

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
FEBRUARY 13, 2024**

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 7:02 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 Dr. Autumn Turk, Director of Curriculum and Development

Student Representatives Present: Jason Wagner and Mark Cosentino

Executive Sessions

February 13, 2024 – Immediately following meeting - Personnel Agenda

February 20, 2024 - 7:00 PM and Immediately following meeting - Personnel Agenda; School Safety and Security

Approval of Minutes

Agenda Meeting – January 9, 2024; Regular Meeting – January 16, 2024

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

None

Approval of Revisions to Policy 210 – Medications

Dr. Wagner reviewed the policies being presented for final revision approval and stated no changes have been made since the last meeting.

Mrs. Key requested that nurses discuss and teach students about what they are taking and why. She believes it is educational. She suggested that this perhaps should be included in the policy.

Dr. Wagner indicated that Dr. Egnor stated that he looked into it and found that the solicitor's opinion is that it is not our place to have that conversation with the child, but rather it is a parent's decision. He said we are not to educate the students on medicine.

Mrs. Watson mentioned it may be a legal matter or liability issue.

Mrs. Key stated she does not think it is a good policy that people should be taking things and not understand. She feels strongly about it and thinks the District should be reinforcing it, such as what they are taking and how much.

Mr. Vinkovich stated that it could be an issue with what parent is telling the child and if we tell them another thing it may be an issue.

Mr. Kaczor suggested that on the form for approval of medicine it should be asked, do you want the nurse to discuss medications with your student.

Mrs. Key suggested it be discussed with Middle School and High School students.

Mrs. Guido stated she can see some concerns with the District talking with kids about medicines because the specifics should be discussed with doctors and parents. She thinks general instruction about medicines would be appropriate.

Mrs. Watson suggested that her concern is safety and when kids switch medications it can cause behavioral issues. She asked that since the nurse is administering medication, at what point is the nurse and District responsible to monitor the student on school property.

Dr. Wagner stated that at times, change in medicine is discussed between nurse and teachers.

Dr. Wagner stated we can have further discussion regarding this subject with the Solicitor next week.

Mrs. Guido asked if the policy permits students to be able to participate in after school activities without a nurse present to administer medicines.

Dr. Wagner stated that regarding school sponsored field trips, there is a statement in the policy regarding self-administration of medications. So, there is a process that the District goes through to make sure the child is able to self-administer when at field trips, or school events and activities.

Student Representative Jason Wagner stated he would not have a problem to meet with the nurse about medications being taking and why.

Dr. Wagner stated we will talk further next week regarding the policies and these issues.

Approval of Revisions to Policy 210.1 – Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors

Approval of Revisions to Policy 819 – Suicide Awareness, Prevention and Response

Approval of Richard Patterson, Independent Contractor to provide Interim/Substitute Athletic Training Services retroactive to February 5, 2024

Dr. Wagner explained that Richard Patterson is a professor at California University and can help to fulfill the training needs for the rest of the school year. He and Somer Solominsky should be able to cover the majority of the District's needs. He is also a clinical supervisor and has 9 students at this time, so they have requested that our site be used for training so that we can potentially obtain a permanent trainer next year.

Ms. Shank asked how he was found.

Dr. Wagner stated he worked for us through the Go4 app used to obtain substitute trainers and after talking with him, and finding out his background, and knowing we are looking to hire a trainer, the discussion evolved.

Mr. Kaczor suggested we be the District that pays more in order to obtain a trainer.

Student Representative Jason Wagner asked if this replaces Somer as the trainer.

Dr. Wagner stated no, they will work together to fill all of the needs.

Approval of Revisions to District Comprehensive Plan 2023–2026

Dr. Wagner stated the Comprehensive Plan was returned to the District because we did not check the Chapter 49 box and a few other revisions were needed. She reviewed the revisions needed. She explained that Chapter 49 is required to be listed in plans and assessment pieces. Dr. Wagner asked Dr. Turk to run through the changes.

Dr. Turk explained the changes in detail within each piece of the plan.

Mrs. Watson asked who reads these and who returned them for changes.

Dr. Turk responded that there is a team of people at the Pennsylvania Department of Education. She met the person in charge of the team and he is a detail-oriented person. She stated that a lot of districts had their plans returned for revisions. They wanted more detail and/or to be organized in a certain way.

Mrs. Watson stated she would like details of how many are on the team and who would oversee the leader of the team.

Dr. Turk stated she will look into that and provide information she finds.

Mrs. Beveridge stated that it feels like the Pennsylvania Department of Education has so many levels of schools that it seems that the Pennsylvania Department of Education is punishing the districts who are doing things properly and are very thorough but there are likely others who are not even close to meeting requirements and answering the questions and they are not dealt with further.

Dr. Turk explained the detailed addition of the CRSE language required within the Professional Development of K-12 faculty and administrators and that we are able to check the box "yes". She reviewed the CRSE Professional Learning. She tried to replace language with all learners and all people to have a more inclusive language. She explained that it is what will be covered in the 3 years. She provided an overview of the competencies and the work we are doing and plan to do.

Mrs. Watson stated that she appreciates what Dr. Turk has done here. She disagrees with Competency 2F and it does not seem to make sense why it would be done.

Dr. Turk explained that there is evidence of those in the teacher framework that we are required to use by law so, it is included.

Ms. Shank stated she loves that Dr. Turk tied the framework together. She said that it makes so much sense to her as a teacher.

Dr. Wagner provided an example to clarify item 2F.

General discussion ensued about merit-based classes and practices that do not allow that.

Mrs. Watson feels strongly that it is local school decision and we may already be doing what is asked. She reiterated her concern with the language.

Dr. Wagner explained that students with an IEP and/or student from poverty should be able to have the same experiences and it is important that the institutional practices should not limit this. It is about the adults being sure they can educate the students.

Mrs. Guido stated that the language should stay in as written. It helps to raise awareness. It is as simple as saying we are teaching teachers to be aware. She thinks that our student services staff does item 2F regularly. If there is a problem, then we want the teachers to be part of the solution not be a barrier.

Mrs. Key asked if any other Board member feels strongly about it being removed or we can keep it in and move on. No other Board members had concerns.

General discussion ensued about what will be sent in with Comprehensive Plan.

Board members thanked Dr. Turk for the incredible work she has done on this plan.

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Contract with Grade Point Resources for Extended School Year Services 2024

Dr. Wagner explained that Grade Point Resources does the ESY program and they hire our staff first and then hire others.

Mrs. Guido asked if cost is same as prior year.

Dr. Wagner stated Dr. Egnor will provide that information next week.

Approval of Student Education Agreement with River Academy for Special Education Services for 2023-2024 school year

Dr. Wagner explained this agreement is for a special education student and it is a K-8 program.

Approval of Tuition Agreement with New Story, LLC for Special Education Services from February 8, 2024 through May 29, 2024

Dr. Wagner stated this placement is for another special education student.

Ms. Shank stated that based on all of the separate tuition agreements we have been approving recently, she has concerns about what this budget category will look like going forward.

Student Representative Jason Wagner asked if that means it is a student in the District being placed.

Dr. Wagner stated yes.

Approval of Agreement with Axiom Family Counseling Services, Inc. for Outpatient Behavioral Health Services for period February 6, 2024 through March 1, 2029

Dr. Wagner explained that this is a counseling piece for students who have drug and alcohol health services. They do school-based counseling here.

Mrs. Schager asked if District pays for it.

Dr. Wagner responded no, the parents or insurance pay for it and we allow them spaces.

Mrs. Watson asked is this the only one.

Dr. Wagner believes there is another company and will have Dr. Egnor discuss further next week.

PERSONNEL: Approval of Personnel Log dated February 20, 2024

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 request to close the Newspaper student activity account

Mrs. Callahan stated because Student Activity funds are technically part of the school district financial records, groups must have Board approval to open or close accounts. The Newspaper is combined with yearbook so the group is requesting approval to close the account and move remaining funds of \$182.15 to the yearbook student activity account.

Mr. Kaczor asked why the newspaper would be eliminated.

Mrs. Callahan stated it is not eliminated. There is a newspaper group of students who do articles and pictures for an online edition. She stated she is not sure if they print it anymore though. They are combining with the yearbook group.

Student Representative Jason Wagner indicated that Mrs. Lovic is in charge of it.

Mrs. Callahan asked Jason to find out if Board members can receive the student newspaper if requested.

Approval of Service Agreement with Siemens Industry for preventive maintenance and support effective retroactive to January 1, 2024

Mrs. Callahan explained that Facilities Director, John Rowe has recommended this agreement with Siemens for preventative maintenance and support for boilers and HVAC systems at the High School, Stewart and Bon Air for the calendar year 2024. He indicated that they monitor and provide services including a yearly inspection.

Mr. Kaczor asked about the Middle School and if a different company is used, why?

Mrs. Callahan stated that the Middle School maintenance is through Combustion Services & Equipment (CS&E) because since the full renovation, it has different equipment that requires a different vendor.

Mrs. Beveridge asked if this agreement is in relation to the pool boiler.

Dr. Wagner responded no.

Permission to discard obsolete equipment

Mrs. Callahan stated per Board Policy 706.1 Property - Disposal of Equipment, unusable items must be presented to Board with the recommendation for disposition. This month you will see requests to discard broken chairs from library and old broken orchestral chimes. Mr. Query has recommended donation of the chimes as listed.

Acceptance of Independent Audit Report of Hosak, Specht, Muetzel and Wood, LLP and Management's Discussion and Analysis for fiscal year ended June 30, 2023

Mrs. Callahan stated she expected to receive the official audit which will include the Management's Discussion and Analysis prior to next week for Board review and acceptance.

Approval of transfer of \$650,000 from General Fund to Capital Reserve Fund

Mrs. Callahan stated the approved 2023-2024 District budget includes a transfer of \$650,000 to the Capital Reserve Fund for expected capital needs. The Board approved the Capital Reserve Fund Budget which includes the transfer to help cover the proposed capital expenditures. Items that were proposed in the Capital Reserve Fund Budget that the Board reviewed and approved in July 2023 that are still pending are the cybersecurity and camera system upgrades and the vape and door detector systems. You will be hearing more about these needs in the upcoming meetings.

Mrs. Callahan reminded everyone that there are potentially some other needs such as pool boiler movement and pool repairs plus some roofing issues at the High School and Bon Air so it is still recommended that the Board approve the transfer as planned.

Board Meeting – Budget Workshop: March 26, 2024 at 7:00 PM

Mrs. Callahan stated this is an item of information that the Board will hold an additional public meeting on March 26 to spend time reviewing and discussing the first draft of the 2024-2025 General Fund budget.

Communications

The Board has several items of communication regarding swim team and pool in the packet for review.

Requests for Use of Buildings

Mrs. Callahan stated the Board will be asked to approve the Request for Use of Buildings as prepared and recommended by Mr. D'Angelo who oversees facility use.

Mrs. Key asked if we have applicants for the Athletic Director position yet.

Dr. Wagner stated they are trickling in.

Payment of Bills

Additions to Agenda (Agenda Meeting only)

Comments from Public

Adjournment at 8:29 PM

MOTION:

Motion by: Mr. Kaczor

Seconded by: Mrs. Beveridge

VOTE:

Roll Call: All in Favor

Motion Carried



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
February 20, 2024**

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 7:33 PM by Vice President Rick 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 and Mr. Tom Deiseroth

Board Members Absent: Mrs. Jean Schager and Mrs. Pam Key

Quorum present

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

Student Representatives Present: None

Executive Sessions

February 13, 2024 – Immediately following meeting - Personnel Agenda

February 20, 2024 – 7:00 PM and Immediately following meeting - Personnel Agenda; School Safety and Security

Approval of Minutes

Agenda Meeting – January 9, 2024; Regular Meeting – January 16, 2024

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

Approval of Monthly Financial Reports

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

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| <u>MOTION:</u> | Motion by: Mrs. Beveridge | Seconded by: Mr. Vinkovich |
| <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 reported the following:

- Faculty honors from National State Teachers of the Year – Apple Awards
 - Nominated by Ashlee Peters-Roberts (finalist for Teacher of the Year Award last year)
 - Kelly Sinclair, 6th grade Huston Middle School
 - Jay Miller, Special Education Huston Middle School
- Music Program – Representative Guy Reschenthaler, representing PA in House of Representatives
 - 14th Congressional District in Pennsylvania
 - Recognized Burrell School District for receiving 2023 Best Communities for Music Education by the NAMM Foundation

Student Representatives Report

None

Approval of Revisions to Policy 210 – Medications

Dr. Wagner explained that the Board has been working through policies.

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

DISCUSSION:
Mrs. Watson asked if anything has been added or changed since last week.

Dr. Egnor responded no, nothing changed in regards to the questions asked surrounding delegation and responsibility of education of school nurses to educate kids on medication.

Solicitor Lee Price provided his solicitor opinion that it is not a good idea for that responsibility to fall on school nurses and explained his concerns.

Mrs. Watson asked if the nurse can answer questions or concerns about medications.

Solicitor Lee Price explained the nurse could talk to parents and contact physician.

VOTE: Roll Call: All in Favor Motion Carried

Approval of Revisions to Policy 210.1 – Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors

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

VOTE: Roll Call: All in Favor Motion Carried

Approval of Revisions to Policy 819 – Suicide Awareness, Prevention and Response

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

Approval of Richard Patterson, Independent Contractor to provide Interim/Substitute Athletic Training Services retroactive to February 5, 2024

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

DISCUSSION:

Mrs. Watson asked for clarification on what he will do.

Dr. Wagner explained that he and Somer will work in tandem to cover the trainer position. She added that he is a professor at California University and has a Doctorate in Athletic Training and trains students to be Athletic Trainers.

VOTE: Roll Call: All in Favor Motion Carried

Approval of Revisions to District Comprehensive Plan 2023–2026

Dr. Wagner stated last week we presented the revisions to the plan.

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

DISCUSSION:

Mrs. Guido and the Board thanked Dr. Turk for all of her work on that plan.

VOTE: Roll Call: All in Favor Motion Carried

District Safety and Security Improvement Information

Dr. Wagner explained that the Administration team is here to present some improvements that we believe are necessary for the District. Information will be provided tonight and then we intend to answer questions and potentially request Board consideration in March. The team includes Administrators, the Lower Burrell Chief of Police and the District's SRO. The discussions focused on the safety and security of our students, staff and public. The discussions included all pieces and layers of the safety in the District because this impacts all departments. We are a small district so the Administration team wears many hats. Additionally, there has been an increase in cyber security concerns and the fact is that these systems are mostly technology based. We believe things cannot be done in isolation, but bringing them all together helps us be more efficient and a better use with the funding we have and better serves the tax payers.

Presenters of this subject and recommendation by:

Carla Roland – Safety and Security Coordinator K-12

Kellie Speer – Technology Director

Kevin Pasko – Network and Systems Administrator

John Marhefka – Lower Burrell Chief of Police

Rob Acquaviva – SRO Officer

Dr. Roland provided an overview:

- We often focus on personnel - SRO/guards/training our teachers and staff to handle situations, etc.
- This recommendation is focusing on physical structure
- Explained PA Commission on Crime and Delinquency (PCCD) levels and recommendations
- Physical Security Assessment done by State Police in December 2023

Dr. Wagner discussed:

- Districts current outdated equipment and systems
- Cameras, door access, visitor management, environmental sensors
- All separate systems currently
- Looking for a system that delivers all the needed improvements and upgrades

Kevin Pasko discussed:

- Current Equipment details and software details
- Access control 2000-2008 (fobs, annunciator panels, panic buttons)
- Environmental Sensors 2008
- Guest Management 2014
- Cameras 2010

Mrs. Callahan explained that the recommended full solution through Verkada/Biztec costs over \$1,200,000. She reviewed financial issues that included Capital Reserve Funds and potential grants that could be considered for use. She also reviewed annual general funds costs that could be eliminated.

Mrs. Guido stated she is concerned with the amount.

Mrs. Beveridge asked how do we cover the cost.

Dr. Wagner asked Officer Marhefka to provide his security evaluation.

Officer Marhefka provided an overview and stated that the security systems are a deterrent, but updates are imperative because they are antiquated here and upgrading the system hits five major points:

- Deterrents
- Surveillance
- Timing – motion detectors and facial recognition, investigations
- Investigations
- Peace of mind for parents

Officer Marhefka also explained that upgrading the system is another layer of security. He understands fiduciary responsibility but we can't put a price tag on protection for our children and our schools. He added that with the loss of three officers by gunshots in a close vicinity and the most recent shooting near Bon Air Elementary, it is imperative to move forward and prioritize this.

Solicitor Lee Price stated any particulars regarding deficiencies should be discussed in Executive Session under the permissible exception for security and safety.

SRO - Officer Rob Acquaviva stated:

- Believes this upgrade is needed
- The ability to do what need to do is currently hindered
- To enforce rules/regulations and monitor schools would be substantial
- Ability to see what is going on elsewhere is huge
- Ability for responding officers to see what is going on

Mrs. Callahan added that the system was used here at the High school under a trial period for Officer Rob, Principals and the Technology Department to evaluate.

Mr. Kaczor asked technical questions.

Mr. Pasko responded to the technical questions. Mr. Pasko explained that the recommendation includes all hardwired cameras with some sensors being wireless for door access.

Mrs. Watson asked if only one vendor was considered.

Ms. Speer responded that various systems were evaluated and most of them were separate systems that would not serve the goal of having everything through one system.

Mrs. Callahan added that this vendor has already bid on these items through the state bidding process and Costars. A simple comparison on cameras was done with another vendor and Verkada costs were slightly less than the other vendor but comparable.

Dr. Wagner asked the Board to move through the agenda and then come back to Executive Session for the specific safety/security items.

Mrs. Beveridge commented that this proposal does not included Stewart School.

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Contract with Grade Point Resources for Extended School Year Services 2024 (Attachment 2-6)

Dr. Egnor stated that ESY is based on who participates in regards to qualification and participation. The last few years there have been 3 classrooms. The overall pricing in 2023 decreased from 2023 because we went from 4 weeks to 3 weeks. For 2024, the estimate went up \$175 per teacher, \$250 per aid, and no increase for the supervisor cost. For task bin materials/supplies, the cost in 2023 was \$3,900 and it has been increased for 2024 to \$4,200. Dr. Egnor added that any supplies that do not get used is returned to the District for the Special Education teachers to use. He summarized that the total cost in 2023 was \$22,125 and in 2024 the estimate is \$24,050.

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

Approval of Student Education Agreement with River Academy for Special Education Services for 2023-2024 school year

Dr. Egnor stated it is a new school that has a therapeutic approach that will be a good fit for a student needing placed.

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

Approval of Tuition Agreement with New Story, LLC for Special Education Services from February 8, 2024 through May 29, 2024

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

Approval of Agreement with Axiom Family Counseling Services, Inc. for Outpatient Behavioral Health Services for period February 6, 2024 through March 1, 2029

Dr. Egnor explained this agreement.

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

DISCUSSION:

Mrs. Guido asked if it is billed through the student/parent health insurance and do we just offer them space. She asked if they are here at all times or do they only come on site when needed.

Dr. Egnor responded we only offer space, they are here only when needed, and the county pays a portion and/or insurance pays.

VOTE: Roll Call: All in Favor Motion Carried

PERSONNEL: Approval of Personnel Log dated February 20, 2024 (Attached)

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

VOTE: Roll Call: All in Favor Motion Carried

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

Mr. Vinkovich reported:

- Approved Comprehensive Plan
- Approved Covid 19 Public Health Workforce grant for \$125,000
- Grant from PCCD \$140,000
- Approved long term sub for autobody course

Westmoreland Intermediate Unit Report - Mrs. Watson

Mrs. Watson stated that multiple directors were appointed to fill vacancies.

PSBA Liaison Report - Mr. Deiseroth

Mr. Deiseroth reported:

- Reviewed Governor's proposed budget
 - Transport, Special Education, mental health, safety grants, food service, etc.
 - Proposed cyber school flat tuition amount per student
 - DCED will provide \$100 million for school districts and CTCs for facility projects: roofs, HVAC, boilers, windows, lead and asbestos abatement

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers (Attachment 2-7)

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

VOTE: Roll Call: All in Favor Motion Carried

Approval of request to close the Newspaper student activity account

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

Approval of Service Agreement with Siemens Industry for preventive maintenance and support effective retroactive to January 1, 2024

Mrs. Callahan stated, as previously mentioned last week, Facilities Director John Rowe is recommending the agreement for preventive maintenance and support for boilers and HVAC systems at the High School, Stewart and Bon Air for the calendar year 2024.

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

Permission to discard obsolete equipment

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

Acceptance of Independent Audit Report of Hosak, Specht, Muetzel and Wood, LLP and Management's Discussion and Analysis for fiscal year ended June 30, 2023

Mrs. Callahan stated the Board received the audit report from Hosak, Specht, Muetzel and Wood for the fiscal year ended 2023. As discussed with you at the public Board meeting in November, when the District's Annual Financial Report for the 2022-2023 year was reviewed, the report includes many of the same financial reports. The state requires the District to submit our Financial Reports by October 31 each year. The District is also required to have an independent CPA firm audit our financial operations each year to make sure we are reporting our fiscal status correctly and accurately. We are reviewed to verify that we are following GASB rules and school code laws. The firm provides a written report which includes the financial statements and notes for the District. The Audit report financial data matches all of the District's financial data as reported and reviewed with the Board at the November meeting. Mrs. Callahan stated that since she explained the financials in detail in November, this will be just a highlight of some of the pages in the audit report.

Mrs. Callahan reported the following:

First you will see the opinion that states that the statements fairly represent the financial position of the District. Next is the MD&A which we are required by GASB to prepare as prescribed and for it to be included in this audit report. It must include certain sections and information regarding the finances. The District is required to show statements in both government-wide statement format and fund financial statement format – which is the data you are typically used to reviewing as our budget follows this format of revenues, expenditures, and fund balance.

The fund financial statements begin on page 17 where you will see the Balance Sheet, Statement of Revenue, Expenditures, and changes in Fund Balance, followed by the Proprietary Funds Reports (Food Service) and Fiduciary Funds Reports (Student Activity).

As reviewed in November, General Fund Revenues and transfers in totaled \$33,912,119 which was \$376,000 more than budgeted. Expenditures and transfers out totaled \$34,407,883 resulting in decrease (use of) fund balance in the amount of \$495,764 which is close to projections last spring of \$525,000. The District's Ending Fund balance at June 30, 2023 was \$3,129,815 which is about \$40,000 more than projected in June.

Auditor includes several pages of notes to financial statements explaining some of the calculations and other factors. Pages 61-67 provides details of budgeted revenue and expenditures versus actual at year end. As discussed in November, the overall variance was minimal. Revenues were about 1.12 % higher than expected – mostly Earned Income Tax and Interest Income. Expenditures were about 1% less than budgeted in various areas but we did not use the 300,000 budgeted for budgetary reserve so that was the majority of the \$363,000 variance overall.

A very important part of the Audit is on page 80 – the Schedule of Findings and Questioned Costs. It is reported that there were none. There were no material weaknesses identified, no significant deficiencies in internal controls, no noncompliance items and no findings.

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

DISCUSSION:
Mrs. Watson asked if we have used this firm in the past.

Mrs. Callahan responded yes.

VOTE: Roll Call: All in Favor Motion Carried

Approval of transfer of \$650,000 from General Fund to Capital Reserve Fund

Mrs. Callahan stated the approved 2023-2024 District budget includes a transfer of \$650,000 to the Capital Reserve Fund for expected capital needs. The Board approved the Capital Reserve Fund Budget which includes the transfer to help cover the proposed capital expenditures. While some of the items have changed within the proposed capital expenditures based on needs and changes in plans, overall, the expected ending balance of the Capital Reserve is expected to be greater than originally budgeted. The District did not move forward with the Air Conditioning Middle School project, but based on recommended Safety and Security Improvements, there are increases to expected costs in the budget for camera system and vape detection. Additionally, Capital Reserve funds are expected to be spent on the Pool to deal with the boiler issue and other potential repairs.

Mrs. Callahan explained that the General Fund balance, which is where the funds are coming from, are in line with budgeted plans at this point in the year. We budgeted to spend about \$1.28 of our fund balance including this transfer to capital reserve. Per the audit and year ended 2023 results, our fund balance was about \$40,000 greater than expected. Mrs. Callahan recommends that the Board officially approve the transfer.

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

DISCUSSION:
Mrs. Guido asked did we actually spend these funds.

Mrs. Callahan provided a summary of the Capital Reserve Fund current balance and expenditures.

Mrs. Guido asked for a reminder about Air Conditioning project.

Dr. Wagner stated the electrical contracting part of the project bid came in much higher than estimated and there was only one bid so we decided to hold on the project, knowing ultimate goal would be to do more than just the Middle School in the future.

VOTE: Roll Call: All in Favor Motion Carried

Board Meeting – Budget Workshop: March 26, 2024 at 7:00 PM

Mrs. Callahan stated that the Board will hold a public Board meeting on March 26th for the Board review of the first Draft of the 2024-2025 General Fund Budget.

Communications

Mrs. Callahan stated there are several pieces of communication for Board members in regards to Swim in the packet.

Requests for Use of Buildings (Attachment 2-8)

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

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

Payment of Bills (Attachment 2-9)

MOTION: Motion by: Mr. Deiseroth Seconded by: Ms. Shank
VOTE: Roll Call: All in Favor except Mrs. Guido abstained from item 88887944 Motion Carried

Additions to Agenda (Agenda Meeting only)

None

Comments from Public

Solicitor Lee Price announced Executive Session regarding school safety and security.

Adjournment at 8:46 PM

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



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls