

**BURRELL SCHOOL DISTRICT  
AGENDA MEETING MINUTES  
November 12, 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 7:01 PM by Vice President Rick Kaczor.

**Pledge of Allegiance**

Mr. Kaczor asked all present to participate in the Pledge of Allegiance.

**Roll Call**

Board Members Present: Mrs. Gretchen V. Beveridge, Mr. Timothy J. Vinkovich, Ms. Tricia Shank, Mrs. Nikki Watson, Mrs. LeeAnn S. Guido (in at 7:10 PM by phone), Mr. Rick Kaczor, Mr. Tom Deiseroth, and Mrs. Jean Schager

Board Members Absent: Mrs. Pam Key

Quorum present

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

Student Representatives Present: None

**Executive Sessions**

November 12, 2024 – Immediately following meeting - Personnel Agenda  
November 19, 2024 - 7:00 PM - Personnel Agenda

**Approval of Minutes**

Agenda Meeting – October 8, 2024; Regular Meeting – October 15, 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**

#### **District Operational Plan 2024-2025 Information**

#### **Capital Improvements and Renovation Plans - Architect Information Update**

Dr. Wagner discussed that she has been working with the Architect and they recommended moving forward to advertise for bids for boilers at the High School and Bon Air. She reviewed the timeline for this portion of the project.

Dr. Wagner informed the Board that our District did not receive any grant funds for improvements as applied for the High School project.

Dr. Wagner stated we have a \$10 million bond issued to start the projects and the intent is to issue another \$10 million bond to do the projects. By April 2025, we will see specs for the Bon Air cafeteria addition.

Dr. Wagner stated that the Architects provided the following timelines:

- High School and Bon Air Boiler project – award in January with construction in summer 2025
- Bon Air Cafeteria and HVAC – award in June 2025 with construction through August 2026
- High School HVAC – award in June 2025 with construction through summer of 2026

#### **Permission to advertise for construction project bids: Boiler Replacement at High School and Boiler Rebuilding at Bon Air Elementary School**

Dr. Wagner stated she will ask the Board to approve advertising so we can receive bids and get started.

Mrs. Beveridge asked if construction goes beyond July/August, could we still have school.

Dr. Wagner responded yes.

#### **Approval of First Reading of Revisions to Policy 222 - Tobacco and Vaping Products**

Dr. Wagner provided a summary of the policy revisions.

Dr. Wagner stated this is a name change of this policy with several revisions so basically it is re-writing a policy. The last revision of this policy was 2015.

Mrs. Guido expressed concerns that it doesn't say anything about referral to SAP team. It also doesn't discuss progressive discipline.

Dr. Wagner stated this is policy but student discipline guidelines would lay that out.

Mrs. Guido stated that she thinks that when students get caught vaping, they can be referred to SAP so we can identify underlying things that are resulting in vape use. We have an opportunity to address things that way so she feels strongly about it.

Dr. Wagner stated she believes that is part of our process.

Mrs. Guido recommended that it is spelled out in the policy so that it is not subjective.



Mrs. Watson asked what is the difference between it being in policy or if it is in the discipline policy.

Dr. Wagner responded it is not listed out in discipline procedure but it is part of our process.

Mrs. Guido recommended that it is written in policy.

Dr. Wagner responded we can add something that states students will be required to be offered the SAP process and parents can refuse that.

Dr. Egnor stated we want to at least offer it. It is what the state and county are pushing as well.

Mrs. Guido stated she thinks it is important for us to acknowledge we don't want it to just be punitive. We want to come along side families and try to help so we are showing our intent by indicating this in the policy.

Dr. Wagner stated she will add for next week.

Dr. Egnor added that the state is pushing for this regarding vaping as it is viewed as a gateway drug and is highly addictive.

Ms. Shank stated that this seems to be a crossover with Policy 227 because you can vape an illegal substance. Since Policy 227 is regarding controlled substances, do we need to put vaping in there as well.

Mrs. Guido stated she agrees. She added that this policy states "does not include marijuana", but that would be covered under Policy 227.

Mrs. Guido stated that it is recommended by Allegheny County SAP that policies have these things in them. She stated we should consider adding progressive discipline so she is ok with it being vague in policy but worries about repeat offenders.

Dr. Wagner stated she will add SAP referral. She added that we can also be more descriptive in the procedures that go along with the policies.

### **Approval of First Reading of Revisions to Policy 225 - Relations with Law Enforcement**

Dr. Wagner stated there are only a few changes to this policy since the original adoption in 1998.

Mrs. Guido stated she doesn't see anything about sharing of information. She asked should it be in here, for example, with Safe to Say and what kind of access does the SRO have for information.

Dr. Wagner stated she believes it is in the MOA with the Lower Burrell Police Department. It includes information concerning student records, priorities of authority law enforcement and the District as well as notification when mandatory and discretionary when a special education child is involved.

Mrs. Guido asked if the reference to "actions that will follow" includes sharing of information.

Dr. Wagner responded yes.

Dr. Wagner explained that the MOA with police is language provided by the State and if we want to change that language, we have to justify that to the State.

Mrs. Watson asked to confirm that relationship between law enforcement and SRO.

Dr. Wagner stated the SRO is law enforcement.

Mrs. Watson asked is there anywhere to describe the difference. She asked where the line is between talking with a child in a school as SRO as opposed to in the capacity of the Lower Burrell Police Department.

Dr. Wagner responded when he is talking to a child as a law enforcement officer (investigating criminal activity) we ask parents to be present. When he is being the SRO he is helping us navigate incidences and developing relationships.

Mrs. Watson asked for confirmation that the SRO would not be questioning a child without a parent present.

Dr. Wagner responded yes, it is in the policy.

### **Approval of First Reading of Revisions to Policy 226 - Searches**

Dr. Wagner stated this hasn't changed since 1998 so it is basically all new information.

Mrs. Schager asked if a car is owned by a parent, can you search the car.

Dr. Wagner responded yes, if the student is driving.

Mrs. Schager asked what if there is something illegal in the car.

Dr. Wagner responded it would be for the parent and police to sort out.

Mrs. Watson stated there is a lot of information added. It seems that any reason to suspect a student could result in anything being permitted to be searched - such as a cell phone.

Dr. Wagner stated Administrators will not search a phone. We will turn it over to the police if there is suspected illegal actions on it but we do not search phones.

Mrs. Watson asked for an explanation on the random searches.

Dr. Wagner responded when we do random searches, we count a certain number of kids and they go through search and the others do not. We do not target specific students.

Mrs. Watson asked do you call a parent before searching when you have reason to suspect something.

Dr. Wagner responded no, but after we search, we call the parent and tell them what was searched, why, and what was found.

Mrs. Watson stated she thinks there is something about being in a public school that you give up the right to be free of search and seizure. She is also concerned with kids being set up by other students lying. She asked what is the best practice for preserving a child's rights and/or their constitutional rights. She stated she is just asking in general and not specifically in relation to this policy.

Dr. Wagner responded we have the right to search belongings, clothing, purses, backpacks, lockers, autos, devices. We do have processes in place for this. She added perhaps they should be written procedures so that it is not leaning toward violating a child's rights.

Mrs. Watson stated she understands that it is not the bigger problem- preserving the child's right because the other issues such as safety are the bigger problem, but she is curious where the line is drawn.

Dr. Wagner stated the students are only searched when we think there is a risk and it does not happen very often.



General discussion ensued about Safe to Say.

Mrs. Schager asked if there will be a time when we will use metal detectors every day.

Dr. Wagner responded yes, we are working toward getting weapon detection equipment to search daily.

Mrs. Guido stated she is concerned with the word “normally” in policy because it seems to leave too much ambiguity. She also questioned if we need to be specific with academic and sports lockers or is it all inclusive.

Mr. Kaczor stated he agrees and has concerns with the word “normally.”

### **Approval of First Reading of Revisions to Policy 227 - Controlled Substances/Paraphernalia**

Dr. Wagner stated this policy is basically re-written since it was adopted in 1998.

Ms. Shank asked about the authority section in regards to the “off school property and non-school hours”. She asked how does the District do that and are our policies only on school property or school event/hours.

Mr. Kaczor stated he doesn't have a problem with it including off school property and non-school hours as it should get the student's attention.

Mrs. Schager agrees.

Mrs. Beveridge asked what is the policy on school discipline and should it refer to that.

Mrs. Guido stated she agrees it should pertain to school events even events not on our property.

Mr. Kaczor suggested we should have a random drug test policy for student athletes and activities participants.

Mrs. Guido stated she thinks that a code of conduct regarding use of drugs should be part of participation in athletics and activities.

Mrs. Schager stated she brought this up before because she thinks it should be in place.

Mrs. Guido stated she agrees it needs addressed and should capitalize on getting people to see the seriousness of the use of controlled substances.

Mrs. Beveridge asked what are the consequences.

Mr. Kaczor stated for starters, those in athletics and extra activities cannot participate. There are other districts that have these policies in place.

Mrs. Schager asked what about those not in extracurricular activities.

Dr. Wagner referred to Policy 218.

General discussion ensued regarding conduct and discipline and activities.

Dr. Wagner stated Policy 218 should be reviewed and the last time that was done was in 2021.

Ms. Shank suggested that the Superintendent must tell parents when police were notified.

Mrs. Guido stated she thinks it should state reference to Policy 218. She believes we should reference "at the family expense" under authority paragraph 2. She suggested SAP can help families access funding if needed. She suggested that this policy include referral made to the Student Assistance team.

Mrs. Beveridge suggested that Policy 222 and 227 should be very similar to each other.

Mrs. Guido stated she does not believe in drug testing students and she does believe in bringing any concerns to parents.

General discussion ensued about recommendations for evaluations.

### **Approval of Elimination of Policy 810.2 - Video Monitors**

Dr. Wagner stated that she is recommending eliminating this policy and replacing it with Policy 817 because it encompasses video on buses.

### **Approval of First Reading of Policy 817 - Use of Video Surveillance Cameras**

Dr. Wagner stated this is a completely new policy.

Mrs. Beveridge asked how many other schools have this policy.

Dr. Wagner stated PSBA does not have a recommended policy relating to this. She looked at some schools that have this policy and created this draft.

Mrs. Guido asked if we need to reference that the SRO may have daily access to cameras.

Dr. Wagner stated our SRO does have access to cameras but the police do not have that capability in an emergency.

General discussion ensued about the access and use of cameras.

Mrs. Watson asked who has access to the cameras and who has app access.

Dr. Wagner responded the Administration team and SRO have app access.

General discussion ensued about remote access to cameras in an emergency and how the cameras are being used.

### **Approval of First Reading of Revisions to Policy 901 - Public Relations Objectives**

Dr. Wagner stated this is an old policy from 1997.

Ms. Shank mentioned there are some similarities to things in the Comprehensive Plan.

Dr. Wagner agreed.

### **Approval of First Reading of Revisions to Policy 902 - Publications Program**

Dr. Wagner suggested no changes to this policy but wanted the Board to review and approve.



### **Approval of First Reading of Revisions to Policy 903 - Public Participation in Board Meetings**

Dr. Wagner state this Board updated this policy in April 2022.

### **Approval of First Reading of Revisions to Policy 904 - Public Attendance at School Events**

Dr. Wagner stated this is very important for events and includes a code of conduct to spectators. She also discussed permitting senior citizens free access to all items including the high school musical.

Dr. Wagner pointed out the spectator code of conduct and requested the Board's approval of the conduct and the right to enforce.

Mrs. Guido suggested "regardless of age" for the tobacco section and suggested rearranging the policy.

Mr. Kaczor suggested adding "prohibiting use of alcohol at school sponsored events".

### **Approval of First Reading of Revisions to Policy 907 - School Visitors**

Dr. Wagner suggested changes to this policy as it does link to our new security system because of the guest management system.

Mrs. Watson asked if we are using the visitor to scan driver's licenses when people come into buildings.

Dr. Wagner stated the guest management system is in the mousetraps of each building so the person coming in uses the guest management piece and scans their driver's license to gain access to the building.

Mrs. Watson asked what is the process for collecting data and is the license scanned against a criminal record.

Dr. Wagner responded that they system does compare it to criminal records.

Mrs. Watson advocated that people need to make arrangements in advance. She believes no one should be coming to any school and sales people should not be coming in at all. She stated even if they have an appointment, we should be keeping entry only for parents.

General discussion ensued about people accessing buildings.

### **Gifts, Grants, Donations Report**

Dr. Wagner reviewed the report.

### **Permission to place one social studies student teacher from Slippery Rock University at Burrell High School for Fall Semester 2024**

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

### **Approval of Local Education Agency Letter of Agreement with Allegheny Intermediate Unit for Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program for 2024-2025 school year**

Dr. Egnor stated this is an agreement for the regional liaisons to facilitate implementation of the McKinney-Vento Homeless Assistance Act.

### **Approval of Day Student Education Agreement with Glade Run Lutheran Services for Special Education Services for 2024-2025 school year**

Dr. Egnor stated this agreement is for a student enrolled in this school for the year.

**Approval of Agreement with Westmoreland Intermediate Unit for Use of Funds IDEA-B for the 2024-2025 school year**

Dr. Egnor stated this is the yearly agreement authorizing the WIU to send funds through to the District.

Dr. Egnor stated that this funding supports students with disabilities.

**Approval of Agreement with Westmoreland Intermediate Unit for Use of Funds IDEA-619 for 2024-2025 school year**

Dr. Egnor stated these are federal funds that flow through the WIU to the District to use for children ages 3-5.

**Approval of Contract with Skyward Qmlativ for Qmlativ Transition Plan and Student Management Suite for 3-year period**

Dr. Egnor explained that we currently use Skyward 2.0 which will stop being supported in 2027. He explained that 8 years ago we had a similar issue with prior software and we moved to Skyward. The new product is called Qmlative. It is an updated product, more graphic and more efficient for state and federal reporting. In order to have it migrated for the 2026-2027 school year we need to approve this now since it takes about a year to transition. We are migrating from a Skyward product to another Skyward product. They have an agent to work with us to establish the new interface one step at a time. This is an opportunity for us to streamline our procedures. He stated that he is working closely with Ms. Speer who will oversee the technology portion of the program.

Dr. Egnor stated the costs to migrate are \$10,268 compared to the prior migration which was over \$57,000.

Mr. Kaczor asked if this will be better integrated with Google Classroom.

Ms. Speer stated that Skyward syncs with Google Classroom.

Mr. Kaczor stated he would like to be able to pull the calendar into his phone from Skyward. He added that it is even more important for the grades to go back and forth.

Dr. Egnor stated that the grades do transfer. He stated that Skyward is the Student Information System (SIS) so it keeps the grades but yes, it does transition with Google Classroom. He explained that there is an interface between the Learning Management System (LMS) and Google Classroom and the SIS. It is more user friendly and much more graphic. It is easier to gather information and works better for PIMS reporting.

Mr. Kaczor stated API's have changed so much in 8 years so it should be much better.

Ms. Speer explained that we will work weekly with the account manager and it is a long process but should be easier since we are going between products within the same company. She added that as the Technology Director, she will be very involved in the process with Student Services. She explained that she will be in a test environment to clean up data and then will convert over.

Dr. Egnor stated we need approval of the agreement so we can convert.

Mrs. Beveridge asked if a 3-year agreement is enough time.

Dr. Egnor responded that our current agreement expires this June, so this agreement will cover the next year and the transition. He added that with this change, the annual cost will increase less than \$1,000 for the year.

Mrs. Schager asked about the Food Service item listed.



Mrs. Callahan explained it is the Point of Sale (POS) system that is used at the cafeteria registers to indicate the items that students purchase. It also includes all of the reporting needed for the Food Service program.

#### **Permission to host Camp Invention 2025**

Mrs. Beveridge asked if the numbers have changed over the years since this program was first hosted.

Dr. Egnor responded that it has been pretty steady.

#### **Permission to discard obsolete textbooks**

Dr. Turk explained these books are 4<sup>th</sup> grade books from 2011 and they do not meet needs of the new standards.

#### **PERSONNEL: Approval of Personnel Log dated November 19, 2024**

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

Mr. Vinkovich reported that there was a challenge and two Burrell students won \$200 each. TJ Hereda and Andrew Beveridge were the winners. Andrew Beveridge won for Academic and TJ Hereda won for Community Services.

##### **Westmoreland Intermediate Unit Report - Mr. Deiseroth**

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

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

##### **Approval of budgetary transfers**

##### **Approval of donation to fire companies**

Mrs. Callahan stated each year the District budgets funds to donate to each of the local fire companies but the Board must approve the actual donation. She asked for a donation of \$200 to each of the local fire companies - Kinloch, Lower Burrell, and Upper Burrell.

##### **Approval of donation to public library**

Mrs. Callahan stated similarly to the previous item, we budgeted \$300 to donate to the Lower Burrell branch of the public library so she is asking the Board to approve this donation next week.

##### **Permission to discard obsolete equipment and dispose of chemical products**

Mrs. Callahan stated in accordance with Board Policy 706.1 Disposal of Equipment, the Board must approve items being discarded. There are a few small lists of equipment items that are obsolete, broken or outdated that we are requesting the Board's approval for discard.

Mrs. Callahan stated the Board has also been provided a list of chemical products such as hand sanitizer and various cleaning products that are no longer usable. She explained because of the quantity and types of products, we need to dispose of the items in accordance with DEP and EPA guidelines through a waste management solutions vendor so these items have been included for the Board's approval as well. Many of these items were donated to the District and/or obtained during COVID but have since expired and are no longer usable.

Mrs. Callahan stated that our Facilities Management Consultant has been working with Dr. Wagner and Mr. Ferra to reorganize the Facilities and Custodial Department and is recommending we proceed with this disposal as part of the process.

#### **Ratification of Natural Gas Agreement with United Green Energy for natural gas supply for period September 1, 2025 through August 31, 2028**

Mrs. Callahan stated several years ago, the Board authorized the District to participate in the WIU Natural Gas Consortium and approved Keytex Energy as our Agent for obtaining Natural Gas service. She added that the Board also authorized her as the agent to act on behalf of the District to approve agreements as they require locking in commodity rates when they are favorable, and then at the following meeting the Board is asked to ratify the agreement that was locked in.

Mrs. Callahan stated our natural gas price is made up of Commodity plus Basis. Keytex typically competitively bids a contract for Basis - which we did in May 2024. They monitor the natural gas market and look to lock in the actual commodity as the market gives good entry points over time. We believe it was a favorable time to lock in the commodity for the September 2025 – August 2028 natural gas contract. This agreement is for a portion of the natural gas commodity for the period Sept 1, 2025 through August 31, 2028 at rates that are lower than our current rate. She stated she excluded Stewart from this agreement based on the recent decision to close the building for 2025-26.

#### **Approval of Settlement of Real Estate Property Tax Appeal for Tax Parcel: 62-09-00-0-053**

#### **Annual Financial Report (AFR) 2023-2024 Information**

Mrs. Callahan stated that the Annual Financial Report (AFR) is the report that all public school districts and IU's and CTC's are required to submit to the state by October 31 each year. It is a lengthy document that is a complete summary of District Finances and accounting for the prior fiscal year of July 1 through June 30. It includes various reports that show different reporting of funds based on GASB requirements.

Mrs. Callahan stated pages 7-13 are the Balance Sheet of our Governmental Funds – General and Capital Reserve Funds - Assets, Liabilities, and Fund Balances at June 30. The Capital Reserve Fund balance amount is \$1,128,746. The General Fund Total Fund Balance is \$3,437,064 which includes \$550,000 committed funds – for Real Estate Tax Appeals and PSERS Stabilization; and unassigned fund balance of \$2,885,064. Pages 14-18 shows the statement of revenue, expenditures, and changes in fund balance for these funds.

Mrs. Callahan stated the Food Service financial information is reported in the proprietary funds section. Proprietary funds require different reporting, however; the Revenue, Expense and Change Report on pages 21-22 shows that the program generated \$1,260,736 in revenue during the year and expended \$1,128,492 which includes depreciation amount of \$18,716 and the net change in pension liability amount of -17,988. So, overall the Income is \$132,247, another profitable year for the Food Service fund mostly due to additional state and federal subsidies received and free breakfasts for all students.

Mrs. Callahan stated the Fiduciary Funds are reported on pages 27-32 and the statement of net position amount for the student activity accounts for the year totaling \$95,456.

Mrs. Callahan stated she believes the next several pages are the most important as they show the actual revenues and expenditures for the year. Pages 33-41 shows the General Fund actual revenue amounts for the year totaling \$35,232,872. Local Revenue overall was about \$315,000 greater than expected which is a variance of less than 1%.



Mrs. Callahan stated Expenditures are shown on most of the pages of the AFR beginning with page 43. These pages break out the Expenditures by various detailed functions or categories. On page 126 the summary is showing a total of \$35,755,623. Total Actual Expenditures were about \$440,000 less than budgeted or a difference of 1.2%.

Mrs. Callahan stated the pages that follow are various schedules that are required by the State. They report things such as PSERS costs, special education, tuition costs, health insurance, and debt schedules.

Mrs. Callahan stated that was a quick summary of the District Actual Financial Data for 2023-2024 as officially reported to the Pennsylvania Department of Education in our District Annual Financial Report. The next step related to District financial reporting is that the Independent Auditors will provide their report on our financial data and procedures so we will see additional reporting and information when we receive the Local Audit Report in the next few months. It is a more comprehensive summary of the District finances. The auditors performed the majority of the audit functions in September and so they were able to verify that her accounting matches their accounting.

### **Budget 2025-2026: Act 1 Index Information**

Mrs. Callahan stated we will begin working on the 2025-2026 budget shortly and one of the first things we review is the Act 1 index. The index is used as a threshold for the amount that districts can increase taxes. The base index has been set at 4% (calculation uses the average increase in PA statewide average weekly wage and Federal employment cost index for schools.). Districts adjusted index factor in market value personal income aid ratio so the index for our District for 2025-2026 has been set at 6.9% (same as last year).

Mrs. Callahan stated in January, she will be recommending that The Board adopt a resolution indicating that we will not exceed the index amount for any tax increase in the upcoming fiscal year. The adjusted index of 6.9% equates to just over 8 mills of taxes.

### **Communications**

Mrs. Callahan stated that the Board has received the required notice of the Annual Board Reorganization meeting that will be held on Tuesday, Dec 3, 2024 at 7:00 PM.

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

### **Payment of Bills**

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

### **Comments from Public**

None

### **BOARD COMMENTS:**

Ms. Shank asked about a program that High School students had incentives and then got free coffee.

Dr. Wagner stated it was an incentive by Communities in Schools.

Mr. Deiseroth stated that there was a blight study of Lower Burrell properties and it will be reported tomorrow. He will be attending and will report back.

Ms. Shank reminded people about the play *The Tempest* on November 21, 22, and 23.

Ms. Shank stated that on December 1, there will be another fundraiser for one of our students who needed surgery. It will be at Mogies and students will be performing to raise money to help the student and his family.

Mr. Kaczor stated that the public library is free and he feels like students don't know this and don't use it. He asked if there is a way to encourage it.

Ms. Shank stated there are students volunteering at the library to help teach people to use technology.

Dr. Wagner explained that students can use the public library through our library because of the Library Network.

Dr. Turk stated that a parent also brought this up at the Fireside Chat and it was suggested that having an elementary program at the library would be nice for families.

General discussion ensued about partnering.

### **Adjournment at 9:21 PM**

<u>MOTION:</u>	Motion by: Mrs. Beveridge	Seconded by: Ms. Shank
<u>VOTE:</u>	Roll Call: All in Favor	MOTION CARRIED



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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/mls



**BURRELL SCHOOL DISTRICT  
BOARD MEETING MINUTES  
November 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 7:39 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 Lee Price

Student Representatives Present: Jason Wagner

**Executive Sessions**

November 12, 2024 – Immediately following meeting - Personnel Agenda

November 19, 2024 - 7:00 PM - Personnel Agenda and Real Estate and Tax Appeal Litigation

**Approval of Minutes**

Agenda Meeting – October 8, 2024; Regular Meeting – October 15, 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 11-1)
- b. General Fund Report (Attachment 11-2)
- c. Capital Reports (Attachment 11-3)
- d. Food Service Reports (Attachment 11-4)
- e. Student Activity Reports (Attachment 11-5)

<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 recognized the following:

- Toby White, 4<sup>th</sup> grader in art show at Manos Gallery, Tarentum; received Honorable Mention; only child artist in show
- District named an AASA Learning 2025 Lighthouse System
- Friendsgiving picture – Intensive Learning Support students had Friendsgiving at The Craft Escape through our partnership with the owners; I-WIL transition program (Instruction in Work & Independent Living) lesson was planning, purchasing, prepping, cooking, and cleaning up; Dr. Egnor was invited and said it was very good; Post is on Burrell Facebook page
- Reading Railroad team – packaged 25 Operation Christmas Child boxes
- Lilly Householder, soccer player offered a rowing scholarship at Eastern Michigan University
- Drama – presenting *The Tempest* Thursday, Friday and Saturday

Mr. Kaczor added that our girls soccer team is the first team to make it to the state competition.

#### **District Operational Plan 2024-2025 Information**

Dr. Wagner explained that each November she provides the Board with the District Operational Plan for the year. It includes our Comprehensive Goals which are around curriculum, addressing student personalized needs, family-school engagement, trauma informed training and care, and increasing student achievement and growth. The Action Plans feed into the goals from each building and each department.

Dr. Wagner also shared information from the Schoolboard Leadership Collective that she, Dr. Turk, Mrs. Key, and Mr. Kaczor attended in October. She provided the information that she and Dr. Turk presented which centered around reimaging school and our journey. She also provided a QR code that shows a 5-year journey to engage in relevant and personalized learning. She added that engaging today's student is about being able to provide a traditional pathway while also reinventing education.

Dr. Turk added that if you review the slides, each of the items that are underlined are a link to more resources for your review. It is about helping kids to find relevance and be excited and to thrive in our environment. That is the goal. She stated that we have been working very hard over the past few years and coming together. She stated she is proud of our staff and students.

Dr. Wagner added that she is proud of our staff because they have worked hard over the past few years.

#### **Capital Improvements and Renovation Plans - Architect Information Update**

Dr. Wagner stated she shared information last week about where the architect is with construction plans since the Board authorized them to do specifications for construction so we can bid projects.



**Permission to advertise for construction project bids: Boiler Replacement at High School and Boiler Rebuilding at Bon Air Elementary School**

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

DISCUSSION:  
Mr. Kaczor asked where will these bids be advertised.

Mrs. Callahan stated we are required to advertise in two local newspapers so that will be the Valley News Dispatch and Pittsburgh Post-Gazette. She added that the architects also post to a construction site and/or journal.

Solicitor Lee Price added that the architect places the ad where contractors go and look for bids.

VOTE: Roll Call: All in Favor MOTION CARRIED

**Approval of First Reading of Revisions to Policy 222 - Tobacco and Vaping Products**

Dr. Wagner stated that we discussed all policies in detail last week. She made a change to this policy from last week to include student referral to SAP.

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

DISCUSSION:  
Mrs. Key asked if a student has a nicotine patch, does the District need to know that information.

Mrs. Guido stated the policy references "except for authorized by District medication policy".

Dr. Wagner added that the medication policy indicates if documented and prescribed by physician so that would cover it.

VOTE: Roll Call: All in Favor MOTION CARRIED

**Approval of First Reading of Revisions to Policy 225 - Relations with Law Enforcement**

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

VOTE: Roll Call: All in Favor MOTION CARRIED

**Approval of First Reading of Revisions to Policy 226 - Searches**

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

VOTE: Roll Call: All in Favor MOTION CARRIED

**Approval of First Reading of Revisions to Policy 227 - Controlled Substances/Paraphernalia**

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

VOTE: Roll Call: All in Favor MOTION CARRIED

### **Approval of Elimination of Policy 810.2 - Video Monitors**

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

### **Approval of First Reading of Policy 817 - Use of Video Surveillance Cameras**

Dr. Wagner stated she has further information and she will discuss in January.

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

### **Approval of First Reading of Revisions to Policy 901 - Public Relations Objectives**

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

### **Approval of First Reading of Revisions to Policy 902 - Publications Program**

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

### **Approval of First Reading of Revisions to Policy 903 - Public Participation in Board Meetings**

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

### **Approval of First Reading of Revisions to Policy 904 - Public Attendance at School Events**

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

DISCUSSION:  
Mr. Kaczor stated be sure to add the revised date to the policy.

VOTE: Roll Call: All in Favor                      MOTION CARRIED

### **Approval of First Reading of Revisions to Policy 907 - School Visitors**

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



### **Gifts, Grants, Donations Report (Attachment 11-6)**

Dr. Wagner stated this was discussed last week and there are about \$6,000 in gifts, grants and donations received by the District.

### **Permission to place one social studies student teacher from Slippery Rock University at Burrell High School for Fall Semester 2024**

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

DISCUSSION:  
Mr. Kaczor asked if there was a law passed that we have to pay student teachers.

Dr. Wagner explained there is a new program through PHEAA. The program provides payment to student teachers but it is funding provided by PHEAA, then paid to the student teachers approved in the program.

VOTE: Roll Call: All in Favor      MOTION CARRIED

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

### **Approval of Local Education Agency Letter of Agreement with Allegheny Intermediate Unit for Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program for 2024-2025 school year (Attachment 11-7)**

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

### **Approval of Day Student Education Agreement with Glade Run Lutheran Services for Special Education Services for 2024-2025 school year**

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

### **Approval of Agreement with Westmoreland Intermediate Unit for Use of Funds IDEA-B for the 2024-2025 school year (Attachment 11-8)**

MOTION: Motion by: Ms. Shank      Seconded by: Mrs. Schager  
VOTE: Roll Call: All in Favor      MOTION CARRIED

### **Approval of Agreement with Westmoreland Intermediate Unit for Use of Funds IDEA-619 for 2024-2025 school year (Attachment 11-9)**

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

**Approval of Contract with Skyward Qmlativ for Qmlativ Transition Plan and Student Management Suite for 3-year period**

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

**Permission to host Camp Invention 2025**

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

**Permission to discard obsolete textbooks**

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

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

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

Mr. Venus, approved student teacher and hired as substitute teacher, thanked the Board for the opportunity. He is currently working with Mrs. Pagnotta as a student teacher and will work as a substitute teacher after that. He said his experience at Burrell has been positive so far and he is grateful for the opportunity.

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

Mr. Vinkovich reported:

- Two Burrell School District students won awards for achievements:
  - Andrew Beveridge received the award for Academic Achievement and \$200
  - TJ Hereda received award for Community Service and \$200
- Attendance is 555 total students; Required an additional welding instructor; 80 students in welding
- Received grant for new equipment

Mr. Kaczor stated the NWCTC was awarded a \$70,000 School Safety Grant.

Mr. Kaczor stated the CTC has been auctioning items that they are no longer able to use and raised \$26,500 on the auction site. The money will go towards director approved student special projects.

Mr. Vinkovich explained there is an incentive award for students that includes things like grades, projects, community service, and positive behavior.

Mr. Vinkovich stated students are doing work around the building.

Mr. Vinkovich and Mr. Kaczor stated the new Director Dr. Hicks has been excellent for the school.

Mr. Kaczor stated he is excited to be part of the NWCTC JOC Board.

Mrs. Schager asked if all sending school students have the same amount of time at the school.



Mr. Kaczor stated they all have the same opportunity. When school is not in session here, students can go to CTC to get their hour. He stated one of the schools go every other day.

Dr. Wagner explained Kiski goes every other day for a full day.

General discussion ensued about low number of students enrolled from Franklin Regional and articles of agreements and attendance at other technology centers.

#### **Westmoreland Intermediate Unit Report - Mr. Deiseroth**

Mr. Deiseroth provided written report from WIU.

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

Mr. Deiseroth reported:

- General Assembly officially ends November 30 with session so all bills introduced and not signed into law will go by the way side and would need reintroduced in 2025

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

##### **Approval of budgetary transfers (Attachment 11-10)**

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

##### **Approval of donation to fire companies**

Mrs. Callahan stated this is a donation in the amount of \$200 to each of the local fire companies - Kinloch, Lower Burrell, and Upper Burrell.

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

##### **Approval of donation to public library**

Mrs. Callahan stated the donation amount is \$300 to be used for the Lower Burrell branch.

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

##### **Permission to discard obsolete equipment and dispose of chemical products**

Mrs. Callahan stated in accordance with Board Policy 706.1 Disposal of Equipment, the Board must approve items being discarded. She verified with the Technology Department and the tech items listed are not usable.

Mrs. Callahan stated that last week she explained the disposal of the chemical products.

<u>MOTION:</u>	Motion by: Mr. Kaczor	Seconded by: Mr. Vinkovich
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DISCUSSION:

Mrs. Guido asked how much will it cost to dispose of chemicals.

Mrs. Callahan responded thousands of dollars.

Mrs. Guido asked if the items could be donated and how old items are. She also asked if we received these items as donations and now we have to pay to dispose of them.

Mrs. Callahan responded that a portion of items were donated and it was during and related to COVID.

Mrs. Guido asked if we have to pay to dispose of these things because we are a public school.

Dr. Wagner responded that we have to follow guidelines and that it is considered hazardous waste so we must follow the rules to dispose.

Mrs. Schager asked who are we using to dispose of chemicals.

Dr. Wagner responded McCutcheon Enterprises, Inc.

General discussion ensued about options for disposing of chemicals.

VOTE:            Roll Call: All in Favor            MOTION CARRIED

**Ratification of Natural Gas Agreement with United Green Energy for natural gas supply for period September 1, 2025 through August 31, 2028**

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

**Approval of Settlement of Real Estate Property Tax Appeal for Tax Parcel: 62-09-00-0-053**

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

**Annual Financial Report (AFR) 2023-2024 Information**

Mrs. Callahan explained last week that the AFR is the report that all public-school districts and IU's and CTCs are required to submit to the state by October 31 each year. It is a complete summary of District Finances and accounting for the prior fiscal year of July 1 through June 30. She reviewed the reports and District financial information in detail last week.

**Budget 2025-2026: Act 1 Index Information**

Mrs. Callahan stated this item of information is provided as we begin working on the 2025-2026 budget. The Adjusted Act 1 index for our District has been set at 6.9% which equates to just over 8 mills of taxes. In January, she will be recommending that the Board adopt a resolution indicating that we will not exceed the index amount for any tax increase in the upcoming fiscal year.



### **Approval of request to establish student activity account – Mock Trial Team**

Mrs. Callahan stated this item was added since last week based on the request submitted by Mrs. Pagnotta.

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

DISCUSSION:

Ms. Shank asked if this will also be a paid supplemental position.

Mrs. Callahan responded no, this is just for the student activity account to exist which is part of our District financial oversight.

Mrs. Beveridge stated the group is going to a trial next week.

VOTE: Roll Call: All in Favor MOTION CARRIED

### **Communications**

Mrs. Callahan stated that the Board received a few items of official communication including the required notice of the Annual Board Reorganization meeting that will be held on Tuesday, December 3, 2024 at 7:00 PM and the letter of the official designation of Burrell School District as an AASA Learning 2025 Lighthouse System.

### **Requests for Use of Buildings (Attachment 11-11)**

Mrs. Callahan presented the building use requests as prepared and recommended by Director of Athletics and Building Operations, Brian Ferra in accordance with Board Policy 707.

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

DISCUSSION:

Mrs. Schager stated she would like to address a question from Burrell Youth Wrestling about security requirements when using our facilities. She stated a Burrell Youth Wrestling parent asked if they could use parents who are retired state police or law enforcement who are willing to donate time rather than have to use school security in order to save money.

Dr. Wagner stated the answer is no because they are not necessarily approved to be guards in schools. The issue is that our policy was revised in 2023 to require school approved security or Auxiliary Police from the City of Lower Burrell. The City of Lower Burrell Auxiliary Police is no longer providing school security. Our approved security charges \$50 or \$60 per hour.

General discussion ensued about security needs for outside organizations.

Dr. Wagner asked Mr. Ferra if he has anything to add.

Mr. Ferra stated as a former Burrell Youth Wrestling parent he knows how much they make on the tournaments. Also, he has concerns that other groups would want to use their people and so it could be opening us up to some issues. We are consistent in that any group having over 100 people is required to have security and it is our approved security.

General discussion ensued about security.

VOTE: Roll Call: All in Favor MOTION CARRIED

## **Payment of Bills (Attachment 11-12)**

MOTION: Motion by: Mr. Kaczor Seconded by: Mrs. Beveridge  
VOTE: Roll Call: All in Favor except Mrs. Guido abstained from check# 88887555

MOTION CARRIED

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

### **Comments from Public**

None

### **BOARD COMMENTS:**

Mrs. Guido asked about Policy 227 because she was looking for a change that the District could require treatment at the parent's expense.

Dr. Wagner suggested that language should be discussed further with the Solicitor.

Solicitor Lee Price stated that language could backfire because it could become an issue that the District would end up having to pay if parents refuse. He recommended not putting it in the policy and to just look at it on a case by case basis.

Mrs. Guido stated inpatient residential treatment for drug/alcohol could be very costly.

Solicitor Lee Price stated that is why you should not make it mandatory in the policy.

Mrs. Guido suggested possibly the language needs to indicate "may"

## **Adjournment at 8:36 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