

**Thursday, September 11, 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, 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. Congratulations to Mr. Tony DiCenzo and Mr. Mark Donahoe for being recognized by the Pennsylvania School Board Association for achieving 10 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.

3. ADDENDUM (Regular 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. August 7, 2025 – Discussed Personnel and Legal Issues
- b. August 14, 2025 – Discussed Personnel and Legal Issues

2. Approval of Minutes
 - a. August 7, 2025 – Work Session
 - b. August 14, 2025 – Regular Board Meeting
3. Authorization for the Board Secretary to cast the following votes for the PSBA Officer Elections:
 - a. President-Elect – Holly Arnold
 - b. Vice-President – Matt Vannoy
 - c. Insurance Board Trustees – Kathy Swope and Roberta Marcus

7. DIRECTOR OF FINANCE AND OPERATIONS' REPORT

A. Finance

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

1. *Transfer of \$20,000.00 from the General Fund to the Athletic Fund.
2. July and August real estate tax refunds due for 2022, 2023, 2024 and 2025 to specified property owners of West Mifflin and Whitaker Boroughs in the amount of \$93,630.14 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. Authorize the Solicitor's office to settle the tax appeal docketed at BV-24-2932 at an assessed value amount of \$2,452,500 for 2024, \$2,371,500 for 2025 and \$2,256,300 for 2026.

B. Purchasing/Contracting

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

1. Authorization for the Solicitor's office to retain Mr. Anthony Barna of Integra Realty Resources to complete a full appraisal report on parcels 180-M-200 and 180-H-320 at a total cost of \$7,500.00.
2. Quote from Allegheny Safe and Lock to provide the Millenium Ultra Access Control system throughout the district at a cost of \$55,087.47.
3. Quote from BrainPOP to provide district-wide access to BrainPOP English Language Learner lessons from August 1, 2025, through July 31, 2026, at a cost of \$4,131.00.
4. Quote from Edmentum for 175 Study Island ELA Library licenses from October 11, 2025, through October 10, 2026, at a cost of \$848.75.
5. Quote from Agile Sports Technology for a 3-year subscription to Hudl video services for all sports at an annual cost of \$14,300.00.
6. Memorandum of Understanding with Vision to Learn to facilitate the provision of vision screenings, vision examinations, and related services for students in the District effective August 26, 2025, through June 15, 2026, at no cost to the District, as presented.
7. Memorandum of Understanding with Pathways Wellness Program to provide on-site immunization clinics for students, staff, and/or families effective September 26, 2025, through June 15, 2026, at no cost to the District, as presented.

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

- A. Secretary Receipts - \$6,252,151.43
- B. Student Activities - \$206,106.95
- C. Treasurer's Report - \$11,667,134.13
- D. Refunds Subtracted from Expenditures

Account Description	Received From	Amount
Due To/From Cafeteria	Monessen SD	\$511.00
Due To/From Cafeteria	Highlands SD	\$455.00
Insurance Copay	Pay Date – 08/22/25	\$42,287.78
Insurance Copay	Individuals	\$221.05
Retirees – Other Benefits	TSA Consulting	\$28,000.00
Early Retirement Benefits	AMCA	\$22,136.71
Supplies – MS	Student Obligations	\$20.00
Books & Periodicals – Secondary	Student Obligations	\$40.00
Special Ed Tuition – Cyber/Charter	Young Scholars	\$1,383.19
Library Books & Periodicals – CB	Student Obligations	\$20.00
Contracted Medical Services	Monessen SD	\$30,000.00
Contracted Medical Services	Highlands SD	\$30,000.00
Repairs & Maintenance – Stadium	Progressive	\$5,000.00
Technology – Repairs & Maintenance	Upcycle USA	\$290.00
Technology – Repairs & Maintenance	Student Obligations – MS	\$50.00
Technology – Repairs & Maintenance	Student Obligations – HS	\$179.00
Athletics – Supplies – District	Student Obligations	\$50.00
Athletics – Supplies – Football	Green Cabbage	\$5,000.00

E. Tax Collector's Report

Tax Type	Received From	Amount	Commission
Property Tax – West Mifflin	Jonathan Hess	\$3,969,505.63	N/A
Property Tax – Whitaker	Patty Pasquantonio	\$295,020.23	N/A
Earned Income Tax – West Mifflin	Jordan Tax Service	\$417,980.81	\$5,760.67
Earned Income Tax – Whitaker	Jordan Tax Service	\$20,118.97	\$290.56
Realty Transfer Tax – West Mifflin	V. McDonald Roberts	\$31,793.41	N/A
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$9,309.39	\$5,061.90
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$475.00	\$1.53
Del Mercantile Tax – West Mifflin	Legal Tax Service	\$1,790.27	\$98.46
Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$45,220.65	\$2,487.14
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$154.73	N/A
Del Realty Tax – Act 20 – Whitaker	Legal Tax Service	\$19.06	N/A
Del Realty Tax – Civil Action – WM	Legal Tax Service	\$59,645.70	N/A
Del Realty Tax – Civil Action – Whitaker	Legal Tax Service	\$5.94	N/A

F. Online Ticket Sales – August

Football	\$7,453.50
Boys Soccer	\$949.50
Girls Soccer	\$1,111.50
Volleyball	\$901.50
Card Point	\$1,964.50
Homecoming	\$275.00
Total	\$12,655.50

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-318	Tax Complaints split with the West Mifflin Borough	\$267.02
2. Legal Tax Service	WSD-319	Tax Liens	\$3,760.00
3. Legal Tax Service	WSD-320	Postage, Parking, Notary, Filing and Bank Fees	\$809.99
4. Nickel Reporting Service	N-225	Expulsion Hearing Transcription	\$1,727.55

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. Additional Handbooks for the 2025-2026 school year, as presented:

Attendance Handbook	Transition Plan
Athletic Handbook (Updated)	

B. Recognize the following additional Booster Groups/PTAs for the 2025-2026 school year. All documentation has been received per Policy #919.

Band Boosters	Clara Barton PTA
Football Boosters	Homeville PTA
Girls Soccer Boosters	Middle School PTSA
Volleyball Boosters	

C. Emergency Plans for each building for the 2025-2026 school year, 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
*1697480	Brian Aufman/HS	Open Heart Surgery Observation/AGH, Pgh	8	9-12	8/25/25
1698192	Jayson Monroe/HS	South Allegheny Band Festival/South Allegheny HS	84	9-12	9/27/25
1698204	Jayson Monroe/HS	Veteran's Day Parade/Pgh	110	9-12	11/8/25

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1698215	Jayson Monroe/HS	Steel Valley Holiday Parade/Homestead	84	9-12	12/6/25
1700560	Lucas Krajack/MS	AIU History Bowl/Heinz History Center, Pgh	8	6-8	11/14/25
1700564	Lucas Krajack/MS	AIU Science Bowl/Carnegie Museum, Pgh	8	6-8	2/6/26
1700566	Lucas Krajack/MS	AIU STEM Design Challenge/AIU Waterfront	8	6-8	3/20/26
1702580	Thomas Weir/HS	AFJROTC Camp Guyasuta Field Trip/Sharpsburg	40	9-12	10/1/25
1703059	Gina Hilligsberg/MS	Junior Achievement BIZ TOWN/Bridgeville	90	4	11/19/25
1703075	Gina Hilligsberg/MS	Junior Achievement BIZ TOWN/Bridgeville	90	4	11/20/25
1706533	Stacy Galiyas/MS	National Walk, Bike, and Roll to School Day/West Mifflin	250	4-8	10/8/25
1707373	Jayson Monroe/HS	St. Patrick's Day Parade/Pgh	85	9-12	3/14/26
1707443	Deana Wallace/HS	Mon Valley Connections College & Career Fair/CCAC South	25	9-12	10/9/25
1707555	Deana Wallace/HS	UPMC Pathways for Students Educational Career Event/Convention Center, Pgh	25	11-12	11/20/25
*1708228	Christine O'Lare/HS	Eradicate Hate Student Summit/Convention Center, Pgh	10	9-12	9/15/25
1708763	Nina Ruffing/MS	Newsies the Musical/Byham, Pgh	50	6-8	11/6/25
*1709680	Thomas Weir/HS	AFJROTC Fishing Outing/Peters Creek Youth Fishing Area, Jefferson Hills	25	9-12	9/15/25
1709681	Jayson Monroe/HS	District 1 Honors Band Auditions/ South Fayette HS	7	9-12	10/6/25
1709878	Jayson Monroe/HS	PMEA District Jazz Auditions/ Franklin Regional HS	4	9-12	10/27/25
1709882	Jayson Monroe/HS	PMEA District 1 West Band/ South Park HS	5	9-12	2/5/26-2/7/26
1711009	Alexis Zywan/HS	PASC State Convention/Union Area HS, New Castle	6	9-12	11/7/25

B. Student Fundraising Activities

ID	Club	Sponsor	Fundraiser	Use of Funds	Date(s)
1702592	HS AFJROTC	Thomas Weir	Hoagies Sales	Club Activities	9/2/25-5/1/26
1707376	HS SADD	Amanda Murphy	Candy Grams	Christmas Gift drive	10/21/25-10/28/25
1715232	HS Esports	Brian Getz	Dave & Buster's Spirit Night	Club Activities	11/6/25

C. Buildings and Grounds

ID	Location	Date(s)/Time	Purpose/Applicant	Amount Paid
*585	HS Stadium	September 14, 28 October 5, 19 (10:00 AM – 2:30 PM)	Soccer Club Games/WM Soccer Club (Tim Jeffrey)	\$1,000
*586	HS Stadium	August 10, September 13 October 4 (8:00 AM – 5:00 PM)	Youth Football Games/WM Youth Football (Jim Gatewood)	\$750

D. Conferences

ID	Name/Building	Conference/Location	Date/#Days	Cost	Sub
1697497	Danielle Busowski/MS	English Language Arts Symposium/AIU Waterfront	1/13/26 1 day	\$0	Yes
*1698167	Danielle Onuffer/HV	PBIS Site Visit/Shaler Area SD	9/12/25 1 day	\$0	Yes
*1698482	Ashley Green/HV	PBIS Site Visit/Shaler Area SD	9/12/25 1 day	\$0	Yes
1698730	Jennifer Johnston/HV	Access PA Training/ Westmoreland IU7, Greensburg	9/30/25 1 day	\$0	Yes
1702460	Jennifer Johnston/HV	Library Media Coordinators Meetings/AIU Waterfront	9/23/25, 12/15/25, 1/22/26, 3/10/26, 5/6/26 5 days	\$0	Yes
1703855	Amanda Monzak/CB	South Hills Area Gifted Consortium/Bethel Park	10/2/25 1 day	\$0	Yes
*1704161	Danielle Onuffer/HV	ECRI Foundational Skills Training/PaTTAN	9/10/25-9/11/25 2 days	\$43.96	Yes
*1705003	Susan Lydon/MS	PD Series: Text Dependent Analysis: Effective Instructional Practices 25-26/AIU Waterfront	9/16/25, 10/28/25, 12/8/25, 1/29/26 4 days	\$600	Yes
*1706081	Mia Mackulin/HV	ECRI Foundational Skills Training/PaTTAN	9/10/25-9/11/25 2 days	\$43.96	Yes
1707585	Maranda Kotchman/CB	ESL Teacher Collaboration Series/AIU Waterfront, Virtual	9/29/25, 10/27/25, 12/16/25, 2/23/26, 3/11/26, 4/14/26, 5/27/26 7 days	\$0	No
1710179	Danielle Onuffer/HV	Advanced Tiers Academy/ AIU Waterfront	10/6/25 1 day	\$0	Yes
1710892	Gina Hilligsberg/MS	PBIS Coaches Networking Meetings/Zoom and AIU	9/23/25, 10/16/25, 11/5/25, 12/9/25, 1/20/26, 2/17/26, 3/9/26 7 days	\$0	Yes
1710910	Gina Hilligsberg/MS	Advanced Tiers Academy/ AIU Waterfront	10/6/25, 3/19/26 2 days	\$0	Yes
1711370	Shelley Bishop/MS	PBIS Coaches Networking Meetings/Zoom and AIU	9/23/25, 10/16/25, 11/5/25, 12/9/25, 1/20/26, 2/17/26, 3/9/26 7 days	\$0	Yes
1712200	Mallory Snyder/MS	PD Series: Text Dependent Analysis: Effective Instructional Practices 25-26/AIU Waterfront	9/16/25, 10/28/25, 12/8/25, 1/29/26 4 days	\$600	Yes
1714581	Michele Kameg/MS	Advanced Tiers Academy/ AIU Waterfront	10/6/25, 3/19/26 2 days	\$0	Yes
1716057	Gina Hilligsberg/MS	2025 PaPBS MTSS Implementers Forum/AIU Waterfront	11/12/25-11/14/25 3 days	\$105	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, litigation, and confidential information.

17. BOARD REPORTS

A. Committees

Building & Grounds – Mr. Zidek is getting asphalt quotes for the gravel area near the lower track near the baseball complex. Mr. Soles spoke about updating the door access system.

Safety & Transportation - Mr. Soles spoke about the transportation RFP, and they are looking into new speed signage for Commonwealth Avenue and Homeville Road.

Finance – Mr. Soles stated that they are continuing to work on the restructuring plan. They are presently working on the financial end of this plan.

Athletics & Activities – Mr. Soles spoke about the fall intramurals. Grades 4-6 will be playing flag football, and K-3 will be working on arts and crafts. Bettis and Pitt would like to enter into an MOU for use of our facilities. Lastly, he spoke about our HUDL renewal.

Education – Mr. Soles talked about moving away from Salutatorian/Valedictorian, and move towards Cum-Laude Honors System, STEAMtember and an MOU with Vision to Learn and Pathway to Wellness Immunization Clinic.

Policy – Mr. Soles stated that there are seven policies up for review, for a first reading.

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 7:24 p.m.



Meg Arbasak
Board Secretary

September 11, 2025

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VISITOR RECORD

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

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