



**MINUTES**  
**Joint Operating Committee Regular Meeting**  
**Tuesday, May 6, 2025**  
**Mon Valley School – Media Center**

**1. Call to order**

The meeting was called to order by President Schaap at 7:05pm 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  
Mr. Roger Tachoir  
Mrs. Calvin 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  
Scott Dadowski, Mon Valley Asst. Principal  
David Matzie, Facilities Manager, Sp. Ed. AIU3  
Burt Comensky, Duquesne City School  
Dylan Altemara, CCBC  
Amaya Gavriel, Student  
Daytona Hissong, Student  
Jackson Lubash, Student  
Sydney Bagnell, Student  
Cash Korshlak, Student

**Steel Center Staff:**

Kevin Rice, Executive Director  
Scott Kane, Asst. Director/Principal  
Patrice Allison, Asst. Business Manager  
Kaitlyn Youngstead, Assistant Principal  
Tom Bernick, Supervisor of Building & Grounds  
Tricia Cousino, Board Secretary  
Maria Inks, SkillsUSA Advisor

Gracie Gonzalez, Student  
Logan Shonkwiler, Student  
Tamar Conner, Student

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

The agenda was posted on the Steel Center website by 6:00 PM on May 5, 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.

Mr. Schaap shared that Mrs. Harris was honored by being inducted into the National Technical Honor Society as an honorary member on May 1, 2025.

## **4. Student Presentations – SkillsUSA**

Mrs. Inks, along with eight SkillsUSA student representatives, gave the following updates:

- During the State Leadership Conference held in April, the students experienced many positive things including building strong connections with other SkillsUSA students and gaining valuable knowledge.
- Recent Roller-Skating fundraiser in cooperation with other CTSO groups.
- Sweet Treat event was held for Steel Center students.
- 2025-2026 Officer applications
- They presented a thank you card to the Board for their continued support.

## **5. Other Presentations – NONE**

## **6. Minutes**

**6.1.** A motion was made by Mrs. Downer, seconded by Mrs. Karstetter, carried by an aye vote to approve the minutes from April 1, 2025.

## **7. Financial ACTION ITEMS**

A motion was made by Mrs. Hoppe, seconded by Mr. Perry, carried by an 11-0 vote to approve Finance items 7.1 to 7.6 as presented.

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

**7.2.** Bills to be Approved

**7.2.1** General Fund Check Register – Payments April 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 April 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 March 2025
- 7.4.** Renovation Fund Treasurer’s Report Ending March 31, 2025
- 7.5.** Approved the Steel Center 2025-2026 **General Operating Budget** in the total amount of **\$8,083,760** as presented.
- 7.6.** Approved the Steel Center 2025-2026 **Administrative Budget** in the total amount of **\$220,282** as presented.

## **8. Administrative ACTION ITEMS**

A motion was made by Mrs. Karstetter, seconded by Mr. Perry, carried by an 11-0 vote to approve the Operations and Personnel items 8.1.1 to 8.2.4 as presented.

### **8.1 Operations**

#### **8.1.1 Central Susquehanna Intermediate Unit (CSIU) Agreement**

- Approved to renew the Agreement with CSIU for **Student Information System Software** for the 2025-2026 School Year at an approximate cost of **\$19,729**.
- Approved to renew the Agreement with CSIU for the following **Financial Software Applications** for the 2025-2026. The total cost will be approximately **\$16,739**.

#### **8.1.2 Occupational Advisory Committee Member**

- Approved the following individual to serve on Electrical Construction’s OAC for the 2024-2025 school year:
  - Mike Mroz, Cardello Electric Supply

#### **8.1.3 2025-2026 School Calendar**

- Approved the 2025-2026 Calendar as presented.

#### **8.1.4 Vehicle Donations**

- Accepted the vehicle donations from the following individuals as presented:
  - Derek Schmotzer, vehicle valued at **\$3,262**
  - Ahmad Craig, vehicle valued at **\$4,613**

#### **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.

#### **8.1.6 Allegheny Health Network “CHILL” Agreement**

- Approved the renewal agreement **between Steel Center and Allegheny Clinic** to provide the Chill Program for the 2025-2026 School Year which includes

professional and educational service personnel, at a cost of **\$75,705**, subject to final terms and conditions approved by the solicitor.

## **8.2 Personnel**

### **8.2.1 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:
  - Rachel Arovits, 40 hours
  - Kurt Blanock, 32 hours
  - Patrick Canavan, 80 hours
  - Amanda Kate (Kutrufis) Gorrington, 80 hours
  - Michael Guckes, 120 hours
  - Erin Heltion, 80 hours
  - Nathan Horrell, 80 hours
  - Jennifer Kastronis, 15 hours
  - Heather Kusbit, 40 hours
  - Sandra Knight, 40 hours
  - Nicholas Rivituso, 60 hours
  - Joseph Pace, 120 hours
  - Nichole Zeigler, 80 hours

### **8.2.2 Professional Staff Per Diem Work**

- Approved the following professional bargaining unit employees to be paid their respective per diem rate for up the amount of time designated to each for work during the summer 2025:
  - Stacey Caudill, 10 days
  - Angela Eberhart, 5 days
  - Shannon Hinkle, 10 days
  - Laura Montecalvo, 10 days
  - Fiona Sutton, 5 days

### **8.2.3 Unpaid Employee Leave**

- Approved intermittent unpaid leave in accordance with the Family and Medical Leave Act (FMLA) for Employee #3198 effective date to be determined.

### **8.2.4 Cosmetology Summer School**

- Approved **Erica Evans** to hold a Cosmetology summer session for students to earn hours towards certification at a rate of \$28 per hour. The session will run from June 9 to June 27, 2025.

### **8.3 Conferences, Seminars & Competitions – NONE**

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

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

A motion was made by Mr. Perry, seconded by Mrs. DiBeneditto, carried by a 11-0 vote to approve items 10.1 as presented.

### **10.1. Educational Furniture**

- Approved the purchase of educational furniture as part of the renovation from P.E.M.Co/W.B. Mason in the total amount of **\$273,445.56** as presented.

## **11. Superintendent of Record Report**

Dr. Lutz attended the PASA-PASBO Advocacy Day in Harrisburg on May 6, 20025 and met with several Legislators as well as members of the Department of Education to discuss topics such as school funding, cyber funding, and special education.

## **12. Solicitor's Report – NONE**

## **13. Information Items**

### **13.1. JOC Brief**

Mr. Rice gave the following updates:

- Student enrollment for 2025-2026, including waitlist numbers and capacity limits.
- Career and Technical Education Advocacy Day in Harrisburg, PA

### **13.2. Discussion of Grant Funded Equipment Purchases**

- Information was distributed regarding equipment that needs to be purchased and its approximate cost.
- Steel Center was not awarded the requested SMART grant funding.

## **14. Other Business – Joint Operating Committee Business ACTION ITEMS**

A motion was made by Mr. Giglione, seconded by Mrs. Downer, carried by an aye vote to elect Mr. Schaap as voting delegate to the PSBA 2025 Delegate Assembly. Mr. Schaap accepted the position.

**14.1. Election of PSBA Voting Delegate – due to PSBA by June 27, 2025**

- Elected Mr. Schaap as the voting delegate to the PSBA 2025 Delegate Assembly Meeting to be held on Tuesday, October 21, 2025, at 2:30 p.m. at Kalahari Resorts & Conventions in Pocono Manor, PA.

**15. Visitor Comments**

Dylan Altemara, an educator at Community College of Beaver County, introduced himself and announced he is running for Allegheny County Council District 9.

**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 7:54pm.

**NEXT MEETING: June 3, 2025, at Mon Valley School – Media Center.**

Respectfully submitted,

*Tricia Cousino*

Tricia Cousino, Board Secretary