

**BURRELL SCHOOL DISTRICT
SPECIAL BOARD MEETING MINUTES
July 15, 2025**

Call to Order

The Burrell School District Board of Directors Special Board Meeting was held in the High School Board Room and was called to order at 7:12 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, Ms. Tricia Shank, Mrs. Pam Key, Mr. Tom Deiseroth, Mrs. Jean Schager and Mr. Rick Kaczor

Board Members Absent: Mr. Timothy J. Vinkovich, Mrs. Nikki Watson and Mrs. LeeAnn S. Guido

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 Session: 6:45 PM – Personnel Agenda and Collective Bargaining Negotiations

Comments from Public - Agenda Items Only

None

Reports of Administration and Standing Committees

SUPERINTENDENT - DR. WAGNER

Award the following bids for the Bon Air Elementary School Additions and Alterations Construction Project using Capital Project Funds for Contracts 1-4 and Food Service Fund for Contract 5 – Food Service Equipment:

Contract No 1 – General Construction to _____	\$ _____
Contract No 2 – HVAC Construction to _____	\$ _____
Contract No 3 – Plumbing Construction to _____	\$ _____
Contract No 4 – Electrical Construction to _____	\$ _____
Contract No 5 – Food Service Equipment to _____	\$ _____

Dr. Wagner stated that the meeting is being held to discuss the Bon Air Elementary Construction Project. We have some documents relating to the Bon Air project bid. She reviewed the bid tabulation and bid summary documents. She explained the bid summary document shows each contract and the amounts recommended for award per the architects as follows: General \$3,502,465; HVAC \$5,343,500; Plumbing \$655,200; Electrical \$2,561,600 and Food Service Equipment \$572,908. Some additional services are needed with this type of project are also listed: Commissioning Testing and Balancing \$83,000 and Construction Materials and

Inspection Services \$6,495. She explained that the total for the project is about \$12.7 million which is over budget.

Dr. Wagner stated that we were planning on issuing bonds to allow for \$20 million total for all projects – Bon Air, High School Boilers, and High School HVAC. She expressed concerns that the High School HVAC project bids may come in over budget as well which means we could possibly be at a total of \$25 million. Her recommendation is to wait and see where we are in August with the High School HVAC project bids. She explained that the Board has 60 days to award bids at these rates. Also, she suggested we may want to consider some revisions to the project to see if we can make it work without a full cafeteria addition to reduce overall costs. She believes we need to be able to do both the High School and Bon Air because the HVAC and other systems are so old and need to be renovated.

Ms. Shank asked if waiting for the next group of bids will affect the timeline.

Mr. Dometakis, HHSDR Architect, stated it will but we can adjust the timeline with the contractors.

Mr. Dometakis stated we are looking at it to try to reduce overall cost. It will be difficult to do that at an existing building for HVAC. The only place we can reduce cost is the cafeteria and kitchen additions. We are looking at possibly not doing the cafeteria or reducing the size of both and looking at a simpler design. If we can reduce the size enough to not have to build a fire wall per code, it may be possible to trim about \$2 million and then put it back out for bid later in the year. The District will pay only design fees for anything that changes. The code requirement vendor said they will only charge \$600 for what is done so far or \$1,500 total for them to complete a full review.

Mr. Dometakis stated he likes the idea of waiting until August to see the results of the High School bids and then make decisions. He stated he talked to contractors for HVAC and Electrical and there are not too many bidders. They are very busy at this point and they have concerns about tariffs. The only way to really reduce costs is to reduce the scope of the project.

Mrs. Beveridge asked when are we opening bids.

Dr. Wagner stated we will be opening bids August 12.

Mrs. Schager asked how different is the cost from estimates.

Mrs. Callahan stated it is approximately \$3.8 million over budget.

Mr. Dometakis stated it is about 30% over in HVAC and Electrical.

General discussion ensued about fire system and upgrades.

Mrs. Schager asked why do we need more room in the kitchen/cafeteria compared to prior years.

Dr. Wagner explained that we are adding an entire grade level and the schedule has 2 grade levels eating at one time which requires additional cafeteria space. Additionally, in order to prepare and put out the number of meals needed in the timeframes needed, the kitchen needs additional space and equipment. We also need enough room for 2 lines to help allow enough time for students to eat.

General discussion ensued about running lunches together and sizes of the cafeteria and kitchen as well as preparing and serving meals.

Mrs. Callahan provided her opinion to not award these bids and to try to reduce the scope of the work to reduce costs.

Dr. Wagner agreed and wants to try to work with the cafeteria space we have with a smaller addition of a new kitchen.

Dave Kent, HHSDR Architect, stated he thinks we can maybe reduce the overall base bid by a 35% reduction if we do not need a fire wall – which is depending on the additional square footage.

Mr. Kaczor asked if this is a guess on the reduction of the overall base bid.

Mr. Dometakis stated he believes it will save at least a million.

General discussion ensued about the HVAC base bid and equipment brands as opposed to generics.

Jim Vizzini, HHSDR Engineer, explained that they try to protect owners by using the brand and the equipment representatives. The cost of the actual equipment is a small portion of the total. He added that he believes we may be able to save approximately \$2 million with reductions to scope.

General discussion ensued about equipment including a generator.

Mr. Kaczor asked what happens with the old equipment and is it worth anything or reusable.

Mr. Vizzini stated the District has first rights to keep any equipment.

Dr. Wagner asked the Board their opinion on if they want to move forward with looking at another design to try to reduce costs.

Mrs. Key suggested we wait and see the cost of the High School and if the architects can come up with a smaller design that might work.

Mrs. Schager agreed.

Mrs. Beveridge agreed.

Board's general consensus is to wait until next month.

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

Award the following contracts for Professional Services for the Bon Air Elementary School Additions and Alterations Construction Project:

Commissioning Testing & Balancing to WAE Balancing Inc. \$ _____
Construction Materials & Inspection Services to Hillis-Carnes Engineering Associates, Inc.
\$ _____

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

Approval of Agreement with Command Protective Services, LLC for Security Guard services for 2025-2026 school year

Dr. Wagner explained that this is the same contract as this past year with Kelley Morrissey as an independent contractor. He established a company and will provide a 2nd guard at Huston Middle School for next year.

The changes are only to increase guards and the rates are an increase in daytime amount but not the evening amount.

Dr. Wagner stated we also used RIP USA, Inc for armed and unarmed services.

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

DISCUSSION:

Mrs. Schager asked if guards have to follow same laws and requirements police have.

Solicitor Lee Price stated that our agreement is requiring the same as the police.

Mrs. Schager stated she thinks they should have SRO and Act 235 and Act 120.

Mrs. Schager asked is there a reason why we use a vendor instead of additional SRO.

Dr. Wagner stated it costs more to use an SRO.

Mrs. Schager asked if the new bill is making it so every school has to have an SRO.

Solicitor Lee Price responded no, just an armed security guard.

Solicitor Lee Price stated they must be NASRO certified or have training by the state.

Dr. Wagner stated anytime someone new comes on, she sits with Chief Marhefka to go through credentials and form a relationship.

VOTE: Roll Call: All in Favor MOTION CARRIED

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

PERSONNEL: Approval of Personnel Log dated July 15, 2025 (Attached)

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

VOTE: Roll Call: All in Favor MOTION CARRIED

BUSINESS - MRS. CALLAHAN

Approval of Service Agreement with Securly, Inc. for software subscription and implementation agreement for July 1, 2025 through June 30, 2026

Mrs. Callahan stated Middle School Principal Travis Welch is requesting this software service agreement so he is here to explain. He provided a written summary of the explanation as well.

Mr. Welch stated that with the new change for 5th and 6th grade and then 7th and 8th grades different times all at the Middle School, we want to still have flexible times for students to go to interventions, clubs and special activities. He talked with other districts about what they use to track students. Securly flex is just to schedule that flex period. Last year we used a large spreadsheet to manage periods. This program will help with errors, give some choice to students, and it populates rosters and gives teachers the ability to use the system to select students for things. It all works simultaneously. Students pick activities and/or teachers request students. It also provides prioritizing. The rosters are quick and timely and practical.

Mr. Welch stated he looked at some similar programs that didn't have as many options and cost more. This was included in the Middle School budget. This will help keep track of students, support studios and provide options for students. He is hoping to use it for band and choir as well as after school tutoring.

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

DISCUSSION: Mrs. Schager stated it looks amazing on the vendor website.

Mr. Kaczor stated that it may work well at the High School.

Mr. Welch stated he and Dr. Boylan looked at it for both buildings and for High School to use for AR but we are starting with Middle School.

Mr. Kaczor asked if it would be cheaper if purchased in larger quantity.

General discussion ensued about the High School using it.

Mrs. Pisano added that since they had to revise the Middle School schedule with the 5th grade coming in, it is a really great product and we needed to rebuild the schedule so our teachers are ready.

Dr. Wagner added that we received a \$25,000 Moonshot Grant to put toward the Middle School Makerspace and other innovation career readiness.

Mr. Welch stated it is going to support the studios. We want to get kids into some of the site visits so it will go toward bussing and transportation.

VOTE: Roll Call: All in Favor MOTION CARRIED

Transfer \$6,013 from General Fund to Food Service Fund for prior years' student account bad debt

Mrs. Callahan stated last year was our first year offering free meals to all students through the CEP program from the NSLP. Prior to that the guidelines required the District to provide a school breakfast and lunch to each student daily regardless if they had funds available. We were not permitted to address the balance owed with students or do anything different with their meals. Therefore, some student debt built up as a result of that requirement. We tried to work with the families who have student debt to make payments. Most of the balances remaining are from families who just barely missed the cut off to qualify for free/reduced meals during that time and some who became "free" during that time, but the prior meals were provided and the families cannot afford to pay off the debt. There are about 18 students, so this equates to about \$150 per student each year. With one breakfast and one lunch meal per day, the cost of over \$4 per day adds up quickly for students to get healthy meals here and cost about \$700 per year. We have tried to work with the struggling families to pay down the debt but the reality is that these are people who are unable to pay.

Mrs. Callahan stated the rules require that the Food Service Fund cannot write off those balances unless funds are transferred from the General Fund so we are asking for Board approval to transfer the money.

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

Comments from Public

None

Adjournment at 8:12 PM

MOTION:
VOTE:

Motion by: Mrs. Schager
Roll Call: All in Favor

Seconded by: Mrs. Key
MOTION CARRIED



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls