

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
September 9, 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 7:03 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. LeeAnn S. Guido, Mrs. Pam Key, Mr. Tom Deiseroth, Mrs. Jean Schager and Mr. Rick Kaczor

Board Members Absent: Ms. Tricia Shank and 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: None

Announce Executive Sessions

September 9, 2025 – Immediately following meeting - Personnel Agenda

September 16, 2025 – 7:00 PM - Personnel Agenda

Approval of Minutes

Agenda Meeting – August 12, 2025; Regular Meeting – August 19, 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

Approval of College in High School Agreement with Westmoreland County Community College for period July 1, 2025 – July 1, 2028

Dr. Wagner explained that we just completed the first agreement with Westmoreland County Community College so she recommended continuing this process. It allows students to obtain college credits while taking class here.

Mrs. Schager asked if there are any fees to the District.

Dr. Wagner responded that only the parents have costs if the student chooses to obtain the college credits.

Approval of modification to Crossing Guard Agreement with City of Lower Burrell - Chart A effective September 2, 2025

Dr. Wagner explained that we have had a Crossing Guard agreement with the City for several years. In 2023, the agreement was made and requires approval to make any changes. With closing Stewart, we need to make some changes with the positioning of the guards which is detailed in Chart A. We will be moving the Stewart guard to Bon Air to assist with needs there due to additional traffic.

Dr. Wagner explained that the cost of guards on the road is split with the city. The guards on our property in our parking lots are 100% the District's cost.

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Agreement with Saint Vincent College Prevention Projects for development of Student Assistant Program Drug and Alcohol Liaison Initiative for 2025-2026 school year

Dr. Egnor explained that this initiative is separate from the WCSI liaison who focuses only on drug and alcohol. This creates another pathway for students to be connected with drug and alcohol supports. The liaison will be a specialty liaison service.

Mrs. Schager asked if there are any fees to the District.

Dr. Egnor stated there are no fees.

Approval of Agreement with Westmoreland Intermediate Unit for Use of Funds IDEA-619 for 2025-2026 school year

Dr. Egnor stated this is an annual agreement to be able to use the IDEA-619 funds we receive. The funds are specifically for free/appropriate education for kids age 3-5. We use it for assistive items for students of that age and for those in early intervention.

Mrs. Key asked Dr. Egnor to explain what IDEA is.

Dr. Egnor stated it stands for the Individuals with Disabilities Education Act which is the law that governs special education.

Approval of Student Education Agreement with River Academy of Excellence for Special Education Services for 2025-2026 school year

Dr. Egnor stated this agreement for services will continue as long as the student remains in the program.

Mrs. Schager asked is this for one specific student.

Dr. Egnor responded yes and the intention of placing students there is to help them so they can return to our schools when ready.

Permission to discard obsolete textbooks and library books

Dr. Turk stated this discard is for outdated DVDs and/or audio books; plus there is a textbook discard for Middle School that includes dictionaries and encyclopedias that are no longer being used.

PERSONNEL: Approval of Personnel Log dated September 16, 2025

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

Westmoreland Intermediate Unit Report - Mr. Deiseroth

PSBA Liaison Report - Mrs. Watson

Mr. Kaczor stated that there is no Pennsylvania state budget for 2025-2026 yet.

BUSINESS - MRS. CALLAHAN

Approval of Educational Services Agreement with Catapult Learning, LLC for Non-public Title I Services for 2025-2026 school year

Mrs. Callahan stated this agreement is to provide the services to non-public students as required by Title I. We are required to use a small portion of the federal Title 1 funding to support non-public students, so this service covers that requirement. We typically receive about \$260,000 in Title I funding so this is a small portion of the funds. The agreement is approved for the maximum amount required but actual expenditures tend to be less each year. Last year it was about \$3,000 for the services actually spent.

Approval of PSBA Leadership election voting for the following candidates as PSBA Officers/Trustees:

President-Elect:	Holly Arnold
Vice President:	Matt Vannoy
Section W3 Advisor:	Antonio Paris –OR– Erik Meredith (choose one)
PSBA Insurance Trustees:	Kathy K. Swope –AND– Roberta M. Marcus

Mrs. Callahan stated as members of PSBA, the Board as a whole is asked to elect the PSBA leadership each year. This is the list of candidates so the Board will be asked to make a decision on the Section W3 Advisor and approve voting of candidates next week.

Mrs. Guido asked if the Board approval is one vote for PSBA.

Mrs. Callahan explained that the Board will need to approve one vote then she will load it into the PSBA portal. The Board will need to decide which Section W3 Advisor they would like to vote for.

Mrs. Guido asked what the W3 Advisor does.

Mrs. Callahan replied that it is a regional representative to the PSBA committee. This person would be our Board's advisor for PSBA. She stated that the candidate information has been provided which gives their backgrounds and information so that members can make a choice on who they choose to approve voting for.

Permission to participate in Westmoreland Intermediate Unit Joint Purchasing Consortium bids for Paper and Diesel Fuel/Gasoline for 2026-2027 school year, authorization for Consortium to act as District's agent during bid process, and authorization for Jennifer S. Callahan, District's representative to Consortium, to act on behalf of District

Mrs. Callahan stated we typically participate in the Westmoreland Intermediate Unit Joint Purchasing Consortium to purchase paper as well as fuel for bussing each year in order to meet school code requirements and to obtain lowest pricing. She will ask for permission to participate for 2026-2027.

Permission to advertise jointly as a member of the Westmoreland Intermediate Unit Joint Purchasing Board for the purchase of the following supplies for 2026-2027 school year: Multi-Purpose Paper and Unleaded Gasoline/Diesel Fuel

Mrs. Callahan stated this item grants the joint purchasing group permission to advertise on our behalf for bids.

Mrs. Beveridge asked if we are seeing a substantial decrease in our paper supply needed as a result of things becoming digital.

Mrs. Callahan stated we have seen a decrease in our paper use but not as much as expected. She believes that we will see further decrease this year and forward because we are doing much more electronically.

Approval of Resolution Appointing Delegates to Act 32 Tax Collection Committee

Mrs. Callahan stated that she is recommending that we approve the new resolution to update the voting delegates. Act 32 required school districts and municipalities to have a Tax Collection Committee to oversee the Earned Income Tax collection process and collectors. As part of the committee, we have voting delegates. This is an update to our voting delegates to reflect the City of Lower Burrell's new manager. We typically have them be an alternate for us in the event that we cannot attend a meeting.

Approval of transfer of \$187,941 from General Fund to Capital Reserve Fund for PCCD Grant Funds received for Improvement of Physical Safety Grant

Mrs. Callahan stated the District was awarded \$425,626 in PCCD Grant funds to help offset the cost of the implementation of our security system over the past few years. Because we paid for the expenditures out of the Capital Reserve Fund, she is requesting approval to transfer the grant revenue received to the Capital Reserve Fund. Mrs. Callahan stated that the Board previously approved the transfer of \$237,685 that was received in 2024. We have now received the balance of the funds so I will ask you to approve the transfer next week.

Mrs. Guido asked that since we mentioned grant funds, are we at risk of losing grant funds due to budget and political climate.

Mrs. Callahan stated yes there is a chance. She explained that we did budget for the grants we receive on an annual basis such as school safety grants that we have received from the state for the past several years and Title I and Title IV and Title IIA funding. There is a chance that we won't receive everything budgeted. She added that she believes that our budget is reasonable in relation to the amount budgeted but not guaranteed.

Mrs. Guido asked if we would have to cut things if we lose the funding.

Mrs. Callahan explained that we typically use our grant funds to cover things that we believe are necessary so we would likely continue the things we planned regardless.

Public Sale of Items September 20, 2025 9:00 AM - 1:00 PM at Stewart School Information

Mrs. Callahan stated as part of our work to clean out Stewart School, we have moved items that are in good condition and can be used at our other buildings but still have a lot of remaining furniture and items for discard. In addition to listing and selling some of the bigger ticket items such as equipment and technology on Municibid in order to generate some revenue from the sale of items, we are holding a "public sale" of remaining item such as old desks, file cabinets, and chairs on September 20.

Mrs. Guido asked if this will be held inside the building.

Mrs. Callahan replied yes.

Mrs. Guido asked if there will be enough help for this so there are employees in the building to facilitate.

Dr. Wagner responded yes, we have staff working to assist.

Communications

Mrs. Callahan stated you received a letter from the Mary Queen of Apostles School requesting a waiver of rental fees for use of the building for a drama production. You can review the letter and our worksheet estimating costs to determine if it is something you want to consider.

Requests for Use of Buildings

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

Payment of Bills

Additions to Agenda (Agenda Meeting only)

Comments from Public

Elissa Mlinarcik, Director of Mary Queen of Apostles School musical

- *Original venue was at Valley High School, but they cancelled all activities*
- *They do not charge rental fees, only cost to MQA is utilities, security guards and custodians*
- *Letter was sent from Catherine Collett, Principal*
- *Last year attempted to use Huston Middle School but estimated costs too high*
- *MQA is being charged non-resident pricing but School does a lot for community so believe they are a community organization and should be charged pricing accordingly*
 - *Do a lot of services that support the Burrell community such as food drives, clean ballpark, thank police officer events, etc.*
 - *View Burrell as our community*
- *Requesting consideration for waiving the rental fees but will pay all personnel costs*

Danielle Skowronski, Resident and parent

- *Parent of MQA student, resident of Lower Burrell, current student in District*
- *Her student is assisting with the performance*
- *Requesting approval of waiver of fees for Mary Queen of Apostles School musical; Not looking for District to incur costs; want to pay for costs the District may have as a result of the event*
- *Appreciates consideration of the reduction in fees for their program*

Mrs. Guido asked if there are any scheduling conflicts with building use by Mary Queen of Apostles School for fall production.

Elissa Mlinarcik, Director of Mary Queen of Apostles School musical

- *MQA will be flexible with building use to avoid any conflicts*

Mr. Ferra stated there are no conflicts.

Mrs. Guido stated there was a misprint of the cost of the asbestos evaluation in the Valley News Dispatch article. It stated \$35,000 but is actually \$3,500. She wanted to publicly correct that matter.

Adjournment at 7:29 PM

MOTION:

Motion by: Mrs. Key

Seconded by: Mr. Vinkovich

VOTE:

Roll Call: All in Favor

MOTION CARRIED



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
September 16, 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 7:36 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, Mr. Tom Deiseroth and Mr. Rick Kaczor

Board Members Absent: Mrs. Pam Key and Mrs. Jean Schager

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, Solicitors Lee Price and Ryan Notzen from Andrews & Price, LLC

Student Representatives Present: None

Announce Executive Sessions

September 9, 2025 – Immediately following meeting - Personnel Agenda
September 16, 2025 – 7:00 PM - Personnel Agenda and Litigation

Approval of Minutes: Agenda Meeting – August 12, 2025; Regular Meeting – August 19, 2025

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

Approval of Monthly Financial Reports

- a. **Treasurer's Report (Attachment 9-1)**
- b. **General Fund Report (Attachment 9-2)**
- c. **Capital Reports (Attachment 9-3)**
- d. **Food Service Reports (Attachment 9-4)**
- e. **Student Activity Reports (Attachment 9-5)**

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

Comments from Public - Agenda Items Only

Paul Olijar, Resident

- *Encouraged Board to approve Mary Queen of Apostles School request for fee waiver for building use*

Reports of Administration and Standing Committees

SUPERINTENDENT - DR. WAGNER

Student/Staff Recognition and Reports

Dr. Wagner recognized:

- Mrs. Beveridge for 10 years of service on school board

Approval of College in High School Agreement with Westmoreland County Community College for period July 1, 2025 – July 1, 2028 (Attachment 9-6)

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

Approval of modification to Crossing Guard Agreement with City of Lower Burrell - Chart A effective September 2, 2025 (Attachment 9-7)

Dr. Wagner explained the need for revision to agreement to change posts due to Stewart being closed.

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

Approval of request from Mary Queen of Apostles School to waive rental fees for building use for fall musical with required payment of personnel costs

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

Approval of Substitute Teacher Daily Pay Rates effective September 16, 2025 (Attachment 9-8)

Dr. Wagner explained that the change is the substitute rate for the nurse to \$175 per day.

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

Approval of Support Staff and Substitute Hourly Pay Rates effective September 16, 2025 (Attachment 9-9)

Dr. Wagner stated that the only change is raising armed security to \$35 per hour.

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

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Agreement with Saint Vincent College Prevention Projects for development of Student Assistant Program Drug and Alcohol Liaison Initiative for 2025-2026 school year

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

Approval of Agreement with Westmoreland Intermediate Unit for Use of Funds IDEA-619 for 2025-2026 school year (Attachment 9-10)

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

Approval of Student Education Agreement with River Academy of Excellence for Special Education Services for 2025-2026 school year

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

DISCUSSION:
Ms. Shank asked if this is the second student at this school.
Dr. Egnor stated they do an agreement for every student.

VOTE: Roll Call: All in Favor MOTION CARRIED

Permission to discard obsolete textbooks and library books

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

PERSONNEL: Approval of Personnel Log dated September 16, 2025 (Attached)

MOTION: Motion by: Mr. Vinkovich Seconded by: Mrs. Guido
VOTE: Roll Call: All in Favor except Mrs. Watson voted NO on Conferences 1, 2, and 4

MOTION CARRIED

Mrs. Watson thanked Dr. Turk for the explanation of the conferences.

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

Westmoreland Intermediate Unit Report – Mr. Deiseroth

Mr. Deiseroth reported:

- Tentative agreement with educational support professionals
- Appointed Director of Learning Services
- Adopted resolution issuance of RAN in amount not to exceed \$5 million because they need to borrow money since there is no state budget yet

PSBA Liaison Report – Mrs. Watson

Mrs. Watson reported:

- No state budget passed yet
- PSBA has virtual quarterly liaison meeting and she may participate
- PSBA is recommending that schools consider literacy news project; Stated she has an opinion on it if our District considers

BUSINESS – MRS. CALLAHAN

Approval of Educational Services Agreement with Catapult Learning, LLC for Non-public Title I Services for 2025-2026 school year (Attachment 9-11)

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

Approval of PSBA Leadership election voting for the following candidates as PSBA Officers/Trustees:

President-Elect: Holly Arnold
Vice President: Matt Vannoy
Section W3 Advisor: Antonio Paris –OR– Erik Meredith
PSBA Insurance Trustees: Kathy K. Swope –AND– Roberta M. Marcus

Mrs. Callahan reviewed the Section W3 Advisor information from PSBA. Mrs. Callahan stated all of the candidates listed are running unopposed except for the Section W3 Advisor. Antonio Paris is from Riverview School District and Erik Meredith is from East Allegheny School District. She stated that Section W3 covers Westmoreland county. The advisors appoint two of the state wide advisors to the governing Board of PSBA with three at large reps. The elected officers are charged with exercising general supervision over the affairs of the association and implement the purposes, policies and programs established in accordance with the bylaws.

Mrs. Callahan stated the Board is asked to approve a motion to choose members so that she can enter the Districts vote for the candidates. Please state which W3 Advisor you are selecting when you make a motion.

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

DISCUSSION:

Mrs. Guido asked if both candidates for Section W-3 Advisors serve on their school district's board. She also stated that she values those in education.

Mr. Vinkovich stated he agrees education experience is important.

Mrs. Watson asked if she can abstain.

Solicitor Lee Price stated she can abstain.

Mrs. Guido amended her motion to select Erik Meredith as Section W3 Advisor.

VOTE: Roll Call: All in Favor except Mrs. Watson Abstained MOTION CARRIED

Permission to participate in Westmoreland Intermediate Unit Joint Purchasing Consortium bids for Paper and Diesel Fuel/Gasoline for 2026-2027 school year, authorization for Consortium to act as District's agent during bid process, and authorization for Jennifer S. Callahan, District's representative to Consortium, to act on behalf of District

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

Permission to advertise jointly as a member of the Westmoreland Intermediate Unit Joint Purchasing Board for the purchase of the following supplies for 2026-2027 school year: Multi-Purpose Paper and Unleaded Gasoline/Diesel Fuel

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

Approval of Resolution Appointing Delegates to Act 32 Tax Collection Committee (Attachment 9-12)

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

Approval of transfer of \$187,941 from General Fund to Capital Reserve Fund for PCCD Grant Funds received for Improvement of Physical Safety Grant

Mrs. Callahan stated as explained last week, the District was awarded \$425,626 in PCCD Grant funds to help offset the cost of the implementation of our security system over the past few years. Because we paid for the expenditures out of the Capital Reserve Fund, she requested approval to transfer the grant revenue received to the Capital Reserve Fund.

Mrs. Callahan stated the Board previously approved the transfer of \$237,685 that was received in 2024. We have now received the balance of the funds so she asked to approve the additional transfer.

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

DISCUSSION:

Mrs. Guido asked if we are going to use the open gate security items purchased through this grant for all events like JV games, etc.

Mrs. Callahan clarified that the open gate items were not purchased with these grant funds. The funds were used to offset the cost of the Verkada security system and cameras.

Dr. Wagner stated we are first using open gates with large group events and will eventually make it required for all events.

VOTE: Roll Call: All in Favor MOTION CARRIED

Public Sale of Items September 20, 2025 9:00 AM - 1:00 PM at Stewart School Information

Mrs. Callahan stated we are having a school sale at Stewart School on September 20. As part of our work to clean out Stewart School and to try and sell some of the remaining furniture and other items. We have an abundance of old desks, filing cabinets, shelving, etc. The sale will be held inside the building.

Approval of Settlement of Real Estate Property Tax Appeal for Tax Parcel: 17-07-08-0-019

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

Communications

Requests for Use of Buildings (Attachment 9-13)

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

Payment of Bills (Attachment 9-14)

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

Additions to Agenda (Agenda Meeting only)

Comments from Public

Elissa Mlinarcik, Director of the Mary Queen of Apostles School production

- *Thanked Board for their vote and consideration in waiving the rental fees*
- *Without kindness of District their show may not have been possible and the kids are super excited*

Adjournment at 7:56 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