



MINUTES
Joint Operating Committee Regular Meeting
Tuesday, February 4, 2025
Mon Valley School – Media Center

1. Call to order

The meeting was called to order by President Schaap at 7:00pm 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 - ABSENT
Mrs. Gail Hoppe
Mr. Roger Tachoir
Mrs. Calvina Harris
Mr. Travis Stoffer
Mrs. Lauren DiBeneditto
Mr. Wayne Perry
Mrs. Cara Karstetter - ABSENT
Mrs. Suzanne Downer
Mr. Mark Donahoe
Mr. David Schaap

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
Burton Comensky, Duquesne City School District
Madison Bindus, student
Ava Smith, student
Lily Hurst, student
Jocelyn Hart, student
Kailee Allenbaugh, student

Steel Center Staff:

Scott Kane, Assistant Director/Principal
Kaitlyn Youngstead, Assistant Principal
Patrice Allison, Asst. Business Manager
Tricia Cousino, Board Secretary
Jay Cherep, Technology Specialist
Stacey Caudill, NTHS Advisor
Michelle Thiry, NTHS Advisor

2. Board Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 6:00 PM on February 3, 2025. The meeting is open to the public to attend in-person.

3. President Remarks

An executive session was not held prior to tonight's meeting.

4. Student Presentations – NTHS

Each of the five SkillsUSA students introduced themselves, their program, and their home district and then communicated the following updates:

- The CTSO's held a joint Pie Throwing Fundraiser for Hurricane Relief.
- In December, they partnered with Shults Ford South for a Toys for Tots Drive.
- Their community service project was held in December. They distributed care packages to the residents of Grandview Estates in Elizabeth, Township and spent the day with the residents.
- They created a new design for spirit wear and presented each board member with a shirt.
- The next blood drive will be February 19, 2025.
- Upcoming events include roller skating, the Induction Ceremony and a picnic at the end of the school year.

5. Other Presentations – NONE

6. Minutes

- 6.1.** A motion was made by Mrs. Hoppe, seconded by Mr. Perry, carried by an aye vote to approve the minutes from December 10, 2024.

7. Financial ACTION ITEMS

A motion was made by Mr. Donahoe, seconded by Mrs. Harris, carried by a 9-0 vote to approve Finance items 7.1 to 7.6 as presented.

7.1. Treasurer's Report Ending November 30, 2024

7.2. Treasurer's report Ending December 31, 2024

7.3. Bills to be Approved

7.3.1 General Fund Check Register – Payments December 2024 – January 2025

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

- 7.3.3** General Fund Purchase Orders to be Ratified —Over \$1,000 – Future Payments
- 7.3.4** Administrative Fund Check Register – Payments December 2024 – January 2025
- 7.3.5** Administrative Fund Checks to Approve – Future Payments
- 7.3.6** Renovation Fund Expenses to be Ratified – Future Payments
- 7.4.** Ratified Student Activity Report for December 2024
- 7.5.** Renovation Fund Treasurer’s Report Ending November 30, 2024
- 7.6.** Renovation Fund Treasurer's Report Ending December 31, 2024

8. Administrative ACTION ITEMS

A motion was made by Mrs. Hoppe, 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 Occupational Advisory Committee Members

- Approved the following individuals to serve on Electrical Construction’s Occupational Advisory Committee (OAC) for the 2024-2025 school year:
 - Brian Kinger, Triple Crown Electric
 - Ken Losteter, Triple Crown Electric

8.1.2 Donations

- Accepted the following donations from A-Tech Heating, Cooling & Refrigeration for the HVACR program with a total value of \$3,314.38:
 - 4 used furnaces (\$1,600)
 - 1 new furnace (\$1,614.38)
 - 2 thermostats (\$100)

8.2 Personnel

8.2.1 Employee Resignation

- Accepted the resignation of **Carla Mastracci**, Service employee for the 2024-2025 school year with an anticipated last day of February 21, 2025.

8.3 Conferences, Seminars & Competitions

8.3.1 EMS Update Conference

- Approved Public Safety Instructor **Nichole Zeigler** to attend the EMS UPDATE Conference on March 20-22, 2025, at Seven Springs Mountain Resort at an approximate cost of \$850.

8.3.2 PACTA Symposium and Committee Meeting

- Approved Executive Director **Kevin Rice** to attend the PACTA Pathways to Career Readiness Symposium and winter Executive Committee meeting on February 12-14, 2025, in Hershey, PA at an approximate cost of \$800.

8.3.3 ACTE National Policy Seminar

- Approved Executive Director Kevin Rice to attend the ACTE National Policy Seminar on March 16-19, 2025, in Washington, D.C. Expenses to be paid by PACTA Western Region.

8.3.4 PACTESP Mid-Winter Conference

- Approved Assistant Principal **Kaitlyn Youngstead** and Special Education Facilitator **Fiona Sutton** to attend the PACTESP Mid-Winter Conference on March 10-11, 2025, in Harrisburg, PA at an approximate cost of \$1900.

9. Facilities ACTION ITEMS – NONE

10. Renovation Update

Mr. Fusco gave an update regarding proposed changes within the renovation project that will be presented to the board at the March JOC meeting.

11. Superintendent of Record Report – NONE

12. Solicitor's Report – NONE

13. Information Items

13.1. JOC Brief

Mr. Kane gave the following updates:

- The newly renovated Cosmetology area passed inspection.
- Development of a formal pre-apprenticeship program is currently being explored.
- The Principal's Breakfast held in December was a great success!
- Discussions with administration and member districts have begun on ways to maximize instructional time.

13.2. 2025-2026 Budget Process Discussion

An update was given on the upcoming budget review process.

13.3. Pennsylvania Department of Labor and Industry Thresholds

- The following thresholds became effective January 1, 2025:
 - Competitive sealed bids: \$23,800 and above
 - Quotes: \$12,900 to \$23,799
 - No statutory requirements: \$1, to \$12,899

14. Other Business – NONE

15. Visitor Comments

Burton Comensky introduced himself as the new alternate board member representing Duquesne School district.

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 7:30pm.

NEXT MEETING: March 4, 2025, at Mon Valley School – Media Center.

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary