

**Thursday, February 13, 2025
Work Session
Minutes**

The West Mifflin Area School District Work Session is held in the West Mifflin Area Middle School Cafeteria, 81 Commonwealth Avenue, West Mifflin, PA. Meeting begins 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, and Joseph Gajdos

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

2. PRESENTATIONS

- A. Student Board Representative Report (Regular Board Meeting)

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
 - None

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. January 9, 2025 – Discussed Personnel and Legal Issues
- b. January 16, 2025 – Discussed Personnel and Legal Issues

2. Approval of Minutes

- a. January 9, 2025 – Work Session
- b. January 16, 2025 – Regular Board Meeting

3. Meeting Schedule for the 2025/2026 School Year. The primary meeting location will be the West Mifflin Area Middle School Cafeteria, 81 Commonwealth Avenue, West Mifflin, PA 15122. The secondary meeting site will be the West Mifflin Area High School Auditorium, 91 Commonwealth Avenue, West Mifflin, PA 15122. Please check our website to confirm the exact meeting location. Work Sessions and Regular Meetings will begin at 7:00 p.m.

Work Sessions (Thursdays)

August 7, 2025
September 11, 2025
October 9, 2025
November 13, 2025

January 15, 2026
February 12, 2026
March 12, 2026
April 9, 2026
May 7, 2026
June 18, 2026

Regular Meetings (Thursdays)

August 14, 2025
September 18, 2025
October 16, 2025
November 20, 2025
December 4, 2025

Reorganization & Regular
January 22, 2026
February 19, 2026
March 19, 2026
April 16, 2026
May 14, 2026
June 25, 2026

7. DIRECTOR OF FINANCE AND OPERATIONS' REPORT

A. Finance

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

1. Acceptance of a competitive grant from the Universal Service Administrative Company (USAC) for a pilot program involving cybersecurity services and equipment, with a value of \$96,410.00.
2. Acceptance of the Hi5! Kindergarten Readiness Program grant from the Allegheny Intermediate Unit for \$500.00.

B. Purchasing/Contracting

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

1. Memorandum of Understanding with Gwen's Girls, beginning February 1, 2025, through the end of the 2024-2025 school year, at no cost to the District, as presented.
2. Permission to advertise for bids for classroom supplies for the 2025-2026 school year.

8. FINANCIAL REPORTS

Board action to approve Financial Reports, as listed/presented

- A. Secretary Receipts - \$2,561,005.10
- B. Student Activities - \$224,400.79
- C. Treasurer's Report - \$17,505,754.19
- D. Refunds Subtracted from Expenditures

Account Description	Received From	Amount
Due To/From Cafeteria	Lunch Hi/Low	\$217,361.58
Due To/From Cafeteria	Reg/Ndy/Breakfast	\$68,086.16

Due To/From Cafeteria	FNS – Lunch	\$6,702.78
Due To/From Cafeteria	FNS – Breakfast-Needy	\$2,397.40
Due To/From Cafeteria	Payroll 11/24, 12/13 & 12/27/24	\$104,769.58
Due To/From Cafeteria	Fringe Benefits – November 2024	\$7,999.18
Due To/From Cafeteria	Cafeteria Reimbursement	\$8,874.39
Insurance Copay	Pay Date – 12/27, 1/10 & 1/24/25	\$80,660.54
Insurance Copay	Individuals	\$78.53
Unemployment Compensation	Cafeteria Reimbursement	\$1,105.73
Worker's Comp Insurance	Cafeteria Reimbursement	\$5,455.11
Early Retirement Benefits	AMCA	\$20,416.16
Special Education – Elementary	AIU	\$31,026.75
Special Education – Secondary	AIU	\$31,026.74
Tuition - Steel Center	Duquesne SD	\$47,689.85
Bonds – Personnel	Traveler's Insurance	\$555.54
Postage – District	PMEA	\$217.74
Miscellaneous Expenditures	Cafeteria Reimbursement	\$34,987.00
Miscellaneous Expenditures	Cafeteria Reimbursement	\$117,187.07
Technology – Repairs & Maintenance	Upcycle USA	\$2,875.00
Technology – Repairs & Maintenance	Student Obligations – MS	\$132.00
Technology – Repairs & Maintenance	Student Obligations – HS	\$340.00

E. Tax Collector's Report

Tax Type	Received From	Amount	Commission
Property Tax – Whitaker	Patricia Pasquantonio	\$30,880.19	N/A
Earned Income Tax – West Mifflin	Jordan Tax Service	\$121,580.45	\$1,041.29
Earned Income Tax – Whitaker	Jordan Tax Service	\$6,077.10	\$86.25
Realty Transfer Tax – West Mifflin	V. McDonald Roberts	\$36,710.88	\$734.22
Realty Transfer Tax – Whitaker	V. McDonald Roberts	\$1,198.00	\$23.96
Business Privilege Tax – WM (Quarterly)	Legal Tax Service	\$164,144.36	N/A
Business Privilege Tax – WH (Quarterly)	Legal Tax Service	\$293.72	N/A
LST – West Mifflin (Quarterly)	Legal Tax Service	\$17,594.65	N/A
Mercantile Tax – West Mifflin (Quarterly)	Legal Tax Service	\$166,385.48	N/A
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$10,462.78	\$2,578.41
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$1,025.00	\$781.04
Delinquent LST Tax – West Mifflin	Legal Tax Service	\$3.95	\$0.22
Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$1,490.73	\$81.99
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$78.85	N/A
Del Realty Tax – Act 20 – Whitaker	Legal Tax Service	\$361.85	N/A
Del Realty Tax – Civil Action – West Mifflin	Legal Tax Service	\$30,962.17	N/A
Del Realty Tax – Civil Action – Whitaker	Legal Tax Service	\$9,676.94	N/A

F. Online Sales – January

Boys Basketball	\$819.72
Girls Basketball	\$366.39
Swimming	\$310.50
Wrestling	\$807.30
Card Point	\$4,037.75
Musical Ads	\$181.13
Alumni Events	\$41.40
5K	\$31.05
Titan Gear	\$646.88

Titan Shoppe	\$1,624.20
Total	\$7,707.62

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-300	Commission/Fees for Business Privilege, LST and Mercantile Tax (4 th Quarter)	\$10,188.62
2. Andrews and Price	13269	January Monthly Retainer	\$1,000.00
3. Andrews and Price	13279, 13261, 13283, 13267, 13271, 13281, 13280, 13263, 13262, 13264, 13265, 13266	January Real Estate Related Services	\$1,411.50
4. Andrews and Price	13270	January Middle School Litigation	\$14.00
5. Andrews and Price	13268, 13273, 13277, 13276, 13274, 13278, 13275, 13282, 13272	January Other Professional Services	\$4,732.00
6. Legal Tax Services	WSD-302	Filing Fees	\$6,000.00
7. Jonathan R. Hess	02/02/25	Installment Payments	\$3,804.00
8. Legal Tax Services	WSD-303	Title Search, Filing Fees, Parking, Bank, Notary Fees and Postage	\$1,197.72

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. Proposal for the 2025 Extended School Year (ESY) program and the posting of positions, as presented.
- B. Proposal for Freshmen and Sophomore Classes to attend a 1-day field trip to Cedar Point on May 27, 2025. This is an adjustment of a previously approved proposal.

11. SUPERINTENDENT'S REPORTS

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

A. Student Services

- 1. Settlement Agreement with the family of Student #202300209, as presented

B. Student Activities

ID	Staff/Bldg.	Activity/Location	#Students	Grade(s)	Date
1549899	Ellen Deasy/HV	Field Trip/Children's Museum of Pgh	101	1	4/11/25
*1550692	Lucas Krajack/MS	Writing Competition/Gateway MS	3-4	6-8	2/12/25
1551571	Nina Ruffing/MS	Drama Club visit for Dr. Seuss week/ Homeville & Clara Barton	30	6-8	3/6/25
1552091	Chris Capozzoli/HS	CHS Anatomy and Physiology Cadaver Lab Trip/Carlow University	10	12	4/11/25
1552895	Bree Thompson/MS	Field Trip/Zone 28, Pgh	160	7	5/19/25

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1553503	Ericka Sanders/MS	PMEA Elementary Sing Fest/Plum HS	2	6	2/21/25
1553509	Ericka Sanders/MS	PMEA Jr High Choral Festival/Plum HS	2	8	2/28/25
1556562	Janet Parson/MS	WIRC Reading Team/Seton Hill University	10	6-8	3/11/25
*1556803	Melissa Prutz/HS	Shakespeare Monologue Competition/O'Reilly Theater, Pgh	5	10-12	2/10/25
1560015	Kristin Wilson/CB	Field Trip/Carnegie Science Center	64	K	3/27/25
*1560708	Lauren Rowe/HS	SAVE Promise Youth Leadership Training/PaTTAN	5	9-12	2/11/25
1561726	Chelsea Joyce/HS	CBI-Eat n Park/Waterfront	20	9-12	2/26/25
1562077	Jennifer Shields/HS	NHS Warhol Museum visit/Pittsburgh	38	11-12	2/28/25
1562248	Kyra Reinheimer/MS	CBI-Carnegie Science Center/Pgh	40	4-8	2/26/25
*1564374	Stacy Galiyas & Bree Thompson/MS	SAVE Promise Youth Leadership Conference/PaTTAN	3	7	2/11/25

C. Student Fundraising Activities

ID	Club	Sponsor	Fundraiser	Use of Funds	Date(s)
*1556676	MS Student Activities	Stacy Galiyas	Triangle Hoagies	Club Activities	2/3/25-2/14/25
1562478	HS Esports	Brian Getz	Titan Throw Blankets	Club Activities	3/1/25-6/30/25

D. Buildings and Grounds

ID	Location	Date(s)/Time	Purpose/Applicant	Amount Paid
468	HS Pool, Aux Gym	April 12, 13, 26, 27 May 3, 4, 10, 11 (7:00 AM – 4:00 PM)	Lifeguard Training/Festival Fun Parks (Morgan Walker)	\$2,000
*487	MS Gym	January 22, 29; February 5, 12, 19, 26; March 5, 12, 19, 26; April 2, 9 (8:00 PM – 9:30 PM)	Basketball League/Bettis Plant Basketball League (Robert Kozar)	\$2,400
*479 5435	MS Auditorium, Gym	February 14 (3:00 PM – 9:00 PM) February 15 (8:00 AM – 10:00 PM)	Ticket to Broadway Show and Setup/Ticket to Broadway (Lori Brown)	\$19,400

E. Conferences

ID	Name/Building	Conference/Location	Date/#Days	Cost	Sub
*1549879	Danielle Onuffer/HV	PBIS-Advanced Tiers Training/ AIU Waterfront	2/4/25 1 day	\$0	Yes
1550688	Amanda Monzak/CB	South Hills Area Gifted Consortium/Bethel Park	2/26/25 1 day	\$0	Yes
1551365	Kayla Axelson/HV	Pittsburgh Regional DEI Educators Conference/PNC Park	3/28/25 1 day	\$25	Yes
1551371	Maria Rader/HV	Diversity, Equity and Inclusion/PNC Park	3/28/25 1 day	\$25	Yes
1551380	Sonja Miskovic/HV	Diversity, Equity, and Inclusion Educators Conference/PNC Park	3/28/25 1 day	\$25	Yes
1551410	Lisa Stillwagon/HV	Check In Check Out/AIU Waterfront	1/23/25 1 day	\$0	No
1551484	Mary Bekavac/HV	Pittsburgh Regional DEI Educators Conference/PNC Park	3/28/25 1 day	\$39.74	Yes
1551516	Stephanie Didjunas/HV	Pittsburgh Regional DEI Educators Conference/PNC Park	3/28/25 1 day	\$0	Yes

1551658	Noelle Haney/Admin	Improving School Performance/ Sheraton Station Square	1/27/25-1/29/25 2.5 days	\$525	No
1555488	Mark Zidek/Admin	PASBO Annual Conference/ Hershey	3/11/25-3/14/25 4 days	\$1117	No
1555742	Laura Dolton/HS	Mental Health and Student Athletes: Red Flags, Roles, Responses/PPG Paints Arena	4/3/25 1 day	\$0	Yes
1556410	Randy Porter/Admin	PASBO Annual Conference/ Hershey	3/11/25-3/14/25 4 days	\$1162.46	No
1562266	Kyra Reinheimer/MS	Pittsburgh Regional DEI Educators Conference/PNC Park	3/28/25 1 day	\$25	Yes
1563938	Lucas Krajack/MS	Gifted Educator Networking/ AIU Waterfront	5/14/25 1 day	\$0	Yes
1563959	Amanda Monzak/CB	Gifted Educator Networking/ AIU Waterfront	5/14/25 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 spoke about the status of the District's maintenance vehicles, and the need for a new salt spreader and snow plow. Also, he talked about the need for new backstop screens for the Baseball and Softball fields.

Safety & Transportation – Mr. Soles asked about adding an additional security guard to the secondary campus. They would float between the Middle School and the High School.

Finance - Mr. Soles would like to put together a few news articles explaining the Real Estate Taxes, and the Common Level Ratio.

Athletics & Activities – Mr. Soles stated that Mr. Maha had submitted his spring activities proposal. Also, Mr. Maha would like to make a recommendation to move MS Cheer and JV Cheer out of Student Activities, and into Athletics. Mr. Soles mentioned working on a MOU with Penn State Greater Allegheny for the use of our Baseball/Softball fields and the Stadium.

Technology – Mr. Soles mentioned needing 15 desktop computers for Photo Shop software. The student laptops are not capable of running this program.

Education – Mr. Soles mentioned the 2025-2026 school calendar, a MOU with T's Trail, and the High School Course of Study. Dr. Solomon explained T's Trail. Lastly, the High School is having an elective fair on 02/21/25.

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Communications & Community Engagement – Mr. Squires spoke about drafting letters to the state legislators about the potential cuts to the free breakfast and lunches programs to our students.

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

None

20. NEW BUSINESS

None

21. ADJOURNMENT

Meeting adjourned at 7:34 p.m.



Meg Arbasak
Board Secretary

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

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