

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
March 8, 2022**

Call to Order

The Burrell School District Board of Directors Board Meeting was held in the High School Board Room and was called to order at 7:01 PM by Vice President Kaczor.

Pledge of Allegiance

Mr. Kaczor asked all present to participate in the Pledge of Allegiance.

Roll Call

Board Members Present: Mrs. Gretchen V. Beveridge, Mr. Timothy J. Vinkovich, Ms. Tricia Shank, Mrs. Nikki Watson, Mrs. LeeAnn S. Guido, Mr. Rick Kaczor, Mr. Tom Deiseroth, and Mrs. Jean Schager

Board Members Absent: Mrs. Pam Key

Quorum present

Others Present: Dr. Shannon L. Wagner, Superintendent, Dr. Gregory Egnor, Director of Student Services and Solicitor Trish Andrews

Student Representatives Present: Dylan Selinger

Executive Sessions

March 8, 2022 – Immediately following meeting – Personnel Agenda

March 15, 2022 – 7:00 PM – Personnel Agenda

Mr. Kaczor announced the Board's Executive Sessions.

Review of Agenda Items

The Board reviewed items scheduled for the regular meeting to be held March 15, 2022.

Approval of Minutes: Agenda Meeting – February 8, 2022; Regular Meeting - February 15, 2022

Treasurer Report: February 2022

Food Service Fund Report: February 2022

Student Activity Fund Reports: February 2022

Nurse Report: February 2022

Comments from the Public - Agenda Only

None

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Reports of Administration and Standing Committees

SUPERINTENDENT - DR. WAGNER

Student/Staff Recognition and Reports

Dr. Wagner will be sharing next week.

Approval of First Reading of Revision to Policy 006 – Meetings

Dr. Wagner reported that policies 006 and 903 regarding Board meetings are being reviewed and revised. She explained the changes in the recommended first reading of Policy 006 – Meetings. Since this policy was last adopted in 1997, there have been several additions and changes due to changes in the law and to reflect what the Board has been doing. The recommended changes include the following:

- Regular meetings - our meetings both agenda and regular meeting have been board meetings so clarified that they are both called regular meetings
- Agenda notification and Agenda preparation - language to reflect procedure for changes to agendas such as adding as a motion and information about when and how things can be added

Dr. Wagner explained the process for policy changes are that the Board reviews it, makes suggestions for first reading, then reviews it again the following month and can make changes for the final policy revision. The solicitor also reviews it each month.

Solicitor Trish Andrews stated that changes to the Sunshine Act caused many of the revisions such as the requirement of posting the agenda.

Mrs. Watson asked if this is available for the public to review.

Dr. Wagner responded that it will be published to the public on our District website once the Board has the second reading and votes on it in April.

Mrs. Watson asked why it is not made public before it is voted on.

Dr. Wagner responded that it is not posted to the District website as a policy until it has been reviewed and voted on by the Board and is finalized.

Ms. Shank clarified that it is a 2 month process. The Board reviews in March, makes revisions, reviews again in April and then votes on the final.

Solicitor Trish Andrews stated the Board could make it public prior to the final approval if choose.

Mrs. Watson asked if it could be posted to the public in April prior to the vote.

Mr. Kaczor asked what the reason Mrs. Watson had for sharing a working document with the public before it has been revised and voted upon.

Mrs. Watson responded that it should have public comment prior to voting on it.

Dr. Wagner clarified that Board meeting is public review of the document and public comment is accepted.

Dr. Wagner continued to explain some of the other changes included in the draft and recommended:

- Executive sessions changed to reflect changes in law including school safety since Board can discuss deficits to safety plan in Executive session
- Changed to group monthly financial reports together
- How Board members make additions to the agenda
- Revisions reflecting new laws
- Section about public participation in Board meetings which is also addressed in more detail in Board Policy 903
- Abstention from voting changed
- Clarified about items added to posted agenda
- Other word changes such as adjourned and reconvened
- Changes in committee meetings because our Board operates as a committee of a whole
- Removed section on solicitor and news media services not required

Mrs. Watson asked about the solicitor not needing to be present.

Dr. Wagner explained that she and the solicitor suggested taking that out of the policy because the solicitor is not required to be present at all meetings.

Mrs. Watson asked if it was required when the policy was written.

Dr. Wagner and Solicitor Trish Andrews commented that the previous Board policy stated the solicitor may be present at Board meetings and Executive sessions as needed because they serve at the request of the Board and come to any meetings the Board requests.

Mrs. Beveridge asked what happens if members cannot resolve questions within the 2 months of considering revisions.

Solicitor Trish Andrews clarified they can keep discussing it until changes they want to make have been addressed and there is a motion and second and vote. She added that the Board is not legally held to the 2 month timeline.

Mrs. Watson asked for explanation of the procedure again.

Dr. Wagner clarified that the Board will review proposed changes at the public meeting in March, will be asked to approve the first reading with changes. They will then review it again in April and make any final changes at the meeting and then will be asked to vote at the Regular meeting in April.

Mrs. Guido clarified that the first reading is being done in March and the second reading which is the approval, would be in April.

Solicitor Trish Andrews stated policies can live and breathe as they evolve.

Mr. Kaczor shared it could be dragged out as long as they need, but there are several policies that need updated so the Board should try to move forward.

Dr. Wagner stated that the goal is to continue to update policies to get our manual fully reviewed within 2020's

Approval of First Reading of Revision to Policy 903 - Public Participation in Board Meetings

Dr. Wagner explained that the changes in this policy are reflective of what is in Policy 006 because it is similar information. It includes the statement that public comment shall be limited to 2 minutes because

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the Board has set limits recently, but the Board can choose to just say “set limits” or can be specific “2 minutes” or do a total “20 minutes time block for all public comments” to allow the public to speak.

Mrs. Guido asked if the preference is to provide input this week or next week.

Dr. Wagner responded it is Board choice.

Mrs. Guido prefers the timing to be flexible because when there is a hot topic, a lot of people might attend to provide perspective and opinion but we may need to limit it. But when there are smaller meetings when a few people want to speak, the limits may not be needed.

Mrs. Watson prefers hot topic and smaller meetings should have the same amount of time and that it should be flexible for all. She stated that if a teacher gives a 20 minute presentation, a public comment should be allowed to have that same time.

Several Board members stated that a presentation is different than a public comment.

Dr. Wagner further elaborated that a curriculum presentation would be part of the actual meeting but the public would be allowed to comment on the presentation.

Mrs. Beveridge explained that a presentation from someone is part of the Superintendent Report to learn about something in our District to be a more informed Board, examples include Dr. Turk’s presentation on curriculum and Mr. D’Angelo’s presentation on athletics. This is very different than a public comment.

Dr. Wagner read the language from the proposed policy to clarify how the Board has operated and based draft on that language and stated the Board can choose their own language if they prefer.

Mr. Kaczor suggested putting a time limit in the language.

Mrs. Watson suggested 5 minutes because it is more reasonable than 2 minutes. She added that it seems when it is a hot topic there isn’t allowed to be a back and forth, but when it is positive affirmations there is back and forth. If it is longer than 5 minutes, we could choose to not cut them off if they are being reasonable. She stated that the Board needs to give people the opportunity to speak.

Mr. Kaczor suggests giving a total time given for public to speak.

Mrs. Watson shared she does not believe that will work. She suggested to give people a chance to speak about what they came prepared to present. She believes if they attend the meeting, they care, so they should be given opportunity. However, if escalated, they should not be allowed to do that.

Solicitor Trish Andrews shared that some boards put in their policy that if a group of public people attend for a particular issue, they are to designate a spokesperson rather than everyone in the group saying the same message over and over.

Mrs. Guido asked if it needs to be in the policy.

Solicitor Trish Andrews suggested it be included so the Board has the option to suggest a spokesperson.

Mrs. Schager mentioned that if Board members put guidelines in the policy, the Board should follow.

Solicitor Trish Andrews stated importance of having guidelines in policy that Board can and will follow.

Mrs. Guido asked for clarification of old language and new language. She stated that she agrees that 5 minutes is reasonable, but she also prefers a total maximum time for public time. She stated to maybe consider 90 minutes maximum because after that point, the Board probably needs to reconvene and regroup and then come back again to continue the discussion another time.

Mrs. Beveridge agreed that a time limit is appropriate. She shared her personal experience with past hot topic meetings and how after about 45 minutes, it became difficult. She suggested a spokesperson for group concerns.

Mrs. Watson suggested past experiences have been a result of the back and forth banter. She stated 5 minutes would be appropriate to get through the people coming because there would not be back and forth banter.

General Board deliberation occurred about 60 minutes or 90 minutes for total public comment time.

Mrs. Watson shared that she does not want to see a limit put on total time. She does not feel it will be a problem with all the rules we will have in place and that it offers flexibility to allow for people to speak. Additionally, the Board president could state it is time to move on and end the meeting.

Solicitor Trish Andrews reminded the Board that it is just a time for public comment, not questions or deliberation.

Mrs. Watson shared the public has the right to comment.

Mr. Kaczor suggested moving on to the next portion.

Board members suggested 5 minute limit per person or 90 minutes total and it is the Board President's responsibility to redirect the meeting if it is going in circles.

Approval of Memorandum of Agreement with Burrell Education Association regarding Distance Learning Development and Implementation 2022-2023

Dr. Wagner explained that this Memorandum of Agreement (MOA) with teachers' union allows us to offer online instruction through eAcademy and offer courses if we choose. It is the same MOA that has been approved the past few years just updated with dates.

Mrs. Guido asked if there is an expectation for classes to be updated regularly such as yearly.

Dr. Wagner explained that WIU manages eAcademy. The MOA is just for the approval of teachers. If there is any concern about a course not being updated then it should be taken to Dr. Egnor as he manages eAcademy at District level, and then he would address the issue with WIU.

Dr. Wagner shared additional information about the original creation of eAcademy as another option of cyber school. Due to the pandemic and virtual learning, we have learned and seen that the eAcademy system we have is doing the job, but needs revised.

Mrs. Guido stated she believes the platform and program is antiquated.

Dr. Wagner shared we may move away from the Moodle platform eventually. There are schools in the county sharing virtual learning seats. But no one school has capacity to replace what is occurring with eAcademy.

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Dr. Wagner stated that if there are issues with eAcademy we need to know about it. Dr. Egnor sits on the eAcademy council and can bring up any issues in the Spring meeting for discussion.

Approval of Memorandum of Agreement with Burrell Education Association regarding Credit Recovery Program 2022

Dr. Wagner explained that we are using eAcademy courses to allow students to recover credits in the summer and early credit recovery in April/May for a second chance to finish courses and graduate.

Approval of Agreement with City of Lower Burrell regarding School Resource Officer for period July 1, 2022 through June 30, 2027

Dr. Wagner explained that in the past we have approved 3 year agreements that align to the grant that the state previously put out. This agreement is a 5 year agreement. The program is a solid program. If available in the future, we will apply for funds. She stated the program is beneficial to our system so she suggested we commit to the longer term.

Dr. Wagner provided the following information and statistics: School Resource Officer (SRO) Patrolman Acquaviva has filed 84 reports and 46 Safe2Say tips. She explained when we get tips on weekends, he goes to the home and makes sure the child is ok. This is not part of his responsibility but he does it on his own. He is trained as a DARE instructor, ALICE instructor, crisis intervention training/instructor, SRO Training, Advanced SRO training, and a trained negotiator. He brings a lot to our team and has developed excellent relationships and finds fun and interactive ways to engage our students in DARE lessons. He is a member of the SAP team and a member of our threat assessment teams.

Dr. Wagner highly recommends we continue the program and the agreement with the city which is 70%/30% split financially. In 21-22, the estimated cost to the District is \$81,500 and is part of our yearly budget for safe schools. We have pursued grants in past and will pursue them as they come out.

Mrs. Watson asked about current grant funding.

Dr. Wagner stated there is nothing available now for SRO. The current grants are for safety equipment. For example, the first bag scanner purchased for searches was obtained through grant funds. Because it works well, we purchased a bag scanner for the Middle School also. We do random searches. Assistant Principal Carla Roland oversees all of this as our K-12 Safe Schools Coordinator. Dr. Wagner clarified the split between the District and city. Patrolman Acquaviva works for the school during the school year which is about 70% of the year and in the summer works for the city as patrolman.

Dr. Wagner introduced Councilman Fabry in attendance to represent council on this matter.

Mr. Kaczor asked if there is still a police office in the schools for officers to use.

Dr. Wagner stated they are not using the office space provided but they are visiting the schools regularly.

Mr. Kaczor asked why they are no longer using the office space.

Councilman Fabry stated that it was the first time he had heard of this and that he will check with Chief Marhefka and Patrolman Acquaviva to find out.

Dr. Wagner stated they have not used it for several years.

Mr. Kaczor suggested we look into this because he feels it is beneficial for students to see there is an officer there for them.

Dr. Wagner reinforced they are seen because they are still stopping into the schools regularly.

Mrs. Watson asked about the officers working remotely from the schools.

Dr. Wagner stated it originally was started and implemented by Chief Weitzel.

Mrs. Watson shared that there may be a disadvantage of it due to burden and predictability.

Dr. Wagner shared they are always welcome and we would make space available to them.

Councilman Fabry stated he will talk to Chief Marhefka about it. It may just be that they are not aware the space is available.

Approval of District K-12 Guidance Plan

Dr. Wagner explained that the District is required to submit multiple plans to Pennsylvania Department of Education. In April, the Board will learn about the Special Education plan. This is the first year that the Guidance Plan is in the state's portal, so it is pretty basic. She explained that the Board is provided some of the attachments to the plan. Chapter 339 K-12 guidance plan is required to include career and technical education standards. This is the District's second plan for the period 2022-2024. Dr. Wagner shared the 4 tiers in the plan, mission statement, and guidance piece. She stated that it includes 2 guidance counselors at the High School, 2 guidance counselors at the Middle School, 1 at Stewart Elementary and 1 at Bon Air Elementary for a total of 6 guidance counselors in the District. She suggested Board members review the plan in detail for any questions next week.

Approval of 2022-2023 School Calendar

Dr. Wagner shared the proposed calendar for next year. She reviewed the information about the student and teacher days. She reviewed parent conferences to be held November 10-11 and the floating clerical day with a choice of 6 days. The first day recommended for students is September 1st. There are additional professional development days in August, October and November. She stated that early dismissals are highlighted and there are 2 full early dismissals for faculty and students because of the 4 hours of professional development in January, so they get release time on those days to get the time back. She shared other days off for breaks based on feedback from staff and families.

Mr. Kaczor asked where snow make-up days are in the calendar.

Dr. Wagner shared there are no snow make-up days in the calendar because we have 5 virtual days through flexible instruction days that may be used and will revise calendar if needed.

Mr. Kaczor asked why we cannot start in August and finish earlier in June.

Dr. Wagner shared she looked at the almanac and suggests a September start because of hot weather and no air conditioning. She also believes there is a mental benefit of starting in September.

Mr. Kaczor continued to debate about an earlier start.

Mrs. Watson suggested the opportunity to have a snow day because she believes it is something people really care about.

Dr. Wagner referred back to the parent survey when parents preferred the flexible instruction day over snow days to have guaranteed days at school and days off. She added that we used 2 flexible instruction days this year. She may send another survey to see if opinions have changed.

Mrs. Guido said she understands that some may like snow days but she was glad we had virtual learning days this year during the ice storms.

Mr. Kaczor suggested putting January 2nd back on the calendar as a work day.

Dr. Wagner shared that custodians would have to be paid overtime per their union contract.

Mr. Deiseroth asked about October 10th Columbus Day and if it is a professional development day.

Mr. Vinkovich stated he does not get many of the days off listed.

Mr. Kaczor agreed with Mr. Vinkovich.

Mrs. Schager stated she likes the calendar as presented.

Mr. Kaczor shared additional comments about his calendar preferences.

Summer Work Schedule Information

Dr. Wagner explained the typical summer work schedule dates. Employees will work 4 10-hour days Monday through Thursday from June 6 to August 5, 2022. She stated she will inform SEIU of the schedule per the requirement in their contract.

DIRECTOR OF STUDENT SERVICES - DR. EGNOR

Approval of Agreement with Integrated Systems Corporation & Skyward Inc for Student Information System Services for period beginning July 1, 2022 through June 30, 2025

Dr. Egnor explained this is the District's current Student Information System. He referred to the proposed agreement in Board documents that offers a 1 year or 3 year agreement. He recommended a 3 year agreement because it locks in better rates. It is approximately a 3.5 % increase over the past 3 years. He stated we are happy with Skyward and student services suite. It is PIMS effective and there are continuous updates to the system.

Mr. Kaczor asked if we could do a 5 year agreement.

Dr. Egnor replied that 3 years is the longest contract available to lock in a rate.

Mrs. Guido asked if there was a significant jump from current price.

Dr. Egnor replied that it is 3.5 % increase over the prior agreement. The cost is \$26,660 based on PIMS student count of 1700. He added that administratively, he is happy with the program.

Mrs. Beveridge asked if all PIMS information is done through Skyward.

Dr. Wagner replied yes except for staff because that is through the financial software - Prosoft.

Approval of Agreements with Westmoreland Intermediate Unit for Use of Funds IDEA-B for 2021-2022 school year

Dr. Egnor explained IDEA stands for Individuals with Disabilities Education Improvement Act. He stated the funds are allocated from the federal government through WIU to us. He explained this is a yearly agreement and has two parts this year, the annual IDEA-B funds and the IDEA ARP funds.

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Mr. Kaczor asked if the dates of agreement are correct.

Dr. Egnor stated that it is correct. It is for this current school year. The IU provides it to districts upon receipt from federal government so it is typically provided in February.

Dr. Egnor stated that Mrs. Callahan can explain how the funds are received by the District.

Approval of Agreement with Westmoreland Intermediate Unit for Use of Funds IDEA-619 for 2021-2022 school year

Dr. Egnor explained this is a sub grant with a much lower allocation. It has more restrictive guidelines for how the funds are used. We use the funds for students with autism starting in Kindergarten and those remaining in early intervention programs.

Approval of Agreement with GradePoint Resources for Extended School Year services for 2022

Dr. Egnor explained that in the past the District has provided Extended School Year services (ESY) internally with our own staff and supervision. He explained that last year we had issues in staffing. This year, private schools are having difficulty staffing ESY. The WIU is not offering in-person ESY, only bussing for OT, PT, and speech services. We decided to host our students from the WIU in the District with the support and supervision of a full program. The agreement includes responsibilities of both the District and vendor for the program.

Dr. Egnor shared that it is too difficult for him to manage both summer credit recovery through eAcademy and the Extended School Year program but he feels strongly that GradePoint will do a good job.

Mrs. Beveridge asked how many classrooms will be included in the program.

Dr. Egnor responded that he is anticipating 4 classrooms with 10 kids per class maximum. He believes there will be approximately 25-30 kids total. GradePoint is doing the advertising so we may have more.

Mrs. Watson asked for further clarification about ESY.

Dr. Egnor shared details about the purpose of ESY to prevent regression. He explained that there will not be new lessons, it is not a punishment or summer school. Students have to qualify for ESY based on criteria set by the state. Dr. Egnor said typically half of the students who qualify will attend and that they are not required to attend.

Mrs. Guido asked if other schools can attend here.

Dr. Egnor responded it is only open to Burrell School District or Burrell private school students. He stated we may consider inviting students from other districts as revenue source but only if numbers allow. He explained this is the year to try to make it work well for our students and by keeping all of our ESY in house through GradePoint, we are keeping our kids local to provide services closer to home rather than bussing them to WIU. The program will be at Bon Air on the basement side with the ease of bus drop off.

Mr. Kaczor asked if the numbers are low in May, would you consider opening up to other schools for revenue.

Dr. Egnor responded that other school districts have reached out so yes if we have seats available, we would reach out and offer. He shared several school districts who do their program similarly.

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PERSONNEL: Approval of Personnel Log

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

Westmoreland Intermediate Unit Report - Mrs. Watson

Mrs. Watson stated there is so much information. She stated the WIU Director shares a detailed summary of everything so she is struggling to find what is most important to share with the Board. She explained that the written report has been shared with the Board in the Board documents.

PSBA Liaison Report - Mr. Deiseroth

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers

Approval of Contract with Westmoreland Intermediate Unit for Internet Access for period July 1, 2022 through June 30, 2025

Mrs. Callahan provided pre-recorded presentation as follows:

The District has participated in the E-rate program for many years. The program is through the USAC - Universal Service Administration and provides reimbursement for certain products and/or services that schools and libraries purchase. Our District qualifies for 50% reimbursement. The program has strict guidelines and extensive reporting and documentation filing each year which includes deadlines, posting of items for multiple vendors to provide proposals, an evaluation process and then a contract awarding prior to the deadline for the upcoming program year. The next 3 items on the agenda are all E-rate eligible items that the District will request 50% reimbursement on the costs of services.

The District received 5 proposals for Internet Access to our District. The evaluation criteria included price, references, experience, and consistency. The WIU was the lowest price and ranked highest in evaluation. They have successfully provided this service to the District for several years. We currently have 1Gbps and the cost of this agreement will be \$1,500 less than the prior year. After E-rate reimbursement, the total cost to the District will be 4,500 per year.

Mrs. Callahan stated Technology Director Kellie Speer can answer any technical questions about this.

Mr. Kaczor asked if 1 gig is enough for the District.

Ms. Speer replied yes and it can be increased if needed. She added that she works closely with the WIU technical director on this to monitor what we need. She stated we have not maxed out 1 gig.

Mr. Kaczor asked if it is for the whole District.

Ms. Speer replied yes and shared how it works. She explained we have 10 gigs between the buildings.

Mrs. Beveridge asked if it includes any tech upgrades with the gig speed.

Ms. Speer stated that our District switches are up to date.

Approval of Contract with ePlus Technology, Inc. for Cisco Switch Maintenance for period July 1, 2022 through June 30, 2023

Mrs. Callahan provided pre-recorded presentation as follows:

The District needs an annual maintenance of the internal connections at each school which is done through the 4 Cisco switches. ePlus Technology was the only vendor who submitted a proposal and they have provided this service to the District for the past several years. After E-rate the total cost will be \$1,723 for the year.

Mrs. Callahan stated Technology Director Kellie Speer can answer any technical questions about this.

Approval of Contract with ePlus Technology, Inc. for Aruba Central managed networking for period July 1, 2022 through June 30, 2027

Mrs. Callahan provided a pre-recorded presentation as follows:

In the 2016-2017 fiscal year, the District was able to use E-rate funds to offset half the cost of the District infrastructure project to become wireless at the buildings. We received approximately \$100,000 of E-rate funding for that project. The Aruba Central managed networking for 201 wireless access points were covered under licensing through the end of the current year, so we now need to obtain 5 year licenses for the managed networking. The District only received one proposal, but we have worked with ePlus on multiple projects. After E-rate reimbursement, the total cost will be \$29,436. This is an item that will be planned for in the upcoming budget and most likely I will recommend the use of fund balance for this particular technology expenditure since it is a one-time cost over a five year period.

Mrs. Callahan stated Technology Director Kellie Speer can answer any technical questions about this.

Mr. Kaczor asked what is the Aruba Central network.

Ms. Speer explained that there is an access point in every classroom and two in the board room. Five years ago, all of that equipment and wiring was redone and the maintenance of the system was included in that agreement. Aruba Central is the network used to run our wireless network. It is a cloud based network to access the wireless access points. She stated we are pleased with the vendor and their customer support.

Approval of Agreement with Toshiba through Westmoreland Intermediate Unit for DocuWare Cloud Implementation for period April 1, 2022 through March 31, 2027

Mrs. Callahan provided a pre-recorded presentation as follows:

As a public school district, we not only have, but we are required by law to keep many records for many years. Board policy 800 provides more information and the District maintains a Record Retention Schedule to follow in regards to specific records and the specific legal requirements. Some examples are student records that must be kept for 100 years after completion of school; employee records that must be kept for 7 years after an employee terminates employment; and financial records that must be kept for 7 years after fiscal year.

The amount of paper files in filing cabinets and/or boxes throughout the District has become a burden on space and difficult to keep organized. We budgeted for a solution in the last 2 fiscal years because we started looking into this before the pandemic hit.

Additionally, the District implemented an electronic method for some procedures to become more efficient and to save paper and costs through a simple program from WIU a few years ago. Although the process has helped in certain areas, it has limitations and requires a lot of manipulating to make it work well for our processes.

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These few challenges over the past several years have resulted in pursuing an alternative solution. The Technology Department, Dr. Wagner and myself have determined that the DocuWare program can offer the solution to files and enhance our efficiency and practices. Toshiba has partnered with Westmoreland Intermediate Unit to provide discounted pricing to Westmoreland county schools. We have had several demonstrations and talked with another district currently using this program and believe the capabilities, intelligence, and ease of use will make it a great fit here.

The program allows for scanning and storage of old paper files as well as use of the program to save documents and files without ever printing. The storage is set up with cataloging and search features that make it extremely easy to store and retrieve items. You can see some of the examples in the proposal. Also, the data is backed up offsite and is secure.

We will be able to eliminate a few other software programs and apply those costs towards this program. So with that offset, the cost of the program will be approximately \$2,500 increase for services per year. We are really excited about the potential this program has and would like to move forward so hopeful that the Board will approve next week.

Mrs. Watson stated she is curious about what information is being used here that is not already a digital cabinet. In other words, what is not currently digitized that would become digitized.

Dr. Wagner stated all of our personnel, financial, student records and special education files are paper records. This would eliminate files in locked cabinets in locked rooms because it would all be digital and scanned and stored in our computer system. The storage rooms could then be repurposed for other use.

Mrs. Watson asked how long records need to be stored.

Dr. Wagner shared that there are specific time periods for each item based on the schedule from Board Policy 800.

Mrs. Watson asked what the cost of maintaining records as is would be.

Dr. Wagner stated it is a storage issue because there is no place to put them right now because our spaces are full. When the Middle School was renovated, the storage area that exists in the basement was protected with fire retardant to store records and our oldest records are there. She explained that the area is full and is inconvenient. She added that we have shredding trucks that shred onsite when the dates of storing have expired in each grouping.

Mrs. Watson asked where the directive comes from regarding storage of records.

Dr. Wagner responded it is required by law.

Solicitor Trish Andrews clarified Pennsylvania Public School Code states how long records have to be stored for. She explained there are certain records and it is not every single sheet of paper. They are categorized with specific record retention policies. It was all changed to district level retention through Policy 800 that Mrs. Callahan referred to in her presentation.

Mrs. Watson asked if the policy 800 could be updated.

Dr. Egnor clarified some files that need to be saved are student records. He explained we get requests that can happen many years down the road and our current file room is exploding at the seams. He stated student files are purged to only the essentials after 6 years.

Mrs. Watson asked what was the best practice for storing files prior to this.

Dr. Wagner responded it has been a filing cabinet with a lock on it and office boxes labeled with shredding date kept on shelves in fire proof room. The issue is that there is not enough space for school-based counseling because file rooms are taking up space that could be used for this and limiting what we can do with our space.

Mr. Kaczor shared this has been a concern over several years and that our options are to digitize or pay for storage space.

Mrs. Watson shared that she is struggling why we would upload transcripts from 50 years ago.

Dr. Wagner explained that we have two storage containers in the Middle School parking lot with furniture because we have nowhere to put it as well as bikes, musical sets and other items that are taking up storage space. We could make more space for these things because the paper storage is using up the space in our buildings.

Mrs. Watson stated she is concerned about digitizing people's information without their consent as electronic files. She said some people write checks and pay in cash because they do not want records online.

Ms. Speer stated that another purpose of files being scanned and saved is because when we receive requests the secretaries have to physically go to a space, search through boxes, and then scan or copy data. Digitizing would allow records to be shared with one click which would be an effective time saver.

Mrs. Watson stated we should be gaining consent in order to digitize records and asked why we are choosing to digitize documents rather than dispose of documents or store them.

Mrs. Guido, Mr. Vinkovich and Mrs. Schager all agreed that digitizing is needed to save space for records that need to be maintained.

Mrs. Watson suggested considering consent for digitizing or putting information such as IEP's online.

Solicitor Trish Andrews shared that current IEPs are all online and no consent is required for District to use digital programs to store and/or create IEPs and save on our system. Consent is not required for digitizing records because it is considered stored in a secured system, not a public online system.

Mrs. Beveridge quoted FERPA guidelines for storage of records such as what is required to be kept, for how long and who can access. She suggested the Board read this information and stop the discussion to move on.

Mr. Vinkovich agreed with the suggestion to move on from discussion.

Mr. Kaczor asked if we digitize with one system, can we later change to a different system without losing our data.

Ms. Speer responded that it is our data. We will have a contract for the system, so the PDF's would still be our data when the contract ends. She explained moving forward, we would no longer print paper records and would just upload directly into the program.

Mrs. Watson asked if this is connected to the internet and shared concern that people could get into our system and access records that would not otherwise be accessible by hard copy.

Mr. Kaczor made the point that someone could break into the building and access the paper records.

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Ms. Speer stated it is just like everything else we have within the District, such as Skyward and Prosoft. It is cloud-based and secure.

Mrs. Beveridge further read FERPA guidelines such as annual notification about FERPA rights, handbook, and notification of any info published/shared publicly.

Mrs. Schager asked if other schools have moved in the same direction.

Dr. Wagner replied yes, they are digitizing records. She added that she does not believe we have to contact people about consent for prior records.

Mrs. Watson asked that we consider the perspective of those who do not want records digitized and disagrees with being forced to keep records in the first place, which is causing a concern for space.

Mr. Kaczor suggested we move on to the next item.

Approval of Agreement with rSchoolToday for operation services for a 3 year term beginning March 15, 2022

Mrs. Callahan provided pre-recorded presentation as follows:
Athletic Director, Drake D'Angelo has also been trying to streamline operations in the Athletics Department and with facilities usage. He has researched several products but found that rSchoolToday, which is already the program we use for our athletic calendar and schedule maintenance with a parent app, has additional capabilities that would be extremely useful for the District. The item includes some additional features on the program we currently use to provide parent and coach access to forms and documentation as well as facilities use and requests.

Adoption of 2022-2023 Westmoreland Intermediate Unit General Operating Budget

Mrs. Callahan provided a pre-recorded presentation as follows:
The WIU General Operating Budget gets approved by the WIU Board and then is sent to individual school districts for Board approvals. The 2022-2023 total WIU general operating budget expenditures are \$6,806,355 which is an increase of \$34,885 or a half a percentage. This budget accounts for 30 employees that include directors, Act 93 staff, and support staff. Revenues come from state funding and reimbursement as well as from operations such as eAcademy, curriculum services, and Technology & Infrastructure. The WIU also includes member school district contributions that total \$191,685 which is roughly the same amount as the prior year. Burrell School District's contribution is \$7,628.10. The Budget includes a narrative summary of the budget for your use.

Food Service School Nutrition Program Administrative Review Information

Mrs. Callahan provided a pre-recorded presentation as follows:
The Pennsylvania Department of Education is required by law to do an administrative review of schools who participate in the National School Lunch Program and School Breakfast Program every few years. The District was selected for a review in November. Because the District is operating under the Seamless Summer Operation (SSO) currently, which is the method for providing free meals to all students at this time, the food service operations are different than normal years. However, there were still several areas of Food Service that were analyzed. Andrew Klipple, Food Service Director and I had to prepare several documents to provide to the reviewer and they also came on site for a day to analyze operations and evaluate a meal period. Most areas of the review were in compliance or commended. However, there were 2 minor issues found that have already been corrected.

The corrective action plan explains these matters:

- Food safety plan - Although Mr. Klipple has food safety plans at each building, there was not one that was specific to each building so he addressed that matter. Also, these plans are reviewed regularly, we did not document these reviews, so a plan is in place to do this regularly.
- Meal counting - Because all students currently get a free meal, the District created tally sheets to make things efficient. Total meals were incorrectly counted and reported by the staff member so the tally sheet was revised to show the numbers from 1-400 so no manual counting is required.

Mr. Klipple will be at the next meeting so he can further discuss the administrative review if needed.

Food Service Department Overview Information - Mr. Klipple

Next week Mr. Klipple, Food Service Director will be here to provide a program overview.

Acceptance of Independent Audit Report of Hosak, Specht, Muetzel and Wood, LLP and Management's Discussion and Analysis for fiscal year ended June 30, 2021

Mrs. Callahan provided a pre-recorded presentation as follows:

As mentioned during the Board meeting in November, when Annual Financial Report for fiscal year 2020-2021 was presented, you will see the financial reports and figures of the District's prior operating year within the Audit Report and Managements Discussion & Analysis. The District is required to have an independent auditor review the financial records and practices of the District. They spend several days in the Business Office reviewing data and sampling transactions and reports to see that our operations are consistent with accounting principles. They review the financial reports and provide an opinion on the District data. Hosak, Specht, Muetzel & Wood audited the District and have provided the opinion that our financial statements accurately represent the financial position of the District for the 2020-2021 fiscal year. Many of the statements and reports are the same as in the District prepared Annual Financial Report that was submitted to Pennsylvania Department of Education as required this past October. The audit report is "unmodified" and identifies no material weaknesses in internal control over finances, no deficiencies and no instances of non-compliance with laws, rules, and generally accepted accounting principles.

Additionally, the Managements Discussion & Analysis, or MD&A is the Districts written explanation of the finances for the year as required by the Governmental Accounting Standards Board (GASB). Mrs. Callahan prepared this document and it is required to be part of the audit report so it is incorporated on pages 4-14. It includes certain required items and data. A brief summary of these documents will be provided next week.

Mrs. Watson asked who hires the firm to do the audit.

Dr. Wagner responded that the school district hires the firm.

Mrs. Watson asked if people apply.

Dr. Wagner explained that there are certain firms that do public school district audits and it is the same firm we have used several years and they have done a good job.

Mrs. Guido and Mr. Kaczor agreed that they do a thorough job and that the audit is confirmed by the state audit.

Mrs. Watson asked if Mrs. Callahan has to turn this audit into the state.

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Solicitor Trish Andrews stated it is a District audit. It does not have to be turned into a governing body, but it must be done each year. She added that Mrs. Callahan answers to the Board and that the state also does an audit.

Mrs. Beveridge stated this firm represents multiple districts in the Pittsburgh region.

Board Meeting - Budget Workshop

Mrs. Callahan provided recorded presentation as follows:

The District will hold a public Board meeting workshop in April to review the first draft of the 2022-2023 budget on either Tuesday April 5th or 26th. The meeting will be advertised as required.

Communications

None

Requests for Use of Buildings

Dr. Wagner explained the building use request from PA West Soccer Association. This is the first request of an outside organization to use our newly renovated field. The entity is responsible for rental and custodial fees. Per the current schedule, the rental fee is negotiable so we plan to charge them \$1300 to use the stadium for the day plus custodial and event fees.

Mrs. Guido asked what budget this goes into.

Dr. Wagner speculated probably used to offset maintenance of the field or athletics, to help offset allowing organizations like the YMCA to use the field without cost.

Payment of Bills

Mrs. Watson questioned the roughly \$4,000 paid to Amazon Capital Services.

Dr. Wagner responded that it is products and supplies purchased through Amazon.

Dr. Egnor confirmed he ordered supplies through Amazon for special education and student services.

Dr. Wagner responded that Mrs. Callahan can explain exactly what was purchased if needed.

Comments from the Public

Courtney Kobelenske, Violet Drive

- *Welcomed new Board members*
- *Advocates for special education*
- *Shared what she does for the school - Cora's experience in life skills, fundraising through Cora Lee Cupcakes to support Treat Trolley and cookbook, Donated \$1,000 to Burrell School District for kids*
- *Suggested a better workforce program in the District*

Dr. Egnor shared that he has worked with Roses Store and that students have worked there in the past.

Courtney Kobelenske, Violet Drive

- *Suggestions for student workforce program*
- *Agreement with several businesses where kids can work*
- *Proposed liaison who knows what they are doing with Life Skills students who can drive and push them to learn and build skills for graduation and life outside of school*
- *Business could pay kids with a "check" that can be used to purchase items from the High School life skills store that is expected to be developed*
- *Offered to help fund the store*

Dr. Egnor stated he would need to follow-up with this as part of transition plans and special education.

Mr. Kaczor asked why students can't earn actual paycheck.

Dr. Egnor shared information about the PAES lab experience, issue with community partnership, and the WIU Work Discovery Program. He stated that when students earn money there are tax implications for families. He is trying to establish a work experience program within the District and suggested that Mrs. Kobelenske can help with her connections to businesses. He stated that we would need to have a job coach to go with students to the businesses.

Mr. Kaczor mentioned the progressive workshop in Kittanning and offered to connect Mrs. Kobelenske.

Dr. Wagner stated she could email contacts to Dr. Egnor.

Mrs. Guido asked who would act as job coach if a program is developed in the District.

Dr. Egnor responded that has not been established yet.

Mrs. Guido stated she loves the idea thanked Mrs. Kobelenske for doing the legwork. She stated she would support whatever we have to do to make it happen.

Courtney Kobelenske, Violet Drive

- *Believes parents in the District have experience being a job coach at Children's Institute*
- *Concern with sending students to post-secondary programs vs real-world experience*

Mrs. Guido asked if we got the PAES lab grant.

Dr. Egnor responded no, but suggested IDEA funds could be used to help fund this.

Dr. Egnor suggested local districts may partner with us to make this happen and turn classrooms into workplace. He stated that he just obtained a quote to purchase the PAES lab which is the work development lab. This job simulation in the classroom puts students as employees and teachers as employers with job-embedded coaching and experiences in the community and an assessment piece.

Mrs. Guido asked if there is a way for OVR to be utilized in the process.

Dr. Egnor responded yes if they have counselors available.

Courtney Kobelenske, Violet Drive

- *Expressed concern that OVR is backed up and not offering in-person services due to staffing*

Mrs. Guido asked if there is anyone from OVR who is assigned to our district.

Dr. Egnor responded no because it is overtime and they are not staffed.

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Jen Pallone (Intern with Superintendent)

- *Shared struggles with the pre-employment services and job-embedded services with OVR*
- *Indicated OVR backed up with assessment in workplace and setting up with job coach*
- *Commented that occasionally kids aren't getting service even when going through the system*

Chris Fabry, Lower Burrell City Council member

- *Thanked Board for their work*
- *Appreciate SRO passion*
- *In attendance to improve school to city relations*
- *Suggested open channels of communication between school and community*

Mr. Kaczor suggested the city focus on filling the empty buildings.

Jenna Golem, Donnell Road

- *Appreciates the work regarding Board Policy revisions*
- *Requested public access to policies in draft form prior to the vote*
- *Shared concerns with time constraints for public comment*
- *Expressed opinion that public feedback should be respected and valued*
- *Expressed opinion that Board members are not appreciating the feedback*
- *Suggested Board meetings be recorded and posted for public viewing and transparency*
- *Questioned vaccine clinics*

Dr. Wagner stated the people who signed up for the vaccine clinic came which was approximately 30 people and a few showed up as walk-ins for boosters. There were initially 60 people who showed interest, but then only 30 scheduled and actually showed up.

Adjournment at 9:38 PM

MOTION: Motion by: Ms. Shank
VOTE: Roll Call: All in Favor

Seconded by: Mrs. Schager
Motion Carried



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
March 15, 2022**

Call to Order

The Burrell School District Board of Directors Board Meeting was held in the High School Board Room 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: Mrs. Gretchen V. Beveridge, Mr. Timothy J. Vinkovich, Ms. Tricia Shank, Mrs. Nikki Watson, Mrs. LeeAnn S. Guido, Mr. Rick Kaczor, Mr. Tom Deiseroth, Mrs. Jean Schager and Mrs. Pam Key

Board Members Absent: None

Quorum present

Others Present: Dr. Shannon L. Wagner, Superintendent, Dr. Gregory Egnor, Director of Student Services, Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary and Solicitor Mr. Andrew Evankovich

Student Representatives Present: Dylan Selinger

Executive Sessions

March 8, 2022 – Immediately following meeting – Personnel Agenda

March 15, 2022 – 7:00 PM – Personnel Agenda

Mrs. Key announced the Board's Executive Sessions.

Review of Agenda Items

Approval of Minutes: Agenda Meeting – February 8, 2022; Regular Meeting - February 15, 2022

Treasurer Report: February 2022 (**Attachment 3-1**)

Food Service Fund Report: February 2022 (**Attachment 3-2**)

Student Activity Fund Reports: February 2022 (**Attachment 3-3**)

Nurse Report: February 2022 (**Attachment 3-4**)

MOTION: Motion by: Mr. Kaczor

Seconded By: Mr. Deiseroth

VOTE: Roll Call: All in Favor

Motion Carried

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Comments from the Public - Agenda Only

None

Reports of Administration and Standing Committees

SUPERINTENDENT - DR. WAGNER

Student/Staff Recognition and Reports

Dr. Wagner recognized:

- Winter athletes have done exceptional job
- Middle School building - Mrs. Pisano worked with Middle School students to organize a Penny War for Leukemia and Lymphoma Society fundraiser and raised \$1,291.30
- Elliana Koulouris was selected to participate in the radio station WYEP's Reimagination Project which is a 6 month learning experience for students seeking careers in the music industry
- Dylan Selinger worked with Mr. Rossi and received a PPG Grant for \$1000 through BEF and Joni Paddock to be used toward the Junior Court Garden/Greenhouse

Approval of First Reading of Revision to Policy 006 – Meetings

Dr. Wagner explained that once these policies are approved as a first reading, they will be posted on the District website so public can view before final discussion and approval at the following month meetings.

Mrs. Watson questioned verbiage on page 4 indicates "Executive Session".

Dr. Wagner recommended to change that to "announce Executive Session".

Mrs. Watson questioned the process for Board members getting something added to the agenda and if it requires vote by Board.

General Discussion about the addition of items by Board members regarding if it happens before Agenda meeting and/or between meetings.

Ms. Shank asked about recording devices being used during meetings and if it must be announced.

Solicitor Andrew Evankovich clarified it does not require to be announced because it is an open meeting.

Dr. Wagner recommended approval of first reading with changes discussed.

<u>MOTION:</u>	Motion by: Mr. Vinkovich	Seconded by: Mrs. Schager
<u>VOTE:</u>	Roll Call: All in Favor	Motion Carried

Approval of First Reading of Revision to Policy 903 - Public Participation in Board Meetings

Dr. Wagner explained changes made since last week as follows:

- limit speakers from the public to 5 minutes each
- seems to be no clear definition of time for total public speaking
- presiding officer may interrupt or terminate or limit presentation of info

General Board discussion about repetitive presentations.

Mrs. Key stated that people could say they agree with another presentation.
Mrs. Watson believes each person is entitled to their 5 minutes regardless if it repetitive of another person.

Mrs. Key stated she is not comfortable cutting off someone while they are speaking.

Dr. Wagner suggested to take out the sentence about presiding officer limit the presentation of information that is repetitive.

Dr. Wagner suggested approval with changes discussed.

MOTION: Motion by: Mr. Vinkovich Seconded by: Mrs. Guido

DISCUSSION:
Mr. Vinkovich asked if the Board was ready to consider first reading since some items still seem unresolved.

Dr. Wagner responded the item can be tabled next month if they are not ready to approve it.

VOTE: Roll Call: All in Favor Motion Carried

Approval of Memorandum of Agreement with Burrell Education Association regarding Distance Learning Development and Implementation 2022-2023

MOTION: Motion by: Mr. Deiseroth Seconded by: Mrs. Schager

VOTE: Roll Call: All in Favor Motion Carried

Approval of Memorandum of Agreement with Burrell Education Association regarding Credit Recovery Program 2022

MOTION: Motion by: Mrs. Schager Seconded by: Mr. Kaczor

VOTE: Roll Call: All in Favor Motion Carried

Approval of Agreement with City of Lower Burrell regarding School Resource Officer for period July 1, 2022 through June 30, 2027

MOTION: Motion by: Mr. Deiseroth Seconded by: Mrs. Schager

VOTE: Roll Call: All in Favor Motion Carried

Approval of District K-12 Guidance Plan

Dr. Wagner stated that she received an email from the state on Thursday that we received another year before approval is needed.

Mrs. Guido stated she would like more time.

MOTION: **MOTION TO TABLE ITEM**
Motion by: Mrs. Beveridge Seconded by: Mrs. Schager

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DISCUSSION:

Mrs. Watson asked how long it has been in place.

Dr. Wagner responded 5 years.

Mrs. Watson asked is the template provided by the state.

Dr. Wagner responded it is basically questions from the state.

Mrs. Beveridge asked if they table it, when do we want to reconsider it.

Dr. Wagner responded at a later date.

Mrs. Beveridge suggested the Board revisit this in the fall.

Dr. Wagner agreed.

VOTE:

Roll Call: All in Favor

Motion Carried

Approval of 2022-2023 School Calendar (Attachment 3-5)

Dr. Wagner stated the last student day is June 8th.

MOTION:

Motion by: Mrs. Guido

Seconded by: Mrs. Schager

DISCUSSION:

Mr. Kaczor wants to consider starting the school year earlier so the students can be done earlier. He believes by mid-May students are done focusing so school should start in August.

Mrs. Beveridge asked if any snow days are built in.

Dr. Wagner responded no, but will ask parents in survey.

Mrs. Schager stated that by moving the start back a few days, the students are still getting out the first week of June.

Dr. Wagner explained the process for developing and recommending a calendar including working with the Curriculum and Instruction Committee who support this proposed calendar.

Mr. Kaczor stated he liked being done in May that one year.

Mrs. Beveridge reminded him that it was because of construction.

Dr. Wagner stated that the buildings are not air conditioned so August is difficult.

VOTE:

Roll Call: All in Favor except Mr. Kaczor voted No

Motion Carried

- Approved employment of new culinary instructor
- Approved Hosack Specht, Muetzel, and Wood as local auditor for CTC for 3 years

Mrs. Beveridge asked if Casey Davis is still employed at CTC.

Dr. Wagner replied that he is not because he resigned.

Mrs. Key commented that she heard that the CNA program participation has decreased due to inconsistencies with the instructor. It is an important program and is getting poor reputation. She said she would like to see it improved.

Dr. Wagner stated she believes the instructor is retiring this year and will look into the program.

Westmoreland Intermediate Unit Report - Mrs. Watson

Mrs. Watson reported:

- WIU Meeting coming this Tuesday

PSBA Liaison Report - Mr. Deiseroth

Mr. Deiseroth reported:

- Appropriation committee hearings to examine state budget proposal
- House and senate return later in month and hopefully will work on budget.
- Burrell School District will have 2 state representatives with new redistricting

Mrs. Key reported that on April 25th she will be going to Harrisburg for Advocacy Day. She asked for issues that Board members would like her to address.

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers (Attachment 3-8)

Mrs. Callahan stated several transfers have been added to the worksheet for Board consideration.

<u>MOTION:</u>	Motion by: Mr. Kaczor	Seconded by: Mr. Deiseroth
<u>VOTE:</u>	Roll Call: All in Favor	Motion Carried

Approval of Contract with Westmoreland Intermediate Unit for Internet Access for period July 1, 2022 through June 30, 2025

Mrs. Callahan stated last week she explained the E-rate program through USAC that provides for a 50% reimbursement for certain products and/or services. Agenda items 12b, 12c and 12d are eligible. Technology Director Kellie Speer and I went through the process to obtain proposals. WIU is the best option and the lowest price. The cost is actually less than prior year and WIU ranked highest during the evaluation that considers multiple factors.

<u>MOTION:</u>	Motion by: Mr. Deiseroth	Seconded by: Ms. Shank
<u>VOTE:</u>	Roll Call: All in Favor	Motion Carried

Mrs. Watson questioned how long the process will take for all files to be processed.

Mrs. Callahan replied that it will likely take approximately 2 years since we plan to do all of it in house and there is currently a shortage of workforce.

Mrs. Watson asked if this program was presented to the Board previously.

Mrs. Callahan responded that she and the Technology Department had just started researching products when the pandemic occurred so it was not presented to the Board previously. However, since Toshiba partnered with the WIU, pricing is now discounted.

Mr. Kaczor asked what equipment will be used to scan and if it is unlimited scanning.

Mrs. Callahan explained that the current copy machines throughout the District, which are part of the existing Toshiba copy and print agreement, can be used to process documents in addition to other scanners. Scanning does not count as copy or print so it is unlimited.

Mrs. Watson expressed concern of data being breached and that privacy is important and that we should be sensitive to that.

VOTE: Roll Call: All in Favor Motion Carried

Approval of Agreement with rSchoolToday for operation services for a 3 year term beginning March 15, 2022 (Attachment 3-12)

Mrs. Callahan explained this agreement is to add additional parts of the rSchoolToday program used in the Athletic Department so parents and coaches can access forms and documentation as well as a full building calendar scheduling and facility use and request program.

MOTION: Motion by: Mr. Deiseroth Seconded by: Mrs. Schager
VOTE: Roll Call: All in Favor Motion Carried

Adoption of 2022-2023 Westmoreland Intermediate Unit General Operating Budget (Attachment 3-13)

Mrs. Callahan explained the WIU General Operating Budget for 2022-2023 total expenditure amount of \$6,806,355 which is an increase of \$34,885. It includes member school district contributions which total \$191,685 at nearly the same figure as the prior year. Burrell School District's contribution is \$7,628.10.

MOTION: Motion by: Mrs. Beveridge Seconded by: Mr. Deiseroth
VOTE: Roll Call: All in Favor Motion Carried

Food Service School Nutrition Program Administrative Review Information

Mrs. Callahan stated she provided information last week about the Pennsylvania Department of Education administrative review of schools who participate in the National School Lunch Program and School Breakfast Program that is done every few years. They analyzed several areas of Food Service including documentation and proof of operations and reporting as well as an onsite meal period audit. Most items were in compliance or commended. She reviewed the two minor issues that were found and already corrected. This item is simply provided as information.

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Food Service Department Overview Information - Mr. Klipple

Mrs. Callahan introduced Mr. Andrew Klipple, Food Service Director and stated that he has been here in the District since 2015. She commended Mr. Klipple for the excellent work he has done making the Food Service Department more successful. He has been asked to provide an overview of the department.

Mr. Klipple presented the Food Service Department overview including:

- Staff summary; Self-operating program; 4 kitchens with 95% of food prepared onsite
- Currently serving 550 breakfasts per day and 1035 lunches and 200 entrees
- Administrative Review and details of the program and everything reviewed
- Resource management summary including entitlement, reimbursement, and sales
- Proprietary fund
- Reimbursement rates
- Entitlement allocations
- Meal patterns and menu planning
- Professional standards and continuing education

Mr. Kaczor raised the following questions about breakfast: How much time do kids have to get breakfast? Is there a way to increase that time or opportunity? Is breakfast advertised to students?

Dr. Wagner responded it is grab and go at the High School.

Mr. Klipple stated that at the High School there seemed to be a stigma previously about going to breakfast, however, now more kids are gathering in the cafeteria, so there are more students eating.

Mrs. Guido asked if students have to go into the cafeteria for breakfast or is there a cart or grab and go?

Mr. Klipple responded that there is only one person on staff during breakfast so it is all in the cafeteria. He added that he can provide grab and go, but it must be approved by the specific building Principal.

Mrs. Watson asked if hot breakfast is served at all schools.

Mr. Klipple replied hot breakfast is served at the High School, Middle School and Stewart.

Mrs. Key suggested contacting legislators to continue the program providing free meals to all students.

A question was asked about the process for breakfast at Bon Air.

Mr. Klipple responded that the students go to class to set their belongings down and then they go to breakfast in the cafeteria or gym if they want.

Acceptance of Independent Audit Report of Hosak, Specht, Muetzel and Wood, LLP and Management's Discussion and Analysis for fiscal year ended June 30, 2021

Mrs. Callahan explained the District is required to have an independent audit firm review the financial data and reporting of the District each year. The process occurs a few months after the year is completely closed out and the results are presented in the written audit report which becomes the official financial statements of the District.

Mrs. Callahan reviewed the Annual Financial Report in November which is the District report of the financial statements and details for the fiscal year. That report is required to be filed with the Pennsylvania Department of Education. The auditor then performs checks and balances to verify that

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the data is accurate and provides their own statements which should - and does- have the same financial data reported for the year.

Mrs. Callahan reviewed the following:

- The auditor's letter at the beginning indicates that the District's financial data is accurately reported and in accordance with generally accepted accounting principals
- MD&A is the written summary prepared by the District as required by Governmental Accounting Standards Board (GASB) to explain the financial reports and accounting practices of the District for the prior fiscal year. There are specific reports and items that must be included and then it is required to be incorporated in the official financial statements.
- The District is required to report both Government-wide, like private sector companies, and Fund Financial Statements. The Fund Financial Statements are more detail of revenues and expenditures and is really our focus for discussion since it is in correlation to the District's General Fund Budget when looking at revenues and expenditures.
- Fund Financials begin on page 17 with Balance Sheet and Statement of Revenue, Expenditures and Fund Balance on page 20 showing total revenue, expenditures, and fund balance.
- General Fund Revenue total \$31,524,741 and Expenditures total \$31,217,392 with Ending Fund Balance of \$4,212,758 of which \$1,085,000 is committed and \$10,250 is restricted leaving \$3,117,508 Unassigned Fund Balance at June 30, 2021
- Proprietary funds are reported on pages 23-26 and show Food Service financial activity
- Notes sections gets into details and explains how things are reported
- Most important reports for Board members are on pages 59-65. The Schedule of Revenues, Expenditures and Changes in Fund Balance reports details of revenues and expenditures, and fund balance, and the variance of actual from budget
- Revenues were higher than budgeted by \$512,531 and this variance was discussed in November with the AFR, but as a reminder it is mostly due to local tax revenues received greater than expected and budgeted including real estate tax, earned income tax, real estate transfer tax, and delinquent real estate tax. At the time of budget, we expected a larger negative impact from the pandemic on these local revenues.
- Expenditures were less than expected by \$922,658 and although a large number, it is only a 2.8% variance. The reasons for this were discussed previously as well and include \$300,000 budgetary reserve not needed, \$428,000 transportation expenditures less than budget due to the 4 weeks remote in December and January, plus employee pay and benefits less than budgeted due to unknown insurance selections and new hires rates and benefits.
- Last important parts of the audit report at the end and include the letter and report indicating the auditors found no issues of non-compliance, no internal control issues; shows an unmodified report, no weaknesses, no deficiencies, no noncompliance and no findings.
- The audit indicates that our reports appropriately represent the financial status of the District and that we have complied with all applicable standards and policies and laws.

Mrs. Callahan stated she understands there was some discussion last week about the audit firm used by the District. She stated she did solicit auditors several years ago but have recommended Hosak, Specht, Muetzel and Wood, the last few terms. Because it is a CPA firm, they are certified to provide professional audit opinions and reports as required. They do several school audits which is important because they understand the reporting and accounting requirements. Their cost is very reasonable based on the work performed and in relation to other school audits. They are timely with their onsite audit and report. We have an agreement with them for the next few audit years.

Mrs. Callahan stated that a copy of the audit is shared as required with the WIU, the Prothonotary of Westmoreland County, the Bureau of Audits, Bureau of the Census, the Federal Audit Clearinghouse as well as the public site for municipal market for the bonds. Also, the state auditors receive and review the audit reports as part of their audit which is done every few years.

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process. These payments are the items purchased this past month through Amazon. It includes supplies for Special Education and supplies for the Middle School maker space plus other miscellaneous supplies and materials.

VOTE: Roll Call: All in Favor Motion Carried

Comments from the Public

Chris Fabry, Lower Burrell City Council member

- *Thanked Dr. Wagner for efforts and support of School Resource Officer program*
- *Addressed the question about police officers using office space and/or patrolling buildings*
- *Stated that the City will implement this into the program*
- *Authorized the purchase of laptops for offices to use in buildings*

Jenna Golem, Donnell Road

- *Appreciates efforts that all staff members are making with students*
- *Questioned specific efforts being made for learning loss at elementary level including reading*

Dr. Wagner responded that there are specific programs in place to assist with reading. She added that last summer, the District offered a summer program at Stewart for K-5 students. This program was offered to 300 families and only 30 students attended. The District has concerns with people wanting to be a part of what is being offered. ESSERS funding provides for after school programs and summer programs, so we are trying to determine how to get families to participate. During the school day, our personalized learning coaches are working with teachers to identify what kids need and then drill down and provide that. ESSERS funding is being used to support the coaches to push in to help teachers.

Dr. Wagner stated that WIN is not as concrete as it was before and the staff is looking at how to better serve all the kids in the future. Reading Specialists have more students on caseloads. Dr. Autumn Turk is currently in the Development of Curriculum role specifically to help serve the needs of the kids.

Dr. Wagner added that she is open to suggestions and working on it. She believes she needs to connect with the community to engage.

Jenna Golem, Donnell Road

- *Questioned how summer offerings were decided and what criteria was used*

Dr. Wagner responded we focused on the students who needed the most assistance.

Dr. Wagner stated that there will soon be some advertisement for parent engagement and suggested that Ms. Golem consider participating if interested.

Mrs. Beveridge asked Mr. Klipple about summer meal program and if parents need to be made aware.

Mr. Klipple responded that as of right now, the free meals for all students is not set to continue, so the District would not do a summer meal program. He added that last year, the District was informed of the program continuation only a few days before the first day of school.

Mrs. Key stated the musical at the High School was wonderful. The kids did a great job. She commended Mr. Connelly for always presenting shows that push the students. They prepared a very entertaining musical.

Mrs. Schager added that they all did a wonderful job.

Jenna Golem, Donnell Road

- *Questioned when District plans to resume field trips.*

Dr. Wagner responded next year.

Adjournment at 9:51 PM

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

Seconded by: Mrs. Guido
Motion Carried



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls