



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

1. Call to order

The meeting was called to order by President Giglione at 7:44pm 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 - ABSENT
South Allegheny	Mrs. Lauren DiBeneditto Huey
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
 John Bell, Baldwin-Whitehall SD
 Burt Comensky, Duquesne City SD
 Gail Hoppe, former Bethel Park Board Member

Steel Center Staff:

Kevin Rice, Executive Director
 Scott Kane, Assistant Director/Principal
 Patrice Allison, Asst. Business Manager
 Chris Hamilton, Business Manager
 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 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 legal matters.

4. Minutes

4.1. A motion was made by Mr. Schaap, seconded by Mrs. Harris, and carried by an aye vote to approve the minutes from November 11, 2025.

5. Nominations for President and Vice President

Ms. Kramer opened the floor for nominations.

5.1. Nomination for President

A motion was made by Mrs. DiBeneditto, seconded by Mr. Perry to nominate Mr. Giglione for the position of President. A motion was made by Mr. Donahoe, seconded by Mrs. Karstetter to close nominations and appoint Mr. Giglione as President. This motion was carried by an aye vote.

5.2. Nominations for Vice President

A motion was made by Mr. Schaap, seconded by Mrs. DiBeneditto to nominate Mr. Perry for the position of Vice President. A motion was made by Mr. Schaap, seconded by Mrs. DiBeneditto to close nominations and appoint Mr. Perry as Vice President. This motion was carried by an aye vote.

6. Financial ACTION ITEMS

A motion was made by Mr. Schaap, seconded by Mr. Donahoe, carried by a roll call vote of 9-0 to approve Finance items 6.1 to 6.3 as presented.

6.1. Treasurer's Report ending October 31, 2025

6.2. Bills to be Approved

6.2.1 SEASS Administrative Fund Check Register – Payments November 2025

6.2.2 SEASS Administrative Fund Checks to Approve – Future Payments

- 6.3.** Authorized the Administration to pay invoices when received and ratify them at the February 3, 2026 JOC meeting if necessary.

7. Principal's Report – NONE

8. Facilities Update

Mr. Matzie updated the board on the following:

- The BAS project started on December 7, 2025.
- Plumbing repairs will need to wait for better weather conditions.
- Repairs are needed on a retaining wall and walkway.

Mr. Gigilione provided the following updates:

- HHSDR concluded the updated feasibility study for repairs for the Mon Valley building. Estimated cost is \$10-\$12 million.
- Further updates and information will be provided upon further review.

9. Facilities ACTION ITEMS – NONE

10. Allegheny Intermediate Unit Report – NONE

11. Superintendent of Record Report – NONE

12. Solicitor's Report – NONE

13. Information Items

Breakfast with Santa will take place at Mon valley School on December 22, 2025 from 8:30-10:30am.

14. Other Business – Joint Operating Committee Business Action Item

A motion was made by Mr. Schaap, seconded by Mrs. DiBeneditto, carried by a roll call vote of 9-0 to approve Business item 14.1 as presented.

14.1. Updated Solicitor Engagement Letter

- Approved 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.

A motion was made by Mr. Donahoe, seconded by Mrs. Harris, carried by a roll call vote of 9-0 to approve Business item 14.2 as presented.

14.2. Plumbing Repairs

- Ratified the plumbing repairs by **Brubach Plumbing Company** in the amount of **\$5,550**.

15. Visitor Comments

Mr. Comensky inquired about garnishing funds for Charter schools that are delinquent on their payments to SEASS.

16. Adjournment

There being no further business, a motion was made by Mr. Schaap, seconded by Mrs. Karstetter, carried by an aye vote to adjourn the meeting at 8:07pm.

NEXT MEETING: Tuesday, February 3, 2026 at Steel Center CTE

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary