

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

Call to Order

The Burrell School District Board of Directors Agenda Meeting was held in the High School Board Room and was called to order at 7:01 PM by President Rick Kaczor.

Pledge of Allegiance

Mr. Kaczor asked all present to participate in the Pledge of Allegiance.

Roll Call

Board Members Present: Mrs. Gretchen V. Beveridge, Mr. Timothy J. Vinkovich, Ms. Tricia Shank, Mrs. LeeAnn S. Guido, Mrs. Pam Key (arrived at 7:07 PM), 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 and Mrs. Jennifer S. Callahan, Business Administrator/ Board Secretary

Student Representatives Present: Donovan Cosentino, Ryan Rusiewicz and Josh Pruitt

Announce Executive Sessions

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

Approval of Minutes: Agenda Meeting – September 9, 2025; Regular Meeting – September 16, 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

Enrollment Report Information

Dr. Wagner reported the following enrollment information for the 2025-2026 school year:

- Enrollment as of Oct 1 is 1,624 students
- Enrollment continues to drop about 50 students per summer
- Other Enrollment data:
 - Cyber Charter – 39 students
 - Special Education placement – 25 students
 - Other placement – 13 students
 - AKAE – 5 students
 - eAcademy – 29 students
 - Homeschool – 14 students
 - Parochial students – 66 students

Safety Information

Dr. Wagner stated Dr. Roland will be here to discuss the mapping of Burrell High School and grant with the IU for the project next week.

Authorization for Dr. Shannon Wager to approve change orders not to exceed \$15,000 for High School HVAC Improvements Construction Project

Dr. Wagner stated that the High School HVAC improvement project will be done in August 2026. When we do construction projects, we typically ask for authorization for the Superintendent to approve change orders up to \$15,000 to keep the project moving along when minor issues arise. She will discuss any matters with the Board President. The goal is to have no change orders, but this will help keep the project moving.

Mrs. Guido asked if she will then notify the Board.

Dr. Wagner stated she will ask the Board to ratify the change orders at the following meeting.

Acceptance of Proposal from HHSDR Architects and Engineers for expanded construction administration services for High School HVAC Improvements Construction Project

Dr. Wagner stated that this project is a rather small project, but we need some oversight so she is asking that the Board consider approving additional time for project management by using employees from HHSDR and CJL. The agreement states 8-16 additional hours per week at a rate of \$95 per hour. The overall cost would be about \$55,000 which is about \$20,000 less than using an outside entity for construction management. For this project, she believes we can handle it internally with this assistance of 16 hours per week.

Dr. Wagner stated that for the Bon Air project, since it is more involved, we may want to go to an outside entity.

Dr. Wagner stated that we did not need project management on the boiler project since it was an even smaller project.

Permission to place a Social Studies student teacher from Indiana University of Pennsylvania at Burrell High School for Spring 2026

Mrs. Guido asked which teacher they will be placed with.

Dr. Wagner stated Mr. Facemyre.

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Athletic Trips and Field Trips 2025-2026

Dr. Wagner explained this list includes all of the trips expected for the year.

Mrs. Guido asked if teachers can add trips during the year.

Dr. Wagner stated yes, they can add. We allow principals to approve day trips that get added but they must be student funded. All overnight trips require Board approval as per policy.

Mrs. Guido stated the Fire Training Academy has a trip planned to New York City so she wanted to bring that to her attention.

Dr. Wagner stated she will look into it and added that it will be brought to the Board for approval if they are planning to go overnight.

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

Mrs. Schager stated that she thought we already approved this agreement.

Dr. Wagner stated this school requires an agreement per student and we have multiple students enrolled.

Approval of Service Agreement with Pittsburgh Area Community Schools for Full Service Community Schools for 2025-2026 school year

Dr. Wagner stated this is funded through a grant from the RK Mellon Foundation. This is for a person here on site to serve our students. Arthur Venus is the individual here at Burrell. It is unique that they work on attendance and work to build partnership with families to improve attendance.

Permission to discard obsolete library books

Dr. Wagner stated Mrs. Aranyos is requesting these be approved for discard.

PERSONNEL: Approval of Personnel Log dated October 21, 2025

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

Mr. Vinkovich stated that two Burrell students won awards and he will provide additional information next week.

Mrs. Key suggested that we have them come to a meeting to be recognized.

Westmoreland Intermediate Unit Report - Mr. Deiseroth

PSBA Liaison Report - Mrs. Watson

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers

Approval of Preventative Maintenance Service Agreement of Boiler/Burner Units with Combustion Service & Equipment Co. for period November 1, 2025 through October 31, 2026

Mrs. Callahan stated the District needs a service agreement for boilers even though we are rebuilding or replacing some of the boilers. It is for the 8 boilers at the High School, Middle School and Bon Air to be serviced twice per year. It includes planned maintenance of the boilers and inspection on site for the year as listed. The new agreement excludes the two boilers at Stewart so the cost is less than the prior years agreements.

Mrs. Schager asked if we still need this with new boilers.

Mrs. Callahan replied yes.

Approval of Agreement with Allegheny Intermediate Unit for Digital Trust Hub Membership for 2025-2026 school year

Mrs. Callahan stated this agreement is for our District to join a trust for benefits relating to technology and digital access. She asked Ms. Speer to explain.

Ms. Speer, Technology Director, stated it is a consortium with IU13 and AIU to work together for services. We work closely with Kiski and Franklin Regional Technology Departments and we agree that the resources we can get through this program are worth the cost. It is \$1,150 per year and it will help with data privacy and cybersecurity. It includes a monthly meeting and various other services.

Mrs. Callahan stated we are not getting this type of support and resources through our IU Tech Department.

Mrs. Guido stated that she thought we approved something like this recently.

Ms. Speer stated that what they previously approved is a service to help support our digital technology and cyber security work. We approved it to let us know what apps our staff and students are using.

Mrs. Guido asked if it is going to require purchase of additional products.

Ms. Speer stated that it is not about pushing additional products. She provided examples of how this can assist with the insight program to provide additional reporting and process development. It is basically another layer to the programs we have in place. It includes a statewide platform that we can put the data into.

Student Representative Ryan Rusiewicz stated that he thinks anything that helps protect his data is important.

Mrs. Guido stated she just wanted to understand the program better to make sure it is something to support.

Mr. Kaczor stated this is giving technology the written documents to use as well.

Approval of request to establish student activity account – HMS Reading Team

Mrs. Williams-Slosky and Mrs. Aranyos are requesting approval to establish the HMS Reading Team student activity account for student related competitions and events.

Communications

Mrs. Callahan stated the Board received one anonymous communication as well as a letter of thanks from Mary Queen of Apostles School.

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

Student Representative Ryan Rusiewicz asked about the anonymous communication.

Mrs. Guido stated that we do not put any weight in anonymous communications. She added that she believes if someone has something to say about anything, they should be able to sign their name.

Adjournment at 7:31 PM

MOTION: Motion by: Ms. Shank
VOTE: Roll Call: All in Favor

Seconded by: Mr. Vinkovich
MOTION CARRIED



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls

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

Call to Order

The Burrell School District Board of Directors Board Meeting was held in the High School Board Room and was called to order at 7:34 PM by Treasurer LeeAnn S. Guido.

Pledge of Allegiance

Mrs. Guido 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

Board Members Absent: Mrs. Pam Key, Mrs. Jean Schager and Mr. Rick Kaczor

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 Ryan Notzen from Andrews & Price, LLC

Student Representatives Present: None

Announce Executive Sessions

October 14, 2025 – Immediately following meeting - Personnel Agenda

October 21, 2025 – 7:00 PM - Personnel Agenda and School District Real Estate and Safety

Approval of Minutes

Agenda Meeting – September 9, 2025; Regular Meeting – September 16, 2025

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of Monthly Financial Reports

- a. Treasurer's Report (Attachment 10-1)
- b. General Fund Report (Attachment 10-2)
- c. Capital Reports (Attachment 10-3)
- d. Food Service Reports (Attachment 10-4)
- e. Student Activity Reports (Attachment 10-5)

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

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:

- Megan Aranyos – Middle School/High School Librarian awarded a \$2,000 grant – Graphic Novels for Growth
- Girls Volleyball won section title for first time in history of Girls Volleyball at Burrell

Enrollment Report Information

Dr. Wagner reported last week that we are at 1,624 students this year. She provided a worksheet for Board members to review the details including students attending our school buildings plus eAcademy and AKAE as well as Burrell outside students such as charter school enrollments, special education placement, as well as homeschool and parochial numbers.

Safety Information

Dr. Wagner stated that Dr. Roland is not here tonight due to covering the volleyball game so she will come back and provide a safety report at another time.

Authorization for Dr. Shannon Wager to approve change orders not to exceed \$15,000 for High School HVAC Improvements Construction Project with Board ratification following

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

Acceptance of Proposal from HHS DR Architects and Engineers for expanded construction administration services for High School HVAC Improvements Construction Project

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

Permission to place a Social Studies student teacher from Indiana University of Pennsylvania at Burrell High School for Spring 2026

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

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Athletic Trips and Field Trips 2025-2026

Dr. Turk stated there are two documents relating to field trips for during the day and overnight.

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

Approval of Service Agreement with Pittsburgh Area Community Schools for Full Service Community Schools for 2025-2026 school year

Dr. Turk stated this agreement is completely grant funded and there is no cost to the District.

MOTION: Motion by: Ms. Shank Seconded by: Mr. Vinkovich
VOTE: Roll Call: All in Favor except Mrs. Watson voted NO MOTION CARRIED

Permission to discard obsolete library books

Dr. Turk stated all of the books are obsolete or damaged.

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

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

MOTION: Motion by: Mr. Vinkovich Seconded by: Mr. Deiseroth
VOTE: Roll Call: All in Favor except Mrs. Watson voted NO to Conference #3 MOTION CARRIED

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

Mr. Vinkovich reported:

- Enrollment is currently 621 students
- Burrell CTC students received awards:
 - Jordyn Betts – Academic Achievement Award – Culinary Program
 - Taylor Lippert – Aspiring Ed – Community Service Award
 - Both received money as part of the award
 - Aubrey Turk – Aspiring Ed – Student of the Month
 - Cota Gross – Health and Occupation – Student of the Month

General Board discussion ensued about the Academic Achievement Awards Rising Star Competition/ Challenge Program.

Dr. Wagner reported on the St. Francis University proposal to partner with the CTC so students could get up to 48 credits (associates degree) through their time there in High School. This is for all programs except Aspiring Ed. Director Dr. Hicks is working with St. Francis University on the program. There is a cost to the students but Dr. Hicks is working on fundraising to cover those costs.

General discussion ensued about the credits and cost of the courses.

Westmoreland Intermediate Unit Report - Mr. Deiseroth

Mr. Deiseroth Reported:

- WIU approved various resignations/hirings
- Zoom meeting scheduled for October 8 for contingency plans for finances if the state budget impasse continues past November 30. They are trying to get another RAN. They already secured one for \$5 million and now are applying for another one in the amount of \$2 million

General discussion ensued about what would happen if they are unable to get the funding and/or the state budget impasse goes on much longer.

Mr. Deiseroth added that the IU is in a difficult position.

Mrs. Guido asked about our District finances relating to the budget impasse and if we are in a similar position.

Mrs. Callahan stated that the IU is in a more different position because they do not have tax revenue. For us, real estate tax revenue is the largest revenue source and we received a large portions of tax revenue late in September and early in October. We will also receive the rest of our real estate tax by the end of November so we are fine financially through the end of the calendar year at least.

PSBA Liaison Report - Mrs. Watson

Mrs. Watson stated that she saw the senate approve a state budget for essential services that does not increase taxes.

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers (Attachment 10-6)

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

Approval of Preventative Maintenance Service Agreement of Boiler/Burner Units with Combustion Service & Equipment Co. for period November 1, 2025 through October 31, 2026 (Attachment 10-7)

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

Approval of Agreement with Allegheny Intermediate Unit for Digital Trust Hub Membership for 2025-2026 school year (Attachment 10-8)

MOTION: Motion by: Ms. Shank Seconded by: Mr. Deiseroth

DISCUSSION:
Mrs. Watson asked for an explanation.

Ms. Speer stated it is a consortium with 2 IU groups and open to others to include benefits such as data privacy, apps, etc. It is a great resource and tool for the Technology Department for the cost. Our IU is not supporting districts as these IU's do.

Ms. Shank stated that it assists our Technology Department since we only have 3 people.

Mrs. Guido stated that it seems to be similar to a clearing house/library about how things work and are used. It also helps provide information on how to provide the information to parents.

Mrs. Watson asked if we already purchased another item that is similar.

Ms. Speer stated that the item we purchased is a service that provides all the information about the apps that teachers and students are using. She stated this service helps to determine how information is communicated to others. Ms. Speer stated she believes it is a tremendous tool and recommends proceeding.

Mrs. Callahan added that it also provides a place for the Technology Department to connect with multiple technology departments in our state to work together on similar items.

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

Approval of request to establish student activity account – HMS Reading Team

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

Communications

Requests for Use of Buildings (Attachment 10-9)

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

Payment of Bills (Attachment 10-10)

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

Additions to Agenda (Agenda Meeting only)

Comments from Public

Mrs. Guido stated that she had to search everywhere to find Cybil Federer's email. She thinks it should appear when she pulls up her sons schedule in Skyward. She had to go to the website for contact information and stated the information should be in Skyward.

Ms. Speer stated she believes it should be in Skyward and will look into it. She also added that she will keep it in mind as we proceed with the transition to Qmlativ.

Mr. Deiseroth stated the Pennsylvania State Safety Institute is hosting an open house in Mechanicsburg on November 4 and it is free.

Mrs. Watson stated that PSBA is promoting a webinar about safety and she will forward the information.

Adjournment at 8:07 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