

**Thursday, April 10, 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, 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. Amy Lewis – Maher Duessel – Audit Presentation for the 2023-2024 School Year

**3. ADDENDUM (Regular Board Meeting)**

**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; 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
  - No speakers today.

**5. INFORMATION ITEMS**

- A. None

**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. March 13, 2025 – Discussed Personnel and Legal Issues
- b. March 20, 2025 – Discussed Personnel and Legal Issues

2. Approval of Minutes
  - a. March 13, 2025 – Work Session
  - b. March 20, 2025 – Regular Board Meeting
3. Updates to the following policies, Second Reading and approval:
  - a. #103 Discrimination/Harassment Affecting Students
  - b. #103.1 Nondiscrimination – Qualified Students with Disabilities
  - c. #104 Discrimination/Harassment Affecting Staff
  - d. #234 Pregnant/Parenting/Married Students
  - e. #247 Hazing
  - f. #249 Bullying/Cyberbullying
  - g. #252 Dating Violence
  - h. #336 Personal Necessity Leave
  - i. #339 Uncompensated Leave
  - j. #824 Maintaining Professional Adult/Student Boundaries

## **7. DIRECTOR OF FINANCE AND OPERATIONS' REPORT**

### **A. Finance**

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

1. February real estate tax refunds due for 2023 and 2024 to specified property owners of West Mifflin and Whitaker Borough in the amount of \$1,671.62 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. March real estate tax refunds due for 2023 and 2024 to specified property owners of West Mifflin and Whitaker Borough in the amount of \$82,642.63 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. Authorization for Andrews and Price to continue with the District's Residential and Commercial Property Assessment Appeals Program for 2026, with the understanding that the new common level ratio (CLR) will be published in June of this year.

### **B. Purchasing/Contracting**

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

1. Quotes for West Mifflin tax office computer system upgrades: Quote from DakTech for three (3) Discovery Windows 11 computers with a 7-year warranty for parts and labor at a cost of \$4,497.00, and a quote from Harris School Solutions to provide remote hosting of real estate software and data for three (3) users at a cost of \$4,590.00. The total cost of \$9,087.00 will be split between West Mifflin Borough and WMASD based on relative real estate millage rates; the cost for the district is \$6,506.29.
2. Quote from Lancaster-Lebanon Intermediate Unit 13 to update the agreement from April 18, 2024, for Microsoft software with Microsoft Unified Support for four (4) additional years, starting June 1, 2025, and ending May 31, 2029, at a cost of \$5,260.00 for a total annual cost of \$46,204.40.
3. Bid from Communications Consulting Inc. to boost cellphone reception at Clara Barton and Homeville Elementary Schools at a cost of \$116,558.02, paid through the PCCD School Safety grant.

4. Bid from Sam Tell Companies for two new kettles for the Middle School kitchen at a cost of \$69,358.00, paid through the Cafeteria Fund. The WMASD maintenance department will install the kettles.
5. Bid from TriMark USA for a new commercial dishwasher and installation in the Homeville kitchen at a cost of \$47,240.00, paid through the Cafeteria Fund.
6. Concurrent Enrollment Agreement with La Roche University beginning August 1, 2025, through June 30, 2026, as presented

## 8. FINANCIAL REPORTS

*Board action to approve Financial Reports, as listed/presented*

- A. Secretary Receipts - \$2,857,221.78
- B. Student Activities - \$197,520.40
- C. Treasurer's Report - \$10,746,885.76
- D. Refunds Subtracted from Expenditures

Account Description	Received From	Amount
Due To/From Cafeteria	Highlands SD	\$630.00
Insurance Copay	Pay Date – 03/07/25	\$244.07
Insurance Copay	Pay Date – 03/21/25	\$40,019.08
Insurance Copay	Individuals	\$187.15
Early Retirement Benefits	AMCA	\$20,416.16
Tuition – Cyber/Charter	Agora Cyber	\$1,011.04
Special Ed – AIU – Secondary	South Fayette	\$30,494.94
Special Ed – Prof Services – SEEKS	AIU	\$44,133.75
Special Ed – IU Services	South Fayette	\$1,053.13
Library – Books & Periodicals	Student Obligations – CB	\$29.71
Bonds – Personnel	Traveler's Insurance	\$100.00
Contracted Medical Services	Highlands SD	\$30,000.00
Supplies – District	Performance Health	\$1,000.00
Uniform Rental – District	Cintas	\$78.06
Technology – Repairs & Maintenance	Student Obligations – MS	\$130.00
Technology – Repairs & Maintenance	Student Obligations – HS	\$959.00
Spring Musical	Program Ads & Ticket Sales	\$5,578.60
Athletics – HS Supplies – Cheer	Student Obligations – HS	\$30.00
Insurance Claim – HS Auditorium Fire	Traveler's Insurance	\$1,000,000.00

### E. Tax Collector's Report

Tax Type	Received From	Amount	Commission
Earned Income Tax – West Mifflin	Jordan Tax Service	\$179,515.21	\$1,925.37
Earned Income Tax – Whitaker	Jordan Tax Service	\$8,173.36	\$116.08
Realty Transfer Tax – West Mifflin	V. McDonald Roberts	\$78,159.50	\$1,563.19
Realty Transfer Tax – Whitaker	V. McDonald Roberts	\$652.45	\$13.05
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$53,973.45	\$6,725.78
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$4,664.99	\$1,004.86
Del Mercantile Tax – West Mifflin	Legal Tax Service	\$127.15	\$6.99



Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$18,600.89	\$1,023.05
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$174.64	N/A
Del Realty Tax – Act 20 – Whitaker	Legal Tax Service	\$2.51	N/A
Del Realty Tax – Civil Action – West Mifflin	Legal Tax Service	\$44,825.45	N/A
Del Realty Tax – Civil Action – Whitaker	Legal Tax Service	\$8,777.54	N/A

## F. Online Sales – March

Card Point	\$354.25
MS Musical Ads	\$400.00
MS Musical Tickets	\$3,294.00
Seussical Breakfast	\$1,155.00
HS Musical Tickets	\$7,074.00
HS Prom	\$3,960.00
Titan Gear	\$86.00
Titan Shoppe	\$4,844.64
Total	\$21,167.89

**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. Legal Tax Services	WSD-308	Bank Fees, Parking Fees & Postage	\$723.36

## 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. 2025-2026 Middle School Course of Studies, as presented

## B. 2025-2026 Flexible Instruction Days, as presented

## C. Memorandum of Understanding with Lebanon Presbyterian Church for July 31, 2025, as presented

## D. 2025 Summer Music Program, as presented

**11. SUPERINTENDENT'S REPORTS**

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

## A. Student Activities

ID	Staff/Bldg.	Activity/Location	#Students	Grade(s)	Date
*1589000	Megan Reynolds/CB	Field Trip to Musical Performance/Middle School	35	K-3	4/10/25
*1591037	Jason Tatrai/MS	STEM Field Trip/Acrisure Stadium	40	6	4/9/25
1593994	Sonja Miskovic/HV	Field Trip/Pittsburgh Zoo	96	2	4/24/25
1597879	Brian Getz/HS	Esports Tournament/Trinity Area HS	3	9-12	5/2/25
1598255	Melissa Prutz/HS	True Colors Next Narrative Monologue Competition/NYC	2	10, 12	5/3/25- 5/6/25
1600621	Raymond Rost/HS	Mock Trial Class/Pgh	10	10-12	5/1/25
1601009	Mia DiBello/MS	Field Trip/Urban Air, Waterfront	168	5	5/22/25

B. Buildings and Grounds

ID	Location	Date(s)/Time	Purpose/Applicant	Amount Paid
*6215	HV Classroom	April 11 (6:00 PM – 8:00 PM)	Parents Night Out/Champions (Gina Calfo)	n/a

C. Conferences

ID	Name/Building	Conference/Location	Date/#Days	Cost	Sub
1589657	Justin Sickles/HS	CHS Chemistry Annual Teacher Meeting/Pitt	4/24/25 1 day	\$0	Yes

**12. PROFESSIONAL PERSONNEL**

**13. NON-CERTIFIED PERSONNEL**

**14. ATHLETIC PERSONNEL**

**15. BOARD PRESIDENT’S CORRESPONDENCE**

Mr. Squires had nothing for the Work Session.

**16. EXECUTIVE SESSION DISCUSSION**

Mr. Squires stated that Executive Session was held prior to the Work Session to discuss personnel, labor relations and litigation.

**17. BOARD REPORTS**

A. Committees

Building & Grounds – Mr. Zidek spoke about the quotes for elevator service, and is suggesting that the District use Industrial Commercial Elevators. Mr. Yuhas asked if Mr. Zidek could look into getting a price to open up the 2<sup>nd</sup> floor in the elevator shaft at the Stadium. Mr. Zidek had Vasco come out to give a quote for sealant of the asphalt at the Stadium, Clara Barton and Homeville’s back lot. Mr. Soles spoke about the list of summer workers, and would like to add them to the agenda for next week. Mr. Zidek spoke about the need for a new hot water heater for the Middle School.

Safety & Transportation – Mr. Soles mentioned the list of drivers that are willing to drive the new Subaru and van.

Finance - Mr. Wehrer will give an update on the budget at the Regular Board Meeting.

Athletics & Activities – Mr. Soles asked the committee to approve an additional person for the Homeville after school program. The Starlettes are having a dance clinic fundraiser. And Lebanon Presbyterian Church has a MOU to use the practice field for one day in July.

Technology – Mr. Soles mentioned using a lease program for new laptops for the teachers.

Education – Mr. Soles spoke about the Middle School Course of Study, the application for Flexible Instruction Days, concurrent agreement with LaRoche University, the summer music program, and the State Special Education plan.

Policy – Mr. Soles would like to set up a meeting about the Valedictorian/Salutatorian process.

Communication & Community Engagement – Mr. Squires stated that the AIU gave a short presentation before the Work Session about what they have been up to, and what they are planning for the future.

B. Steel Center

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

**18. SOLICITOR'S REPORT**

Mr. Lucas had not report for the Work Session.

**19. OLD BUSINESS**

None

**20. NEW BUSINESS**

None

**21. ADJOURNMENT**

Meeting adjourned at 7:55 p.m.



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Meg Arbasak  
Board Secretary



April 10, 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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