

**BURRELL SCHOOL DISTRICT  
AGENDA MEETING MINUTES  
March 11, 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 7:00 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. LeeAnn S. Guido, Mrs. Pam Key, Mr. Tom Deiseroth, Mrs. Jean Schager and Mr. Rick Kaczor

Board Members Absent: Mrs. Nikki Watson

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

Student Representatives Present: Ryan Rusiewicz

**Announce Executive Sessions**

March 11, 2025 – Immediately following meeting - Personnel Agenda  
March 18, 2025 - 7:00 PM - Personnel Agenda

**Approval of Minutes**

Agenda Meeting – February 11, 2025; Regular Meeting – February 18, 2025

**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 Configuration - Task Force Presentation Summary**

Dr. Wagner provided an overview and presentation on the Task Forces for Bon Air Elementary and Middle School for restructuring the grade levels with the closing of Stewart School. This was offered to people to participate and all interested were able to participate for a total of about 40 Task Force members.

Dr. Wagner summarized the process including gathering information, reviewing ideas, identified non-negotiables, finalizing and setting schedules based on the information. She explained they used Human Centered Design as the basis for the process. The Task Force also included Kellen Stepler, Valley News Dispatch Reporter, to help in communication with the community for transparency.

Dr. Wagner presented and reviewed the map of Bon Air's building configuration with 4<sup>th</sup> grade included. She reviewed the priorities that the Task Force identified and the results:

- MTSS non-overlapping
- Transition time
- Instructional minutes
- Lunch structure and times
- Breakfast time designated

Dr. Wagner asked Task Force members to speak regarding the process or decisions during the presentation.

Task Force member Melissa Squires stated she is part of the Middle School Task Force, but as an employee at Bon Air and parent of Bon Air students, she believes the priorities make sense.

Ms. Shank asked why the group wanted 3<sup>rd</sup> grade alone for lunch and what is the lunch class schedule.

Task Force member Melissa Squires provided some information stating that the 3<sup>rd</sup> grade class is large and a bit difficult.

Dr. Wagner presented the Bon Air schedule. She explained the schedule for lunches is Kindergarten with 2<sup>nd</sup> grade, then 1<sup>st</sup> with 3<sup>rd</sup> grade and 4<sup>th</sup> grade alone since it is the largest class.

Mrs. Guido asked about the schedule showing the potential for Kindergarten and 1<sup>st</sup> grade swapping lunches and does that then put Kindergarten with 3<sup>rd</sup> grade and isn't that what we are trying to avoid.

Ms. Lenart, Bon Air Principal, indicated that there will be a lot of adults during lunch so we feel confident that we can manage the students well.

Dr. Wagner reviewed the Middle School Task Force members. She presented and reviewed the building configuration map showing the location of 5<sup>th</sup> grade classrooms and how they will be isolated in one hallway.

Task Force member Jessica Speer stated that the group wanted to address parent concerns for keeping 5<sup>th</sup> grade separate.

Ryan Rusiewicz, Student Representative to the Board, asked if 5<sup>th</sup> grade will be on the bus with 8<sup>th</sup> grade.

Dr. Wagner responded yes, they will be on the bus together.

Jessica Speer stated that it is either 5<sup>th</sup> grade with Kindergarten or 5<sup>th</sup> grade with 8<sup>th</sup> grade so either way there is an age gap issue. She believes it is better to have 5<sup>th</sup> grade with 8<sup>th</sup> grade.

Dr. Wagner presented and reviewed priorities identified by the Task Force for Middle School Schedule development and results:

- BUC time together for 6<sup>th</sup>-8<sup>th</sup> grade
- BUC time at end of day
- Free play for 5<sup>th</sup> grade
- ELA Support time

Dr. Wagner provided and reviewed the Middle School schedule.

Task Force member Robert Harris provided the information. He stated BUC time is built in for remediation or make up work. Studio is basically Specials but with more detailed and focused time and ability to dive deeper.

Dr. Wagner added that there are two Studios per day. One will be more traditional and the other will be more of a choice for deeper dive.

Travis Welch, Middle School Principal, stated he took this as an opportunity to reimagine the Middle School. Studio is a way to bring kids closer to what their interest may be and to explore things that may lead to a career. This has come from career network and speaking with administrators at other locations that are doing it well with good results. It is basically project-based learning at a more personalized level. In 7<sup>th</sup> and 8<sup>th</sup> grade the students will get into more of a choice and will be taking a few classes in various pathways. He provided examples. He added that they will align each area with a Burrell alum that is an expert in the area. It should help keep students engaged and wanting to come to school.

Mrs. Guido asked about the Studios and will they be four weeks or quarters or semesters. She believes four weeks is too short.

Mr. Welch stated the plan is for 7<sup>th</sup> and 8<sup>th</sup> grade to have two Studios per quarter.

Alyssa Watson, parent on the Middle School Task Force, stated she believes that these options that will be available at the Middle School may be helpful for students who are currently choosing cyber school.

Jessica Speer added that the 5<sup>th</sup> grade schedule will be different. It includes free play to help with parent concerns. She added that the new curriculum requires Amplify support time for 5<sup>th</sup> grade.

Mr. Kaczor asked why is free time before lunch instead of after.

Dr. Wagner explained that before lunch is actually better for students and it worked best with schedule timing.

Student Representative Ryan Rusiewicz asked about free play and where will they have this.

Middle School Assistant Principal, Krista Pisano stated it will be in the auxiliary gym or outside. She also added courtyard space will be revamped and used.

Dr. Wagner reviewed the next steps including:

- Parent nights and Celebration of Stewart
- Staffing
- Bussing and Dismissal
- Moving things
- Cafeteria
- Summer work
- Construction, etc.

Dr. Wagner asked Task Force members for any additional comments.

Mr. Harris stated he came to the Board in the fall with a strong opinion and a lot of data about 5<sup>th</sup> grade having no business for being at the Middle School. He has been an educator for over 20 years. He is grateful today for being included in the Task Force. He stated what makes a great leader is someone wanting to be challenged and Dr. Wagner, Travis Welch and Krista Pisano are amazing educational leaders. It showed that Burrell teachers, Administration, Board members and parents are working together with a “kids first” mindset.

Mr. Harris continued that ultimately, he believes that 5<sup>th</sup> grade is elementary, but because of financial constraints, the work put has presented a best-case scenario for 5<sup>th</sup> grade being in Middle School. He believes we are in a much better place for his 10-year-old being in Middle School next year. We put these plans through the ringier. It is like 5<sup>th</sup> grade is its own academic school within the building and its own physical part of the building. They have their own schedule, etc. He concluded that as a parent he is grateful that the District truly values stakeholder opinions.

Mr. Kaczor thanked him. He appreciated him being someone who disagreed originally, but participated and came back with positive feedback. He thanked him for being part of the process and part of the solution.

Mrs. Key added that our Board is pretty good at listening to the minority voice and hearing it, considering it, and deliberating upon it.

Ms. Shank stated that Mr. Harris’ opinion at the Board meeting in the fall made her re-think her position. She thanked them for putting in a lot of hours. She knows it is difficult with all of the different opinions. She stated it is amazing what you all did. Thank you.

Jessica Speer added that the 5<sup>th</sup> grade teachers plan to make it as easy as possible for the students and parents. They are ready to take on the challenge and it is a great team of teachers that work together.

Vicki Connor, Task Force parent, stated she really enjoyed participating in the Task Force and it helped her learn. She would like to have more Task Forces to have everyone work together.

Kate Gamble, Task Force parent, stated she is glad that passion was brought to the Middle School. She believes free play is important as well and thinks excitement is back.

Cybil Federer, speaking on behalf of the BEA, stated she appreciates hearing about the plan and appreciates the openness of the plan. She added that BEA Leadership is still reviewing the schedule and aspects to determine if there are any language issues that may arise.

Dr. Wagner thanked the Task Force members for their time and investment contributed and is looking forward to upcoming parent nights.

### **Approval of 2025-2026 School Calendar**

Dr. Wagner reviewed the potential school calendar for 2025-2026. The first day of school will be September 2, the last day of school will be June 3, Graduation will be June 4 and the teachers’ last day will be June 5. There will be 171 student days which is the same as 2024-2025 and this meets the required number of hours for elementary and for secondary students.

Dr. Wagner stated because the calendar is based on hours, she is considering a second parent teacher conference day for elementary students. She suggested that March 13 maybe a K-4<sup>th</sup> grade teacher conference day. This is new and it will need cleared with the teacher union regarding language.

General discussion ensued about the conferences and the time of year.

Dr. Wagner stated that Kindergarten does not have the same requirement for hours so the first day of school for the last 5 years has been a staggered start. It has been a good transition for these students to get acclimated.

Mr. Kaczor stated he would prefer the start of school in August.

Student Representative Ryan Rusiewicz added that he would prefer to start early and finish in May.

Dr. Wagner also stated that Project Discover dates are to be determined. She is reviewing contract language with the Curriculum & Instruction Committee to see if we can change how we are doing it.

### **Summer Work Schedule Information**

Dr. Wagner reported that the 2025 District Summer Schedule will be June 9 – August 1, 2025 for the 4 days per week, 10 hours per day Monday-Thursday. Construction could impact this schedule somewhat.

### **Ratify waiver of additional services costs for one non-resident tuition student effective February 19, 2025 through end of 2024-2025 school year**

### **Approval to add athletic sport beginning 2024-2025: Girls Flag Football - Varsity/JV**

Dr. Wagner stated Mr. Ferra discussed Girls Flag Football with the Board in the fall. She asked him to present these recommended sport additions.

Mr. Ferra stated Flag Football is a spring sport with games on Sundays so it should not interfere with other spring sports. He stated that it is a growing sport and we have a lot of interest.

Mrs. Guido stated she is concerned about custodial/overtime for Sunday games.

Mr. Ferra stated we have a custodian that works 8 hours on Sunday so it will be covered.

Mrs. Guido asked about Steeler funding and if after the two years, we will have to pay for all costs. She asked if we will have a team ready for spring.

Mr. Ferra responded yes, funding through the Steelers is only for the first two years. He indicated that 18 students signed up and that he will be able to run the program this spring if the Board approves next week.

### **Approval to add athletic sport beginning 2025-2026: Girls Wrestling - Middle School**

Mr. Ferra stated Middle School Girls Wrestling, since 46 states have it, is the most widely growing sport in America. He stated that several girls were interested but did not want to wrestle with boys. He explained that without having two separate teams will allow the girls to participate in other events.

Mr. Kaczor asked if western Pennsylvania has enough Middle School girls' teams for competition.

Mr. Ferra responded yes, there are 10-12 teams in our county.

Ms. Shank asked if we have to add two boys' sports teams since we are adding two girls' teams.

Mr. Ferra responded no because it's already co-ed and we are just splitting them.

### **Approval of Revisions to Policy 815 - Acceptable Use of Computers, Network, Internet, Electronic Communications and Information Systems**

Dr. Wagner stated the Board approved the first reading last month and there are no changes so she will ask for approval next week.

**Permission for Michael Pagnotta to chaperone one High School student on overnight trip to PMEA All-State Jazz Band, April 9-12, 2025, Kalahari Resort and Convention Center, Poconos**

Dr. Wagner asked Choir Instructor Kala Williams if she had student names and/or any additional information.

Kala Williams stated Zach Bush, a Junior, is the student who qualified.

**Permission for Kala Williams to chaperone one High School student on overnight trip to PMEA Regional Choir Festival, March 19-21, 2025, Waynesburg University**

Kala Williams stated Cai Yankel, a Senior, is the student who made Choir regionals. She thanked the Board for supporting the students.

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

**Approval of Special Education Plan 2025-2028**

Dr. Egnor stated the Special Education Plan was posted on the District website for over 30 days as required. It was reviewed with the Board last month and is presented for approval.

**Acceptance of Service Proposal from ARIN Intermediate Unit for School Psychologist Services for 2025-2026 school year**

Dr. Egnor stated that this is an updated agreement. He stated we are not specifically agreeing to the recommendation for 1.5 Full-time staff. It is just added to their proposal. We will likely need 1 staff member.

**Permission to discard obsolete library books and textbooks**

Dr. Turk explained the recommendation to use the same process for disposal decided last month that includes:

1. Offer to instructors to use within their classroom and/or for school art purposes
2. Offer to students to have
3. Offer to public at Community Event(s)
4. Offer to Lower Burrell/New Kensington Libraries
5. Discard with garbage

Dr. Turk stated we currently have Middle School and Stewart lists from the library as well as text books for consideration.

**PERSONNEL: Approval of Personnel Log dated March 18, 2025**

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

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

**PSBA Liaison Report - Mrs. Schager**

**BUSINESS - MRS. CALLAHAN**

**Approval of budgetary transfers**

**Acceptance of Proposal and Approval of Contract with Crown Castle Fiber for Internet Access for period July 1, 2025 through June 30, 2028**

Mrs. Callahan explained that the District is able to get the Erate discounts on certain technology services and equipment through the Erate Program. It is the schools and libraries program of Universal Service Fund that is administered by USAC (Universal Service Administrative Company). It is an extensive process, but provides substantial discounts on items to assist our budget.

Mrs. Callahan stated we received a 60% discount this year, so it has been substantial savings. There is a process we have to follow to post services and to seek proposals and then evaluate and rank them. We went through the process for our internet access and are recommending Crown Castle Fiber. We currently use them for the fiber that runs from the High School to elementary schools so we have experience with them and believe that they can best serve our needs. Of the 5 vendors who submitted proposals, Crown rated highest on our evaluation and pricing is the most important factor in our matrix. The overall cost will be less than \$5,000 for the year after the Erate discount. This past year we paid about \$8,110 for internet access through WIU and the NRC which was required as well. We have also increased to 2 GIG.

Mrs. Callahan stated additionally, they are working with us to allow us to end the contract relating to fiber to Stewart when we are able so that is another benefit and cost savings.

**Acceptance of Proposal from Connectivity Communications Inc. for purchase of switches for 2025-2026**

Mrs. Callahan stated this item is also Erate eligible for discount. It is for the purchase and 5 years of support and maintenance on switches for the District. The overall cost is \$109,015 and with Erate discount, the cost will be less than \$45,000. We received 3 proposals and rated each proposal using price as the most important factor so we are recommending Connectivity Communications, Inc.

Mrs. Beveridge stated it seems like we just did this recently.

Mrs. Callahan stated that we did purchase a few switches a year ago. She asked Ms. Speer to explain.

Ms. Speer stated we purchased a few switches that were needed to support the security system. However, this project covers replacement of all of the District switches that are about 10 years old.

Mrs. Callahan added that Erate funding for category 2 items runs in 5-year cycles and we are at the end of the cycle so if we don't use the remaining funding available, we lose it.

**Acceptance of Independent Audit Report of Hosak, Specht, Muetzel and Wood, LLP and Management's Discussion and Analysis for fiscal year ended June 30, 2024**

Mrs. Callahan stated the Auditors are finalizing the report so we should have it for review next week. She prepared the MDA and reviewed the draft and it is a clean audit. As mentioned in November, the audit numbers match our Annual Financial Report numbers.

**Acceptance of Proposal for Independent Audit Services from Hosack, Specht, Muetzel and Wood, LLP for fiscal years ending June 30, 2025, 2026 and 2027**

Mrs. Callahan stated we have come to the end of our 3-year agreement with the Independent Auditing firm so she is recommending approval of a new proposal. She stated that the firm works very well with us and after reviewing a recent survey of the county districts, the overall costs are below the average. There is a slight increase annually in the agreement.

## **Approval of transfer of \$221,200 from General Fund to Capital Reserve Fund per 2024-2025 budget**

Mrs. Callahan stated we budgeted to transfer funds to Capital Reserve during the 2024-2025 year so she recommends we make that transfer this month. It does require official Board approval. She provided the General Fund Budget showing the funds budgeted and the Capital Reserve Fund Budget showing the revenue.

## **Approval of transfer of \$237,685 from General Fund to Capital Reserve Fund for PCCD Grant Funds Received for Improvement of Physical Safety Grant**

Mrs. Callahan stated we applied for and were awarded the PCCD grant for Physical Safety to offset the costs of the Verkada security system that was installed this summer. We were awarded \$425,626 and at this point, we received \$237,685. These funds were received in the District's General Fund but since we have planned to use Capital Reserve Funds for the remainder of the project and that is where we have been making payments from for the project, she requested that we transfer the funds into the Capital Reserve Fund. She provided documentation showing these amounts as well. Once we receive the balance of the funds, she will ask for the Board's approval to transfer those funds as well.

## **Board Meeting - Budget Workshop - April 1, 2025 at 7:00 PM**

Mrs. Callahan stated as a reminder the Board will hold a public meeting to go through the Draft budget.

## **Communications**

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

### **Payment of Bills**

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

None

## **Comments from Public**

*Melissa Squires, Task Force parent*

- *Questioned if Board considered putting Board meetings online*

*Jenna Golem, Resident*

- *Stated she will try to make it to the Budget Workshop*
- *Asked if the Board is planning on having air conditioning at buildings*

## **BOARD COMMENTS:**

Mrs. Key stated the Board would welcome the public and teachers at the Budget Workshop so people can see where funds are budgeted. It is detailed and several hours but it is worth it.

Mr. Kaczor stated it is not as boring as it sounds and it would be great to have people show up. We usually don't have people show up but it provides the details of the budget and revenue issues.

Mrs. Guido stated that the architects are working on estimates for projects and that air conditioning will be part of that but it is something for the Board to decide at a later date.

*Jenna Golem, Resident*

- *Asked about having a 5<sup>th</sup> grade orientation before the school year starts*



Krista Pisano, Assistant Principal at the Middle School, explained that we annually have 6<sup>th</sup> grade come in for an orientation before the school year since they are new to the buildings so we have discussed having 2 grades this year.

**Adjournment at 8:26 PM**

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



Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT  
BOARD MEETING MINUTES  
March 18, 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 7:39 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, Dr. Gregory Egnor, Director of Student Services and Solicitor Lee Price

Student Representatives Present: None

**Announce Executive Sessions**

March 11, 2025 – Immediately following meeting - Personnel Agenda  
March 18, 2025 - 7:00 PM - Personnel

**Approval of Minutes**

Agenda Meeting – February 11, 2025; Regular Meeting – February 18, 2025

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

**Approval of Monthly Financial Reports**

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

**MOTION:**      Motion by: Mr. Deiseroth      Seconded by: Ms. Shank  
**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/recognized:

- Burrell Hockey team is an organization that uses our name and includes several Burrell students; Playing for Penguins Cup in Morgantown, West Virginia tonight
- Stewart Elementary students participated in Burrell Youth Wrestling went to Keystone State Championships last week - Jackson Mathews, Nolan Nealer, Oakley Thompson
- Jim Croushore, Bon Air Principal, and Melinda Kulick, prior teacher at Burrell School District – wrote an article that was published in the Administrator magazine, "Fostering Teacher Wellbeing: A Servant Leadership Perspective"
- Mrs. Sites, tinker lab facilitator at Stewart Elementary - WQED Design Lives Here Invention Project – 3<sup>rd</sup> place winning team - Merilee Maskas, Lillianna Huckabaa, Owen Graff and Colten Warsing; Invented a Car Sorter - solved a real world problem using recyclable materials
  - 2 of our students won some awards as part of other teams - Rylee Horwatt and Kaylee Torres won first and second place in design challenge competition
- Megan Aranyos, High School Librarian – wrote a grant for Literacy; grant for \$1200 to provide high interest low reading ability resources
- Megan Aranyos – Gifted High School students participated in an “anything floats” competition; High School team won first place – Aaron Holm, Adam Scheftic, Brayden Snyder, and David Kleckner; Mr. Zanella supported the students as well

#### **District Configuration - Task Force Presentation Summary**

Dr. Wagner stated last week we discussed building maps for Kindergarten through 4<sup>th</sup> grade at Bon Air and 5<sup>th</sup> grade through 8<sup>th</sup> grade at the Middle School. We also reviewed the building schedules.

#### **Approval of 2025-2026 School Calendar (Attachment 3-6)**

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

Dr. Wagner thanked the Board for allowing the continuation of the planning and collaboration days as they are very helpful for faculty.

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

Dr. Wagner stated employees will work four 10-hour days and have Fridays off for summer days effective June 9 through August 1, 2025.

#### **Ratify waiver of additional services costs for one non-resident tuition student effective February 19, 2025 through end of 2024-2025 school year**

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

**Approval to add athletic sport beginning 2024-2025: Girls Flag Football - Varsity/JV**

Mr. Ferra stated he secured a grant to cover costs for first 2 years to begin a girls flag football team.

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

DISCUSSION:  
Mr. Kaczor stated a lot of people in the community are excited about this.

Mrs. Schager stated a lot of people are complaining because there is no Middle School baseball.

VOTE:      Roll Call: All in Favor      MOTION CARRIED

**Approval to add athletic sport beginning 2025-2026: Girls Wrestling - Middle School**

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

VOTE:      Roll Call: All in Favor      MOTION CARRIED

Mr. Ferra thanked the Board and stated he understands that we have to do other things to maintain the budget and cannot always keep adding programs.

**Approval of Revisions to Policy 815 - Acceptable Use of Computers, Network, Internet, Electronic Communications and Information Systems**

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

VOTE:      Roll Call: All in Favor      MOTION CARRIED

**Permission for Michael Pagnotta to chaperone one High School student on overnight trip to PMEA All-State Jazz Band, April 9-12, 2025, Kalahari Resort and Convention Center, Poconos**

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

DISCUSSION:  
Mrs. Guido stated she thought Kala Williams said there is an additional person who could qualify.

Solicitor Lee Price stated they can change the wording if need to.

Dr. Wagner stated we can approve retroactively if needed.

VOTE:      Roll Call: All in Favor      MOTION CARRIED

**Permission for Kala Williams to chaperone one High School student on overnight trip to PMEA Regional Choir Festival, March 19-21, 2025, Waynesburg University**

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

DISCUSSION:

Mrs. Schager asked what happens if we deny this.

Dr. Wagner stated we would tell her she can't go:

VOTE: Roll Call: All in Favor MOTION CARRIED

**Approval of Memorandum of Agreement with Burrell Education Association regarding Summer Credit Recovery Program 2025**

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

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

**Approval of Special Education Plan 2025-2028**

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

**Acceptance of Service Proposal from ARIN Intermediate Unit for School Psychologist Services for 2025-2026 school year (Attachment 3-7)**

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

DISCUSSION:

Mrs. Guido asked if we contracted a different agency for this as well.

Dr. Egnor stated we do contract with another agency for the overflows.

Mrs. Guido stated she thought the other agency would want to provide another proposal to operate the full program for us at a different rate.

Dr. Egnor stated that the agency cannot provide that full time for us. We are also getting the supervision from ARIN and those agencies cannot match that.

Mrs. Watson asked if Mr. Kaczor had a problem with this last year.

Mr. Kaczor replied no.

VOTE: Roll Call: All in Favor MOTION CARRIED

**Approval of Contract with Grade Point Resources for Extended School Year Services 2025 (Attachment 3-8)**

Dr. Egnor stated he received the proposal last week. We have contracted with them for four years. It has grown over the last few years. He added that two districts reached out to ask if they can use our program.

Dr. Egnor stated it has been set up to earn revenue if that occurs. The program is successful.

Dr. Egnor stated he is projecting to have four classrooms this summer. The contract includes the teacher, plus paraprofessionals and a supervisor.

MOTION: Motion by: Mr. Deiseroth      Seconded by: Mrs. Guido  
VOTE: Roll Call: All in Favor except Mrs. Key abstained since she works for the vendor.

MOTION CARRIED

### **Permission to discard obsolete library books and textbooks**

Dr. Egnor stated a list was added from Bon Air and all procedures will be followed as implemented.

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

### **PERSONNEL: Approval of Personnel Log dated March 18, 2025 (Attached)**

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

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

Mr. Kaczor reported:

- Approved an articulation agreement with Thaddeus Stevens College of Technology for construction trades students to earn up to 9 credits
- Approved first reading of several policy revisions
- Received \$84,569 from Pennsylvania Department of Education grant for equipment for welding
- Approved switch update using Erate Category 2 funding

Mrs. Guido asked if all students who want to attend can attend the school or do they get put on a waitlist.

Mr. Kaczor stated that Dr. Hicks will find a way to have all students who want to be there to attend.

Mr. Vinkovich added that is why a second welding class was added, due to the students who want that class.

Mr. Kaczor stated Dr. Hicks has been amazing in what he has done there so far. Students are working hard and taking pride in the place. Students are doing work that has been needed for a while.

General discussion ensued about NWCTC course selections, scheduling and the programs.

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

#### **PSBA Liaison Report - Mrs. Schager**

PSBA just released the annual State of Education Report:

- More than ¾ of districts have more than one building in need of major repairs
- Biggest challenges faced by school leaders continue to be student mental health needs, budget pressures, and staffing shortages
- Mandatory charter school tuition payments are the top source of budget pressure
- More than 80% of school districts reported experiencing scarcity of quality mental health care providers

## **BUSINESS - MRS. CALLAHAN**

### **Approval of budgetary transfers (Attachment 3-9)**

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

### **Acceptance of Proposal and Approval of Contract with Crown Castle Fiber for Internet Access for period July 1, 2025 through June 30, 2028 (Attach 3-10)**

Mrs. Callahan stated she explained last week that the District receives substantial discounts on certain technology services and equipment through the Erate program. We have a process to follow including seeking proposals and evaluating them and awarding them within a deadline for the following year. This is the recommendation for our internet access for the next three years.

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

### **Acceptance of Proposal from Connectivity Communications Inc. for purchase of switches for 2025-2026 (Attach 3-11)**

Mrs. Callahan stated this item is also an Erate eligible equipment purchase for the switches we need District wide to replace our equipment that is about 10 years old.

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

### **Acceptance of Independent Audit Report of Hosak, Specht, Muetzel and Wood, LLP and Management's Discussion and Analysis for fiscal year ended June 30, 2024**

Mrs. Callahan stated that the Board has received the audit report for the fiscal year ended June 30, 2024. She added she explained in November at the public Board meeting when reviewing the District's Annual Financial Report for the 2023-2024 year, the audit report would follow and includes many of the same financial reports. The state requires the District to submit our Annual Financial Report by October 31 each year. The District is also required to have a CPA firm audit our financial operations each year to make sure we are reporting our fiscal status correctly and accurately. Our finances and record keeping are examined to verify that we are following GASB rules and Pennsylvania school code laws. The firm provides a written report which includes the financial statements and notes for the District. The Audit Report financials match all of the Districts financial data as reported to the Board in November. She stated since we went through the financials in detail at that time, she will just highlight some of the pages in the audit report.

Mrs. Callahan explained about the opinion that states the statements fairly represent the financial position of the District. Next is the MD&A which is required by GASB to prepare as prescribed and for it to be included in this audit report. It must include certain sections and information regarding the finances. The District is required to show statements in both government-wide statement format and fund financial statement format which is the data you are typically used to reviewing as our budget follows this format of revenues, expenditures, and fund balance.

Mrs. Callahan stated the fund financial statements begin on page 17 where the Balance Sheet, Statement of Revenue, Expenditures, and changes in Fund Balance, followed by the Proprietary Funds Reports (Food Service) and Fiduciary Funds Reports (Student Activity).

Mrs. Callahan stated General Fund Revenues and transfer in totaled \$35,232,873 and Expenditures and transfer out totaled \$35,755,627 resulting in decrease, or use of Fund Balance \$522,754. This is slightly lower than the projected amount last spring when it was estimated we would use about \$700,000 of Fund Balance. The Ending Unassigned Fund Balance is \$2,885,063 which is \$185,000 more than projected in June.

Mrs. Callahan stated the Auditor includes several pages of notes to financial statements explaining some of the calculations and other factors.

Mrs. Callahan stated pages 62-68 provides details of budgeted revenue and expenditures versus actual at year end. We talked about the variances in November. Revenues were less than 1% higher than expected mostly Earned Income Tax and Interest Income. Expenditures were about \$140,000 less than budgeted overall throughout all areas of the District and we did not use the \$300,000 budgeted for budgetary reserve so that was the majority of the \$440,000 variance overall. The expenditure difference was about 1.2% less than budgeted.

Mrs. Callahan stated as usual the most important part of the Audit for her is Page 81 which is the schedule of findings and questioned costs. She added that there are no material weaknesses identified, no significant deficiencies in internal controls, no noncompliance items and no findings so it is an "unmodified" or clean audit once again for the District.

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

Mrs. Guido thanked Mrs. Callahan for another year of clean audits and for doing a good job of management of school finances.

**Acceptance of Proposal for Independent Audit Services from Hosack, Specht, Muetzel and Wood, LLP for fiscal years ending June 30, 2025, 2026 and 2027 (Attachment 3-12)**

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

**Approval of transfer of \$221,200 from General Fund to Capital Reserve Fund per 2024-2025 budget**

Mrs. Callahan stated that she is recommending the Board approve this budgeted transfer of funds to Capital Reserve for the 2024-2025 year.

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

**Approval of transfer of \$237,685 from General Fund to Capital Reserve Fund for PCCD Grant Funds Received for Improvement of Physical Safety Grant**

Mrs. Callahan stated this transfer is for a portion of the \$425,626 awarded PCCD grant for physical safety that we recently received to offset expenditures in the Capital Reserve Fund.

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

**Board Meeting - Budget Workshop - April 1, 2025 at 7:00 PM**



**Communications**

**Requests for Use of Buildings (Attachment 3-13)**

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

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

DISCUSSION:  
Mrs. Schager asked if there was an issue with one of the items on the report that should be charged fees.

Mrs. Callahan explained there was a question about one of the groups on the list. We reviewed and confirmed that they are categorized as Group 3 so they are exempt from the rental fee, which is how it is reported.

VOTE: Roll Call: All in Favor      MOTION CARRIED

**Payment of Bills (Attachment 3-14)**

MOTION: Motion by: Mrs. Key      Seconded by: Mrs. Schager

VOTE: Roll Call: All in Favor      MOTION CARRIED

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

**Comments from Public**

None

**Adjournment at 8:15 PM**

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

VOTE: Roll Call: All in Favor      MOTION CARRIED



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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/mls