

**BURRELL SCHOOL DISTRICT  
BUDGET WORKSHOP MINUTES  
April 5, 2016**

The Burrell School Board of Directors Budget Workshop was held in the High School Board Room and called to order at 7:00 PM by President Shank.

Ms. Shank asked all present to participate in the Pledge of Allegiance.

The following responded to Roll Call: Mrs. Genia Koziarski, Mrs. Deborah Kinosz, Mr. James D. Kunkle, Mrs. Gretchen V. Beveridge, Mr. Christopher S. Wojcik, and Ms. Tricia Shank. The following members were absent: Mrs. Linda Woiewodski, Mr. Jamie Berdar and Mrs. Pam Key. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Matthew R. Conner, Assistant Superintendent, and Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary.

Comments from the public: None

**BUDGET 2016-2017 DRAFT – INFORMATION**

Ms. Callahan presented the 2016-2017 General Fund Budget information details. The draft budget consists of total revenue of \$29,475,971 which includes a Real Estate Tax increase of 2.5 mills. Total expenditures are estimated at \$29,758,029 leaving a deficit of \$282,058. Ms. Callahan reviewed the amount, change from prior year, and details of each of the major categories of expenditures such as personnel salaries/wages, health benefits, retirement contribution, debt service, building/instructional budgets, special education services, tuition, vocational education, transportation, maintenance, school resource officer, and athletics. She also reviewed revenue items including local revenue, state revenue and federal revenue. She explained the real estate tax revenue budget, district's assessed value of properties, and tax increase needed. She explained the education subsidy figures budgeted and discussed the governor's proposed education subsidy for 2016-17 as well as the fact that the state 2015-16 education subsidy figures have not yet been finalized making it very difficult to predict the 2016-17 estimates. Ms. Callahan provided a summary of the planned use of fund balance for non-recurring items such as curriculum, equipment, technology items and she provided an estimated ending uncommitted/undesignated fund balance figure. Ms. Callahan explained the next steps in the budget process.

Board members discussed the information and details.

Comments from the public: None

Mr. Kunkle made a motion, seconded by Mrs. Beveridge to adjourn at 9:38 PM.

Roll Call: All in Favor

Motion carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT  
AGENDA MEETING MINUTES  
APRIL 12, 2016**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

Ms. Shank asked all present to participate in the Pledge of Allegiance.

**ROLL CALL**

The following responded to Roll Call: Mrs. Genia Koziarski, Mrs. Deborah Kinosz (in at 7:02 PM), Mr. James D. Kunkle, Mrs. Gretchen V. Beveridge, Mr. Christopher S. Wojcik, Mrs. Linda Woiewodski, Mrs. Pam Key and Ms. Tricia Shank. The following member was absent: Mr. Jamie Berdar. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, and Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary.

**EXECUTIVE SESSION-**

**APRIL 12, 2016 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA  
APRIL 19, 2016 – 7:00 PM – PERSONNEL AGENDA**

Ms. Shank announced the Board's Executive Sessions.

**AGENDA REVIEW**

The Board reviewed items scheduled for the regular meeting to be held on April 19, 2016.

**COMMENTS FROM THE PUBLIC – AGENDA ONLY**

There were no comments from the public.

**REPORTS OF ADMINISTRATION AND STANDING COMMITTEES**

**ADMINISTRATION – DR. WAGNER**

**STUDENT/STAFF RECOGNITION**

Dr. Wagner recognized the following:

Damon Greenwald – Aaron Frech, Athletic Director, introduced Damon Greenwald, PIAA State Wrestling Champion

**WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE**

Westmoreland Intermediate Unit Technology Department – Updating technology and infrastructure and updated video content on Discovery streaming for school districts

Matthew Thomas – Appointed WIU STEM Coordinator

**BUSINESS – MRS. CALLAHAN**

**PROPOSED GENERAL FUND BUDGET 2016-2017 – INFORMATION**

Mrs. Callahan stated that she provided a detailed presentation of the 2016-2017 Proposed General Fund Budget at the public meeting - budget workshop held April 5, 2016. She stated that administration will continue to work on the budget and adjust the figures and will present the Proposed General Fund Final Budget at the May agenda meeting.

**COMMENTS FROM THE PUBLIC**

There were no comments.

**ADJOURNMENT**

Mrs. Woiewodski made a motion, seconded by Mrs. Koziarski, that the Board adjourn the meeting at 7:23 PM.

Roll Call: All in Favor

Motion carried.

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Jennifer S. Callahan  
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT  
BOARD MEETING MINUTES  
APRIL 19, 2016**

**CALL TO ORDER**

The Burrell School Board Meeting was held in the High School Board Room and called to order at 7:34 PM by President Shank.

**PLEDGE OF ALLEGIANCE**

Ms. Shank asked all present to participate in the Pledge of Allegiance.

**ROLL CALL**

The following responded to Roll Call: Mrs. Genia Koziarski, Mrs. Deborah Kinosz, Mr. James D. Kunkle, Mrs. Gretchen V. Beveridge, Mr. Christopher S. Wojcik, Mrs. Linda Woiewodski, Mr. Jamie Berdar, Mrs. Pam Key and Ms. Tricia Shank. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Matthew R. Conner, Assistant Superintendent, and Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary and Mr. Anthony Giglio, Solicitor.

**EXECUTIVE SESSION**

**APRIL 12, 2016 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA  
AND COLLECTIVE BARGAINING**

**APRIL 19, 2016 – 7:00 PM – PERSONNEL AGENDA**

**APRIL 19, 2016 – IMMEDIATELY FOLLOWING MEETING – COLLECTIVE  
BARGAINING**

Ms. Shank announced the Board's Executive Sessions.

**APPROVAL OF MINUTES**

Agenda Meeting – March 8, 2016

Regular Meeting – March 15, 2016

**TREASURER'S REPORT – MARCH 2016 (Attachment 4-1)**

**SCHOOL LUNCH REPORT – MARCH 2016 (Attachment 4-2)**

**ATHLETIC FUND REPORT – MARCH 2016 (Attachment 4-3)**

**STUDENT ACTIVITY FUND REPORT – MARCH 2016 (Attachment 4-4)**

**NURSES' REPORT – MARCH 2016 (Attachment 4-5)**

Motion by: Mrs. Koziarski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

### **COMMENTS FROM THE PUBLIC – AGENDA ONLY**

There were no comments from the public.

### **REPORTS OF ADMINISTRATION AND STANDING COMMITTEES**

#### **ADMINISTRATION – DR. WAGNER**

#### **STUDENT/STAFF RECOGNITION**

Dr. Wagner recognized the following:

Mrs. Rudolf, High School Chemistry Teacher – Awarded Spectroscopy Society of Pittsburgh High School Equipment Grant for \$2,000

Bon Air 2<sup>nd</sup> Grade Teachers and Staff – Helped to get students on late field trip bus back to school and home safely

Mr. Connelly, Drama Students and Staff/Parents – Chicago production

Hope Team – Mrs. Abel, Emma Hough, Louis Yank, Kamron Doyal, Cassandra Biltz, Delaney Gordon, Abby Fisher. Emma Hough presented the Heroin Addiction video and discussed the process.

Officer Marhefka, Mr. Connelly, Drama Club, National Honor Society – Assisted production of Heroin Addiction video

#### **MIDDLE SCHOOL REPORT: TECHNOLOGY STUDENT ASSOCIATION – INFORMATION**

Mr. Ferra asked Mr. Heinrich to introduce Huston Middle School Students Emma Hayes, Noah Linderman, Dylan Eckman and Riley Callender. Students presented projects entered into Technology Student Association (TSA) competition. Events included digital photography, Environmental Engineering and Biotechnology, invention creations, solar car, catapult, R/C car and forensic technology. The following students placed in the TSA Competition: Noah Linderman-7<sup>th</sup> place Inventions and Innovations; Dylan Eckman, Riley Callender-7<sup>th</sup> place Digital Photography; and Daniel Kinter, Noah Linderman, Dylan Eckman-4<sup>th</sup> place R/C Off-road Racing.

Riley Callender stated the event was very fun and special. She feels she learned a lot about being creative and being herself. She thanked the Board and administration and asked for continued support in the program.

Mr. Callender, 3143 Oregon Drive, asked the Board and administration to consider continuing the program for the kids as they move to high school.

**HIGH SCHOOL REPORT: NEXT GENERATION LEARNING PROGRAM – INFORMATION**

Jessica Dombroski, Senior, presented Next Generation Learning Program information. She stated the program is a pilot program in the High School. She also participated in a summer internship through Opportunity Education where she helped to develop a tablet program. She reported this was an educational opportunity where she met new people, did something she loves and found her passion for computers and career goals. Jessica thanked Ms. Lovic, her parents and supporting teachers.

**APPROVAL OF DONATION TO PUBLIC LIBRARY**

Motion by: Mrs. Kinosz

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**ACCEPTANCE OF DONATION OF TWO BUDDY BENCHES FOR BON AIR ELEMENTARY SCHOOL FROM BON AIR PTA**

Motion by: Mrs. Koziarski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

Ms. Shank thanked Bon Air PTA for their generous donation of buddy benches. They represent much more than just a bench.

**OTHER ADMINISTRATION – DR. CONNER**

**PERMISSION TO OFFER TITLE I SUMMER READING PROGRAM JULY 2016**

Motion by: Mrs. Beveridge

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**PERMISSION TO CONDUCT APPROPRIATE IMMUNIZATION CLINICS DURING 2016-2017 SCHOOL YEAR**

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**APPROVAL OF OUTREACH SERVICES CONTRACT AGREEMENT WITH THE WESTERN PENNSYLVANIA SCHOOL FOR BLIND CHILDREN FOR VISION SERVICES FOR PERIOD AUGUST 29, 2016 THROUGH JUNE 9, 2017 (Attachment 4-6)**

Motion by: Mrs. Beveridge

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**PERMISSION TO PLACE A STUDENT TEACHER FROM SLIPPERY ROCK UNIVERSITY IN BON AIR ELEMENTARY SCHOOL EARLY CHILDHOOD (PREK-4) AND SPECIAL EDUCATION (K-8) FOR FALL SEMESTER 2016**

Motion by: Mr. Wojcik

Seconded by: Mrs. Kinosz

Roll Call: All in Favor

Motion carried.

**PERMISSION TO PLACE A STUDENT TEACHER FROM SLIPPERY ROCK UNIVERSITY IN BON AIR ELEMENTARY SCHOOL EARLY CHILDHOOD (PREK-4) FOR FALL SEMESTER 2016**

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**PERMISSION TO PLACE A STUDENT TEACHER FROM SLIPPERY ROCK UNIVERSITY IN HUSTON MIDDLE SCHOOL MATHEMATICS (4-8) FOR FALL SEMESTER 2016**

Motion by: Mr. Berdar

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**PERMISSION TO PLACE A STUDENT TEACHER FROM SLIPPERY ROCK UNIVERSITY IN HUSTON MIDDLE SCHOOL MATHEMATICS (7-12) FOR FALL SEMESTER 2016**

Motion by: Mr. Berdar

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**PERSONNEL – Ms. Shank (Attachment 4-7)**

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER REPORT – MR. KUNKLE/MRS. KOZIARSKI**

Members received a summary of the March 17, 2016 meeting.

**WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE**

Members received a summary of the March 22, 2016 meeting.

Mrs. Beveridge reported that WIU technology infrastructure is being upgraded and the technology department is working with Burrell School District for electronic forms deployment. She stated that the technology department will be updating the infrastructure countywide for school districts. Mrs. Beveridge also stated that WIU approved the purchase of Kinex for school districts for 4<sup>th</sup>/5<sup>th</sup> grade students.

**PSBA LIAISON LEGISLATIVE REPORT – MRS. WOIEWODSKI**

Mrs. Woiewodski presented the PSBA Legislative Report:

- HB 1296
- HB 805
- HB 1906



**BUSINESS – MRS. CALLAHAN**

**APPROVAL OF BUDGETARY TRANSFERS (Attachment 4-8)**

Motion by: Mrs. Woiewodski

Seconded by: Mr. Berdar

Roll Call: All in Favor

Motion carried.

**AWARD BIDS THROUGH WESTMORELAND INTERMEDIATE UNIT JOINT PURCHASING CONSORTIUM BOARD FOR MULTI-PURPOSE PAPER FOR 2016-2017 SCHOOL YEAR (Attachment 4-9)**

Motion by: Mrs. Kinosz

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**AWARD BIDS FOR PURCHASE OF JANITORIAL AND ATHLETIC SUPPLIES FOR 2016-2017 SCHOOL YEAR (Attachment 4-10)**

Motion by: Mr. Berdar

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**APPROVAL OF WEBSITE DEVELOPMENT AGREEMENT WITH SCHOOLPOINTE FOR PERIOD MARCH 31, 2016 THROUGH JUNE 30, 2017 (Attachment 4-11)**

Motion by: Mrs. Koziarski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**APPROVAL OF CONTRACT WITH WESTMORELAND INTERMEDIATE UNIT FOR CISCO ROUTER MAINTENANCE FOR PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017 (Attachment 4-12)**

Motion by: Mrs. Koziarski

Seconded by: Mr. Beveridge

Roll Call: All in Favor

Motion carried.

**APPROVAL OF CONTRACT WITH WESTMORELAND INTERMEDIATE UNIT FOR INTERNET ACCESS FOR PERIOD JULY 1, 2016 THROUGH JUNE 30, 2019**  
**(Attachment 4-13)**

Motion by: Mrs. Kinosz

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**APPROVAL OF CONTRACT WITH PA COMPUTER CONNECTIONS, INC. FOR ARUBA ACCESS SUPPORT FOR PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017**  
**(Attachment 4-14)**

Motion by: Mrs. Kinosz

Seconded by: Mrs. Koziarski

Roll Call: All in Favor

Motion carried.

**APPROVAL OF CONTRACT WITH EPLUS TECHNOLOGY, INC. FOR DISTRICT INFRASTRUCTURE – SWITCHES EFFECTIVE JULY 1, 2016 AS PER PEPPM CONTRACT MINI-BID** (Attachment 4-15)

Motion by: Mrs. Koziarski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

**APPROVAL OF EXPENDING \$300,000 COMMITTED FUND BALANCE FOR PSERS STABILIZATION FOR COST OF EMPLOYER CONTRIBUTIONS TO PSERS**

Motion by: Mr. Berdar

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

**ADOPTION OF 2016-2017 WESTMORELAND INTERMEDIATE UNIT GENERAL OPERATING BUDGET**

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

