



MINUTES
Joint Operating Committee Regular Meeting
Tuesday, June 3, 2025
Mon Valley School – Media Center

1. Call to order

The meeting was called to order by President Schaap at 7:19pm 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 |
| Elizabeth Forward | Mr. Travis Stoffer |
| South Allegheny | Mrs. Lauren DiBeneditto - ABSENT |
| South Park | Mr. Wayne Perry |
| Steel Valley | Mrs. Cara Karstetter |
| West Jefferson Hills | Mrs. Suzanne Downer |
| West Mifflin Area | Mr. Mark Donahoe - ABSENT |
| 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
- Burt Comensky, Duquesne City SD
- Alexandre Downer, West Jefferson Hills SD

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

2. Board Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 6:00 PM on June 2, 2025. The meeting is open to the public to attend in-person.

Ms. Alexandre Downer, Life Skills Instructor at Gill Hall Elementary, detailed the outdoor sensory wall project she is creating at the school. She received funding for this project through the West Jefferson Hills Foundation. In addition, students and instructors from Steel Center's Carpentry and Building Trades programs donated their time to build the structure. Building materials were donated by DiMarco Construction. Ms. Downer will continue the project by adding the sensory elements. She plans to provide an update upon completion of the project.

3. President Remarks

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

Mr. Kane presented the Safety and Security Annual Report during Executive Session.

4. Student Presentations – NONE

5. Other Presentations – Student Services Year-End Report

Mr. Rice distributed the 2024-2025 Student Services Report and highlighted the following information found within the report:

- Counselors: services offered, outreach, enrollment trends, NOCTI results, college and career readiness, and crisis intervention.
- Special Education: IEPs and 504s, ongoing support, language barriers, and training with teachers.
- Work-Based Learning: cooperative education, career readiness, industry engagement, and job/career fairs.
- CHILL Project: features, services, outcomes, and initiatives.

6. Minutes

- 6.1.** A motion was made by Mrs. Hoppe, seconded by Mrs. Harris, carried by an aye vote to approve the minutes from May 6, 2025.

7. Financial ACTION ITEMS

A motion was made by Mr. Perry, seconded by Mrs. Karstetter, carried by a 9-0 vote to approve Finance items 7.1 to 7.5 as presented.

7.1. Treasurer's Report Ending April 30, 2025

7.2. Bills to be Approved

7.2.1 General Fund Check Register – Payments May 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 May 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 April 2025

7.4. Renovation Fund Treasurer's Report Ending April 30, 2025

7.5. Payment of June and July Invoices

- Because there is no meeting scheduled in July, the Board authorized the Administration to pay invoices when received so that they may be paid out of the correct school year. All invoice payments will be ratified at the August meeting.

8. Administrative ACTION ITEMS

A motion was made by Mrs. Karstetter, seconded by Mr. Perry, carried by a 9-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items 8.1.1 to 8.3.4 as presented.

8.1 Operations

8.1.1 Workers Compensation Insurance Renewal

- Approved the renewal with **Henderson Brothers, Inc.** for the workers compensation insurance through UPMC for the 2025-2026 school year at a cost of **\$12,293**.

8.1.2 Commercial Package Insurance Renewal

- Approved the renewal with **Henderson Brothers, Inc.** for the insurance policies through Utica Mutual Insurance for the 2025-2026 school year at a cost of **\$85,565**.

8.1.3 Cyber Security Insurance Renewal

- Approved the renewal with **Henderson Brothers, Inc.** for the insurance policy through CRC for the 2025-2026 school year at a cost of **\$5,797**.

8.1.4 Donations

- Accepted the donations from the following individuals as presented:
 - A-Tech Heating, Cooling, & Refrigeration, items valued at \$4797.01
 - 3 Stone Merchant, item valued at \$2,100
 - AVETS, items valued at \$2,344.74

8.1.5 Obsolete and/or Surplus Equipment

- Declared obsolete and/or surplus the equipment listed with all items of potential value being sent to auction as presented.

8.2 Personnel

8.2.1 Vacant Positions

- Authorized the Executive Director to make binding offers of employment to fill vacant positions in the 2025-2026 school year to be ratified at the subsequent board meeting.

8.2.2 Unpaid Employee Leave

- Approved intermittent unpaid leave in accordance with the Family and Medical Leave Act (FMLA) for Employee #10006235 effective date May 25, 2025.

8.2.3 Supplemental Contracts

- Approved the following individuals for supplemental contracts for the 2025-2026 school year with a stipend of \$1,230 per assignment:
 - HOSA – Future Health Professionals: **Jennifer Kastronis, Samantha Brinkman**
 - NAHB (National Association of Home Builders) Student Chapter: **Theodore Pavlack, Michelle Thiry**
 - SkillsUSA Advisors: **Richard Heltion, Erin Heltion, Amanda Kate Goring, Stacey Caudill, Maria Inks**
 - Lead SkillsUSA: **Maria Inks**
 - NTHS (National Technical Honor Society): **Stacey Caudill, Michelle Thiry**
 - Leadership CTE: **Laura Montecalvo**

8.2.4 Teacher Supplemental Hours

- Approved the following professional bargaining unit employees to be paid the supplemental rate of \$28 per hour for up to the amount of time designated to each for program curriculum work during the summer 2025:
 - Kenneth Wimer, 120 hours

8.2.5 Summer Maintenance Positions

- Approved the following for Summer 2025 maintenance positions at a rate of \$15/hour:
 - Andre Boone
 - Amanda Bisignano
 - Erica Evans

8.3 Conferences, Seminars & Competitions

8.3.1 ACTE Best Practices Conference

- Approved **Scott Kane**, Assistant Director/Principal, to attend the 2025 ACTE Best Practices and Innovations Conference on September 24-26, 2025, at the Hilton St. Louis at the Ballpark in St. Louis MO at an approximate cost of **\$2,000**.

8.3.2 ACTE VISION Conference

- Approved **Kaitlyn Youngstead**, Assistant Principal, to attend the 2025 ACTE CareerTech VISION Conference on December 9-12, 2025, at the Gaylord Resort & Convention Center in Nashville, TN at an approximate cost of **\$2,400**.

8.3.3 PWDA Workforce Leaders Symposium

- Approved **Kevin Rice**, Executive Director, to attend the 2025 PWDA Workforce Leaders Symposium on September 24-25, 2025, at the Hilton Scranton & Conference Center in Scranton, PA at an approximate cost of **\$1,000**.

8.3.4 Eastern Pennsylvania CTE Visits

- Approved **Kevin Rice**, Executive Director, to conduct CTE program exploration visits to Eastern Center for Arts and Technology and North Montco Technical Career Center both in Montgomery County, and Bucks County Technical High School in Bucks County at an approximate cost of **\$600**.

9. Facilities ACTION ITEMS - NONE

10. Renovation Update – ACTION ITEMS

A motion was made by Mr. Perry, seconded by Mrs. Hoppe, carried by a 9-0 vote to approve item 10.1 as presented.

10.1. Educational Furniture

- Approved the purchase of furniture as part of the renovation from P.E.M.Co/W.B. Mason in a total amount of **\$222,729.41** as presented.

11. Superintendent of Record Report – NONE

12. Solicitor’s Report – NONE

13. Information Items

13.1. JOC Brief

Mr. Rice gave the following updates:

- Thank you to Dr. Lutz and the Baldwin-Whitehall School District staff for their contribution to the success of Steel Center’s Senior Recognition Ceremony.
- There is an ongoing positive attitude from students, staff, and families regarding the renovation project.

13.2. Discussion of Welding Program Expansion

Mr. Rice gave an overview of the key points regarding the need for expansion:

- Lack of welders within the industry
- Data of the waitlisted number of students unable to be placed within the current program
- Space and layout for a 2-tiered lab

14. Other Business – Joint Operating Committee Business ACTION ITEMS

14.1. Board Treasurer

- A motion was made by Mrs. Karstetter, seconded by Mr. Tachoir, carried by an aye vote to elect **Wayne Perry** as Board Treasurer for a term of one year beginning July 1, 2025 through June 30, 2026. Mr. Perry accepted the position.

14.2. Board Secretary

- A motion was made by Mrs. Karstetter, seconded by Mrs. Hoppe, carried by an aye vote to reappoint **Tricia Cousino** as Board Secretary for a term of four years beginning July 1, 2025 through June 30, 2029.

15. Visitor Comments

Mr. Schaap announced the Steel Center for Career and Technical Education Joint Operating Committee board meeting scheduled for July 1, 2025 is canceled.

16. 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 7:50pm.

NEXT MEETING: August 5, 2025, at Mon Valley School – Media Center.

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary