

**BURRELL SCHOOL DISTRICT  
AGENDA MEETING MINUTES  
August 8, 2023**

**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 7:14 PM by President Pam Key.

**Pledge of Allegiance**

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

**Roll Call**

Board Members Present: Mr. Timothy J. Vinkovich, Mrs. Nikki Watson, Mrs. LeeAnn S. Guido, Mr. Rick Kaczor, Mr. Tom Deiseroth, Mrs. Jean Schager and Mrs. Pam Key

Board Members Absent: Mrs. Gretchen V. Beveridge and Ms. Tricia Shank

Quorum present

Others Present: Dr. Shannon L. Wagner, Superintendent, Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary and Solicitor Amy Schrempf

Student Representatives Present: None

**Executive Sessions**

August 8, 2023 – 6:30 PM and Immediately following meeting - Personnel Agenda  
August 15, 2023 - 7:00 PM - Personnel Agenda

**Approval of Minutes**

Agenda Meeting – June 13, 2023; Regular Meeting – June 20, 2023; Special Board Meeting – July 11, 2023

**Approval of Monthly Financial Reports**

- a. Treasurer's Report
- b. General Fund Report
- c. Capital Reports
- d. Food Service Reports
- e. Student Activity Reports

**Comments from Public - Agenda Items Only**

None

## **Reports of Administration and Standing Committees**

### **SUPERINTENDENT - DR. WAGNER**

#### **Student/Staff Recognition and Reports**

#### **Approval of Elimination of Custodian Substitute School Year Rate effective immediately**

Dr. Wagner explained that we added that rate to get substitutes for work needing done each evening during the school year rate. She stated we no longer need this so she is requesting the Board to approve the elimination of the substitute school year rate.

#### **Award bids for construction project: Air Conditioning at Huston Middle School**

Dr. Wagner explained that the bid meeting was held today. The bid results are a cost of \$1,245,000 for the HVAC contract and \$348,600 for the electrical contract. Dr. Wagner stated she is disappointed in how high the rates are so she is not sure about recommending moving forward at this point.

Mr. Kaczor suggested to do a rebid after summer because it will likely only get more expensive.

Dr. Wagner stated using Capital Reserve for this cost is a concern at this amount.

Mrs. Guido suggested potentially look at issuing a bond in the future and combine with air conditioning work at other buildings.

General discussion ensued about low number of contractors who submitted bids.

Dr. Wagner stated she still believes air conditioning is the right choice.

Mrs. Callahan stated she would not recommend using the entire Fund Balance to cover this bid cost, but instead recommend planning for a bond issue and other construction needed in the near future, which will likely require additional tax revenue to offset bond payments.

Mr. Kaczor stated he has been recommending that we need to increase taxes to help cover cost of capital improvements.

Mrs. Guido asked if we can have details on each item of the bid estimates.

Solicitor Amy Schrempf stated no because it was bid as a lump sum.

Mrs. Guido stated that she will not support moving forward on this bid at this time.

### **DIRECTOR OF STUDENT SERVICES - DR. EGNOR**

#### **Approval of Memorandum of Agreement with ARIN Intermediate Unit for School Psychologist Services for 2023-2024 school year**

Dr. Wagner stated that this agreement covers the services for the school year and Dr. Egnor has recommended this.

Mr. Kaczor asked if we are looking at taking it over and having a District employee for these needs.

Dr. Wagner stated that it is reviewed each year and at this time it is recommended to stay with the IU. There are certain legal requirements relating to transfer of entities and it may not be cost effective. However, it will continue to be evaluated each year and may be a possibility in the future.

**Approval of Agreement with Family Counseling Center of Armstrong County for partial hospitalization services for 2023-2024 school year**

Dr. Wagner stated this is the CAP program at Leechburg and we have students there.

**Approval of Enrollment Contracts with The University School for special education services for 2023-2024 school year**

Dr. Wagner stated that we have two students who attend for special education services.

**Approval of Agreement with Westmoreland Casemanagement & Supports, Inc for Student Assistance Program for 2023-2024 school year**

Dr. Wagner stated this is the student assistance program to assist students.

Mrs. Guido added it is no cost to District.

Dr. Wagner agreed that it is provided by the county.

**Approval of Memorandum of Agreement with SPHS Behavioral Health for Drug & Alcohol Case Management/Assessment Services for 2023-2024 school year**

Dr. Wagner stated this is the annual agreement for assessment services.

**Approval of Letter of Agreement with SPHS Behavioral Health for services for the period January 1, 2024 through December 31, 2025**

Dr. Wagner stated this is for school-based outpatient counseling. Wesley Family Services is getting out of the business so this is the program recommended by Dr. Egnor.

Mrs. Guido asked do they accept private insurance or do they provide a licensed counselor who can accept private medical insurance.

Mrs. Guido stated hopefully they do and supports making the change.

**Approval of Memorandum of Agreement with SPHS Behavioral Health for substance abuse and behavioral health services for 2023-2024**

Dr. Wagner explained the agreement.

**Approval of Agreement with The Day School at The Children's Institute of Pittsburgh for educational services for 2023-2024 school year with Extended School Year (ESY) 2024**

Dr. Wagner stated we have students at The Day School and this agreement covers their school services.

**Approval of Outreach Services Contract Agreement with The Western Pennsylvania School for Blind Children for vision services for 2023-2024 school year**

Dr. Wagner stated students receive services from WPSBC.

**Approval of Discipline Guidelines for Burrell High School and Huston Middle School for 2023-2024 school year**

Dr. Wagner stated the High School guidelines will be available to review by tomorrow and the Middle School guidelines are available now for review.

**PERSONNEL: Approval of Personnel Log – dated August 8, 2023 (Attached)**

MOTION: Motion by: Mr. Vinkovich      Seconded by: Mrs. Guido  
VOTE: Roll Call: All in Favor      Motion Carried

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

**Westmoreland Intermediate Unit Report - Mrs. Watson**

**PSBA Liaison Report - Mr. Deiseroth**

Mr. Deiseroth reported:

- Governor signed budget

Mrs. Guido asked about the budget and how it compares to our estimates.

Mrs. Callahan responded that the Basic Ed Subsidy amount is more than budgeted, but the Special Ed Subsidy is less, so overall the revenue is approximately \$25,000 more than budgeted.

**BUSINESS - MRS. CALLAHAN**

**Approval of bus routes for 2023-2024 school year**

Mrs. Callahan stated the Transportation Secretary, Mrs. Erin Pruitt, is working with the bus contractor to finalize bus routes. Mrs. Pruitt informed us yesterday that they have been able to combine a few runs to help reduce costs. The report will be available next week.

**Approval of bus drivers for 2023-2024 school year**

Mrs. Callahan stated the bus drivers are required to be approved by the Board so that list will be provided to approve next week as they finish the bus routes.

**Approval of Educational Services Agreement with Catapult Learning, LLC for Non-public Title I Services for 2023-2024 school year**

Mrs. Callahan stated this is the standard agreement that we enter into each year for Catapult to provide the required service to Non-public schools as required by Federal Title 1 regulations. The nonpublic school that we are obligated to service is Mary Queen of Apostles. The agreement shows a not to exceed amount of \$2,422 because that is the amount we are required to allocate but the actual amount is sometimes less. The nonpublic portion is a small portion of the total Title I allocation that our District receives.

**Communications**

None

### Requests for Use of Buildings

Mrs. Callahan presented the building use requests as prepared and recommended by Mr. Drake D'Angelo, Athletic Director who oversees building use.

### Payment of Bills

#### Additions to Agenda (Agenda Meeting only)

Mrs. Watson asked for explanation on the payment to vendor: A Wish Come True.

Mrs. Callahan responded that the purchase was for 20 flags for the music department.

Mrs. Watson asked for more information on the Title I services provided.

Mrs. Callahan explained that we are obligated to use some of the Federal Funds to support students from our District who attend other schools in our area. There is a formula that determines the amount – which is a very small amount of our Title I funds. Ms. Lenart, as Title I Coordinator, communicates with the school we are required to service in regards to the needs.

Dr. Wagner added that the services are for reading assistance.

### Comments from Public

None

### Adjournment at 7:51 PM

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



Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT  
BOARD MEETING MINUTES  
August 15, 2023**

**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 7:36 PM by President Pam 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, Mr. Rick Kaczor, Mrs. Jean Schager and Mrs. Pam Key

Board Members Absent: Mrs. LeeAnn S. Guido and Mr. Tom Deiseroth

Quorum present

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

Student Representatives Present: None

**Executive Sessions**

August 8, 2023 - 6:30 PM - Personnel Agenda  
August 15, 2023 - 7:00 PM - Personnel Agenda

**Agenda Item Addition**

Approve adding the retirement of a professional employee to the Personnel Log in that the matter arose within 24 hours prior to tonight's meeting and the matter does not involve the expenditure of funds that are not otherwise provided for in the Collective Bargaining Agreement.

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

**Approval of Minutes**

Agenda Meeting – June 13, 2023; Regular Meeting – June 20, 2023; Special Board Meeting – July 11, 2023

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

## **Approval of Monthly Financial Reports**

- a. Treasurer's Report (Attachment 8-1)
- b. General Fund Report (Attachment 8-2)
- c. Capital Reports (Attachment 8-3)
- d. Food Service Reports (Attachment 8-4)
- e. Student Activity Reports (Attachment 8-5)

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

## **Comments from Public - Agenda Items Only**

None

## **Reports of Administration and Standing Committees**

### **SUPERINTENDENT - DR. WAGNER**

#### **Student/Staff Recognition and Reports**

Dr. Wagner stated as we enter into the school year in a couple weeks, she was pleased to recognize two longstanding Board members who have achieved 8 years of service. School Board service has long been a crucial part of our nation's legacy and its commitment to public education. School Board Directors are described as ethical, principled, individuals with a deep desire to serve. They believe in the value of our public schools and local control of public education for the benefit of all students. Today, school districts are expected to offer more services, along with world class instruction with limited resources. These expectations provide a tremendous challenge for school directors –who are unpaid volunteers dedicating their time to the schools and communities they serve. For almost 40 years, PSBA has been acknowledging the contributions of dedicated local school directors with long term service. The honor roll is the association's way of thanking those individuals who exemplify leadership by giving unselfishly of their time and talents for the betterment of the public schools serving students across the commonwealth. In recognition of ongoing school board service and the long-term contributions of individuals who bring their energy, talent and values to the guidance of youth and public education in the Commonwealth of Pennsylvania, the Governing Board of PSBA proudly presents a Certificate of Appreciate to Mrs. Beveridge and Mrs. Key. Thank you for your vision, dedication and service to the students and families of Burrell School District.

## **Approval of Elimination of Custodian Substitute School Year Rate effective immediately**

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

**Award bids for construction project: Air Conditioning at Huston Middle School**

Dr. Wagner stated last week we discussed the bids received for the project. She spoke with HHS DR Architect, Mr. Dometakis and he does recommend proceeding because he believes the project will cost more in the future with the state of the market. Dr. Wagner stated that she is not recommending proceeding at this point. She believes it makes more sense to see what we need to do with Stewart, the paving at Bon Air and consider a larger project that incorporates these decisions along with air conditioning and improved systems in all of our buildings. She added however, it is the Board's decision.

**MOTION:**      **MOTION TO REJECT ALL BIDS**  
Motion by: Mr. Kaczor      Seconded by: Mr. Vinkovich

**VOTE:**      Roll Call: All in Favor      Motion Carried

**DIRECTOR OF STUDENT SERVICES - DR. EGNOR**

**Approval of Memorandum of Agreement with ARIN Intermediate Unit for School Psychologist Services for 2023-2024 school year (Attachment 8-6)**

Dr. Egnor stated this is the annual agreement for school psychology services and it covers all assessment costs. The psychologist works throughout the District and this will be our 8th year with ARIN IU.

**MOTION:**      Motion by: Mr. Kaczor      Seconded by: Mr. Vinkovich

**DISCUSSION:**  
Mr. Kaczor asked when are we going to hire directly.

Dr. Egnor responded that there are different factors to consider such as the transfer of entity and that the service includes more than just a salary, it requires supervision, equipment, supplies, etc. At this time, he believes it is good to have the relationship with ARIN.

Mr. Kaczor asked if we have had a school psychologist as an employee before.

Dr. Egnor stated since he has had the role of Director of Student Services we have used a contracted service.

**VOTE:**      Roll Call: All in Favor      Motion Carried

**Approval of Agreement with Family Counseling Center of Armstrong County for partial hospitalization services for 2023-2024 school year**

Dr. Egnor stated this is the partial program in Leechburg and we have students that attend there throughout the school year.

**MOTION:**      Motion by: Mr. Kaczor      Seconded by: Ms. Shank  
**VOTE:**      Roll Call: All in Favor      Motion Carried



**Approval of Enrollment Contracts with The University School for special education services for 2023-2024 school year**

Dr. Egnor stated The University School is an alternative placement that provides special education to students we have placed there.

MOTION: Motion by: Mr. Kaczor                      Seconded by: Ms. Shank  
VOTE: Roll Call: All in Favor                      Motion Carried

**Approval of Agreement with Westmoreland Casemanagement & Supports, Inc for Student Assistance Program for 2023-2024 school year (Attachment 8-7)**

Dr. Egnor stated WCSI is designated by Westmoreland County to provide SAP liaison services for school district SAP programs. The county is paying for a full time, dedicated liaison in each district.

MOTION: Motion by: Mr. Kaczor                      Seconded by: Mr. Vinkovich

DISCUSSION:  
Mrs. Beveridge asked if it is the same person we had previously.  
Dr. Egnor replied he is not aware.

VOTE: Roll Call: All in Favor                      Motion Carried

**Approval of Memorandum of Agreement with SPS Behavioral Health for Drug & Alcohol Case Management/Assessment Services for 2023-2024 school year**

Dr. Egnor stated this is our annual agreement with SPS for Drug & Alcohol Case Management and Assessment Services and we have been with them for multiple years for this service.

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

**Approval of Letter of Agreement with SPS Behavioral Health for services for the period January 1, 2024 through December 31, 2025**

Dr. Egnor stated this agreement is for various services including school-based outpatient counseling, which we will need since Wesley Family is ending their current service model at the end of September. He explained they do accept private insurance, but he does not have a list of which ones at this time. There are other certifying steps they will need to take in order to start providing school-based counseling and he is still in talks with them. Dr. Egnor added this will help build a relationship with a community agency that can provide services for our families.

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

**Approval of Memorandum of Agreement with SPS Behavioral Health for substance abuse and behavioral health services for 2023-2024**

Dr. Egnor stated they provide drug and alcohol counseling as part of SAP.

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

**Approval of Agreement with The Day School at The Children’s Institute of Pittsburgh for educational services for 2023-2024 school year with Extended School Year (ESY) 2024 (Attachment 8-8)**

Dr. Egnor stated this agreement is for services for students placed there and includes ESY for 2024.

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

**Approval of Outreach Services Contract Agreement with The Western Pennsylvania School for Blind Children for vision services for 2023-2024 school year (Attachment 8-9)**

Dr. Egnor stated this agreement is for the services in our schools by providing a teacher of the visually impaired that oversees IEP, and provides technical assistance with braille.

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

**Approval of Discipline Guidelines for Burrell High School and Huston Middle School for 2023-2024 school year**

Dr. Egnor stated the Elementary guidelines were approved in the spring so that they had time to be printed in planners. The Secondary schools do not use planners, so they use the summer to have the guidelines reviewed.

MOTION: Motion by: Mr. Kaczor                      Seconded by: Mr. Vinkovich

DISCUSSION:

Mrs. Watson asked why the Middle School guidelines are longer than High School.

Dr. Egnor stated because of the age groups.

Dr. Wagner stated the Middle School includes policy within the discipline guidelines and the High School puts them in the handbook instead.

General discussion about dress code and clothing being a distraction as well as lockers ensued.

VOTE: Roll Call: All in Favor except Mrs. Watson voted NO                      Motion Carried

**PERSONNEL: Approval of Personnel Log – dated August 15, 2023 (Attached)**

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

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

Mr. Kaczor stated the next meeting is on Thursday.

**Westmoreland Intermediate Unit Report - Mrs. Watson**

Mrs. Watson reported:

- IU Monthly Summary Report provided
- Clairview enrollment is 100 students

Mrs. Beveridge stated that it costs a lot to rent that space, so the goal is to have at least 102 students. Some students are from outside the county.

**PSBA Liaison Report - Mr. Deiseroth**

None

**BUSINESS - MRS. CALLAHAN**

**Approval of bus routes for 2023-2024 school year**

Dr. Wagner stated that Mrs. Callahan reported that our Transportation Department, Dr. Croushore and Mrs. Pruitt work closely with WL Roenigk each year to develop bus routes. This year, they were able to reduce the number of buses that drive the students attending our 4 buildings by combining several runs. Some bus stops were changed to other buses but they indicated the overall time on buses has not changed more than a few minutes with these changes. This will result in a decreased overall cost in transportation for the year of approximately \$60,000.

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

**Approval of bus drivers for 2023-2024 school year**

Dr. Wagner stated Mrs. Callahan mentioned last week that the Board is required to approve all bus drivers each year, so you have been provided with the list of drivers from WL Roenigk.

MOTION: Motion by: Ms. Shank                              Seconded by: Mr. Vinkovich  
VOTE:            Roll Call: All in Favor                      Motion Carried

**Approval of Educational Services Agreement with Catapult Learning, LLC for Non-public Title I Services for 2023-2024 school year (Attachment 8-10)**

Dr. Wagner stated that she and Mrs. Callahan explained last week that this agreement covers the District requirement to service the students who live in our District and attend non-public schools. The total amount is \$2,422 of the total Title I federal fund allocation of \$263,000.

MOTION: Motion by: Mr. Kaczor                      Seconded by: Ms. Shank  
VOTE: Roll Call: All in Favor                      Motion Carried

**Communications**

None

**Requests for Use of Buildings (Attachment 8-11)**

Dr. Wagner reported that the building use requests are presented as prepared and recommended by Mr. Drake D'Angelo, Athletic Director, who oversees building use.

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

**Payment of Bills (Attachment 8-12)**

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

**Additions to Agenda (Agenda Meeting only)**

**Comments from Public**


Mr. Kaczor asked when will our student Board representatives be at meetings.

Dr. Wagner responded September or October.

Mrs. Key reminded everyone not to forget about the farmer's market.

**Adjournment at 8:52 PM**

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

  
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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/mls