



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

1. Call to order

The meeting was called to order by President Schaap at 7:11pm at Steel Center.

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
TBD - ABSENT
Mr. Roger Tachoir
Mrs. Calvina Harris
Mr. Travis Stoffer - ABSENT
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:

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
Travis Gnarra, Turnley Robertson & Assoc.
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 personnel and legal matters.

4. Nominations for President and Vice President

Ms. Kramer opened the floor for nominations.

4.1. Nomination for President

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

4.2. Nominations for Vice President

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

5. Presentations

- Recognition of Gail Hoppe
 - Executive Director Kevin Rice presented Mrs. Gail Hoppe with a commemorative plaque in recognition of her years of service and dedication serving as the Bethel Park School District board member on the Steel Center Joint Operating Committee.
- Audit Report for Steel Center and SEASS, Travis Gnarra
 - Mr. Gnarra with Turnley Robertson and Associates LLC, provided an overview of the audit report for the Steel Center Combined Budget and the SEASS Administrative Budget, for the fiscal year ending June 30, 2025, including analyses in each of the budget focal areas.

6. Minutes

- 6.1.** A motion was made by Mr. Donahoe, seconded by Mrs. DeBeneditto, carried by an aye vote to approve the minutes from November 11, 2025.

7. Financial ACTION ITEMS

A motion was made by Mr. Giglione, seconded by Mr. Donahoe, carried by a 9-0 vote to approve Finance items 7.1 to 7.5 as presented.

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. Ratified Student Activity Report for October 2025

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

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

8. Administrative ACTION ITEMS

A motion was made by Mrs. Karstetter, seconded by Mrs. DiBeneditto, carried by a 9-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items 8.1 to 8.3.1 as presented.

8.1 Operations

8.1.1 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.

8.1.2 2026 JOC Board Meeting Calendar Dates

- Approved the schedule of dates the Joint Operating Committee will meet during the 2026 calendar year.

8.1.3 Obsolete and/or Surplus Equipment

- Declared 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

- Accepted 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

- Ratified **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

- Approved 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

- Approved 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

A motion was made by Mr. Donahoe, seconded by Mr. Perry, carried by a 9-0 vote to approve items 10.1 to 10.2 as presented.

10.1. Change Order HC-4

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

10.2. Change Order GC-10R

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

11. Superintendent of Record Report – NONE

12. Solicitor's Report – NONE

13. Information Items

13.1. JOC Brief

Mr. Rice provided the following Steel Center updates:

- Update on the renovation – Phase 10 scope of work
- Roof project: a complete replacement is needed and will be a better option than patching it.
- Comprehensive Local Needs Assessment meeting was held on November 20, 2025, which is a required data-driven review.

13.2. Policy Revisions – Second Read

- Second read of the following revised policies:
 - 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

Mr. Rice conveyed the proposal for a new program will include a business and entrepreneurship scope and it will be presented at the February 2026 board meeting.

14. Other Business – ACTION ITEM

A motion was made by Mr. Perry, seconded by Mrs. DiBeneditto, carried by an aye vote to approve Business item 14.1 as presented.

14.1. Approved 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 – NONE

16. Adjournment

There being no further business, a motion was made by Mrs. Karstetter, seconded by Mrs. Harris, carried by an aye vote to adjourn the meeting at 7:43pm.

NEXT MEETING: February 3, 2026 at Steel Center CTE

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary