



Minutes
Joint Operating Committee Meeting
Tuesday, September 2, 2025
Mon Valley School – Media Center

1. Call to order

The meeting was called to order by President Schaap at 7:03pm at Mon Valley School.

Ms. Patrice Allison acted as temporary board secretary in Ms. Tricia Cousino's absence.

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. Calvina Harris - ABSENT
Mr. Travis Stoffer - ABSENT
Mrs. Lauren DiBeneditto
Mr. Wayne Perry - ABSENT
Mrs. Cara Karstetter - ABSENT
Mrs. Suzanne Downer - ABSENT
Mr. Mark Donahoe
Mr. David Schaap

The President declared a quorum.

Others Present:

Dr. Randal Lutz, Superintendent of Record
Megan Turnbull, Weiss Burkardt Kramer
Dr. Richard Dowell, Mon Valley School Principal
David Matzie, Facilities Manager, Sp. Ed. AIU3

Steel Center Staff:

Kevin Rice, Executive Director
Scott Kane, Assistant Director/Principal
Kaitlyn Youngstead, Assistant Principal
Patrice Allison, Asst. Business Manager
Tom Bernick, Supervisor of Building & Grounds
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 August 29, 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 – NEW school year kickoff

Mr. Kane and Mrs. Youngstead gave a presentation outlining the new theme for the 2025-2026 school year, *It Starts With Me*. Additionally four school goals were outlined for the year, and Mrs. Youngstead also shared the Instructional Aides' professional development experience at Central Westmoreland CTC held on August 29, 2025.

6. Minutes

6.1. A motion was made by Mrs. Hoppe, seconded by Mr. Donahoe, carried by an aye vote to approve the minutes from August 5, 2025.

7. Financial ACTION ITEMS

A motion was made by Mr. Donahoe, seconded by Mrs. DiBeneditto, carried by a 6-0 vote to approve Finance items 7.1 to 7.4 as presented.

7.1. Treasurer's Report Ending July 31, 2025

7.2. Bills to be Approved

7.2.1 General Fund Check Register – Payments August 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 August 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 June 2025

7.4. Renovation Fund Treasurer's Report Ending July 31, 2025

8. Administrative ACTION ITEMS

A motion was made by Mrs. Hoppe, seconded by Mr. Giglione, carried by a 6-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items as presented.

8.1 Operations

8.1.1 Substitute Teacher Service Agreement

- Approved the three (3) school year agreement with **Substitute Teacher Service (STS)** as presented subject to final terms and conditions approved by the Solicitor.

8.1.2 E-Rate Services Proposal

- Approved the Category 1 and Category 2 E-Rate Services Proposal with **Questeq** as presented subject to final terms and conditions approved by the Solicitor.

8.1.3 Executive Advisory Council

- Approved the industry and community individuals to serve on the EAC for 2025-2026 school year as presented.

8.2 Personnel

8.2.1 Advertising and Design Teacher Resignation

- Accepted the resignation of Mrs. Erin Heltion, Advertising and Design Teacher for the 2025-2026 school year, effective August 19, 2025.

8.2.2 Student Employment

- Approved the hiring of the following Steel Center students for cooperative education employment during the first semester of the 2025-2026 school year at the rate of \$10.00 per hour:
 - Savannah Cibula, Cybersecurity & Networking Technology
 - Caden Baumgart, Cybersecurity & Networking Technology
 - Cash Korshlak, Electrical Construction Technology
 - Rachel Skultety, Advertising & Design

8.3 Conferences, Seminars & Competitions

- 8.3.1 Approved **Shannon Hinkle** and **Laura Montecalvo** to attend the **PACTA CTE School Counselors Fall Workshop** on October 2-3, 2025, at the Penn Stater Hotel & Conference Center at an approximate cost of \$900.00.

8.3.2 Approved **Stacey Caudill** to attend the **PACTA Cooperative Education Conference** October 16-17, 2025, at the Penn Stater Hotel & Conference Center at an approximate cost of \$500.00.

8.3.3 Approved **Tom Bernick** to attend the **PACTA Facilities Director Fall Workshop** on October 2-3, 2025, at the Penn Stater Hotel & Conference Center at an approximate cost of \$500.00.

9. Facilities ACTION ITEMS – NONE

Mr. Schapp requested a tour of Steel Center to see the renovation progress prior to the October board meeting.

The annual Holiday Dinner and board meeting on December 9, 2025 will be held at Steel Center.

10. Renovation Update – ACTION ITEMS

No action items at this time.

Mr. Rice shared a memo with informational cost updates regarding the proposed addition of a second welding lab, several competing facility priorities, and an updated forecast of Steel Center funds.

11. Superintendent of Record Report – NONE

12. Solicitor's Report – NONE

13. Information Items

13.1. JOC Brief

Mr. Rice will be attending the PACTA State Officers Meeting and Retreat in State College on September 29 and October 1, 2025. Additionally, he has been awarded a scholarship to take part in the 2026 Annual Global Professional Development in the Dominican Republic sponsored by EF Educational Tours from January 15-19, 2026.

14. Other Business – NONE

15. Visitor Comments – NONE

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 7:57pm.

NEXT MEETING: October 7, 2025, at Mon Valley School – Media Center.

Respectfully submitted,

Patrice Allison

Patrice Allison, Temporary Board Secretary