

**BURRELL SCHOOL DISTRICT
REORGANIZATION MEETING MINUTES
December 2, 2025**

Call to Order

The Burrell School District Board of Directors Reorganization Meeting was held in the High School Board Room and was called to order at 7:01 PM by Solicitor Lee Price.

Pledge of Allegiance

Solicitor Lee Price asked all present to participate in the Pledge of Allegiance.

Certificates of Election

Solicitor Lee Price stated the official Certificates of Election from the county were received.

Oath of Office - Newly Elected Board Members

The following members were sworn in by Magisterial District Judge Cheryl Peck-Yakopec

Rick Kaczor – At Large
Timothy J. Vinkovich – At Large
Nikki Watson – At Large

The following member will be sworn in at a later date

Jean Schager – At Large

Roll Call

Board Members Present: Mrs. Gretchen V. Beveridge, Mr. Timothy J. Vinkovich, Ms. Tricia Shank, Mrs. Nikki Watson, Mrs. LeeAnn S. Guido, Mrs. Pam Key, Mr. Tom Deiseroth and Mr. Rick Kaczor

Board Members Absent: 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 and Solicitor Lee Price from Andrews & Price, LLC

Student Representatives Present: None

Comments from Public - Agenda Only

None

Appointment of Temporary Chairman

Solicitor Lee Price called for nominations for Temporary Chairman.

Mrs. Key nominated Ms. Shank for Temporary Chairman.

Called for motion/second to close nominations:

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

Appointment of Ms. Shank as Temporary Chairman.

Roll Call: All in Favor MOTION CARRIED

Ms. Shank took over as Temporary Chairman.

Election of President – One (1) Year Term of Office

Ms. Shank, Temporary Chairman, called for nominations for President.

Mr. Vinkovich nominated Mr. Kaczor for President.

Ms. Shank nominated Mrs. Guido for President.

Solicitor Lee Price stated that it will be the majority of those voting to determine who is President. Each name should be called and the Board member shall state the name of the member they are voting for.

Call for motion/second to close nominations:

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

VOTE – ROLL CALL: Mrs. Beveridge, Ms. Shank, Mrs. Guido, Mrs. Key voted for Mrs. Guido

Mr. Vinkovich, Mrs. Watson, Mr. Deiseroth, Mr. Kaczor voted for Mr. Kaczor

Solicitor Lee Price stated it is 4-4, so it is a tie and neither is appointed. He stated the Board is obligated to keep going through the process until a President is elected.

Ms. Shank called for nominations for President.

Mr. Vinkovich nominated Mr. Kaczor for President.

Ms. Shank nominated Mrs. Guido for President.

Mr. Kaczor nominated Mrs. Watson for President.

Call for motion/second to close nominations:

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

VOTE – ROLL CALL: Mrs. Beveridge, Ms. Shank, Mrs. Guido, Mrs. Key, Mr. Deiseroth voted for Mrs. Guido

Mr. Vinkovich, Mrs. Watson, Mr. Kaczor voted for Mrs. Watson

Vote results were 5-3 in favor of Mrs. Guido as President.

President Guido took over as President.

Election of Vice President – One (1) Year Term of Office

Mrs. Guido called for nominations for Vice President.

Mrs. Key nominated Mrs. Beveridge as Vice President.

Mrs. Watson nominated Mr. Kaczor as Vice President.

Called for motion/second to close nominations:

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

VOTE – ROLL CALL: Mrs. Beveridge, Ms. Shank, Mrs. Guido, Mrs. Key, Mr. Deiseroth, voted for Mrs. Beveridge

Mr. Vinkovich, Mrs. Watson, voted for Mr. Kaczor

Mr. Kaczor abstained and does not want to be part of Executive Board.

Vote results were 5-2 in favor of Mrs. Beveridge as Vice President.

Appointment of Treasurer to serve remainder of unexpired term through June 30, 2026

Mrs. Callahan stated the Treasurer must obtain a bond which requires financial paperwork submitted through the Business Office.

Mrs. Key nominated Ms. Shank as Treasurer for the remainder of term through June 30, 2026.

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

Approval of Resolution on Check Signatures

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

Appointment of PSBA Liaison – One (1) Year Appointment

Mr. Deiseroth nominated Mrs. Watson as PSBA Liaison.

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

Appointment of Andrews and Price as Solicitor

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

Solicitor Lee Price thanked the Board for the appointment and expressed appreciation for working with such a reasonable Board.

Set Time and Place of Monthly Meetings for 2026

Agenda Meetings: Second Tuesday each month, 7:00 PM High School Board Room

Regular Meetings: Third Tuesday each month, 7:30 PM High School Board Room

Exceptions:

JUNE 2026:

Agenda Meeting: Tuesday, June 16, 2026, 7:00 PM

Regular Meeting: Tuesday, June 23, 2026, 7:30 PM

JULY 2026 – Meetings cancelled

DECEMBER 2026 – Reorganization and Regular Meeting: Tuesday, December 1, 2026, 7:00 PM

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

Comments from Public

None

Adjournment at 7:13 PM

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



Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/mls

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
December 2, 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 7:15 PM by President LeeAnn S. Guido.

Pledge of Allegiance

Solicitor Lee Price stated we do not need to recite the Pledge of Allegiance again.

Roll Call

Board Members Present: Mrs. Gretchen V. Beveridge, Mr. Timothy J. Vinkovich, Ms. Tricia Shank, Mrs. Nikki Watson, Mrs. Pam Key, Mr. Rick Kaczor, Mr. Tom Deiseroth and Mrs. LeeAnn S. Guido

Board Members Absent: 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 and Solicitor Lee Price from Andrews & Price, LLC

Student Representatives Present: None

Announce Executive Sessions

December 2, 2025 – 6:30 PM – Personnel Agenda, Real Estate and Collective Bargaining

Approval of Minutes

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

<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

None

Reports of Administration and Standing Committees

SUPERINTENDENT - DR. WAGNER

Student/Staff Recognition and Reports

None

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Resolution regarding Westmoreland Intermediate Unit Adjustment of Clairview Program Tuition Rates for 2025-2026 school year

Dr. Egnor explained that the IU requested this resolution be presented to all boards. It is an adjustment of the Clairview program tuition rates for the current school year. He explained that the issue had been discussed with district administrators. One of the issues relates to the students who attend Clairview and Central Westmoreland Career & Technology center that are being charged full tuition at Clairview as well as tuition at the CTC. The other issue that this resolution addresses is to increase the tuition cost per student to more accurately reflect the actual costs. At the end of each year, the IU does a reconciliation of actual costs of the program per student for the year and then invoices schools based on that reconciliation. The last few years, the actual costs have been higher than amounts budgeted. They are attempting to bring the budgeted amounts more in line with actual costs for the year.

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

DISCUSSION:

Mrs. Key asked how many students are at Clairview and what services do they receive.

Dr. Egnor stated that we currently have 2 students at Clairview.

Mrs. Beveridge asked how many total students attend Clairview.

Mrs. Callahan stated that the IU reported approximately 100 students.

General discussion ensued about the Clairview building lease and related issues.

Mrs. Guido asked how much the cost per day will go up for our students.

Dr. Egnor stated costs will increase \$40 per day for Autistic Support and \$75 per day for LSS Life Skills Support.

Dr. Egnor also stated that when comparing costs with other schools who provide similar services, they are still less than most other schools.

Mr. Kaczor stated that the problem he sees with this is that they are coming back and saying we need more money. He disagrees with retroactivity.

Dr. Egnor stated we would be paying the increased cost either way, because at the end of the year they will do a reconciliation.

Mrs. Guido stated that she understands that we will pay costs but believes it should be adjusted with the next budget. Our District does not have the ability to go back to increase things if we do not budget to meet the needs.

Mrs. Key asked what happens if we do not approve this.

Mrs. Callahan stated that we do not know that it actually impacts anything because they will still reconcile at the end of year and will invoice us according to the actual costs.

Solicitor Lee Price explained that if approved, this resolution just gets the IU the money up front.

Mrs. Callahan stated that as Mr. Deiseroth explained a few times, since the state had not passed a budget and those funds were not being distributed, WIU did not have funds and needed to borrow in order to pay expenditures. That likely impacted the need for this change.

Mrs. Guido suggested we table the item and asked Solicitor Lee Price to obtain information about what happens without approval.

Solicitor Lee Price stated that it does not matter because they will bill us at the end of the year at the actual rate. It just means that the IU will not get the money up front.

Mrs. Callahan stated we are not sure if there are bylaws or anything that impacts what happens if it is not approved by enough school districts.

Mrs. Key asked what Mrs. Callahan thinks as our Business Manager, that the Board may want to consider to make a decision.

Mrs. Callahan stated there is some value to having more accurate budget numbers which is what this does. However, if the Board fundamentally disagrees with the IU trying to implement this change mid-year, they should vote no. We expect that it will be adjusted for the following year regardless.

VOTE: Roll Call: 0 in Favor and 8 Against MOTION FAILED

PERSONNEL: Approval of Personnel Log dated December 2, 2025 (Attached)

MOTION: Motion by: Mr. Deiseroth 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 there is a meeting Thursday that includes the annual dinner and all board members are invited.

Westmoreland Intermediate Unit Report - Mr. Deiseroth

No report

PSBA Liaison Report – Nikki Watson

No report

BUSINESS - MRS. CALLAHAN

Approval of TNF Logistics student transportation driver list

Mrs. Callahan stated School Code requires the Board to approve all drivers for student transportation. Last month the Board approved a special transportation agreement with TNF Logistics.

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

VOTE: Roll Call: All in Favor MOTION CARRIED

Approval of W.L. Roenigk student transportation driver list update

Mrs. Callahan stated the Board approved the W.L. Roenigk list in August, but there have been some additions since then.

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

DISCUSSION:

Mrs. Beveridge asked if we had to ask them for an updated list.

Mrs. Callahan stated we reminded them that we need updated lists when there are additions.

VOTE:

Roll Call: All in Favor except Mrs. Guido abstained

MOTION CARRIED

Approval of Security Systems of America Contract for fire alarm monitoring upgrade at Bon Air Elementary School

Mrs. Callahan stated we use Security Systems of America SSA for our alarm monitoring throughout the District. This is the service that monitors alarms, notifies us and notifies the fire and police authorities in the event of an incident. This is separate and different from our Verkada system which provides all of our cameras, door sensors and access, vape detection and temperature sensors on equipment, etc. The proposal we are recommending is to upgrade Bon Air to have a cellular add on that is needed due to the current set up that is internet based.

MOTION:

Motion by: Mr. Vinkovich

Seconded by: Mr. Deiseroth

VOTE:

Roll Call: All in Favor

MOTION CARRIED

Communications

None

Requests for Use of Buildings

None

Payment of Bills (Attachment 12-1)

MOTION:

Motion by: Mr. Kaczor

Seconded by: Mr. Vinkovich

VOTE:

Roll Call: All in Favor

MOTION CARRIED

Comments from Public

Dr. Egnor thanked the Board for approving the TNF Logistics agreement last month as it has already been useful.

Adjournment at 7:39 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