



**MINUTES**  
**Joint Operating Committee Regular Meeting**  
**Tuesday, March 5, 2024**

**1. Call to order**

The meeting was called to order by President Schaap at 7:12pm at Steel Center.

**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  
Mr. Roger Tachoir  
Mrs. Calvina Harris  
Mr. Travis Stoffer  
Mrs. Lauren DiBeneditto  
Mr. Wayne Perry  
Mrs. Cara Karstetter  
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  
Beth Wooster, parent  
Russell Wooster, parent  
Amara Pandocchi, student  
Christine Cirillo, parent  
Ethen Boyle, student  
William Kelly, student  
Jayden Colorado, student  
Connor Gardon, student

**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  
Ted Pavlack, NAHB Advisor

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

The agenda was posted on the Steel Center website by 6:00 PM on March 4, 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.

## 4. Student Presentations - NAHB

Mr. Pavlack and the Steel Center team of students, as listed below, shared their experiences from the National Association of Home Builders 2024 International Builders' Show on February 26-28, 2024, in Las Vegas, NV. The team placed second in the national competition and Jayden Colorado also received an Outstanding Student Participant award. Student Team:

- Amara Pandocchi, South Allegheny
- Conner Garden, Thomas Jefferson
- Billy Kelly, Baldwin-Whitehall
- Ethan Boyle, Elizabeth Forward
- Jayden Colorado, West Mifflin

## 5. Other Presentations – Educator of Distinction

Executive Director Kevin Rice recognized and awarded Mr. Ted Pavlack, Carpentry Teacher, the 2024 Educator of Distinction Award. This prestigious award is bestowed annually upon a faculty member who exemplifies excellence, dedication to students, and outstanding teamwork while surpassing their job expectations to bring outside recognition from the public school system and/or business and industry to their program and our school.

## 6. Minutes

6.1. A motion was made by Mr. Perry, seconded by Mrs. Hoppe, carried by an aye vote to approve the minutes from February 6, 2024.

## 7. Financial ACTION ITEMS

A motion was made by Mrs. Hoppe, seconded by Mr. Perry carried by a 11-0 vote to approve Finance items 7.1 to 7.4 as presented.

7.1. Treasurer's Report Ending January 31, 2024

7.2. Bills to be Approved

7.2.1 General Fund Check Register – Payments February 2024

- 7.2.2 General Fund Contracted Services to be Ratified – Over \$1,000 (Included in Check Register listing)
- 7.2.3 General Fund Purchase Orders to be Ratified —Over \$1,000 – Future Payments
- 7.2.4 Administrative Fund Check Register – Payments February 2024
- 7.2.5 Administrative Fund Checks to Approve – Future Payments
- 7.2.6 Renovation Fund Expenses to be Ratified – Future Payments
- 7.3. Ratified Student Activity Report for January 2024
- 7.4. Renovation Fund Treasurer’s Report Ending January 31, 2024

## 8. Administrative ACTION ITEMS

A motion was made by Mrs. Karstetter, seconded by Mrs. DiBeneditto, carried by a 11-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items as presented.

### 8.1 Operations

#### 8.1.1 Donations of Materials Received

- Accepted the donations from the following for materials used in the applicable program area as presented:
  - Banner Supply, materials in the amount of \$10,000.
  - AVETS, materials in the amount of \$2,000.

### 8.2 Personnel – NONE

### 8.3 Conferences, Seminars & Competitions

#### 8.3.1 SkillsUSA State Leadership Conference

- Approved Skills USA Advisors, **Rick Heltion, Erin Heltion and Maria Inks**, along with **19 Steel Center SkillsUSA students** to attend the SkillsUSA State Competition in Hershey, PA on April 3-5, 2024, at an approximate cost of **\$15,682**.

#### 8.3.2 Technical School Education Day

- Approved Executive Director **Kevin Rice, Shannon Hinkle and Stacey Caudill** to accompany **6 students** to the State Capitol in Harrisburg, PA for Legislative visits and Technical School Education Day on April 8-9, 2024, at an approximate cost of **\$2,500**.

## 9. Facilities ACTION ITEMS – NONE

**10. Renovation Update**

Mr. Rice took several board members on a tour of the facility prior to the meeting to see first-hand the progress of the renovation.

**11. Superintendent of Record Report**

Dr. Lutz recognized and thanked Mr. Rice and his administrative staff for keeping the safety of Steel Center students and staff at the forefront during recent challenges.

**12. Solicitor's Report – NONE**

**13. Information Items**

**13.1. JOC Brief** – No additional updates

**13.2. JOC Meeting Location**

With the progress of the renovation, it is likely Steel Center and SEASS JOC board meetings will be held at Mon Valley School, 555 N. Lewis Run Road, Jefferson Hills, PA. Once finalized, a legal advertisement will be placed in the Post Gazette.

**14. Other Business – NONE**

**15. Visitor Comments – NONE**

**16. Adjournment**

There being no further business, a motion was made by Mrs. Hoppe, seconded by Mrs. Harris, carried by an aye vote to adjourn the meeting at 7:38pm.

**NEXT MEETING: April 2, 2024**

Respectfully submitted,

*Tricia Cousino*

Tricia Cousino, Board Secretary