



AGENDA
Joint Operating Committee Meeting
Tuesday, December 9, 2025
Steel Center – Conference Room B

6:30 PM – Executive Session

7:00 PM – Regular Meeting

Mr. David Schaap, President – Brentwood
Mrs. Calvina Harris, Vice President – Duquesne City

Mr. Pete Giglione – Baldwin Whitehall
TBD – Bethel Park
Mr. Roger Tachoir – Clairton City
Mr. Travis Stoffer – Elizabeth Forward
Mrs. Lauren DiBeneditto Huey – South Allegheny

Mr. Wayne Perry – South Park
Mrs. Cara Karstetter – Steel Valley
Mrs. Suzanne Downer – West Jefferson Hills
Mr. Mark Donahoe – West Mifflin Area

1. Call to order

- 1.1. Flag Salute
- 1.2. Roll Call

2. Board Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 6:00 PM on December 8, 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. Nominations for President and Vice President

- 4.1. Nomination for President
- 4.2. Nomination for Vice President

5. Presentations

- Recognition of Gail Hoppe
- Audit Report for Steel Center and SEASS, Mark Turnley CPA

6. Minutes

- 6.1.** Approval of minutes from November 11, 2025 (enclosed and website attachment).

7. Financial ACTION ITEMS

The Administration recommends the approval of the Finance items 7.1 to 7.4 as presented (enclosed and website attachment):

7.1. Treasurer's Report Ending October 31, 2025

7.2. Bills to be Approved

7.2.1 General Fund Check Register – Payments November 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 November 2025

7.2.5 Administrative Fund Checks to Approve – Future Payments

7.2.6 Renovation Fund Expenses to be Ratified – Future Payments

7.3. Ratify Student Activity Report for October 2025

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

7.5. Authorize the Administration to pay invoices when received and ratify them at the February 3, 2026 JOC meeting if necessary.

8. Administrative ACTION ITEMS

The Administration recommends the approval of the Operations, Personnel and Conferences, Seminars & Competitions items as presented.

8.1 Operations

8.1.1 Updated Solicitor Engagement Letter

- Approve the reappointment of **Weiss Burkardt Kramer LLC** as solicitor for 2026, with a retainer fee of \$500 per month, an hourly rate of \$160 for attorneys, and additional terms as presented (enclosed and website attachment).

8.1.2 2026 JOC Board Meeting Calendar Dates

- Approve the schedule of dates the Joint Operating Committee will meet during the 2026 calendar year (enclosed and website attachment).

8.1.3 Obsolete and/or Surplus Equipment

- Declare obsolete and/or surplus the following program equipment with items of potential value being sent to auction:
 - Stainless steel tables, one 5 ft., two 6 ft., and two 7 ft.
 - Glass display case with shelving inserts
 - Thirty gaming-style chairs

8.2 Personnel**8.2.1 Teacher Resignation**

- Accept the resignation of **Nicholas Rivituso** as the Veterinary Assistant Teacher for the 2025-2026 school year, effective December 12, 2025.

8.2.2 Substitute Custodial Work

- Ratify **Andre Boone** and **Erica Evans**, current Steel Center employees, for substitute custodial work for the 2025-2026 school year at a rate of \$15/hour.

8.2.3 Employee Leave of Absence

- Approve an unpaid leave of absence for **Rachel Castro, Sports Medicine & Rehabilitation Services Teacher**, to take effect tentatively December 23, 2025 through approximately April 7, 2026.

8.3 Conferences, Seminars & Competitions**8.3.1 PACTA Symposium and Committee Meeting**

- Approve Executive Director **Kevin Rice** to attend the PACTA Pathways to Career Readiness Symposium and winter Executive Committee meeting on February 4-6, 2026, in Hershey, PA at an approximate cost of \$800.

9. Facilities ACTION ITEMS – NONE**10. Renovation Update – ACTION ITEMS**

Administration and HHSDR Architects recommend the approval of action items 10.1 to 10.2 as presented with final terms and conditions approved by the Architect and Solicitor (enclosed and website attachment):

10.1. Change Order HC-4

- Ratify Change Order HC-4 with **First American Industries** in the amount of **\$19,145.19**.

10.2. Change Order GC-10R

- Ratify Change Order GC-10R with **DiMarco Construction Co. Inc.** in the amount of **\$49,779.91.**

11. Superintendent of Record Report

12. Solicitor's Report

13. Information Items

13.1. JOC Brief (enclosed and website attachment).

13.2. Policy Revisions – Second Read

- Second read of the following revised policies (enclosed and website attachment):
 - Policy 601 Fiscal Objectives
 - Policy 602 Budget Planning
 - Policy 603 Budget Preparation
 - Policy 604 Budget Adoption
 - Policy 607 Tuition Income
 - Policy 608 Bank Accounts
 - Policy 609 Investment of Funds
 - Policy 610 Purchases Subject to Bid/Quotation
 - Policy 611 Purchases Budgeted
 - Policy 612 Purchases Not Budgeted

13.3. Update on New Program for 2026-2027

14. Other Business – ACTION ITEM

14.1. Approve the following revised policies as presented:

- Policy 601 Fiscal Objectives
- Policy 602 Budget Planning
- Policy 603 Budget Preparation
- Policy 604 Budget Adoption
- Policy 607 Tuition Income
- Policy 608 Bank Accounts
- Policy 609 Investment of Funds
- Policy 610 Purchases Subject to Bid/Quotation
- Policy 611 Purchases Budgeted
- Policy 612 Purchases Not Budgeted

15. Visitor Comments

16. Adjournment

NEXT MEETING: February 3, 2026 at Steel Center CTE