

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
April 9, 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, Dr. Gregory Egnor, Director of Student Services, Dr. Autumn Turk, Director of Curriculum and Development and Solicitor Andy Evankovich

Student Representatives Present: None

Executive Sessions

April 9, 2024 - Immediately following meeting - Personnel Agenda

April 16, 2024 - 7:00 PM - Personnel Agenda

Approval of Minutes

Agenda Meeting – March 12, 2024; Regular Meeting – March 19, 2024; Budget Workshop – March 26, 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

Approval of 2024-2025 School Calendar (Attachment 4-1A)

Dr. Wagner reported the School Code recently changed so schools are no longer required to have 180 days of instruction as long as districts are meeting the required number of hours. She stated last month we had a conversation about our faculty having some time without students for collaboration and planning.

Dr. Wagner presented the recommended School Calendar with 8 days for faculty collaboration and planning. She reviewed the details of the calendar including the first day of school on August 28 and the last day of school on June 4 as a full day of school.

Dr. Turk added that Graduation would be held on June 5 even though the students last day is June 4.

Dr. Wagner stated that she believes the adjusted schedule is necessary for our teachers and will make us more effective as a District. It is cost effective because it allows the additional days of teacher work without an additional cost.

Dr. Wagner stated it is a representative of information from the teacher's union and Curriculum & Instruction Committee. She added that she is still checking on a few things.

Ms. Shank asked how many days each quarter will be.

Dr. Wagner stated they will divide the days equally for the quarters.

Dr. Turk added that without the early dismissals, it is actually about the same number of instructional hours.

Mrs. Guido asked if this has this been run by any parent advisory groups. She thinks that the perception will be seen as less instruction, so that coupled with a tax increase could be an issue. She thinks we need to explain and share it widely. Mrs. Guido stated she is not saying don't move forward, but be prepared for potential backlash because of childcare. We need to have the facts outlined and explain how it benefits people in the District. It needs to be communicated well.

Dr. Turk stated that 93 teachers provided feedback about how the time could be used and it was looked at with thoughtful consideration.

Dr. Wagner stated that the proposed Calendar includes 171 student days.

Mr. Kaczor asked if the Board could approve the calendar tonight so families have the information.

Dr. Wagner stated she needs to be able to show evidence to the Board and community of how this has positively impacted our growth and PLC process.

Mr. Kaczor stated it will help teachers having time to go over things.

Mrs. Watson asked how it impacts classroom aides.

Dr. Turk responded that some of the time/days could be used for trainings.

MOTION: Motion to approve the 2024-2025 School Calendar

Motion by: Mr. Kaczor

Seconded by: Mr. Vinkovich

VOTE:

Roll Call: All in Favor

Motion Carried

Approval of Clinical Affiliation Agreement with Carlow University to provide clinical practicum experience for College of Health and Wellness students

Dr. Wagner explained this agreement will be for Speech Language Pathologists to do “student teaching” in a sense. We will have two full time teachers who can provide the work with the Carlow students.

Dr. Egnor added they will have the ability to work with students therapeutically so this provides some additional processes and time to put things in place.

Mrs. Guido asked is there a specific person in mind or is this agreement just setting up the opportunity.

Dr. Egnor responded both. There are two in line for next year and to set up the ability for the future.

Mr. Kaczor asked if there is any cost to the District.

Dr. Wagner responded that there is no cost.

Approval of Non-Resident General Education Tuition Rate at \$4,500 effective 2024-2025 school year

Dr. Wagner recommended to increase the tuition rate for non-resident students to \$4,500. She reviewed the history of the program and the number of students. It is budgeted as revenue so this could help with the budget deficit.

Mrs. Key asked how our rate compares with other districts.

Dr. Wagner stated most districts do not accept tuition students, but if they do, they use the state tuition rate which is typically prohibitive.

Mrs. Callahan stated the state rate secondary is just under \$14,000.

Mrs. Schager asked about the full-time teacher’s discount.

Dr. Wagner stated the Board policy indicates teachers receive a 50% discount for children to attend as tuition students and for Act 93 Administrators, there is no cost.

District Physical Space and Facilities Study Information

Dr. Wagner presented some information to the Board regarding District facilities as follows:

- Have not done any reconfiguration/restructuring since 2011
- Reviewed declining enrollment, increased academic, social emotional and behavioral needs
- Infrastructure and condition of buildings
- Changing workforce needs and educational trends and mandates
- Reviewed capital improvements that have been discussed since 2018 and what has been done since then
- Items still outstanding from prior list: Bon Air Paving, Pool Issues, High School Boilers, Stewart Flat Roof

- Facilities Review by architects in 2024 indicate the following additional needs: HS, BA and ST Boilers and HVAC upgrades, Air Conditioning at all buildings; High School paving; High School Auditorium roof; Stewart roof and brick/masonry, Pool issues
- Presented various concepts to consider moving forward:
 1. Close ST; BA K-4 (add cafeteria); HMS 5-8; HS 9-12
 2. Close ST; BA K-5 (Add cafeteria and 7 classrooms); HMS 6-8; HS 9-12
 3. Continue with all 4 buildings and renovate ST
 4. Demolish part of ST and put K and Admin; BA 1-5; MS 6-8; HS 9-12
 5. Close ST; BA K-4; MS 5-8; HS 9-12
- Reality - we can fit all students into 3 buildings (HS, MS, BA) now

Mrs. Beveridge asked how many can fit in Bon Air for lunch and do they have overlapping students.

Mrs. Callahan stated Mrs. Mlinarcik can speak to that issue.

Mrs. Mlinarcik stated there are about 200-220 students that come through for breakfast and they have to go through students needing "assistance" opening cartons, so that is tight for breakfast and lunch. The little ones have issues with their last name, issues with pin pad, etc. She stated all hands are on deck for their meals so it is unlikely we would be able to fit any more than one grade level in the current cafeteria for meals.

Dr. Wagner reviewed:

- Cost Estimates for 5 different concepts reviewed

Mr. Kaczor asked about growth and would there be room.

Dr. Wagner responded probably not as much as we would like.

Mrs. Watson asked about air conditioning at the High School and the age of the boiler system.

Dr. Wagner believes we should have air conditioning now that there is air conditioning pretty much in all homes. These buildings have aging boiler systems and HVAC systems that need addressed regardless. She reminded them that the univents and boilers have not been updated.

General discussion ensued regarding concepts and cost estimates.

Dr. Wagner added that the Architect has stated that they are comfortable with 3 buildings even if the Pennsylvania Department of Education projections show an increase in enrollment. The projects are not typically accurate.

Dr. Wagner reviewed Planning for funding:

- Explained the Facility Improvement Grant
- Reviewed prior Middle School Air Conditioning Project that was bid but not implemented

Mr. Kaczor suggested that there will be a cost savings with closing Stewart. He also suggested that adding houses and/or condos to that property would generate additional revenue. He asked what is the cost of a bond issue of about \$20 million. He believes we will need to do something and thinks we need to continue to discuss and come to a decision and do something sooner rather than later. He added that we need to know if Board members are supportive or against it.

Mrs. Guido stated she is curious about discipline with 5th graders. She struggles with 5th grade being at the Middle School but is also concerned with them being with younger students. She suggested consideration of a Kindergarten center in a renovation area so they would be separated from 4th and 5th graders. She opposes a 7th-12th grade High School and would not be willing to consider that option.

Mrs. Watson stated she leans with Mrs. Guido because she has concerns with kids of age ranges mixing.

Dr. Wagner stated faculty and staff seem to be most in agreement with a K-5 building.

Mrs. Schager stated it is sometimes necessary to pick and choose what you can afford, so air conditioning may be out.

Mr. Kaczor suggested looking at the differences between the Boiler HVAC updates compared to AC costs.

Mrs. Key stated she was at Stewart on Friday and almost every room she went into she saw leaking on walls. There was also a smell of must in the walkway and certain areas. She understands that it has inspections and is cleared, but it seems like it may be unsafe in that environment.

Ms. Shank asked does everyone agree that #3 and #5 are NOT even to be considered.

Most stated yes and there was a general consensus that #4 should not be considered either.

General Board consensus that ideas interested in reviewing further for consideration are #1 and #2 or some variation of these.

Dr. Wagner stated we will need to continue with the grant discussion to determine what the Board would support for application. We may want to consider applying for the High School Boiler/HVAC and AC update since the equipment is the oldest.

General discussion ensued about potential options and costs.

Board members agreed that further discussion is needed and will continue at next meeting.

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Agreement with Assist Services, LLC to provide supplemental student transportation services for period August 1, 2024 through July 31, 2025

Dr. Egnor stated this agreement is to help support transportation because with bus driver shortage and with the number of changes that happen throughout the year such as foster, homeless and special education, additional transport services are needed. In the past few years, we have not been able to provide transportation on occasion and that leaves us vulnerable to liability. This vendor hires drivers to drive their own vehicles to transport students. Vehicles are insured by the company, people are hired and cleared by the company. There have been many situations where getting transport set-up can take a week or more so rather than not being able to transport and be liable for the educational costs, this could help in these interim situations.

Dr. Egnor stated he reviewed this agreement with the Special Education Solicitor and reviewed the W.L. Roenigk transportation agreement and this does not violate it since it would be supplemental to their agreement and used when they cannot provide services due to issues such as no driver.

Mr. Kaczor asked what happens if the vendor cancels a run. He thinks there should be some kind of reimbursement. He stated insurance clause looks fine. He does not agree with paying the full cost if we cancel and that we should not have to pay a surcharge.

Approval of Agreement with Westmoreland County Student Assistance Program for 2024-2025 school year

Dr. Egnor stated this is a yearly agreement. It outlines what the county does and what the District does. The county now provides a full-time dedicated liaison to every school district. The liaison is employed by

Westmoreland Casemanagement and Supports, Inc. He added having a dedicated liaison is helpful to the District.

Approval of Memorandum of Understanding with Westmoreland County Children's Bureau for transportation procedures and Approval of Transportation Plan

Dr. Egnor stated this agreement is done every 3-5 years as required by the Children's Bureau Agencies to try to ensure educational stability for children going into custody of the Bureau. In recent years, there has been significant focus on keeping them stable in their education and school. The difficulty providing transportation allows us to look to the county to help with the transportation when there is a change in foster placement or homes.

Mrs. Guido asked if they cover the cost.

Dr. Egnor responded yes, when we need to use them.

PERSONNEL: Approval of Personnel Log dated April 16, 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

Budgetary Transfers

Food Service Department Information

Mrs. Callahan asked our Food Service Director Megan Mlinarcik to provide information on the Food Service Department and on the Community Eligibility Provision recommendation.

Mrs. Mlinarcik stated she has now been here in her role as Food Service Director for about a year and has spent time getting to know the students and staff. Most of the Food Service staff have students here and really seem to care about the food they put out for the kids.

Mrs. Mlinarcik presented the following:

- NSLP Breakfast and Lunch Program – components
- Meal Pattern requirements
- Reimbursement for meals

Approval of District-wide Community Eligibility Provision (CEP) effective 2024-2025 school year

Mrs. Mlinarcik presented the following CEP information:

- CEP allows access to free breakfast and lunch for ALL Students
- Identified Student Percentage (ISP) must be 25% or greater (recently changed from 40%)
- BSD ISP as of April 1, 2024 is 39% making us eligible to participate
- Federal reimbursement is received for CEP based on a calculation
- The District must be able to sustain the program using other non-federal program funds such as profits from a la carte, adult meals, and catering sales
- Provided calculations showing the estimated revenue from CEP vs. without CEP as well as estimated monthly profit from non-federal program funds

Mrs. Mlinarcik stated the recommendation to move toward CEP has the following impact on the families: Helps with food insecurity; Promotes equity by eliminating out of pocket costs for some families; Eliminates school meal debt; and Provides students with necessary nutrition to support learning.

Mrs. Callahan added that we also looked at other things that could potentially be impacted and found that there really are no substantial negative impacts on items such as Title I funding, E-Rate funding, Economic status reporting, and Fee waivers/reductions.

Mrs. Callahan stated there are other schools in our area that currently have CEP: Allegheny Valley, Gateway, Highlands, Kiski, New Ken, Derry, Greater Latrobe, Greensburg Salem, Jeanette, Ligonier Valley, Monessen and Yough.

Mrs. Callahan stated she believe this is a benefit to the families of our District, especially for families who have been just right over the limit of qualifying for free meals. A lunch every day for one student in the High School would cost nearly \$500/year and in the Elementary schools nearly \$450/year so it is a substantial savings for families and students will be getting a balanced/nutritious meal as Mrs. Mlinarcik has shown.

Mrs. Watson asked about breakfast. She doesn't agree with the grains being the main components and asked who does she talk to about that. Mrs. Watson suggested full breakfast meals like eggs, etc.

Mrs. Callahan responded it is a NSLP program through USDA.

General discussion ensued about the federal government controlling the meals.

Mrs. Mlinarcik stated she can provide additional information from the Department of Food and Nutrition and USDA if needed.

Award bids for purchase of Janitorial and Athletic Supplies for 2024-2025 fiscal year

Mrs. Callahan explained that for the purchase of supplies that are used to clean our facilities and the multiple supplies needed for our Athletic teams for the year, we follow the school code requirement for a formal bid of groups of like items costing more than \$23,200. The Facilities Director and Athletic Director are responsible for determining the needs for their department and the items and quantity to be bid. The total for 2024-2025 janitorial is \$76,567 for 46 different items, which is about \$21,900 more than the prior year bid. The total for athletics is \$32,768 which is a decrease of about \$5,200 from last year. The summary bid list includes the vendors and amounts.

Award bids through Westmoreland Intermediate Unit Joint Purchasing Consortium Board for Multi-Purpose Paper for 2024-2025 school year

Mrs. Callahan stated that we join with other school districts in the county for purchasing of paper for the school year in order to obtain bulk pricing because we typically order more than \$23,200 worth. Our needs have decreased but the cost has also decreased from the prior year. The bid tabulation shows that Contract Paper was the lowest bid for white paper at a cost of \$29.19 per carton. Last year the cost was \$36.76. The total cost for the District will be \$21,017.

Adoption of 2024-2025 Westmoreland Intermediate Unit General Operating Budget

Mrs. Callahan stated the WIU Budget shows total expenditures of \$7,722,872 which is an increase of \$500,289 or 6.9%. Revenue from Member Districts totals \$240,225 which is an increase of \$48,540 or 25%. Burrell School District Contribution amount is \$9,428 which is \$1,824 over prior year budget.

Permission to discard obsolete equipment

Mrs. Callahan explained the request to discard equipment. Board Policy 706.1 governs how the District gets rid of unusable or unwanted equipment and items. The policy requires the Board to approve the recommended disposal lists. The Board has been provided with some items for disposal. As Interim Athletic Director, Mr. Ferra found several old uniforms that are not usable that we would like to dispose of. Facilities Director John Rowe is recommending that we get rid of an old dump truck and tractor, which is being recommended for sale.

Permission for Administration to sell Ford F350 Dump Truck and Ford F1700 Tractor through negotiated sale and/or sealed bid after public posting on District website and solicitation of bids

Mrs. Callahan stated according to the Board policy, since these facilities equipment items have substantial value, we are recommending the sale of the items so that the funds can be used for other resources needed. Information regarding the 2 items was provided. She explained that Board policy permits negotiated sale and/or sealed bids. Because there is a chance that District related people may want to have an opportunity to purchase these items, Mrs. Callahan recommended sealed or emailed bids. She stated her recommendation would be that we put the information on our website with a deadline and people can submit an offer for the purchase of the equipment and we would accept the highest offer.

Approval of Resolution Transferring Designated Fund Balance

Mrs. Callahan stated that this transfer was part of the budget discussion at the meeting in March. Mrs. Callahan recommended moving around some of the committed funds the District has set aside to better suite the current or upcoming needs. Mrs. Callahan will prepare a formal resolution for Board consideration next week.

Communications

None

Requests for Use of Buildings

Mrs. Callahan stated that Interim Athletic Director Brian Ferra, requested the Board discuss the request for Springdale High School to hold football games here next year. Mr. Ferra is recommending that we charge them only for any costs we incur such as staff pay and security and not charge rental fees since this is more of an exchange between districts who have a temporary need. This is similar to what has been done in the past with other school Districts regarding use of pools, track, etc. when a District has a temporary need due to repair or construction.

Mr. Kaczor asked if Burrell School District students can attend at no charge.

Mrs. Guido suggested that could cause a problem.

Mrs. Beveridge asked why their field is unplayable.

Mr. Ferra answered that they are having work done on their field. He stated our football team will be at away games during these events.

Payment of Bills

Additions to Agenda (Agenda Meeting only)

None

Comments from Public

John O'Neil, tax payer, retired employee

- *Complimented Mr. Kaczor for his knowledge of business and technical items and for doing good job for the District*
- *Questioned if the Board can reopen the contract for the \$1.2 million project for security and cameras to exclude a building that may be closing.*
- *Expressed concern for those eligible for free meals and urged the Board to consider them when making decision about renovations and the cost.*

Mr. Kaczor responded that Stewart was not included in that \$1.2 million project safety and camera project.

Mrs. Guido stated she ran into Susan Tarasevich and she was very complimentary about working with Burrell School District.

Adjournment at 9:55 PM

MOTION:

Motion by: Mrs. Beveridge

Seconded by: Mr. Vinkovich

VOTE:

Roll Call: All in Favor

Motion Carried



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
April 16, 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 7:31 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, Mrs. Nikki Watson, Mrs. LeeAnn S. Guido, Mr. Rick Kaczor, Mr. Tom Deiseroth, Mrs. Jean Schager and Mrs. Pam Key

Board Members Absent: Ms. Tricia Shank

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

April 9, 2024 – Immediately following meeting - Personnel Agenda and Student Confidentiality and Assessment Appeal

April 16, 2024 – 7:00 PM - Personnel Agenda and Student Confidentiality

Approval of Minutes

Agenda Meeting – March 12, 2024; Regular Meeting – March 19, 2024; Budget Workshop – March 26, 2024

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

Approval of Monthly Financial Reports

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

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| <u>MOTION:</u> | Motion by: Mr. Kaczor | 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:

- Burrell School District has been selected for a Best Communities for Music Education Award for the 8th consecutive year; Thanked Mr. Huemme
- Riley Anthony and partner on Team Iceburgh – Pittsburgh Penguin Tech CGI Company competition event. Mr. Kariotis worked with her as well. CGI team selected their team as winner. Won \$5,000 for Burrell High School upgrades. Riley is working with Dr. Boylan to consider updates for WBUC and Drama Club; Congratulated Riley
- Alex Platt – composing his own music, doing an independent study with Mr. Pagnotta. He was selected to perform with Pittsburgh Symphony Orchestra at Heinz Hall; He is very talented and will be attending Pitt Greensburg to major in composition

Student Representatives Report

School Calendar 2024-2025 Information – Board Approved April 9, 2024

Dr. Wagner stated it was approved last week.

Approval of Clinical Affiliation Agreement with Carlow University to provide clinical practicum experience for College of Health and Wellness students

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

Approval of Non-Resident General Education Tuition Rate at \$4,500 effective 2024-2025 school year

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

District Physical Space and Facilities Study Information

Dr. Wagner presented some additional information from last week

- Reviewed District spaces and looked at architect facilities study last week
- Provided details about Public School Facility Improvement Grant Information
 - Explained eligible projects and evaluation criteria - May 31 deadline
 - Restriction when apply for multiple school buildings – can only be one category
 - Must have 3 estimates at minimum
 - Architect will work with us to try to get estimates
 - Anticipated award in fall of 2024
 - Total of \$100 million to be awarded
 - Maximum amount \$5 million
 - Must have 25% of cost on hand
- Reviewed history of building and year of construction and renovations

- Discussed 5 concepts last week and the Board favored #2 (K-5 at Bon Air and close Stewart) but also will consider #1 (K-4 at Bon Air 5-8 at Huston Middle School)
- Reviewed concepts with what items could potentially apply for grant and costs
- Dr. Wagner had concerns with the High School having the oldest HVAC equipment

Mrs. Callahan discussed bond issue estimates. She provided a summary of various borrowing amounts and the payment costs and the tax millage impact as follows:

- Bond Issue: \$5 million: annual payments \$207,000 = 1.4 mills of taxes
- Bond Issue \$10 million: annual payments \$400,000 = 2.6 mills of taxes
- Bond Issue \$20 million: annual payments \$925,000 = 6.1 mills of taxes

Mr. Kaczor asked about doing Boilers and HVAC equipment upgrade but possibly doing air conditioning later.

Dr. Wagner responded that she asked HHSDR to provide estimates with everything separated so we can see that information to make a decision on what to apply for.

Mrs. Schager suggested she likes the idea of having grade 5 at Middle School because of the cost.

Mr. Kaczor suggested that the Board consider treating this like our homes and doing what is needed.

Mrs. Guido stated she could not support a \$20 million project at this point. She expressed concerns that the heating and ventilation at High School should probably be the priority because there were some issues this past winter. She added that we can fit our students in the 3 other buildings – even if uncomfortably, so she supports that idea.

Dr. Wagner suggested another option would be to consider obtaining \$10 million in bonds, apply for the grant and do the High School and if we get the grant, other funds would be available.

Mrs. Guido suggested that High School first makes sense with the age of the building equipment and the needs, but we still have to evaluate the other options to come to some decision.

Mrs. Watson advocated for closing Stewart and having K-5 at Bon Air with addition. She is concerned with putting additional students in Bon Air without having enough space and she does not want to advocate for grades 5-8 at the Middle School. She does not want Bon Air students to have to eat in the gymnasium - they have already gone through those types of things during Covid.

Mrs. Guido suggested we could expand the cafeteria at Bon Air now and then add classrooms at a later date.

Mrs. Key stated she does not advocate for 5th grade at Huston Middle School. She thinks logistically they won't be really separated from older students and she is not comfortable with that. She thinks it will be difficult with scheduling for teachers.

Mrs. Schager stated scheduling will be hard no matter what way you do it even with K-5 at Bon Air.

Mrs. Key stated that having grades 4 and 5 at Bon Air seems better.

Mrs. Schager stated that putting 5th grade at the Middle School really lowers the costs. She asked what happens if we keep increasing millage and people move out.

Mrs. Watson agrees with not wanting to increase taxes more for just one option, but these things have long term affects. If spending the money anyway, should do the preferable choice - not just do what saves money.

General discussion ensued about raising taxes and concerns for our taxpayers.

Mrs. Guido again expressed her concerns with an issue at High School mid-year with Boiler and/or HVAC.

Dr. Wagner suggested maybe that is the reason to build a grant for the boiler and HVAC at the High School.

Mr. Kaczor asked why it wasn't considered to put 8th grade at the High School.

Mrs. Callahan responded that 8th grade will not fit at the High School without an addition, but 5th grade will fit at Huston Middle School without an addition.

Mrs. Key asked what do the teachers favor.

Dr. Wagner responded that mostly teachers favor K-5 at Bon Air.

Mr. Kaczor asked if anyone else has opinion so that all Board members are heard.

Mr. Vinkovich suggested to apply for grant to see if they get it.

Mrs. Beveridge suggested there are also soft costs/hidden costs that we are not even talking about and she has concerns. She asked Mrs. Mlinarcik about grades 5-8 at Middle School and the impact on food.

Mrs. Mlinarcik responded that she would likely have to follow K-8 model so there may be changes to calories and grains in meals.

General discussion ensued about 5th grade being at Middle School for a transition period.

Mrs. Guido suggested we do one grant application for High School.

General discussion ensued about applications.

Mr. Deiseroth suggested proceeding with boilers, HVAC and air conditioning at High School.

Mrs. Beveridge asked about bonds and are we locked in if we do not get any grant funding.

Mr. Kaczor stated we still need to do something so we should proceed with bond issue regardless.

Mrs. Callahan explained that we will have to commit to have the funds in order to apply for the grant so that will need to happen in May since the grant is due by May 31.

General discussion ensued about having a special meeting in May.

Mrs. Watson asked about tax increase and how it is impacted.

Mrs. Callahan explained that when we issue bonds, we have to make annual payments. These payments increase the expenditures each year so we need to raise taxes in order to cover the payments.

Mrs. Schager asked if it is this year.

Dr. Wagner suggested a special Board meeting be held early in May to continue the discussion so we can proceed with the grant.

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Agreement with Assist Services, LLC to provide supplemental student transportation services for period August 1, 2024 through July 31, 2025

Dr. Egnor explained this agreement. He responded to questions from the prior week about the vendor charging when there is a cancellation of a run. He added that the vendor stated they will not change. Their policy states that cancelation includes charges, but they have steps in place to try to avoid that.

Solicitor Lee Price added that their business hour window starts at 6:00 AM.

Dr. Egnor stated the typical pick up is around 7:00 or 8:00 AM. If accepted they share a procedure and phone number that the parent can call to help avoid cancellation fee.

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|----------------|---|----------------------------|
| <u>MOTION:</u> | Motion by: Mrs. Guido | Seconded by: Mr. Vinkovich |
| <u>VOTE:</u> | Roll Call: All yes except Mr. Kaczor voted NO | Motion Carried |

Approval of Agreement with Westmoreland County Student Assistance Program for 2024-2025 school year (Attachment 4-6)

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

Approval of Memorandum of Understanding with Westmoreland County Children's Bureau for transportation procedures and Approval of Transportation Plan

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

Approval of Settlement Agreement and Release

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

Solicitor Lee Price stated this agreement is related to an educational placement of a student.

PERSONNEL: Approval of Personnel Log dated April 16, 2024 (Attached)

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

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

Mr. Vinkovich stated they received a grant for educational equipment of about \$85,000 for nursing students which included a human doll to simulate a real person for training purposes.

Westmoreland Intermediate Unit Report - Mrs. Watson

Mrs. Watson asked Mr. Rice to share information.

Mr. Rice reported:

- April 25th is Career Fair from 10:00 AM-6:00 PM at St. Vincent College
- June 12th Safety Symposium 8:00 AM-4:00 PM at St. Vincent College
- Lead Westmoreland Summer Session – Dr. Turk

PSBA Liaison Report - Mr. Deiseroth

Mr. Deiseroth reported:

- Student teacher stipend program had many applicants
- Next Tuesday Election Day

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers (Attachment 4-7)

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

Food Service Department Information

Mrs. Callahan stated last week Megan Mlinarcik, our Food Service Director, presented information about our Food Service Department including the strict nutritional guidelines and meal components set forth by the NSLP. She also provided some tasty samples of some of the actual items meeting guidelines and creatively using certain items that must be served.

Approval of District-wide Community Eligibility Provision (CEP) effective 2024-2025 school year

Mrs. Callahan stated that Food Service Director, Megan Mlinarcik also provided detailed information about the Community Eligibility Provision (CEP). This is the program that allows free breakfast and lunch meals for all students. She explained the Identified Student Percentage (ISP) and minimum requirements that our District now meets due to a change the USDA made in October. Our April 1st data shows an ISP of 39% (SNAP, TANF, Medicaid, students). As explained last week, the program requires that we cannot use federal program funds to support CEP. However, the presentation showed some estimated figures and calculations that indicate we expect to be able to cover the program using the CEP federal reimbursement as well as profits from A La Carte and Adult Meals.

Mrs. Callahan stated the program helps families by eliminating out of pocket costs for school meals so we are recommending that the Board approve this program.

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

Award bids for purchase of Janitorial and Athletic Supplies for 2024-2025 fiscal year (Attachment 4-8)

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

Award bids through Westmoreland Intermediate Unit Joint Purchasing Consortium Board for Multi-Purpose Paper for 2024-2025 school year

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

Adoption of 2024-2025 Westmoreland Intermediate Unit General Operating Budget (Attachment 4-9)

Mrs. Callahan stated the WIU Budget has been presented for consideration. It is a total of \$7,722,872 at an increase of \$500,289. The Revenue from Member Districts total is \$240,225 which is up \$48,540 over the prior budget which equates to a 25% increase. Burrell School District Contribution amount is \$9,428 which is \$1,824 over the prior year.

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

Permission to discard obsolete equipment

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

Permission for Administration to sell Ford F350 Dump Truck and Ford F1700 Tractor through negotiated sale and/or sealed bid after public posting on District website and solicitation of bids

Mrs. Callahan stated that last week we discussed the policy on discarding obsolete equipment and discussed the allowable methods for the disposal of items of some value – which can include bidding and/or negotiated sale. Facilities Director John Rowe is recommending that we sell these 2 items and use the funds to offset other costs within the District. Mrs. Callahan stated that upon approval, she will make sure the items are posted on the District website with information and the deadline for submitting an offer for purchasing the items so the sale will be open to anyone in the public.

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

DISCUSSION:

Mr. Kaczor asked how long will people have to bid.

Mrs. Callahan responded that she will likely leave the posting up for at least 2 weeks.

VOTE: Roll Call: All in Favor Motion Carried

Approval of Resolution Regarding Unreserved Designated Fund Balance for Capital improvements/Deferred Maintenance and Resolution Transferring Designated Fund Balance (Attachment 4-10)

Mrs. Callahan stated that the Board reviewed the committed funds at the public meeting in March during the budget 2024-2025 review. She recommended that the Board consider moving some of the funds around to better serve District's needs as follows: move \$280,000 to the General Fund Undesignated Fund Balance and move \$200,000 to be designated to Capital Improvements/Deferred Maintenance.

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

Approval of Settlement of Real Estate Property Tax Appeal for Tax Parcels: 17-05-00-0-107, 17-05-04-0-136, 17-05-04-0-136-60-001 and 17-06-01-0-031

Mrs. Callahan stated that another large commercial property owner filed a real estate tax appeal. Our Solicitor has represented us in the matter to help reduce the negative impact on our revenue and has provided a recommended settlement that mitigates the reduced assessed value. Mrs. Callahan recommends the Board approve the settlement on the property tax appeal.

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

DISCUSSION: Mrs. Guido stated this is unfortunate. We have another tax appeal that reduces revenue.

Solicitor Lee Price stated it is only for one year so we can see what the property looks like next year.

VOTE: Roll Call: All in Favor Motion Carried

Communications

None

Requests for Use of Buildings (Attachment 4-11)

Mrs. Callahan presented the building use requests as prepared and recommended by Interim Athletic Director Brian Ferra. This includes the waiver of rental fees for Springdale High School for use of stadium for 2 games while their field is being renovated as discussed last week.

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

VOTE: Roll Call: All in Favor Motion Carried

Payment of Bills (Attachment 4-12)

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

VOTE: Roll Call: All in Favor except Mrs. Guido abstained from item 88887863 Motion Carried

Additions to Agenda (Agenda Meeting only)

None

Comments from Public

Mrs. Guido stated she attended the Community Connection event at the Middle School and it was fabulous. It was well run, well attended, good services and a good representation of the local businesses and communities. The organization of the event was well done.

Mrs. Watson stated it was a huge improvement from the prior year.

Mrs. Watson asked for more information about projects and bond issue and tax increase.

Dr. Wagner suggested she can meet with Mrs. Watson to discuss.

Mrs. Beveridge asked about CEP and if it will be communicated to families.

Mrs. Callahan stated that the next step is to file paperwork with the state indicating that we are electing CEP. Upon completion of the paperwork and acceptance, we will notify parents several times about the change.

Adjournment at 9:05 PM

MOTION:

Motion by: Mr. Kaczor

Seconded by: Mr. Vinkovich

VOTE:

Roll Call: All in Favor

Motion Carried



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls