

**BURRELL SCHOOL DISTRICT  
AGENDA MEETING MINUTES  
March 12, 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 7:05 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, Ms. Tricia Shank, Mrs. Nikki Watson, Mrs. LeeAnn S. Guido, Mr. Rick Kaczor, Mrs. Jean Schager and Mrs. Pam Key

Board Members Absent: Mr. Timothy J. Vinkovich and Mr. Tom Deiseroth

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: Maliq Buchak and Mark Cosentino

**Executive Sessions**

March 12, 2024 – Immediately following meeting - Personnel Agenda

March 19, 2024 - 7:00 PM - Personnel Agenda

**Approval of Minutes**

Agenda Meeting – February 13, 2024; Regular Meeting – February 20, 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**

Minutes: March 12, 2024

## **Student Representatives Report**

### **Approval of 2024-2025 School Calendar**

Dr. Wagner presented information relating to School Calendar:

- Reviewed current time without students throughout the year
- Reviewed things that faculty does without students
- School Code changed in December 2023; Now 180 days OR 990/900 hours (used to be AND) for student instructional time
- Pennsylvania Department of Education will require District to file a plan/accountability reporting
- District reported over 1,000 hours for students in 2022-2023
- Reviewed staff feedback from 2017 and from 2024 and the difference
- Staff now saying need more time without students
- Teacher contract includes 4.5 professional development days, 2.5 clerical days and 186 total days
- Could build into calendar up to 11 additional days for staff without students based on hours
- Reviewed some of the things teachers/faculty would use this time for

Dr. Wagner suggested that we adopt a calendar for 2024-2025 which includes Flexible Instruction Days and faculty days without students. She stated it is important that if we lessen time with students we need to be able to show that it is effective.

Mrs. Watson asked about change in school code and who did it.

Dr. Wagner explained it was a legislative change.

Dr. Wagner reviewed proposed 2024-2025 school calendar in detail which includes 11 days for teachers with no students throughout the year.

Mr. Kaczor asked students if they would rather start the school year early or later.

Student Representative Mark Cosentino stated he would prefer to start earlier and end earlier.

Student Representative Maliq Buchak stated he would prefer to start later and end later.

Mr. Kaczor asked why Mondays without students and why not Fridays.

Dr. Wagner explained that staff preference was Monday because it's a fresh start for the week.

Mrs. Key stated for elementary and special education students consistency is very important. Early dismissals and delay days throw them off.

Student Representative Maliq Buchak stated that students would most likely prefer Fridays off.

Mr. Kaczor believes it would be less school missed since students travel on Fridays for club sports.

Mrs. Guido stated Mr. Kaczor is probably correct, but building in time for teachers to really dig in and improve their skills and service provided to the children; so what day teachers think is best for this work is more important and is what matters most in her opinion.

Mrs. Beveridge asked if this is just something Dr. Wagner is recommending to try for a year.

Dr. Wagner stated she is suggesting we try it and evaluate and adjust as necessary.

General discussion ensued about what the days would be used for.

Dr. Wagner talked about how students are at so many different levels and have so many different needs so teachers are required to prepare and teach many different ways.

Mrs. Beveridge asked are we going to have any learning loss with this structure.

Dr. Wagner responded that teachers have time to drill into things each month to make sure they are meeting kids needs.

Mr. Kaczor asked if this changes the total of minutes.

Dr. Wagner stated it will change total minutes but this plan does not include changes to start and end time/daily schedule for students.

Ms. Shank asked if the dates were selected in relation to periodic assessments and data received.

Dr. Wagner stated yes.

Ms. Shank asked if there is any impact on PSERS for teachers.

Mrs. Callahan stated full time teachers are salaried and one year of service is based on working at least 180 days. It is based on number of days regardless of with or without students.

Ms. Shank asked after the trial year, how would we know if this is working.

Dr. Wagner stated that is the hardest part to grasp. She believes it has to be based on student growth.

Mr. Kaczor suggested it may take more than a year.

Dr. Wagner stated she believes our teachers cannot get done what they need to get done without additional time.

General discussion ensued about what defines success or not and if it is the Pennsylvania Department of Education who determines this.

Mrs. Watson stated she is curious what the reason was to change the legislation – whether it was just for students and/or because teachers are overworked and need more time.

Solicitor Lee Price suggested it is to give the District more local control but would have to read entire dialogue about the law to try to determine that.

General discussion ensued about 4-day school weeks.

Mrs. Guido stated that she believes there would be benefits and positive results. She thinks it is good for teachers to focus on their craft and build moral by having the time in the building without students there. She stated performance on the student days would likely be better.

Mrs. Key stated teachers do seem to appreciate time without students now.

Mrs. Watson suggested that time could also enhance parent engagement.

Dr. Wagner stated she believes this is good for staff and students if time is used appropriately.

Mr. Kaczor stated everything looks good except the starting/ending dates as he prefers to start the school year earlier and end earlier.



## **Summer Work Schedule Information**

Dr. Wagner stated that as typical, the District will have 4-day weeks from June 10 through August 2.

Mrs. Callahan added that they are 4 longer days so we are not losing a day of work.

## **Acceptance of 10-year Proposals from Biztec/Verkada for Safety and Security Improvements at High School, Middle School, and Bon Air Elementary School and approval of use of Capital Reserve Funds plus any PCCD Competitive School Safety Grant Funds awarded for costs**

Dr. Wagner stated we are moving this item to the end of the agenda.

## **Approval of Memorandum of Agreement with Burrell Education Association regarding Summer Credit Recovery Program 2024**

Dr. Wagner stated she has been working with BEA on the MOA for credit recovery which includes early credit for seniors to complete work in order to graduate and summer credit to make up failed courses for other students. The only changes from the prior year are the dates and the hours to update courses. Additional hours are needed for all teachers to move platform from Moodle to Google Classroom. She stated she hopes to be able to move forward next week. She stated another change is that compensation for technical set up service is not needed.

## **Permission for First Steps Driving School to provide driver training and license test to eligible High School students outside the regular school day and curriculum and at no cost to the District**

Dr. Wagner stated First Steps is requesting permission and has operated this program for over 10 years within the District. The last few years, we have had to report information about what is done with this program so she believes the Board should be aware and consider for approval.

Dr. Wagner explained Drivers Education has not been offered at the school in about 20 years.

Mr. Kaczor asked why is Drivers Education not offered at school.

Dr. Egnor stated most districts have moved away from providing Drivers Education.

Mrs. Watson thinks it makes no sense that the District has to submit documentation if the program is not related to District services.

Dr. Wagner stated the District has to keep the test results here at the District.

Mrs. Watson reiterated that she believes it makes no sense.

Solicitor Lee Price stated that the District is basically verifying that the information being reported to PennDOT is correct.

Mrs. Watson believes PennDOT is using the District as an auditor.

General discussion ensued about the program and the District responsibilities.

## **Permission for Kala Williams to chaperone one High School choir student to All-State Choir in Erie, PA, April 17-20, 2024**

Dr. Wagner stated Elizabeth Lagattuta was selected for All State Chorus.



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

### **Adoption of Westmoreland Intermediate Unit's Policies, Procedures and Use of Funds**

Dr. Egnor stated this is an annual requirement.

### **Approval of K-12 Guidance 339 Plan for 2024-2027**

Dr. Egnor explained that the state provides a document that is needed to be completed but there are other attachments that are part of it.

Dr. Egnor presented the K-12 Guidance 339 Plan information including the following:

- Plan is Required by state for any CTC or school that sends students to a CTC
- Plan Development from Fall 2022 through now
- Summarized the 8 parts that make up the plan
- Reviewed plan highlights

Dr. Egnor stated the plan is basically a review of what is done and updating as needed to make sure we are in compliance.

Mrs. Guido asked where the student portfolio is kept.

Dr. Egnor stated that the District keeps the portfolios which have been transitioned to digital files.

Mrs. Guido asked if parents have access.

Dr. Egnor stated yes, parents can view them.

Mrs. Guido asked if that is communicated to parents.

Dr. Egnor stated he will make a note and he can send messages on occasion if needed. He also added that the files belong to the students upon graduation so it can be given to them.

Mrs. Watson asked about the partnerships and businesses.

Dr. Egnor stated we have not had enough stakeholder input but working on an event at this point.

### **PERSONNEL: Approval of Personnel Log dated March 19, 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**

### **Acceptance of Proposal from Presidio for Zscaler K12 Internet Access and Web Security**

Mrs. Callahan stated the Technology Director, Kellie Speer is recommending we move to this Zscaler product through Presidio for a solution for Internet Access and Web Security. We are currently using Cisco Umbrella. Ms. Speer is here to explain the recommendation.

Ms. Speer explained she has been looking at different technology items to pull inhouse and improve services and save money. A very basic explanation is that this is a filter to ensure CIPA compliance. She stated we used to work with the WIU for many technology items, but the Director position and Technology Department there has been in flux and the future is not known. Taking items in house provides more security.

Mr. Kaczor asked what other products were looked at and if it is hardware and/or software.

Ms. Speer stated only compared it with the Cisco product we are already using. Zscaler is a much better program than what we are using now so can dig deeper into the internet and website security as needed for students and staff. She stated it is software.

Mr. Kaczor asked about how that works with the cloud.

Mr. Pasko, District Network and Systems Administrator, explained that most modern systems go through DNS. He provided an overview of how the system works.

Mr. Kaczor asked about the firewall and if it is equipment on site.

Ms. Speer stated it is not on site and that we have been using WIU for this as well. However, she is also recommending a change for the firewall to be discussed with Agenda Item 9f this evening.

Mr. Pasko stated nearly all things are in the cloud because working on campus and off campus.

Mrs. Guido asked for an explanation of the cost proposal.

Ms. Speer stated that our current subscription expires next month, so for them to price it affordable, they broke down the cost.

#### **Acceptance of Proposal from WIU for SentinelOne for endpoint protection platform**

Mrs. Callahan stated similarly, this proposal from WIU for SentinelOne endpoint protection platform is being recommended by our Technology Director so she can explain this item.

Ms. Speer stated it is similar to an antivirus software. It protects against cyberthreats, machineware, malthreats, AI, etc.

Mrs. Callahan explained that this item is a cost reduction from the expected costs for next year if we continued with the WIU Cisco AMP Firewall.

#### **Acceptance of Proposal from ePlus Technology, Inc. for Cisco Switch Maintenance for period July 1, 2024 through June 30, 2025**

Mrs. Callahan stated the next few items are all E-rate eligible items. E-rate is a funding discount that schools and libraries can apply for to get discounts on eligible items through the Universal Service Administrative Company (USAC). We have received thousands of dollars annually for many years. The process has a strict timeline and platform that must be used so we do this when we have items eligible. We must post items by a deadline, wait 28 days, received quotes/proposals, then review based on criteria, select vendor, obtain Board approval and file several reports relating to the item to obtain the discount. The deadline is later this month. We currently receive a 60% discount on eligible items and services.

This ePlus item is the annual maintenance of our 4 cisco switches - one in each building. We received three vendor quotes. ePlus is the lowest price and meets criteria so that is what is recommended. The total cost is about \$4,500 so after the E-rate discount the District will pay \$1,800.



## **Approval of Extension of Contract with Crown Castle Fiber for Leased Lit Fiber Transmission Service for period July 1, 2024 through June 30, 2029**

Mrs. Callahan explained that our lit fiber service between our schools is E-rate eligible. We went through the bid process with E-rate 5 years ago and Crown Castle was the vendor recommended based on best pricing and best evaluation. We had previously approved a 5-year agreement with an option to extend an additional 5 years. We are recommending moving forward with this extension because the current rates are still lower than other rates obtainable. We would just need to approve the extension in order to file for E-rate funding. We are currently using 1 gig, but the agreement includes the option to move to 10 gigs at any time. The rate of the agreement is \$800 per month so the District will pay \$320 with E-rate discount.

## **Acceptance of Proposal and Approval of Contract with Communications Consulting, Inc. for Purchase of Firewall, Licenses, and Installation for period July 1, 2024 through June 30, 2027**

Mrs. Callahan explained this item is for the purchase of equipment and services for 3 years for Firewall which is another E-rate eligible item. It will be replacing WIU Cisco firewall services. The total cost before a discount of \$33,908 is higher than the current year because it includes equipment and 3 years of service. Our costs will be reduced for the following 2 years. Only portions of this item are E-rate eligible.

Mrs. Guido asked if moving forward with this makes more work for her staff or less. She expressed concerns that we could need a technology person based on amount of technology added.

Ms. Speer stated it will be more work overall to manage, but feels like once it is set up, it should be easier and more efficient to use. It will make it easier to see what students are searching or doing online as needed.

General discussion ensued about technology needs of the District and additional positions. Discussed the current Technology Coach position has provided the Technology Department with assistance that has been needed after all of the increased technology equipment and uses over the last few years.

## **Acceptance of Proposal from Cloudcast Computing/Synaptic Systems for Switches July 1, 2024**

Mrs. Callahan stated that another E-rate eligible item is the purchase of several switches needed through the District for technology purposes. There were 3 vendors who submitted proposals and the recommended, lowest price vendor is Cloudcast/Synaptic at \$21,901. With the E-rate funding, the total District cost is \$8,761 which we will include in the tech equipment rotation in the 2024-2025 budget.

## **Acceptance of Proposal from Toshiba Business Solutions for Copier/Printer Services and Approval of Lease with Maintenance Agreement for 60-month period**

Mrs. Callahan stated we are currently in the last 6 months of our Toshiba Copier/Printer Solution Lease. It is not uncommon for vendors to be able to offer great deals at the end of their fiscal year and to keep current customers. This was our first contract with Toshiba, approved in 2019 and we have been satisfied with the equipment, the technological advances, and services. As you know, we have partnered with Toshiba to obtain the Docuware program that is allowing us to be substantially more efficient with forms, files, and processes and that only continues to grow. Toshiba provided a proposal to upgrade our equipment and lock in reduced rates for another 5 years so Ms. Speer and I met with them to negotiate and discuss options. The final solution being recommended for Board approval is another 5 year agreement with new equipment.

Mrs. Callahan explained the proposal is for the same number of copiers, and includes 2 free Docuware user licenses worth approximately \$100/month each, which we need as that program has grown. This proposal reduces overall costs by \$9,987 per year so approving it can help with the upcoming budget.



Mrs. Callahan stated we have reduced counts over the last few years partially due to the implemented programs through Toshiba. For example, using Papercut, the system directs employees to use copy center for high volume projects or making copier/printers rather than desktop or pod printers because these are more cost effective. Additionally, using a fob to scan when you actually print items at a printer helps reduce wasted printing of things not really needed. The printer program as part of this lease agreement has also helped with costs because we removed desktop printers and put them in "pods". These things have helped contribute to an overall reduction in print counts/costs as we were over 455,000 per month previously, but now down to about 400,000 per month. This equates to about 660,000 less prints per year. Mrs. Callahan added this proposal also includes providing all toner supplies for all equipment.

General discussion ensued about print counts and quantities.

### **Approval of tax settlement and exoneration of Upper Burrell and Lower Burrell Tax Collectors from Per Capita and Real Estate taxes**

Mrs. Callahan stated these are summary reports required from tax collectors to report collections for the year of real estate and per capita collections. Our county requires real estate taxes uncollected to be turned over to them after December 31st. Delinquent collection and per capita goes to Collection Service Center. The percentages collected are very similar to prior years.

### **Communications**

None

### **Requests for Use of Buildings**

Mr. Kaczor commented he is surprised that Mother of Sorrows will be using our facilities for track meet.

### **Payment of Bills**

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

### **Comments from Public**

None

### **Acceptance of 10-year Proposals from Biztec/Verkada for Safety and Security Improvements at High School, Middle School, and Bon Air Elementary School and approval of use of Capital Reserve Funds plus any PCCD Competitive School Safety Grant Funds awarded for costs**

The following was presented by the Administrative Team including Carla Roland, Kevin Pasko, Kellie Speer, Mrs. Callahan and Dr. Wagner:

- Overview of Safety and Security in District Buildings
- Required Physical Security Assessment - Pennsylvania Commission on Crime and Delinquency (PCCD); Risk Vulnerability Assessment Team (RVAT) by PA State Police December 2023
- Current Equipment: Separate Management tools and vendors for: cameras, access controls, guest management, environmental sensors; Dated back to 2000 – 2014
- Evaluation Process from January 2022 through February 2024 to make recommendation
- Recommendation: Biztec/Verkada all-encompassing solution for HS, MS, BA
  - Includes equipment, software, installation and warranty on: Security Cameras, Access Control, Environmental/Vape Sensors, Guest Management, Security Alarm System, Mail Management
- Costs and Funding
  - Cost \$1,269,985 for 10 years of equipment, accessories, software, installation, warranty

- Includes 245 Cameras, 56 sensors, 44 Door Access Controls
- Costars state contract/bid
- Funding: PCCD Competitive School Safety Grant Application \$449,336 and Capital Reserve Funds \$820,649
- Reviewed Comparative Data and Other Schools Using Systems

Dr. Wagner summarized the recommendation that we need to upgrade outdated equipment and software. The Lower Burrell Chief of Police and SRO came to the Board Meeting last month to express support. We believe this recommendation enhances security while upgrading and improving efficiency to take a more preventative approach for school safety to protect students.

Solicitor Lee Price stated questions regarding police department and deficiencies should be discussed in Executive Session under exclusion of security and safety.

Mrs. Watson asked about other districts and who in the District uses apps on phones for access.

Nick Carter, Verkada representative explained that in other schools, it is mostly those positions that need to know like SRO, Superintendent, School Safety Administrator, etc. and that it is on a case by case basis for remote access.

Mrs. Watson stated most districts are in the same situation as us. She questioned app access and believes it needs defined and facilitated.

Solicitor Lee Price suggested that discussion should be in Executive Session. He added that FERPA and other legal questions are for Executive Session.

Mrs. Guido asked about installation costs and questioned the cost of the lift rental and label maker for equipment.

Mr. Pasko responded that since it is an all-encompassing solution, the label makers are for the visitor management system at each building. The lift rental is because they are doing all of the camera installs and many of the outside cameras are high on light poles.

Mrs. Watson asked about Biztec vs Verkada.

Nick Carter, Verkada representative explained that Verkada is the manufacturer and they partner with Biztec as the reseller/installer.

Mrs. Key announced Executive Session immediately following meeting for personnel and safety/security.

### **Adjournment at 9:26 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  
March 19, 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 7:44 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, Dr. Gregory Egnor, Director of Student Services and Solicitor Lee Price

Student Representatives Present: None

**Executive Sessions**

March 12, 2024 – Immediately following meeting - Personnel Agenda and Safety/Security  
March 19, 2024 - 7:00 PM - Personnel Agenda

**Approval of Minutes**

Agenda Meeting – February 13, 2024; Regular Meeting – February 20, 2024

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

**Approval of Monthly Financial Reports**

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

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

Mrs. Key stated that Agenda Item 8a2 - Approval of 2024-2025 School Calendar has been removed from agenda for Dr. Wagner to have further conversations with those involved.



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

None

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

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

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

Dr. Wagner recognized:

- Leah McCandless - only girl in Western PA Interscholastic Bowling League to bowl a 300; the Western PA Regional High School Bowling Girls Singles title champion; State competition ranked 15<sup>th</sup>
- LeeAnn Guido received Extra Mile Award for her work with students and families in her workplace; Nominated and awarded by community members
- Mrs. Pagnotta – Mock Trial Team: Journey Wenner, Aubrey Turk, Abby Junod, Ryan Burkett, Mikayla Gorsuch, Maddie Seely, Noah Mayes, William York
  - Journey Wenner won an award from PA Bar Association for Best Advocate for Prosecution, representing the Commonwealth of Pennsylvania
  - Mikayla Gorsuch won an award from PA Bar Association for Best Witness
  - Aubrey Turk won the first annual MVP award chosen by our attorney advisor and Dr. Wagner
- Elizabeth Lagattuta, instructed by Ms. Kala Williams, selected for the PMEA All State Choir; placed 2<sup>nd</sup>

#### **Student Representatives Report**

None

#### **Approval of 2024-2025 School Calendar**

Mrs. Key stated this item has been removed from agenda for Dr. Wagner to have further conversations with those involved.

#### **Summer Work Schedule Information**

Dr. Wagner stated the summer schedule will be 4-day weeks, 10-hour days from June 10 – Aug 2.

#### **Acceptance of 10-year Proposals from Biztec/Verkada for Safety and Security Improvements at High School, Middle School, and Bon Air Elementary School and approval of use of Capital Reserve Funds plus any PCCD Competitive School Safety Grant Funds awarded for costs**

Dr. Wagner summarized the recent meeting discussions and proposals regarding the administrative team recommendation as follows:

- Current systems are outdated systems
- Upgrades necessary to have them under one umbrella
- Have answered many questions about the upgrade recommendation and proposals
- Some discussion about use of system has come up; Board can choose to create a policy around the use of the system if majority believes necessary
- District does not use facial recognition or bio scanning currently
- New Software has ability to use facial recognition when needed to locate students for safety and security purposes
- Would continue to use current practices and procedures of camera system use with this new system
- Board can review these procedures if choose
- Have budgeted funds in Capital Reserve Budget for camera and sensor upgrades
- Proposal cost is \$1,269,000; Recommending use of Capital Reserve Funds and hopefully offset \$449,000 of cost with grant funds if awarded

Dr. Wagner stated she is recommending to proceed with this vendor and this system.

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

DISCUSSION:

Mrs. Watson stated her concern is not money or cost of it but mainly the facial recognition piece. She stated she found controversial things online when searching about facial recognition.

Mrs. Guido stated that from what was explained at the last meeting by the vendor, it is not facial recognition, it is facial identification. It is not searching an outside database for facial recognition and is concerned with her understanding because it is facial detection or identification which is very different.

Mrs. Watson asked Solicitor Lee Price about creating a list to search for students.

Solicitor Lee Price responded yes, the District would have the ability to create that list when looking for a student. He added that in his opinion, if using that internally, it is a legally reasonable use of the system to have that option to identify student who may go missing.

Mrs. Watson agrees with that example in a specific situation such as a missing child; but what if we add other situations.

Solicitor Lee Price stated another use, for example, would be if someone is on site and if there are criminal concerns or protection orders, in order to protect students/staff, the District could look for that person through recognition, but that would be locating someone who is a threat.

Mrs. Watson asked how it is scanning other people's faces.

General discussion ensued regarding facial recognition and how the system works.

Mr. Pasko stated there is no information on the camera system and nothing leaves the campus for facial recognition. All of the information on the cameras stay here. The only thing that will be online, if video feed is transferred to another device. Mr. Pasko added that the only data base that it communicates with is when guests are coming on site during the school day and the guest management system is used.

Mrs. Watson stated there are more things to consider with policy because what we have is not going to work with the newly increased capabilities of this system. She stated we need a policy to say this before the system is used and that way it is public policy.

Solicitor Lee Price stated it sounds like you are saying you want the Board to come up with policies before the system is used. The installation does not mean it needs activated until the policy is in place. The Board can look at it as guidelines or policies, who has access to what, etc. He also reiterated that there is not going to be anyone just sitting looking at cameras.

Mrs. Guido suggested it is the Administrations responsibility to use cameras appropriately. It would be micromanaging Administrators for the Board to decide what the procedures are. It appears we are heading into unrealistic barriers for Administration to use a tool that can be used to benefit the students in the District.

MOTION: **Motion to close the debate**

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



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

MOTION: **Acceptance of 10-year Proposals from Biztec/Verkada for Safety and Security Improvements at High School, Middle School, and Bon Air Elementary School and approval of use of Capital Reserve Funds plus any PCCD Competitive School Safety Grant Funds awarded for costs**

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

DISCUSSION:  
Mrs. Beveridge stated that she wants to discuss a policy at a future time.

Mrs. Callahan added that the installation will not happen until summer so there is time.

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

**Approval of Memorandum of Agreement with Burrell Education Association regarding Summer Credit Recovery Program 2024**

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

**Permission for First Steps Driving School to provide driver training and license test to eligible High School students outside the regular school day and curriculum and at no cost to the District**

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

DISCUSSION:  
Mrs. Guido asked for clarification on concerns about why the school district has to sign off on this when the person running the driving school has no connection to the District.

Solicitor Lee Price believes that regulations by PennDOT designate the school district as a data gathering agency for them since they are students within our District.

Dr. Wagner asked Solicitor Lee Price to confirm that this is not putting the District at any risk.

Solicitor Lee Price responded no, the District is only responsible for maintaining the documents.

Mrs. Schager asked if this has been done like this for prior years.

Dr. Wagner stated yes, we have been doing this and needed to file a report at state level.

Solicitor Lee Price stated the question is if the Board wants to authorize so that this school can teach to the students to drive who live in our District.

General discussion ensued about the paperwork that the District has, who it pertains to and what exactly the Superintendent is signing off on.

Mrs. Key asked if the District also signs off on OVR license people.

Dr. Wagner responded no.

Mrs. Schager asked if we know anything about the instructors and if they are qualified.



Dr. Wagner responded yes, they are listed as driver education instructors and she has access to see that information on the State TIMS site. The instructors also provided clearances.

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

**Permission for Kala Williams to chaperone one High School choir student to All-State Choir in Erie, PA, April 17-20, 2024**

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

**Approval of Agreement with Melinda Kulick, Independent Contractor for Technology Services**

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

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

**Adoption of Westmoreland Intermediate Unit's Policies, Procedures and Use of Funds (Attachment 3-6)**

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

**Approval of K-12 Guidance 339 Plan for 2024-2027**

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

**PERSONNEL: Approval of Personnel Log dated March 19, 2024 (Attached)**

MOTION: Motion by: Mrs. Guido Seconded by: Mr. Kaczor  
VOTE: Roll Call: All in Favor except Mrs. Watson voted NO on Professional Conference #1 and  
Mrs. Key abstained for Classified #1 Motion Carried

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

None

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

Mrs. Watson commented that Senator Lindsey Williams reported about underperforming cyber charter schools.

Dr. Conway sent out information about safety for bus drivers during the eclipse.

Mr. Rice, WIU representative, provided a Board Appreciation Token to Mrs. Watson as the WIU Board representative.

Mr. Rice reported:

- Career Fair at St. Vincent on April 25
- School Safety and Security Symposium on June 12

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

Mr. Deiseroth reported:

- Hearings regarding proposed state budget plan

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

#### **Approval of budgetary transfers (Attachment 3-7)**

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

#### **Acceptance of Proposal from Presidio for Zscaler K12 Internet Access and Web Security (Attachment 3-8)**

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

#### **Acceptance of Proposal from WIU for SentinelOne for endpoint protection platform (Attachment 3-9)**

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

#### **Acceptance of Proposal from ePlus Technology, Inc. for Cisco Switch Maintenance for period July 1, 2024 through June 30, 2025 (Attachment 3-10)**

<u>MOTION:</u>	Motion by: Mr. Kaczor	Seconded by: Mrs. Beveridge
<u>VOTE:</u>	Roll Call	Motion Carried

#### **Approval of Extension of Contract with Crown Castle Fiber for Leased Lit Fiber Transmission Service for period July 1, 2024 through June 30, 2029**

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

#### **Acceptance of Proposal and Approval of Contract with Communications Consulting, Inc. for Purchase of Firewall, Licenses, and Installation for period July 1, 2024 through June 30, 2027 (Attachment 3-11)**

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

#### **Acceptance of Proposal from Cloudcast Computing/Synaptic Systems for Switches July 1, 2024**

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

**Acceptance of Proposal from Toshiba Business Solutions for Copier/Printer Services and Approval of Lease with Maintenance Agreement for 60-month period**

Mrs. Callahan explained that her recommendation is to accept the proposal to enter into another 60-month lease for copier equipment, service and supplies for all copy and print equipment with Toshiba. This lease provides 19 new large copiers District wide and maintenance on all of the printers throughout. It also provides two free Docuware users licenses and reduces overall lease costs by \$9,987 per year to help with the budget.

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

DISCUSSION:

Mrs. Guido asked about timing and will this be after the end of current agreement.

Mrs. Callahan responded that the 60 months will begin when the new equipment is in place. She estimated that it will begin within 2 months.

VOTE:      Roll Call      Motion Carried

**Approval of tax settlement and exoneration of Upper Burrell and Lower Burrell Tax Collectors from Per Capita and Real Estate taxes (Attachment 3-12)**

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

VOTE:      Roll Call      Motion Carried

**Acceptance of Proposal from ePlus Technology, Inc. for UPS Battery Backups July 1, 2024 (Attachment 3-13)**

Mrs. Callahan stated this item is for the purchase of UPS Battery Backups for the District for 2024-2025. As an E-rate eligible item, the District will pay only 40% of the cost.

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

VOTE:      Roll Call      Motion Carried

**Communications**

None

**Requests for Use of Buildings (Attachment 3-14)**

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

VOTE:      Roll Call      Motion Carried

**Payment of Bills (Attachment 3-15)**

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

VOTE:      Roll Call: All in Favor except Mrs. Guido abstained from check #88887903      Motion Carried

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

None



## Comments from Public

None

**MOTION:**      **Motion to actively review and update current policy for safety and security improvement updates within the District as needed for something to consider by August.**

Motion by: Mrs. Beveridge      Seconded by: Mrs. Watson

Mrs. Beveridge indicated that she wants to ensure students have an appropriate level of confidentiality. She suggested that Administration have a guide for things such as how information is used by police, what are they getting and how, and what is their access to our new system. She suggested consideration for how long we keep recordings in cloud and definitions to clarify and specify using consistent vocabulary. Mrs. Beverage also asked if we need to consider a risk management impact within the document. She suggested that the District needs to consider who will have access, how and why. She added that she believes it is important to limit access and keep child's face private and securities for safety.

Mrs. Beverage stated that she is frustrated that we were having a technology discussion with the technology vendor here to answer questions and it became policy discussion. She added that she believes the Board needs to be involved and implement policy since that is part of their roles, but without micromanaging Administrators.

Mrs. Watson asked Dr. Roland to clarify the definitions of facial recognition and/or facial detection.

General discussion ensued about the system and how to use it to find people.

Mrs. Beveridge stated she is asking for policy and that the goal is to keep the students safe so policy should not include anything that could potentially make the system less safe.

Board consensus was not to vote on this motion. Board members directed Dr. Wagner to begin this process so they can consider information over the next few meetings.

## Adjournment at 8:44 PM

**MOTION:**      Motion by: Mr. Kaczor  
**VOTE:**        Roll Call

Seconded by: Mr. Vinkovich  
Motion Carried



Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT  
BOARD MEETING - BUDGET WORKSHOP MINUTES  
March 26, 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 7:12 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, Dr. Gregory Egnor, Director of Student Services and Dr. Autumn Turk, Director of Curriculum and Development

Student Representatives Present: None

**Comments from the Public - Agenda Only**

None

**Approval of Revision of 2023-2024 School Calendar**

Dr. Wagner discussed the current calendar and April 8<sup>th</sup> which is the day of the solar eclipse. She is concerned with student safety regarding eyes and transportation during the solar eclipse. She stated she researched what other districts are doing and some are dismissing very early, some are having a flexible day and some are not having school.

Dr. Wagner stated our early dismissal is usually 2 hours so that does not necessarily work for the safety issue.

Dr. Wagner stated she is recommending to have no school that day. The Pennsylvania Department of Education stated we can treat this as a weather emergency day and we will still meet the required hours.

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



## **Budget 2024-2025 Draft – Information**

Mrs. Callahan presented the Draft General Fund Budget for 2024-2025 as follows:

- Reviewed ESSERS and ARP ESSERS Funding details including uses 2021-22 through 2023-24
- Budget Revenue \$36,312,530 and Expenditures \$36,683,180 leaving Deficit \$-370,650
  - Includes 4.5 mill Real Estate Tax increase
  - Includes use of \$890,000 Fund Balance for technology equipment \$169,860 and K-8 ELA Curriculum Adoption \$419,509 and Budgetary Reserve \$300,000
- Expenditures - Largest category increases: Health Insurance Benefits and Special Education/Student Tuition Costs
- Expenditure Details costs, increases and explanation of each of the following budget areas:
  - Salary/Wages, Insurance Benefits, Retirement Contribution Debt Service/Bond Payments, Building Budgets, NWCTC costs, Cyber/Charter School Tuition, Special Placement Tuition, Special Education Services, ESOL, Psychologist Services, Social Work Services, Safety/Security, Other Services
  - Athletics, Transportation, Facilities Maintenance
  - Detailed Evaluation of Historical Data on Tuition and Special Education including number of students and number of educational aides
- Revenue – Local Revenue, State Revenue, Federal Revenue reviewed total, increase and changes of each
- Real Estate Tax Review
  - No increase in overall District assessed value past several years; now at 2015-16 level
  - Large decrease due to commercial property appeals decreased tax revenue \$-632,400
  - Tax Increase 4.5 mills = 4% increase; \$103.50 increase to average homeowner
- Basic Ed and Special Ed Review
  - Increase budgeted at 50% of Governors proposed budget for Basic Ed
  - Reviewed historical data and explained reasoning
- Budgeted expected State PCCD Grant funds for safety and Mental Health
- Federal Revenue decrease
  - No more ESSERS Funds – Decrease of \$884,866
- Fund Balance Review
  - Estimated revision to Committed Fund Balance
  - Estimated Ending Fund Balance \$1,719,815 or 4.7% of expenditures – only if can eliminate budget deficit
- Discussed Next Steps – Administration will keep working to try to reduce deficit by cuts/adjustments, review additional months of revenue for estimates, look for other reallocations and/or changes. Present Proposed Final at May meeting with changes and then Final Budget at June meeting with additional changes.

## **Budget 2024-2025 Discussion**

General discussion ensued regarding budgeted use of funds, Real Estate Tax increase and deficit.

Mrs. Watson asked for additional information and clarification on Health Insurance Cost increase.

Mrs. Beverage expressed frustration with PSERS rate expected to increase further.

Mr. Kaczor and Mr. Vinkovich explained NWCTC costs and construction/facilities upgrades needed there.

Mrs. Watson asked Dr. Egnor to explain more information about Special Education and Placements and transient population.

General discussion ensued about the services and positions that have been necessary for our students the last few years that have been funded through ESSERS. The students still have these needs both academically and social/emotionally so we are trying to include the supports needed. Discussed these costs and positions in detail. Discussed the elementary coaching positions, Behavior Specialists, and Dean of Students needed.

General discussion ensued about grant funds budgeted for Armed Guard Position and Behavior Specialists.

Mrs. Guido suggested a residency audit.

Mr. Kaczor suggested increasing taxes further to help offset future costs and potential facilities needs.

Mrs. Callahan suggested considering increasing tuition rate for non-resident students to generate additional revenue.

### **Comments from the Public**

*Leslie Walton*

- *Requested information on Middle School Swim transportation to Kiski*
- *Requested information on status of the pool*

Dr. Wagner responded yes, there will be transportation since the co-op is for grades 7-12.

Dr. Wagner stated we have quotes for the boiler movement/fencing, but the Board asked her to look into the variance issue and other repair costs so we are waiting on additional information but it must be completed before July 31.

Mrs. Callahan added that the Capital Reserve Budget for 2024-2025 will be discussed at the meeting in May and/or June to determine if additional funds need to be planned for pool repairs but the current year includes \$40,000 available for pool improvements.

### **Adjournment at 9:27 PM**

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



Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/mls