



**MINUTES**  
**Joint Operating Committee Regular Meeting**  
**Tuesday, April 1, 2025**  
**Mon Valley School – Media Center**

**1. Call to order**

The meeting was called to order by President Schaap at 7:02pm at Mon Valley School.

- 1.1. Flag Salute**
- 1.2. Roll Call**

- |                      |                              |
|----------------------|------------------------------|
| Baldwin-Whitehall    | Mr. Pete Giglione            |
| Bethel Park          | Mrs. Gail Hoppe              |
| Clairton             | Mr. Roger Tachoir            |
| Duquesne             | Mrs. Calvina Harris – ABSENT |
| Duquesne             | Mr. Burt Comensky            |
| Elizabeth Forward    | Mr. Travis Stoffer - ABSENT  |
| South Allegheny      | Mrs. Lauren DiBeneditto      |
| South Park           | Mr. Wayne Perry              |
| Steel Valley         | Mrs. Cara Karstetter         |
| West Jefferson Hills | Mrs. Suzanne Downer          |
| West Mifflin Area    | Mr. Mark Donahoe             |
| Brentwood            | 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
- David Matzie, Facilities Manager, Sp. Ed. AIU3
- Isabelle Bracco, Student
- Lilly Kohnen, Student
- Steve Kastronis

- Steel Center Staff:**
- Kevin Rice, Executive Director
  - Chris Hamilton, Business Manager
  - Patrice Allison, Asst. Business Manager
  - Kaitlyn Youngstead, Assistant Principal
  - Tom Bernick, Supervisor of Building & Grounds
  - Tricia Cousino, Board Secretary
  - Jay Cherep, Technology Specialist
  - Jennifer Kastronis, HOSA 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 31, 2025. 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 legal matters.

## **4. Student Presentations – HOSA**

Mrs. Kastronis along with two student representatives, gave the following updates:

- Twelve student participants from Steel Center attended the State Leadership Conference in Lancaster, PA and earned five gold medals and one silver medal. Next, they will move onto the International Conference in June in Nashville, TN.
- The student delegates felt the conference was challenging and a great learning experience.

## **5. Other Presentations – 2025-2026 Proposed Budgets, Chris Hamilton**

Mr. Hamilton presented the 2025-2026 proposed Combined Budget for Steel Center and for Southeastern Area Special Schools (SEASS). A discussion followed regarding the budgeted increase for health benefits.

## **6. Minutes**

- 6.1.** A motion was made by Mr. Perry seconded by Mr. Donahoe, carried by an aye vote to approve the minutes from March 4, 2025.

## **7. Financial ACTION ITEMS**

A motion was made by Mrs. Karstetter, seconded by Mrs. DiBeneditto, carried by a 9-0 vote and one (1) abstention to approve Finance items 7.1 to 7.4 as presented.

**7.1.** Treasurer's Report Ending February 28, 2025

**7.2.** Bills to be Approved

**7.2.1** General Fund Check Register – Payments March 2025

**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 March 2025

**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 February 2025
- 7.4. Renovation Fund Treasurer’s Report Ending February 28, 2025

## 8. Administrative ACTION ITEMS

A motion was made by Mrs. Hoppe, seconded by Mr. Perry, carried by a 10-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items as presented.

### 8.1 Operations

#### 8.1.1 Occupational Advisory Committee Member

- Approved the following individual to serve on Cybersecurity & Networking technology’s OAC for the 2024-2025 school year:
  - Mitchell Holmes, System Engineer at Advent Communications

#### 8.1.2 Cyber Services Agreement

- Approved the Cyber Services Agreement with Seneca Valley School District for five (5) years from the 2025-2026 school year through the 2029-2030 school year subject to final terms and conditions approved by the Solicitor.

### 8.2 Personnel

#### 8.2.1 Instructional Aide

- Ratified the hiring of **Erica Evans** as a 10-Month Instructional Aide for the 2024-2025 school year, contingent upon Steel Center’s receipt of required documentation prior to the first day of employment, at a probationary rate of **\$15.00** per hour and then to Step 1 pay scale plus benefits as stated in the Classified Employee Contract.

#### 8.2.2 Service Employee – Custodian

- Ratified the hiring of **Brian Ratay** as a 12-Month Service Employee for the 2024-2025 school year, contingent upon Steel Center’s receipt of required documentation prior to the first day of employment, at a probationary rate of **\$15.00** per hour and then to Step 1 pay scale plus benefits as stated in the Classified Employee Contract.

### 8.3 Conferences, Seminars & Competitions – NONE

## 9. Facilities ACTION ITEMS – NONE

## 10. Renovation Update – ACTION ITEMS – NONE

**11. Superintendent of Record Report**

Refer to item 14.1

**12. Solicitor's Report – NONE**

**13. Information Items**

**13.1. JOC Brief**

Mr. Rice gave the following updates:

- Renovation:
  - In determining furniture needs, items have been broken down into 2 groups – student furniture and auxiliary furniture. Expect an item to be presented for approval at the May meeting.
  - Review of possible arbitrage fees related to bond interest.
- Advocacy: ACTE National Seminar in Washington DC provided some insight on possible impacts of funding for CTE.
- Community Relations: Mr. Rice attended the National Council of Negro Women's Spring Awards Banquet where Mrs. Harris was honored with a Legacy Award.

**14. Other Business**

**14.1.** Discussion of joint ownership of equipment and/or district usage of Steel Center owned equipment.

Mr. Schaap recently attended the Legislative Meeting held at the AIU on March 27, 2025, which was wonderfully catered by Steel center's Culinary and Baking & Pastry programs.

**15. Visitor Comments – NONE**

**16. Adjournment**

There being no further business, a motion was made by Mrs. Hoppe, seconded by Mrs. DiBeneditto, carried by an aye vote to adjourn the meeting at 7:43pm.

**NEXT MEETING: May 6, 2025, at Mon Valley School – Media Center.**

Respectfully submitted,

*Tricia Cousino*

Tricia Cousino, Board Secretary