.

Dr. Wagner summarized information regarding other districts in the area and how they are handling school security. She stated that of the 20 districts responding to survey, approximately half have SRO and half have SPO programs. Dr. Wagner reviewed costs of other district SRO programs which varies greatly by district. Dr. Wagner stated that she had conversations with the Mayor of Lower Burrell regarding potential changes in the agreement structure resulting in about a \$9,000 decrease in total costs.

Dr. Wagner stated SPO's are paid \$25-\$28 per hour in various districts. She added that it appears districts are shifting more toward SPO, but it is becoming more competitive and costing more.

Dr. Wagner indicated that she provided all of this information so that the Board can discuss how they want to proceed. She added that the current arrangement is working well for

administration. Dr. Wagner also reported statistics on the recent year's data on incidents that police were engaged in. Dr. Wagner stated that she believes the District can have an effective program either way.

Ms. Shank stated that it appears from the data that the SPO cost is getting closer to SRO costs. Dr. Wagner stated that if we wanted two School Police Officers, it would cost approximately \$100,000.

Mr. Kaczor commented that we have additional police presence in buildings and with stationed offices in addition to SRO.

Mrs. Key stated that after what we went through for the last SRO negotiations when considering a change, and the strong community support for Detective Marhefka and the program as it exists, she believes it is a good program and is working well, so why would we change that?

Mr. Kunkle stated that he feels the District is always behind on this because the City of Lower Burrell and Mayor Callender tell us their budget is done when we are considering a change in costs. He asked why the District is not approaching the City earlier in the year to attempt to reduce our costs. He added that it appears that some of the districts reported that SPO programs are working as well.

Mrs. Kinter stated that it appears community members and parents are already talking about this on social media and in discussions.

Mr. Kunkle stated that it appears a small group of people who speak out drive the entire community.

Dr. Wagner commented that the Board has been presented with the information and facts and that Board members should make the decision they feel is best. She stated that she believes that City of Lower Burrell police will support us and always be here regardless of our decision because they believe protecting the students is the most important part of their job. Dr. Wagner stated that she feels the City understands the issue the District is facing. However, because the officer is ours 70% of time, they believe it is appropriate for us to pay 70% of cost. Dr. Wagner stated that she believes if the Board decides to go the route of SPO, it should be two as opposed to one. She added that the current SRO program is working well.

Mrs. Koziarski asked about grant funds available and what agreement is necessary to receive grant funds.

Dr. Wagner responded that a 3-year MOA with the city must be in place for application of a grant.

Mrs. Koziarski asked the amount of the grant.

Dr. Wagner replied \$60,000 first year \$30,000 second year and \$0 third year for SRO or \$40,000 first year, \$20,000 second year and \$0 third year for SPO.

Mrs. Key asked for Mrs. Roland's opinion as Safety Coordinator for the District.

Mrs. Roland stated that she agrees with Dr. Wagner. She stated that it is difficult to put a price on relationships built. She added that when she attends safety forums, she has heard that other configurations work. Mrs. Roland stated that she is certain that we could make it work either way and added that she likes working with the City of Lower Burrell Police Department because it has been helpful.

Mrs. Koziarski asked if the District is better prepared now than when we first hired SRO.

Mrs. Roland responded yes, she believes so. She stated that Chief Weitzel has helped so much with his training and his perspective.

Mrs. Koziarski asked Mrs. Roland if she thinks his engagement would have been less if we did not have SRO agreement.

Mrs. Roland responded that she believes Chief Weitzel and the entire police department will always do what is best for the children here.

Dr. Wagner stated that the City of Lower Burrell Police Department's commitment is not about if we have an SRO agreement, but that their commitment is to protect the kids.

Mrs. Koziarski stated that she agrees and believes that the Lower Burrell Police will continue their commitment to the District, but wants to be sure to understand the difference between having an SRO and/or SPO from our current status.

Board members held general discussion regarding relationships with the SRO and incidents that have occurred and been handled.

Mr. Kunkle stated that with primary election results, there appears to be a big change in the City of Lower Burrell government, so there could be changes in the SRO anyway. He believes that if the District looks at the price we are paying now, looking at what some of the other schools are paying for the number of positions they have should be considered before making any decision.

General discussion about tragic situations and response time ensued.

Mr. Kunkle stated that his opinion is that if District is able to get an additional SPO so the District has additional coverage, he feels more comfortable spending the amount we are spending plus a little more. He added that limited funds are available, so difficult decisions need to be made.

Mrs. Key added that if SPO options are becoming more competitive, it could result in a revolving door of the actual personnel, which would be less stability.

Dr. Linderman stated that we know what we have and we have confidence in the current SRO. She stated that if we go the route to hire an SPO, there could be concerns that we may be bringing in an unknown and might be starting all over again to be comfortable.

Mr. Wojcik asked if the incident count/information provided was all handled by Detective Marhefka.

Dr. Wagner replied yes.

Mr. Wojcik asked that since those incidents result in time at court, would an SPO be able to write up charges and go to court.

Dr. Wagner stated that an SPO would turn it over to the police department who would bring charges and go to court.

Mrs. Beveridge asked if the Safe2Say program is working.

Dr. Wagner replied that it is working very well and we are pleased with it.

Mrs. Key asked if it is only available during the school year.

Mrs. Roland replied no, it is there for students at all times.

Mr. Wojcik stated that he understands the genuine concern of an unknown due to the familiarity of our current SRO, but nothing lasts forever, and he feels that he would rather overcome that on our terms instead of when our hand is forced. He added that he believes relationships would be rebuilt and that if we could have two officers, that would be better than having one.

Dr. Wagner stated whatever the Board decides will be implemented.

Mr. Kunkle stated that he feels pressured at the last minute now and would like to consider doing a one-year agreement and keep our options open.

Dr. Wagner replied that the Board could choose to do a one-year agreement, but then cannot apply for the grant.

Mr. Kaczor stated that he thinks we should keep with what we are currently doing. He said even though the Board has known it was coming for a few months, this is the biggest conversation regarding it and now a decision needs made.

Ms. Shank stated that if we do a three-year agreement, we don't know if we are getting the grant, but if we do a one-year agreement, it allows time to negotiate with the City and see what personnel looks like going forward.

Dr. Wagner added that there is a 60-day termination notice in agreement.

Mr. Kaczor suggested researching estimated costs for pay, retirement, insurance, etc. as well as hiring, training, supervising, etc. for SPO.

Mrs. Key asked when the Board needs to make its decision.

Dr. Wagner stated that the current SRO agreement expires June 30, 2019 so a decision should be made if we going to change course so that can be ready by start of school.

CAPITAL IMPROVEMENTS – INFORMATION

Dr. Wagner stated that construction is expected to start June 17th with completion by August 23rd and that there should be no activity on the field for 6-8 weeks afterwards to allow the sod to attach. She added that the Athletic Director, Drake D'Angelo, will communicate with Fastpitch and any other field users.

Dr. Wagner stated that she engaged HHS DR, District architect of record, in conversation about the track and the stadium field. She said that the architect indicated that replacing the track and re-crowning the field (or installing artificial turf) will be a 4-5 month project. She said they had discussion regarding starting that type of project in May if the District decides to proceed. The architect would like to come to the Board meeting in August to discuss Board intentions because a decision would need to be made by September so bids can go out and be awarded in January to have construction occur next summer.

Dr. Wagner stated that she believes the District does not need to change the school calendar for 2019-2020 since construction would likely start during the school year either way.

Mrs. Koziarski added that since the calendar is already posted, people make plans based on that.

Dr. Wagner added that her advice would be to leave calendar alone.

ACCEPTANCE OF PROPOSAL OF PROFESSIONAL SERVICE INDUSTRIES, INC. (PSI) FOR CONSTRUCTION MATERIALS INSPECTION AND TESTING FOR BON AIR SOFTBALL FIELD RESTORATION PROJECT

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

APPROVAL OF AGREEMENT WITH GRADE POINT RESOURCES FOR CONSULTATION FOR 2019-2020 SCHOOL YEAR

Dr. Egnor stated that Grade Point Resources has been providing special education consultation for about five years on autism and behavior.

APPROVAL OF AGREEMENT WITH GRADE POINT RESOURCES FOR SOCIAL EMOTIONAL LEARNING FOR 2019-2020 SCHOOL YEAR

Dr. Egnor stated that the District currently contracts with Grade Point Resources for SEL services and would like to approve the agreement for next year.

Ms. Shank asked about grant funding.

Dr. Wagner responded that the Safe School Grant includes programs up to \$20,000 so the District will be applying for those funds to offset the cost of SEL service.

APPROVAL OF AGREEMENT WITH WESTARM THERAPY SERVICES, INC. FOR OCCUPATIONAL AND PHYSICAL SERVICES FOR PERIOD 2019-2020 THROUGH 2023-2024 SCHOOL YEAR

Dr. Egnor stated that WestArm Therapy Services is currently the vendor used for these services.

APPROVAL OF AGREEMENT WITH ST. ANTHONY SCHOOL PROGRAMS FOR STUDENT PLACEMENT SERVICES FOR 2019-2020 SCHOOL YEAR

Dr. Egnor stated that this program is a post-secondary service for special education students who qualify up to age 21. It is a specialized school that is at significant savings from the prior placement.

APPROVAL OF AGREEMENT WITH WESLEY FAMILY SERVICES FOR PARTIAL HOSPITAL PROGRAM FOR 2019-2020 SCHOOL YEAR

Dr. Egnor stated that Wesley Family Services for Partial Hospital Program will be moving from Highland's School District to Deer Lakes School District and we have historically had students placed there.

APPROVAL OF AGREEMENT WITH WESLEY FAMILY SERVICES FOR SCHOOL BASED OUTPATIENT SERVICES FOR 2019-2020 SCHOOL YEAR

Dr. Egnor stated that this service is at no cost to the District.

WESTMORELAND INTERMEDIATE UNIT STUDENT SERVICES SELECTION 2019-2020 – INFORMATION

Dr. Egnor explained the list of services selected by the District through WIU for 2019-2020.

PERSONNEL – MS. SHANK

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

Mr. Wojcik reported that there is a meeting this Thursday.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

PSBA LIAISON REPORT – MRS. KEY

BUSINESS – MRS. CALLAHAN:

AUTHORIZE JENNIFER S. CALLAHAN TO MAKE ALL YEAR-END BUDGETARY TRANSFERS FOR FISCAL YEAR 2018-2019

PERMISSION TO DISCARD OBSOLETE EQUIPMENT

ACCEPTANCE OF PROPOSAL OF TOSHIBA BUSINESS SOLUTIONS FOR COPIER/PRINTER SERVICES AND APPROVAL OF AGREEMENT FOR 60-MONTH PERIOD

Mrs. Callahan stated that the current Agreement with ComDoc for copier and printer services is nearing expiration. The District's two most recent agreements were early renewals with ComDoc for new technology at lower costs. She stated that the current agreement includes service, support and supplies for 17 Multi-Function Printers (MFP)/Copiers and 97 printers district wide. In an effort to enhance processes, improve efficiency, and support fiscal responsibility, she formed an internal committee to solicit and review proposals from various vendors for a new service agreement. The committee of Jennifer Callahan, Business Administrator/Board Secretary, Kellie Speer, Technology Director, Shannon Wagner, Superintendent, Kevin Pasko, Network Administrator and Linda Weston, Secretary, started in April with the goal of implementing new equipment prior to the start of the 2019-2020 school year. The District was seeking lease/service support and supplies on 17 MFP's with Printer Management on District printers plus Papercut software for ease of use with Google and to manage print volume. Mrs. Callahan explained that the process included several meetings with four vendors and receipt and evaluation of proposals based on established criteria. The committee reviewed final proposals up through today resulting in a recommendation for the Board to consider a new agreement for services with Toshiba Business Solutions based on results of evaluation of all criteria including price. The new agreement results in savings in the 2019-2020 budget from prior year of approximately \$40,000. That reduction has been included in the final budget that will be reviewed shortly. Mr. Lee Price, Solicitor, has requested the agreement/contract language for review. We expect to have all of those details worked out before next Tuesday when the Board will be asked to approve it.

ACCEPTANCE OF PROPOSAL OF TURNER DAIRY FARMS, INC. FOR FOOD SERVICE MILK AND DAIRY PRODUCTS FOR 2019-2020

Mrs. Callahan stated that Mr. Andrew Klipple, Food Service Director, requested proposals for the purchase of milk and other dairy products for 2019-2020 school year. Mr. Klipple received two proposals and is recommending Turner Dairy since they are lowest price and we have been working with them for several years.

APPROVAL OF BREAKFAST AND LUNCH PRICES FOR 2019-2020

Mrs. Callahan stated that she and Mr. Klipple are recommending that meal prices for breakfast and lunch for 2019-2020 remain the same as the prior year. She explained that there is a calculation that districts are required to perform to determine if we must raise meal prices, but because the District has a positive balance in our Food Service Fund, we are not obligated to submit the calculation and/or raise prices. She added that Mr. Klipple has done an excellent job improving the bottom line of the food service department. Board members will be asked to approve the meal rates listed at no increase from prior year.

APPROVAL OF RENEWAL OF THE FOLLOWING DISTRICT INSURANCE POLICIES FOR PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020: COMMERCIAL PACKAGE, WORKERS COMPENSATION, SCHOOL LEADERS' LEGAL LIABILITY, EXCESS LIABILITY, CYBER RISK/CYBER CRIME

Mrs. Callahan provided a summary of the insurance renewal proposal for 2019-2020 from Seubert & Associates, who has been the District's broker of record for property, liability, and workers compensation insurance since 2000. She explained that the broker evaluates the market and seeks insurance carriers to provide policies appropriate for public school districts. PSBA endorses CM Regent, which was designed specifically for school districts and most often tends to be the best choice to provide appropriate coverage and protection at the best prices. The proposal includes Commercial Package, Workers Compensation, School Leaders' Legal Liability, Excess Liability, and Cyber Risk/Cyber Crime coverage. Mrs. Callahan stated that there was an increase in Workers Compensation rate due to our mod rate increase from 2017-2018 claims which were extremely high compared to prior years due to an injury that resulted in surgery and lost time. She added that property insurance is up slightly and that is for all districts due to the industry as well as the annual increase in values covered. Board members will be asked approve the renewals so that we can bind and have coverage for July 1.

APPROVAL OF TAX SETTLEMENT AND EXONERATION OF UPPER AND LOWER BURRELL TAX COLLECTORS FROM PER CAPITA AND REAL ESTATE TAXES

ADOPT FINAL GENERAL FUND BUDGET 2019-2020

Mrs. Callahan presented the details of Final General Fund Budget for 2019-2020 beginning with the process including six meetings over six months where budget discussions and/or presentations have occurred. She stated that the Final Budget 2019-2020 includes total revenues and expenditures of \$32,502,356. The District was able to eliminate the \$60,668 deficit that existed in the Proposed Budget last month by reducing expenditures and revenues. Mrs. Callahan reviewed the decreases to expenditures including the copier/printer agreement decrease of approximately \$40,000. She stated that she asked administrators to review their budgets for decreases and each made reductions in their respective department and/or building for a total decrease of nearly \$29,000 to help balance the budget. The math textbook/curriculum change was recommended at a lower cost than previously anticipated, so this reduced expenditures but also reduced revenues since fund balance use was recommended for this cost. Mrs. Callahan reviewed expenditure details including salary/wages, health insurance, and retirement costs which make up most of the District expenditure budget. She also provided details on funds budgeted for building budgets, career and technology costs, cyber/charter school tuition costs, special education services and special placement tuition costs. She reviewed safety/security costs budgeted as well as social work services and other District services costs. Additionally, athletic, student transportation, facilities/maintenance, and debt service expenditures were provided.

Mrs. Callahan provided a summary of local, state, and federal revenues budgeted. She explained the Real Estate Tax figure budgeted and explained the increase of 2.8 mills which is an increase of 2.96% resulting in the average homeowner cost increase of \$5.33/month. She reviewed state revenue sources anticipated including Basic Education and Special Education Subsidies. She also provided a detailed explanation of the use of fund balance and use of committed fund balance for PSERS and provided the estimated ending uncommitted/unassigned fund balance at year end.

APPROVAL OF RESOLUTION AUTHORIZING 2019 LEVY OF TAXES

Mrs. Callahan stated that the levy of taxes is required each year. She explained the resolution provided includes all of the taxes the District levies including the Real Estate Tax at an increase of 2.8 mills to 97.5 mills, Per Capita Tax Act 511 at \$5; Per Capita Tax School Code 679 at \$5; Real Estate Transfer Tax at ½ of 1%; Earned Income Tax at ½ of 1% and Local Services Tax at \$5.

APPROVAL OF RESOLUTION AUTHORIZING 2019 HOMESTEAD AND FARMSTEAD EXCLUSION

Mrs. Callahan explained that the Homestead/Farmstead exclusion is the amount that a property owner can have their taxes reduced by in accordance with Act 1 of 2006 and that these are the funds that come from the casinos and gambling. She stated that the District will receive \$701,627.38 for distribution to 4,302 approved homestead and 8 approved farmsteads

for 2019. This calculation results in an exclusion on assessed value of \$1,671 which is equal to \$162.89 reduction in property tax.

COMMUNICATIONS

The Board reviewed one item of communication.

REQUESTS FOR USE OF BUILDINGS

PAYMENT OF BILLS

COMMENTS FROM THE PUBLIC

There were no comments from the public.

OTHER COMMENTS

Mrs. Beveridge commented that it was awesome to see so many staff members at graduation.

Mrs. Key added that it was wonderful to see so many elementary, Middle School and High School staff members attend graduation.

ADJOURNMENT

Mr. Kunkle made a motion, seconded by Mrs. Kinter, that the Board adjourn the meeting at 8:49 PM.

Roll Call: All in Favor.

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
JUNE 18, 2019**

The Burrell School District Board of Directors Agenda Meeting was held in the High School Boardroom 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, 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, Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary, and Mr. Lee Price, Solicitor.

EXECUTIVE SESSION-

**JUNE 11, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
JUNE 18, 2019 – 7:00 PM – PERSONNEL AGENDA**

Ms. Shank announced the Board's Executive Sessions.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

APPROVAL OF MINUTES

Agenda Meeting – May 14, 2019

Regular Meeting – May 21, 2019

TREASURER'S REPORT – MAY 2019 (Attachment 6-1)

FOOD SERVICE FUND REPORT – MAY 2019 (Attachment 6-2)

STUDENT ACTIVITY FUND REPORT – MAY 2019 (Attachment 6-3)

NURSE'S REPORT – MAY 2019 (Attachment 6-4)

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

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:

NAMM Foundation 2019 Best Communities for Music Education – Congressman Mike Doyle commended Burrell School District

High School National Honor Society and AP Social Studies Students – Commended by City of Lower Burrell for volunteer work for community and City Parks Program

High School Girls Softball – 3A Section 1 champions

WPIAL Track and Field – 1st place Girls 4x100 team – Jocelyn Vickers, Allee Kuhns, Madison Walsh, Olivia Kelly; 2nd place Girls 4x800 team – Ashley Brown, Lauren Brown, Megan Malits, Anna Novak; 6th place Pole Vault – Alex Rayburg; 1st place 100 hurdles – Kaylen Sharrow; 6th place 100 meter – Jocelyn Vickers; 8th place 100 meter – Olivia Kelly; 2nd place 300 hurdles – Kaylen Sharrow; 8th place 3200 meter – Lauren Brown; 8th place Girls 4x400 team

PIAA Track and Field – 1st place 4x100 State Champions – Jocelyn Vickers, Allee Kuhns, Madison Walsh, Olivia Kelly; 5th place 300 hurdles – Kaylen Sharrow

WELLNESS REPORT – INFORMATION (Attachment 6-5)

Dr. Wagner introduced Mr. Andrew Klipple to present the annual Wellness Report. Mr. Klipple provided a summary of Wellness Policy annual report including how the District is doing with regard to physical fitness, nutritional education, nutritional promotion; the Wellness committee; and provided an overview of accomplishments for the year. In addition to curricular wellness, discussion about a wellness night for community. Mr. Klipple stated that the Food Service Department continued training on preparation and presentation to make healthy foods appealing for students to choose and eat. He reported that steamers were installed in the elementary schools to cook 95% of foods in the schools for lunch. Mr. Klipple added that the Food Service Department had another successful year and a financially self-sustaining program.

Dr. Wagner recognized Mr. Klipple and his staff for the wonderful meals and catering items for staff development and events and added that Mr. Klipple is doing a wonderful job.

GIFTS, GRANTS, DONATIONS REPORT – INFORMATION (Attachment 6-6)

Dr. Wagner stated the Gifts, Grants, Donations Report information was reviewed at last week's Agenda meeting.

ACCEPTANCE OF ARTS EDUCATION COLLABORATIVE CREATIVITY SELF-ASSESSMENT PROPOSAL FOR 2019-2020 SCHOOL YEAR

Motion by: Mrs. Beveridge Seconded by: Mrs. Key

Roll Call: All in Favor Motion carried.

APPROVAL OF AGREEMENT WITH 95 PERCENT GROUP INC. FOR PROFESSIONAL DEVELOPMENT FOR 2019-2020 SCHOOL YEAR

Motion by: Mr. Wojcik Seconded by: Mrs. Key

Roll Call: All in Favor Motion carried.

APPROVAL OF SERVICE AGREEMENT WITH EDU-SAFE FOR PROFESSIONAL DEVELOPMENT: RESTORATIVE PRACTICES/ CLASSROOM MANAGEMENT (Attachment 6-7)

Motion by: Mrs. Key Seconded by: Dr. Linderman

Roll Call: All in Favor Motion carried.

CURRICULUM COMMITTEE REPORT – INFORMATION

Dr. Wagner stated that the Curriculum Committee met on June 11, 2019 to present and discuss updating curriculum materials for K-5 Math series and High School Statistics course.

APPROVAL OF COLLEGE IN HIGH SCHOOL AGREEMENT WITH WESTMORELAND COUNTY COMMUNITY COLLEGE FOR PERIOD JUNE 18, 2019 THROUGH JUNE 21, 2022 (Attachment 6-8)

Motion by: Mr. Kaczor

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

Dr. Wagner stated there will be at least 12 classes that will qualify for college credit at a very low cost.

Ms. Shank added that there are also other agreements with Pitt and IUP for additional courses.

APPROVAL OF DUAL-ENROLLMENT AGREEMENT WITH INDIANA UNIVERSITY OF PENNSYLVANIA FOR FIVE-YEAR TERM (Attachment 6-9)

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

APPROVAL OF MEMORANDUM OF AGREEMENT WITH CITY OF LOWER BURRELL REGARDING SCHOOL RESOURCE OFFICER FOR PERIOD JULY 1, 2019 THROUGH JUNE 30, 2022

Dr. Wagner stated that last week a great deal of information was covered and discussed.

Motion by: Mr. Kaczor

Seconded by: Mrs. Key

Roll Call: All in Favor except Mr. Kunkle voted No. Motion carried.

CAPITAL IMPROVEMENTS – INFORMATION

Dr. Wagner stated that last week she discussed the upcoming capital improvements including the softball field project this summer. She stated that in August, the Board will discuss other projects being considered.

ACCEPTANCE OF PROPOSAL OF PROFESSIONAL SERVICE INDUSTRIES, INC. (PSI) FOR CONSTRUCTION MATERIALS INSPECTION AND TESTING FOR BON AIR SOFTBALL FIELD RESTORATION PROJECT

Mr. Lee Price, Solicitor, stated that the general conditions attachment is incorrect since it was revised previously, so he will ensure the appropriate documentation upon approval.

Motion by: Mr. Kaczor

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

DIRECTOR OF STUDENT SERVICES – DR. EGNOR:

APPROVAL OF AGREEMENT WITH GRADE POINT RESOURCES FOR CONSULTATION FOR 2019-2020 SCHOOL YEAR (Attachment 6-10)

Motion by: Mrs. Kinter

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

APPROVAL OF AGREEMENT WITH GRADE POINT RESOURCES FOR SOCIAL EMOTIONAL LEARNING FOR 2019-2020 SCHOOL YEAR (Attachment 6-11)

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

APPROVAL OF AGREEMENT WITH WESTARM THERAPY SERVICES, INC. FOR OCCUPATIONAL AND PHYSICAL SERVICES FOR PERIOD 2019-2020 THROUGH 2023-2024 SCHOOL YEAR (Attachment 6-12)

Motion by: Dr. Linderman

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

APPROVAL OF AGREEMENT WITH ST. ANTHONY SCHOOL PROGRAMS FOR STUDENT PLACEMENT SERVICES FOR 2019-2020 SCHOOL YEAR

Motion by: Mrs. Beveridge

Seconded by: Mrs. Key

Roll Call: All in Favor; Mrs. Kinter Abstained

Motion carried.

APPROVAL OF AGREEMENT WITH WESLEY FAMILY SERVICES FOR PARTIAL HOSPITAL PROGRAM FOR 2019-2020 SCHOOL YEAR (Attachment 6-13)

Motion by: Mrs. Kinter

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF AGREEMENT WITH WESLEY FAMILY SERVICES FOR SCHOOL BASED OUTPATIENT SERVICES FOR 2019-2020 SCHOOL YEAR (Attachment 6-14)

Motion by: Mrs. Beveridge

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

WESTMORELAND INTERMEDIATE UNIT STUDENT SERVICES SELECTION 2019-2020 – INFORMATION

Dr. Egnor stated that last week, he explained the WIU student services selection.

PERSONNEL (Attachment 6-15)

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

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

Mr. Wojcik reported the following:

- Meeting last week
- Emergency operation plan discussed
- Grant funding applied for roll-down doors
- Safety trainings patterned off Burrell School District safety
- Harmer Village Challenge Program partnership leads to students obtaining credits toward LPN

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Members received a summary of the May 28, 2019 meeting. Mrs. Beveridge reported the following:

- Working on Act 93 personnel agreement
- Clairview enrollment increase
- Lockdown

- Teachers prepping for ESY at Burrell School District and Clairview
- Westmoreland Local Interagency Coordinating Council (WLICC) works with families needing additional help for birth to age 3 for early childhood development

PSBA LIAISON REPORT – MRS. KEY

Mrs. Key reported the following:

- General Assembly returned June 17
- State Budget negotiations continue
- Charter revised package
- SB 621
- Trauma education
- SB 115

BUSINESS – MRS. CALLAHAN:

AUTHORIZE JENNIFER S. CALLAHAN TO MAKE ALL YEAR-END BUDGETARY TRANSFERS FOR FISCAL YEAR 2018-2019

Motion by: Dr. Linderman

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

PERMISSION TO DISCARD OBSOLETE EQUIPMENT

Motion by: Mr. Kaczor

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

ACCEPTANCE OF PROPOSAL OF TOSHIBA BUSINESS SOLUTIONS FOR COPIER/PRINTER SERVICES AND APPROVAL OF AGREEMENT FOR 60-MONTH PERIOD (Attachment 6-16)

Mrs. Callahan stated that last week she reviewed details about the internal District committee that started work in April to solicit and review copy and printer proposals from four vendors. At last week’s Agenda meeting, she explained the committee’s recommendation to consider a new vendor agreement for copying and printing services with Toshiba Business Solutions based on results of evaluation of all criteria. She stated that the proposed new agreement results in a savings reflected in the 2019-2020 budget of approximately \$40,000 from prior year costs and that official agreement documents have been provided for Board review.

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

ACCEPTANCE OF PROPOSAL OF TURNER DAIRY FARMS, INC. FOR FOOD SERVICE MILK AND DAIRY PRODUCTS FOR 2019-2020 (Attachment 6-17)

Mrs. Callahan stated that last week she explained that Mr. Andrew Klipple, Food Service Director, requested proposals for purchase of milk and other dairy products for 2019-2020 school year and he has recommended Turner Dairy Farms, Inc.

Motion by: Mrs. Kaczor

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

APPROVAL OF BREAKFAST AND LUNCH PRICES FOR 2019-2020 (Attachment 6-18)

Mrs. Callahan stated that Mr. Klipple is recommending that breakfast and lunch meal prices for 2019-2020 remain the same as the prior year.

Motion by: Mrs. Beveridge

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF RENEWAL OF THE FOLLOWING DISTRICT INSURANCE POLICIES FOR PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020: COMMERCIAL PACKAGE, WORKERS COMPENSATION, SCHOOL LEADERS' LEGAL LIABILITY, EXCESS LIABILITY, CYBER RISK/CYBER CRIME

Mrs. Callahan stated that last week she provided a summary of the insurance renewal proposal for District insurance coverage for the upcoming fiscal year.

Motion by: Dr. Linderman

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

APPROVAL OF TAX SETTLEMENT AND EXONERATION OF UPPER AND LOWER BURRELL TAX COLLECTORS FROM PER CAPITA AND REAL ESTATE TAXES

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

ADOPT FINAL GENERAL FUND BUDGET 2019-2020 (Attachment 6-19)

Mrs. Callahan stated that last week, she provided a formal presentation with several slides detailing the District's Final General Fund Budget for 2019-2020. Since January, the Board has held several public meetings where budget discussion and/or presentations have occurred.

Mrs. Callahan stated that the Final Budget includes total expenditures of \$32,502,356. It includes an increase in the transfer to capital Reserve Fund (using Fund Balance) for a total transfer of \$1,469,000 to be used for anticipated Capital Improvements without issuing additional bond debt and increasing expenditures. The remaining budget increases total approximately \$910,000 and includes contractual obligation increases, the required retirement contribution increase, and Special Education Services, Student Placement Tuition, and Cyber School Tuition cost increases.

Mrs. Callahan explained that the increase in Revenue includes a Real Estate Tax increase of 2.8 mills (or 2.96% increase) which equates to approximately \$5.33 per month for the average homeowner. She stated that other revenue increases include an estimated 2% increase in state basic education subsidies, an increase in Retirement and Social Security Subsidies and an increase EIT, Interest Income, and Tuition revenue.

Mrs. Callahan stated that the District budgeted planned use of \$400,000 of fund balance for Math Curriculum, Instructional Technology, and Budgetary Reserve. She stated that the ending uncommitted/unassigned fund balance at year end is estimated at \$1,657,626 which is equal to 5.1% of total expenditures. Mrs. Callahan added that administration believes the budget maintains financial stability and supports the enhancement of student growth and opportunities.

Motion by: Mr. Key

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

APPROVAL OF RESOLUTION AUTHORIZING 2019 LEVY OF TAXES (Attachment 6-20)

Mrs. Callahan stated that the levy of taxes is required each fiscal year and that the Resolution includes all of the taxes the District levies.

Motion by: Dr. Linderman

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPROVAL OF RESOLUTION AUTHORIZING 2019 HOMESTEAD AND FARMSTEAD EXCLUSION (Attachment 6-21)

Mrs. Callahan stated that last week she explained that the Homestead/Farmstead exclusion is the amount that a property owner can have their taxes reduced in accordance with Act 1 of 2006. These are the funds that come from the casinos/gambling. She stated that the District will receive \$701,627.38 for distribution to 4,302 approved homestead and 8 approved farmsteads for 2019 and that the calculation results is an exclusion on assessed value of \$1,671 which is equal to \$162.89 in tax exclusion.

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

COMMUNICATIONS

Mrs. Callahan stated that Board members received one item of communication from Congressman Mike Doyle congratulating the District for being recognized by NAMM as one of the Best Communities for Music Education.

REQUESTS FOR USE OF BUILDINGS (Attachment 6-22)

Motion by: Dr. Linderman

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 6-23)

Motion by: Mrs. Key

Seconded by: Dr. Linderman

Roll Call: All in Favor

Motion carried.

COMMENTS FROM THE PUBLIC

Lance Jackson, Vendor – Doing Better Business

- Criteria for Copier/Printer evaluation

Mrs. Callahan responded that the criteria used by the committee included price, recommendation/references, implementation plan, understanding of District needs, and confidence in ability.

Natalie Flanagan, 496 Toledo Drive

- Bowling Club:
 - o Students competed in championship and girls placed 5th
 - o Girls: Ashley Smith, Carly Hummel, Lidia Flanagan
 - o Boys: Culan Flanagan
 - o State All-Star Team: Carly Hummel and Lidia Flanagan
 - o Girls placed 4th highest score of all in one of the games
 - o Bowling scholarships available
 - o Promoted sport of bowling

Thomas Flanagan, 496 Toledo Drive

- Bowling competition has no divisions
- All schools compete against each other regardless of size

Ms. Shank added that she is impressed with the students and the event and thanked Mr. and Mrs. Flannagan for sharing the information.

ADJOURNMENT

Mr. Kunkle made a motion, seconded by Mrs. Kinter, that the Board adjourn the meeting at 8:17 PM.

Roll Call: All in Favor.

Motion Carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew