

**Thursday, January 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 6:00 p.m.**

**1. OPENING EXERCISES**

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

Members Present: Matthew Blazeovich, Kevin Squires, Judith Ahern, Anthony DiCenzo, 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. January is School Director Recognition Month. We'd like to thank these elected school directors for the time, dedication, and effort they give year-round to do what is necessary to ensure our schools remain a pathway to a promising future and for making the success of our children their priority. (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. 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. November 9, 2023 – Discussed Personnel and Legal Issues
- b. November 16, 2023 – Discussed Personnel and Legal Issues
- c. December 5, 2023 – Discussed Personnel and Legal Issues

2. Approval of Minutes

- a. November 9, 2023 – Work Session
- b. November 16, 2023 – Regular Board Meeting
- c. December 5, 2023 – Re-Organization Meeting
- d. December 5, 2023 – Regular Board Meeting

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

A. Finance

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

1. December real estate tax refunds due for 2021, 2022 and 2023 to specified property owners of West Mifflin Borough and Whitaker Borough in the amount of \$9,124.05 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. January real estate tax refunds due for 2022 and 2023 to specified property owners of West Mifflin Borough and Whitaker Borough in the amount of \$385,879.58 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. Mileage rate reimbursement to be in accordance with the Internal Revenue Service standard mileage rate of 67.0 cents per mile for 2024, effective January 1, 2024.
4. Updated mileage chart between WMASD schools and select external facilities, effective January 1, 2024.

B. Purchasing/Contracting

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

1. None

**8. FINANCIAL REPORTS**

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

A. Secretary Receipts

1. November - \$2,747,635.46
2. December - \$5,157,431.35

B. Student Activities

1. November - \$178,427.37
2. December - \$181,679.28

C. Treasurer's Report

1. November - \$21,150,574.12
2. December - \$19,847,959.65

## D. Refunds Subtracted from Expenditures

## 1. November

Account Description	Received From	Amount
Due To/From Cafeteria	FNS – Lunch	\$4,781.42
Due To/From Cafeteria	FNS – Breakfast/Needy	\$1,854.80
Due To/From Cafeteria	Lunch Hi/Low	\$140,249.55
Due To/From Cafeteria	Reg/Ndy/Breakfast	47,837.19
Due To/From Cafeteria	State Breakfast Initiative	\$2,798.85
Due To/From Cafeteria	Fresh Fruit & Vegetables	\$2,914.05
Due To/From Cafeteria	Payroll – September & October	\$114,633.90
Due To/From Cafeteria	Fringe Benefits – Sept & Oct	\$12,824.26
Insurance Copay	Pay Date – 11/17/23	\$37,756.70
Insurance Copay	Individuals	\$586.89
Early Retirement Benefits	AMCA	\$6,238.05
One to One Initiative – Technology	HS – Student Obligations	\$30.00
One to One Initiative – Technology	MS – Student Obligations	\$120.00
Special Ed – Titan Shoppe	Merchant CD	\$2,742.18
Supplies – High School – Pre-K	HS Pre-K	\$210.00
Food – High School – Pre-K	HS Pre-K	\$90.00
Library – Books & Periodicals – CB	Library Obligation	\$11.00
Tax Collection – Other	LTS, Inc.	\$53.93
Custodian/Maintenance OT	Little League Wrestling	\$660.00
Custodian/Maintenance OT	Central Catholic	\$425.00
Bldg. & Grounds – Supplies – HM	Community Basketball	\$30.00
Bldg. & Grounds – Supplies – HS	Little League Wrestling	\$30.00
Bldg. & Grounds – Supplies – MS	Community Basketball	\$30.00
Security/Safety Services – HM	Community Basketball	\$1,548.00
Security/Safety Services – HS	Little League Wrestling	\$258.00
Security/Safety Services – MS	Community Basketball	\$1,892.00
Security/Safety Services – Misc.	Central Catholic	\$2,575.00
Tech Services – Laptop Insurance	Student Laptop Insurance	\$150.00
Game Workers – HS	Central Catholic	\$500.00
Athletics – HS Supplies – Wrestling	Rost	\$500.00
Insurance Claim	Liberty Mutual	\$30,305.25

## 2. December

Account Description	Received From	Amount
Due To/From Cafeteria	FNS – Lunch	\$3,633.70
Due To/From Cafeteria	FNS – Breakfast/Needy	\$1,445.30
Due To/From Cafeteria	Lunch Hi/Low	\$106,524.80
Due To/From Cafeteria	Reg/Ndy/Breakfast	\$37,280.59
Due To/From Cafeteria	State Breakfast Initiative	\$2,176.10
Due To/From Cafeteria	Fresh Fruit & Vegetables	\$3,033.89
Due To/From Cafeteria	Supply Chain Assistance	\$59,140.62
Due To/From Cafeteria	Payroll – November	\$63,175.66
Due To/From Cafeteria	Fringe Benefits – November	\$6,412.13
Insurance Copay	Pay Date – 12/15/23	\$37,774.22
Insurance Copay	Individual	\$224.38
Early Retirement Benefits	AMCA	\$6,238.05

Tuition – Cyber/Charter Schools	PA Distance Learning & Propel	\$10.53
Tuition – Cyber/Charter Schools	Agora Cyber & Propel	\$3,363.19
Supplies – CB	Student Activities	\$2,354.99
One to One Initiative	HM – Obligations	\$50.00
One to One Initiative	HS – Obligations	\$472.00
Special Ed Tuition – Cyber/Charter	Propel	\$4,843.28
Special Ed – Titan Shoppe	Merchant CD	\$2,537.90
Tuition – Steel Center	Duquesne SD	\$40,469.55

E. Tax Collector's Report

1. November

Tax Type	Received From	Amount	Commission
Property Tax – West Mifflin	Jonathan Hess	\$1,259,195.85	N/A
Property Tax – Whitaker	Patty Pasquantonio	\$68,301.83	N/A
Earned Income Tax – West Mifflin	Jordan Tax Service	\$367,165.40	\$6,501.20
Earned Income Tax – Whitaker	Jordan Tax Service	\$17,539.56	\$317.38
Realty Transfer Tax – West Mifflin	V. McDonald Roberts	\$14,589.14	\$291.79
Realty Transfer Tax – Whitaker	V. McDonald Roberts	\$1,189.50	\$23.79
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$11,143.99	\$5,076.64
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$2,420.59	\$1,452.92
Delinquent LST Tax – West Mifflin	Legal Tax Service	\$32.36	\$1.78
Del Mercantile Tax – West Mifflin	Legal Tax Service	\$1,570.74	\$86.39
Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$53,125.49	\$2,921.90
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$415.22	N/A
Del Realty Tax – Act 20 – Whitaker	Legal Tax Service	\$63.65	N/A
Del Realty Tax – Civil Action – WM	Legal Tax Service	\$54,401.79	N/A
Del Realty Tax – Civil Action – Whitaker	Legal Tax Service	\$20,247.21	N/A

2. December

Tax Type	Received From	Amount	Commission
Property Tax – West Mifflin	Jonathan Hess	\$373,982.54	N/A
Earned Income Tax – West Mifflin	Jordan Tax Service	\$157,664.09	\$2,338.14
Earned Income Tax – Whitaker	Jordan Tax Service	\$7,787.39	\$31.03
Realty Transfer Tax – West Mifflin	V. McDonald Roberts	\$18,105.44	\$362.11
Realty Transfer Tax – Whitaker	V. McDonald Roberts	\$95.00	\$1.90
Delinquent Realty Tax – West Mifflin	Legal Tax Service	\$13,176.75	\$5,419.72
Delinquent Realty Tax – Whitaker	Legal Tax Service	\$737.50	\$181.49
Del Mercantile Tax – West Mifflin	Legal Tax Service	\$13,176.81	\$724.72
Del Bus Privilege Tax – West Mifflin	Legal Tax Service	\$51,075.97	\$2,809.18
Del Realty Tax – Act 20 – West Mifflin	Legal Tax Service	\$620.96	N/A
Del Realty Tax – Act 20 – Whitaker	Legal Tax Service	\$17.34	N/A
Del Realty Tax – Civil Action – West Mifflin	Legal Tax Service	\$62,490.00	N/A
Del Realty Tax – Civil Action – Whitaker	Legal Tax Service	\$1,474.07	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. Evashavik Law, LLC	WSD—233	Student Disciplinary Hearings	\$1,500.00
2. Legal Tax Services	WSD—264	Filing Fees	\$54.60

3. Andrews and Price	7141	November Monthly Retainer	\$1,000.00
4. Andrews and Price	7139, 7143, 7144, 7146, 7149, 7150, 7151, 715243	November Real Estate Tax Appeals	\$7,068.50
5. Andrews and Price	7140, 7142, 7145, 7147, 7148, 7153, 7154	November Other Professional Services	\$3,220.00
6. Legal Tax Services	WSD—265	Filing, Bank and Notary Fees, Parking and Postage	\$123.96
7. Andrews and Price	7641	December Monthly Retainer	\$1,000.00
8. Andrews and Price	7637, 7638, 7639, 7643, 7645, 7646, 7647, 7651, 7652, 7653, 7654, 7655	December Real Estate Tax Appeals	\$3,714.75
9. Andrews and Price	7640, 7644, 7648, 7649, 7650	December Other Professional Services	\$4,525.00
10. Andrews and Price	7642	December Middle School Construction Litigation	\$28.00

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. None

**11. SUPERINTENDENT'S REPORTS**

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

A. Home & School Visitor's Report – November 2023

B. Student Services

1. Expulsion of Student #11859 for a period of 365 days, as presented.
2. Expulsion of Student #14543 for a period of 365 days, as presented.

C. Student Activities

ID	Staff/Bldg.	Activity/Location	#Students	Grade(s)	Date
1292798	Brian Aufman/HS	Ski Club Trip/Boyce Park	20	9-12	1/25/24
1292809	Brian Aufman/HS	Ski Club Trip/Boyce Park	20	9-12	2/8/24
1292817	Brian Aufman/HS	Ski Club Trip/Boyce Park	20	9-12	2/22/24
*1293265	Kristen Bonacci/HS	Holiday Shopping/Southland 9	25	11-12	12/15/23
*1293627	Melissa Prutz/HS	Holiday Performances/Sycamore Estates, Independence Courts, The Palms Nursing Homes	17	10-12	12/21/23
*1293639	Melissa Prutz/HS	Holiday Performance/Sycamore Estates Assisted Living Facility	17	10-12	12/18/23
1294124	John Inglis	Grade 9 Steel Center Tour/ Steel Center	80	9	1/25/24
1295227	Sgt. DiCerbo/HS	Spirit of America Youth Conference/Valley Forge	2	11-12	2/29/24 – 3/3/24

1296863	Gina Hilligsberg/MS	Jr. Achievement STEM Day with US Steel-Women in STEM/Bridgeville	130	4-5	1/29/24
1297083	Gina Hilligsberg/MS	PBIS Student Summit/AIU Waterfront	9	4-5	5/17/24
*1297582	Bree Thompson/MS	SAVE Promise Club visit to Locust Grove/West Mifflin	25	7	12/19/23
1304409	Brian Aufman/HS	GEAR Engineering Competition/ Gateway HS	5	9-12	1/24/24
1304448	Tom Ruffling/HS	NACA College Fair/Convention Center, Pittsburgh	40	11	2/8/24
1304970	Brian Plichta/HS	TCA Field Trip/Carnegie Museum of Natural History	20	K-12	1/19/24
1305261	Brian Aufman/HS	Ski Club Trip/Boyce Park	35	9-12	2/9/24
1305731	Alexis Zywan/HS	PASC Region B Conference/South Fayette HS	20	9-12	3/22/24
1305760	Deana Wallace/HS	STARS Valentine's Dance/Belle Vernon HS	17	9-12	2/14/24
1307582	Kyra Reinheimer/MS	CBI/Science on the Road at the MS	25	4-8	1/25/24

D. Student Fundraising Activities

Club	Sponsor	Fundraiser	Use of Funds	Date(s)
MS Drama	Nina Ruffing	Character Breakfast	Club Activities	3/16/24

E. Buildings and Grounds

ID	Location	Date(s)/Time	Purpose/Applicant	Amount Paid
239	MS Gym	February 1, 5, 7, 8, 14, 15, 16, 20, 21, 22, 26, 27, 28 March 1, 4, 5, 7, 8 (5:00 PM – 8:00 PM)	Basketball League/WM Community Basketball Organization (Leon Harrison)	\$1,548
240	HV Gym	February 1, 2, 6, 8, 9, 13, 15, 16, 20, 22, 23, 27, 29 March 1, 5, 7, 8 (5:00 PM – 8:00 PM)	Basketball League/WM Community Basketball Organization (Leon Harrison)	\$1,462
284	HS Pool	February 7, 12, 14, 21, 26, 28 March 4, 6, 11, 13, 18, 20, 25, 27 (6:30 PM – 7:30 PM)	Zumba Classes/WM Pool & Aquatics (Laura Dolton)	n/a
286	HS Pool	February 27; March 5, 12, 19, 26 (5:00 PM – 8:30 PM)	Swim Lessons/WM Pool & Aquatics (Laura Dolton)	n/a
287	HS Pool	February 13, 20 (6:00 PM – 8:00 PM)	Family/Open Swim/ WM Pool & Aquatics (Laura Dolton)	n/a
288	HS Pool	February 7, 12, 21, 26, 28 March 4, 6, 11, 13, 18, 20, 25, 27 (7:30 PM – 8:30 PM)	Adult/Lap Swim/ WM Pool & Aquatics (Laura Dolton)	n/a
289	HS Cafeteria	January 11, 18, 25 February 1, 8, 15, 22, 29 (3:30 PM – 5:30 PM)	Drumming Circle/ANSAR of Pittsburgh (Elyanna Sharbaji)	n/a
292	MS Cafeteria, Classroom	March 16 (10:00 AM – 1:00 PM)	Breakfast Fundraiser/MS Drama Club (Nina Ruffing)	n/a
3275 – 3279	HS Classrooms	June 10 (7:30 AM – 6:00 PM) June 11, 12, 13, 14 (7:00 AM – 6:00 PM)	ASM Materials Camp/HS Science Department (Justin Sickles)	n/a

F. Conferences

ID	Name/Building	Conference/Location	Date/#Days	Cost	Sub
1294071	Mark Zidek/Admin	PASBO/Hershey	3/5/24 – 3/8/24 4 days	\$1113	No
*1294922	Bree Thompson/MS	IES Practice Guide: Strategies to Improve Algebra Knowledge/ AIU Waterfront	1/10/24 1 day	\$0	Yes
*1294923	Michele Marks/MS	IES Practice Guide: Strategies to Improve Algebra Knowledge/ AIU Waterfront	1/10/24 1 day	\$0	Yes
1302222	Lisa McClafferty/HS	2024 PA Dept of Ed Conference, Making a Difference: Educational Practices that Work/Hershey	2/28/24 – 3/1/24 3 days	\$465	Yes
1307446	Wendy Kennedy/MS	ELA Symposium in the Reading Achievement Center/ AIU Waterfront	1/23/24 1 day	\$0	Yes

**12. PROFESSIONAL PERSONNEL**

**13. NON-CERTIFIED PERSONNEL**

**14. ATHLETIC PERSONNEL**

**15. BOARD PRESIDENT’S CORRESPONDENCE**

Mr. Blazeovich had nothing at this time.

**16. EXECUTIVE SESSION DISCUSSION**

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

**17. BOARD REPORTS**

A. Committees

Building & Grounds – Mr. Zidek spoke about having the Field House sprinkler system inspected, and having the kitchen hoods cleaned. Mr. Soles talked about hiring students for summer help. Mr. Wehrer talked about the two lawn care bids that were received. Mr. Zidek went on to talk about purchasing district equipment to cut the athletic fields. There was an extensive discussion about what the district could do with our lawn care service. Mr. Wehrer talked about the high school roof bids that were received. Mr. Zidek spoke about getting a card reader at the Stadium to gain access to the weight room.

Finance – Mr. Wehrer stated that the AFR has been submitted. But may need revised since Maher Duessel’s audit is not yet complete. Also, Mr. Wehrer gave an update on the property appeals process that was recommended by Andrews and Price.

Athletics & Activities – Mr. Soles stated that Mr. Kesser requested permission to begin the purchasing process for new band uniforms. The Junior High Wrestlers and Varsity Wrestlers have found a tournament that they would like to participate in. Junior High would be in Waynesburg, and Varsity would be in Grove City. Mr. Soles met with Field Turf and had pricing to replace the turf at the Baseball/Softball complex. He also called about getting lighting on the fields. Mr. Soles would like to schedule a presentation for February’s meeting.

Technology – Mr. Helbling gave an update on technology systems. He asked for access to the cyber security insurance policy and the Terra Switch and Connectivity contacts. He is looking to save the district some money, and making sure we are getting what we paid for. Mr. Soles asked to renew the District's Adobe licenses.

Education – Mr. Soles stated that there is a committee meeting scheduled for January 22<sup>nd</sup> at 5:00 p.m. He put together a preliminary school calendar for the 2024-2025 school calendar. Mr. Soles would like to revisit the purchase the two school vans. There are several groups that could benefit from this purchase. Lastly, the district has a MOU to allow outside students to attend Adelphoi on West Mifflin campus.

Policy – Mr. Soles talked about Policy 815-Technology, and 819-Suicide Awareness, and asked for them to be added to the agenda for first reading.

B. Steel Center

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

**18. SOLICITOR'S REPORT**

Mr. Lucas has nothing for public session.

**19. OLD BUSINESS**

None

**20. NEW BUSINESS**

None

**21. ADJOURNMENT**

Meeting adjourned at 7:23 p.m.

  
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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)
Therese Sekely	110 Main Entrance Dr	
Barb Gregory	466 DeBaldo Dr.	
Karen Treax		WMFT
Debbie Kostelnik	106 Samuel Dr.	