

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
February 10, 2026**

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 7:07 PM by President LeeAnn S. Guido.

Pledge of Allegiance

Mrs. Guido asked all present to participate in the Pledge of Allegiance.

Roll Call

Board Members Present: Mr. Tom Deiseroth, Mr. Robert W. Harris, Mrs. Pam Key, Mrs. Nikki Watson, Mr. Timothy J. Vinkovich, Mrs. Gretchen V. Beveridge and Mrs. LeeAnn S. Guido

Board Members Absent: Mr. Rick Kaczor and Ms. Tricia Shank

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

February 3, 2026 – 6:00 PM Collective Bargaining

February 10, 2026 – 6:00 PM – Collective Bargaining and Real Estate

February 10, 2026 – Immediately following meeting - Personnel Agenda and Collective Bargaining

February 17, 2026 – 7:00 PM - Personnel Agenda

Approval of Minutes

Agenda Meeting – January 13, 2026; Regular Meeting – January 20, 2026

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

Mrs. Guido asked the public to hold comments on item 8a-2 until after the presentation.

Reports of Administration and Standing Committees

SUPERINTENDENT - DR. WAGNER

Student/Staff Recognition and Reports

Adopt Resolution approving the sale of Stewart Elementary School building and property, being Tax Parcels 17-03-15-0-356, 17-03-15-0-382, 17-03-15-0-115, 17-03-15-0-357 to David Ziccarelli, as presented (Attachment 2-1A)

Dr. Wagner stated that she is recommending the Board adopt this item tonight.

Dr. Wagner and Mrs. Callahan provided a detailed presentation of the following information:

- Reviewed decision to close Stewart School
- Reviewed existing costs
 - Maintain Stewart School building and property - approximately \$200,000 per year
 - Bring building to be marketable – asbestos abatement approximately \$370,000
 - Demolish building – approximately \$900,000
- Outlined property lines and map
- Goal: Develop a plan to best serve Burrell School District and community
 - Considerations: Annual Tax Revenue, Long Term Stability, Usefulness to community
 - Researched potential property uses: non-profit, commercial, or residential property
 - Provided Data showing local commercial properties and residential properties and revenue
 - Largest Real Estate Tax comes from Condo Developments such as Rabbits Foot, Puckety Church Condos, Gladeview Condominiums and Edgecliff Condos because there are a large number of properties in a condensed area. The properties have been successful in sales and holding value in Lower Burrell. All of these developments are examples of local developer with proven track record.
 - Coming to an agreement with a successful local developer that outlines the requirements of the development helps to protect the District on what will become of the property
- Proposed Agreement of Sale includes Planned Residential Development for at least 40 units at FMV of \$275,000 each to begin within one year of closing
 - Estimated annual revenue to School District: \$155,146 plus \$63,250 property transfer tax

Mrs. Guido stated that she appreciated the thorough presentation.

Mrs. Guido asked for public comments.

DISCUSSION:

Chris Fabry, Mayor - City of Lower Burrell

- *Expressed appreciation of all that the Administration and Board has done with this*
- *Stated City of Lower Burrell is doing a lot to bring business in community but there still are many buildings sitting empty so they were concerned this would be another building just sitting*
- *Kudos to the Board for looking at what can be done and how*
- *Pleased that the Board is where they are with it*
- *Introduced Councilman Ron Welker and Councilman Dave Stoltz who are also here to show support and appreciation for the plan because it is a good thing for the city and is forward thinking*

Dave Stoltz, City of Lower Burrell Councilman

- *Acknowledged his agreement with the Mayor*
- *Expressed his opinion that this is the absolute best outcome we could have for the school and property*

Ron Welker, City of Lower Burrell Councilman

- *Indicated that the biggest concern is not wanting it to be an eyesore and sit empty*

Mrs. Guido stated the fact that it has been a collaboration between the city and the District and the Developer is wonderful.

Mrs. Federer, Teacher

- *Questioned what type of units and if they will be single or family units*

Dave Ziccarelli stated that it will be duplex style single family homes that are owned by residents. It will be similar to Rabbits Foot and Puckety Church Condos. The duplex style flows well in the community.

Mrs. Beveridge thanked Administration for their hard work on this.

Mrs. Key and the Board thanked the city for their work on this as well.

Mrs. Guido asked about the pickleball courts because people may have concerns about that.

Councilman Dave Stoltz stated he was involved in getting the pickleball courts into existence by using the old tennis courts and having them resurfaced and built as pickleball courts. He stated that the city did not know they are on school district property. He stated that Mr. Ziccarelli has graciously offered to build full new sets of pickleball courts that will most likely be at Kotecki Park. He hopes to have it up and running before the old ones are gone.

Mr. Ziccarelli stated it has been a great collaboration between the school district, city and developer in a fashion to benefit the community. These efforts are put forth to continue to grow the city. He added that being a local developer makes it important to him and can be seen from the other properties he developed.

Mrs. Guido stated that having someone invested in the community and resides here is also important.

MOTION:

Motion by: Mr. Vinkovich

Seconded by: Mr. Tom Deiseroth

VOTE:

Roll Call: All in Favor

MOTION CARRIED

Award the following bids for the Bon Air Elementary School Additions and Alterations Construction Project using Food Service Funds in the amount of \$400,000 for Contract 5 and Capital Project Funds for all remaining costs:

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 we rebid the Bon Air project at a smaller scope to include just a new kitchen area and the HVAC upgrades. The bids were opened today. The base bids were about \$1.9 million for General Construction, \$3.4 million for HVAC, \$640,000 for Plumbing, \$1.9 million for Electric and \$550,00 for Food Service. The total recommended bids are about \$10,250,000 which is just construction. The estimates were about \$8.2 million so they are still over what the hope was. The timeline allows us to wait until the agenda meeting in March to award so that the Board can review financing plans before making a decision. It is the

electrical contract and plumbing that are over budget and this is due to the market and the lack of workers that contractors have available. We only had one contractor bid on Plumbing and one on Electrical.

Dr. Wagner stated the Board can discuss further next week.

Mr. Harris asked if you wait will the labor and costs go up year over year.

Dr. Wagner replied yes, costs would go up. She added that we also do not want to make the same mistakes as in the past, for example, waiting to do Air Conditioning at Middle School which would have cost \$400,000 at the time but now is over \$2 million. However, we also have to be aware and cognizant of what funding we have to work with.

Ratify the Collective Bargaining Agreement between Burrell School District and Burrell Service Employees' International Union, Local 32BJ that shall be in full force and effect from February 1, 2026 through and including June 30, 2030 as presented and Approve a signing bonus of \$300 to be paid to each bargaining unit member with no retroactivity for the period prior to February 1, 2026

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Contract with Grade Point Resources for Extended School Year Services 2026

Dr. Egnor stated we have worked with Grade Point Resources for several years for the ESY program. He was trying to reduce costs and has been able to do that by about 17%.

Approval of Services Agreement and Memorandum of Understanding with Hope's Road Youth Bereavement Program to provide grief and emotional support services for period of 1 year

Dr. Egnor explained this program and it will provide grief counseling through Concordia Health. We have also approved other grief counseling services with another service and the amount of counseling and additional resources have been needed. If approved, we will have this service plus The Caring Place so we have more resources and different resources.

Mrs. Guido stated that she sat in on the curriculum development meeting a few weeks ago and learned that 30% of the students who completed the PAYS survey stated they had dealt with loss.

Dr. Egnor stated The Caring Place does counseling as a group but this one does more individual counseling.

OTHER INFORMATION

Dr. Egnor shared a flyer for the Life Skills Prom that is held throughout our region and Burrell is hosting it this year. Sara Schwartz, Speech and Language Pathologist, has taken lead with Chelsey Kriley, our Life Skills teacher.

Meals to Go program is a collaboration with local churches and Pittsburgh Area community schools. This program has been providing food for 28 students every other weekend.

Mrs. Watson asked if the paraprofessionals will get a pay raise at all.

Dr. Egnor stated he has not started on that discussion yet. It will be worked on with budget and the Grade Point Resource Contract around April or May. Dr. Egnor explained that the ESY agreement needs to be done early to plan and prepare.

Mrs. Guido stated that the District just agrees to a contract with Grade Point Resources but they decide how much they are paying their employees.

Mrs. Key commented that the Life Skills Prom date is not on the information sheet and suggested it be added.

PERSONNEL: Approval of Personnel Log dated February 17, 2026

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

Mr. Vinkovich stated the meeting is this Thursday.

Westmoreland Intermediate Unit Report - Mr. Deiseroth

Mr. Deiseroth stated they met last week and he will report next week.

PSBA Liaison Report - Mrs. Watson

Mrs. Watson stated the budget proposal will be reviewed.

Mrs. Callahan stated she will provide an overview of the state budget and the impact on Burrell next week.

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers

Approval of tax settlement and exoneration of Upper Burrell and Lower Burrell Tax Collectors from Per Capita and Real Estate taxes

Mrs. Callahan stated that annually the tax collectors complete their work for the calendar year for real estate and per capita collection so they provide a final report and request exoneration. The uncollected real estate goes to the county for them to pursue collection and per capita is sent to CSC for delinquent collection. Collections are pretty typical with historical years data.

Report of discarded equipment from Stewart Elementary School by sale and disposal

Mrs. Callahan stated in June, the Board approved for us to discard items as we were cleaning out Stewart Elementary School with a final report to be submitted to the Board as information. The report has been provided. As we were closing out Stewart, Dr. Wagner spent time making sure we were taking items from Stewart that could be used in other buildings and then anything left was presented for sale through multiple venues and finally for disposal. This generated over \$6,800 in sales and scrap metal revenue.

Approval of transfer of \$220,000 from General Fund to Capital Project Fund

Mrs. Callahan stated because we intended to issue an additional \$10 million bond this year to cover the remainder of the capital improvements that the Board has been pursuing, we budgeted for the payments of that bond. At this point we have not issued the bonds due to market information so we will not have a payment due before June 30. Therefore, I am recommending that the Board approve a transfer of \$220,000 of these funds to the Capital Project Fund since that was the intention of those funds.

Bond Issue 2026 Information

Mrs. Callahan stated we will talk next week a bit about some recent estimates for the bond issue that the Board has been discussing for a few years as the second part of our borrowing for school improvements. A \$10 million bond was issued in 2024. We will need another \$12 million for the Bon Air Project. We already planned for most of the cost of this in 2025-2026 by adding the payment amount of \$405,000 per year.

Communications

None

Requests for Use of Buildings

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

Payment of Bills

Additions to Agenda (Agenda Meeting only)

Comments from Public

None

Adjournment at 7:57 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
February 17, 2026**

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 7:38 PM by President LeeAnn S. Guido.

Pledge of Allegiance

Mrs. Guido asked all present to participate in the Pledge of Allegiance.

Roll Call

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

Board Members Absent: Mr. Timothy J. Vinkovich

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 from Andrews & Price, LLC

Student Representatives Present: Donovan Cosentino and Josh Pruitt

Announce Executive Sessions

February 3, 2026 – 6:00 PM – Collective Bargaining

February 10, 2026 – 6:00 PM and Immediately following meeting-Personnel Agenda and Collective Bargaining

February 17, 2026 – 7:00 PM - Personnel Agenda and Collective Bargaining

Approval of Minutes

Agenda Meeting – January 13, 2026; Regular Meeting – January 20, 2026

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

Approval of Monthly Financial Reports:

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

<u>MOTION:</u>	Motion by: Mrs. Key	Seconded by: Mr. Deiseroth
<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

Dr. Wagner reported the following:

- Adam Szish - Awarded the Wimmer Scholarship for 2026 competition; Received full tuition at St. Vincent College
- Souper Bowl - Pam White, Bon Air Student Council Coordinator, reported that the Bon Air Student Council collected and donated 1,250 cans of soup for Westmoreland County Food Bank
- Bon Air Elementary 3rd grade team of teachers invited staff from Armstrong County Medical Hospital to come in and do “centers” for a Human Body Unit for students; ACMH acknowledged their work/experience at Bon Air Elementary that day
 - Great way for 3rd grade to connect with “career readiness” that the District has been doing

APPROVED AT AGENDA MEETING 2/10/2026: Adopt Resolution approving the sale of Stewart Elementary School building and property, being Tax Parcels 17-03-15-0-356, 17-03-15-0-382, 17-03-15-0-115, 17-03-15-0-357 to David Ziccarelli, as presented

Dr. Wagner stated this item was presented in detail, discussed, and approved last week.

Award the following bids for the Bon Air Elementary School Additions and Alterations Construction Project using Food Service Funds in the amount of \$400,000 for Contract 5 and Capital Project Funds for all remaining costs:

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 we received bids for the Bon Air Elementary construction project. She asked the District Architect, Andreas Dometakis of HHSDR Architects & Engineers to share the summary and recommendations with the Board.

Mr. Dometakis explained each low bid and the recommended alternate details. He stated the plumbing bid increased cost over estimates due to cost of copper piping and the shortage of contractors and labor.

Mrs. Guido asked if we have to use copper piping for the plumbing.

Mr. Dometakis explained that it is not residential construction so it is built to last 50 years so it is the recommendation.

Mrs. Guido asked Mr. Dometakis to check into this because the project is over budget.

Mr. Dometakis stated that the electrical cost is very high because there are only a few companies and they are all very busy with other projects. He explained that code requires the panel to be replaced so he is recommending Alternate E4 to ensure that the new panel will communicate with everything.

Mr. Dometakis explained that Food Service had only one bidder. Another vendor submitted late bid but it was slightly higher than the bidder. The vendor is doing some other projects for HHSDR.

Mr. Dometakis explained the #6 contract recommendation for commissioning testing and balancing using WAE Balancing, Inc. plus #7 for materials and inspection services with Hillis-Carnes Engineering Associates.

Mrs. Guido asked for an explanation of commissioning testing and balancing.

Mr. Dometakis stated they will test all HVAC units to make sure they are working properly and wired properly. It is a requirement for a school building. He would prefer to have a separate company do it. If they find an error, the contractor would need to fix it. They are involved by looking at drawings and attending meetings.

Mr. Harris asked about the HVAC bid and why is there an alternate to add air conditioning.

Mr. Dometakis responded so that the Board knows the cost and can choose not to do air conditioning.

Mr. Kaczor stated electrical costs will continue to go up.

Mrs. Callahan stated the overall project is over budget by about \$2 million and its mainly in the electrical contract cost.

Mrs. Callahan reviewed the Capital Project funds showing that the Board can choose to use some of the Food Service Funds for the Food Service Contract and some additional funds from Capital Reserve, but this still leaves an overall funding shortfall of about \$1.5 million.

Mrs. Callahan stated that the Board will need to decide to issue bonds to cover this amount, so approximately \$12 million or to do \$10 million and then do another small issue the following year.

Mrs. Guido asked about the School Improvement Grant and if that could work to offset these costs.

Dr. Wagner stated it is 25% matching.

Mrs. Callahan stated she is concerned with timing if they wanted to move forward with this project. The Grant requires that a project cannot be awarded/started before grant funds have been awarded and we do not have any idea when that will occur. We are considering applying for that grant to cover the Middle School HVAC project.

Mr. Kaczor stated the CTC grant does not require 25%. He suggested having representatives do a walk through.

Dr. Wagner stated the CTC grant is different.

Mr. Harris asked Mr. Dometakis how much do you see projects go up by waiting year over year.

Mr. Dometakis stated he would say to estimate probably 15-20% increase per year.

Dr. Wagner stated that she would like the Board to have more information regarding bonds. We have 60 days to award the projects so we can award in March.

Mr. Dometakis stated he would prefer to have them awarded tonight to allow for lead time on orders but it can wait until early March.

Mrs. Guido asked when we actually make payments.

Mrs. Callahan stated that payments are made as projects progress so we don't need to have the full awarding amount when we award the bids.

Mrs. Guido asked what the timeline is for the project.

Mr. Dometakis responded that they would break ground in April and do most of work in the summer and then completion is estimated for March of 2027.

Mrs. Callahan explained payments and plan options for bonds.

Dr. Wagner stated it is a very difficult decision but she believes we need to do this project.

Ms. Shank asked would we be able to see bond issue estimates and if we could potentially award the project at the March 10 Agenda meeting.

Mrs. Beveridge asked what other capital items are outstanding District-wide.

Dr. Wagner stated items we have talked about over the last several years include paving, pool, Bon Air outdoor lighting, High School auditorium roof and Middle School air conditioning. She also stated that the fire system at the High School will also need upgraded.

Dr. Wagner stated she does recommend that we proceed with the Bon Air project but stated they could wait until March to review bond information.

NO MOTION WAS MADE

Ratify the Collective Bargaining Agreement between Burrell School District and Burrell Service Employees' International Union, Local 32BJ that shall be in full force and effect from February 1, 2026 through and including June 30, 2030 as presented and Approve a signing bonus of \$300 to be paid to each bargaining unit member with no retroactivity for the period prior to February 1, 2026

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

OTHER ADMINISTRATION - DR. TURK / DR. EGNOR

Approval of Contract with Grade Point Resources for Extended School Year Services 2026 (Attachment 2-6)

Dr. Turk reported that Dr. Egnor indicated that there is an error on the contract. Materials cost is \$1,200.

MOTION: Motion by: Mr. Harris Seconded by: Mr. Deiseroth
VOTE: Roll Call: All in Favor except Mrs. Key abstained since she works for the vendor

MOTION CARRIED

Approval of Services Agreement and Memorandum of Understanding with Hope's Road Youth Bereavement Program to provide grief and emotional support services for period of 1 year (Attachment 2-7))

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

DISCUSSION:
Mr. Kaczor asked for confirmation that there is no cost on this agreement.

Dr. Turk replied that is correct.

VOTE: Roll Call: All in Favor MOTION CARRIED

PERSONNEL: Approval of Personnel Log dated February 17, 2026 (Attached)

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

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

Mr. Kaczor stated there is a meeting this coming Thursday.

Westmoreland Intermediate Unit Report - Mr. Deiseroth

Mr. Deiseroth reported:

- Approved conference attendance, resignations and hirings
- Denied resolution regarding tuition rate changes for Clairview
- Approved several Board policies
- Meeting next week

PSBA Liaison Report Mrs. Watson

Mrs. Callahan reviewed the Governor's Proposed State Budget figures and Burrell School District estimates.

BUSINESS - MRS. CALLAHAN

Approval of budgetary transfers

Approval of tax settlement and exoneration of Upper Burrell and Lower Burrell Tax Collectors from Per Capita and Real Estate taxes (Attachment 2-8)

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

Report of discarded equipment from Stewart Elementary School by sale and disposal

Mrs. Callahan stated in June, the Board approved for us to discard items as we were cleaning out Stewart Elementary School with a final report to be provided to the Board upon completion. During the last several months, Dr. Wagner spent time making sure we were taking items from Stewart that could be used in other buildings and then anything left was presented for sale through multiple venues and finally disposal. This generated over \$6,800 in sales and scrap metal revenue.

Approval of transfer of \$220,000 from General Fund to Capital Project Fund

Mrs. Callahan stated she is recommending the Board transfer funds to the Capital Project Fund since that was the intention of the budgeted funds. The funds were budgeted in the bond payment expenditures but we have not yet issued the additional bonds so no payment is due before June 30.

MOTION: Motion by: Mr. Kaczor Seconded by: Mr. Harris
VOTE: Roll Call: All in Favor MOTION CARRIED

Bond Issue 2026 Information

Mrs. Callahan explained that the District intend to issue another \$10 million bond in the 2025-2026 fiscal year to cover the additional costs of projects we are moving forward with. Current timing is good to issue bonds. We already planned for most of the cost by budgeting additional funds in the bond payment expenditure category.

Mrs. Callahan stated that if the Board proceeds with the Bon Air Project as bid, we will need slightly more than the \$10 million. She stated that she will be recommending the Board proceed with a bond issue and will have our Bond underwriter, PNC Capital Markets, attend our meeting next month to present detailed options and estimated costs.

Permission to advertise for bids for E-rate eligible Structured Cabling Installation 2026 Project

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

Board Meeting – Budget Workshop - April 7, 2026 at 7:00 PM Information

Communications

Requests for Use of Buildings (Attachment 2-9)

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

Payment of Bills (Attachment 2-10)

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

Additions to Agenda (Agenda Meeting only)

Comments from Public

None

Mrs. Guido thanked people for attending.

Adjournment at 8:37 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