

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
November 14, 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 7:01 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 (arrived at 7:10 PM), 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, Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary, Dr. Gregory Egnor, Director of Student Services and Dr. Autumn Turk, Director of Curriculum and Development

Student Representatives Present: Jason Wagner and Mark Cosentino

Executive Sessions

November 14, 2023 – Immediately following meeting - Personnel Agenda and Student Confidentiality
November 21, 2023 - 7:00 PM - Personnel Agenda

Approval of Minutes

Agenda Meeting – October 10, 2023; Regular Meeting – October 17, 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

Student Representatives Report

High School - Future Readiness and Career Exploration Information

Ron Zanella and Darcy Holtzman presented the program:

- Trying to get students out there exploring careers
- Shaun Reddick started Middle School STEM team and began connections with businesses
- Catalyst Connections works with companies and provides projects
- Discussed previous projects with companies such as Bayer
- Created an Independent Study Engineering Course that includes Part Manufacturing, Ideation and Prototyping, Robotics Programming and Technical Writing
- Now doing Job Site Tours, Work Experience, Future Education and STEM Projects
- Discussed Goals
- Job Site tours taken: Heavy Machine Operators Union, Metplas, Flight School, Brayman Construction
- IDEA Challenge
- Duquesne University Palumbo Donahue School of Business
- Statistics: 23 experiences scheduled; 72 students involved
- Additional Cohorts and Connections: CMU, Re:Build, Digital Foundry, Launchbox, Siemens, Economic Growth Connection of Westmoreland County

Mrs. Guido asked for more information and asked if it is extracurricular or a class.

Ms. Holtzman explained that it is partially both because it is a class, but some of the work is extracurricular.

Dr. Wagner stated she believes that these kinds of projects are part of education and should be integrated. This would make education look different. We are focusing on High School at this point. It is a shift to make sure we are giving students the standards through things that interest them. She stated we are Reimagining the senior year. She thanked Mr. Zanella and Ms. Holtzman.

Ms. Holtzman stated that after teaching for 19 years, being thrown into this situation with fear of doing it has been an amazing experience that helps her better instruct students. She thanked administration for giving her and the students the opportunity to try things and to have these experiences.

Student Representative Jason Wagner added that from a student standpoint, it is great to be able to go out and do things and experience things practically. He believes it is hugely beneficial.

Dr. Boylan stated he is proud of the teachers for taking this risk and believes it has been very good for the students.

General discussion ensued about the first steps and how it developed from that point.

Mr. Zanella mentioned that students are starting to get interviews for internships for the summer.

Mrs. Guido stated this is another example of how Burrell is a trendsetter and ahead of the curve. She commended the teachers for that and believes it helps make things relevant for students in the future. She thinks it is amazing.

Dr. Wagner explained that when Administrators ask the Board to approve participation in things such as Forum for Workforce Development, these often help support and provide grant funding for similar programs.

Dr. Wagner stated that the Board should have received the joint magazine from the City of Lower Burrell and Burrell School District. She added that there is an article inside about Clair Linderman – who was really the first student to pilot something different as she obtained her Real Estate license while still in High School.

District Operational Plan 2023-2024 Information

Dr. Wagner presented the District Operational Plan document.

Dr. Wagner stated the Board recently approved the Comprehensive Plan and under the Comprehensive Plan, we created a District Operational Plan for the school year. She summarized the Comprehensive Plan challenges, priorities, and goals and discussed detailed items within the Operational Plan for 2023-2024.

Dr. Wagner stated each year she provides the Operational Plan to the Board and we work through presentations, agreements and discussions. She added that her evaluation also ties to this plan.

Gifts, Grants, Donations Report

Dr. Wagner reviewed the donations received from: AlleKiski Chapter PASR, HillCrest Country Club, Andy Gratzmiller Memorial Fund, Clario and David & Carol Hoch.

Offer additional athletic sport beginning 2023-24: Girls Varsity Wrestling

Mr. D'Angelo discussed the recent K-12 Girls Wrestling "try it" night. He provided information that 39 girls came to participate. He explained that many of the elementary students went on to participate with Burrell Youth Wrestling. Mr. D'Angelo stated 21 High School girls attended. He sees a benefit in starting a girls team. He summarized estimated costs with implementing a program at \$8,128 for the first year and stated 11 girls indicated they would sign up at this point.

Mrs. Key asked about weight classes and if each girl would be able to wrestle each match.

Mr. D'Angelo explained that there are 13 weight classes. They can wrestle up one class. He stated he would need to develop a schedule. Some teams have less girls so tournaments are also a good way to have all team members participate. Mr. D'Angelo added that the WPIAL added Girls Wrestling as a sport. There are over 175 schools with the sport, but believes there will be more added.

Mrs. Guido asked about the cost of the programs that the AD provided. She stated she was surprised with it.

Offer additional athletic sport beginning 2023-24: ESports

Mr. D'Angelo stated they have had a lot of interest in ESports. In the Middle School, there are approximately 60 participants and the High School has some very talented students. Last year it was a league. He has since investigated other leagues and there are programs in the fall and spring. He recommended paying coaches for each season and each school and suggested an estimated total cost of \$6,000 to do this. There are various leagues but not one specific to PIAA. It is a growing sport and colleges all over the US are sponsoring teams. He stated he believes it might be a good to foster this with our students.

Mr. Kaczor asked if it will be a national league or just in Pennsylvania.

Mr. D'Angelo stated PIAA is interested in hosting a championship if there are enough teams but he believes it will grow to a national capacity.

General discussion ensued about the playing region.

Offer additional athletic sport beginning 2023-24: Unified Bocce

Mr. D'Angelo explained this is the 2nd year of Bocce and the winter season starts this Friday. He explained it is part of the Special Olympics program. Several students went to a related youth summit. This year is the last year of agreement for payment of coaching positions. The coaches are Mrs. Cress and Mr. Kaczanowicz who each received \$500 for the season. The District has funded the transportation and equipment costs.

General discussion ensued regarding matches and playoff system and league.

Mr. D'Angelo recommended continuing the program and payment for the coaches.

Change Varsity Swim to Co-op team

Mr. D'Angelo stated that we have had struggles with our pool. This goes back several years when we were looking at construction projects. The cost to repair and upgrade the pool was very high at that time. We have been able to get through and offer swim for athletes. He stated we recently had an issue with the mechanicals and have been looking at some options relating to the costs of fixing the pool.

Mr. D'Angelo stated we recently approved having Middle School students swim at Kiski. The discussion has now come up about having swim as a Co-op with Kiski. It means we can offer swim for athletes, but without us spending a lot of money on the pool maintenance.

Mr. D'Angelo stated we currently have 6 students signed up for swim and need to have at least 4 of each gender. The low numbers put the District at a disadvantage.

Ms. Shank asked is it too late for kids to co-op with Kiski this year.

Mr. D'Angelo stated we would have to come to an agreement and submit it to PIAA by December 1st to get into the next 2 year cycle.

General discussion ensued about the timeline.

Mr. D'Angelo stated the highest number of students were 18 in the last several years. Last year there were 4 boys and 9 girls.

Ms. Shank asked about Middle School swim numbers and how this would impact them.

Mr. D'Angelo explained that 3 Middle School students participated at Kiski in fall so they would continue to be able to do so if the District moves to a Co-op.

Mrs. Beveridge asked if it is too late for students to sign up for swimming.

Mr. D'Angelo stated it is not too late.

Ms. Shank asked do parents pay additional costs when numbers are this low.

Dr. Wagner stated that the estimated cost of swimming is currently \$17,083/year per student. The parents do not pay for the cost of participation outside of anything extra that parent groups (Boosters) decide to create. The district covers all of the costs of transportation, supplies, uniforms, officials, pool maintenance etc. as is done for all school sponsored athletics.

Dr. Wagner also provided information regarding the cost to move the boiler or enclosing it as required by a recent inspection. The cost is approximately \$25,000 and it must be done by July 1.

Mrs. Guido asked if this must be done unless we stop using the pool and fill it in. It seems that the pool has been an issue and money drain.

Dr. Wagner explained that there are pool pipes that are corroded and that we are looking into this issue as well and will need to lower the water in order to determine the needs for that repair.

Mrs. Beveridge asked if Administration is planning to have a season for the students this year.

Dr. Wagner responded yes.

Mr. D'Angelo stated the season starts this week and goes through mid-March.

Mr. D'Angelo suggested doing a co-op to sustain swim for our students by participating with Kiski.

Mrs. Beveridge asked what do the parents have to contribute for students to participate.

Dr. Wagner explained the District does not charge the students.

General discussion ensued of costs.

Mr. Kaczor suggested that if we want to have Co-op, see if Kiski can get it on their agenda this month. He also asked why would we even spend the money on a plumber coming out to evaluate the pipes. He suggested we consider closing the pool.

Dr. Wagner reminded the Board that there are Health & Physical Education classes that also use the pool for swim class.

Mrs. Key stated she wants to wait to see who else signs up.

General discussion ensued about co-op commitment and opting in and out.

Student Representative Jason Wagner stated there are students interested in swim class.

General discussion ensued about Kiski considering Co-op this month.

Dr. Wagner stated she will provide a Co-op agreement and the Board can make decisions on it as well as the other items Mr. D'Angelo has presented.

Permission to discard obsolete library books

Dr. Wagner stated there are obsolete and damaged books recommended for discard.

Mrs. Watson asked if there is an option aside from throwing them away.

Dr. Wagner stated we can take a look at them, but that the public library has not been interested in the books in the past because many are damaged. They are occasionally repurposed and used for art projects as well. Dr. Wagner stated she will report back.

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Service Agreement with Communities In Schools of Pittsburgh-Allegheny County for the period October 1, 2023 through September 30, 2024

Dr. Egnor explained the agreement and that this would be the 2nd year we work with them. They provide an Attendance Specialist to assist High School with students who are chronically absent or have barriers with

attending school. It has been very affective last year and this year. It is completely funded by the RK Mellon Grant to CISPAC. CISPAC reached out to us since our records show attendance issues. They also provide additional services to families who choose. They also serve as a truancy diversion program. The District must show that we have these services as required by the state. Truancy reduced over 80% last year.

Ms. Shank asked why it is free.

Dr. Egnor responded because it is covered by a grant from RK Mellon to CISPAC.

Mrs. Watson provided information from the website showing a \$770,000 investment.

Mrs. Guido asked how it happens and does there have to be parent permission. Could the Magistrate mandate it for families who get to point of truancy charges.

Dr. Egnor stated the student must have parental permission. He added that there are plans to meet with Magistrate about the program.

Mrs. Schager asked if it was approved last year.

Dr. Egnor stated it was presented that we were having the program but now it is an agreement.

Mr. Kaczor stated he does not like the agreement because it seems one sided in items #7 and #10.

Mrs. Schager questioned item #13. She asked if there is a District person who is a truancy officer.

Dr. Egnor responded no and discussed the process that the principals use to enforce truancy.

Dr. Wagner stated the person also works with students who are late on a regular basis to help with behavior modification.

Student Representative Jason Wagner asked about truancy at the High School.

Dr. Egnor responded it has been well above state average in the past. The state considers 2 unexcused absences as illegal truancy. The state also defines 10% of school year as chronically absent regardless of parent or doctor excuse.

Mrs. Schager asked what year did they get the numbers from and would it have been COVID related.

Dr. Egnor responded it was from 2021-2022.

General discussion ensued about the process and how it helps the parents.

Mrs. Watson stated that it happens internally when we don't have an outside person. She believes a lot of schools have truancy issues and expressed her experience with her daughter and the person involved. She expressed concerns with the process, the communication, and the amount of time spent on site and that the person has been on site but we are just now getting a contract.

General discussion ensued about why last year there was no agreement and this year it is required for the program.

Mr. Kaczor asked if Community in Schools CIS was a charter school in the past.

Mrs. Guido stated it was an alternative school. She explained that sending truant students to an alternative placement is different than bringing the services to the school which can positively impact more students. It

makes more sense as a use of resources. The goal is to keep as many students in their home school as possible. Laws have changed and the amount of truancy has grown.

Mr. Kaczor asked about numbers.

Dr. Wagner responded 133 habitually truant in 2021-2022 and in 2022-2023 total of 42 which is 7.25%.

Dr. Egnor stated we would not be able to combat the most significant cases without this program.

Mr. Kaczor asked why there is no Exhibit A. He believes the agreement needs refined before he is comfortable with it.

Dr. Egnor stated Exhibit A is not there because there are no charges/fees.

General discussion ensued about the Board concerns with specific items in the service agreement and the development of the program and whether it is experimental or developmental.

Dr. Wagner suggested that Solicitor Lee Price review the documents. She stated she will ask Mrs. Roland to discuss the benefit in the school. She reminded the Board that it is a free program.

Mrs. Guido added they are doing it for free to us, but it is mandated by the state. So, if they are not doing it then someone here will need to do it.

Dr. Boylan added that we are trying to be preventative.

Dr. Egnor explained that some of the work they are doing was developed by Dr. Boylan and Mrs. Roland. It is another person to help with the attendance issues.

Dr. Wagner stated the solicitor will review the agreement and next week, we will have the manager here to discuss the program and have Mrs. Roland here to discuss the impact to the District.

Mrs. Watson stated she is not suggesting it is not helpful or beneficial. She believes that these things such as agreement language get swept under the rug since the program may be working. She appreciates showing the benefit, but believes they need to discuss the risks involved and implications of what we are giving. She referenced different names and titles and website and expressed her concerns with the communication.

Approval of Data Sharing Agreement with Communities In Schools Pittsburgh-Allegheny County for services for the period October 1, 2023 through September 9, 2026

Dr. Egnor explained the United Way applied for a grant to fund a person in each of our buildings for 5 years and the agreement is for 3 years.

Dr. Egnor explained the goal of this program would be to increase achievement and attendance, etc. This agreement is regarding student data that would be used to help support students in our schools.

General discussion ensued about how to determine if program implementation is successful or not.

Mrs. Watson asked when she can ask her individual questions about the agreement.

Dr. Egnor volunteered to talk with her.

Mr. Kaczor asked if we agree and the grant is not received is this agreement void.

Dr. Egnor responded he will get clarification on this question.

Dr. Wagner stated she will have Solicitor Lee Price review the agreement and have people here to answer questions and then the Board can decide to move forward or table it.

Mrs. Key stated the Board will revisit next week with more information but for tonight it is time to move on.

Approval of Client Services Agreement with ProCare Therapy for one Speech Language Pathologist for remainder of 2023-2024 school year

Dr. Egnor explained we hired a Speech Language Pathologist this summer. However, we used 1.6 Speech Pathologists from the IU last year. WIU has not been able to hire someone to fill the 0.6 person needed due to a shortage. This vendor is able to provide a Speech Language Pathologist for the remainder of the year.

General discussion ensued about the types of support provided and needed.

Mrs. Guido asked about the rate.

Dr. Egnor stated it is \$84 per hour and it is in a separate document and the agreement is for just this year.

Mr. Kaczor asked what happens if they are not able to provide someone are we required to pay the cost.

Dr. Egnor stated yes, we are required to pay the cost. He added that we are in a desperate situation and it will be far more expensive if we have no one.

Dr. Wagner stated Solicitor Lee Price will review and will be here to answer legal questions.

PAYS Survey Information

Dr. Egnor stated we plan to give the PAYS survey to High School grades 8,10,12 only. The survey is helpful to determine services needed. All families will have the opportunity to opt out.

Mrs. Watson asked if participation is required for obtaining grants and additional funding.

Dr. Egnor explained that the county obtains funding, state funding, federal funding.

Dr. Wagner explained in order to get the PCCD funding we have to have a school climate survey, so this fulfills the requirement. It is something we have participated in the past. It is every 2 years. The State puts it out and asks schools to participate. She stated she is not sure that funding is directly related but it is suggested to have these kinds of surveys to determine needs.

Mrs. Guido suggested putting it to a vote for Board to decide.

Dr. Egnor stated a communication will be sent to parents with documentation.

Permission to host Camp Invention 2024

Dr. Egnor stated the program has been offered for about 10 years.

PERSONNEL: Approval of Personnel Log dated November 21, 2023

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

Westmoreland Intermediate Unit Report - Mrs. Watson

PSBA Liaison Report - Mr. Deiseroth

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers

Approval of donation to fire companies

Mrs. Callahan stated that for many years, we have provided a donation of \$200 to each of the 3 local fire companies for their service to the District. The funds are budgeted but the Board will be asked to approve.

Approval of donation to public library

Mrs. Callahan stated we have provided a donation to the Peoples Public Library for many years. We have budgeted \$300 for donation so the Board can consider that donation next week as well.

Award bids through Westmoreland Intermediate Unit Joint Purchasing Consortium Board for gasoline and diesel fuel for 2023-2024 for January-June 2024

Mrs. Callahan stated the District previously approved participation in the WIU Joint Purchasing Consortium for fuel for the current year. At this time, the group has bid fuel for January through June of 2024. The District is only committed to 7,500 gallons of diesel and 8,500 gallons of gasoline for this period based on our bus contractors request because of the uncertainty of the market.

Mrs. Callahan stated that next week she will ask the Board to award the bids as follows: Diesel Fuel to Mansfield Oil at \$3.1201 per gallon and Gasoline to Petroleum Traders at \$2.9558 per gallon.

Mrs. Callahan stated she provided the bid tabulation that shows only 3 vendors provided bids.

Annual Financial Report (AFR) 2022-2023 Information

Mrs. Callahan explained the Annual Financial Report (AFR) is the report that all public school districts and IU's and CTCs are required to submit to the state by October 31st each year. It is a complete summary of District Finances and accounting for the prior fiscal year of July 1 through June 30. She stated there are various reports that show different reporting of funds based on GASB requirements. She stated the full document is 140 pages and she briefly reviewed and highlighted the District finances for the prior year.

Mrs. Callahan explained pages 7-12 are the Balance Sheet of our Governmental Funds – General and Capital Reserve Funds - Assets, Liabilities, and Fund Balances at June 30th. The Capital Reserve Fund balance amount is \$1,434,611. The General Fund Total Fund Balance is \$3,959,815 which includes \$830,000 committed funds for Real Estate Tax Appeals and PSERS Stabilization and unassigned fund balance of \$3,129,815.

Mrs. Callahan explained pages 13-18 shows the Statement of Revenue, Expenditures, and Changes in Fund Balance for these funds. This report shows total General Fund Revenue and Expenditures plus accounts for other financing sources required per governmental accounting received was \$33,912,119 and General Fund Expenditures and Transfer Out totaled \$34,407,884.

Mrs. Callahan stated Food Service financial information is reported on pages 19-32 in the Proprietary Funds section. Proprietary Funds require different reporting. However, what the Revenue, Expense and Change Report shows is that the program generated \$1,264,499 in revenue during the year and expended \$1,004,304 (which includes depreciation amount of \$4,460 and the net change in pension liability amount of - \$76,710). So overall the Income is \$260,195. This is obviously another profitable year for the food service fund mostly due to additional state and federal subsidies received and free breakfasts for all students.

Mrs. Callahan stated Fiduciary Funds are reported on pages 27-32 in the Statement of Net Position amount for the student activity accounts for the year totaling \$81,005.

Mrs. Callahan stated she believes the next several pages are the most important as they show the actual revenues and expenditures for the year. Pages 33-41 shows the actual revenue amounts for the year totaling \$33,912,119. Local Revenue overall was much greater than expected. The main areas are EIT which was substantially higher \$193,005; and RE Transfer Tax \$53,611 and Interest Income \$253,162 over budget. State Revenue was less than budgeted by \$68,582, the largest variance was transportation subsidy. Basic Education was greater than budgeted by about \$80,000 and Special Education subsidy was about \$35,000 less than budgeted. In Federal Revenue, ARP ESSERS funds received were about \$98,672 less than budgeted due to expenditures. These funds cover this current year as well so all funds will be received and expended by the end of the program.

Mrs. Callahan stated another important factor regarding the overall variance from budget was the implementation of GASB 96 and 76 regarding leases and how we account for leases and software licenses. It impacted both revenue – accounts 9220 and expenditure accounts 5140. Overall revenue was \$376,620 more than originally budgeted which is only a 1.12% variance.

Mrs. Callahan stated Expenditures are shown on the majority of the pages of the report beginning with page 43. These pages break out the expenditures by various detailed functions (or categories). She stated page 126 is the full summary showing a total of \$34,407,883. Total actual expenditures were \$370,616 less than budgeted or a difference of 1.07%.

Mrs. Callahan stated Expenditure variances is mostly due to spending less in the following areas: Cyber School Tuition, Instructional Staff Development, and Medical Benefits. However, the cost of special education tuition and services were about \$170,000 greater than expected and electricity costs were more than budgeted.

Mrs. Callahan stated even though revenues and expenditures varied from original budget figures – which would have been completed by June of 2022, when we reviewed and approved the 2023-2024 budget in June, I had estimated an ending unassigned/uncommitted fund balance for 2022-2023 to be \$3,090,000 so the actual was within \$40,000 of that estimate. The beginning Fund Balance for 2023-2024 was actually \$3,129,815

Mrs. Callahan stated the pages that follow are various schedules that are required by the state. They report things such as PSERS costs, special education, tuition costs, health insurance, and debt schedules.

Mrs. Callahan stated that is a quick summary of the District actual financial data for 2023-2024 as officially reported to Pennsylvania Department of Education in our District Annual Financial Report. The next step is that the Independent Auditors will provide their report on our financial data so we will see additional reporting and information when we receive the Local Audit Report in the next few months. It is a more comprehensive summary of the District finances. That being said, the auditors performed the majority of the audit functions in September and so they were able to verify that my accounting matches their accounting.

Budget 2024-2025: Act 1 Index Information

Mrs. Callahan stated Act 1 of 2006 created an annual budget timeline as well as an index rate for each school district. The District must prepare a preliminary budget for public inspection or adopt a not to exceed index by the required deadline – which varies each year and depends on the primary election date. This year's deadline is January 4, 2024. The not to exceed resolution indicates that the District will not exceed the index amount for any tax increase in the upcoming fiscal year. The index for our District has been set at 6.9% for 2024-2025. This equates to a little more than 7.6 mills of taxes. As a reminder a mill of taxes is worth about \$150,000.

Mrs. Callahan stated the index has increased substantially in the last 3 years. The index was between 2-3% for about 10 years prior but since 2021-2022 it was at 3.9% then 4.4% then 5.3% last year and now 6.9%. Mrs. Callahan stated the index is based on Pennsylvania statewide average weekly wages and the Federal

employment cost index. District's market value/personal income aid ratio when greater than 0.4000 adjusts the District's index upward.

Approval of Resolution Limiting Tax Increase to Adjusted Index for fiscal year 2024-2025

Mrs. Callahan stated she is recommending the Board adopt this Resolution next week. It officially states that the District will not increase any tax above the District's index amount of 6.9% for 2024-2025.

Communications

Mrs. Callahan stated the item of communication is the official memo that notifies all Board members of the annual Reorganization Meeting. She stated although we will not have any new Board members beginning in December, 5 members have been re-elected so they will be sworn in for the next term. The Reorganization Meeting will be held Tuesday, December 5 at 7:00 pm followed by a brief December Board meeting. As a reminder, the Reorganization Meeting is when Board members elect a President and Vice President for the following year and set the meeting dates and times for the year.

Requests for Use of Buildings

Mrs. Callahan presented the building use requests for the Board's approval as prepared and recommended by Mr. D'Angelo, Athletic Director who manages building use per current Board policy.

Payment of Bills

Additions to Agenda (Agenda Meeting only)

Mr. Kaczor stated CTC will have report next week.

Comments from Public

Bill Kasavage, resident/parent

- *Parent of a student athlete at High School and President of Football Team Booster Club*
- *Respect for Board members – protecting and looking out for kids best interests*
- *Questioned the status of investigation regarding playoff football game on November 3rd*
- *Expressed support for Head Football Coach Liotta*
- *Requested the District appeal the Coach's suspension*

Dr. Wagner stated she was waiting for the equity committee's final report. The District will then discuss the report and determine if we are doing anything further. Dr. Wagner responded we can appeal after WPIAL completes their investigation but we will wait until we receive that information.

Dr. Boylan stated the appeal goes to PIAA.

Keith Brancato, resident/parent

- *Expressed support for Coach Liotta*
- *Questioned if District will have to hold a Board meeting to file an appeal*

Tameka King-Buchak, resident/parent

- *Provided detailed summary of events at playoff football game on November 3rd*
- *Expressed disagreement with Coach Liotta suspension*
- *Explained negligence of game officials as constant racial slurs were repeatedly reported to officials*
- *Filed report with WPIAL but was told that they don't have the authority to address; Was informed that only the school district can file an appeal with PIAA*
- *Thanked Dr. Boylan for his assistance*
- *Stated she believes in our community*

- Requested the District take action

Mrs. Key stated she agrees with Mrs. Buchak.

Shawn Liotta, Head Football Coach

- Provided his account of the situation as follows: On multiple occasion asked the officials to do something about what was going on; Called a time out to ask them again
- Stated that he is offended that it has been said "alleged" racial slurs because it was not made up
- Stated Assistant Coaches heard the racial slurs as well
- Expressed his strong feelings about this issue and his passion for the students of the District
- Explained there will be a WPIAL meeting tomorrow and he believes they will assign diversity training
- Requests that District pursue the matter to the fullest to take a stand against racism and against hate

Mr. Vinkovich asked if he has information on the officials.

Mrs. Guido stated she agrees it is important to take a stand. If suspension holds then you deal with the consequences, but we should still pursue the matter. She believes we have an obligation to stand up for the students and express that we will not tolerate this type of behavior.

Student Representative Jason Wagner stated he was on the field and expressed that the feeling was so heavy. The directly affected student is an athlete and a scholar and a pillar of Burrell High School. Jason indicated that he believes what Coach Liotta did was heroic and was the right thing to do.

Beth Beattie, resident/parent

- Expressed her feeling that what happened that evening and the lack of action was a disgrace
- Indicated that Coach Liotta handled it appropriately
- Requested that the District pursues this issue and the Board show support for the team and coach

Shawn Liotta, Head Football Coach

- Stated that the President of WPIAL was there and that he is a Mohawk graduate and coach

Mrs. Beveridge asked if anyone has been contacted by ACLU and suggested they consider talking with them.

Tameka King-Buchak, resident/parent

- Expressed concerns with WPIAL process

Dr. Wagner thanked them for sharing.

Adjournment at 10:14 PM

MOTION: Motion by: Mr. Kaczor
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
November 21, 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 7:15 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, Mrs. LeeAnn S. Guido, Mr. Rick Kaczor, Mr. Tom Deiseroth and Mrs. Pam Key

Board Members Absent: Mrs. Jean Schager

Quorum present

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

Student Representatives Present: None

Announce Executive Sessions

November 14, 2023 – Immediately following meeting - Personnel Agenda and Student Confidentiality
November 21, 2023 - 7:00 PM - Personnel Agenda and Student Confidentiality

Approval of Minutes

Agenda Meeting – October 10, 2023; Regular Meeting – October 17, 2023

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

Approval of Monthly Financial Reports

- a. Treasurer's Report (Attachment 11-1)
- b. General Fund Report (Attachment 11-2)
- c. Capital Reports (Attachment 11-3)
- d. Food Service Reports (Attachment 11-4)
- e. Student Activity Reports (Attachment 11-5)

<u>MOTION:</u>	Motion by: Mr. Vinkovich	Seconded by: Mr. Kaczor
<u>VOTE:</u>	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 recognized the following:

- Toshiba recognized Jody Brockett, Accounts Payable/Business Specialist, and expressed gratitude and recognition on implementation of the digital Docuware program of the District; she built several forms herself and trained other departments. She does an exceptional job.
- Announced tickets are available for fall production of *Treasurer Island* on November 30 – December 2
- Festival of Choirs – Mrs. Williams had the students perform at Carnegie Hall; Jenna Rusiewicz received the Nancy Moser Klimcheck Scholarship Award

Ms. Shank added that event was amazing, the students were phenomenal. It included Burrell School District, Taylor Allderdice, Quaker Valley and Carrick.

- Teacher of the year awards – 2 of our teachers have been nominated:
 - Courtney Barbiaux and Jennifer Baxter-Blubaugh
 - Wishes them both well in the process
 - Commented that Ashley Peters-Roberts was a finalist last year

Student Representatives Report

None

High School - Future Readiness and Career Exploration Information

Dr. Wagner stated that Mr. Zanella and Ms. Holtzman presented last week. They plan to have the students come in early 2024 to talk about the reimagining high school program.

District Operational Plan 2023-2024 Information

Dr. Wagner shared the plan last week. This plan aligns to the Comprehensive Plan goals.

Gifts, Grants, Donations Report (Attachment 11-6)

Dr. Wagner shared the report with the Board.

Approval of adding athletic sport beginning 2023-24: Girls Varsity/JV Wrestling

Dr. Wagner stated that Mr. D'Angelo reviewed information last week.

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

DISCUSSION:
Mrs. Key asked if we are at the same numbers.

Dr. Wagner responded yes.

VOTE: Roll Call: All in Favor Motion Carried

Approval of adding athletic sport beginning 2023-24: ESports

Dr. Wagner stated that Mr. D'Angelo reviewed information last week.

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

DISCUSSION:

Mrs. Watson asked about the coach.

Dr. Wagner stated we currently do not have a coach at the High School but suggested an advisor for each season at \$1,500 each.

Dr. Wagner stated that the Middle School is currently doing it during the school day.

Mr. Kaczor stated the High School students go to the Middle School to participate because of the lab.

Mrs. Beveridge asked for clarification that it is a club now and we are asking for it to become a sport.

Dr. Wagner responded yes.

General discussion ensued about the guidelines, rules and oversight.

Ms. Shank asked if the supplemental pay amount recommended fits in with time spent and other supplemental events.

Dr. Wagner stated yes and provided information on other supplemental payment amounts.

General discussion ensued about amount for supplemental and Bocce amount.

Dr. Wagner stated Bocce is 8 weeks and currently \$500 each for two employees.

VOTE: Roll Call: All in Favor Motion Carried

Approval of adding athletic sport beginning 2023-24: Unified Bocce

Dr. Wagner stated that Mr. D'Angelo reviewed information last week. She explained that the Special Olympics will support coaches this year again but this vote will ensure the program continues.

MOTION: Motion by: Ms. Shank Seconded by: Mrs. Beveridge

VOTE: Roll Call: All in Favor Motion Carried

Approval of Cooperative Sponsorship Agreement with Kiski Area School District for Boys' and Girls' Swim Teams grades 7through 12 effective 2024-2025 season and authorization for Administration and Solicitor to finalize agreement language

Dr. Wagner explained that she is asking the Board to approve a Co-op agreement with Kiski to begin in 2024-2025. The main reason we are requesting this is because there are 6 students on our swim team and we need more students to fully participate in relays, etc. Additionally, the pool is a 1960's pool that is struggling and putting this in place helps the District maintain the sport.

Dr. Wagner reviewed the agreement in detail. The agreement includes students in grades 7-12. The District would not maintain our own team. Attendance and eligibility will be the same. Parents must provide written authorization for Kiski to have access to the required information. The students would be "Kiski Area swimmers" at that point. Burrell School District would pay a fee for students to participate including cost of coaches, transportation, supplies, etc. Kiski estimates their program at about \$40,000 and would then determine a fee per student based on all costs and all students participating.

Dr. Wagner explained if our Board would approve the agreement tonight then we would need to file with WPIAL and PIAA and Kiski would approve at the next Board meeting.

Solicitor Lee Price stated that WPIAL has added language that must be included so he will need to review to finalize.

Mrs. Beveridge asked about insurance coverage.

Solicitor Lee Price explained if they are on the Kiski team, it would fall on Kiski.

Mrs. Key called for motion so Board can discuss further.

MOTION: Motion by: Ms. Shank Seconded by: Mr. Kaczor

DISCUSSION: General discussion ensued regarding individual participation at Middle School level.

Mrs. Callahan explained the insurance coverage.

Dr. Wagner stated it is a 2 year agreement per WPIAL and there is a deadline for fall of 2024.

Mr. Kaczor asked if it changes anything for size participation.

Dr. Wagner stated it does not change anything for Kiski.

Mrs. Guido asked would this have an impact on our athletes getting scholarship and are there any potential negative issues for the students because the current situation seems to be prohibiting some opportunities.

Mrs. Watson stated that they can't do the relays by keeping it here at Burrell.

General discussion ensued about various Co-op agreements.

Dr. Wagner stated this allows the children to participate and allows the District to continue to offer to future students.

Solicitor Lee Price stated WPIAL and PIAA have pool compliance rules to have events at the District.

Mrs. Key stated she will open it up for public to speak on this agenda item prior to voting.

Samantha Callen – Head Swimming Coach

- *Provided information as follows:*
 - *Burrell alumni and swim coach for 5 years;*
 - *Have a few swimmers coming from other sports so may have 11 total swimmers*
 - *Disappointed that the team has dwindled over the years*
 - *No feeder program in the area – only club is Kiski Cavaliers club team*

- *Expressed concerns for swimmers like their identity as Burrell students, practice times, and coaches*
- *Requested that she can play a role in Co-op and support for our students*
- *Believes Co-op is a good idea but need more details*
- *Asked for consideration of bringing team back in District if numbers grow in future*

Mrs. Key responded that Ms. Callen brought up a lot of good points for the District to consider.

Karley Owens – Assistant Swim Coach

- *Expressed support for what Coach Callen stated*
- *Expressed concerns with integration*
- *Requested to be part of it if possible*

Mrs. Guido stated she believes that familiarity is important. She has concerns and thinks maybe it would be good if our coaches could be involved.

Dr. Wagner stated that she can include it in the discussion and considerations for the agreement. She will suggest providing a coach in the agreement.

General discussion ensued about coaching and positions and agreement with Kiski.

Mrs. Guido stated that she has a lot of respect for Coach Sam Callen for being truly honest about what is best for the kids by supporting this as what is best for kids based on the situation. She thanked her and commended her.

Solicitor Lee Price stated he will let the Board know at the December meeting if there are any issues. He will add that we supply one additional Assistant Coach.

Dr. Wagner stated for the PIAA timeline, we need to approve it and commit to it.

VOTE: Roll Call: All in Favor Motion Carried

Permission to discard obsolete library books

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

DISCUSSION:
Mrs. Watson asked if there is any update on the library books.

Dr. Wagner stated she will verify that information moving forward.

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

Approval of Addendum to Burrell Educational Secretaries' Association Agreement

MOTION: Motion by: Mrs. Guido Seconded by: Ms. Shank
VOTE: Roll Call: All in Favor Motion Carried

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Service Agreement with Communities In Schools of Pittsburgh-Allegheny County for the period October 1, 2023 through September 30, 2024

Dr. Egnor explained that the Community In Schools agreements were discussed last week.

Dr. Egnor introduced Bryan McCarthy from CIS and asked him to summarize the program.

Mr. McCarthy stated he is the Team Manager for Operations in Armstrong and Westmoreland county in 6 schools. He has attendance staff and parent engagement staff and is here to address attendance and parent engagement. There are a lot of basic needs, holiday support, and attendance issues. They work with students hands on and/or work with groups of students. The issues are unique at each school district based on the needs and the community. He explained that Case Management only works with students with consent and create goals with the students. Burrell provides a very supportive team that works with CIS to identify and support students through counselors and principals. He stated they strive to have a community of support for the districts.

Mr. McCarthy stated that Angela Schwartz is the CIS Attendance Improvement Specialist placed in Burrell.

Mr. McCarthy explained the process for any data on students. He stated Case Management had 20 students last year and is up to 17 this year. He stated they also have Heather Lake who works on family support. Students can be referred to Angela if they are late to school to talk about the situation and/or can meet in groups of students. He discussed tiers and some of the additional support and services provided. Every student is eligible for support.

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

DISCUSSION:
Mrs. Watson stated that this agreement was edited. The Intellectual property item was removed and Appendix A was redacted.

Dr. Egnor explained the changes to the agreement which included no upfront payment and no payment if services are terminated. He also reviewed the data access information.

Mr. Kaczor stated contact numbering goes from 6 to 8.

Solicitor Lee Price stated the numbering does not matter and it made it easier to spot changes.

VOTE: Roll Call: All in Favor Motion Carried

Approval of Data Sharing Agreement with Communities In Schools Pittsburgh-Allegheny County for services for the period October 1, 2023 through September 9, 2026

Dr. Egnor stated there are still unsolved issues regarding this agreement so he asked the Board not to vote on this item tonight. He will resolve issues and present at a later date.

Mrs. Watson asked for some clarification on the tiers and the process of communication. She thanked Mr. McCarthy for explaining. She recommended some additional information regarding when parental consent is required.

Dr. Egnor responded that he is still working on this matter.

General discussion ensued regarding the services and what data will be shared.

Mrs. Guido suggested that the District should share the information to parents about the services. She expressed concerns with group services and believes there should be written parental permission when meeting with a student on a regular basis.

Dr. Egnor stated it has been corrected and tightened up. However, case management, which is the highest level of support, parental consent has been required for that.

Mrs. Watson suggested that the Assistant Principal used to deal with this and we know our principals so from a parent perspective, would want to know who is having these conversations with our children. This should be clarified for both parents and students.

Approval of Client Services Agreement with ProCare Therapy for one Speech Language Pathologist for remainder of 2023-2024 school year

Dr. Egnor stated he is not asking for approval on this item at this time because the WIU has indicated they have staff to provide so there would not be a need to use this staffing agency.

PAYS Survey Information

Dr. Egnor provided information last week. He intends to administer the survey to students in December. He will email parents first explaining the survey and how to opt out.

Permission to host Camp Invention 2024

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

PERSONNEL: Approval of Personnel Log dated November 21, 2023 (Attached)

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

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

Mr. Kaczor reported:

- Approved TLC Landscaping for snow removal contract
- Approved club advisors and student officers
- New director started and hit ground running

Mrs. Beveridge asked how many Burrell students attend NWCTC.

Dr. Wagner stated approximately 100.

Mr. Kaczor added there are over 500 students total.

Westmoreland Intermediate Unit Report - Mrs. Watson

Mrs. Watson asked Mr. Rice to report.

Mr. Rice reported:

- Dance at Clairview for all students in December
- Recently had a tabletop event for safety run by County Department of Public Safety and 911 center
- Commended the Burrell team

Dr. Egnor added WIU hosted student service leaders summit at Penn State and it was very worthwhile.

PSBA Liaison Report - Mr. Deiseroth

Mr. Deiseroth reported

- Governor signed Budget Act of 2023-2024

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers (Attachment 11-7)

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

Approval of donation to fire companies

Mrs. Callahan recommended approval of the donation in the amount of \$200 to each of the 3 local fire companies: Upper Burrell, Lower Burrell and Kinloch as budgeted.

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

Approval of donation to public library

Mrs. Callahan recommended donation of \$300 to the Lower Burrell Public Library as budgeted.

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

Award bids through Westmoreland Intermediate Unit Joint Purchasing Consortium Board for gasoline and diesel fuel for 2023-2024 for January-June 2024

Mrs. Callahan stated the Bid Summary has been provided. The low bids are Diesel Fuel – Mansfield Oil at \$3.1201 per gallon and Gasoline – Petroleum Traders at \$2.9558 per gallon.

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

Annual Financial Report (AFR) 2022-2023 Information

Mrs. Callahan stated last week she reviewed the District's Annual Financial Report for the year ended June 30, 2023. This is the report of actual revenues, expenditures, and fund balances for the prior fiscal year and other financial reports for all District funds – General Fund, Capital Reserve Fund, Food Service Fund and Student Activity Funds as required to be completed and submitted to Pennsylvania Department of Education in October. She reviewed the overall amounts and the main differences from budgeted figures. Revenue was 1.12% higher than budgeted \$376,620 and expenditures were 1.07% less than budgeted at \$370,616. This report and the overview was provided as information for Board members.

Budget 2024-2025: Act 1 Index Information

Mrs. Callahan stated last week that the Act 1 index for the District has been set at 6.9% for 2024-2025. This equates to a little more than 7.6 mills of real estate taxes.

Approval of Resolution Limiting Tax Increase to Adjusted Index for fiscal year 2024-2025

Mrs. Callahan stated this item is the resolution that she recommended the Board to approve to indicate that the District will not increase any tax above the District's index amount of 6.9% for 2024-2025.

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

Communications

Mrs. Callahan stated the item of communication is the official memo that notifies all Board members of the annual Reorganization Meeting. She stated there were 5 Board members who were re-elected and will be sworn in at the Reorganization Meeting which is scheduled for Tuesday, December 5 at 7:00 PM.

Requests for Use of Buildings (Attachment 11-8)

Mrs. Callahan presented the building use requests prepared and recommended by Mr. D'Angelo, Athletic Director who oversees building use in the District in accordance with Board policy.

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

Payment of Bills (Attachment 11-9)

MOTION: Motion by: Mrs. Beveridge Seconded by: Mr. Vinkovich
VOTE: Roll Call: All in Favor except Mrs. Guido abstained from item 88888065 Motion Carried

Additions to Agenda (Agenda Meeting only)

None

Comments from Public

None

Mrs. Watson asked since curriculum is available for public and school is closed what is the next step and when does the Board get more time to discuss.

Dr. Wagner stated the Board can review the same way as the public. She added that the Curriculum Team will meet again and then will present to the Board in January to recommend to the Board.

Mrs. Watson stated she was on the call with Huston Middle School when it was presented and she does not feel like they have a good amount of information. She spent some time looking at it but thinks she needs more information. She asked who would she talk with about it.

Dr. Wagner stated Dr. Turk is the contact. She works with the teachers to identify the resources and what is best for teaching the standards in conjunction with the curriculum. She recommended scheduling a time to review it more so that she can provide feedback.

Mrs. Watson stated it seems that as a Board we get information as a recommendation but they have already made up their mind.

Dr. Wagner responded yes, the Board is governance and Administration, along with teacher input, review and make recommendations to the Board.

Adjournment at 9:17 PM

MOTION:

Motion by: Mr. Kaczor

Seconded by: Mr. Vinkovich

VOTE:

Roll Call: All in Favor

Motion Carried



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls