

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
June 17, 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, Mrs. Nikki Watson, Mrs. LeeAnn S. Guido, Mrs. Pam Key, Mr. Tom Deiseroth, Mrs. Jean Schager and Mr. Rick Kaczor

Board Members Absent: Mr. Timothy J. Vinkovich and Ms. Tricia Shank

Quorum present

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

Student Representatives Present: None

Announce Executive Sessions

June 17, 2025 – 6:00 PM & Immediately following meeting - Personnel Agenda & Real Estate
June 24, 2025 – 7:00 PM - Personnel Agenda

Approval of Minutes

Agenda Meeting – May 13, 2025; Regular Meeting – May 20, 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

Dr. Wagner introduced Mrs. Brooke Miller and her STEAM students to present a project that they worked on this spring.

Mrs. Miller presented the Makey Makey project and explained what they were working on in relation to Technology and Engineering for grades K-5.

Mrs. Miller stated they worked with STEEL science standards and worked with the lending library at Penn State University New Kensington and borrowed Makey Makey. The students involved with the project were Cori Distilo, Adalee Twidwell, Landon Canfield and Grayson Miller.

Mrs. Miller and the students presented the Makey Makey science projects that involved conductors and circuits used to make bongos and pianos play; including using coding to create songs and play games.

Mrs. Miller explained that the students enjoyed it and had to use trouble shooting methods. She said it was a great activity. She was happy to be a part of a foundation for what the District offers as they advance to Middle School and then at High School. }

Gifts, Grants, Donations Report

Dr. Wagner reviewed the list of grants and donations to the District since August totaling \$32,250. It includes the donation of a \$10,000 robotic arm for the High School Makerspace from Koppers.

Approval of Affiliation Agreement with PennWest University for an Academic Experience Site in Social Work for period of 5 years

Dr. Wagner stated she received various agreements to be able to place student teachers with the District.

Permission to place a Social Work Student Teacher from PennWest University at Burrell High School, Huston Middle School and Bon Air Elementary for Fall Semester 2025

Approval of Affiliation Agreement with St. Vincent College of Education for period of 5 years

Approval of Affiliation Agreement with Seton Hill University for period of 5 years

Permission to place a Student Teacher from Seton Hill University at Burrell High School and Huston Middle School for Spring Semester 2026

Approval of Affiliation Agreement with Duquesne University of Education for period of 5 years

Approval of Collective Bargaining Agreement between Burrell School District and Burrell Service Employees' International Union Local 32BJ for period July 1, 2025 through June 30, 2030

OTHER ADMINISTRATION

Approval of Agreement with Westmoreland County Community College for RISE Program for Fall 2025 academic semester

Dr. Egnor explained that this program is similar to St. Anthony's where we have Special Education students attend at Duquesne University. It is another option for post-secondary students who continue their special education with us. It is a state-wide program at community colleges and located at the Youngwood campus.

Approval of Allegheny Intermediate Unit Comprehensive Services Agreement and Special Education Addendum for 2025-2026 school year

Dr. Egnor stated this is an annual agreement. We use Sunrise School through the AIU to send students.

Mrs. Guido asked if we use other services from AIU or only Sunrise.

Dr. Egnor stated we only use Sunrise School through the AIU.

Approval of Outreach Services Contract Agreement with The Western Pennsylvania School for Blind Children for vision services for 2025-2026 school year

Dr. Egnor stated we have a few students who receive vision services. The WIU has provided the service but they are no longer offering the service. We are turning all of our services to WPSBC who is able to staff vision services better. We have used this school for many years in addition to the WIU.

Mrs. Guido asked for clarification.

Dr. Egnor stated the Western Pennsylvania School for Blind Children will come here to provide services. The WIU will no longer provide those services.

Mrs. Guido stated it appears it is more fiscally responsible to use WPSBC as the IUs seem to be charging a premium. She appreciates Dr. Egnor finding better and less costly options.

Approval of Agreement with St. Anthony School Programs for Student Placement Services for 2025-2026 school year

Dr. Egnor stated this is a post-secondary option for students to continue special education beyond senior year of high school.

Permission to discard obsolete textbooks and library books

Wellness Report

Mrs. Callahan stated as required by the NSLP, the District maintains a Wellness Committee and a Wellness Policy. Part of the requirement includes providing a report to the Board each year about meeting the Wellness Policy guidelines. Food Service Director Megan Mlinarcik chairs the committee and provided a written Wellness report for Board review.

Food Service Summary Report

Mrs. Callahan stated the Food Service Director, Megan Mlinarcik, will attend the meeting next week to provide a brief summary of the Food Service program operations.

Athletics/Building Operations - Items for Discussion

PARKING:

Mr. Ferra stated that we are having a struggle with students and adults parking. The police will not come issue tickets for us and we cannot ticket. He found that other districts have a policy for towing. He would like to pursue this option if the Board supports it.

Mr. Ferra stated that parents park in the yard and in handicapped spaces and when this issue is announced, they don't move their cars and there is nothing we can do. Students are doing this as well. We have marked everything with paint, signs, cones, etc. and would like to consider towing violators.

General discussion ensued about parking, timing of issues, and various locations at the High School.

Mrs. Schager suggested Officer Rob could issue tickets.

Dr. Wagner confirmed that the Board is ok with Administration pursuing options including ticketing and/or towing to address violations.

ADVERTISING:

Mr. Ferra stated he would also like to discuss an advertising/fundraising option. He wants Board members thoughts on advertising and working with an outside agency for signage around the buildings and including along fencing.

Mr. Kaczor stated we should look into it as a revenue stream and should consider it for a new scoreboard sponsor as well.

Mrs. Key asked where the money would go.

Mr. Ferra stated it is a contract with a company and after all costs there is a revenue share.

Mrs. Callahan stated our share would go into the General Fund as revenue.

Mrs. Guido asked if there are stipulations on what to use the money for. She also asked if it is a one-time thing advertisement or various years. She asked if it is just for athletic fields only and fencing only.

Mr. Ferra stated there are many options but he is basically looking for windscreens for fencing.

Mrs. Guido requested that it is done classy and not trashy. She appreciates him looking for solutions.

PERSONNEL: Approval of Personnel Log dated June 17, 2025 (Attached)

Dr. Wagner stated there are seasonal workers and substitutes that need to be approved.

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

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

Westmoreland Intermediate Unit Report - Mr. Deiseroth

PSBA Liaison Report - Mrs. Watson

Mrs. Watson stated she sent the Board potential cyber charter reform legislation. She reached out to Jill Cooper and Abby Major about their stance on the legislation. They offered to come discuss items with us.

Mrs. Watson stated education is one of the big items that will likely be holding up the state budget.

BUSINESS - MRS. CALLAHAN

Authorize Jennifer S. Callahan to make all year-end budgetary transfers for fiscal year 2024-2025

Mrs. Callahan stated as she works on closing out the District financial accounting after our fiscal year end of June 30, 2025, it is necessary to do final year end budgetary transfers.

Permission to discard obsolete equipment via Municibid sale then disposal if not sold and authorization for Superintendent to approve additional discards through August with report after

Mrs. Callahan stated there are several items listed for discard. As requested by the Board last month, we will continue the process of trying to sell items through Municibid prior to disposing of them. Because we are in the process of closing a building and moving classrooms and grade levels around, we are going to have substantial items for discard that are no longer usable. We are going through items and exchanging the most usable and/or newest items and then will need to get rid of the remaining items. It is difficult to prepare the buildings and clean with extra items around so due to the nature of this project, she is asking the Board to authorize her to approve the discards and then we can provide reports of the items after the fact at meetings in August and/or September. We will continue the Municibid process to hopefully gain some additional funds from the public sale of items.

Mrs. Guido suggested we use common sense on what gets posted and not make it a full-time job.

Appointment of Pam Key and _____ as Burrell School District Delegates to attend 2025 PSBA Delegate Assembly, October 21, 2025, Kalahari Resorts & Conventions, Poconos

Mrs. Callahan stated as mentioned previously, our District can send up to 2 delegates to represent the Board at the PSBA Delegate Assembly. The notification is due to PSBA by the end of next week and members must be appointed by the Board.

Mrs. Callahan stated that Mrs. Key has expressed interest and asked if there are any other members who would like to be considered for appointment. She stated the District will pay the costs of attendance at the event.

Mr. Kaczor stated it is a Board meeting night.

Ratification of Contract with General Rental Center for Chairs for Commencement on June 5, 2025

Mrs. Callahan stated each year the District rents chairs for the graduation ceremony. This year, the chair rental company required a contract and it was not provided to her until after the last Board meeting so she asked the Board to ratify the contract. The cost is about the same each year at about \$1,200.

General discussion ensued about set up of chairs.

Mr. Kaczor suggested looking into purchasing chairs if we can find places to store them.

Approval of Agreement with Stericycle, Inc. for Shredding Service

Mrs. Callahan reported that we try to keep things from piling up and as part of our annual cleaning and disposal process, we have documents and files for shredding each year. This vendor provides an onsite service so you will be asked to approve the agreement next week so we can proceed with the disposal of about 200 boxes for about \$2,477.

Adopt Final General Fund Budget 2025-2026

Mrs. Callahan presented the Final General Fund Budget 2025-2026 for Board consideration as follows:

- Budget Revenue \$37,431,244 and Expenditures \$37,449,799 leaving Deficit \$-18,555
 - Includes 4.5 mill Real Estate Tax increase
 - Includes use of \$800,000 Fund Balance for technology equipment \$350,000 and Transfer to Capital Reserve \$150,000 and Budgetary Reserve \$300,000
- Changes since Proposed Budget which had a deficit of \$-164,394:
 - Decreased Expenditures \$-133,600 include staff position changes: eliminated 1 teacher position and 1 part-time secretary position
 - Revenue Increase \$12,539 for federal allocations.
- Expenditures - Largest category increases: Cyber Charter and Placement Tuition Costs and Debt Service (Bond Payments)
- Expenditure Details - costs, increases and explanation of items in each of the budget areas:
 - Salary/Wages, Insurance Benefits, Retirement Contribution, Debt Service/Bond Payments, Building Budgets, NWCTC costs, Cyber/Charter School Tuition, Special Placement Tuition, Special Education Services, Online Education, ESOL, Psychologist Services, Social Work Services, Safety/Security, Other Services
 - Athletics, Transportation, Facilities Maintenance
 - Detailed Evaluation of Historical Data on Tuition and Special Education including number of students and number of educational aides
 - Detailed review of Debt Service and Bond Payments outstanding and planned
 - Debt Service Budget \$3,299,626 increase of \$716,270
 - Includes expected 2025 bond issue annual payments of \$405,000
 - Tax increase of 2.5 mills related to this increase
 - Budgeted because Board has been working with Architects and approving proceeding with project bid specs/advertising
 - Additional funds are needed to cover projects being considered
- Revenue – Local, State, and Federal Revenue reviewed total, increase and changes of each
- Real Estate Tax Review
 - No increase in overall District assessed value past several years; now at 2011-2012 level
 - Further decrease due to commercial property appeals decreased tax revenue \$-58,494
 - Commercial Property Tax appeals over past few years resulted in decrease in tax revenue totaling nearly \$-700,000 which equates to 4.6 mills of taxes
 - Additional pending appeals reviewed
 - Tax Increase 4.5 mills = 3.8% increase; \$103 increase to average homeowner before HS/FS
 - State Property Tax Reduction Allocation increase offsets property taxes by \$40 each
 - NET increase of 4.5 mill tax increase to average homeowner = \$63 or 2.3% (\$5.25/mo)
- Basic Ed and Special Ed Review
 - Increase budgeted at 100% of Governors proposed budget for Basic Ed
 - Results in budget increase to revenue of only \$3,915
 - Increase in State Adequacy Fund budgeted \$201,536
- Budgeted expected State PCCD Grant funds for Safety and Mental Health \$130,000
- Federal Revenue Review
- Fund Balance Review – estimated ending fund balance \$1,666,509 or 4.4% of expenditures

Mrs. Watson asked if the closing of Penn State University will impact our Real Estate Taxes.

Mrs. Callahan stated no it will not since they are tax exempt.

Mrs. Watson stated that Senator Joe Pittman said that Penn State University must help communities with closing campuses. She read from the Leader Times on May 28, 2025, that he was quoted stating: "Ultimately, Penn State will have an obligation to make sure the campuses are all repurposed and brought to a higher and better use in the communities where they reside. This is a responsibility the university bears, and their efforts must be supported by the state. We cannot allow closed satellite campuses to become blighted properties. The facilities must be repurposed in a thoughtful way."

Mrs. Watson asked about funding we receive from the state for cyber school students.

Mrs. Callahan explained that we do not receive direct funding to offset cyber school costs each year.

Mrs. Watson asked if cyber students are included in the total number of students figured for Basic Education subsidy.

Mrs. Callahan stated they are not included in our District average daily membership numbers that are used for Basic Education subsidy but there is a part of the formula that factors in the number of cyber students in the District but it does not have a real impact on the funding we get through Basic Education subsidy.

Approval of Resolution Authorizing 2025 Levy of Taxes

Mrs. Callahan stated the Board is required to set the tax rates each year. This resolution lists the taxes and amounts that are being recommended. All rates are the same as the prior year except for Real Estate Tax.

- Real Estate Tax at 122 mills
- Per Capita Tax \$5.00 per individual under Act 511 and \$5.00 per individual under School Code 679
- Real Estate Transfer Tax at ½ of % on all property transactions
- Earned Income Tax at 0.5% of income
- Local Service Tax \$5 per individual working within the District limits of Lower Burrell and Upper Burrell

Approval of Resolution Authorizing 2025 Homestead and Farmstead Exclusion

Mrs. Callahan stated the District is required to distribute the Property Tax Reduction Allocation by a calculation set forth under Act 1 of 2006. This Resolution goes through the details of the calculation.

- The District has been allocated \$1,222,402.74 to be distributed to approved homestead and farmstead properties as deductions on the real estate tax bills that will be sent out in July.
- There are currently 4,088 homesteads and 6 farmsteads for a total of 4,094 properties. This number of approved properties has actually been decreasing annually since the first distribution of funds in 2014-15 when the total was 4,462.
- The calculation takes the total amount divided by the number of properties which equates to \$298.58 per property.
- Some properties have an assessed value lower than this so an adjustment has to be made to distribute remaining funds to all other properties.
- The calculation results in the amount of \$298.87 per property which is \$2,450 assessed value reduction.
- This is the amount homeowners will see on their tax bill as a reduction in assessed value.
- It is \$40 higher than last year so it offsets the real estate tax increase for homeowners as intended.

Communications

None

Requests for Use of Buildings

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

Payment of Bills

Additions to Agenda (Agenda Meeting only)

Comments from Public

Mrs. Key stated she and Carley Logan would like to put together a scholarship from the Farmers Market to start next May. This scholarship will be awarded to a student going into agriculture. She wants to give back to the District for partnering for the use of Bon Air.

Adjournment at 8:22 PM

MOTION:

Motion by: Mrs. Key

Seconded by: Mrs. Beveridge

VOTE:

Roll Call: All in Favor

MOTION CARRIED



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
June 24, 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 7:40 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, Mrs. Nikki Watson, Mrs. LeeAnn S. Guido, Mrs. Pam Key, Mr. Tom Deiseroth, Mrs. Jean Schager and Mr. Rick Kaczor

Board Members Absent: Ms. Tricia Shank

Quorum present

Others Present: Dr. Shannon L. Wagner, Superintendent, Mrs. Jennifer S. Callahan, Business Administrator/ Board Secretary, Dr. Autumn Turk, Director of Curriculum and Development and Solicitor Lee Price

Student Representatives Present: None

Announce Executive Sessions

June 17, 2025 – 6:00 PM & Immediately following meeting - Personnel Agenda and Real Estate
June 24, 2025 – 7:00 PM - Personnel Agenda and Real Estate

Approval of Minutes

Agenda Meeting – May 13, 2025; Regular Meeting – May 20, 2025

<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 6-1)
- b. General Fund Report (Attachment 6-2)
- c. Capital Reports (Attachment 6-3)
- d. Food Service Reports (Attachment 6-4)
- e. Student Activity Reports (Attachment 6-5)

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

Comments from Public - Agenda Items Only

Paul Olijar, Resident

- *Thanked Board for reducing budget deficit; Knows decision making to cut is not easy but necessary*
- *Thanked Board and Administration for educating the public; Information provided proves again state legislation needs to change how school districts are funding; Funding with property taxes will cause issues down the road*
- *Expressed opinion that District is making Bon Air work next year which shows that it can be done*
- *Encouraged members not to issue another \$10M bond until you see what can be done*
- *Suggested that if Board does not issue additional bonds, should be able to reduce budget accordingly*

Reports of Administration and Standing Committees

SUPERINTENDENT - DR. WAGNER

Student/Staff Recognition and Reports

Dr. Wagner reported the following:

- last week Brook Miller was here with students and provided a Makey Makey presentation
- information stating that we are recognized as an innovation District and as a model for other districts

Gifts, Grants, Donations Report (Attachment 6-6)

Dr. Wagner stated Board members received the report on Gifts, Grants and Donations that totaled \$32,000 including a \$10,000 robotic arm that we are excited about. The report includes grants used this year and community members donations to Science Olympiad.

Approval of Affiliation Agreement with PennWest University for an Academic Experience Site in Social Work for period of 5 years (Attachment 6-7)

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

DISCUSSION:
Mrs. Guido asked is this for bachelor or master's level.

Dr. Wagner stated she is not sure.

General discussion ensued about the concept of social work and level of education that is beneficial to the District.

VOTE: Roll Call: All in Favor MOTION CARRIED

Permission to place a Social Work Student Teacher from PennWest University at Burrell High School, Huston Middle School and Bon Air Elementary for Fall Semester 2025

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

DISCUSSION:
Mrs. Guido stated she is concerned about Hanna Mulkern being stretched thin as the only social worker in the District so she was hopeful it would be someone with basic understanding to see it applied in the classroom. She is hoping it is not a first or second year bachelor student.

Mrs. Watson asked to have this item explained again. She wanted to know if we get paid.

Dr. Wagner explained that this is part of what we do as an educational entity to help the teaching profession. College students come in and they bring new things that they learned from recent schooling and we provide learning and experience for them. We do not get paid, but it is helpful for additional assistance in the classroom.

Mrs. Watson asked do you talk with the teacher they are working with or does the teacher agree to it before it is brought to the Board level.

Dr. Wagner explained that the state is providing a grant to compensate the teacher and student teacher as a result of choosing to enter and stay in the profession.

Mrs. Watson asked is there an assessment to determine the load of student teachers.

Dr. Wagner responded we have never had more than 5 across the District in a year and we have 138 teachers so it does not seem to be a burden. We have 4 so far for 2025-2026. She believes it is a good thing and it helps our staff stay relevant.

Mr. Kaczor stated that last week was a work session and we are making this meeting too long. He stated questions are to be asked at the work session.

Mrs. Schager stated that sometimes we don't have questions at that time.

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of Affiliation Agreement with St. Vincent College of Education for period of 5 years (Attachment 6-8)

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

Approval of Affiliation Agreement with Seton Hill University for period of 5 years (Attachment 6-9)

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

Permission to place a Student Teacher from Seton Hill University at Burrell High School and Huston Middle School for Spring Semester 2026

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

Approval of Affiliation Agreement with Duquesne University of Education for period of 5 years (Attachment 6-10)

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

Approval of Collective Bargaining Agreement between Burrell School District and Burrell Service Employees' International Union Local 32BJ for period July 1, 2025 through June 30, 2030

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

DISCUSSION:
Mrs. Schager stated that she does not understand the item.

Mr. Kaczor stated this is us approving what was agreed to during negotiations and waiting to see what the group does.

VOTE: Roll Call: All in Favor MOTION CARRIED

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Agreement with Westmoreland County Community College for RISE Program for Fall 2025 academic semester

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of Allegheny Intermediate Unit Comprehensive Services Agreement and Special Education Addendum for 2025-2026 school year (Attachment 6-11)

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of Outreach Services Contract Agreement with The Western Pennsylvania School for Blind Children for vision services for 2025-2026 school year (Attachment 6-12)

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of Agreement with St. Anthony School Programs for Student Placement Services for 2025-2026 school year

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of Agreement with Westmoreland County for Student Assistance Program for 2025-2026 school year (Attachment 6-13)

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

DISCUSSION:
Mrs. Guido asked if it was new and are there any changes. She also asked is it still free and still the same level of services.

Dr. Wagner stated it is the same as last year.

Mrs. Guido asked if it worked well last year.

Dr. Wagner stated she believes Dr. Egnor did a presentation recently to summarize the services.

Mrs. Key stated that if she remembered correctly, there were a number of services used.

Dr. Turk stated sometimes there are barriers of getting kids into counseling. SAP definitely helps get families connected and will assist.

Mrs. Guido asked are we still contracting for counseling services.

Dr. Turk responded yes.

VOTE: Roll Call: All in Favor MOTION CARRIED

Permission to discard obsolete textbooks and library books

Dr. Turk stated there are documents with the discard lists.

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

Wellness Report (Attachment 6-14)

Mrs. Mlinarcik, Food Service Director, stated each year she is required to provide an annual Wellness Report. She provided a written summary for the Board. She stated the Wellness Committee met in February and members must review the Wellness Policy. We had a little discussion about the physical activity part and she intends to go over it to make sure it is being followed. Nutrition education has not changed much. She stated that she emails the older students to remind them the expectation and they are required to take a fruit/vegetable. She also emails the teachers to remind them what is required to make meals healthy. She will continue to do this.

Food Service Summary Report

Mrs. Mlinarcik, Food Service Director, provided a written summary about the Food Service program activity for 2024-2025. She stated there were some challenges and some success. There were two special education students that worked with the staff this year for some work-related experience. She stated she worked with Dr. Egnor for that program. The Food Service team was part of the High School statistics symposium by providing food for that event. She mentioned it is an excellent event that she recommends attending. The Department provided meals for the music events held in the District which includes students and faculty from other districts.

Mrs. Mlinarcik stated that we hired 3 new staff members in her department which have been a great addition to the team. She reminds her staff that they are the front line. They really seem to care about the students, they get to know them and what they like and don't like. She stated that this positive interaction that happens daily is really nice to see.

This was the first year participating in CEP and all students received a free breakfast and lunch. This will continue through 2028-2029. She stated with CEP we fed an average of 160 more students per day which is about 12% more. We served over 266,000 meals. We averaged about 63% of meal participation District-wide.

Mrs. Mlinarcik explained the Food Service requirements continue to change so she will continue annual training with the staff. There are new guidelines from the USDA which started this year with a reduction in sodium. It will continue with complete compliance required by 2027. Sugar and whole grain requirements have also changed. She provided a documentation/chart of the upcoming nutritional changes. Vendors/brands do change their formulas so that we can serve their items in our meals.

Mrs. Mlinarcik stated the newest thing at the end of the school year was domestic/non-domestic products. She always encouraged to provide domestic products. Starting in 2025-2026 it is mandated that 10% or less is non-domestic and decreases each year until we get to 95% made in America products used. This must all be tracked to meet those guidelines.

Mrs. Mlinarcik stated we may see some changes related to what is served for this change. The state has a waiver for the 1st year, but we will be working toward the requirement.

Mrs. Guido asked if she has already been tracking domestic vs. non-domestic products.

Mrs. Mlinarcik stated she is not required yet so she has not, but when she evaluates what items are impacted, it is basically produce. She stated all of our commodities are American made meat and cheese. She stated there are no American mandarin oranges or pineapples for example. So if Dole does not have domestic options, she will go to Del Monte.

Mrs. Guido asked if the cost goes up.

Mrs. Mlinarcik responded yes because the items are not in season here.

General discussion ensued about the different types of products.

Mrs. Mlinarcik stated the USDA is in constant contact with the vendors. For example, McCain will move half of their production to the United States so we can buy their products. Maybe some of the other factories will move and/or vendors relocate.

Mrs. Watson asked about the waiver. She also asked if Mrs. Mlinarcik and the District have resources to use to assist with these types of items.

Mrs. Mlinarcik stated she belongs to the Pittsburgh Regional Food Service Directors coop who deals with the bidding of items and creates order guides. They work with vendors on some of the product issues.

Mrs. Callahan added that the Pennsylvania Association of School Business Officials (PASBO) and the Pennsylvania Department of Education provide additional information and training for things.

Mrs. Beveridge asked about hydroponics and the relation to food service.

General discussion ensued about local farming and harvest.

Mrs. Watson asked about formula changes in manufacturing and what does that mean.

Mrs. Mlinarcik provided an example that cereal has to reduce added sugar to meet guidelines. Vendors create different formulas of items to sell to schools as opposed to what they offer in stores. The overall guidelines include less sugar, less sodium, and increase in whole grain. Vendors can again adjust formulas to meet these guidelines for the items sold to schools.

Dr. Wagner stated Mrs. Mlinarcik does a fabulous job and is a great addition to the team.

Athletics/Building Operations - Items for Discussion

PERSONNEL: Approval of Personnel Log dated June 24, 2025 (Attached)

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

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

Mr. Vinkovich stated that there was a Tribune Review article about a Lower Burrell student, Bryce Hrivnak winning a car from vo-tech.

Mr. Kaczor explained that the competition came down to 2 students. The one student really needed a car. The other reason the student was picked was based on criteria set to be a model student.

Mr. Kaczor stated that enrollment increased to 654 for next year and thinks it may go to 800.

Mrs. Watson asked what is the percentage increase.

Mr. Kaczor replied it was about 20%. He stated that one of the programs may have to limit students and have them start in their 2nd choice. Welding is making another classroom to accommodate additional students and aspiring education enrollment has increased.

Mr. Vinkovich stated an EKG machine was donated by UPMC and is completely functioning, so students can train and are able to get certifications. There were also local donations in the amounts of \$16,000 and \$2,450 from Future Mobility.

Westmoreland Intermediate Unit Report - Mr. Deiseroth

Mr. Deiseroth reported:

- Approved retirement/resignations of several employees
- Hired Education Consultant – Mindy Bramer

PSBA Liaison Report - Mrs. Watson

Mrs. Watson reported:

- HB 179 about returning whole milk in school
- HB 1445 to remove healthcare coverage barriers to students when in schools; PSBA is supportive
- Appears state Budget is not going to be passed by end of month
- Budget is being held up due to arguments about different things like cyber charter school
- Gaming bill fight Republicans vs. small businesses; small skill games are not regulated

Mrs. Mlinarcik commented yes, there is a lot of fat in whole milk.

Mrs. Watson stated local boards should be able to have control.

Mrs. Watson stated PSBA is neutral on the bill.

Mrs. Watson stated feel free to call local legislators Abby Major and Senator Joe Pitman.

BUSINESS - MRS. CALLAHAN

Authorize Jennifer S. Callahan to make all year-end budgetary transfers for fiscal year 2024-2025

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

Permission to discard obsolete equipment via Municibid sale then disposal if not sold and authorization for Superintendent to approve additional discards through August with report after

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

Appointment of Pam Key as Burrell School District Delegates to attend 2025 PSBA Delegate Assembly, October 21, 2025, Kalahari Resorts & Conventions, Poconos

Mrs. Watson stated she may be interested the following year.

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

Ratification of Contract with General Rental Center for Chairs for Commencement on June 5, 2025 (Attachment 6-15)

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

Approval of Agreement with Stericycle, Inc. for Shredding Service (Attachment 6-16)

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

Adopt Final General Fund Budget 2025-2026 (Attachment 6-17)

Mrs. Callahan presented the Final General Fund Budget for Board consideration. It includes the following:

- Total Amount \$37,449,799
- Real Estate Tax Increase amount 4.5 mills
- Use of Fund Balance \$818,555
- Includes additional estimated Debt Service Expenditure of \$405,000 for future Bond issue
- Estimated Ending Fund Balance \$1,666,509

MOTION: Motion by: Mr. Vinkovich Seconded by: Mr. Deiseroth
VOTE: Roll Call: All in Favor except Mrs. Key and Mrs. Schager voted NO MOTION CARRIED

Approval of Resolution Authorizing 2025 Levy of Taxes (Attachment 6-18)

Mrs. Callahan stated the Board is required to set the tax rates each year. This resolution lists the taxes and amounts that are being recommend. All rates are the same as the prior year except for Real Estate Tax.

- Real Estate Tax 122 mills which includes the 4.5 mill increase
- Per Capita Tax at \$5.00 per individual under Act 511 and \$5.00 per individual under School Code 679
- Real Estate Transfer Tax at ½ of % on all property transactions
- Earned Income Tax at 0.5% of income
- Local Service Tax of \$5 per individual working within the District limits of Lower Burrell and Upper Burrell

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

Approval of Resolution Authorizing 2025 Homestead and Farmstead Exclusion (Attachment 6-19)

Mrs. Callahan explained the resolution and calculation last week. The District has been allocated \$1,222,402.74 to be distributed to approved 4,094 homestead and farmstead properties as deductions on the real estate tax bills that will be sent out in July. The calculation results in \$298 reduction on taxes to each property which is \$2,450 assessed value reduction. This amount is \$40 more than the prior year so it will help offset the tax increase for homeowners.

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

Communications

Requests for Use of Buildings (Attachment 6-20)

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

Payment of Bills (Attachment 6-21)

MOTION: Motion by: Mr. Vinkovich Seconded by: Mrs. Key
VOTE: Roll Call: All in Favor except Mrs. Guido abstained from check# 88887253

MOTION CARRIED

Additions to Agenda (Agenda Meeting only)

Comments from Public

Mrs. Callahan thanked the Board for their time and effort with the budget. She stated that she knows it is a lot of time going through everything and trying to make the difficult decisions relating to budget and tax increases.

Mrs. Key stated that some of us digest things and have follow up questions and should be allowed to ask them at any meeting. She stated they are not trying to draw out the meeting.

Mrs. Schager added it is disrespectful and rude to not permit members to ask questions.

Adjournment at 8:36 PM

MOTION:

Motion by: Mr. Vinkovich

Seconded by: Mr. Deiseroth

VOTE:

Roll Call: All in Favor

MOTION CARRIED



Jennifer S. Callahan

Business Administrator/Board Secretary

JSC/mls