



**MINUTES**  
**Joint Operating Committee Meeting**  
**Tuesday, August 5, 2025**  
**Mon Valley School – Media Center**

**1. Call to order**

The meeting was called to order by President Schaap at 7:10pm 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  
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  
David Matzie, Facilities Manager, Sp. Ed. AIU3  
Matt Franz, HHS DR

**Steel Center Staff:**

Kevin Rice, Executive Director  
Scott Kane, Assistant Director/Principal  
Patrice Allison, Asst. Business Manager  
Tom Bernick, Supervisor of Building & Grounds  
Tricia Cousino, Board Secretary  
Jay Cherep, Technology Specialist  
Shelley Ricci, Data Processing Specialist

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

The agenda was posted on the Steel Center website by 6:00 PM on August 4, 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 personnel and legal matters.

## **4. Student Presentations – NONE**

## **5. Other Presentations – Questeq's Annual Steel Center Technology Update, Jay Cherep**

Mr. Cherep, Questeq Site Manager, covered the following information along with a PowerPoint presentation:

- Projects completed during the 2024-2025 school year
- Upcoming projects for the 2025-2026 school year
- Three Co-op students under his guidance from the Cybersecurity program during the 2024-2025 school year and their work projects
- Current summer intern student and their current tasks
- Goals for the upcoming school year

## **6. Minutes**

**6.1.** A motion was made by Mrs. Karstetter, seconded by Mrs. DiBenedetto, carried by an aye vote to approve the minutes from June 3, 2025.

## **7. Financial ACTION ITEMS**

A motion was made by Mr. Perry, seconded by Mr. Donahoe, carried by a 10-0 vote to approve Finance items 7.1 to 7.6 as presented.

**7.1.** Treasurer's Report Ending May 31, 2025

**7.2.** Treasurer's Report Ending June 30, 2025

**7.3.** Bills to be Approved

**7.3.1** General Fund Check Register – Payments June 2025

**7.3.2** General Fund Check Register – Payments July 2025

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

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

**7.3.5** Administrative Fund Check Register – Payments June 2025

- 7.3.6 Administrative Fund Check Register – Payments July 2025
- 7.3.7 Administrative Fund Checks to Approve – Future Payments
- 7.3.8 Renovation Fund Expenses to be Ratified – Future Payments
- 7.4. Ratified Student Activity Report for May 2025
- 7.5. Renovation Fund Treasurer’s Report Ending May 31, 2025
- 7.6. Renovation Fund Treasurer's Report Ending June 30, 2025

## 8. Administrative ACTION ITEMS

A motion was made by Mrs. Harris, seconded by Mrs. DiBeneditto, carried by a 10-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items 8.1 to 8.3.2 as presented.

### 8.1 Operations

#### 8.1.1 Donations

- Accepted the donations from **Pittsburgh Spray Equipment** for materials for the designated program areas as presented:
  - Carpentry program materials in the amount of **\$3,709.53**
  - Welding program materials in the amount of **\$3,818.21**

#### 8.1.2 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.

#### 8.1.3 Auction Agreement

- Approved the agreement with Hartland Machinery Auctions as presented subject to final terms and conditions approved by the solicitor.

### 8.2 Personnel

#### 8.2.1 Supplemental Contracts

- Approved the following individuals for supplemental contracts for the 2025-2026 school year with a stipend of \$1,230 per assignment:
  - Cosmetology Supervisor: **Sandra Knight**
  - School Nurse: **Jennifer Kastronis**
  - Mentor Teachers: **Richard Heltion, Jennifer Kastronis, Tanya Busch, Kurt Blanock, Theodore Pavlack**
  - Emergency Medical Responder: **Nichole Zeigler**
  - Special Event Coordinator: **Nathan Horrell, Amanda Kate Gorrington**
  - Veterinary Services Coordinator: **Nicholas Rivotuso (Bagua)**
  - OSHA Coordinator: **Richard Heltion**

### **8.3 Conferences, Seminars & Competitions**

- 8.3.1** Approved four (4) Steel Center staff members, to be determined, to attend the 2025 ACTE CareerTech VISION Conference on December 9-12, 2025, at the Gaylord Resort & Convention Center in Nashville, TN at a cost not to exceed **\$9,600** to be paid for with Perkins Grant funds.
- 8.3.2** Approved **David Schaap** and **Tricia Cousino** to attend the 2025 PASA-PSBA School Leadership Conference October 19-21 at Kalahari Resorts & Conventions in Pocono Manor, PA at an approximate cost of **\$4,000**.

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

## **10. Renovation Update – ACTION ITEMS**

A motion was made by Mr. Perry, seconded by Mr. Giglione, carried by aye vote to amend agenda items 10.1 and 10.2 under the emergency provisions of the Sunshine Act.

A motion was made by Mr. Perry, seconded by Mrs. DiBeneditto, carried by a 10-0 to approve items 10.1 and 10.2 as presented.

- 10.1.** Ratified Change Order GC-9 with DiMarco Construction Co. Inc. in the amount of **\$15,814.98**.
- 10.2.** Ratified Change Order PC-4 with First American Industries Inc. in the amount of **\$96,532.84**.

A motion was made by Mrs. Karstetter, seconded by Mr. Donahoe, carried by a 10-0 to approve items 10.3 and 10.4 as presented.

- 10.3.** Approved Change Order EC-3 with Merit Electrical Group, Inc. in a credit amount of **\$7,538.89**.
- 10.4. Educational Furniture**
- Approved the purchase of furniture as part of the renovation from P.E.M.Co/W.B. Mason in the total amount of **\$33903.32**.

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

## **12. Solicitor's Report – NONE**

**13. Information Items**

**13.1. JOC Brief**

Mr. Rice provided the following updates:

- Proposed Welding lab update
- The Leadership Team has participated in two separate professional development training workshops
- A new initiative for the 2025-2026 school year: “It Starts With Me”
- A group of participants from the PACTA State Conference came to Steel Center for a site visit to gain knowledge of renovation processes
- Site visits to four PA career and technical schools to gain insight into new and/or expanded programs to offer at Steel Center

**14. Other Business – NONE**

**15. Visitor Comments – NONE**

**16. Adjournment**

There being no further business, a motion was made by Mrs. Karstetter, seconded by Mrs. Downer, carried by an aye vote to adjourn the meeting at 7:42pm.

**NEXT MEETING: September 2, 2025, at Mon Valley School – Media Center.**

Respectfully submitted,

*Tricia Cousino*

Tricia Cousino, Board Secretary