

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
January 14, 2025**

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 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, Mrs. Pam Key, Mr. Tom Deiseroth (in at 7:14 PM) and Mr. Rick Kaczor

Board Members Absent: Mrs. Jean Schager

Quorum present

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

Student Representatives Present: None

Announce Executive Sessions

January 14, 2025 – Immediately following meeting - Personnel Agenda

January 21, 2025 - 7:00 PM - Personnel Agenda

Approval of Minutes

Reorganization and Regular Meetings – December 3, 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

School Director Recognition

Approval of Revision of 2024-2025 School Calendar

Dr. Wagner stated that because January 6 was a snow day and she did not feel it appropriate to have a Flexible Instruction Day due to the time off for holidays, March 31 is recommended as the student make up day. She stated that faculty worked virtually on January 6 for planning and collaboration.

Mrs. Key mentioned that paraprofessionals did not get the call regarding the 2-hour delay at the Middle School when it occurred.

Dr. Wagner stated she will adjust the call list and apologized for any inconvenience.

Approval of Revisions to Policy 222 - Tobacco and Vaping Products

Dr. Wagner stated all of the policy revisions are as discussed in November.

There have been no changes to this policy since the Board approved the first reading in November.

Approval of Revisions to Policy 225 - Relations with Law Enforcement

Dr. Wagner stated there are no changes or additions since November.

Mrs. Watson asked if the revised policies are on the District website.

Dr. Wagner stated yes.

Approval of Revisions to Policy 226 - Searches

Dr. Wagner stated this is basically a completely newly written policy.

Mr. Kaczor asked if it can be condensed to one page.

Dr. Wagner stated it will change when PSBA reviews and adds legal references.

Ms. Shank asked if the SRO needs to review this.

Dr. Wagner stated the SRO job description includes a lot of the items discussed within; as well as the police MOA.

Mrs. Guido asked if the police MOA and SRO agreement can be placed in the Board drive for reference. She also asked about the seniority list for teachers.

Dr. Wagner stated she can add those items to the Board drive.

Approval of Revisions to Policy 227 - Controlled Substances/Paraphernalia

Dr. Wagner stated there were revisions made and it was discussed with Solicitor Lee Price.

Approval of Elimination of Policy 810.2 - Video Monitors

Dr. Wagner is recommending to eliminate this policy because video monitoring is included in recommended Policy 817.

Approval of Policy 817 - Use of Video Surveillance Cameras

Dr. Wagner stated that she added a line about the SRO per Board discussions in November. It outlines pretty well what is done with video footage during the school day, but it does not tell us about video footage for outside events and what we do with our footage. For example, Bon Air cameras show a portion of the road, so if the police ask for footage, do we cooperate with them or do we only provide footage with a subpoena.

General discussion ensued regarding providing footage when requested by police.

Mr. Kaczor asked if she is going to have standard practice or if it will be part of the policy.

Dr. Wagner stated she does not think it belongs in policy but maybe in the MOA with police.

Approval of Revisions to Policy 901 - Public Relations Objectives

Dr. Wagner stated she added a few words and re-arranged per recommendations in November.

Approval of Revisions to Policy 902 - Publications Program

Dr. Wagner stated there are no changes since November.

Approval of Revisions to Policy 903 - Public Participation in Board Meetings

Dr. Wagner stated no changes since November.

Approval of Revisions to Policy 904 - Public Attendance at School Events

Dr. Wagner reviewed the information and code of conduct.

Mrs. Key suggested the code of conduct could be physically posted in spaces where events take place.

Approval of Revisions to Policy 907 - School Visitors

Dr. Wagner stated there are no changes since November.

Approval of Contract for Professional Services with Pennsylvania School Boards Association (PSBA) for Policy Review Services

Dr. Wagner explained that PSBA writes policies and updates them. When we revise our Board policies, we look at PSBA samples, compare to other districts and get input from our Solicitor. There are 310 Board policies. There are 210 policies that were originally approved between 1997-1999. Of the remaining 100 policies, 24 policies were revised from 2015-2024. The rest were revised between 2000-2014. We are looking at a heavy lift

to get all policies completely reviewed and revised. If we do 5 per meeting for 3 years it is not quite enough to get all of them revised.

Dr. Wagner stated the current PSBA policy services membership only includes 10 policy samples per year.

Mrs. Callahan added that the service includes the software program that allows for public posting and searching policies. They also provide the legal references into policies and provide the network messages when things change relating to policies due to laws, litigation, and/or state requirements.

Dr. Wagner stated that the work done to update these includes pulling other districts policies and comparing and incorporating and getting solicitor review. She asked the Board to allow the use of PSBA policy review services which cost \$2,300 per year for 3 years.

Mrs. Beveridge asked how many do we really need and can some be combined. She also asked do we actually use them.

Dr. Wagner stated all of the policies are needed and used. Occasionally policies can be combined. If we don't use PSBA services, it will still get done, it just saves a lot of time.

Mr. Vinkovich stated Dr. Wagner can focus on other work that needs done if she is not doing the policies.

Mrs. Beveridge suggested the Board try to do 10 per month. That is what the WIU Board did when she was a member.

General discussion ensued regarding the number per month that the Board believes they can realistically review and revise.

Mrs. Guido stated she does not have a problem with the PSBA service. It is a recommendation only from PSBA and we can still make any changes/recommendations. It is just making workload easier to allow Dr. Wagner to focus on other areas of running the schools.

Mrs. Guido asked if our current policies that are old stem from PSBA recommendation.

Mr. Kaczor asked if Andrews & Price have this information.

Dr. Wagner stated some schools use PSBA recommendations only, but we would still review their recommendation and personalize for our District. She stated she can do it all, but it is time consuming.

Mrs. Key stated that it would be a lot to do without the service.

Mrs. Watson asked the cost of PSBA membership.

Mrs. Callahan stated that membership is just over \$10,000 and we pay \$1,525 for policy service.

Mrs. Guido asked if the \$1,525 cost will no longer be needed if we approve this.

Mrs. Callahan explained that the policy service cost is for the policy software, regular updates on laws that may affect policies and legal references to the policies. We do get 10 sample policies with this service. It would still be needed.

General discussion ensued about PSBA costs and services.

Mr. Kaczor stated that there has been enough discussion that members can do their research and each make a decision next week through their vote.

Mrs. Watson added she would love Dr. Wagner to have the support but thinks they charge way too much for membership fees and thinks it should be included. They seem to promote it as something they do. It is too much and she would like to consider other options.

Mrs. Callahan added that funds are available to transfer to cover the cost for this year if the Board decides to move forward.

Reject all bids for construction project: Boiler Replacement at High School and Boiler Rebuilding at Bon Air Elementary School and grant authorization to rebid project

Dr. Wagner explained the project was bid and bids were higher than expected. Architects recommend rebidding the projects with more alternates included to try to get better costs. Dr. Wagner requested consideration of this item tonight to move forward with projects.

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

DISCUSSION: Ms. Shank asked if it is a specialized type of product and can we now deviate from that product.

Dr. Wagner stated we did specify a type but also included a way for vendors to bid an alternate type but specs were not followed. The new bid would allow for at least 2 alternate brands.

Mrs. Beveridge asked about the new timeframe.

Dr. Wagner reviewed the timeline to advertise and receive bids on February 13 with Board consideration at the meeting on February 18. The construction time line will be June-July 2025 which has not changed.

VOTE: Roll Call: All in Favor MOTION CARRIED

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

PERSONNEL: Approval of Personnel Log dated January 21, 2025

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

Mr. Kaczor stated there is no meeting in January.

Westmoreland Intermediate Unit Report - Mr. Deiseroth

Mr. Deiseroth stated there was no December meeting.

PSBA Liaison Report - Mrs. Schager

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers

Budget 2025-2026 - Tentative Timeline Review

Mrs. Callahan reviewed the tentative Budget Timeline noting that all of the preliminary work has started. She has tentatively suggested a Board Budget Meeting, which is a public meeting, for Tuesday April 1, 2025 to spend time going through all of the budget areas in detail. It usually takes at least 3 hours so we like to dedicate an entire special meeting for it. She stated as discussed in December, we have moved the June Board meetings a week later to account for the 30-day requirement between approval of the proposed final budget in May and final budget in June.

Approval of Resolution Limiting Tax Increase to Adjusted Index for fiscal year 2025-2026

Mrs. Callahan explained that as required by Act 1 of 2006, the District must either adopt a preliminary budget at this time or adopted a resolution indicating that the District will not raise taxes above the index. She recommended that the Board adopt the resolution to stay within the index for any tax increase for 2025-2026.

Approval of participation in The Interlocal Purchasing Systems (TIPS) and Purchasing Cooperative of America (PCA), external procurement activities for cooperative purchasing of supplies, equipment and services pursuant to the Commonwealth Procurement Code, Chapter 19 Intergovernmental Relations

Mrs. Callahan stated that we have purchasing requirements that certain amounts must be bid and/or purchased from PA state contract or Costars. She recommended that the Board approve participation in 2 cooperative purchasing groups so that they can be included as options when making District purchases. Because these are groups that use competitive bidding as part of the process, it can save the District time and money for certain equipment or products so it gives us another option when seeking pricing. She stated she reviewed the information with our solicitor and he indicated they meet the Commonwealth Procurement Code. She also provided information on each of them for the Board's review.

Mr. Kaczor asked what types of items this includes.

Mrs. Callahan stated it includes everything from janitorial supplies to equipment such as metal detectors.

Mrs. Beveridge asked if it is a consortium that everyone gets together to bid and purchase items.

Mrs. Callahan stated it is not a consortium, it is a program where they solicit bids from vendors for items and then awards the bids and we can then use those bids to purchase from.

Approval of Service Agreement with Siemens Industry, Inc. for preventive maintenance and support effective January 1, 2025 – December 31, 2025

Mrs. Callahan stated this Service Agreement with Siemens is for the 2025 calendar year and pertains to HVAC at the High School, Bon Air and Stewart. It is needed to continue the current software support for our HVAC controls and provide preventative maintenance customer directed support. It also guaranteed emergency response times for phone calls and onsite support. It also provides substantial discount on labor and materials when needed.

Mrs. Callahan stated it is being recommended at this time until we move forward with the potential Capital Improvements for HVAC at our buildings. The following year we would hope to not need any support for Stewart. The agreement can be terminated with 60 days notice following the first year.

Mrs. Callahan stated we have had a similar agreement in place with Siemens for at least the last 5 years. She added that the Middle School uses a different system so it has a different vendor for the support agreement.

Permission to discard obsolete equipment

Mrs. Callahan stated during Covid, in an effort to social distance, we purchased 3 storage container trailers to use to move furniture and equipment into so we could distance students, teachers, staff, etc. These items are no longer needed and we would like permission to discard them. She recommended to first trying to sell them by using the Municibid auction site in order to recoup some of the funds and/or avoid costs of disposal. She explained when posting on Municibid, she also placed a post on the District website directing the public to the bid site so that anyone interested can submit a bid.

Mrs. Callahan added that the Board policy permits District connected personnel to purchase items when done by auction/bid.

Approval of request to close the BHS Quiz Bowl Team student activity account

Mrs. Callahan stated we have a request from Ms. Sutara to close the BHS Quiz Bowl Team student activity account because they no longer have any need for funds. The group still participates but it is an academic competition so there are no additional costs.

Approval of request to close the Bucconomics student activity account

Mrs. Callahan stated Mrs. Prather is requesting approval to close the Bucconomics student activity account and distribute remaining funds of about \$2,000 to Student Government. She indicated that students are no longer doing the Bucconomics project so the account is no longer needed.

Approval of request to close the Dungeons & Dragons Club student activity account

Mrs. Callahan stated Mrs. Aranyos is requesting to close the Dungeons and Dragons Club student activity account due to lack of interest. She is recommending the remaining funds of \$381 be transferred to the Reading Team.

Communications

Mrs. Callahan stated there is one item of communication - a letter from a vendor who bid the Boiler project.

Requests for Use of Buildings

Payment of Bills

Additions to Agenda (Agenda Meeting only)

None

Comments from Public

None


BOARD COMMENTS:

Mrs. Watson asked for clarification about TIPS and PCA and Municibid programs.

Mrs. Callahan responded that TIPS and PCA are 2 different programs that we would be able to purchase from. Municibid is the site that we can post items to sell by auction at no cost to the District.

Adjournment at 7:48 PM

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



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
January 21, 2025**

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 7:34 PM by 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, Mrs. Pam Key, Mr. Tom Deiseroth, Mrs. Jean Schager and Mr. Rick Kaczor

Board Members Absent: None

Quorum present

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

Student Representatives Present: None

Announce Executive Sessions

January 14, 2025 – Immediately following meeting - Personnel Agenda
January 21, 2025 - 7:00 PM - Personnel Agenda

Approval of Minutes

Reorganization and Regular Meetings – December 3, 2024

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

Approval of Monthly Financial Reports

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

<u>MOTION:</u>	Motion by: Ms. Shank	Seconded by: Mrs. Schager
<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:

- Wrestlers have picked up 100th win: Isaac Lacinski, Luke Boylan, Calio Zanella, Cameron Baker
- Huston Middle School drama – *Alice in Wonderland Jr.*, January 24-January 25 at 7:00 PM and January 26 at 2:00 PM

School Director Recognition

Dr. Wagner reported that January is School Director Recognition Month:

- Grateful for our Board members who volunteer time to serve the District
- Provided some statistics on Board members
- Thanked Board members and gave a small token of appreciation to members

Approval of Revision of 2024-2025 School Calendar (Attachment 1-6)

Dr. Wagner recommended a revision to use March 31, 2025 as a school day to make up for January 6.

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

Approval of Revisions to Policy 222 - Tobacco and Vaping Products

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

Approval of Revisions to Policy 225 - Relations with Law Enforcement

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

Approval of Revisions to Policy 226 - Searches

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

Approval of Revisions to Policy 227 - Controlled Substances/Paraphernalia

<u>MOTION:</u>	Motion by: Mrs. Schager	Seconded by: Mrs. Key
<u>VOTE:</u>	Roll Call: All in Favor	MOTION CARRIED

Approval of Elimination of Policy 810.2 - Video Monitors

Dr. Wagner stated the content is now in Policy 817.

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

Approval of Policy 817 - Use of Video Surveillance Cameras

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

DISCUSSION:

Mrs. Guido asked about the use of cameras if others ask about it in the community and what was decided.

Dr. Wagner explained that if an incident occurs in the community and police ask for video related to it, she will provide.

Solicitor Lee Price stated it does not need to be in policy but could be in the MOA.

Dr. Wagner stated her intention would be to be cooperative with local police.

Mrs. Watson asked how does the recording get to the police.

Dr. Wagner responded we can download, put on a thumb drive and give it to them.

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of Revisions to Policy 901 - Public Relations Objectives

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

Approval of Revisions to Policy 902 - Publications Program

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

Approval of Revisions to Policy 903 - Public Participation in Board Meetings

Dr. Wagner stated this policy was revised in 2022. The solicitor recommended to correct name, address, and group affiliation if applicable since the law does not require stating of name, municipality of residence and group if applicable.

Dr. Wagner stated the Board can approve with that change.

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

DISCUSSION:

Mrs. Watson asked if non-residents can speak and/or ask questions at Board Meetings.

Solicitor Lee Price stated taxpayers can ask questions, but the Board can decide to let others speak at any time.

Mrs. Key asked if that is a majority vote in that instance.

Solicitor Lee Price responded yes, majority of the quorum.

VOTE:

Roll Call: All in Favor

MOTION CARRIED

Approval of Revisions to Policy 904 - Public Attendance at School Events

MOTION:

Motion by: Mr. Deiseroth

Seconded by: Mrs. Beveridge

VOTE:

Roll Call: All in Favor

MOTION CARRIED

Approval of Revisions to Policy 907 - School Visitors

MOTION:

Motion by: Mr. Vinkovich

Seconded by: Mr. Deiseroth

VOTE:

Roll Call: All in Favor

MOTION CARRIED

Approval of Contract for Professional Services with Pennsylvania School Boards Association (PSBA) for Policy Review Services

MOTION:

Motion by: Mr. Vinkovich

Seconded by: Mr. Deiseroth

DISCUSSION:

Mrs. Schager asked for an explanation of this item.

Dr. Wagner stated it is for PSBA to assist with policy revisions. We currently have over 300 policies and 210 are in original form and need revised. The process is involved and PSBA can provide recommended policies and assist with the process. She stated it will cost \$2300 per year for 3 years. If we do not have this contract with PSBA, we get 10 model policies per year, but then we have to go search and find and prepare other policies. Since we are trying to get all of the policies up to date, Dr. Wagner stated she is requesting the assistance of PSBA. It is money spent to help us guide the District. They also have guidelines they provide with the program.

Mrs. Schager asked if we would then have all policies updated in the 3 years.

Dr. Wagner responded yes.

Mr. Vinkovich stated it is a lot more work for Dr. Wagner without the service.

Mrs. Watson asked if other school districts have a committee for policy making and do some let PSBA do it without looking at them or voting.

Solicitor Lee Price stated all Boards must vote on their policies, but a lot of districts use PSBA because they gather best practices and legal requirements. Once they do the entire policy, they send updates and make recommendations.

General discussion ensued about PSBA policies, services and costs and the current status of policies.

Mrs. Schager stated she thinks it is a good idea to do this and believes it is a good value.

Mrs. Guido stated it is a good value. She added that Dr. Wager never brings something to this Board that will make her job easier when it costs money so that should be considered.

VOTE: Roll Call: All in Favor except Mrs. Watson voted NO MOTION CARRIED

**Reject all bids for construction project: Boiler Replacement at High School and Boiler Rebuilding at Bon Air Elementary School and grant authorization to rebid project
APPROVED AT AGENDA MEETING 1/14/2025**

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

PERSONNEL: Approval of Personnel Log dated January 21, 2025 (Attached)

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Dr. Wagner stated that our new football coach is here and introduced him. She welcomed him and stated she is looking forward to great things.

Domenick Girardi thanked the Administration and Board for the opportunity. He stated he is very excited and looking forward to it. He will work hard and have fun and learn about football and life.

Board members thanked him.

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

Mr. Vinkovich stated there is nothing to report at this time.

Westmoreland Intermediate Unit Report - Mr. Deiseroth

Mr. Deiseroth stated the WIU meeting is next week so he will report next month.

WIU REPORT:

Mr. Joe Rice, WIU, stated they have had some administrative shifts at WIU – new Student Services Director, Interim Principal at Clairview and shifted early childhood to its own cabinet level position.

Mr. Rice stated the WIU has a new program that individuals with Bachelors' degrees can get a LEVEL 1 teaching certification very quickly and inexpensively. He is hoping this will help with the teaching shortages.

General discussion ensued about the teaching program at WIU.

Dr. Wagner stated Mr. Rice is an intern with her for letter of eligibility to become a Superintendent.

PSBA Liaison Report - Mrs. Schager

Mrs. Schager reported:

- Back into session January 27th
- PSBA is celebrating 130 years
- More schools are offering free breakfast and lunches
- PA launched \$4 million grant to combat teacher shortage
- Working on school code from 1949 to update
- Top 4 legislative items: mandating cursive, extending budget deadlines, helping first responders and PIAA playoffs

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers (Attachment 1-7)

<u>MOTION:</u>	Motion by: Mrs. Guido	Seconded by: Mrs. Key
<u>VOTE:</u>	Roll Call: All in Favor	MOTION CARRIED

Budget 2025-2026 - Tentative Timeline Review

Mrs. Callahan stated that last week we reviewed the tentative Budget Timeline noting that all of the preliminary work has started. She suggested a public meeting - Board Budget Meeting on Tuesday, April 1, 2025 to spend time going through all of the budget areas in detail.

Approval of Resolution Limiting Tax Increase to Adjusted Index for fiscal year 2025-2026 (Attachment 1-8)

Mrs. Callahan stated last week she explained that as required by Act 1 of 2006, the District must either adopt a preliminary budget at this time or adopted a resolution indicating that the District will not raise taxes above the index.

Mrs. Callahan stated that today she was made aware that the Pennsylvania Department of Education originally posted an erroneous listing of adjusted indexes. She had downloaded the data from the state the day it was made public, so she was using their incorrect data. Pennsylvania Department of Education never notified districts that they had posted incorrect information, they just replaced the data with the correct indexes. She stated that she included the email today from the Deputy Director of Pennsylvania Department of Education Bureau of Financial Operations which indicates the error.

Mrs. Callahan stated the actual index for Burrell School District for 2025-2026 is 5.2%. This equates to just over 6 mills of taxes. She is still recommending that the Board adopt the resolution to stay within the index of 5.2% for any tax increase for 2025-2026.

<u>MOTION:</u>	Motion by: Mrs. Key	Seconded by: Mrs. Schager
<u>VOTE:</u>	Roll Call: All in Favor	MOTION CARRIED

Approval of participation in The Interlocal Purchasing Systems (TIPS) and Purchasing Cooperative of America (PCA), external procurement activities for cooperative purchasing of supplies, equipment and services pursuant to the Commonwealth Procurement Code, Chapter 19 Intergovernmental Relations

Mrs. Callahan stated last week she provided information about the two purchasing coop programs that she would like permission to use as options when making District purchases. Because these are groups that use competitive bidding as part of the process, it can save the District time and money for certain equipment or products so it gives us another option when seeking pricing and making purchases.

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

Approval of Service Agreement with Siemens Industry, Inc. for preventive maintenance and support effective January 1, 2025 – December 31, 2025

Mrs. Callahan stated last week she explained the need for the service agreement with Siemens for the 2025 calendar year to continue the current software support for our HVAC controls and provide preventative maintenance customer directed support for our equipment.

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

Permission to discard obsolete equipment

Mrs. Callahan stated as indicated on the documentation, we are requesting permission to discard the 3 storage trailer containers that we no longer need through sale by bid starting with the Municibid site.

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

Approval of request to close the BHS Quiz Bowl Team student activity account

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

Approval of request to close the Bucconomics student activity account

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

Approval of request to close the Dungeons & Dragons Club student activity account

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

Communications

Mrs. Callahan stated there is one item of communication that is a letter from a vendor who bid the Boiler project. Solicitor Lee Price stated the vendor letter is not exactly correct. The prior bid permitted people to submit alternates but it needed pre-approval. The vendor had an opportunity to have alternate pre-approved.

Solicitor Lee Price stated our engineers should look at this product since it is a substantially lower cost.

Dr. Wagner stated since we are rebidding around pricing and changing the bid language; she thinks separating the projects and adding substitution options could get better pricing.

Mrs. Beveridge asked is this properly addressed in the re-bid specifications.

Solicitor Lee Price stated yes, he believes it is addressed.

Requests for Use of Buildings (Attachment 1-9)

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

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

Payment of Bills (Attachment 1-10)

<u>MOTION:</u>	Motion by: Mr. Vinkovich	Seconded by: Mr. Deiseroth
<u>VOTE:</u>	Roll Call: All in Favor except Mrs. Guido abstained from check# 88887501	

MOTION CARRIED


Additions to Agenda (Agenda Meeting only)

Comments from Public

None

Adjournment at 8:20 PM

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



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls