

**Thursday, November 13, 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 begins at 7:00 p.m.**

**1. OPENING EXERCISES**

A. Pledge to the Flag

Moment of silence for the recent passing of Middle School teacher James Comunale, and Adelphoi therapist Shaunda Beasley.

B. Roll Call

Members Present: Kevin Squires, Judith Ahern, Matthew Blazevich, Mark Donahoe, Gina Englert, Joseph Gajdos, and Janelle Kopay

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
  - Diane Stanesic had questions/comments about the \$20,000 transfer, and one of the Andrews and Price invoices. She commented on the business privilege tax and the online sales. She questioned the purchase of a new truck and the list of open contracts.

Mr. Soles and Mr. Wehrer addressed her questions as we went through the agenda.

**5. INFORMATION ITEMS**

A. Congratulations to Mrs. Lauren Rowe and the High School SAVE Promise and Team Titans for receiving a \$1,000 grant from the Eradicate Hate Initiative from the Allegheny Intermediate Unit #3. The grant will be used in the school to create a safer space for all students.

**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. October 9, 2025 – Discussed Personnel and Legal Issues
  - b. October 16, 2025 – Discussed Personnel and Legal Issues
2. Approval of Minutes
  - a. October 9, 2025 – Work Session
  - b. October 16, 2025 – Regular Board Meeting
3. Updates to the following policies, Second reading and approval:
  - a. #005 Organization
  - b. #308 Employment Contract/Board Resolution
  - c. #626 Federal Fiscal Compliance
  - d. #626.1 Travel Reimbursement – Federal Programs
  - e. #823 Opioid Antagonist
  - f. #827 Conflict of Interest

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

### **A. Finance**

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

1. October real estate tax refunds due for 2019, 2020, 2021, 2022, 2023, 2024 and 2025 to specified property owners of West Mifflin Borough and Whitaker Borough in the amount of \$15,451.34 as presented by the respective tax collectors. The refunds are a result of changes in real estate tax assessment values established by Allegheny County.
2. Transfer of \$20,000.00 from the General Fund to the Athletic Fund.

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

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

1. Memorandum of Understanding with the Allegheny Intermediate Unit #3 Head Start Agency to coordinate mutually beneficial activities to provide effective services for children and families served, effective January 1, 2026, through December 31, 2026. This agreement meets the new requirements of the Elementary and Secondary Education Act (ESEA) as amended by Every Student Succeeds Act (ESSA), for Local Educational Agencies (LEA) receiving Title I funds.
2. Affiliation Agreement with Millersville University beginning November 21, 2025, through November 20, 2030, for placement of students enrolled in their nursing program, as presented.
3. Agreement with Soliant Health, LLC to provide school psychologist consultant services beginning Monday, November 10, 2025, through Friday, February 6, 2026, at a rate of \$90.00/hour, as presented.

## **8. FINANCIAL REPORTS**

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

- A. Secretary Receipts - \$5,238,735.46
- B. Student Activities - \$195,566.33

C. Treasurer's Report - \$21,195,657.07

D. Refunds Subtracted from Expenditures

Account Description	Received From	Amount
Federal Subsidy	Access – PDE	\$402,406.87
Insurance Copay	Pay Date – 10/17/25	\$42,753.55
Early Retirement Benefits	AMCA	\$20,946.58
Supplies – MS	Student Obligation	\$10.00
Special Ed Tuition – Cyber/Charter	Reach Cyber	\$12,282.47
Supplies – High School – Pre-K	HS Pre-K	\$700.00
Food – High School – Pre-K	HS Pre-K	\$300.00
Library – Books & Periodicals – HM	Library Obligation	\$19.51
Repairs & Maintenance – Stadium	Light Pole	\$600.00
Technology – Repairs & Maintenance	MS Student Obligations	\$30.00
Technology – Repairs & Maintenance	HS Student Obligations	\$283.00
Athletics – Supplies – Football	Shults Ford	\$500.00

E. Tax Collector's Report

Tax Type	Received From	Amount	Commission
Property Tax – West Mifflin	Jonathan Hess	\$2,352,151.93	N/A
Earned Income Tax – West Mifflin	Jordan Tax Service	\$131,487.93	\$1,623.41
Earned Income Tax – Whitaker	Jordan Tax Service	\$6,798.82	\$96.71
Realty Transfer Tax – West Mifflin	Allegheny County	\$19,071.74	\$381.43
Realty Transfer Tax – Whitaker	Allegheny County	\$1,047.80	\$20.96
Business Privilege Tax – WM (Qtr)	Legal Tax Service	\$926,039.98	N/A
Business Privilege Tax – Whitaker (Qtr)	Legal Tax Service	\$407.70	N/A
LST Tax – West Mifflin (Qtr)	Legal Tax Service	\$17,190.00	N/A
Mercantile Tax – West Mifflin (Qtr)	Legal Tax Service	\$162,113.67	N/A
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$9,341.53	\$7,568.13
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$317.69	\$274.41
Del Mercantile Tax – West Mifflin	Legal Tax Service	\$998.24	\$54.90
Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$61,384.90	\$3,376.17
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$851.34	N/A
Del Realty Tax – Act 20 – Whitaker	Legal Tax Service	\$17.06	N/A
Del Realty Tax – Civil Action – WM	Legal Tax Service	\$93,395.80	N/A
Del Realty Tax – Civil Action – Whitaker	Legal Tax Service	\$1,864.03	N/A

F. Online Sales – October

Football	\$7,788.75
Boys Soccer	\$624.75
Girls Soccer	\$570.75
Volleyball	\$456.75
Card Point	\$3,782.26
Titan Shoppe	\$6,974.08
MS Talent Show	\$250.00
Titan Gear	\$757.50
Total	\$21,204.84

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 Service	WSD-326	Filing Fees	\$36.40
2. *Cavaliere Court Reporting	164	Expulsion Hearings	\$520.00
3. Legal Tax Service	WSD-327	Filing, Bank, Parking, and Notary Fees, and Postage	\$339.58
4. Andrews and Price	16846, 16856, 16855, 16852, 16641, 16642	October Other Professional Services	\$9,860.00
5. Andrews and Price	16857, 16845, 16848, 16850, 16853, 16859, 16844, 16851, 16854, 16858, 16860, 16839, 16861, 16838, 16863, 16841, 16840, 16862	October Real Estate Related Services	\$3,126.56
6. Andrews and Price	16847	October Monthly Retainer	\$1,000.00
7. Andrews and Price	16849	October MS Construction	\$196.00

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

**10. DISTRICT OPERATIONS**

A. None

**11. SUPERINTENDENT'S REPORTS**

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

A. Student Services

- Settlement Agreement with the family of Student #15268, as presented.

B. Student Activities

ID	Staff/Bldg	Activity/Location	#Students	Grade(s)	Date
*1721816	Melissa Prutz/HS	2025 Young Playwrights Festival/City Theatre Company	30-40	10-12	10/29/25
*1733164	Christine O'Lare/HS	Uncommon Conference/ South Fayette HS	15	9-12	11/14/25
*1738604	Thomas Weir/HS	Pgh Veterans Day Parade/Pgh	44	9-12	11/8/25
1738688	Gina Hilligsberg/MS	PBIS Student Summit/ AIU Waterfront	8	4	12/4/25
*1740067	Lauren Rowe/HS	Student Symposium: Activating Agency and Well-Being FT/Acrisure Stadium	6	9-12	11/18/25
1743806	Lucas Krajack/MS	ACE Lego Challenge/ Gateway MS	8	6-8	12/18/25
1743838	Lucas Krajack/MS	ACE World Language Exploration Day/Plum HS	6	6-8	12/8/25
1748872	Stacy Galiyas/MS	Turkey Trot/MS & Stadium Hill	400-800	4-8	11/26/25
1749712	Danielle Onuffer & Ashley Green/HV	PBIS Student Summit- Elementary/AIU Waterfront	4	3	12/4/25
*1749830	Brian Aufman/HS	Word Master Competition/ Franklin Regional HS	8	9-12	11/17/25
1749837	Brian Aufman/HS	Chess Competition/Plum HS	5	9-12	11/24/25

*1749870	Justin Sickles/HS	Pgh Cultural Trust STEAM Symposium/Pgh Cultural Trust Arts Education Center	30	9-12	11/20/25
1749874	Brian Aufman/HS	Japanese Cultural Exploration Expo/Plum HS	7	9-12	12/8/25
*1750833	Tim Milko/CB	Pgh Symphony School Time Concert/Heinz Hall, Pgh	115	K-1	11/19/25
1751630	Craig Stanley/HV	Pgh Symphony School Time Concert/Heinz Hall, Pgh	100	2	5/5/26
1751640	Danielle Busowski/MS	A Christmas Carol/Byham Theatre, Pgh	50	7	12/18/25
1753153	Christine O'Lare/HS	PBIS Student Summit/AIU Waterfront	8	9-12	12/3/25
1753725	Lucas Krajack/MS	ESSPA Knex Competition/Woodland Hills HS	8	6-8	1/15/26

### C. Student Fundraising Activities

ID	Club	Sponsor	Fundraiser	Use of Funds	Date(s)
*1748881	MS Student Activities	Stacy Galiyas	Turkey Trot Sponsors/Sweatshirts	Club Activities	11/7/25-11/17/25
1750054	HS Pop Culture	Anna Kudla	Saja Boys Hoodies	Club Activities	11/21/25-5/30/25
1751371	HS Bowling	Jennifer Shields & Stacee Rutherford	Cosmic Bowling/Alumni Event	Club Activities	12/7/25

### D. Conferences

ID	Name/Building	Conference/Location	Date/#Days	Cost	Sub
*1740044	Jennifer Shields/HS	School Counselors and Social Workers: Role-Alike Day/AIU Waterfront	10/27/25 1 day	\$0	No
*1741590	Isabelle Thompson/HS	SAP Training/Virtual	11/12/25- 11/13/25 2 days	\$0	Yes
*1742363	Jodie Lyons/MS	School Counselors and Social Workers: Role-Alike Day/AIU Waterfront	10/27/25 1 day	\$0	No
*1742364	Lisa Lyon/MS	School Counselors and Social Workers: Role-Alike Day/AIU Waterfront	10/27/25 1 day	\$0	No
1742391	Amanda Monzak/CB	Technovation Training/AIU Waterfront	12/2/25 1 day	\$0	Yes
*1742400	Jamie Smith/MS	TDA Workshop Series AIU Waterfront	10/28/25, 12/8/25, 1/29/26 3 days	\$600	Yes
1749720	Danielle Onuffer/HV	PBIS Student Summit-Elementary/AIU Waterfront	12/4/25 1 day	\$0	Yes
1749721	Ashley Green/HV	PBIS Student Summit-Elementary/AIU Waterfront	12/4/25 1 day	\$0	Yes
1749724	Ashley Green/HV	PBIS Site Visit/Shaler SD	12/5/25 1 day	\$0	Yes
1749725	Danielle Onuffer/HV	PBIS Site Visit/Shaler SD	12/5/25 1 day	\$0	Yes
*1749824	Jessica Pishko/CB	ECRI Foundational Skills Training/AIU Waterfront	11/17/25, 11/20/25 2 days	\$0	Yes
1749898	Tamia Greene-Sanders/HV	PBSC Site Visit/Shaler SD	12/5/25 1 day	\$0	Yes
*1749916	Sharna Baker/CB	ECRI Foundational Skills Training/AIU Waterfront	11/17/25, 11/20/25 2 days	\$0	Yes

1750017	Heather Vidic/CB	PBSC Site Visit/Shaler SD	12/5/25 1 day	\$11.70	Yes
*1740707	Mark Simone/CB	ECRI Foundational Skills Training/AIU Waterfront	11/17/25 1 day	\$0	Yes
1752179	Amanda Murphy/HS	Teaching the Holocaust Through Literature/AIU Waterfront	12/11/25 1 day	\$0	Yes
*1753588	Dina Fouser/MS	ECRI Foundational Skills Training/AIU Waterfront	11/17/25,11/20/25 2 days	\$0	Yes

## **12. PROFESSIONAL PERSONNEL**

## **13. NON-CERTIFIED PERSONNEL**

## **14. ATHLETIC PERSONNEL**

## **15. BOARD PRESIDENT'S CORRESPONDENCE**

Mr. Squires had nothing for this meeting.

## **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. Soles stated that we received the results of the lead testing for drinking water, and everything came back clear. Mr. Soles and Mr. Zidek spoke about having a problem with the acid pit in the High School science wing, and are looking to get that repaired. Mr. Zidek and two gentlemen from Limbaugh explained the problem with the roof drains at the Middle School. Mr. Soles gave an update on the High School auditorium. Mr. Wehrer gave an update on the auditorium sound system, and talked about covering the wood paneling around the stage with drywall. Mr. Zidek spoke about the new truck.

Safety & Transportation - Mr. Soles stated that the open gate metal detectors are being put on hold for now because of the price. However, there is money remaining from the PCCD grant and would like to look into updating the hand radios and solar cameras for T-Trails.

Finance – Mr. Wehrer spoke about the postage machines , the open contact list and the financial software from CSIU.

Athletics & Activities – Mr. Soles spoke about the uniform cycle. Next year, they are looking at Football, Girls Soccer, and Boys and Girls Basketball. The winter empower program will be starting soon. And we should be getting a check from McDonald's from digital fundraiser donation day.

Technology – Mr. Soles spoke about the problems with the intranet, the AI policy and VR software.

Education – Mr. Soles mentioned MATHgivings. The Community Foundation donated pumpkin pies to every K-5 classroom, since they are discussing fractions. He mentioned the results from the valedictorian/salutatorian survey, and the proposal for the spring musical. Dr. Solomon spoke about West Mifflin hosting the Western PA Assistant Superintendents Forum .

Policy – Mr. Soles and Mr. Squires talked about Policy 005 AR.

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 8:03 p.m.

  
\_\_\_\_\_  
Meg Arbasak  
Board Secretary

**PLEASE DO NOT REMOVE SIGN IN SHEET**

## VISITOR RECORD

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