

**Thursday, October 14, 2021  
Work Session Agenda**

**The West Mifflin Area School District Work Session Agenda Meeting is held in the West Mifflin Area School District Middle School Auditorium, 81 Commonwealth Avenue, West Mifflin, PA 15122. Meeting begins at 6:00 p.m.**

**1. OPENING EXERCISES**

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

**2. PRESENTATIONS**

- A. Congratulations to Mr. Nicholas Alexandroff for being recognized by the Pennsylvania School Board Association for achieving 8 years of service on our local school board. The Honor Roll of School Board Service is the association's way of saying *thank you* to those individuals who exemplify leadership and statesmanship, giving unselfishly of their time and talents for the future of our public schools, and putting something back into their local communities through the guidance of the education of youth.
- 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**

- 1) It is recommended the Board approve/ratify Cassandra Short and Jaimer Hill as Student Board Representatives for the 2021-2022 School Year.
- 2) It is recommended the Board approve a Business Subscription with the Baldwin EMS to provide ambulance services for school district employees at a cost of \$500.00 for the period of January 1, 2022 - December 31, 2022 as per budget as presented.
- 3) It is recommended the Board approve the Policy Maintenance Program Participation Agreement with PSBA for the term July 1, 2021 through June 30, 2022 and remaining in effect for subsequent program years, as presented. The Policy Maintenance Program is included in the District's annual PSBA membership.

- 4) It is recommended the Board approve updates to the following policies, Section 600: (First Reading)
  - a) #601 Fiscal Objectives
  - b) #602 Budget Planning
  - c) #603 Budget Preparation
  - d) #604 Budget Adoption (New)
  - e) #605 Tax Levy
  - f) #606 Tax Collection
  - g) #607 Tuition Income
  - h) #608 Bank Accounts
  - i) #609 Investment of District Funds
  - j) #609.1 Post Issuance Compliance (Delete)
  - k) #610 Purchase Subject to Bid/Quotation
  - l) #611 Purchases Budgeted
  - m) #612 Purchases Not Budgeted
  - n) #613 Cooperative Purchasing
  - o) #614 Payroll Authorization
  - p) #615 Payroll Deductions
  - q) #616 Payment of Bills
  - r) #617 Petty Cash
  - s) #618 Student Activity Funds
  - t) #619 District Audit
  - u) #620 Fund Balance (New)
  - v) #621 Local Taxpayer Bill of Rights
  - w) #622 GASB Statement 34
  - x) #624 Taxable Fringe Benefits
  - y) #625 Procurement Cards (New)
  - z) #626 Federal Fiscal Compliance
  - aa) #626.1 Travel Reimbursement – Federal Programs
  
- 5) It is recommended the Board approve updates to the following policies, Section 700: (First Reading)
  - a) #701 Facilities Planning
  - b) #701.1 Disposal of School District Property
  - c) #702 Gifts, Grants, Donations
  - d) #702.1 Crowdfunding (New)
  - e) #703 Sanitary Management
  - f) #704 Maintenance
  - g) #705 Facilities and Workplace Safety
  - h) #706 Property Records
  - i) #708 Lending of Equipment and Books
  - j) #709 Building Security
  - k) #710 Use of Facilities by Staff
  - l) #713 Protection of Property (Delete)
  - m) #715 Use of Fax Machines (Delete)
  - n) #716 Integrated Pest Management
  - o) #717 Cellular Telephones (New)
  - p) #718 Service Animals in Schools (New)
  
- 6) It is recommended the Board approve updates to the following policies, Section 800: (First Reading)
  - a) #800 Records Management
  - b) #800.1 Electronic Signatures/Records
  - c) #801 Public Records
  - d) #802 School Organization
  - e) #803 School Calendar
  - f) #804 School Day
  - g) #805 Emergency Preparedness and Response
  - h) #805.1 Relations With Law Enforcement Agencies
  - i) #805.2 School Security Personnel
  - j) #806 Child Abuse

- k) #807 Opening Exercises/Flag Displays
  - l) #808 Food Services
  - m) #810 Transportation
  - n) #810.1 School Bus Drivers and School Commercial Motor Vehicle Drivers
  - o) #810.2 Transportation – Video/Audio Recording
  - p) #810.3 School Vehicle Drivers (New)
  - q) #811 Bonding
  - r) #812 Property Insurance
  - s) #813 Other Insurance
  - t) #814 Copyright Material
  - u) #814.1 Use of District Insignia and Logos (Delete)
  - v) #815 Acceptable Use of Internet, Computers and Network Resources
  - w) #816 Racial and Ethnic Intimidation (Delete)
  - x) #816 District Social Media (New)
  - y) #816.1 Use of Video Surveillance Cameras (Delete)
  - z) #818 Contracted Services Personnel
  - aa) #818.1 Legal Services (Delete)
  - bb) #819 Energy Management (Delete)
  - cc) #819 Suicide Awareness, Prevention and Response (Renumbered)
  - dd) #821 Travel and Conference Attendance (Delete)
  - ee) #822 Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR) (New)
  - ff) #823 Naloxone (New)
  - gg) #824 Maintaining Professional Adult/Student Boundaries (New)
  - hh) #825 State Mandate Waivers (Delete)
  - ii) #826 Health Insurance Portability and Accountability Act (HIPAA) (Delete)
  - jj) #827 Conflict of Interest
  - kk) #828 Fraud (New)
  - ll) #830 Breach of Computerized Personal Information (New)
  - mm) #832 Educational Equity (New)
- 7) It is recommended the Board approve updates to the following policies, Section 900: (First Reading)
- a) #901 Public Relations Objectives
  - b) #902 Publications Program
  - c) #903 Public Participation in Board Meetings
  - d) #904 Public Attendance at School Events
  - e) #905 Citizen Advisory Committees
  - f) #906 Public Complaint Procedures
  - g) #907 School Visitors
  - h) #908 Relations With Parents/Guardians
  - i) #909 Municipal Government Relations
  - j) #910 Community Engagement
  - k) #911 News Media Relations
  - l) #912 Relations With Educational Institutions
  - m) #913 Nonschool Organizations/Groups/Individuals
  - n) #913.1 Educational Foundation (Delete)
  - o) #913.1 Commercial Advertising on School District Website/Marquee (Renumbered)
  - p) #914 Relations With Intermediate Unit
  - q) #915 Weapons (Delete)
  - r) #916 Volunteers
  - s) #917 Parental/Family Involvement (New)
  - t) #918 Title I Parent and Family Engagement
  - u) #918.1 Title I Parental/Family Engagement Policy – Clara Barton & Homeville Elementary

## **B. Finance**

- 1) It is recommended the Board authorize the solicitor's office to settle the tax appeal matter at docket number BV-20-1446 (Extended Stay Hotel) at the amounts discussed in executive session.

- 2) It is recommended the Board authorize the solicitor's office to settle the tax appeal matter at docket number BV-20-593, BV-20-594, BV-20-595 and BV-20-596 for a combined assessed value of \$400,000.

**C. Purchasing/Contracting**

- 1) None

**D. Minutes**

"The reading of the following minutes be dispensed with providing there are no objections, additions or corrections and be approved as read."

- 1) Thursday, September 16, 2021 – Work Session
- 2) Thursday, September 23, 2021 – Regular Board Meeting

**E. Reports**

- 1) Tax Collectors Report
  - a. September 2021

| Tax Type                               | Received From         | Amount Received | Commission Due/Withheld |
|--|-----------------------|-----------------|-------------------------|
| West Mifflin Property Taxes            | Jonathan Hess         | \$13,944,919.89 | N/A                     |
| Whitaker Property Taxes                | Patricia Pasquantonio | \$341,635.58    | N/A                     |
| Earned Income Tax – WM                 | SWATCD (Jordan)       | \$137,165.42    | \$2,211.21              |
| Earned Income Tax – Whitaker           | SWATCD (Jordan)       | \$6,170.02      | \$123.68                |
| Realty Transfer – WM                   | Dept. of Real Estate  | \$50,895.20     | \$1,017.91              |
| Realty Transfer – Whitaker             | Dept. of Real Estate  | \$1,499.50      | \$29.99                 |
| Delinquent Realty Tax – WM             | Legal Tax Service     | \$21,196.40     | \$23,458.22             |
| Delinquent Realty Tax – Whitaker       | Legal Tax Service     | \$523.24        | \$356.67                |
| Delinquent Wage Tax – WM               | Legal Tax Service     | \$268.74        | \$14.78                 |
| Delinquent LST – WM                    | Legal Tax Service     | \$43.21         | \$2.38                  |
| Delinquent Mercantile Tax – WM         | Legal Tax Service     | \$7,520.47      | \$413.63                |
| Delinquent Business Privilege Tax - WM | Legal Tax Service     | \$20,059.91     | \$1,103.30              |
| Act 20 Costs – WM                      | Legal Tax Service     | \$3,382.80      | N/A                     |
| Act 20 Costs – Whitaker                | Legal Tax Service     | \$255.04        | N/A                     |
| Complaints in Civil Action – WM        | Legal Tax Service     | \$303,019.15    | N/A                     |
| Complaints in Civil Action – Whitaker  | Legal Tax Service     | \$5,645.33      | N/A                     |

- 2) Treasurer's Report
  - a. September 2021 - \$16,829,002.14
- 3) Secretary's Receipts
  - a. September 2021 - Ratify action of secretary in depositing in the General Fund receipts totaling - \$14,377,589.60
- 4) Student Activities Account
  - a. September 2021 - Ratify book balance - \$157,369.85
- 5) Attendance Officer's Report
  - a. August 2021 and September 2021

**F. Refunds Subtracted From Expenditures**

1) September 2021

| REVENUE ACCOUNT NUMBER                                      | DESCRIPTION             | AMOUNT      |
|---|-------------------------|-------------|
| 1110-211-000-00-00-00 – Insurance Co-Pay                    | Pay Date 09/24/21       | \$23,150.15 |
| 1110-211-000-00-00-00 - Insurance Co-Pay                    | Individual              | \$58.63     |
| 1110-291-000-00-00-00 – Early Retirement Benefit            | AMCA                    | \$7,510.93  |
| 1110-562-000-10-00-00 – Tuition – Cyber/Charter             | Young Scholars          | \$11,813.27 |
| 1110-562-000-10-00-00 – Tuition – Cyber/Charter             | Reach Cyber Charter     | \$3,115.79  |
| 1110-610-000-10-04-00 – Supplies – Clara Barton             | Friday Jeans Money      | \$280.00    |
| 1110-650-000-10-04-50 – Regular Programs – Technology       | Obligations – CB        | \$200.00    |
| 1110-650-000-30-05-50 – Regular Programs – Technology       | Obligations – HS        | \$562.00    |
| 1110-650-000-30-07-50 – Regular Programs – Technology       | Obligations – MS        | \$724.00    |
| 1110-890-000-30-05-00 – Graduation Expense                  | Diploma Money           | \$21.00     |
| 1110-890-000-30-05-86 – Regular Programs – Misc. (Mann)     | T-Shirts                | \$1,035.00  |
| 2250-640-000-10-04-00 – Library – Books & Periodicals – CB  | Library Obligations     | \$19.30     |
| 2330-317-000-00-00-00 – Other Expenses – Tax Collections    | Refund Lien Search Fees | \$11.00     |
| 2330-317-000-00-00-00 – Other Expenses – Tax Collections    | LTS, Inc. S/S Refund    | \$1,547.00  |
| 2620-194-000-00-00-00 – Custodian/Maintenance OT            | Youth Football          | \$300.00    |
| 2720-513-000-00-00-00 – Contracted Carriers                 | Guttman                 | \$15,510.75 |
| 3250-350-000-00-00-00 – Safety/Security Services – District | Youth Football          | \$440.00    |
| 4200-752-000-00-00-12 – Insurance Claim – Stadium           | Liberty Mutual          | \$5,450.00  |
| TOTAL   |                         | \$71,748.82 |

**G. Invoices**

1) General Fund Invoices – Approve/Ratify\*

- a. Legal Tax Service, Inc. - Reimburse for filing fees  
Invoice # WSD - 197 ..... \$2,590.26
- b. Legal Tax Service, Inc. - Reimburse for filing fees  
Invoice # WSD - 198 ..... \$955.41
- c. McLean Architects - Homeville Wall Project  
Invoice #MA 2105-4 ..... \$1,645.00
- d. McLean Architects - West Mifflin Girls Locker Room Ceiling Repair Assessment  
Invoice #202100421-5 ..... \$609.51

2) Capital Projects Fund – Approve/Ratify\*

- a. Mar-Allen Concrete Products, Inc.- Homeville Wall Project Application 2  
Invoice 5991.....\$158,442.61

3) Construction Fund 2019 Invoices – Approve/Ratify\*

- a. None

4) Expense Accounts – Approve/Ratify\*

- a. None

5) Bills Payable

Motion to approve all bills, P Card and Cash Disbursement Reports, properly approved for the months of September 2021 be paid.

**H. Requisitions/Other**

1) Requisitions

Motion to approve all requisitions properly approved/ratified for the month of September 2021.

2) Executive Sessions

|    | Date               | Matters Discussed                    |
|----|--------------------|--------------------------------------|
| a. | September 16, 2021 | Discussed Personnel and Legal Issues |
| b. | September 23, 2021 | Discussed Personnel and Legal Issues |

**7. DISTRICT OPERATIONS**

- A. It is recommended the Board approve the creation of the SAVE (Students Against Violence Everywhere) Promise/Path of the Titans Club at the High School, as presented. Ms. Christine O’Lare, Ms. Jennifer Shields, and Ms. Alisa Kellington-Welsh will be co-sponsors of the Club on a voluntary basis.
- B. It is recommended the Board approve the creation of the SAVE (Students Against Violence Everywhere) Promise/PRIDE Club at the Middle School, as presented. Ms. Leah Olivier, Ms. Lisa Lyon, and Ms. Jodie Lyons will be co-sponsors of the Club on a voluntary basis.

**8. SUPERINTENDENT’S REPORT**

**A. Student Services**

- 1) None

**B. Student Activities**

- 1) It is recommended the Board approve/ratify the following student activities, as presented.

| ID     | Name           | Sch | Grade | # Stu | # Chap | Activity                      | Location   | Date     | Sub | Permission Slips | Cost | PTA Fund | Trans |
|--------|----------------|-----|-------|-------|--------|-------------------------------|------------|----------|-----|------------------|------|----------|-------|
| 14002F | Sgt. DiCerbo   | HS  | 9-12  | 40    | 2      | Veteran’s Day Parade          | Pittsburgh | 11/11/21 | No  | Yes              | \$0  | No       | Yes   |
| 14048T | Jeffrey Kesser | HS  | 9-12  | 95    | 5      | South Allegheny Band Festival | Glassport  | 10/9/21  | No  | Yes              | \$0  | No       | Yes   |
| 14049R | Jeffrey Kesser | HS  | 9-12  | 95    | 5      | Veteran’s Day Parade          | Pittsburgh | 11/11/21 | No  | Yes              | \$0  | No       | Yes   |
| 14050D | Jeffrey Kesser | HS  | 9-12  | 95    | 5      | Steel Valley Parade           | Homestead  | 12/4/21  | No  | Yes              | \$0  | No       | Yes   |

- 2) It is recommended the Board approve/ratify the following student fundraising activities, as presented.

| CLUB                  | SPONSOR       | FUNDRAISER                | USE OF FUNDS    | DATE              |
|-----------------------|---------------|---------------------------|-----------------|-------------------|
| MS Student Activities | Stacy Galiyas | Cookie Dough              | Club Activities | October 2021      |
| SEPAC                 | Brendan Vines | Fall Meet & Greet         | Club Activities | 10/20/21          |
| HS SADD Club          | Amanda Murphy | Halloween Candy Grams     | Club Activities | 10/11/21-10/22/21 |
| HS TLC                | Ray Rost      | Powder Puff Football Game | Club Activities | 11/24/21          |

**C. Buildings and Grounds**

1) It is recommended the Board approve/ratify the list of building permits, as presented.

| <b>ID</b> | <b>Building</b>                  | <b>Date</b>  | <b>Purpose</b>                     | <b>Applicant</b>                                  |
|-----------|----------------------------------|--|------------------------------------|---|
|           | <b>HIGH SCHOOL</b>               |  |                                    |   |
| 3254      | Cafeteria                        | October 12<br>(1:30 PM – 5:30 PM)  | Fundraiser Pickup                  | HS Titan Band<br>Parents<br>(Tammy Bodzenski)     |
| 3257      | Cafeteria                        | October 19<br>(8:00 PM – 10:00 PM)   | Volleyball Sr. Rec<br>Night        | HS Volleyball<br>Boosters<br>(Kellie Boehm)       |
| 3268      | Main Gym                         | October 4, 5, 6, 7, 11, 12,<br>13, 14, 18, 19, 20, 21, 25,<br>26, 27, 28<br>November 1, 2, 3, 4<br>(5:00 PM – 7:00 PM) | Conditioning                       | HS Girls Basketball<br>(Loren Jones)              |
| 3269      | Parking Lot                      | October 30<br>(9:00 AM – 12:00 PM)   | Rep. Pisciotano<br>Community Event | 38th Legislative<br>District<br>(Tammy Rhoderick) |
| 3273      | Main Gym, Aux. Gym               | October 7, 12, 13, 14, 19,<br>20, 21, 26, 27, 28<br>(4:00 PM – 6:00 PM)  | Conditioning                       | HS Boys Basketball<br>(Scott Stephenson)          |
| 3275      | Main Gym, Aux. Gym,<br>Cafeteria | December 11<br>(8:00 AM – 3:00 PM)   | Dodgeball<br>Tournament            | HS JROTC<br>(Sgt. DiCerbo)                        |
|           |                                  |  |                                    |   |
|           | <b>MIDDLE SCHOOL</b>             |  |                                    |   |
| 3258      | Cafeteria                        | October 19, November 15,<br>January 6, February 15,<br>March 14, April 11, May 17<br>(7:00 PM – 9:00 PM)               | PTSA Meeting                       | MS PTSA<br>(Kelly Matey)                          |
| 3274      | Cafeteria                        | October 28<br>(6:00 PM – 8:00 PM)  | Dance                              | MS PTSA<br>(Kelly Matey)                          |
|           |                                  |  |                                    |   |
|           | <b>ATHLETIC COMPLEX</b>          |  |                                    |   |
| 3267      | Turf Football Field              | November 24<br>(5:00 PM – 10:00 PM)  | Powder Puff Game                   | HS TLC<br>(Ray Rost)                              |
|           |                                  |  |                                    |   |
|           | <b>CLARA BARTON</b>              |  |                                    |   |
|           | None                             |  |                                    |   |
|           |                                  |  |                                    |   |
|           | <b>HOMEVILLE</b>                 |  |                                    |   |
| 3276      | Parking Lot                      | October 23<br>(1:00 PM – 6:00 PM)  | Trunk or Treat                     | Homeville PTA<br>(Pamela McGregor)                |
| 3278      | Auditorium, Cafeteria            | October 21<br>(5:00 PM – 8:30 PM)  | Book Fair Family Night             | Homeville PTA<br>(Renna Mananoski)                |

**9. PROFESSIONAL PERSONNEL**

**10. NON-CERTIFIED PERSONNEL**

**11. ATHLETIC PERSONNEL**

**12. SUBSTITUTES**

**13. CONFERENCES**

**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**