

**Thursday, January 9, 2025
Work Session
Minutes**

The West Mifflin Area School District Work Session was held in the West Mifflin Area Middle School Cafeteria, 81 Commonwealth Avenue, West Mifflin, PA. Meeting began at 7:00 p.m.

1. OPENING EXERCISES

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

Members Present: Kevin Squires, Anthony DiCenzo, Judith Ahern, Matthew Blazeovich, Mark Donahoe, Gina Englert, Joseph Gajdos, Janelle Kopay and Mark Yuhas

Officials Present: Jeffrey Soles, Jeffrey Solomon, Edward Wehrer, Mark Zidek and Russell Lucas

2. PRESENTATIONS

- A. Student Board Representative Report (Regular Board Meeting)
- B. 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; current employee; or taxpayer
- 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. Policy #610 (Purchases Subject to Bid/Quotation), Policy #611 (Purchases Budgeted), and Policy #626 (Federal Fiscal Compliance-Procurement attachment) have been updated to reflect the new pricing thresholds for purchases subject to bid/quotation that became effective January 1, 2025. The new amount for purchases subject to public bid is \$23,800 and the new amount for purchases subject to written or telephonic price quotation is \$12,900.

6. BOARD SECRETARY'S REPORT

- A. Board of Directors

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

1. Executive Sessions

- a. November 14, 2024 – Discussed Personnel and Legal Issues
- b. November 21, 2024 – Discussed Personnel and Legal Issues
- c. December 4, 2024 – Discussed Personnel and Legal Issues

2. Approval of Minutes

- a. November 14, 2024 – Work Session
- b. November 21, 2024 – Regular Board Meeting
- c. December 4, 2024 – Re-Organization Meeting
- d. December 4, 2024 – Regular Board Meeting

3. Resolution 2025-01 certifying that the Board of Directors of the West Mifflin Area School District will not raise property taxes for the fiscal year 2025-2026 above the Act 1 referendum limit of 5.5%.
4. Resolution 2025-02 declaring the intent of the Board of Directors of the West Mifflin Area School District to receive and use available money of the 2024-2025 Tax Equity Supplement pursuant to Act 55 of 2024 and Section 2599.6 of the Pennsylvania School Code.

7. DIRECTOR OF FINANCE AND OPERATIONS' REPORT

A. Finance

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

1. December real estate tax refunds due for 2022, 2023 and 2024 to specified property owners of West Mifflin Borough and Whitaker Borough in the amount of \$280,612.51 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. January real estate tax refunds due for 2023 and 2024 to specified property owners of West Mifflin Borough and Whitaker Borough in the amount of \$744.68 as presented by the respective tax collectors. The refunds are the result of changes in real estate tax assessment values established by Allegheny County.
3. Mileage rate reimbursement to be in accordance with the Internal Revenue Service standard mileage rate of 70.0 cents per mile for 2025, effective January 1, 2025.
4. Authorization for the Solicitor's office to settle the tax appeal docketed at BV-24-1221 at an assessed value amount of \$1,968,500.00 for 2022, \$1,971,600.00 for 2023, and \$1,939,900.00 for both 2024 and 2025.
5. Authorization for the Solicitor's office to settle the tax appeal docketed at BV-24-640 at an assessed value amount of \$1,590,000.00 for 2023, \$1,362,500.00 for 2024, and \$1,317,500.00 for both 2024 and 2025.

B. Purchasing/Contracting

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

1. * Quote from McGuire Electric to replace the damaged light pole in the High School Stadium parking lot at a cost of \$13,526.00.
2. Renewal of four (4) visitor management software licenses (one for each school building) with Raptor Technologies at a cost of \$2,780.00.
3. 2024-2025 Title I Services Addendum for Non-Public Schools students with the Allegheny Intermediate Unit, as presented.

8. FINANCIAL REPORTS*Board action to approve Financial Reports, as listed/presented***A. Secretary Receipts**

1. November - \$3,926,201.00
2. December - \$5,348,602.71

B. Student Activities

1. November - \$217,360.55
2. December - \$223,095.66

C. Treasurer's Report

1. November - \$20,614,042.72
2. December - \$19,034,916.49

D. Refunds Subtracted from Expenditures

1. November

Account Description	Received From	Amount
Due To/From Cafeteria	Lunch Hi/Low	\$157,211.12
Due To/From Cafeteria	Reg/Ndy/Breakfast	\$53,630.56
Due To/From Cafeteria	FNS – Lunch	\$4,847.92
Due To/From Cafeteria	FNS – Breakfast-Needy	\$1,888.40
Due To/From Cafeteria	Payroll – 10/18, 11/1 & 11/15/24	\$107,944.36
Due To/From Cafeteria	Fringe Benefits – October	\$7,999.18
Insurance Copay	Pay Date – 11/15/24	\$39,828.19
Insurance Copay	Individuals	\$78.53
Early Retirement Benefits	AMCA	\$19,494.62
Substitute Services – HS	National Education Project	\$196.00
Tuition – Cyber/Charter School	Westinghouse Charter	\$2,239.07
SPEL Grant	Montgomery IU	\$10,000.00
Regular Programs – Titan Thyme	Jan – June Expenses	\$2,206.99
Special Ed – Prof Serv – Seeks Grant	AIU	\$35,307.00
Supplies – High School – Pre-K	HS Pre-K	\$630.00
Food – High School – Pre-K	HS Pre-K	\$270.00
Printing & Binding Services	Print Tech of Western PA	\$395.00
Contracted Medical Services	Adelphoi	\$116,658.12
Cust/Maintenance OT (Utility Fee)	Little League Wrestling	\$660.00
Bldg. & Grounds – Supplies – HS	Little League Wrestling	\$30.00
Security/Safety Services – HS	Little League Wrestling	\$437.25
Intramural Activities	Intramural Basketball	\$345.00
Athletics – HS Supplies	Dick's Sporting Goods	\$1,500.00
ROTC – Supplies	Department of Defense	\$115.25

2. December

Account Description	Received From	Amount
Due To/From Cafeteria	Fresh Fruit & Vegetables	\$7,217.98
Insurance Copay	Individual	\$78.53
Early Retirement Benefits	AMCA	\$20,416.16
Police Officers	WPIAL	\$980.00
Technology – Repairs & Maintenance	Upcycle USA	\$1,100.00
Game Workers	WPIAL	\$1,250.00

E. Tax Collector's Report

1. November

Tax Type	Received From	Amount	Commission
Property Tax – West Mifflin	Jonathan Hess	\$2,137,100.71	N/A
Property Tax – Whitaker	Patty Pasquantonio	\$53,613.25	N/A
Earned Income Tax – West Mifflin	Jordan Tax Service	\$383,815.08	\$4,331.69
Earned Income Tax – Whitaker	Jordan Tax Service	\$18,098.78	\$185.44
Realty Transfer Tax – West Mifflin	V. McDonald Roberts	\$18,141.00	\$362.82
Realty Transfer Tax – Whitaker	V. McDonald Roberts	\$637.50	\$12.75
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$18,586.59	\$2,569.50
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$2,161.21	\$104.22
Del Mercantile Tax – West Mifflin	Legal Tax Service	\$3,466.00	\$190.63
Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$34,441.66	\$1,894.29
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$117.27	N/A
Del Realty Tax – Act 20 – Whitaker	Legal Tax Service	\$426.23	N/A
Del Realty Tax – Civil Action – WM	Legal Tax Service	\$9,569.53	N/A
Del Realty Tax – Civil Action – Whitaker	Legal Tax Service	\$1,491.06	N/A

2. December

Tax Type	Received From	Amount	Commission
Property Tax – West Mifflin	Jonathan Hess	\$556,494.59	N/A
Earned Income Tax – West Mifflin	Jordan Tax Service	\$152,411.35	\$12.38
Earned Income Tax – Whitaker	Jordan Tax Service	\$7,753.54	\$106.40
Realty Transfer Tax – West Mifflin	V. McDonald Roberts	\$59,170.56	\$1,183.41
Realty Transfer Tax – Whitaker	V. McDonald Roberts	\$2,650.50	\$53.01
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$7,978.13	\$1,391.58
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$1,915.25	\$701.05
Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$32,510.82	\$1,788.10
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$534.72	N/A
Del Realty Tax – Act 20 – Whitaker	Legal Tax Service	\$25.99	N/A
Del Realty Tax – Civil Action – West Mifflin	Legal Tax Service	\$16,953.28	N/A
Del Realty Tax – Civil Action – Whitaker	Legal Tax Service	\$3,825.20	N/A

F. Online Sales

1. November

Boys Basketball	\$484.38
Card Point	\$4,063.23
Titan Shoppe	\$2,770.33
Titan Gear	\$389.68
Total	\$7,707.62

2. December

Boys Basketball	\$497.22
Girls Basketball	\$273.24
Swimming	\$471.96
Card Point	\$1,492.26
Titan Shoppe	\$1,624.20
Titan Gear	\$373.83
Total	\$4,732.71

9. 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. Evashavik Law, LLC	12192024	Student Disciplinary Hearings	\$900.00
2. Legal Tax Services	WSD-297	Filing, Bank, and Notary Fees, Parking and Postage	\$753.95
3. Legal Tax Services	WSD-298	Filing Fees	\$205.14
4. Andrews and Price	12185	November Monthly Retainer	\$1,000.00
5. Andrews and Price	12196, 12195, 12182, 12177, 12178, 12187, 12181, 12180, 12179	November Real Estate Tax Appeals	\$2,507.00
6. Andrews and Price	12184, 12189, 12192, 12190, 12186, 12193, 12183, 12191, 12194, 12188	November Other Professional Services	\$4,214.00
7. Legal Tax Services	WSD-299	Filing, Bank and Notary Fees, Parking and Postage	\$1,880.09

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

10. DISTRICT OPERATIONS

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

- A. Request for the Junior High Wrestling team to attend the Waynesburg Tournament Friday, February 7, 2025, and Saturday, February 8, 2025, as presented.
- B. Recognize the following additional Booster Group for the 2024-2025 school year. All documentation has been received per Policy #919:

Softball Boosters

11. SUPERINTENDENT'S REPORTS

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

- A. Home & School Visitor's Report – November 2024 & December 2024
- B. Student Activities

ID	Staff/Bldg.	Activity/Location	#Students	Grade(s)	Date(s)
1530186	Lucas Krajack/MS	Knex Competition/Woodland Hills HS	4	6-8	1/22/25
*1530990	Thomas Weir/HS	Ski & Snowtubing/Boyce Park	45	9-12	12/19/24
1531574	Jayson Monroe/HS	TRWEA Competition/Gateway HS	30	9-12	2/1/25

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1531575	Jayson Monroe/HS	TRWEA Competition/Gateway HS	30	9-12	2/15/25
1531576	Jayson Monroe/HS	Top Hats Competition/Hempfield HS	30	9-12	3/8/25
1531577	Jayson Monroe/HS	TRWEA Championships/Norwin HS	30	9-12	3/29/25
*1532844	Jeff Kesser/HS	PMEA District Orchestra/ Bethel Park HS	3	10-12	1/9/25- 1/11/25
*1535328	Melissa Prutz/HS	Show Choir Performance/Salvatore's, Baldwin	22	10-12	12/13/24
*1536613	Melissa Prutz/HS	Show Choir Performance/The Palms, McKeesport	22	10-12	12/19/24
*1537441	Lucas Krajack/MS	Chess Tournament/Holiday Park Intermediate School	4-8	6-8	1/16/25
1537862	Lauren Rowe/HS	Steel Center Tour	100	9	2/6/25
1540402	Christine O'Lare/HS	Woodland Hills Leadership Summit/Heinz History Center	3	10-11	2/12/25
1540464	Christine O'Lare/HS	Woodland Hills Multidistrict Student Summit/Penn State Greater Allegheny	20	9-12	3/14/25
1540471	Christine O'Lare/HS	Creek Connections Student Research Symposium/Camp Kon-O-Kwee Spencer	25	9-10	4/25/25
1542360	Craig Stanley/HV	All American Meet the Orchestra Program/Heinz Hall	115	2	5/2/25
1542363	Tricia Hopchak/MS	Study Island Competition/Elevate Trampoline Park	30	6	1/29/25
1542400	Jennifer Zitelli/CB	Field Trip/Children's Museum of Pgh	62	1	4/4/25
1543716	Kyra Reinheimer/MS	CBI-Museum of Natural History/Pgh	45	4-8	1/30/25
1543747	Jayson Monroe/MS	District 1 Jr High Band/Shaler MS	4	7-9	4/4/25
1543754					4/5/25
1543759	Jayson Monroe/HS	District 1 Sr High Band/ Hampton Area HS	1	10-12	1/23/25
1543762					1/24/25
1543764					1/25/25
1543799	Jayson Monroe/HS	Groundhog's Day Band Festival/ McKeesport Area HS	40	9-12	2/4/25
1543809	Jayson Monroe/HS	St Patrick's Day Parade/Pgh	88	9-12	3/15/25
1543941	Alexis Zywan/HS	SciTech Day at Carnegie Science Center/Pittsburgh	40	11-12	2/21/25
1543962	Alexis Zywan/HS	PASC Region B Conference/Mt Lebanon HS	15	9-12	3/17/25

C. Student Fundraising Activities

ID	Club	Sponsor	Fundraiser	Use of Funds	Date(s)
*1530466	MS StuCo	Ashley Dreistadt & Kyra Reinheimer	6-8 Semi-Formal Dance	Club Activities	12/16/24-12/20/24 1/9/25
*1536617	HS SAVE Promise	Lauren Rowe	Suicide Prevention Awareness T-shirts/Hoodies	Donation to American Foundation for Suicide Prevention	January 2025

D. Buildings and Grounds

ID	Location	Date(s)/Time	Purpose/Applicant	Amount Paid
*470	HS Pool	December 5, 17 (6:00 PM – 8:00 PM)	Family Open Swim/West Mifflin Pool and Aquatics (Laura Dolton)	n/a
*472	HS Pool	December 2, 4, 9, 11, 16, 18 (7:15 PM – 8:30 PM)	Adult Lap Swim, Adult Lessons, Make-up Lessons/West Mifflin Pool and Aquatics (Laura Dolton)	n/a

*473	HS Pool	December 2, 4, 9, 11, 16, 18 (6:15 PM – 7:15 PM)	Zumba/West Mifflin Pool and Aquatics (Laura Dolton)	n/a
*5401	HS Pool	December 10 (5:30 PM – 8:30 PM)	Swim with Santa Family Night/West Mifflin Pool and Aquatics (Laura Dolton)	n/a

E. Conferences

ID	Name/Building	Conference/Location	Date/#Days	Cost	Sub
*1526817	Amanda Monzak/CB	South Hills Area Gifted Consortium/Bethel Park	1/14/25 1 day	\$0	Yes
*1528046	Ashley Green/HV	PBIS Student Advisory Summit/ AIU Waterfront	12/12/24 1 day	\$0	Yes
1531768	Danielle Onuffer/HV	Diverse Pages, Vibrant Voices/ AIU Waterfront	2/6/25, 3/6/25, 4/3/25 – 3 days	\$0	Yes
1532027	Bethany Canavan/HV	Diverse Pages, Vibrant Voices/ AIU Waterfront	2/6/25, 3/6/25, 4/3/25 – 3 days	\$0	Yes
1532778	Lisa McClafferty/HS	2025 PDE Conference Making a Difference/Hershey	2/5/25-2/7/25 3 days	\$1130	No
1532855	Lisa Mariano/HV	Diverse Pages, Vibrant Voices/ AIU Waterfront	2/6/25, 3/6/25, 4/3/25 – 3 days	\$0	Yes
*1535012	Taylor Bowman/CB	Sonday Level 1 Training/Online	12/11/24 1 day	\$0	Yes
*1535994	Danielle Onuffer/HV	Advanced Tiers Training PBIS/ AIU Waterfront	12/13/24, 1/7/25 2 days	\$0	Yes
*1536986	Stephanie Didjunas/HV	4 Essential Roles of Great Leadership/AIU Waterfront	1/9/25 1 day	\$0	Yes
*1536987	Maria Rader/HV	4 Essential Roles of Great Leadership/AIU Waterfront	1/9/25 1 day	\$0	Yes
*1537659	Sonja Miskovic/HV	Transformative Leadership Event/AIU Waterfront	1/9/25 1 day	\$0	Yes
1537704	Chelsea Joyce/HS	Promoting Instruction with PASA-DLM 3/AIU Waterfront	3/17/25 1 day	\$0	Yes
*1542012	Kayla Axelson/HV	4 Essential Roles of Great Leadership/AIU Waterfront	1/9/25 1 day	\$0	Yes
1542074	Dr. Jeff Solomon/Admin	Western PA Assistant Superintendent's Spring Forum/Seven Springs	3/13/25, 3/14/25 2 days	\$310	No
1542477	Christine O'Lare/HS	AIU PBIS Coaches Celebration/ AIU Waterfront	3/18/25 1 day	\$0	Yes
*1543961	Mary Bekavac/HV	4 Essential Roles of Great Leadership/AIU Waterfront	1/9/25 1 day	\$0	Yes
*1544219	Jill Jakub/HS	AIU Grant Writing Workshop/ AIU Waterfront	1/15/25 1 day	\$0	No
1544741	Gina Hilligsberg/MS	Elementary Science Symposium/AIU Waterfront	2/5/25 1 day	\$0	Yes

12. PROFESSIONAL PERSONNEL

13. NON-CERTIFIED PERSONNEL

14. ATHLETIC PERSONNEL

15. BOARD PRESIDENT'S CORRESPONDENCE

Mr. Squires had nothing at this time.

16. EXECUTIVE SESSION DISCUSSION

Mr. Squires stated that Executive Session was held before the Work Session.

17. BOARD REPORTS

A. Committees

Building & Grounds – Mr. Zidek gave an update on the High School Auditorium. He included an update on the fire damage restoration; as well as, the renovation. Mr. Soles stated that the Spring Musical will mostly likely be moved to the Middle School. Mr. Zidek gave an update on the completion of the Baseball/Softball fields. The last things needed are the poles for the protective netting, and the fencing for the baseball back stop. Mr. Soles would like to move forward with hiring 16 summer helpers for this year. Mr. Zidek talked about installing a smoke detector in the duct work of the High School auditorium, and talked about replacing the High School Auditorium doors because of fire damage.

Finance – Mr. Wehrer gave an update on the Annual Finance Report. Mr. Donahoe would like to schedule a Finance Committee meeting.

Athletics & Activities – Mr. Soles stated that the District will be moving forward with interviewing for a Head Football coach. And they are looking into moving the Middle School Cheerleaders from Student Activities to Athletics.

Education – Mr. Soles will be emailing out a revised 2025-2026 school calendar

Policy – Mr. Soles mentioned Policy 610, 611 and 626 that are listed as informational items.

B. Steel Center

Mr. Donahoe will give his report at the Regular Meeting.

18. SOLICITOR'S REPORT

Mr. Lucas had no report for the Work Session.

19. OLD BUSINESS

Mr. Yuhas stated that he has been in contact with the legal services of PSBA, and explained to them how the position of the Athletic Director was being handled by a third party. This conversation was stopped by Mr. Squires, Mr. Soles and Mr. Lucas since this is a personnel matter. Mr. Yuhas then made a motion to move this discussion to Executive Session. There was no second. There was no additional old business.

20. NEW BUSINESS

Mr. Squires suggested having Public Comment at both the Work Session and the Regular Board Meeting.

21. ADJOURNMENT

Meeting adjourned at 7:31 p.m.



Meg Arbasak
Board Secretary

January 9, 2025

PLEASE DO NOT REMOVE SIGN IN SHEET

VISITOR RECORD

Work Session Meeting
Board of School Directors
West Mifflin Area School District

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