



**MINUTES**  
**Joint Operating Committee Regular Meeting**  
**Tuesday, May 6, 2025**

**1. Call to order**

The meeting was called to order by President Giglione at 7:55pm at Mon Valley School.

**1.1. Roll Call**

Brentwood	Mr. David Schaap
Clairton	Mr. Roger Tachoir
Duquesne	Mrs. Calvina Harris
Elizabeth Forward	Mr. Travis Stoffer
South Allegheny	Mrs. Lauren DiBeneditto Huey
South Park	Mr. Wayne Perry
Steel Valley	Mrs. Cara Karstetter
West Jefferson Hills	Mrs. Suzanne Downer
West Mifflin Area	Mr. Mark Donahoe
Baldwin-Whitehall	Mr. Pete Giglione

The President declared a quorum.

Others Present:

Dr. Randal Lutz, Superintendent of Record  
Jocelyn Kramer, Weiss Burkardt Kramer  
Scott Dadowski, Mon Valley Asst. Principal  
David Matzie, Facilities Manager, Sp. Ed. AIU3  
Gail Hoppe, Bethel Park SD  
Burt Comensky, Duquesne City School

**Steel Center Staff:**

Kevin Rice, Executive Director  
Scott Kane, Asst. Director/Principal  
Patrice Allison, Asst. Business Manager  
Kaitlyn Youngstead, Assistant Principal  
Tom Bernick, Supervisor of Building & Grounds  
Tricia Cousino, Board Secretary

## 2. Board Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 6:00 PM on May 5, 2025. The meeting is open to the public to attend in-person.

## 3. President Remarks

An executive session was held following the meeting for purposes of discussing legal matters as requested by Superintendent of Record Dr. Lutz.

## 4. Minutes

4.1. A motion was made by Mrs. Karstetter, seconded by Mr. Perry, and carried by an aye vote to approve the minutes from April 1, 2025.

## 5. Financial ACTION ITEMS

A motion was made by Mr. Schaap, seconded by Mrs. Harris, carried by a roll call vote of 10-0 to approve Finance items 5.1 to 5.3 as presented.

5.1. Treasurer's Report ending March 31, 2025

5.2. Bills to be Approved

5.2.1 SEASS Administrative Fund Check Register – Payments April 2025

5.2.2 SEASS Administrative Fund Checks to Approve – Future Payments

5.3. Approved the 2024-2025 Southeastern Area Special School **Administrative Budget** in the total amount of **\$373,858** as presented.

## 6. Principal's Report

Mr. Dadowski distributed invitations to all Board members for Mon Valley School's graduation on June 2, 2025 at 7:00pm.

## 7. Facilities ACTION ITEMS

A discussion took place regarding must needed repairs and/or equipment replacement within the Mon Valley School building. Mr. Schaap requested seeking HHSDR's input on high priority repairs and needs. An update was given on the completion of the lighting project for the outdoor front entrance. Further discussions will take place at the June meeting.

## 8. Allegheny Intermediate Unit Report – NONE

**9. Superintendent of Record Report**

Dr. Lutz requested an executive session be held at the conclusion of the regular meeting.

**10. Solicitor's Report – NONE**

**11. Information Items – NONE**

**12. Other Business – Joint Operating Committee Business**

A motion was made by Mr. Schaap, seconded by Mr. Perry, carried by a roll call vote of 10-0 to approve Action item 12.1 as presented.

**12.1. Fee for Non-Member Districts**

- Approved the Building Usage Fee of **\$5,000** per student for non-member districts for the 2025-2026 school year.

A motion was made by Mrs. Karstetter, seconded by Mrs. DiBeneditto, carried by a roll call vote of 10-0 to approve Action item 12.2 as presented.

**12.2. Yearbook Donation**

- Approved a donation to **Mon Valley School** in the amount of **\$1,200** to be used towards production of the yearbook.

**13. Visitor Comments – NONE**

**14. Adjournment**

There being no further business, a motion was made by Mr. Schaap, seconded by Mr. Perry, carried by an aye vote to adjourn the meeting at 8:18pm.

**NEXT MEETING: Tuesday, June 3, 2025 at Mon Valley School – Media Center**

Respectfully submitted,

*Tricia Cousino*

Tricia Cousino, Board Secretary