

**Thursday, May 18, 2023
Regular Meeting
Minutes**

The West Mifflin Area School District Regular Board Meeting was held in the West Mifflin Borough Building Council Chambers, 1020 Lebanon Road, West Mifflin, PA. Meeting began at 7:00 p.m.

1. OPENING EXERCISES

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

Members Present: Matthew Blazeovich, Debra Kostelnik, Judith Ahern, Anthony DiCenzo, Mark Donahoe, Gina Englert, Jonathan Mattis, Kevin Squires (on the phone) and Mark Yuhas

Officials Present: Jeffrey Soles, Jeffrey Solomon, Joseph Esper, Mark Zidek and Trish Andrews

2. PRESENTATIONS

- A. Recognition of PMEA Students – Mr. Kesser
- B. Recognition of August Wilson Monologue Competition Student – Mrs. Prutz
- C. Joseph M. Esper - 2023 Budget Presentation
- D. Amy Lewis – 2021-2022 Financial Audit Report

3. ADDENDUM

It was moved by Kostelnik, seconded by DiCenzo to add addendum items to the May 18, 2023 Regular Meeting Agenda.

Roll Call: Ahern, DiCenzo, Donahoe, Englert, Mattis, Squires, Yuhas, Kostelnik and Blazeovich voted "Aye". MOTION CARRIED

4. HEARING OF CITIZENS

- 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
 - Diane Stanesic had questions about real estate refunds, getting middle school uniforms and safety nets at the baseball/softball complex, delinquent tax commission rate, and professional personnel transfers.

5. INFORMATION ITEMS

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
4. Reject all Bids for Auditorium Upgrades.
5. Permission to advertise an Invitation for Bid for the following:
 - a. Auditorium Sound
 - b. Auditorium Lighting
 - c. Auditorium Rigging
 - d. Auditorium Curtains
6. Authorization to donate unneeded book shelves to the Source Church.
7. Board acceptance of the report from MaherDuessel, Certified Public Accountants, of the local financial audit for the fiscal year ending June 30, 2022, as presented. (Addendum Item)

It was moved by Donahoe, seconded by Englert to approve Section 6A, Items 1-7.

Roll Call: Ahern, DiCenzo, Donahoe, Englert, Mattis, Squires, Yuhas, Kostelnik and Blazeovich voted "Aye". MOTION CARRIED

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.
5. December real estate tax refunds due for 2021 and 2022 to specified property owners of West Mifflin and Whitaker Borough in the amount of \$11,863.27 as presented by the respective tax collectors. The refunds are the result of changes in real estate tax assessment values established by Allegheny County.

It was moved by Donahoe, seconded by Mattis to approve Section 6B, Items 1-5.

Roll Call: Ahern, DiCenzo, Donahoe, Englert, Mattis, Squires, Yuhus, Kostelnik and Blazeovich voted "Aye". MOTION CARRIED

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 five (5) 24"x60"-96" pillar signs with installation at a cost of \$9,520.
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.
12. Subscription renewal with MasterLibrary for ML Schedules, a facility scheduling program, from July 1, 2023 through June 30 2024 at a cost of \$2,250.
13. Award the bid for a Ri 2000 Garment Printer and Accessories to Ricoh Printing Systems America, Inc being the lowest responsible bidder at a cost of \$22,454 subject to approval from PDE.
14. Award the bid for District Carpet Removal and Tile Installation to Franklin Interior Designs option #2 being the lowest responsible bidder at a cost of \$378,000 subject to approval from PDE.
15. Award the bid for Fitness Equipment and Flooring to G&G Fitness being the lowest responsible bidder at a cost of \$309,665.80 subject to approval from PDE.
16. Renewal Quote from Marcia Brenner Associates for PowerSchool Alert Creator, Fees Plugin, Report Creator Plugin, Attendance Monitor Plugin and Behavior Plugin from August 1, 2023 through July 31, 2024 at a cost of \$3,899.65.
17. Renewal quote from Frontline Placement Technologies. Inc. for the Absence & Substitute Management System from July 1, 2023 through June 30, 2024 at a cost of \$9,810.50.

It was moved by Donahoe, seconded by DiCenzo to approve Section 6C, Items 1-17.

Roll Call: Ahern, DiCenzo, Donahoe, Englert (Voted "No" to 6.C.7), Mattis, Squires, Yuhas, Kostelnik and Blazeovich voted "Aye". MOTION CARRIED

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

It was moved by Donahoe, seconded by Englert to approve Section 7, Items A-E.

Roll Call: Ahern, DiCenzo, Donahoe, Englert, Mattis, Squires, Yuhas, Kostelnik and Blazeovich voted "Aye". MOTION CARRIED

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
6. Legal Tax Service	WSD-246	2022 (78) Tax Lien Filing Fees	\$4,680.00

7. Legal Tax Service	WSD-247	Filing Fees	\$10.40
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B. All Bills, P-Cards, Purchase Orders and Cash Disbursement Reports

It was moved by Donahoe, seconded by Ahern to approve Section 8, Items A-B.

Roll Call: Ahern, DiCenzo, Donahoe, Englert, Mattis, Squires, Yuhas, Kostelnik and Blazevidh voted "Aye". MOTION CARRIED

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
- E. Creation of a Middle School SAVE Promise Club for the 2023-2024 school year, sponsor paid per the current WMFT Collective Bargaining Agreement, as presented
- F. Creation of West Mifflin Cheerleader Parent Organization Booster Group. All proper documentation has been received.

It was moved by Englert, seconded by Mattis to approve Section 9, Items A-F.

Roll Call: Ahern, DiCenzo, Donahoe, Englert, Mattis, Squires, Yuhas, Kostelnik and Blazevidh voted "Aye". MOTION CARRIED

10. SUPERINTENDENT'S REPORTS

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

- A. Home & School Visitor's Report – April 2023
- B. 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
15509J	Sgt. DiCerbo/HS	Air Refueling Flight/Air National Guard Base, Pittsburgh	15	9-12	5/25/2023
15523M	Melissa Prutz	Show Choir to Nursing Homes/ Independence Court, Sycamore, The Palms Nursing Homes	20	10-12	5/24/2023

C. Student Fundraising Activities

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

D. 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	Conditioning/HS Football (Rodney Steele)

		(9:00 AM – 11:00 AM)	
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)
1513	HS Cafeteria	May 20 (9:00 AM – 5:00 PM)	HS Band End of Year Picnic/WM Titan Band Boosters (Tammy Bodzenski)

E. Conferences

ID	Name/Building	Conference/Location	Date/#Days	Cost	Sub
15514F	Patricia King/HS	AIU Media Coordinator's Forum/AIU-Waterfront	9/13/23, 11/15/23 1/17/24, 3/13/24, 5/15/24 5 days	\$0	No

It was moved by Ahern, seconded by Yuhas to approve Section 10, Items A-E.

Roll Call: Ahern, DiCenzo, Donahoe, Englert, Mattis, Squires, Yuhas, Kostelnik and Blazeovich voted "Aye". MOTION CARRIED

11. PROFESSIONAL PERSONNEL

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

A. Leaves of Absence

- *Employee #38, beginning Tuesday, May 9, 2023 through Wednesday, May 31, 2023
- *Employee #2327, Unpaid day on Monday, May 1, 2023

B. Retirements

- Employee #389, adjusted retirement date of June 30, 2023 (was June 30, 2024) under the Modified Early Retirement Incentive for Professional Employees with the WMFT that was approved March 25, 2021

C. Hires/Transfers

- 2023 Summer Music Program

Position	Name
Band Boot Camp	Devon Smeal, Jeffrey Kesser
Drama Boot Camp	Melissa Prutz
Choir Boot Camp	Melissa Prutz, Erika Sanders
String Boot Camp	Devon Smeal

2. Transfers/Assignments for the 2023-2024 School Year

Employee #	New Assignment
1415	Cyber Special Education
1450	Middle School Grade 4
1671	Middle School ELA
384	Middle School Grade 5
2416	Middle School ELA
2141	Middle School Grade 4
2261	Clara Barton Grade 2
3520	Middle School ELA Special Education
3313	Middle School Life Skills Special Education
3664	District ESL
338	Middle School Science

It was moved by Donahoe, seconded by Yuhas to approve Section 11, Items A-C.

Roll Call: Ahern, DiCenzo, Donahoe, Englert, Mattis, Squires, Yuhas, Kostelnik and Blazeovich voted "Aye". MOTION CARRIED

12. NON-CERTIFIED PERSONNEL

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

A. Leaves of Absence

1. *Employee #3491, Unpaid days on Friday, April 14, 2023; Friday, April 21, 2023; Monday, May 8, 2023; Tuesday, May 16, 2023 through Wednesday, May 31, 2023
2. *Employee #3193, Unpaid day on Friday, April 28, 2023
3. *Employee #3724, Unpaid days on Friday, April 28, 2023; Tuesday, May 2, 2023; Monday, May 15, 2023
4. *Employee #3617, Unpaid day on Tuesday, May 2, 2023
5. Employee #1619, Unpaid day on Friday, June 30, 2023
6. *Employee #2789, Unpaid days Wednesday, May 3, 2023 through Friday, May 5, 2023
7. *Employee #3304, Unpaid day on Monday, April 24, 2023 (half-day PM); Tuesday, May 9, 2023 (half-day AM); Wednesday, May 17, 2023
8. *Employee #3684, Unpaid day on Monday, May 8, 2023
9. *Employee #3740, Unpaid day on Monday, May 1, 2023

B. Resignations

1. Jessica Didjunas, 2023 ESY Program Paraeducator, effective Monday, April 24, 2023
2. Christopher Abraham, Full-time Police Officer, effective Tuesday, May 9, 2023

C. Hires/Transfers

1. 2023 Summer Music Program, Artist in Residence

Position	Name
Band Boot Camp	Joseph Scifo
Drama Boot Camp	Nina Ruffing
String Boot Camp	Nichole Thomas

2. Michelle Reynolds, transfer from Class I Cafeteria General Worker at Homeville to the posted position of Class II Cafeteria Manager at Homeville, effective Thursday, June 1, 2023. Ms. Reynolds was the senior qualified bidder for the position.
3. David Banks, Full-time Class I Custodian for the Stadium/High School, variable shift, effective Monday, May 22, 2023
4. John Grzyb, Full-time HVAC Technician, starting annual salary of \$60,000 (prorated through June 30, 2023), effective Monday, May 22, 2023
5. The Board hereby approves the hiring of sixteen (16) summer workers at the rate of \$14.00 per hour as listed. (Addendum Item)

D. Other

1. *Jaime Cohen, piano accompanist for the Middle School choir students, paid through the Music Department budget
2. *Darla Pepper-Miller, piano accompanist for the High School choir students, paid through the Music Department budget

E. Substitutes

1. Additional Pool & Aquatics staff:

Breanna Martin	Aiden Marks
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It was moved by Donahoe, seconded by Englert to approve Section 12, Items A-E.

Roll Call: Ahern, DiCenzo, Donahoe, Englert, Mattis, Squires, Yuhas, Kostelnik (Voted "No" to 12.C.4) and Blazeovich voted "Aye". MOTION CARRIED

13. ATHLETIC PERSONNEL

14. BOARD PRESIDENT'S CORRESPONDENCE

Mr. Blazeovich had nothing at this time.

15. EXECUTIVE SESSION DISCUSSION

Mr. Blazeovich reported that there were Executive Sessions held to discuss legal and personnel matters.

16. BOARD REPORTS

A. Committees

Committee reports were given at the Work Session.

B. Steel Center

Mrs. Kostelnik listed Students of the Month for May. Senior Recognition (Graduation) will be held on May 23, 2023 at 7:00 p.m. at CCAC South Campus.

17. SOLICITOR'S REPORT

Ms. Andrews had no report for public session.

18. OLD BUSINESS

None

19. NEW BUSINESS

Mr. Yuhas mentioned that Varsity Baseball, Varsity Softball and Boys Track were Section Champs, and Girls Track was 2nd Place in their section.

20. ADJOURNMENT

Meeting adjourned at 8:06 p.m.

Joseph M. Esper
Board Secretary/Business Manager