

**BURRELL SCHOOL DISTRICT  
REORGANIZATION MEETING MINUTES  
December 5, 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 7:20 PM by Solicitor Lee Price.

**Pledge of Allegiance**

Solicitor Lee Price asked all present to participate in the Pledge of Allegiance.

**Certificates of Election**

Solicitor Lee Price stated the official Certificates of Election from the county were received.

**Oath of Office - Newly Elected Board Members**

All members were sworn in by Magisterial District Judge Cheryl Yakopec prior to the meeting today.

Pam Key – Region I  
LeeAnn S. Guido - Region II  
Gretchen V. Beveridge – Region III  
Tom Deiseroth – At Large  
Tricia Shank – At Large

**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, Mrs. Jennifer S. Callahan, Business Administrator/ Board Secretary and Solicitor Lee Price

Student Representatives Present: None

**Comments from the Public - Agenda Only**

None

**Appointment of Temporary Chairman**

Called for nominations for Temporary Chairman:

Mr. Vinkovich nominated Mr. Kaczor for Temporary Chairman.

Called for motion/second to close nominations:

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

Appointment of Mr. Kaczor as Temporary Chairman.

Roll Call: All in Favor              Motion Carried

Mr. Kaczor took over as Temporary Chairman.

**Election of President – One (1) Year Term of Office**

Mr. Kaczor, Temporary Chairman, called for nominations for President.

Ms. Shank nominated Mrs. Key for President.

Called for motion/second to close nominations:

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

Election of Mrs. Key as President for a one (1) year term of office.

Roll Call: All in Favor              Motion Carried

**Election of Vice President – One (1) Year Term of Office**

Called for nominations for Vice President:

Mr. Vinkovich nominated Mr. Kaczor for Vice President.

Called for motion/second to close nominations:

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

Election of Mr. Kaczor as Vice President for a one (1) year term of office.

Roll Call: All in Favor              Motion Carried

**Approval of Resolution on Check Signatures**

Called for motion to approve resolution on check signatures:

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

**Appointment of PSBA Liaison – One (1) Year Appointment**

Called for motion to appoint PSBA Liaison:

Ms. Shank nominated Mr. Deiseroth as PSBA Liaison.

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

**Appointment of Andrews and Price as Solicitor**

Called for motion to appoint Andrews & Price as Solicitor:

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

Solicitor Lee Price thanked the Board for continuing to appoint them as the District Solicitor.

**Set Time and Place of Monthly Meetings for 2024**

Called for motion to set time and place of Monthly meetings 2024 as follows:

Agenda Meetings: Second Tuesday each month, 7:00 PM High School Board Room  
Regular Meetings: Third Tuesday each month, 7:30 PM High School Board Room

Exceptions: July 2024 – Meetings cancelled  
December 2024 – Reorganization and Regular Meeting:  
Tuesday, December 3, 2024, 7:00 PM High School Board Room

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

DISCUSSION:  
Mr. Kaczor asked about having meetings closer to other JOC. He explained it is an issue for JOC and asked if we can change our meetings later.

Solicitor Lee Price responded yes.

VOTE: Roll Call: All in Favor Motion Carried

**Comments from the Public**

None

**Adjournment at 7:27 PM**

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

Seconded by: Mr. Deiseroth  
Motion Carried



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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT  
BOARD MEETING MINUTES  
December 5, 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 7:28 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, 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 and Solicitor Lee Price

Student Representatives Present: None

**Announce Executive Sessions**

December 5, 2023 – 6:45 PM - Personnel Agenda

**Comments from Public - Agenda Items Only**

None

*AJ McLafferty, Student*

- *Indicated speaking on behalf of himself and Ryan Bates and Cash Wyble*
- *Expressed support for Jay Miller for Varsity Baseball head coach position*
- *Mr. Miller was head coach for summer and fall season and lead them to 10-2 record*
- *Believes he is good for the players, they feel a connection and that he is a great coach*
- *His coaching style is close to the coach of their travel team style*
- *Met with Dr. Boylan and Mr. D'Angelo to express support for Coach Miller*

General discussion ensued about how to represent the school and the culture of the team.

Mrs. Key thanked them for coming to the meeting and speaking to let the Board know who they support.



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

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

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

Dr. Wagner recognized our Board President, Pam Key who recently received her 3<sup>rd</sup> degree black belt.

#### **Student Representatives Report**

None

#### **Health and Safety Plan Review**

Dr. Wagner explained that through use of ESSER funds the District is required to review our plan every 6 months. We have not made any changes since last review.

### **OTHER ADMINISTRATION - DR. TURK / DR. EGNOR**

None

#### **PERSONNEL: Approval of Personnel Log dated December 5, 2023 (Attached)**

MOTION: Motion by: Mrs. Guido                      Seconded by: Mr. Deiseroth  
VOTE: Roll Call: All in Favor except Mr. Vinkovich and Mrs. Schager voted NO on Supplemental #5  
Motion Carried

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

Mr. Kaczor stated JOC Reorganization Meeting will be held on Thursday.

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

None

#### **PSBA Liaison Report – Mr. Deiseroth**

None

### **BUSINESS - MRS. CALLAHAN**

None

#### **Communications**

None

**Requests for Use of Buildings (Attachment 12-1)**

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

DISCUSSION:  
Mr. Kaczor asked if boosters have to pay fees.

Dr. Wagner responded no, unless there is employee overtime due to their use.

VOTE: Roll Call: All in Favor      Motion Carried

**Payment of Bills (Attachment 12-2)**

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

VOTE: Roll Call: All in Favor      Motion Carried

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

**Comments from Public**

*Cybil Federer, Teacher*

- *Stated Happy Holidays to Board*

Ms. Shank stated the school play was a huge success and the students did a nice job.

**Adjournment at 7:41 PM**

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

VOTE: Roll Call: All in Favor      Motion Carried

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/mls