

**BURRELL SCHOOL DISTRICT
AGENDA MEETING MINUTES
MAY 10, 2016**

CALL TO ORDER

The Burrell School Board Agenda Meeting was held in the High School Board Room and called to order at 7:07PM 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, 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. The following member was absent: Mrs. Deborah Kinosz. Also in attendance were: Dr. Shannon L. Wagner, Superintendent, Dr. Matthew R. Conner, Assistant Superintendent, and Mrs. Jennifer S. Callahan, Business Administrator/Board Secretary.

EXECUTIVE SESSION-

MAY 10, 2016 – 6:00 PM – ATHLETIC PERSONNEL AGENDA

**MAY 10, 2016 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
AND PENDING LITIGATION APPEAL**

MAY 17, 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 May 17, 2016.

COMMENTS FROM THE PUBLIC – AGENDA ONLY

There were no comments.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

ADMINISTRATION – DR. WAGNER

APPROVAL OF WESTMORELAND COUNTY LAND BANK INTERGOVERNMENTAL COOPERATION AGREEMENT AND MEMORANDUM OF UNDERSTANDING

Dr. Wagner explained that Mayor Callender approached the District regarding the Westmoreland County Land Bank (WCLB).

April Kopas, Executive Director of Redevelopment Authority of the County of Westmoreland (RACW) and WCLB, presented WCLB information for the District to consider.

OTHER ADMINISTRATION – DR. CONNER

APPROVAL OF DISCIPLINE GUIDELINES FOR BURRELL HIGH SCHOOL, HUSTON MIDDLE SCHOOL, STEWART ELEMENTARY SCHOOL AND BON AIR ELEMENTARY SCHOOL FOR 2016-2017 SCHOOL YEAR

Mrs. Key asked where racial slurs/issues fall in the Middle School discipline guidelines and the punishment.

Mr. Ferra stated that he believed they fell under the detention and suspension section of the Middle School student planner and he would double check when he got into the office tomorrow.

APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH NATIONAL MATH AND SCIENCE INITIATIVE FOR COLLEGE READINESS PROGRAM AND BURRELL HIGH SCHOOL FOR PERIOD JUNE 1, 2016 THROUGH MAY 31, 2019

Dr. Conner and Dr. Boylan explained some of the structures involved with the program: teacher supports, student supports, and program supports.

CURRICULUM REVISIONS – INFORMATION

Dr. Conner provided a summary of the Curriculum Committee meeting:

- AP Government curricular materials – Dr. Boylan presented a new text for the AP Government class. The Board was asked to consider *American Government: Roots and Reform* (O’Conner, Sabato and Yanus, 2016). The text and corresponding online resources had already been presented and approved by the High School student advisories groups along with the District’s Curriculum and Instruction Committee.

- High School Science offering sequence change – Dr. Boylan informed the Board of an adjustment to the High School’s science offerings. An integrated 9th grade course will be offered to create excitement and engage in hands-on experience around the science fields of Physics, Chemistry, Biology, Ecology and Forensics. The hope is for the course to help better prepare the students for the Keystone exam in their 10th grade year.
- Burrell School District Graduation Requirement tweak – Dr. Boylan informed the Board of the intention to adjust the graduation requirements in the Health and Physical Education area to allow for more flexibility for students in the electives offered.
- Elementary report cards change – Ms. Lenart and Dr. Egnor provided the Board their plan to transition the District’s elementary report cards to a standards-based approach. They explained the reasoning behind the decision and the year-long process that has led them to this point. Drafts of the report cards were provided to the Board along with a plan for communication of the new report cards to parents.

BURRELL EDUCATION FOUNDATION REPORT – INFORMATION

Dr. Conner announced that the annual Golf Outing is June 6, 2016 at Hillcrest Country Club.

WESTMORELAND INTERMEDIATE UNIT REPORT – MRS. BEVERIDGE

Mrs. Beveridge announced the quarterly WIU meeting is May 10 and Clairview’s commencement will be May 26, 2016.

BUSINESS – MRS. CALLAHAN

ADOPT PROPOSED GENERAL FUND BUDGET 2016-2017

Mrs. Callahan presented the 2016-2017 Proposed General Fund Budget information details. The proposed budget consists of total revenue of \$29,483,039 which includes a Real Estate Tax increase of 2.5 mills. Total expenditures are estimated at \$29,566,710 leaving a deficit of \$83,671. Mrs. Callahan reviewed all changes since April. She also explained the figures, changes 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. Mrs. Callahan provided a summary of the planned use of fund balance for non-recurring items such as curriculum, equipment, technology items, and capital reserve transfer. She provided an estimated ending uncommitted/ undesignated fund balance figure.

Ms. Callahan stated that the Proposed General Fund Budget as presented is recommended for approval by the Board.

Ms. Shank stated she has been present for all budget discussions. She asked the Board if they had any questions or concerns.

There were no questions or concerns.

Ms. Shank stated that she has been doing research regarding School Resource Officers (SRO) because of the cost. She reported that some neighboring school districts do it differently than our district. She stated that some districts use retired state troopers to reduce costs. Ms. Shank indicated she would like Board members and administration to research other options for SRO to reduce costs.

Mr. Kunkle stated he has also seen other school districts use retired state troopers and he agrees that other options need to be explored.

Mr. Berdar asked if the Board could ask the City of Lower Burrell if they can provide a more cost effective solution. He suggested city officials attend next week's Board meeting to discuss the SRO position and finances.

Dr. Wagner stated she will invite Mayor Callender and Chief Weitzel to attend next week's meeting to discuss SRO finances and will begin to explore other options at the Board's request.

COMMENTS FROM THE PUBLIC

Rita Sumney, 152 Illinois Drive

- Student lunch balance procedures
- Requests Board reconsider/change procedures

Ms. Shank apologized on behalf of the District and Board. She stated it is not the District's intention for students to not eat or be embarrassed. She stated this is not Board policy and it will not happen again.

Ms. Shank asked administration to explain the current procedure.

Dr. Wagner and Mrs. Callahan explained the current procedure and newly implemented guidelines for 2015-2016 recommended by the Food Service Director. However, administration has been in process of evaluating and making plans to change going forward. Additionally, the new POS is part of SIS package. The parent portal will be much better for parents and students to know the account balance and receive notifications.

The Board directed administration to relax procedures/guidelines for the remainder of the school year and implement different procedures/guidelines next school year that provides food to all children.

ADJOURNMENT

Mrs. Woiewodski made a motion, seconded by Mrs. Beveridge, that the Board adjourn the meeting at 8:59 PM.

Roll Call: All in Favor.

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew

**BURRELL SCHOOL DISTRICT
BOARD MEETING MINUTES
MAY 17, 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. Deborah Kinosz (by phone), 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. The following member was absent: Mrs. Genia Koziarski. 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

MAY 10, 2016 – 6:00 PM – ATHLETIC PERSONNEL AGENDA

**MAY 10, 2016 – IMMEDIATELY FOLLOWING MEETING – PERSONNEL AGENDA
AND PENDING LITIGATION APPEAL**

MAY 17, 2016 – 7:00 PM – PERSONNEL AGENDA

Ms. Shank announced the Board's Executive Sessions.

APPROVAL OF MINUTES

Agenda Meeting – April 12, 2016

Regular Meeting – April 19, 2016

TREASURER'S REPORT – APRIL 2016 (Attachment 5-1)

SCHOOL LUNCH REPORT – APRIL 2016 (Attachment 5-2)

ATHLETIC FUND REPORT – APRIL 2016 (Attachment 5-3)

STUDENT ACTIVITY FUND REPORT – APRIL 2016 (Attachment 5-4)

NURSES' REPORT – APRIL 2016 (Attachment 5-5)

Motion by: Mrs. Woiewodski

Seconded by: Mr. Kunkle

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:

Mr. Ferra and Mrs. Dastolfo – Parent called to commend Middle Staff for handling of concussion situation

Dr. Boylan recognized Taylor Johnson, 10th Grade –Eastern United States Gymnastics Championships: 1st place-floor routine; 3rd place-vault; 3rd place-overall

Mr. Ferra recognized Mr. Reddick, Mr. Campbell and Science Olympiad Team – State competition for 9 consecutive years:

- Alex Capsambelis, Mollie Cochran: 10th place, Crave the Wave
- Megan Malits, Alex Capsambelis: 1st place PA Champion, Road Scholar Geographic Mapping
- Mason Ciesielski: 10th place, Elastic Launched Glider
- Mollie Cochran, Brie Ciuffoletti: 7th Place, Reach For the Stars Astronomy

FIRST READING OF POLICY 626.1 – TRAVEL REIMBURSEMENT-FEDERAL PROGRAMS

Dr. Wagner presented the first reading of Policy 626.1 – Travel Reimbursement-Federal Programs.

Motion by: Mrs. Beveridge

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

FIRST READING OF POLICY 827 – CONFLICT OF INTEREST

Dr. Wagner presented the first reading of Policy 827 – Conflict of Interest.

Motion by: Mr. Berdar

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

PERMISSION FOR COACH DAVE BELLINOTTI TO CHAPERONE HIGH SCHOOL FOOTBALL TEAM ON OVERNIGHT TRIP FOR SUMMER CAMP: CALIFORNIA UNIVERSITY OF PA, CALIFORNIA, PA, AUGUST 14-18, 2016 AT NO COST TO DISTRICT

Motion by: Mr. Berdar

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

APPROVAL OF AGREEMENT BETWEEN BURRELL SCHOOL DISTRICT AND BURRELL EDUCATION ASSOCIATION FOR A FIVE-YEAR TERM COMMENCING JULY 1, 2016

Motion by: Mr. Berdar

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

Ms. Shank thanked Mr. Reddick, Ms. Kauffman and teacher's union for their hard work.

Ms. Kauffman thanked the Board and administration for working together with the union for the common goal of the District.

APPROVAL OF WESTMORELAND COUNTY LAND BANK INTERGOVERNMENTAL COOPERATION AGREEMENT AND MEMORANDUM OF UNDERSTANDING

Motion by: Mr. Kunkle

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

SCHOOL RESOURCE OFFICER – INFORMATION

Dr. Wagner stated that as requested by the Board, she asked Mayor Callendar and Chief Weitzel to attend the meeting to discuss the School Resource Office (SRO) position.

Ms. Shank thanked Mayor Callender and Chief Weitzel for attending tonight's meeting because the District and City are in the same position trying to meet our budgets. She stated that since the Proposed Budget has a deficit, she researched SRO position in a similar manner that all recent employment contracts have been researched. Ms. Shank indicated the District does not want to eliminate the position and values Detective Marhefka and believe the District needs a school police position. The District is trying to determine how to continue the SRO position and stay within our means financially. Ms. Shank asked City representatives to help the District find a way to do this.

Mayor Callender stated that this is about our community. He said we are still reaching into the taxpayer base whether it is through District or City funds. The SRO costs are based on the time spent in the District. He added it is beneficial for the District to cover the cost so that it is evenly divided between Upper Burrell and Lower Burrell taxpayers. He pointed out that if the City takes on a larger percentage of the SRO costs, then Lower Burrell is paying more proportionately than Upper Burrell. Mayor Callender added that the City's budget is fixed until January 2017.

Chief Weitzel stated if the District eliminates the SRO position, the City would have one additional employee. He indicated Detective Marhefka has done an exceptional job and the District is lucky to have him because he knows the students and is dedicated to the position. The Chief explained how a School Police Officer (SPO) is good, but not the same level of service as an SRO. The SRO is a conduit between the City and District.

Ms. Shank stated that it appears using another officer as a cost savings doesn't seem to make a substantial difference. Because of what Detective Marhefka brings is so valuable, is not a likely solution.

Mrs. Key asked if there is a possibility to change the percentage shared in the upcoming City budget.

Mayor Callender suggested the District ask Upper Burrell to supplement some of the costs. He added that he can ask WeDIG for a grant to help offset some costs.

Ms. Shank stated that she understands it is ideal to keep the SRO from the local department but has concerns with the justification of the cost since some surrounding districts are paying much less.

Chief Weitzel stated the local department SRO absolutely provides additional support. He also explained that training, drills, etc. are provided at no cost to the District so the City is covering those costs as well as the liability costs. Chief Weitzel added that the officers participate in active duty training onsite and the District is not billed for these sessions.

Marc Pastor, 632 Myers Drive

- Concerned about training if person is not part of police force
- Believes students have comfort level with Detective Marhefka
- Safety is most important; money should not matter
- Believes hiring SRO is best

Ms. Shank thanked Mr. Pastor for feedback.

Mrs. Woiewodski indicated that she favors the idea of asking Upper Burrell to share the costs.

Mr. Giglio, Solicitor, asked the Mayor about pension to verify costs and potential state reimbursement.

Mr. Kunkle stated that it is sad that we have to talk about money when it comes to the safety of our students. He agrees this is a community issue and he sees this as a 50/50 split and believes we should reach out to Upper Burrell. He also stated he now understands the importance of SRO and believes it is something we don't want to lose. He suggested that if the costs were more equally split this would probably not be an issue.

Mayor Callender reiterated that training costs are not passed on to the District because it is important for the community and student safety. He also stated the response time is much faster with SRO. For example, in a recent Bon Air incident, Detective Marhefka arrived in less than one minute and seven officers arrived in less than four minutes. The fast response time is due to the relationship and training.

Mrs. Beveridge stated that asking Upper Burrell to contribute a portion is reasonable. She stated she also supports searching for grants.

Mayor Callender added that he understands the District's position and difficulty because nobody likes to raise taxes, but unfortunately it is a necessary evil.

Ms. Shank thanked Mayor Callender and Chief Weitzel for attending the meeting and their willingness to help the District work through this matter.

OTHER ADMINISTRATION – DR. CONNER

PERMISSION TO DISCARD TEXTBOOKS AND LIBRARY BOOKS

Motion by: Mrs. Woiewodski

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

APPOINTMENT OF DRS. GERIS AND FALK AS SCHOOL DENTISTS FOR 2016-2017 SCHOOL YEAR

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

APPOINTMENT OF MATTHEW FISHER, M.D. AS SCHOOL PHYSICIAN FOR 2016-2017 SCHOOL YEAR

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

APPROVAL OF DISCIPLINE GUIDELINES FOR BURRELL HIGH SCHOOL, HUSTON MIDDLE SCHOOL, STEWART ELEMENTARY SCHOOL AND BON AIR ELEMENTARY SCHOOL FOR 2016-2017 SCHOOL YEAR

Motion by: Mrs. Beveridge

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH NATIONAL MATH AND SCIENCE INITIATIVE FOR COLLEGE READINESS PROGRAM AND BURRELL HIGH SCHOOL FOR PERIOD JUNE 1, 2016 THROUGH MAY 31, 2019 (Attachment 5-6)

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Beveridge

Roll Call: All in Favor

Motion carried.

Ms. Shank thanked Dr. Conner and Dr. Boylan.

APPROVAL OF AGREEMENT WITH GRADE POINT RESOURCES FOR CONSULTATION FOR PERIOD AUGUST 1, 2016 THROUGH MAY 29, 2017 (Attachment 5-7)

Motion by: Mr. Wojcik

Seconded by: Mrs. Woiewodski

Roll Call: All in Favor

Motion carried.

CURRICULUM REVISIONS - INFORMATION

Dr. Conner reviewed the curriculum revisions that were discussed in detail at last week's Agenda meeting.

APPROVAL OF THE NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER 2016-2017 GENERAL OPERATING BUDGET (Attachment 5-10)

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

AUTHORIZATION FOR NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER TO SECURE A REVENUE ANTICIPATION NOTE IN THE APPROXIMATE AMOUNT OF \$2,661,000 TO COVER OPERATING EXPENSES FOR THE 2016-2017 SCHOOL YEAR (Attachment 5-11)

Motion by: Mrs. Beveridge

Seconded by: Mr. Wojcik

Roll Call: All in Favor

Motion carried.

AUTHORIZATION OF THE EXECUTION OF AN OPERATION CONTRACT IN THE AMOUNT OF \$620,622 WITH NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER FOR 2016-2017 SCHOOL YEAR FOR THE EXPENSES OF ADMINISTRATION AND OPERATION OF THE TECHNOLOGY CENTER (Attachment 5-12)

Motion by: Mr. Kunkle

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

RATIFICATION OF AGREEMENT WITH SNYDER BROTHERS, INC. FOR NATURAL GAS SUPPLY FOR PERIOD SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2018 (Attachment 5-13)

Motion by: Mrs. Woiewodski

Seconded by: Mr. Kunkle

Roll Call: All in Favor

Motion carried.

Mrs. Callahan asked the Board if they had any questions or comments.

There were no questions or comments.

Motion by: Mrs. Key

Seconded by: Mrs. Woiewodski

Roll Call: All in Favor

Motion carried.

COMMUNICATIONS

Members received items of communications in their packets.

REQUESTS FOR USE OF BUILDINGS (Attachment 5-18)

Motion by: Mr. Berdar

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

PAYMENT OF BILLS (Attachment 5-19)

Motion by: Mrs. Woiewodski

Seconded by: Mrs. Key

Roll Call: All in Favor

Motion carried.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

Mrs. Woiewodski made a motion, seconded by Mrs. Beveridge, that the Board adjourn the meeting at 8:27 PM.

Roll Call: All in Favor

Motion carried.

Jennifer S. Callahan
Business Administrator/Board Secretary

JSC/lew