

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
October 12, 2021**

Call to Order

The Burrell School District Board of Directors Agenda Meeting was held in-person in the High School Boardroom and virtually/streamed live on YouTube and was called to order at 7:01 PM by President Key.

Mrs. Key addressed the public in attendance and stated that the speaking time limit is 2 minutes each and asked those in attendance to be respectful when others are speaking.

Pledge of Allegiance

Mrs. Key asked all present to participate in the Pledge of Allegiance.

Roll Call

Board Members Present: Dr. Rachel Linderman, Mr. Tom Deiseroth, Mrs. Gretchen Beveridge, Ms. Tricia Shank, Mrs. LeeAnn S. Guido, Mr. Rick Kaczor, Mr. Christopher S. Wojcik and Mrs. Pam Key

Board Members Absent: Mrs. Genia Koziarski

Others Present: 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

Student Representatives Present: Dylan Selinger and Kaylee Armando

Executive Sessions:

October 12, 2021 Immediately following meeting - Personnel Agenda and Litigation
October 19, 2021 at 7:00 PM - Personnel Agenda and Litigation

Mrs. Key announced the Board's Executive Sessions.

REVIEW OF AGENDA ITEMS

The Board reviewed items scheduled for the regular meeting to be held October 19, 2021.

Approval of Minutes: Agenda Meeting – September 14, 2021; Regular Meeting - September 21, 2021

Treasurer Report: September 2021

Food Service Fund Report: September 2021

Student Activity Fund Reports: September 2021

Nurse Report: September 2021

Comments from the Public - Agenda Only: None

Reports of Administration and Standing Committees

SUPERINTENDENT - DR. WAGNER

Student/Staff Recognition and Reports

Dr. Wagner introduced two of the following student representatives who are non-voting members of the Board: Dylan Selinger and Kaylee Armando.

Dr. Wagner asked the students to share why they are interested in being part of the process.

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Student Representative Kaylee Armando stated that she wants to give the younger audience a voice of what is going on with education and our school. She said it is run by adults, but it is important to have younger perspective.

Student Representative Dylan Selinger stated that she wishes to give her perspective and represent the student body. She said she also finds it interesting to see how it works.

Dr. Wagner stated that Damian Barr and Helaina Herbulock are the other two student representatives.

Enrollment Report – Information

Dr. Wagner reported the following:

- Enrollment 1,763 as of Oct 1, 2021
- Enrollment has decreased over the past several years

Mrs. Key asked Dr. Wagner if she has any idea why there is a decline.

Dr. Wagner responded that this was analyzed in 2015-16 and birth rates were down in this area as a whole. She stated that our district has a limited number of larger homes that families with younger children tend to want to move into. Dr. Wagner stated that it has been a steady decrease other than the increase realized when we began to accept tuition students.

Mr. Kaczor asked if we should look at any major changes as a result of the decrease.

Dr. Wagner responded that yes, the decreases and data result in a review of things like class size.

General discussion about class sizes in elementary schools.

Mr. Kaczor asked if there is ever a possibility of considering condensing to 3 school buildings from 4.

Dr. Wagner stated that Stewart Elementary is smallest school with only 2 grade levels and that it would be the one to consider eliminating in that scenario.

General discussion ensued about consistent declining enrollment and comparison with other districts and other areas and resources to look at for data.

Mr. Wojcik stated he suspects it is the trend in the entire region as opposed to just our district.

Mr. Kaczor suggested working with City Council to encourage growth in the District.

Dr. Wagner suggested working with others in the local region to encourage growth. She suggested that there are such great things going on in surrounding areas such as the revitalization of New Kensington.

Approval of Policy 004.1 - Student Representative to School Board

Dr. Wagner explained the policy.

Ms. Guido asked to change the wording from “two students and one alternate” to “at least two students” may be appointed.

Dr. Wagner agreed and stated it will be revised for next week.

Presentation of Transformational Blueprint by Dr. Turk – Information

Dr. Wagner introduced Dr. Turk, Director of Curriculum and Development, to present information.

Dr. Turk presented on the following:

- Consortium for Public Education/RK Mellon Foundation
- Collaboration with Arconic
- ABC Create

Dr. Turk reviewed:

- Workforce needs
- Skills needed
- Needs analysis
 - PLC process (Professional Learning Communities)
 - MTSS (Multi-Tiered System of Support)
 - Mental health needs
 - Google/technology for learning
- Need to reinvent
- First focus on who then what; teamwork and leadership
- Personalized Learning Coaches
- Comprehensive plan goals through PLC process and evaluating the effectiveness
- Using MTSS and PLC process for everything we are doing

Middle School MakerSpace Arconic Grant – Information

Teacher Courtney Barbiaux presented the following:

- Middle School Tech It Out project
- Local Business work
- Future ready skills and career readiness

Dr. Turk explained her role is to provide the support to the adults so they can then be their best for the students.

Mr. Wojcik questioned the collaboration and/or sharing of programs like this with other districts.

Dr. Turk responded that the consortium for public education is actually 6 school districts that work together on same core elements. She stated that we also have had collaborative sessions with other districts and through ABC create, we will meet with other districts.

Mr. Wojcik asked what does success look like?

Dr. Turk discussed that there has been data to create baseline and will continue to analyze data to check our growth and performance in relation to efficacy, the PLC process, Personalized Learning, and for students, there are various methods to assess progress. She also mentioned the pending legislation regarding curriculum being online.

Mrs. Key asked how to measure how we are doing in relation to mental health?

Dr. Turk provided several methods that will be used in relation to services, Student Assistance Program (SAP), and intensive support sessions, etc.

Mrs. Key asked how do you find those kids who may fall through the cracks?

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Dr. Turk explained that the core is relationships and using social emotional learning to possibly catch potential issues. She added that providing educators and administrators trauma training and suicide awareness training which is useful as well as reviewing non-academic data on students and using social awareness.

Dr. Wagner added that having Mrs. Ameris, Social Emotional Behavior Specialist, Ms. Sarvey, Social Worker and Ms. Francisco, Licensed Professional Counselor is so helpful with this because as soon as we see something going on with a student, we have people with skills to take a closer look.

Mrs. Guido stated that she appreciates Dr. Turk's passion for what she is doing and believes it will have a positive impact on staff and students.

Dr. Wagner thanked the Board for supporting the plan for using the ESSERS funds in the manner requested and for putting people in place to help the District.

DIRECTOR OF STUDENT SERVICES - DR. EGNOR

Approval of athletic trips and field trips for 2021-2022

Approval of Agreement with Westmoreland Intermediate Unit for ESL Services for 2021-2022 school year

Dr. Egnor explained that the agreement is provided in terms of maximum needs for English as Second Language.

Personnel: Approval of Personnel Log

Northern Westmoreland Career & Technology Center Report - Mr. Wojcik/Mr. Kaczor

Westmoreland Intermediate Unit Report - Mrs. Beveridge

PSBA Liaison Report - Mr. Deiseroth

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers

Mrs. Callahan stated that there is a transfer for funds to be moved to improve facilities related to the baseball and softball fields.

Mr. Kaczor asked what needs done at the fields?

Mr. D'Angelo, Athletic Director, explained that there are draining problems and that the current material there holds the moisture and that there is a lip around the field. He explained the quote includes addressing all of the problems and reapplying an appropriate mix for the fields.

Mrs. Beveridge asked about what was done at the softball field recently with the construction project.

Mr. D'Angelo explained that it was improvements to the outfield, fencing, and drainage in the outfield.

Mr. Kaczor asked if the amount requested in the budgetary transfer is the correct amount for this work.

Mrs. Callahan replied yes because Mr. D'Angelo obtained quotes for the work and this is the lowest cost quoted.

Mr. Kaczor asked about the timeline.

Mr. D'Angelo stated that the work should be completed prior to the spring seasons but is weather dependent.

Permission to participate in Westmoreland Intermediate Unit Joint Purchasing Consortium bids for Paper and Diesel Fuel/Gasoline for 2022-2023 school year, authorization for Consortium to act as District's agent during bid process, and authorization for Jennifer S. Callahan, District's representative to Consortium, to act on behalf of District

Mrs. Callahan requested permission to participate with Westmoreland Intermediate Unit for paper and fuel supplies. This process provides best pricing since most districts join and results in large group purchasing. The fuel bid is to obtain the best price for our contractor. As you know there have been some issues relating to fuel purchasing and left over quantity over the past few years so we will work with our contractor to ensure that we are on the same page with the fuels supply. Our contract requires them to reimburse us the cost of fuel, so it is ultimately the cost of the contractor.

Mr. Kaczor stated that us purchasing the fuel saves them taxes as well.

General discussion ensued about paper use and reducing the use since we are now more electronic with education and Chromebooks.

Permission to advertise jointly as a member of the Westmoreland Intermediate Unit Joint Purchasing Board for the purchase of the following supplies for 2022-2023 school year: Multi-Purpose Paper and Unleaded Gasoline/Diesel Fuel

Mrs. Callahan stated that this item allows Westmoreland Intermediate Unit to advertise for the joint purchasing bids on our behalf.

Permission to advertise for bids for Janitorial and Athletic Supplies for 2022-2023 school year

Mrs. Callahan stated that as we begin to work on the 2022-23 fiscal year budget in the next few months, we will need to determine costs on large groups of supplies so we ask to bid the items to obtain best pricing.

Communications

Mrs. Callahan stated there is one item of communication for board review.

Requests for Use of Buildings

Mrs. Callahan stated that next week the Board will be asked to approve in accordance with current Board policy. She stated that as a result of recent discussion regarding building use and costs of current policy, we have provided some information for board member review in order to have discussions about potential changes to the fees and policy.

Mr. Kaczor asked why the District is required to have custodians work at certain events but not others.

Dr. Wagner explained that is part of the union contract and/or past practice.

General discussion about contractual obligations and uses.

Payment of Bills

Comments from the Public

Nikki Watson, Claremont Drive

- *Complimented Ms. Barbiaux on the Arconic grant and maker space tech it out program*
- *Asked why Solicitor is not in attendance this evening*
- *Asked about use of ESSER funding from state*
- *Sent info about air purifying systems*
- *Asked about state recommendations regarding use of ESSER funds*

Dr. Wagner replied that ESSER funds do have requirements for spending which includes things like learning loss as well as things like air conditioning.

Mrs. Beveridge read some of the items listed on PA Department of Education website that Districts are permitted to use funds to do.

Dr. Wagner directed Ms. Watson to the State Pennsylvania Department Education website regarding ESSER funds and guidance.

Katie Small Kutchko, Florida Drive

- *Asking about funding already been used*
- *Suggested conversation about air purifier or humidifier*
- *Expressed concerns with purifying air for students*

Ms. Shank suggested that Mr. Ploskunak would need to review that information relating to air purifying and if it would be worth considering. She stated she would like District to investigate it and added that obviously we don't have \$10 million to air condition the buildings.

Mrs. Key also suggested to look into the air purification system.

Ms. Shank added that we don't want to take away from the current plan with the PLC and MTSS program because she believes that these are extremely important to assist our district and students.

Mrs. Callahan stated that there is a small portion of ESSER funds set aside for air quality improvements.

Jennifer Golem, Donnell Road

- *Commended Dr. Turk and her presentation; requested it be available on line*
- *Requested a copy of PASS survey for parents*
- *Asked about PASS survey compared to PAYS survey*
- *Requested data about COVID cases in District this year; number of students who have had to quarantine; comparison with prior year data*
- *Asked if there is a reason numbers are higher this year*
- *Questioned vaccine clinic*

Dr. Egnor replied that the District is not permitted to share paper copy of PASS survey, but can go over it with parents; the surveys do not compare at all.

Dr. Wagner responded that the District has had approximately 27 COVID cases this year total. Dr. Wagner stated there were 82 cases last year.

General discussion regarding positive cases, testing, and vaccination data.

Dr. Wagner explained the vaccine clinic information.

Katie Small Kutchko, Florida Drive

- *Questioned testing and vaccination decisions*

Dr. Wagner explained the reasoning for permitting vaccination clinic and not requiring testing for students. She explained that the vaccine offering is a public service for those who choose and provides access to families who may not have access elsewhere.

Mrs. Key stated a parent emailed her several questions and has been forward to Dr. Wagner to answer questions.

Mrs. Callahan read public comment.

Dr. Linderman stated it is the parent's choice to allow students to get vaccination.

Katie Small Kutchko, Florida Drive

- *Questioned if students are required to remain in one location for observation after vaccination*

Dr. Wagner stated that students are required to sit for 15 minutes.

Jennifer Golem, Donnell Road

- *Asked if there is liability to District for vaccine being administered on school grounds*

Dr. Wagner answered no, we are only providing a space for administering the vaccine.

Ms. Shank commented on the ceremony today at Kotecki Park and asked for a moment of silence in honor of Officer Kotecki.

Mrs. Key announced that Saturday is the last day for the farmers market at City Hall from 9:00am-1:00pm. It is an Octoberfest celebration theme.

Adjournment at 8:34

Motion by: Mr. Kaczor

Seconded by: Mrs. Guido

Roll Call: All in Favor

Motion Carried



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
October 19, 2021**

Call to Order

The Burrell School District Board of Directors Board Meeting was held in-person in the High School Cafeteria and virtually/streamed live on YouTube and was called to order at 7:37 PM by President Key.

Pledge of Allegiance

Mrs. Key asked all present to participate in the Pledge of Allegiance.

Roll Call

Board Members Present: Dr. Rachel Linderman, Mrs. Genia Koziarski, Mr. Tom Deiseroth, Mrs. Gretchen Beveridge, Ms. Tricia Shank, Mrs. LeeAnn S. Guido, Mr. Rick Kaczor, Mr. Christopher S. Wojcik and Mrs. Pam Key

Board Members Absent: None

Others Present: 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

Student Representatives Present: Dylan Selinger

Executive Sessions:

October 12, 2021 Immediately following meeting - Personnel Agenda and Litigation

October 19, 2021 at 7:00 PM - Personnel Agenda and Litigation

Mrs. Key announced the Board's Executive Sessions.

Approval of Minutes: Agenda Meeting – September 14, 2021; Regular Meeting - September 21, 2021

Treasurer Report: September 2021 (**Attachment 10-1**)

Food Service Fund Report: September 2021 (**Attachment 10-2**)

Student Activity Fund Reports: September 2021 (**Attachment 10-3**)

Nurse Report: September 2021 (**Attachment 10-4**)

Motion by: Mr. Kaczor	Seconded by: Mrs. Koziarski
Roll Call: All in Favor	Motion Carried

Comments from the Public - Agenda Only - None

Reports of Administration and Standing Committees

SUPERINTENDENT - DR. WAGNER

Student/Staff Recognition and Reports

Dr. Wagner reported the following:

- Commended Mr. Klipple and Food Service Staff - National School lunch week; She provided information and communication about this past year and the challenges and difficulty within that department
- Commended Board members Ms. Shank and Mrs. Koziarski - Honor Roll on behalf of PSBA for school board service of 8 years; Provided a certificate of appreciation for the volunteer work they do and the time they give to contribute to our schools and community

Minutes: October 19, 2021

- Thanked all Board members for their service

Enrollment Report – Information

Dr. Wagner provided enrollment report and discussed information last week including the 2.4% decrease from prior year enrollment.

Approval of Policy 004.1 - Student Representative to School Board (Attachment 10-5)

Motion by: Mrs. Guido Seconded by: Mr. Kaczor
Roll Call: All in Favor Motion Carried

Dr. Wagner thanked Dylan Selinger and other student representatives for being part of the process.

Presentation of Transformational Blueprint by Dr. Turk - Information

Dr. Wagner stated that last week Dr. Turk presented summary information.

Middle School MakerSpace Arconic Grant - Information

Dr. Wagner stated that last week Courtney Barbiaux presented information.

Approval of Employment Agreement with Jennifer S. Callahan, Business Administrator/Board Secretary for period July 1, 2022 through December 31, 2028

Motion by: Dr. Linderman Seconded by: Mr. Kaczor
Roll Call: All in Favor Motion Carried

Mrs. Callahan thanked the Board for approving the employment agreement and for supporting her in her administrative role with the District.

Dr. Wagner stated that she appreciates the Board approval and the work Mrs. Callahan does for the District.

DIRECTOR OF STUDENT SERVICES - DR. EGNOR

Approval of athletic trips and field trips for 2021-2022

Motion by: Mr. Deiseroth Seconded by: Mrs. Guido
Roll Call: All in Favor Motion Carried

Approval of Agreement with Westmoreland Intermediate Unit for ESL Services for 2021-2022 school year

Motion by: Mr. Kaczor Seconded by: Mr. Deiseroth
Roll Call: All in Favor Motion Carried

Personnel: Approval of Personnel Log (Attached)

Motion by: Dr. Linderman Seconded by: Mr. Deiseroth
Roll Call: All in Favor Motion Carried

Mrs. Key abstained from voting indicating that she did so because it includes a family member.

Northern Westmoreland Career & Technology Center Report - Mr. Wojcik/Mr. Kaczor

Mr. Kaczor stated that the next NWCTC meeting is this coming Thursday.

Westmoreland Intermediate Unit Report - Mrs. Beveridge

Mrs. Beveridge reported:

- Curriculum services division website
- Meeting next Thursday

PSBA Liaison Report - Mr. Deiseroth

Mr. Deiseroth reported:

- PSBA canceled membership in NSBA
- House passed legislation about posting curriculum; now moves to Senate
- Election day November 2

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers (Attachment 10-6)

Motion by: Mrs. Guido Seconded by: Mr. Kaczor
 Roll Call: All in Favor Motion Carried

Permission to participate in Westmoreland Intermediate Unit Joint Purchasing Consortium bids for Paper and Diesel Fuel/Gasoline for 2022-2023 school year, authorization for Consortium to act as District’s agent during bid process, and authorization for Jennifer S. Callahan, District’s representative to Consortium, to act on behalf of District

Mrs. Callahan explained that the benefit of participating in the joint purchasing group bids enables the District to meet legal requirements of large purchases while also obtaining best price since it is a large quantity purchase. As mentioned last week, the transportation contractor reimburses the District for the cost of fuel so it is ultimately not our district cost. She added that last week board members asked about paper consumption quantities as it relates to remote and electronic work. She stated that the data was reviewed and we did see about an 8% decrease in 20-21 from what was typically ordered and an additional 26% reduction this year, but it is not clear if that is due to the weeks of virtual only instruction or the result of using the Chromebooks on regular basis so we will continue to evaluate the data going forward.

Motion by: Mr. Deiseroth Seconded by: Mr. Kaczor
 Roll Call: All in Favor Motion Carried

Permission to advertise jointly as a member of the Westmoreland Intermediate Unit Joint Purchasing Board for the purchase of the following supplies for 2022-2023 school year: Multi-Purpose Paper and Unleaded Gasoline/Diesel Fuel (Attachment 10-7)

Motion by: Mr. Kaczor Seconded by: Mr. Deiseroth
 Roll Call: All in Favor Motion Carried

Permission to advertise for bids for Janitorial and Athletic Supplies for 2022-2023 school year

Mrs. Callahan explained that these bids are the internal bids we do for supplies for these departments.

Motion by: Mr. Deiseroth Seconded by: Dr. Linderman
 Roll Call: All in Favor Motion Carried

Approval of Settlement of Real Estate Property Tax Appeal for Tax Parcel No. 62-09-00-0-058 and 62-09-00-0-071

Motion by: Dr. Linderman Seconded by: Mr. Deiseroth
Roll Call: All in Favor Motion Carried

Adopt Resolution reappointing Dr. Shannon L. Wagner as Superintendent and Approval of Employment Contract for period July 1, 2022 through June 30, 2027

Motion by: Mrs. Guido Seconded by: Mr. Kaczor
Roll Call: All in Favor Motion Carried

Dr. Wagner thanked board members for supporting her role as Superintendent for an additional 5 years.

Communications

Mrs. Callahan stated there is one item for board review.

Requests for Use of Buildings (Attachment 10-8)

Mrs. Callahan stated that there have been items added to the list of building use requests. She stated that although the Board has started to review data regarding the building use, rates charged, and procedures, any requests approved tonight will be processed in accordance with current building use policy. Mrs. Callahan asked if board members wanted to discuss potential changes to the policy and procedures or the data received.

Mrs. Guido asked about organization determination and what organizations have current requests that will result in event fees in order to compare with what was waived for Tri City last month.

Mrs. Callahan explained that there are several group 3 requests, but only large events are charged the event fee, so the current building request use list includes two Burrell Youth Wrestling requests that would result in event fees in accordance with current policy.

Mrs. Koziarski commented that those events are different than Tri City since they use multiples spaces within the high school.

Mrs. Guido suggested approving the list per current policy but then discussing further at the next board meeting to decide if a waiver should be provided to Burrell Youth Wrestling or any other changes should be made.

Motion by: Dr. Linderman Seconded by: Mrs. Koziarski
Roll Call: All in Favor Motion Carried

Payment of Bills (Attachment 10-9)

Motion by: Mr. Deiseroth Seconded by: Mr. Kaczor
Roll Call: All in Favor Motion Carried

Comments from the Public

Mrs. Key reminded public audience to stand, state name, where they live and we speak respectfully and not speak over anyone else. She stated that the Board will allow them two minutes to speak.

Craig Canfield, Prospect Circle

- *Historically satisfied with Board*
- *Dissatisfied and disappointed with masking requirement*
- *Commented on probability and precedence*
- *Concerns with children following the crowd and not being critical thinkers*
- *Hopeful that hearing tomorrow will change the decision*
- *Requests Board provide more leniency regarding exemptions and minimal compliance as possible*
- *Understands board members following the order but thinks there could be more leniency*

Solicitor Lee Price responded that the District is under legal order to do so and may be decided in court next week.

General discussion ensued about other districts providing more leniency.

Solicitor Lee Price stated that a district lost that argument in federal court and temporary injunction was put in place.

Katie Small Kutchko, Florida Drive

- *Wants info on mobile clinic participation*
- *Requesting info on absences the day of vaccination clinic*
- *Requested that staff members be told not to point out to other children about full/partial exemptions*
- *Provided an example of a guidance counselor pointing out info*

Dr. Wagner stated less than 20 people districtwide who chose to participate in vaccination clinic. She added that there was a very small number of absences due to mobile clinic.

Amanda Osiecki, Wayne Street

- *Requests a better education system for quarantined students*

Dr. Wagner explained that the District has google classroom and virtual case managers to work with students and teachers to make sure students have what they need when quarantined. She stated that the virtual learning case manager can provide assistance and tutoring if needed.

Dr. Linderman asked if students are given extra time when they come back to submit work.

Dr. Wagner stated yes.

Ben Mermelstein, Upper Drennen Road

- *Suggested that quarantine procedure could be changed since everyone is required to wear masks*

Dr. Wagner stated that quarantine rules are not as strict with masking and she explained the quarantine requirements and CDC guidelines.

Mrs. Key commented that last Saturday was last farmers market day and High School Interact students came to assist. She commended the students who attended and made the most of the situation. She thanked Ms. Holtzman for her work with these students.

Mrs. Beveridge commented that Mr. Snyder from Penn State New Kensington previously presented to the Board about the new Digital Innovation Lab to be built in New Kensington. She announced that it is complete and an open house is being held on November 10th to open the new space to the public.

Minutes: October 19, 2021

Adjournment at 8:20

Motion by: Mr. Kaczor
Roll Call: All in Favor

Seconded by: Mrs. Beveridge
Motion Carried



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls