



**MINUTES**  
**Joint Operating Committee Regular Meeting**  
**Tuesday, March 4, 2025**

**1. Call to order**

The meeting was called to order by President Giglione at 7:39pm at Mon Valley School.

**1.1. Roll Call**

Brentwood	Mr. David Schaap
Clairton	Mr. Roger Tachoir
Duquesne	Mrs. Calvina Harris
Elizabeth Forward	Mr. Travis Stoffer
South Allegheny	Mrs. Lauren DiBeneditto Huey - ABSENT
South Park	Mr. Wayne Perry
Steel Valley	Mrs. Cara Karstetter
West Jefferson Hills	Mrs. Suzanne Downer
West Mifflin Area	Mr. Mark Donahoe
Baldwin-Whitehall	Mr. Pete Giglione

The President declared a quorum.

Others Present:

Jocelyn Kramer, Weiss Burkardt Kramer  
Dr. Richard Dowell, Mon Valley School Principal  
David Matzie, Facilities Manager, Sp. Ed. AIU3  
Gail Hoppe, Bethel Park 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 March 3, 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. Minutes**

**4.1.** A motion was made by Mr. Schaap, seconded by Mr. Tachoir, and carried by an aye vote to approve the minutes from February 4, 2025.

## **5. Financial ACTION ITEMS**

A motion was made by Mr. Schaap, seconded by Mr. Perry, carried by a roll call vote of 9-0 to approve Finance items 5.1 to 5.2.2 as presented.

**5.1.** Treasurer's Report ending January 31, 2025

**5.2.** Bills to be Approved

**5.2.1** SEASS Administrative Fund Check Register – Payments February 2025

**5.2.2** SEASS Administrative Fund Checks to Approve – Future Payments

## **6. Principal's Report**

Dr. Dowell announced that March 7<sup>th</sup> at 12:00pm is the Annual Talent Show at Mon Valley School.

## **7. Facilities ACTION ITEMS**

A discussion took place regarding the following matters:

- Front entrance foyer lights
- Women for a Healthy Environment Grant
- Repairs for a collapsed storm drain basin
- Condensate pipe repair needed in Mon Valley mechanical room

## **8. Allegheny Intermediate Unit Report – NONE**

**9. Superintendent of Record Report – NONE**

**10. Solicitor's Report**

Given in Executive Session

**11. Information Items – NONE**

**12. Other Business – Joint Operating Committee Business ACTION ITEMS**

A motion was made by Mr. Schaap, seconded by Mrs. Karstetter, carried by a roll call vote of 9-0 to approve Action item 12.1 as presented.

**12.1. Administrative Stipends**

- Approved the following individuals to receive a stipend for SEASS duties for the 2024-2025 school year in the amount of \$1,500:
  - Thomas Bernick
  - Chris Hamilton
  - Patrice Allison
  - Tricia Cousino

**13. Visitor Comments – NONE**

**14. Adjournment**

There being no further business, a motion was made by Mr. Schaap, seconded by Mr. Perry, carried by an aye vote to adjourn the meeting at 8:00pm.

**15. NEXT MEETING: Tuesday, April 1, 2025 at Mon Valley School – Media Center**

Respectfully submitted,

*Tricia Cousino*

Tricia Cousino, Board Secretary