



**MINUTES**  
**Joint Operating Committee Regular Meeting**  
**Tuesday, December 10, 2024**  
**Mon Valley School – Media Center**

**1. Call to order**

The meeting was called to order by President Schaap at 7:25 at Mon Valley School.

**1.1. Flag Salute**

**1.2. Roll Call**

Baldwin-Whitehall  
Bethel Park  
Clairton  
Duquesne  
Elizabeth Forward  
South Allegheny  
South Park  
Steel Valley  
West Jefferson Hills  
West Mifflin Area  
Brentwood

Mr. Pete Giglione  
Mrs. Gail Hoppe - ABSENT  
Mr. Roger Tachoir  
Mrs. Calvina Harris  
Mr. Travis Stoffer  
Mrs. Lauren DiBeneditto  
Mr. Wayne Perry  
Mrs. Cara Karstetter - ABSENT  
Mrs. Suzanne Downer  
Mr. Mark Donahoe  
Mr. David Schaap

The President declared a quorum.

Others Present:

Dr. Randal Lutz, Superintendent of Record  
Jocelyn Kramer, Weiss Burkardt Kramer  
Dr. Richard Dowell, Mon Valley School Principal  
Melissa Wood, Baldwin-Whitehall School District  
Sonya Gooden, Duquesne City School District  
Mark Turnley, CPA

**Steel Center Staff:**

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

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

The agenda was posted on the Steel Center website by 6:00 PM on December 9, 2024. The meeting is open to the public to attend in-person.

## **3. President Remarks**

An executive session was held prior to tonight's meeting for purposes of discussing personnel and legal matters.

On behalf of the board, Mr. Schaap praised the students and teachers of the Culinary Arts and Baking/Pastry Chef programs for the wonderful holiday dinner.

## **4. Nominations for President and Vice President**

Ms. Kramer opened the floor for nominations.

### **4.1. Nomination for President**

A motion was made by Mrs. Harris, seconded by Mrs. DiBeneditto to nominate Mr. Schaap for the position of President. A motion was made by Mr. Giglione, seconded by Mr. Donahoe to close nominations and appoint Mr. Schaap as President. This motion was carried by an aye vote.

### **4.2. Nominations for Vice President**

A motion was made by Mr. Giglione, seconded by Mrs. DiBeneditto to nominate Mrs. Harris for the position of Vice President. A motion was made by Mr. Perry, seconded by Mrs. DiBeneditto to close nominations and appoint Mrs. Harris as Vice President. This motion was carried by an aye vote.

## **5. Student Presentations – NONE**

## **6. Other Presentations – Audit Report for Steel Center and SEASS, Mark Turnley CPA**

Mr. Turnley provided an overview of the audit report for the Steel Center Combined Budget and the SEASS Administrative Budget, for the fiscal year ending June 30, 2024, along with a five-year history analysis for each.

## **7. Minutes**

**7.1.** A motion was made by Mrs. DiBeneditto, seconded by Mrs. Harris, carried by an aye vote to approve the minutes from November 12, 2024.

## 8. Financial ACTION ITEMS

A motion was made by Mr. Giglione, seconded by Mr. Perry, carried by a 9-0 vote to approve Finance items 8.1 to 8.5 as presented.

### 8.1. Treasurer's Report Ending October 31, 2024

### 8.2. Bills to be Approved

#### 8.2.1 General Fund Check Register – Payments November 2024

#### 8.2.2 General Fund Contracted Services to be Ratified – Over \$1,000 (Included in Check Register listing)

#### 8.2.3 General Fund Purchase Orders to be Ratified —Over \$1,000 – Future Payments

#### 8.2.4 Administrative Fund Check Register – Payments November 2024

#### 8.2.5 Administrative Fund Checks to Approve – Future Payments

#### 8.2.6 Renovation Fund Expenses to be Ratified – Future Payments

### 8.3. Ratified Student Activity Report for October 2024

### 8.4. Renovation Fund Treasurer's Report Ending October 31, 2024

### 8.5. Authorized the Administration to pay invoices when received and ratify them at the February 4, 2025 JOC meeting if necessary.

## 9. Administrative ACTION ITEMS

A motion was made by Mr. Giglione, seconded by Mr. Donahoe, carried by a 9-0 vote to approve the Operations item 9.1.1 as presented.

### 9.1 Operations

#### 9.1.1 Reappointment of Solicitor

- Approved the reappointment of **Weiss Burkardt Kramer LLC** as solicitor for 2025, with a retainer of \$500 per month and hourly billing rate of \$160 per hour.

A motion was made by Mr. Perry, seconded by Mrs. DiBeneditto, carried by a 9-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items 9.1.2 to 9.2.2 as presented.

#### 9.1.2 Snow Removal Contract Extension

- Approve the two-year contract extension with Haines Landscaping for snow removal through the school year 2026-2027 as presented. This cost is shared with Mon Valley School.

#### 9.1.3 Executive Advisory Council 2024-2025

- Approved **Rebecca Bloom**, Labor & Employee Relations Director with US Steel Mon Valley Works to serve on the EAC for 2024-2025 school year.

## **9.2 Personnel**

### **9.2.1 Tenth Agreement – Classified Employees Unit**

- Ratified the agreement between Steel Center for Career and Technical Education and Steel Center Vo-Tech Federation of Teachers AFT Local 3621, AFT-CIO (Classified Employees Unit) effective July 1, 2025 to June 30, 2030 as presented, subject to the Superintendent of Record to prepare the final agreement consistent with Article XVIII, Paragraph f.

### **9.2.2 Employee Discipline Resolution**

- Approved discipline resolution for employee #7330 as presented.

## **9.3 Conferences, Seminars & Competitions – NONE**

## **10. Facilities ACTION ITEMS – NONE**

## **11. Renovation Update – ACTION ITEM**

A motion was made by Mr. Perry, seconded by Mr. Tachoir, carried by a 9-0 vote to approve item 11.1 as presented.

- 11.1.** Ratified Change Order GC-6 with DiMarco Construction Co. in the amount of **\$35,245.99.**

## **12. Superintendent of Record Report – NONE**

## **13. Solicitor’s Report – NONE**

## **14. Information Items**

### **14.1. JOC Brief**

Mr. Rice shared the following updates:

- The renovation rephasing plan was updated with a anticipated end date of November 19, 2025.
- The Collision Repair & Refinishing program received a \$5,000 grant from the Collision Repair Education Foundation to purchase tools and equipment.
- In the upcoming months we will be reaching out to our State Legislators to schedule visits and tours of Steel Center and see the progress of the renovation.

**15. Other Business – NONE**

**16. Visitor Comments – NONE**

Mr. Schaap announced since there would be no upcoming renovation action items to address, the meeting scheduled for January 7, 2025, is hereby canceled.

**17. Adjournment**

There being no further business, a motion was made by Mr. Perry, seconded by Mrs. Harris, carried by an aye vote to adjourn the meeting at 8:06pm.

**NEXT MEETING: February 4, 2025, at Mon Valley School – Media Center**

Respectfully submitted,

*Tricia Cousino*

Tricia Cousino, Board Secretary