

**Thursday, January 12, 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. High School Esports Proposal – Mr. Brian Getz
- B. Student Board Representative Report (Regular Board Meeting)
- C. January is School Director Recognition Month. We'd like to thank these elected school directors for the time, dedication, and effort they give year-round to do what is necessary to ensure our schools remain a pathway to a promising future and for making the success of our children their priority. (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. November 10, 2022 – Discussed Personnel and Legal Issues
- b. November 17, 2022 – Discussed Personnel and Legal Issues
- c. November 21, 2022 — Discussed Legal Issues
- d. December 1, 2022 – Discussed Personnel and Legal Issues
- e. December 12, 2022 – Discussed Legal Issues
- f. January 5, 2023 – Discussed Personnel and Legal Issues

2. Approval of Minutes

- a. November 10, 2022 – Work Session
- b. November 17, 2022 – Regular Board Meeting
- c. December 1, 2022 – Re-Organization Meeting
- d. December 1, 2022 – Regular Board Meeting

B. Finance

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

1. December real estate tax refunds due for 2020, 2021 and 2022 to specified property owners of West Mifflin and Whitaker Borough in the amount of \$60,854.28 as presented by the respective tax collectors. The refunds are the result of changes in real estate tax assessment values established by Allegheny County.
2. Mileage rate reimbursement to be in accordance with the Internal Revenue Service standard mileage rate of 65.5 cents per mile for 2023, effective January 1, 2023.

C. Purchasing/Contracting

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

1. Permission to advertise for bids for supplies and equipment for the 2023-2024 school year in compliance with section 807.1 of the Public-School Code.
2. Authorization for school district purchasing through Office Depot and The Cooperative Purchasing Network (TCPN), a nationally bid contract meeting Pennsylvania state purchasing requirements for the 2023-2024 school year.

7. FINANCIAL REPORTS

Board action to approve Financial Reports, as listed/presented

A. Secretary Receipts

1. November - \$3,578,642.83
2. December - \$4,835,574.80

B. Student Activities

1. November - \$180,564.10
2. December - \$182,646.48

C. Treasurer's Report

1. November - \$21,075,008.84
2. December - \$19,681,156.15

D. Refunds Subtracted from Expenditures

1. November

Account Description	Received From	Amount
Due To/From Cafeteria	FNS – Lunch	\$4,435.48
Due To/From Cafeteria	FNS – Breakfast/Needy	\$1,693.50
Due To/From Cafeteria	Lunch Hi/Low	\$133,341.62

Due To/From Cafeteria	Reg/Ndy/Breakfast	\$42,894.55
Due To/From Cafeteria	State Breakfast Initiative	\$2,321.90
Due To/From Cafeteria	Fresh Fruit & Vegetables	\$5,024.00
Due To/From Cafeteria	Payroll 10/8/22 – 10/21/22	\$32,886.58
Due To/From Cafeteria	Fringe Benefits – November	\$5,786.22
Insurance Copay	Pay Date – 11/18/22	\$28,396.49
Early Retirement Benefits	AMCA	\$5,285.48
Supplies – HS	Graphics	\$76.34
Graduation Expenses	Josten's Refund	\$527.01
Special Education – Transportation	Montour SD	\$10,950.00
Special Education – IU Services	Montour SD	\$102,825.00
Special Ed – Titan Shoppe	Merchant CD	\$1,489.79
Tuition – Steel Center	Duquesne SD	\$28,647.20
Tax Collection – Bonds – Personnel	Borough of WM	\$433.08
Postage – Business Office	Pitney Bowes Refund	\$520.82
Custodian/Maintenance OT	Tamburitzans & Jr. Tamburitzans	\$1,260.00
Custodian/Maintenance OT	Little League Wrestling & WPIAL	\$330.00
Water/Sewage – Emerson	Sewage Refund	\$250.00
Bldg. & Grounds – Supplies – HM	Community Basketball	\$30.00
Bldg. & Grounds – Supplies – MS	Community Basketball	\$30.00
Bldg. & Grounds – Supplies – MS	Jr Tamburitzans	\$30.00
Security/Safety Services – HM	Community Basketball	\$1,320.00
Security/Safety Services – MS	Community Basketball	\$1,320.00
Other Property – District	E-Rate Reimbursement	\$9,349.15
Activities – Salaries	Tamburitzans	\$330.00
Activities – Salaries	Jr. Tamburitzans	\$435.00
Security/Safety Services – District	Tamburitzans	\$82.00
Security/Safety Services – District	Jr. Tamburitzans	\$61.50
Security/Safety Services – District	Little League Wrestling	\$225.50
Misc. Expenses – Stage Hands	Tamburitzans	\$110.00
Misc. Expenses – Stage Hands	Jr. Tamburitzans	\$145.00
Game Workers – HS	WPIAL	\$980.00
Security/Safety Services – District	WPIAL	\$800.00
Other Professional Services – Trainers	WPIAL	\$50.00

2. December

Account Description	Received From	Amount
Due To/From Cafeteria	FNS – Lunch	\$3,320.52
Due To/From Cafeteria	FNS – Breakfast/Needy	\$1,244.40
Due To/From Cafeteria	Lunch Hi/Low	\$99,837.54
Due To/From Cafeteria	Reg/Ndy/Breakfast	\$31,526.37
Due To/From Cafeteria	State Breakfast Initiative	\$1,699.11
Due To/From Cafeteria	Fresh Fruit & Vegetables	\$4,254.45
Due To/From Cafeteria	Supply Chain Assistance	\$67,873.48
Due To/From Cafeteria	Payroll – 10/22 – 12/2/22	\$90,634.29
Insurance Copay	Pay Date – 12/16/22	\$28,429.65
Insurance Copay	Individual	\$269.27
Early Retirement Benefits	AMCA	\$5,285.48
Tuition – Cyber/Charter Schools	Propel	\$365.47
Tuition – Cyber/Charter Schools	Agora, PA Distance & Propel	\$10,185.43
Supplies – HS	Student Obligation	\$7.00

ESSER II – Books & Periodicals	Houghton Mifflin Refund	\$27,412.00
Special Ed Tuition – Cyber/Charter	Propel	\$13,435.71
Special Ed – Titan Shoppe	Merchant CD	\$2,250.75
Custodian/Maintenance OT	BMNECC	\$420.00
Bldg. & Grounds – Supplies – HS	BMNECC	\$30.00
Security/Safety Services – HM	Community Basketball	\$1,345.00
Security/Safety Services – MS	Community Basketball	\$1,345.00
Transportation Homeless/Fosters	Pittsburgh Public SD	\$2,895.00
Activities – Salaries	BMNECC	\$330.00
Safety/Security Services – District	BMNECC	\$61.50
Misc. Expenses – Stage Hands	BMNECC	\$110.00

E. Tax Collector's Report

1. November

Tax Type	Received From	Amount	Commission
Property Tax – West Mifflin	Jonathan Hess	\$1,117,674.81	N/A
Earned Income Tax – West Mifflin	Jordan Tax Service	\$381,336.29	\$6,604.92
Earned Income Tax – Whitaker	Jordan Tax Service	\$20,100.51	\$361.38
Realty Transfer Tax – West Mifflin	V. McDonald Roberts	\$27,118.75	\$542.37
Realty Transfer Tax – Whitaker	V. McDonald Roberts	\$1,537.50	\$30.75
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$15,154.25	\$3,662.31
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$1,225.00	\$1,686.79
Delinquent LST Tax – West Mifflin	Legal Tax Service	\$7.50	\$0.41
Del Mercantile Tax – West Mifflin	Legal Tax Service	\$7,726.26	\$424.94
Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$78,570.48	\$4,321.38
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$983.12	N/A
Del Realty Tax – Act 20 – Whitaker	Legal Tax Service	\$705.69	N/A
Del Realty Tax – Civil Action – WM	Legal Tax Service	\$39,434.01	N/A
Del Realty Tax – Civil Action – Whitaker	Legal Tax Service	\$23,427.05	N/A

2. December

Tax Type	Received From	Amount	Commission
Property Tax – West Mifflin	Jonathan Hess	\$507,792.27	N/A
Property Tax – Whitaker	Patricia Pasquantonio	\$12,462.31	N/A
Earned Income Tax – West Mifflin	Jordan Tax Service	\$150,496.68	\$2,627.88
Earned Income Tax – Whitaker	Jordan Tax Service	\$7,708.91	\$134.37
Realty Transfer Tax – West Mifflin	V. McDonald Roberts	\$27,506.30	\$550.13
Realty Transfer Tax – Whitaker	V. McDonald Roberts	\$912.50	\$18.25
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$12,295.05	\$4,407.56
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$100.00	\$0.47
Del Mercantile Tax – West Mifflin	Legal Tax Service	\$14,532.02	\$799.26
Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$106,888.02	\$5,878.84
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$479.05	N/A
Del Realty Tax – Civil Action – West Mifflin	Legal Tax Service	\$42,448.71	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 Services	WSD—233	Parking, Bank Fees and Postage	\$72.72
2. Legal Tax Services	WSD—234	Filing Fees	\$600.60

3. Andrews and Price	2751	November Monthly Retainer	\$1000.00
4. Andrews and Price	2761,2757,2747,2749, 2748	Nov. Real Estate Tax Appeals	\$3,166.00
5. Andrews and Price	2754	Nov. Middle School Litigation	\$980.00
6. Andrews and Price	2750,2755,2759,2758, 2756,2752,2753,2760	Nov. Other Professional Services	\$3,921.00
7. Legal Tax Services	WSD—235	BP, LST & MT Commissions	\$70.43
8. Legal Tax Services	WSD—236	Filing, Bank and Notary Fees, Parking and Postage	\$252.92
9. Andrews and Price	3080	December Monthly Retainer	\$1,000.00
10. Andrews and Price	3087,3085,3077,3078, 3082	Dec. Real Estate Tax Appeals	\$910.00
11. Andrews and Price	3083	Dec. Middle School Litigation	\$826.00
12. Andrews and Price	3079,3081,3084,3086	Dec. Other Professional Services	\$756.00

B. 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. Revised Chapter 339 Guidance Plan for 2024-2027, as presented.

B. Freshmen/Sophomore class trip to Canton, Ohio, May 23, 2023 – May 24, 2023, as presented.

10. SUPERINTENDENT'S REPORTS

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

A. Home & School Visitor's Report – November 2022 & December 2022

B. Student Activities

ID	Staff/Bldg.	Activity/Location	#Students	Grade(s)	Date
*14978F	Nina Ruffing/MS	CBI Field Trip/Kennywood Shops	20	4-8	12/13/2022
*14989J	Nina Ruffing/MS	CBI Field Trip/Carnegie Science Center	20	4-8	1/19/2023
*14995D	Brian Aufman/HS	Calculusolve/Franklin Regional HS	5	9-12	12/15/2022
14996A	Brian Aufman/HS	Chess Competition/Plum HS	5	9-12	3/6/2023
14998F	Brian Aufman/HS	Public Speaking Competition/ Gateway HS	5	9-12	3/23/2023
15002F	Janet Parson/MS	Westmoreland Interscholastic Reading Competition/Seton Hill University	36	6-8	3/7/2023
15009B	Deana Wallace/HS	BizTown/Bridgeville	30	8-12	3/14/2023
15017J	Sgt. DiCerbo/HS	Spirit of America Youth Conference/Valley Forge	4	10-11	3/30/2023- 4/2/2023
*15021R	Brian Plichta/TCA	Field Trip/Carnegie Science Center	15	K-12	1/13/2023
15057R	Brian Aufman/HS	Snowtubing/Boyce Park	30	9-12	1/27/2023
15059P	Brian Aufman/HS	Snowtubing/Boyce Park	30	9-12	2/17/2023
15061J	Brian Aufman/HS	Snowtubing/Boyce Park	30	9-12	3/10/2023
15070L	Deana Wallace/HS	CVS Workforce Innovation/Ebenezer Baptist Church	25	9-12	4/11/2023
15075N	Alexis Zywan/HS	PASC Region B Spring Conference/Montour HS	15	9-12	2/17/2023
15077J	Kevin Kocher/MS	Beauty and the Beast Jr/Pittsburgh Musical Theater	50	6-8	2/16/2023

C. Student Fundraising Activities

Club	Sponsor	Fundraiser	Use of Funds	Date(s)
HS Stage Crew	Kevin Kocher	Jeans Day	Club Activities	2/17/2023
MS WIRC Reading Team	Janet Parson	Chick-Fil-A Spirit Night	Club Activities	2/7/2023
HS Pep Club	Ray Rost	Jeans Day	Club Activities	3/31/2023
HS TLC	Ray Rost	Alumni Wrestling/Basketball Fundraisers	Club Activities	3/17/2023

D. Buildings and Grounds

ID	Location	Date(s)/Time	Purpose/Applicant
43	MS Auditorium, Cafeteria	May 11 (6:00 PM – 9:00 PM)	Performance Rehearsal/BMNECC (Beth Stafura)
44	MS Auditorium, Cafeteria	May 13 (4:00 PM – 9:00 PM)	BMNECC Anniversary Performance/BMNECC (Beth Stafura)
*61	MS Gym	January 2, 3, 4, 5, 6, 9, 10, 12, 13, 17, 18, 19, 20, 23, 24, 25, 26, 27, 30, 31 (5:00 PM – 8:00 PM)	Basketball/WM Community Basketball Organization (Leon Harrison)
*64	CB Gym	December 6, 7, 8, 9 (9:00 AM – 3:30 PM)	Santa Shop/Clara Barton PTA (Cara Surmick)
*65	CB Cafeteria, Gym	December 5 (5:30 PM – 7:30 PM)	Santa Shop/Clara Barton PTA (Cara Surmick)
*66	CB Cafeteria, Gym	December 19 (6:00 PM – 8:00 PM)	Storybook Forest/Clara Barton PTA (Cara Surmick)
*67	MS Gym	January 4, 18, 25; February 1, 8, 15, 22; March 1, 8, 15, 22, 29 April 5 (8:00 PM – 10:00 PM)	Basketball/Bettis Winter Basketball (Robert Kozar)
*68	HS Cafeteria	December 14, February 22, March 30, May 4 (3:30 PM – 5:30 PM)	Fundraiser Pickup/WM Titan Band Parents (Bill Bennett)
73	MS Gym	January 30; February 6, 13, 27; March 6, 13, 20, 27; April 3, 17, 24; May 1, 8, 15, 22 (8:00 PM – 10:00 PM)	Volleyball/Neighborhood Volleyball (Phil Hornfeck)
74	MS Gym	February 1, 2, 6, 8, 9, 10, 13, 15, 16, 17, 21, 22, 23, 27 (5:00 PM – 8:00 PM)	Basketball/WM Community Basketball Organization (Leon Harrison)
75	HM Gym	February 1, 3, 7, 8, 9, 10, 14, 15, 16, 17, 21, 22, 23, 24 (5:00 PM – 8:00 PM)	Basketball/WM Community Basketball Organization (Leon Harrison)
655	HS Auditorium	January 25 (6:00 PM – 8:00 PM)	Induction Ceremony/HS NHS (Daneen Peremba)
662	HS Auditorium	January 20 (6:00 PM – 8:30 PM)	Game Night/HS STUCO (Alexis Zywan)
706	HS Main Gym	March 17 (6:00 PM – 10:00 PM)	Salopek Fundraiser/TLC (Ray Rost)

E. Conferences

ID	Name/Building	Conference/Location	Date/#Days	Cost	Sub
14972M	Justin Sickles/HS	American Chemical Society Spring 2023/Indianapolis	3/26/2023 – 3/31/2023 5 days	\$550	Yes
15019J	Lisa McClafferty/HS	PDE Conference/PaTTAN	3/1/2023 – 3/3/2023 3 days	\$365	Yes

*15026L	Tiffany Kosht/MS	Engagement Strategies for Reading Comprehension/AIU-Waterfront	1/10/2023 1 day	\$0	Yes
15030N	Stacee Rutherford/HS	Title III Professional Development/AIU – Waterfront	2/9/2023 1 day	\$0	Yes
15031J	Stacee Rutherford/HS	Title III Professional Development/AIU – Waterfront	4/21/2023 1 day	\$0	Yes
*15041J	Lynn Kerr/MS	Engagement Strategies for Reading Comprehension/AIU-Waterfront	1/10/2023 1 day	\$0	Yes
15043J	Leah Sylvis/Admin	PDE Special Education Conference/Hershey	3/1/2023 – 3/3/2023 3 days	\$672	No

11. PROFESSIONAL PERSONNEL

12. NON-CERTIFIED PERSONNEL

13. ATHLETIC PERSONNEL

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