

**Thursday, April 11, 2024
Work Session
Minutes**

The West Mifflin Area School District Work Session was held in the West Mifflin Borough Building Council Chambers, 1020 Lebanon Road, West Mifflin, PA. Meeting began at 6:12 p.m.

1. OPENING EXERCISES

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

Members Present: Kevin Squires, Judith Ahern, Anthony DiCenzo, Mark Donahoe (arrived at 6:17 p.m.), Gina Englert, Joseph Gajdos, and Janelle Kopay

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

2. PRESENTATIONS

- A. Amy Lewis, Maher Duessel – 2023-2023 Audit Results
- B. Student Board Representative Report (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
- 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. Congratulations to Mrs. Noelle Haney for securing a Bipartisan Safer Communities Act (BSCA) Stronger Connections Grant (SCG) in the amount of \$916,680. The BSCA grant's purpose is to establish safe, healthy, and supportive learning environments in our schools. \$131,451 of this grant was earmarked by the state for the non-public schools in our district: \$55,466 for Pittsburgh Christian Academy, \$45,206 for Cornerstone Prep Academy and \$30,779 for Walnut Grove Christian Academy. The net amount of the grant for WMASD is \$785,229.

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 14, 2024 – Discussed Personnel and Legal Issues
 - b. March 20, 2024 – Discussed Personnel and Legal Issues

2. Approval of Minutes
 - a. March 14, 2024 – Work Session
 - b. March 20, 2024 – Regular Board Meeting

3. Updates to the following policies, Second Reading and approval:
 - a. #006.1 Attendance at Meetings Via Electronic Communications
 - b. #008 Organizational Chart
 - c. #101 Mission Statement/Vision Statement/Shared Values
 - d. #903 Public Comment in Board Meetings

7. DIRECTOR OF FINANCE AND OPERATIONS’ REPORT

A. Finance

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

1. March real estate tax refunds due for 2022 and 2023 to specified property owners of West Mifflin and Whitaker Borough in the amount of \$76,059.74 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. Authorization for the Solicitor’s office to settle the tax appeal docketed at BV-23-875 at an assessed value amount of \$6,858,000 for 2022, \$7,314,000 for 2023 and \$7,085,000 for 2024.

B. Purchasing/Contracting

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

1. A three-year lease agreement with the Allegheny Intermediate Unit Pre-K Counts Program, beginning July 1, 2024 through June 30, 2027, for classroom space at Homeville Elementary at \$550 per month as presented.

8. FINANCIAL REPORTS

Board action to approve Financial Reports, as listed/presented

A. Secretary Receipts

1. March - \$2,571,795.26

B. Student Activities

1. March - \$198,776.78

C. Treasurer’s Report

1. March - \$8,562,534.19

D. Refunds Subtracted from Expenditures

1. March

Account Description	Received From	Amount
Due To/From Cafeteria	Lunch Hi/Low	\$124,557.35
Due To/From Cafeteria	Reg/Ndy/Breakfast	\$41,956.48

Due To/From Cafeteria	FNS – Lunch	\$4,249.00
Due To/From Cafeteria	FNS – Breakfast-Needy	\$1,625.10
Due To/From Cafeteria	State Breakfast Initiative	\$2,408.75
Due To/From Cafeteria	Fresh Fruit & Vegetables	\$3,001.50
Due To/From Cafeteria	Payroll – February	\$58,587.53
Due To/From Cafeteria	Payroll – 03/08/24	\$29,988.48
Due To/From Cafeteria	Fringe Benefits – February	\$6,793.39
Insurance Copay	Pay Date – 03/22/24	\$37,516.42
Insurance Copay	Individuals	\$300.91
Early Retirement Benefits	AMCA	\$6,238.05
Field Trip – Secondary	Carnegie Museum	\$248.62
One to One Initiative – Technology	Student Obligations – HM	\$50.00
One to One Initiative – Technology	Student Obligations – CB	\$150.00
One to One Initiative – Technology	Student Obligations – HS	\$289.00
One to One Initiative – Technology	Student Obligations – MS	\$320.00
Regular Programs – Retail Production	July – Dec Expenses	\$24,238.01
Special Ed – AIU – Secondary	Montour SD	\$42,520.40
Special Ed – Prof Services – SEEKS	AIU	\$10,200.00
Special Ed – Transportation	Montour SD	\$11,892.00
Special Ed – Titan Shoppe	Merchant CD	\$22,400.25
Other Expenses – Tax Collector	Legal Tax Service	\$87.11
Custodian / Maintenance OT	Tamburitzans	\$510.00
Custodian / Maintenance OT	Penn State Baseball	\$1,410.00
Telephone Service	Verizon	\$120.49
Bldg. & Grounds – Supplies	Lebanon Church	\$30.00
Bldg. & Grounds – Supplies	Penn State Baseball	\$30.00
Bldg. & Grounds – Supplies	Pittsburgh Buckets	\$30.00
Bldg. & Grounds – Supplies	Tamburitzans	\$30.00
Security/Safety Services – HM	Penn State Baseball	\$225.75
Transportation – Fuel Costs	Guttman	\$44,414.75
Activities – Salaries	Tamburitzans	\$405.00
Safety/Security Services – District	Tamburitzans	\$64.50
Misc. Expenses (Stage Hands)	Tamburitzans	\$135.00
Spring Musical	Ticket Sales	\$2,975.00
Spring Musical	Program Ads	\$350.00
Athletic Busses	Baseball Boosters	\$537.50
Athletics – Supplies – District	Penn State Baseball	\$490.00

E. Tax Collector's Report

1. March

Tax Type	Received From	Amount	Commission
Earned Income Tax – West Mifflin	Jordan Tax Service	\$157,010.53	\$2,087.07
Earned Income Tax – Whitaker	Jordan Tax Service	\$8,322.35	\$121.11
Realty Transfer Tax – West Mifflin	V. McDonald Roberts	\$18,854.20	\$377.09
Realty Transfer Tax – Whitaker	V. McDonald Roberts	\$250.00	\$5.00
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$97,381.99	\$10,600.72
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$1,769.08	\$601.19
Del Mercantile Tax – West Mifflin	Legal Tax Service	\$1,594.65	\$87.71
Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$12,160.95	\$668.85
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$490.50	N/A
Del Realty Tax – Act 20 – Whitaker	Legal Tax Service	\$456.35	N/A

Del Realty Tax – Civil Action – West Mifflin	Legal Tax Service	\$59,477.11	N/A
Del Realty Tax – Civil Action – Whitaker	Legal Tax Service	\$8,196.19	N/A

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-274	Filing, Bank, and Notary Fees & Postage	\$186.28

B. All Bills and Cash Disbursements for Public Safety, LLC.

C. All other 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. None

11. SUPERINTENDENT’S REPORTS

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

A. Home & School Visitor’s Report

B. Student Activities

ID	Staff/Bldg.	Activity/Location	#Students	Grade(s)	Date
*1353021	Jason Tatrai/MS	Field Trip Math Competition Reward/Top Golf, Bridgeville	30	6	4/18/24
*1353027	Jason Tatrai/MS	Field Trip Math Competition Reward/Acrisure Stadium	50	6	4/16/24
1353632	Ray Rost/HS	Freshmen Trip/Cedar Point	50	9	5/6/24
*1353768	Richard Vogtsberger/HS	Field Trip/Pittsburgh Zoo	20	9-12	4/17/24
1354949	Jennifer Shields/HS	Partner Up Superday/Homestead	15	12	5/9/24
1357590	Lauren Rowe/HS	Youth Thriving Summit/University of Pittsburgh	20	9-12	4/19/24
1358237	Jason Tatrai/MS	Field Trip Math Competition Reward/RMU Sports Complex	20	6	5/14/24
1359033	Melissa Prutz/HS	Show Choir Performance/Baldwin	14	10-12	5/3/24
*1363828	Kevin Kocher/HS	Stage Crew & Drama Club Field Trip/Pittsburgh Musical Theater	40	9-12	4/18/24
1364628	Sue Lydon/MS	Field Trip to Fun Slides Park/Pittsburgh	150	5	5/22/24

C. Student Fundraising Activities

Club	Sponsor	Fundraiser	Use of Funds	Date(s)
HS Senior Class	Kristen Bonacci	Game Night	Donation to District Family	4/26/24

D. Buildings and Grounds

ID	Location	Date(s)/Time	Purpose/Applicant	Amount Paid
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333	HS Auditorium, Classroom	June 2 (12:00 PM – 4:00 PM)	Dance Recital/Brookline Dance Studio (Amanda Klingensmith)	\$1,459
336	HS Pool	May 2, 7, 14 (6:00 PM – 8:00 PM)	Family/Open Swim/WM Pool & Aquatics (Laura Dolton)	n/a
3689	FH Track	August 1 (9:00 AM – 12:30 PM)	Summers Best 2 Weeks Camp/Lebanon Presbyterian Church (Jennifer Costa)	\$180
3740	HS Auditorium	June 1 (9:00 AM – 2:00 PM)	Dance Recital Rehearsal/Brookline Dance Studio (Amanda Klingensmith)	\$380
3815	HS Pool	May 1 (6:30 PM – 7:30 PM)	Zumba Class/WM Pool & Aquatics (Laura Dolton)	n/a

E. Conferences

ID	Name/Building	Conference/Location	Date/#Days	Cost	Sub
1354572	Deana Wallace/HS	Career Ready Networking/AIU-Waterfront	4/19/24 1 day	\$0	No
1354937	Jennifer Shields/HS	Career Ready Networking/AIU-Waterfront	4/19/24 1 day	\$0	No
*1356010	Lisa Stillwagon/HM	Educator Self-Care Day/AIU-Waterfront	4/15/24 1 day	\$0	No
1363796	Jim Comunale/MS	Design, Create, Innovate: Laser Cutting for an Enhanced STEAM Experience/Pittsburgh	5/8/24 1 day	\$31.44	Yes

12. PROFESSIONAL PERSONNEL

13. NON-CERTIFIED PERSONNEL

14. ATHLETIC PERSONNEL

15. BOARD PRESIDENT’S CORRESPONDENCE

Mr. Squires stated that there is none at this time.

16. EXECUTIVE SESSION DISCUSSION

Mr. Squires stated that Executive Session will be held after the Work Session.

17. BOARD REPORTS

A. Committees

Building & Grounds – Mr. Zidek spoke about the loading dock wall at the High School, fencing behind the baseball field, and fencing around the Pre-K area at Homeville. Mr. Soles spoke about getting new bids for the High School auditorium updates, and the PEMCO quote for the Titan Evolution Room at the High School. Dr. Solomon talked about what is happening in the Titan Evolution room.

Finance – Mr. Wehrer gave a report on the PDE ESSER monitoring that is going on today and tomorrow. He also stated that there will be a Food Service Review next week. Lastly, Mr. Wehrer gave an update on the 2024-2025 proposed budget.

Athletics & Activities – Mr. Soles is working on getting more quotes for the field turf and field lighting.

Technology – Mr. Soles spoke about cyber security training, enhanced password security, computer quotes and advanced threat security. Mr. Squires added more details about the advanced threat security.

Education – Mr. Soles stated that he had received the Middle School Course of Study, and the elementary and secondary summer school proposals. He would like to accept the Building Stronger Community Grant, and the MOU with the Department of Human Services for the transportation of Foster/Homeless students. There was a discussion about the letter of intent with Kennywood Plaza, and the diploma retrieval program that will be housed in that space. Mr. Soles talked about the educational stability plan, the Ed-Insight quote and Lan School. Lastly, he would like to schedule an education committee meeting.

Policy – Mr. Soles would like to schedule a policy committee meeting.

B. Steel Center

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

18. SOLICITOR'S REPORT

Mr. Lucas had nothing for tonight.

19. OLD BUSINESS

None

20. NEW BUSINESS

None

21. ADJOURNMENT

Meeting adjourned at 7:17 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

Name	Address	Organization Representing (If Any)
Deb Kostelnik	106 Samuel Dr.	
Barb Gregory	666 DeBaldo Dr	
Karen Truax		WMFA
Therese Selby	110 Main Entrance	