

**Thursday, May 11, 2023
Work Session Agenda**

The West Mifflin Area School District Work Session is held in the West Mifflin Borough Building Council Chambers, 1020 Lebanon Road, West Mifflin, PA. Meeting begins at 6:00 p.m.

1. OPENING EXERCISES

- A. Pledge to the Flag
- B. Roll Call

2. PRESENTATIONS

- A. Middle School SAVE Promise Club - Mrs. Thompson and Mrs. Galiyas
- B. Student Board Representative Report (Regular Board Meeting)

3. ADDENDUM (Regular Board Meeting)

4. HEARING OF CITIZENS (Regular Board Meeting)

- A. Public Comment

In order to speak at this time, the following must be met:

- Must be a West Mifflin, Whitaker, or Duquesne Resident
- Matter must have been discussed through the proper education channels
- Direct comments to the Board President and/or Superintendent
- Remarks limited to three (3) minutes per person

5. INFORMATION ITEMS

- A. None

6. BOARD SECRETARY/BUSINESS MANAGER'S REPORT

- A. Board of Directors
Board action to approve/ratify items under Board of Directors, as listed/presented.*

1. Executive Sessions

- a. April 13, 2023 – Discussed Personnel and Legal Issues
- b. April 20, 2023 – Discussed Personnel and Legal Issues

2. Approval of Minutes

- a. April 13, 2023 – Work Session
- b. April 20, 2023 – Regular Board Meeting

3. Updates to the following policies, First Reading:

- a. #006 Meetings
- b. #249 Bullying/Cyberbullying
- c. #800 Records Management
- d. #830 Security of Computerized Personal Information/Breach Notification
- e. #830.1 Data Governance – Storage/Security
- f. #904 Public Attendance at School Events

B. Finance

Board action to approve/ratify items under Finance, as listed/presented.*

1. Proposed Preliminary Budget 2023-2024 General Fund Budget and authorize its public display as presented.
2. 2023/2024 Administrative Budgets as per budget as presented.
 - a. Steel Center Area VTS \$20,392.27
 - b. Southeastern Area Special Schools \$11,491.79
3. Steel Center’s 2023/2024 Operating Budget at \$7,266,729 a projected \$5,969.26 cost per student based on 800 students.
4. *Transfer of \$1,000 from the General Fund to the Athletic Fund.

C. Purchasing/Contracting

Board action to approve/ratify items under Purchasing/Contracting, as listed/presented.*

1. Award of bids for supplies to the following companies for the 2023-2024 school year, they being the lowest responsible bidders and/or most complete bidders according to the specifications.
2. Agreement with Harris School Solutions for financial accounting software maintenance from July 1, 2023 to June 30, 2024 at a cost of \$33,314.92.
3. Agreement with Nutrition, Inc. to provide contracted Food Service Management Services for the 2023/2024 school year. This agreement is the second renewal of the four-year contract. It is also recommended the Board approve the *Cafeteria Fund Budget*.
4. Uniforms for the 2023-2024 school year.
 - a. Girls Volleyball – Under Armor - \$3,584.00
 - b. Boys Soccer – Nike - \$6,256.80
 - c. Boys Tennis – Nike - \$1,014.20
5. Agreement with Adelphoi Education, Inc. to provide Special Education Services through their facility at 15020 Ardara Road, North Huntingdon, PA at daily rates as offered for the three programs for the 2023-2024 school year.
6. Award the bid for solid waste and recycling removal/disposal services to Big’s Sanitation Inc. and enter into an agreement from July 1, 2023 to June 30, 2024 at a total cost of \$50,160.00 year one, \$51,664,80 year two and \$53,214,74 year three. Additional services will be billed at \$20.00 per cubic yard.
7. Quote from Mastro Signs for six (6) double sided 4’x4’ post and panel signs, two (2) 18”x24” parking signs and six (6) 24”x60”-96” pillar signs with installation at a cost of \$9,600.
8. Allegheny County Schools Health Insurance Consortium (ACSHIC) standard medical premium (monthly) rates for 2023-2024:

	<u>Individual</u>	<u>Parent & Child</u>	<u>Parent & Children</u>	<u>Husband & Wife</u>	<u>Family</u>
Community Blue Flex PPO	\$806.28	\$1,807.70	\$1,988.46	\$2,190.30	\$2,277.31
Community Blue Flex EPO	\$753.20	\$1,689.45	\$1,858.35	\$2,046.14	\$2,127.56

9. Allegheny County Schools Health Insurance Consortium (ACSHIC) standard dental and vision premium (monthly) rates for 2023-2024:

Dental	Employee Only	\$30.63
	Employee & Dependents	\$100.72
Vision	Employee Only	\$6.34
	Employee & Dependents	\$15.48

10. Award the bid for a Cleveland Range Model No. KGL40T gas tilting kettle to TriMark Foodservice Equipment, Supplies and Design being the lowest responsible bidder at a cost of \$32,941 subject to approval from PDE. Payable from the Cafeteria Fund.
11. Award the bid for a Convotherm Model No. C4 ET 10.20GB-N DD SGL gas combi oven to TriMark Foodservice Equipment, Supplies and Design being the lowest responsible bidder at a cost of \$25,459 subject to approval from PDE. Payable from the Cafeteria Fund.

7. FINANCIAL REPORTS

Board action to approve Financial Reports, as listed/presented

- A. Secretary Receipts - \$2,567,123.80
- B. Student Activities - \$182,291.66
- C. Treasurer's Report - \$11,513,577.79
- D. Refunds Subtracted from Expenditures

Account Description	Received From	Amount
Due To/From Cafeteria	Lunch Hi/Low	\$145,403.05
Due To/From Cafeteria	Reg/Ndy/Breakfast	\$43,044.39
Due To/From Cafeteria	FNS – Lunch	\$4,839.38
Due To/From Cafeteria	FNS – Breakfast – Needy	\$1,700.90
Due To/From Cafeteria	State Breakfast Initiative	\$2,369.64
Due To/From Cafeteria	Fresh Fruit & Vegetables	\$6,184.63
Due To/From Cafeteria	Payroll – 04/01/23 – 04/30/23	\$62,215.59
Due To/From Cafeteria	Fringe Benefits – April	\$5,786.22
Insurance Copay	Pay Date – 04/21/23	\$29,336.04
Early Retirement Benefits	AMCA	\$4,552.88
Regular Programs – Supplies – HS	Student Obligation	\$24.00
Books & Periodicals – Secondary	Student Obligation	\$87.00
Regular Programs – Technology	HS – Student Obligations	\$2,853.00
Regular Programs – Technology	MS – Student Obligations	\$120.00
Special Ed – Titan Shoppe	Merchant CD	\$10,992.01
Other Expenses – Tax Collection	LTS, Inc.	\$53.24
Custodian/Maintenance OT	Penn State	\$180.00
Bldg. & Grounds – Supplies – District	Penn State	\$30.00
Transportation Homeless/Foster	Allegheny County	\$26,212.00
Safety/Security Services – District	Penn State	\$184.50
Athletics – HS Supplies	Student Obligation	\$90.00
Insurance Claim – Deep Freeze	Liberty Mutual	\$196,859.06
Insurance Claim – CB Stage	Liberty Mutual	\$1,305.00

E. Tax Collector's Report

Tax Type	Received From	Amount	Commission
Earned Income Tax – West Mifflin	Jordan Tax Service	\$90,802.40	\$1,353.82
Earned Income Tax – Whitaker	Jordan Tax Service	\$4,314.40	\$80.57
Realty Transfer Tax – West Mifflin	V. McDonald Roberts	\$127,992.83	\$2,559.87
Realty Transfer Tax – Whitaker	V. McDonald Roberts	\$1,275.00	\$25.50
Business Privilege Tax – West Mifflin	Legal Tax Service	\$91,714.37	N/A
LST – West Mifflin	Legal Tax Service	\$16,007.24	N/A
Mercantile Tax – West Mifflin	Legal Tax Service	\$154,417.13	N/A
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$36,528.74	\$15,382.83
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$2,978.12	\$1,034.96
Delinquent LST Tax – West Mifflin	Legal Tax Service	\$9.85	\$0.55
Del Mercantile Tax – West Mifflin	Legal Tax Service	\$11,530.06	\$634.15
Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$134,840.87	\$7,416.25
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$417.82	N/A
Del Realty Tax – Act 20 – Whitaker	Legal Tax Service	\$20.60	N/A
Del Realty Tax – Civil Action – West Mifflin	Legal Tax Service	\$167,889.54	N/A
Del Realty Tax – Civil Action – Whitaker	Legal Tax Service	\$12,798.13	N/A

8. INVOICES/BILLS PAYABLE/PURCHASE ORDERS

Board Action to approve/ratify Invoices/Bills Payable/Purchase Orders, as listed/presented*

A. General Fund Invoice(s)

Payee	Invoice #	Description	Amount
1. Legal Tax Service	WSD-245	Postage, Filing and Bank Fees	\$385.98
2. Andrews and Price	4642	April Monthly Retainer	\$1,000.00
3. Andrews and Price	4652,4649,4644,4646	April Real Estate Related Services	\$688.00
4. Andrews and Price	4645	April Middle School Litigation	\$28.00
5. Andrews and Price	4641,4647,4650,4648, 4651,4643,4640,4639, 4638,4637	April Other Professional Services	\$2,226.00

B. Capital Projects Fund Invoice(s)

Payee	Invoice #	Description	Amount
None			

C. All Bills, P-Cards, Purchase Orders and Cash Disbursement Reports

9. DISTRICT OPERATIONS

Board Action to approve/ratify items under District Operations, as listed/presented.*

- A. Titan Cyber Academy 2023 Elementary Stop the Summer Slide Program
- B. Titan Cyber Academy 2023 Secondary Summer Program
- C. Middle School Additional Targeted Support and Improvement (A-TSI) Plan for 2023-2024, as presented
- D. Creation of a Middle School Esports Club

10. SUPERINTENDENT'S REPORTS

Board Action to approve/ratify Superintendent's Reports, as listed/presented.*

- A. Home & School Visitor's Report
- B. Student Services

C. Student Activities

ID	Staff/Bldg	Activity/Location	#Students	Grade(s)	Date
*15458F	Melissa Prutz/HS	CCAC Theatre Program Tour/ West Mifflin	15	10-12	5/5/2023
15465N	Ashley Dreistadt/MS	PBIS Grades 4-5 Student of Month Swimming Incentive/High School	60	4-5	5/12/2023
15458F	Ashley Dreistadt/MS	4th Grade End of Year Swimming Incentive/High School	150	4	5/24/2023
15501B	Nina Ruffing/HS	ESY Field Trip/Round Hill Park	45	K-12	6/22/2023

D. Student Fundraising Activities

Club	Sponsor	Fundraiser	Use of Funds	Date(s)
*SEPAC	Nina Ruffing/MS	Pancakes	Club Activities	5/19/2023

E. Buildings and Grounds

ID	Location	Date(s)/Time	Purpose/Applicant
133	HS Weight Room	June 1, 2, 5, 6, 8, 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, 29 July 5, 6, 10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26, 27 (9:00 AM – 11:00 AM)	Conditioning/HS Football (Rodney Steele)
134	ST Turf Field	June 1, 5, 6, 8, 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, 29 July 5, 6, 10, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26, 27 (11:00 AM – 1:00 PM)	Summer Workouts/HS Football (Rodney Steele)
135	ST Turf Field	August 7, 8, 9, 10, 11 (4:00 PM – 6:30 PM)	Heat Acclimation/HS Football (Rodney Steele)
136	HS Main Gym	June 5, 6, 8, 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, 29; July 10, 11, 12, 13, 17, 18, 19, 20, 31 August 1, 2, 3, 7, 8, 9, 10 (8:00 AM – 9:30 AM)	Conditioning/HS Volleyball (Glenn Gougler)
*140	HS Main Gym	May 10, 12, 15, 17, 19, 22, 24, 31 July 3, 5, 10, 12, 17, 19, 24, 26, 31 August 2, 7, 9 (4:00 PM – 6:30 PM)	Conditioning/HS Girls Basketball (Loren Jones)
141	HS Auxiliary Gym	June 8, 13, 14, 15, 21, 22, 27, 28, 29; July 11, 12, 13, 19, 20, 25, 26, 27; August 2, 3 (5:30 PM – 8:00 PM)	Cheer Practice/HS Cheerleading (Kristina DeBartolo)
*1425	HS Back Parking Lot	May 20 (10:00 AM – 2:00 PM)	2023 Senior Parade/Parents of 2023 Seniors (Theresa Sekely)

F. Conferences

ID	Name/Building	Conference/Location	Date/#Days	Cost	Sub

11. PROFESSIONAL PERSONNEL

Board Action to approve/ratify items under Professional Personnel, as listed.*

12. NON-CERTIFIED PERSONNEL

Board action to approve/ratify items under Non-Certified Personnel, as listed.*

13. ATHLETIC PERSONNEL

Board action to approve/ratify items under Athletic Personnel, as listed.*

14. BOARD PRESIDENT'S CORRESPONDENCE

15. EXECUTIVE SESSION DISCUSSION

16. BOARD REPORTS

- A. Committees
- B. Steel Center

17. SOLICITOR'S REPORT

18. OLD BUSINESS

19. NEW BUSINESS

20. ADJOURNMENT