

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
September 10, 2024**

Call to Order

The Burrell School District Board of Directors Agenda 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, 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: Mr. Timothy J. Vinkovich

Quorum present

Others Present: Dr. Shannon L. Wagner, Superintendent and Mrs. Jennifer S. Callahan, Business Administrator/ Board Secretary

Student Representatives Present: Donovan Cosentino

Executive Sessions

September 10, 2024 – Immediately following meeting -Personnel Agenda
September 17, 2024 - 7:00 PM - Personnel Agenda

Approval of Minutes

Agenda Meeting – August 13, 2024; Regular Meeting – August 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

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Student Education Agreement with River Academy of Excellence for Special Education Services for 2024-2025 school year

Dr. Wagner explained that Dr. Egnor was not able to be here. These are special education placement agreements for students in the District.

Approval of Outreach Services Contract Agreement with The Western Pennsylvania School for Blind Children for vision services for 2024-2025 school year

PERSONNEL: Approval of Personnel Log dated September 17, 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 PSBA Leadership election voting for all candidates on slate of candidates

Mrs. Callahan stated that PSBA asks member districts to vote on its leadership. There are no contestants so the Board is being asked to approve voting for Sabrina Backer as President, Matt Vannoy as Vice President, Holly Arnold as PSBA Eastern Zone Representative and David Hein as Section E2 Advisor plus PSBA Trustees Nathan Mains, Richard Frerichs, and William LaCoff.

Approval of updated W.L. Roenigk, Inc. bus and van drivers list for 2024-2025 school year

Mrs. Callahan stated that last month, the Board approved the list of drivers for 2024-2025 but the list was not complete at that time so they are being asked to approve the updated list as presented.

Permission to participate in Westmoreland Intermediate Unit Joint Purchasing Consortium bids for Paper and Diesel Fuel/Gasoline for 2025-2026 school year, authorization for Consortium to act as District's agent during bid process, and authorization for Jennifer S. Callahan, District's representative to Consortium, to act on behalf of District

Mrs. Callahan explained that the District participates in Joint Purchasing with the other districts in Westmoreland County to meet purchasing requirements and to obtain best pricing for paper and for diesel fuel/gasoline. This item must be approved to participate and proceed.

Permission to advertise jointly as a member of the Westmoreland Intermediate Unit Joint Purchasing Board for the purchase of the following supplies for 2025-2026 school year: Multi-Purpose Paper and Unleaded Gasoline/Diesel Fuel

Mrs. Callahan explained that this item is part of the requirements for bidding joint purchasing supplies.

Approval of Master Subscription Agreement with Master Library for ML Work Orders for 1-year term

Mrs. Callahan explained that Administration and support staff are in need of a ticket system for facilities work orders and for technology work orders. The Tech Department and Facilities Department looked at a few options and believe that this is the best software system for our needs. The system provides work orders and inventory maintenance as well as reporting documentation which will improve efficiency and record keeping for an annual cost of \$3,375.

Mrs. Callahan stated they looked at a few other options that are estimated at a higher cost and/or with less updated features. She spoke to other districts using this product and this program received very high recommendations.

Mr. Kaczor asked what are we using now.

Mrs. Callahan explained that we were using an internal basic system that is no longer feasible. The recommended system has more uses such as including costs of repairs/purchases and reports to show labor time, costs of materials, and an inventory system, so, it will be a much more efficient program and use of time for employees.

Mr. Kaczor asked if the agreement continues will there be a cost increase.

Mrs. Callahan responded that the agreement includes auto renewal each year and a 30-day notice of cost increase and the District could terminate within 30 days.

Mrs. Callahan added that the program has additional capabilities including building use that we may look to add in the future.

Approval of Preventative Maintenance Service Agreement of Boiler/Burner Units with Combustion Service & Equipment Co. for period September 1, 2024 through August 31, 2025

Mrs. Callahan stated the District needs preventative maintenance on boilers and burners in all buildings for the 2024-2025 fiscal year as recommended by our Facilities Consultant. This falls within the overall budgeted amounts for Facilities building maintenance service agreements and provides the services needed.

Mrs. Callahan stated we are in the process of reviewing all existing agreements on HVAC equipment and software and evaluating the need for service agreements on District equipment so there may be additional agreements that are brought to the Board this year. This is in an attempt to keep our equipment running smoothly until we are able to upgrade major buildings equipment which will hopefully be in the next few years.

Mrs. Guido asked if our Facilities Consultant could do this work.

Dr. Wagner explained that the consultant provides the management support for the District and helps us get our systems in place to maintain and upkeep our equipment, etc.

Mrs. Guido asked if it is just an agreement so that we call them to come out.

Mrs. Callahan responded that the agreement is for 2 maintenance service visits per year to check the equipment and functioning as listed in the agreement but also to call them in the event of a service issue. It is for several pieces of equipment which there are approximately 18 District wide as listed in agreement.

Approval of request to close the FBLA student activity account

Mrs. Callahan explained that FBLA advisor Danielle Kariotis is requesting to close the student activity account since there is no longer interest in coordinating activities within the club. The group has voted to close the account and move the remaining funds in the amount of \$611 to the Reading Railroad Club to help fund the Halloween Read-A-Thon.

Mrs. Guido asked if the club itself is being discontinued or just the financial part of it.

Dr. Wagner explained that FBLA was very costly to participate in events that were basically testing events. It appears that the group is not interested in fundraising or covering those costs as it became very expensive over the years.

Ms. Shank mentioned the work that High School students are doing with business partnerships and connections through the reimagine High School program seems to have taken over from FBLA "mock" business work and is now more realistic work with the businesses.

Dr. Wagner agreed and stated that it was more of a simulation that was more costly and now it is more real-world experience at much lower costs.

Communications

None

Requests for Use of Buildings

Mrs. Callahan presented the building use requests as prepared and recommended by Director of Athletics and Building Operations, Brian Ferra.

Payment of Bills

Additions to Agenda (Agenda Meeting only)

Dr. Wagner stated that she received an agreement form HHSDR so we will review it and get them to Board members to review so that it can be added to the agenda.

Comments from Public

Bill Kasavage, President of Burrell Gridiron

- *Parents/members of Gridiron have expressed concerns about football coaching staff*
- *Expressed opinion that he does not support news camera being in the room*
- *Indicated due to camera, he is choosing not to discuss the matter further*

Dr. Wagner explained that this is a public meeting so the news is permitted.

Dr. Wagner suggested that parents should take concerns to Mr. Ferra, Athletic Director.

Mr. Ferra commented that some have and that he has had meetings with the parents about concerns.

Mrs. Key stated that the Board cannot discuss any personnel matters publicly.

Mr. Ferra added that he cannot address any issues that he is not made aware of.

Jennifer Pometo, Parent

- Does not agree with news camera here
- Expressed concerns with football coaching staff and that issue is wider than individual parent meetings
- Believes parents need to be heard
- Believes District needs a change
- Stated that parents are afraid to speak out in fear of students being sidelined or belittled

Patrick Ford, Parent

- Does not agree with news camera being here
- Planning to have meeting with Mr. Ferra
- Was told that a coach was patronizing kids at practice

Mrs. Key stated that the Board did not request news cameras and she is not sure how they are here but it is a public meeting.

Robert Harris, Parent and Resident

- Stated he is an educator with over 20 years teaching K-12 and instructional tech coach; Parent of students in 8th and 4th grade; Resident for 17 years
- Concerns about moving 5th graders to Middle School
- Expressed opinion on the Development difference – research shows
- Referenced research to support concerns and impact on students to put younger students with adolescences/older students; Impacts mental health and educational development; Elementary school through 5th grade perform better on standardized tests; Keeping them in elementary - supports social emotional development
- Expressed his opinion that Board has the ability to make positive impact on students by creating a K-5 building
- Understands Board decisions are not easy and that being a Board member is a thankless job
- Believes decisions should be made by data – not feelings or tax dollars

Mrs. Watson asked if the Board could have a copy of his research.

Dr. Wagner requested that he send it to her for distribution to members.

Adjournment at 7:28 PM

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



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
September 17, 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 7:47 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, Mr. Tom Deiseroth and Mrs. Pam Key

Board Members Absent: Mr. Timothy J. Vinkovich and Mrs. Jean Schager

Quorum present

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

Student Representatives Present: Jason Wagner

Executive Sessions

September 10, 2024 – Immediately following meeting - Personnel Agenda

September 17, 2024 - 7:00 PM - Personnel Agenda and School Safety & Security

Approval of Minutes

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

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of Monthly Financial Reports

- a. Treasurer’s Report (Attachment 9-1)
- b. General Fund Report (Attachment 9-2)
- c. Capital Reports (Attachment 9-3)
- d. Food Service Reports (Attachment 9-4)
- e. Student Activity Reports (Attachment 9-5)

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

VOTE: 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:

- Carla Roland, Assistant High School Principal & School Safety and Security Coordinator – recognized in Pittsburgh Magazine article about good things we are doing here at Burrell School District and her work in the District
- Personalized Learning Coaches – press release about Global recognition of High School by HundrED
 - Innovative approach
 - Reimagining High School
 - Work of Dan Pounds, Autumn Turk, and Personalized Learning team
 - Among 34 organizations across the world of 300 entries
 - Creating a positive supportive learning environment
- Dan Pounds – for his work with High School
- Don Ryan, Michelle Hatbob and City of Lower Burrell – for the Burrell Buc Banners in town
 - Don Ryan and 21st Century funded the banners
 - City hung them throughout the community
- Student Board representatives for 2024-2025
 - Jason Wagner
 - Donovan Cosentino
 - Ryan Rusiewicz
- “Happening Here” communication from City and School District

Approval of Amendments to Professional Services Agreement with HHSDR, Inc. for Capital Improvement Projects

Dr. Wagner explained that this item has been added to the agenda for consideration.

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

DISCUSSION:

Mrs. Guido asked how much the rate of 7% has increased since base contract in 2015.

Mrs. Callahan stated it is the same 7% as it was in 2015.

Mrs. Guido asked about hourly rates and if they increased. She asked if the hourly rates are paid in addition to the 7% of the contract.

Mrs. Callahan stated they did increase.

Solicitor Lee Price explained that the hourly rates are only used when you have other work done outside of the project.

Mrs. Guido asked for an explanation of why we need architects since it is a large cost.

Solicitor Lee Price stated that because we must bid our construction and renovation projects, we need detailed specifications that need to be done professionally. This ensures that all contractors are bidding on the exact same project.

VOTE: Roll Call: All in Favor MOTION CARRIED

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Student Education Agreement with River Academy of Excellence for Special Education Services for 2024-2025 school year

Dr. Egnor explained that this agreement is for a student who started in the program last year. It is a very clinical setting and individualized and we currently have 2 students there.

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

DISCUSSION:
Mrs. Guido asked if students who attend the program are doing better.

Dr. Egnor responded yes, it has been proven to be a great program. The clinical setting is needed for little students with specific needs. It is the most effective way to get them able to self-regulate so that they can return at some point.

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of Outreach Services Contract Agreement with The Western Pennsylvania School for Blind Children for vision services for 2024-2025 school year (Attachment 9-6)

Dr. Egnor stated this is an annual agreement for outreach services to have a teacher here for one of our students who is an intensive vision case.

MOTION: Motion by: Mrs. Guido Seconded by: Mrs. Beveridge
VOTE: Roll Call: All in Favor MOTION CARRIED

PERSONNEL: Approval of Personnel Log dated September 17, 2024 (Attached)

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

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

Mr. Kaczor stated the meeting will be held on Thursday.

Westmoreland Intermediate Unit Report - Mrs. Watson

Mrs. Watson stated the report is on the drive.

PSBA Liaison Report - Mr. Deiseroth

None

BUSINESS - MRS. CALLAHAN

Approval of PSBA Leadership election voting for all candidates on slate of candidates

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

VOTE: Roll Call: All in Favor except Mrs. Watson abstained because she didn't have time to review the candidates.

MOTION CARRIED

Approval of updated W.L. Roenigk, Inc. bus and van drivers list for 2024-2025 school year

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Permission to participate in Westmoreland Intermediate Unit Joint Purchasing Consortium bids for Paper and Diesel Fuel/Gasoline for 2025-2026 school year, authorization for Consortium to act as District's agent during bid process, and authorization for Jennifer S. Callahan, District's representative to Consortium, to act on behalf of District

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Permission to advertise jointly as a member of the Westmoreland Intermediate Unit Joint Purchasing Board for the purchase of the following supplies for 2025-2026 school year: Multi-Purpose Paper and Unleaded Gasoline/ Diesel Fuel

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of Master Subscription Agreement with Master Library for ML Work Orders for 1-year term (Attachment 9-7)

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of Preventative Maintenance Service Agreement of Boiler/Burner Units with Combustion Service & Equipment Co. for period September 1, 2024 through August 31, 2025 (Attachment 9-8)

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of request to close the FBLA student activity account

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of request to establish student activity account – BHS Spanish Club

Mrs. Callahan stated that Josh Leghart has submitted the request to re-establish the Spanish Club. He indicated that a group of students approached him stating that they want to run Spanish Club again so he as submitted this request.

MOTION: Motion by: Mrs. Guido Seconded by: Mr. Deiseroth
VOTE: Roll Call: All in Favor MOTION CARRIED

Communications

None

Requests for Use of Buildings (Attachment 9-9)

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

Payment of Bills (Attachment 9-10)

MOTION: Motion by: Mr. Deiseroth Seconded by: Mrs. Beveridge
VOTE: Roll Call: All in Favor MOTION CARRIED

Additions to Agenda (Agenda Meeting only)

Comments from Public

None

Adjournment at 8:11 PM

MOTION: Motion by: Mrs. Beveridge Seconded by: Mr. Deiseroth
VOTE: Roll Call: All in Favor MOTION CARRIED

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls