

**BURRELL SCHOOL DISTRICT  
AGENDA MEETING MINUTES  
MAY 14, 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 7:02 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, Mr. James D. Kunkle, Mrs. Gretchen Beveridge, Mr. Rick Kaczor, Mrs. Pam Key, Mrs. Genia Koziarski, Mr. Christopher S. Wojcik and Ms. Tricia Shank. The following member was absent: Dr. Rachel Linderman. 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-**  
**MAY 14, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA**  
**MAY 21, 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 May 21, 2019.

**COMMENTS FROM THE PUBLIC – AGENDA ONLY**

There were no comments.

## **REPORTS OF ADMINISTRATION AND STANDING COMMITTEES**

### **SUPERINTENDENT – DR. WAGNER:**

#### **STUDENT/STAFF RECOGNITION**

#### **SCHOOL SAFETY REPORT – INFORMATION**

#### **SOCIAL-EMOTIONAL LEARNING PROGRAM – INFORMATION**

#### **PERMISSION FOR ANDREW KARIOTIS TO CHAPERONE TWO HIGH SCHOOL STUDENTS ON OVERNIGHT TRIP: FBLA CLUB, NATIONAL LEADERSHIP CONFERENCE, SAN ANTONIO, TX, JUNE 27-JULY 3, 2019**

Dr. Wagner discussed the FBLA academic competition and stated that Jacob Strenkowski and Scott Fennel qualified for the national competition to be held in Texas.

#### **PERMISSION TO DISCARD LIBRARY BOOKS AND TEXTBOOKS**

#### **APPROVAL OF RESOLUTION AMENDING ARTICLE III, SECTION 4 OF THE NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER ARTICLES OF AGREEMENT**

Dr. Wagner explained that NWCTC Articles of Agreement, shared with Burrell, New Kensington-Arnold, Kiski and Franklin Regional School Districts, govern how we serve students at NWCTC. She stated that within the agreement, it states that the Executive Director of IU can serve as Superintendent of Record for NWCTC or it can be a rotation of the Superintendents of the sending districts. Dr. Wagner reported that Superintendents currently rotate each year but they believe there is a need for a two-year cycle of Superintendent to oversee the school operations for continuity. NWCTC Joint Operating Committee Board is recommending this change, but it requires approval of the four sending school districts. Dr. Wagner stated she is currently Superintendent of Record, so if passed, she would serve an additional year. The majority of all boards must approve the resolution in order to change the Articles of Agreement.

#### **CAPITAL IMPROVEMENTS - INFORMATION**

Dr. Wagner shared the following information. She stated that the Board has been discussing capital improvements needed for the past six months. Needs discussed include track replacement, softball field repairs, stadium turf crowning/drainage, High School pool, and Bon Air paving. She added that other items mentioned have been the phone system, Stewart flat roof and High School boilers; however, these items are not going to be seriously considered for

the next couple of years. She stated that she has tried to prioritize needs and reviewed the financial situation that reflects that the District is currently able to spend about 2.2 million on capital improvements over the next few years.

Dr. Wagner asked the Architect, Mr. Andreas Dometakis of HHSDR, to review the projects, the status, and the bid results. The Board will then be asked to proceed with projects and/or table projects and consider other options.

Mr. Dometakis reviewed the bid tabulation for Bon Air paving construction and softball field. He discussed the low bids and discussed the alternate's bid. He reviewed his recommendation (bid summary page) at a total of \$1,431,441. He added that the bid results are within his expectation and to keep in mind that contingency pricing was provided in case there is a need for additional work. For example, he stated that approximately \$60,000 of cost in bid is for soil repairs if needed.

Ms. Shank thanked the Mr. Dometakis for the information but stated that she believes Board members have several questions and want to discuss paving and softball field and/or other projects before proceeding.

Mr. Kaczor stated that he thought the Board would be tabling the parking lot project and do other projects that benefit students. He added that he believes the softball field project should be considered as well as the track and stadium field.

Ms. Shank asked the Mr. Dometakis the estimated life span of current Bon Air parking lot?

Mr. Dometakis replied that there are several factors including rain, bad weather, freezing/thawing, etc. that determine the life span. He stated that the danger is that existing cracks will get water in them and then the freezing/thawing will expose subgrade to additional damage.

Mrs. Key stated that although she understands that is a danger, she believes that the softball field and track and football field need repairs and since the students are using these facilities, she believes that the safety of the students should be considered more important. She added that she believes it is most important to provide for the students and asked the approximate number of kids that use these fields.

Mrs. Koziarski stated that she believes there are over 100 in track and 20 in softball.

Mrs. Koziarski asked why the priorities changed from the original listing that Dr. Wagner provided that indicated priorities in order of importance: track, softball field, pool, then Bon Air paving.

Dr. Wagner stated that the discussion changed when she realized that waiting on the paving could cost the District additional money.

Mrs. Koziarski asked what is the safest project to do.

Dr. Wagner stated the track needs replaced as well as the softball field repairs.

Mrs. Koziarski asked why we are not considering these projects at this time,

Dr. Wagner stated that after consideration of the financial situation and the funds available for projects and after realizing it is not feasible to incur additional debt at this time, she agrees that students should be served first.

Mr. Kaczor stated that depending what projects are done will determine how many kids served. For example, if repairs are done to the grass on the field, less students will get use than if we do artificial turf, which will allow additional soccer and band, etc. to use the field.

Ms. Shank asked amount of funds available for projects.

Mrs. Callahan replied approximately \$2,270,000

Ms. Shank stated that for that amount, based on bids and architect estimated, the District could likely replace the track, repair the softball field and then re-crown the football field and possibly consider artificial turf.

Mrs. Koziarski stated that she believes we need to reevaluate prior to approving the bids recommended.

Dr. Wagner agreed and added that the only thing the Board needs to decide next week is if they want to proceed with awarding bids for Bon Air paving and/or softball field repairs.

Mr. Dometakis added that bids are good for 60 days, but if we wait that long, the District could run into an issue of work not being completed before school year starts.

Mrs. Callahan asked Mr. Dometakis to state the softball field repair timeline.

Mr. Dometakis answered approximately two months.

Ms. Shank asked if there are users on that field.

Dr. Wagner stated yes outside groups use the field in the summer/fall and our team uses it in spring.

Mr. Wojcik asked for clarification on the remark that it is not feasible to issue bonds for next few years.

Mrs. Callahan responded that Dr. Wagner stated the District could potentially issue bonds in a few years. She explained that, as presented at the Budget Workshop meeting, it is not feasible for the District to issue additional debt at this time since that requires additional expenditures annually for bond payments. She stated that after reviewing the plan to cover the increased

PSERS cost, the District may be in a position to issue additional debt after the next three years when the PSERS cost increase should level as compared to prior years increase spikes.

Ms. Shank asked for opinion of District Facilities Director, Dave Ploskunak.

Mr. Ploskunak state that he likes how the Board is considering what is best for kids.

Mrs. Key asked about the little playground being considered for removal at Bon Air with the paving project since she believes many small children play there.

Dr. Wagner explained the playground equipment is older so we would need to change the structure at an additional cost.

Ms. Shank stated that she believes the Board should table the pavement bid. She suggested that since we know that we would have enough funding for the cost of the softball field, the Board may want to consider awarding bids next week.

Dr. Wagner added that if the Board is considering replacing the track and/or repairs to the football field for next summer, a decision should be made by November with intention of awarding bids by January.

Mr. Kaczor asked if the Board should consider shifting the 2019-2020 school calendar if not proceeding Bon Air paving construction at this time.

Dr. Wagner replied yes she would recommend moving the school calendar back a few days to allow additional time next summer.

Ms. Shank asked if the softball repairs are awarded next week, would it start as soon as school ends this year.

Dr. Wagner stated yes.

Board members had general discussion about local youth softball groups and issues with their use of the field during construction.

Dr. Wagner stated that she would communicate with the groups.

Mrs. Callahan asked if the recommended additional geotechnical services from PSI are needed if the Board only proceeds with softball field repairs.

Mr. Dometakis replied no, they are only needed for the paving project.

Mrs. Koziarski asked when the Board would need to make a decision to move forward with track replacement for next summer.

Mr. Dometakis replied that approval to prepare specs should be given around August.

Dr. Wagner stated there is a need to also discuss football field work because she believes the need to either do the crowning and/or artificial turf when replacing the track.

Mr. Kunkle stated that he heard that districts often believe they are going to bring in funds through playoff games when they install artificial turf but that it is not necessarily the case.

Mr. D'Angelo, Athletic Director, stated that playoff games are not really a funding source for districts.

Mr. Kunkle asked about cost difference between artificial turf and repairs needed to our grass field.

Dr. Wagner stated that the architect has estimated approximately \$400,000 for needed repairs or approximately \$1.2M for artificial turf.

Mr. Kaczor added that crowning would need done every so many years so that cost continues in the future and he believes the replacement of artificial turf after the initial installation is not much more costly than the crowning/repairs to grass field.

Board members had general discussion regarding maintenance costs of grass vs. artificial turf.

Dr. Wagner stated that Mr. Ploskunak, Facilities Director, estimated cost at approximately \$15,000 per year to maintain our grass field.

Dr. Wagner added that Mr. D'Angelo stated that our current grass field should handle 28 contests per season, but that we typically have at least 63 contests in the fall by October. She stated that this information can be used to help make a decision.

Mr. Kaczor stated for the record that he believes artificial turf should be added and that it is not specifically for football, but for everything else that can be done on the field.

**AWARD BID FOR BON AIR PAVEMENT PROJECT TO \_\_\_\_\_ IN AMOUNT  
OF \_\_\_\_\_ AND USE OF CAPITAL RESERVE FUND FOR COSTS**

**AWARD BID FOR BON AIR SOFTBALL FIELD RESTORATION PROJECT TO  
\_\_\_\_\_ IN AMOUNT OF \_\_\_\_\_ AND USE OF CAPITAL RESERVE  
FUND FOR COSTS**

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

**PERMISSION TO OFFER EXTENDED SCHOOL YEAR PROGRAM JULY 2019**

**APPOINTMENT OF MATTHEW FISHER, M.D. AS SCHOOL PHYSICIAN FOR 2019-2020 SCHOOL YEAR**

Dr. Egnor stated the agreement is at the same rate as the prior year.

**APPOINTMENT OF DR. MICHAEL A. CHAPMAN AS SCHOOL DENTIST FOR 2019-2020 SCHOOL YEAR**

Dr. Egnor stated the agreement is at the same rate as the prior year.

**APPROVAL OF AGREEMENT WITH WESTMORELAND CASEMANAGEMENT & SUPPORT, INC. FOR STUDENT ASSISTANCE PROGRAM FOR 2019-2020 SCHOOL YEAR**

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

**APPROVAL OF SERVICE AGREEMENTS WITH THE CHILDREN'S INSTITUTE FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER 2019**

Dr. Egnor explained that ESY is for children who qualify and are entitled through their IEP.

**APPROVAL OF SERVICE AGREEMENT WITH WESTERN PA SCHOOL FOR THE DEAF FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER 2019**

**APPROVAL OF AGREEMENT WITH THE MEADOWS PSYCHIATRIC CENTER FOR EDUCATION SERVICES FOR 2019-2020 AND 2020-2021 SCHOOL YEARS**

Ms. Shank asked the location of the center.

Dr. Egnor replied that it is near Penn State Main Campus and that students could be admitted. He explained that these placements are usually medical placements and that our District is still responsible for the educational component for our students and this agreement ensures that.

**APPROVAL OF SCHOOL PSYCHOLOGIST SERVICES AGREEMENT WITH KEYSOLUTION STAFFING, LLC FOR PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020**

**APPROVAL OF AGREEMENT WITH OFFICE OF VOCATIONAL REHABILITATION TO PROVIDE ON-THE-JOB TRAINING**

Dr. Egnor explained the agreement allows a specific number of on-the-job training hours and Office of Vocational Rehabilitation reimbursement for the costs.

**APPROVAL OF STUDENT SERVICES INTERAGENCY AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR STUDENT SERVICES EFFECTIVE JULY 1, 2019**

Dr. Egnor stated that the agreement is different than past years because it will cover overall services, and the District's specific services will be selected and/or approved each year as needed.

**PERSONNEL**

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

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

**PSBA LIAISON REPORT – MRS. KEY**

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**BUSINESS – MRS. CALLAHAN:**

**APPROVAL OF BUDGETARY TRANSFERS**

**APPROVAL OF AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR E-SERVICES ONLINE FORMS FOR PERIOD JULY 1, 2019 THROUGH JUNE 30, 2022**

Mrs. Callahan explained that this agreement covers the program the District uses to process electronic forms and approvals which is more efficient and cost effective because there is less printing and sending paper documents back and forth.



**ACCEPTANCE OF PROPOSAL FOR INDEPENDENT AUDIT SERVICES FROM HOSAK, SPECHT, MUETZEL AND WOOD, LLP FOR FISCAL YEARS ENDING JUNE 30, 2019, 2020 AND 2021**

Mrs. Callahan stated that the Independent Audit by CPA is required and that the current auditing firm is efficient and reputable. They perform a timely audit each year so that the District may complete required reporting. They have proposed no increase in the first year of the agreement.

**APPROVAL OF AGREEMENT FOR ATHLETIC TRAINER SERVICES WITH WESTARM THERAPY SERVICES, INC. FOR PERIOD AUGUST 1, 2019 THROUGH JULY 31, 2022**

Mrs. Callahan stated that the current Athletic Trainer agreement with West Arm Therapy expires June 30<sup>th</sup>. After doing research, Mr. D'Angelo, Athletic Director, is recommending the agreement for consideration for another three-year term with West Arm Therapy for Athletic Trainer services.

**RATIFICATION OF AGREEMENT WITH DIRECT ENERGY BUSINESS FOR NATURAL GAS SUPPLY FOR PERIOD SEPTEMBER 1, 2020 THROUGH AUGUST 31, 2023**

Mrs. Callahan stated that several years ago, the Board appointed KeyTex Energy as the District's exclusive agent for natural gas to provide professional services to help districts manage the cost of utilities. They monitor the market and make recommendations for agreements as appropriate. Because these types of agreements vary daily, the process often requires decision to be made with Board ratification to follow. Mrs. Callahan added that the agreements with both natural gas and electricity have been favorable over the past several years as the cost has been reduced with each new agreement and allowed for budgetary savings/reductions each year.

**APPROVAL OF NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER 2019-2020 GENERAL OPERATING BUDGET**

Mrs. Callahan stated that the NWCTC budget for 2019-2020 presented for approval in the total amount of \$3,746,105 includes an overall budget increase of \$145,572 which is a 4% increase. She added that district contributions total \$2,922,207, an increase of \$87,442 or 3%. Burrell School District share is \$661,422, which is an increase of \$3,706 because our percentage share of students decreased from 23.1% to 22.5%. Mrs. Callahan stated that the NWCTC Joint Operating Committee approves their budget as well as the each of the four sending school districts.

**AUTHORIZATION OF EXECUTION OF AN OPERATION CONTRACT IN THE AMOUNT OF \$661,422 WITH NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER FOR 2019-2020 SCHOOL YEAR AND APPROVAL OF RESOLUTION AUTHORIZING PAYMENTS FOR DISTRICT SHARE OF OPERATING EXPENSES**

Mrs. Callahan stated that NWCTC requires an operation contract from each school district for our share of district contributions. Additionally, new this year, the NWCTC is requesting approval of a resolution authorizing monthly payments to NWCTC for our share of contributions. This saves about \$18,000 overall in NWCTC budget because it eliminates the Revenue Anticipation Note (RAN) costs since NWCTC has usually borrowed money for operations and then billed districts at end of year. There are fees involved and interest costs when issuing a RAN.

**APPOINTMENT OF TREASURER FOR A ONE-YEAR TERM BEGINNING JULY 1, 2019**

Mrs. Callahan stated that Mrs. Key is the current Treasurer.

**APPROVAL OF RESOLUTION ON CHECK SIGNATURES**

**APPROVAL OF DEPOSITORIES**

Mrs. Callahan stated that the District is required to approve depositories each May. The list of current depositories is presented for approval.

**ADOPT PROPOSED FINAL GENERAL FUND BUDGET 2019-2020 (Attachment 5-1A)**

Mrs. Callahan presented the details of Proposed Final General Fund Budget for 2019-2020 that includes revenues of \$32,582,390 and expenditures of \$32,521,722 leaving a deficit of (\$60,668). She reviewed the changes in the budget since the April 2, 2019 Board meeting with the largest change being the increase in expenditures for Capital Reserve Fund transfers and increase in revenues for use of Fund Balance to account for the planned transfer using funds that were approved by the Board in April to be moved from Committed Funds to the Fund Balance for further transfer to Capital Reserve Fund to cover costs of anticipated capital improvement projects needed. Mrs. Callahan reviewed expenditures and revenue details including the real estate tax increase included and state subsidy estimates. She discussed the planned use of Fund Balance and provided the estimated ending Fund Balance amount of \$1,622,626. She reviewed the Capital Reserve Fund amounts showing a balance available of approximately \$2,269,000 for capital improvements. She summarized the budget and next steps and asked for Board questions and comments.

Mr. Kaczor asked the status of the budget last May when proposed budget 2018-2019 was adopted.

Mrs. Callahan stated that the budget was balanced, no deficit existed, and the maximum real estate tax increase was included.

Ms. Shank asked about students included in the Cyber/Charter School tuition budget estimate and if that includes our District online eAcademy students.

Mrs. Callahan stated that the online eAcademy students are not included in the Cyber/Charter School tuition cost estimates. The charge for eAcademy students is in the online education category of budgeting and is much less per student than the Cyber/Charter school tuition costs.

Ms. Shank asked if there is any new information on state legislation regarding the change in cyber school tuition charges.

Dr. Wagner replied no.

Motion by: Mrs. Key

Seconded by: Mrs. Kinter

Roll Call: All in Favor

Motion carried.

## **COMMUNICATIONS**

Mrs. Callahan stated that Board members received two items of communication for review. One is the invitation to High School Scholars awards ceremony and the other is a request for waiver of building use fees from Redemption Church. She stated that the church has been billed according to board policy which Mr. D'Angelo follows for all building requests and invoicing. They are requesting Board consideration for a waiver of rental fees.

## **REQUESTS FOR USE OF BUILDINGS**

## **PAYMENT OF BILLS**

## **COMMENTS FROM THE PUBLIC**

Fred Neal, 3127 Ben Davis, Lower Burrell

- Pastor of Redemption Church
- Thanked Board and District for all you do for the community
- Provided information on new church starting including excited to serve community, heavy emphasis on children services, recovery, divorce, youth programs, etc.
- Currently using Stewart School for services and understands the costs include custodial fees and rental fees; requesting waiver of rental fees

- No plans at this time to build facility
- Currently using Stewart School twice a month, would like to move toward weekly
- Commended Stewart custodial staff, specifically Tony Ferracano

Ms. Shank thanked Church members for sitting through the meeting and for the comments for consideration.

### **ADJOURNMENT**

Mr. Kunkle made a motion, seconded by Mrs. Kinter, that the Board adjourn the meeting at 9:02 PM.

Roll Call: All in Favor.

Motion carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT  
BOARD MEETING MINUTES  
MAY 21, 2019**

**CALL TO ORDER**

The Burrell School Board Meeting was held in the High School Board Room and called to order at 7:43 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: Mr. James D. Kunkle, Mrs. Gretchen 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 Mrs. Jane A. Kinter. 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**

**MAY 14, 2019 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA**

**MAY 21, 2019 – 7:00 PM – PERSONNEL AGENDA**

**MAY 21, 2019 – IMMEDIATELY FOLLOWING MEETING – SECURITY AND SAFETY**

Ms. Shank announced the Board's Executive Sessions.

**APPROVAL OF MINUTES**

Budget Workshop – April 2, 2019

Agenda Meeting – April 9, 2019

Regular Meeting – April 16, 2019

**TREASURER'S REPORT – APRIL 2019 (Attachment 5-1)**

**FOOD SERVICE FUND REPORT REPORT – APRIL 2019 (Attachment 5-2)**

**STUDENT ACTIVITY FUND REPORTS – APRIL 2019 (Attachment 5-3)**

**NURSE'S REPORT – APRIL 2019 (Attachment 5-4)**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

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:

Hillcrest Country Club, Bill Marmo, President – Thank you for new tee signs; Appreciation to Dr. John Boylan, Mrs. Denise Wagner, Mr. Ron Zanella and High School students

Reflection Winners – Delany Ploskunak, Grade 4: Photography, placed 1<sup>st</sup> and 3<sup>rd</sup> at regional level and 3<sup>rd</sup> at state level; Channing Miller, Grade 2: Film Production, placed 1<sup>st</sup> at regional level

Delaney Ploskunak and Channing Miller presented their Reflection pieces.

Justin Miller – Thanked Board for all the opportunities that our students have, supporting the kids in what they do and recognizing students. Being a small school, it is difficult financially and limited staff.

Dr. Wagner recognized PTA for their work and thanked Jennifer Ploskunak, Stewart PTA, Vice President.

Jacob Strenkowski, Grade 11 – 4<sup>th</sup> place Coding & Programming at state conference; qualified for national FBLA competition

Scott Fennel, Grade 11 – 7<sup>th</sup> place Coding & Programming at state conference; qualified for national FBLA competition

St. Anthony Annual Inclusive Games – Thanked and commended Justin Miller and Track Team volunteers, Ellie Bellinotti, Caroline Vietch, Chelsea Kristoff, Annie Weimer, Grace Omcinski and Jordan Kolakowski for volunteering and assisting at the games

Knead Café – Expressed gratitude for 20 Interact student volunteers organized by Reid Watkins, 10<sup>th</sup> Grade student

## **SCHOOL SAFETY REPORT – INFORMATION**

Mrs. Carla Roland, School Safety and Security Coordinator, presented the 2018-2019 School Safety Report, including two pathways for making our community a safer place is hardening schools (traditional efforts) and strengthening people. She reviewed a list of all hardening our schools' items including emergency operation plans, lockdown procedures, random bag searches, campus signage and lighting, fire drill procedures, radio communication, window security film, Jamblock security devices, all-call number, safety buckets, safe place locations, administrator go-bags and event supervision. Mrs. Roland discussed the strengthening of our people that will help keep students safe including adding the Social/Emotional Learning (SEL) specialist, SEL kick-off, student safety leadership team, ALICE training, threat assessment team, Safe2Say team, restorative practice training, Philip Little "Gravity of Send" presentation, Chief Seefeld's training, Stop the Bleed training and joined county wide safety cohort.

Mrs. Roland reported on Safe2Say reports since inception in January 2019; strengthening people cultivates community and helps us be aware as changes come about.

Mrs. Beveridge asked how many will attend annual events.

Mrs. Roland replied ALICE refresher training is annually; SEL will continue to grow; other trainings would happen as things change and/or the state mandates additional trainings/requirements.

Mr. Kunkle asked if there has been presentation to parents and community.

Mrs. Roland replied yes.

Mr. Kunkle added he applauds the administrators because this is best initiative the District has taken in regards to safety. He also expressed concern for how younger children are trained so as not to scare them.

Mrs. Roland replied younger students receive age appropriate training.

Mrs. Roland commended Lower Burrell Police Department for their part in school safety and trainings.

## **SOCIAL-EMOTIONAL LEARNING PROGRAM – INFORMATION**

Marissa Ameris, SEL, provided a summary of the SEL program. It is under the umbrella of safety and is District wide. She is currently exploring the curriculum (Jessie Lewis Choose Love Program) to see what it will look like for students as it will look different in each building. The program is to give children the skillset to assist in moving forward to possibly help avoid tragedies. Ms. Ameris explained that the program teaches gratitude, forgiveness & compassion and action empathy. By building these skills, we can push through in a positive way and be more aware of social behavior. She stated society and students are lacking in these areas.

Ms. Shank stated she is excited for this program and especially being able to teach students at a young age to be able to cope with adversity and/or help and express empathy to not be negative minded.

Ms. Ameris stated the curriculum starts with Pre-K and hits every level, then it expands to hopefully become the new culture, the new norm.

Mrs. Key added that also working with teachers and parents, adults can also help cultivate the positivity.

Ms. Ameris stated she plans to meet with community members and get involved in community events to try to grow the program.

Dr. Wagner stated that Ms. Ameris has already started lessons with 4<sup>th</sup> and 5<sup>th</sup> grade students regarding the brave breath tool.

Ms. Shank thanked Ms. Ameris.

## **PERMISSION FOR ANDREW KARIOTIS TO CHAPERONE TWO HIGH SCHOOL STUDENTS ON OVERNIGHT TRIP: FBLA CLUB, NATIONAL LEADERSHIP CONFERENCE, SAN ANTONIO, TX, JUNE 27-JULY 3, 2019**

Motion by: Mrs. Koziarski

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

Mr. Wojcik asked if the students could present the program at the August Board meeting.

## **PERMISSION TO DISCARD LIBRARY BOOKS AND TEXTBOOKS**

Motion by: Mrs. Key

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.



**APPROVAL OF RESOLUTION AMENDING ARTICLE III, SECTION 4 OF THE  
NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER  
ARTICLES OF AGREEMENT (Attachment 5-5)**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**CAPITAL IMPROVEMENTS - INFORMATION**

Dr. Wagner stated the architect was here last week and the Board had in depth conversation about potential projects and figures. Tonight the Board can decide if they want to consider either project or none.

**AWARD BID FOR BON AIR PAVEMENT PROJECT TO M. A. FACCHIANO  
CONTRACTING IN AMOUNT OF \$1,141,700 (BASE BID AND ALTERNATE P-6  
AND P-8) AND USE OF CAPITAL RESERVE FUND FOR COSTS**

No motion.

**AWARD BID FOR BON AIR SOFTBALL FIELD RESTORATION PROJECT TO  
W. G. LAND COMPANY, LLC IN AMOUNT OF \$276,615.68 (BASE BID AND  
ALTERNATE F-2) AND USE OF CAPITAL RESERVE FUND FOR COSTS**

Mrs. Beveridge asked if we are considering the other projects discussed.

Ms. Shank replied yes. The Architect will provide information for projects to be considered in the near future.

Mrs. Koziarski asked if awarding this bid is approval to move forward with the project.

Dr. Wagner replied yes; if approved, the Board is approving for the project to move forward this summer.

Motion by: Mrs. Key

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

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

**PERMISSION TO OFFER EXTENDED SCHOOL YEAR PROGRAM JULY 2019**

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

Roll Call: All in Favor    Motion carried.

**APPOINTMENT OF MATTHEW FISHER, M.D. AS SCHOOL PHYSICIAN FOR 2019-2020 SCHOOL YEAR**

Motion by: Mr. Kaczor    Seconded by: Mrs. Koziarski

Roll Call: All in Favor    Motion carried.

**APPOINTMENT OF DR. MICHAEL A. CHAPMAN AS SCHOOL DENTIST FOR 2019-2020 SCHOOL YEAR**

Motion by: Mr. Kaczor    Seconded by: Mrs. Beveridge

Roll Call: All in Favor    Motion carried.

**APPROVAL OF AGREEMENT WITH WESTMORELAND CASEMANAGEMENT & SUPPORT, INC. FOR STUDENT ASSISTANCE PROGRAM FOR 2019-2020 SCHOOL YEAR (Attachment 5-6)**

Dr. Egnor explained this is the shared liaison model.

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

Roll Call: All in Favor    Motion carried.

**APPROVAL OF SERVICE AGREEMENTS WITH THE CHILDREN’S INSTITUTE FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER 2019**

Motion by: Mrs. Beveridge    Seconded by: Mr. Kaczor

Roll Call: All in Favor    Motion carried.

**APPROVAL OF SERVICE AGREEMENT WITH WESTERN PA SCHOOL FOR THE DEAF FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER 2019**

Motion by: Mrs. Beveridge

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**APPROVAL OF AGREEMENT WITH THE MEADOWS PSYCHIATRIC CENTER FOR EDUCATION SERVICES FOR 2019-2020 AND 2020-2021 SCHOOL YEARS (Attachment 5-7)**

Motion by: Mrs. Beveridge

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**APPROVAL OF SCHOOL PSYCHOLOGIST SERVICES AGREEMENT WITH KEYSOLUTION STAFFING, LLC FOR PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020 (Attachment 5-8)**

Dr. Egnor stated the agreement is for overflow school psychologist services.

Motion by: Mrs. Koziarski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

**APPROVAL OF AGREEMENT WITH OFFICE OF VOCATIONAL REHABILITATION TO PROVIDE ON-THE-JOB TRAINING**

Motion by: Mrs. Key

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

**APPROVAL OF STUDENT SERVICES INTERAGENCY AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR STUDENT SERVICES EFFECTIVE JULY 1, 2019 (Attachment 5-9)**

Dr. Egnor stated the addendum will list the services selected.

Motion by: Mr. Kaczor

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**PERSONNEL – MS. SHANK (Attachment 5-10)**

Motion by: Mrs. Key

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

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

Members received a summary of the April 11 and May 9, 2019 meetings.

Mr. Wojcik reported on the following items:

- Brief meeting last week
- \$5,000 grant for machinist
- \$1,000 scholarship given to student

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

Members received a summary of the April 23, 2019 meeting.

Mrs. Beveridge reported on the following items:

- Administration items
- Reviewed IU services and school district costs
- Solicitor transition
- Act 44 Safe Schools Part B \$323,000 grant award mostly for Step-Up Program; some for renovations
- PAYS survey: 9 of 17 school districts participated in 2017
- Information from PAYS survey was used by IU for Act 44 for Safe Schools Grant

**PSBA LIAISON REPORT – MRS. KEY**

Mrs. Key reported the following:

- House and Senate return June 3
- Charter school bills have been slowed because the committee received hundreds of letters of concern that the bills do not address funding change and oversight

Dr. Wagner announced that the State contacted her and has money left over from Safe Schools equipment grant and opened it back up. She indicated she is moving forward with purchases with funding from the state not initially granted.

**BUSINESS – MRS. CALLAHAN:**

**APPROVAL OF BUDGETARY TRANSFERS (Attachment 5-11)**

Motion by: Mr. Kunkle

Seconded by: Mr. Kaczor

Roll Call: All in Favor

Motion carried.

**APPROVAL OF AGREEMENT WITH WESTMORELAND INTERMEDIATE UNIT FOR E-SERVICES ONLINE FORMS FOR PERIOD JULY 1, 2019 THROUGH JUNE 30, 2021 (Attachment 5-12)**

Motion by: Mrs. Koziarski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**ACCEPTANCE OF PROPOSAL FOR INDEPENDENT AUDIT SERVICES FROM HOSAK, SPECHT, MUETZEL AND WOOD, LLP FOR FISCAL YEARS ENDING JUNE 30, 2019, 2020 AND 2021 (Attachment 5-13)**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**APPROVAL OF AGREEMENT FOR ATHLETIC TRAINER SERVICES WITH WESTARM THERAPY SERVICES, INC. FOR PERIOD AUGUST 1, 2019 THROUGH JULY 31, 2022 (Attachment 5-14)**

Mrs. Callahan stated that the solicitor has made recommended language inserts which have been added to documents for your review and consideration for approval.

Mrs. Koziarski made a motion, seconded by Mr. Kunkle, to approve the agreement for Athletic Trainer Services with Inserts 1 and 2 with Westarm Therapy Services, Inc. for period August 1, 2019 through July 31, 2022.

Roll Call: All in Favor

Motion carried.

**RATIFICATION OF AGREEMENT WITH DIRECT ENERGY BUSINESS FOR NATURAL GAS SUPPLY FOR PERIOD SEPTEMBER 1, 2020 THROUGH AUGUST 31, 2023**

Motion by: Mr. Kaczor

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

**APPROVAL OF THE NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER 2019-2020 GENERAL OPERATING BUDGET (Attachment 5-15)**

Mrs. Callahan stated that she summarized the NWCTC budget for 2019-20 in the total amount of \$3,746,105 including Burrell School District's share of \$661,422 at last week's Agenda meeting.

Motion by: Mr. Kunkle

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**AUTHORIZATION OF EXECUTION OF AN OPERATION CONTRACT IN THE AMOUNT OF \$661,422 WITH NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER FOR 2019-2020 SCHOOL YEAR AND APPROVAL OF RESOLUTION AUTHORIZING PAYMENTS FOR DISTRICT SHARE OF OPERATING EXPENSES (Attachment 5-16)**

Motion by: Mr. Kunkle

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**APPOINTMENT OF TREASURER FOR A ONE-YEAR TERM BEGINNING JULY 1, 2019**

Mrs. Koziarski made a motion, seconded by Mr. Kaczor, to appoint Mrs. Key as treasurer for a one-year term beginning July 1, 2019.

Roll Call: All in Favor

Motion carried.

**APPROVAL OF RESOLUTION ON CHECK SIGNATURES (Attachment 5-17)**

Motion by: Mr. Wojcik

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

### **APPROVAL OF DEPOSITORIES (Attachment 5-18)**

Mrs. Callahan stated that the District is required to approve depositories each May and she is requesting approval.

Motion by: Mrs. Beveridge

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

### **ADOPT PROPOSED FINAL GENERAL FUND BUDGET 2019-2020 - INFORMATION**

Mrs. Callahan stated that last week she went through a full presentation of the District's Proposed Final General Fund Budget for 2019-2020 and asked Board members for approval so that we can meet the 30 day requirement between proposed and final approval. She stated that the adopted Proposed Final Budget approved last week includes revenues of \$32,582,390 and expenditures of \$32,521,722 leaving a deficit of (\$60,668). The Proposed Final Budget includes a real estate tax increase of 2.8 mills. She reported that she went through details of expenditures and revenues and reviewed estimated ending Fund Balance of \$1,622,626. The Proposed Final Budget will be made available for public inspection as required and public notice shall be advertised of the Board's intention to vote on the Final General Fund Budget 2019-2020 at the June 18, 2019 Board meeting. Administration will continue to work on the budget and try to reduce the deficit by the June meeting.

### **COMMUNICATIONS**

Mrs. Callahan stated that as mentioned last week, Board members received communication from Redemption Church requesting waiver of building use fees for their use of our facilities. She stated that the church is currently being processed and billed according to Board policy for all building requests.

Mr. Kunkle stated he doesn't recall seeing this request on building list and asked if they are using buildings during the school day.

Dr. Wagner replied no, they are currently using Stewart auditorium on Sundays twice a month.

Mr. Price, solicitor, asked if they are currently paying fees/rental.

Mrs. Callahan replied yes, they are being invoiced by Mr. D'Angelo at fees/rental per Board policy.

Mr. Price stated that the church group is asking the Board to waive fees. He stated that if the Board allows other groups to use buildings for a fee, we have to treat religious requestors the

same. However, if the Board decides not to charge this church group, it could be problem constitutionally so he does not recommend the Board waive fees.

Mrs. Key asked if YMCA pays fees.

Dr. Wagner replied based on their group status, they do not pay rental fees based on current Board policy. They would pay any related personnel costs per policy.

Mr. Kunkle asked what area of the school is the church using.

Mr. D'Angelo replied they are using auditorium, cafeteria and conference room.

Mr. Wojcik stated he believes that we are following our guidelines and should continue to follow our policy.

**REQUESTS FOR USE OF BUILDINGS (Attachment 5-19)**

Motion by: Mr. Kunkle

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**PAYMENT OF BILLS (Attachment 5-20)**

Motion by: Mrs. Key

Seconded by: Mr. Kunkle

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 9:11 PM.

Roll Call: All in Favor

Motion carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew