



MINUTES
Joint Operating Committee Regular Meeting
Tuesday, February 3, 2026
at Steel Center – Conference Room B

1. Call to order

The meeting was called to order by President Giglione at 8:16pm at Steel Center.

1.1. Roll Call

Brentwood
Clairton
Duquesne
Elizabeth Forward
South Allegheny
South Park
Steel Valley
West Jefferson Hills
West Mifflin Area
Baldwin-Whitehall

Mr. David Schaap – VIA ZOOM
Mr. Roger Tachoir
Mrs. Calvina Harris
Mr. Travis Stoffer
Mrs. Lauren DiBeneditto - ABSENT
Mr. Wayne Perry
Mrs. Cara Karstetter
Mrs. Suzanne Downer
Mr. Mark Donahoe
Mr. Pete Giglione

The President declared a quorum.

Others Present:

Dr. Randal Lutz, Superintendent of Record
Jocelyn Kramer, Weiss Burkardt Kramer
Dr. Richard Dowell, Mon Valley School Principal
David Matzie, Facilities Manager, Sp. Ed. AIU3
Burt Comensky, Duquesne City SD

Steel Center Staff:

Kevin Rice, Executive Director
Scott Kane, Assistant Director/Principal
Patrice Allison, Asst. Business Manager
Kaitlyn Youngstead, Assistant Principal
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 February 2, 2026. The meeting was 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 Mrs. Karstetter, seconded by Mr. Perry, and carried by an aye vote to approve the minutes from December 8, 2025, with a correction to reflect the meeting took place at Steel Center.

5. Financial ACTION ITEMS

A motion was made by Mr. Donahoe, seconded by Mrs. Harris, carried by a roll call vote of 9-0 to approve Finance items 5.1 to 5.3.2 as presented.

5.1. Treasurer's Report ending November 30, 2025

5.2. Treasurer's Report ending December 31, 2025

5.3. Bills to be Approved

5.3.1 SEASS Administrative Fund Check Register – Payments Dec. 2025 – January 2026

5.3.2 SEASS Administrative Fund Checks to Approve – Future Payments

6. Principal's Report – NONE

7. Facilities Update

7.1 Discussion item: Chiller repairs

Mr. Bernick conveyed to the board the repairs to the chiller would be necessary to have it ready to run.

A motion was made by Mr. Donahoe, seconded by Mr. Perry, carried by an aye vote to amend the agenda to add an item for approval.

A motion was made by Mr. Donahoe, seconded by Mr. Perry, carried by a roll call vote of 9-0 to approve item 7.2 as presented.

7.2 Chiller Repairs

- Approved the necessary repairs to the chiller as presented not to exceed \$8,000.

8. Facilities ACTION ITEMS

A motion was made by Mrs. Karstetter, seconded by Mrs. Harris, carried by a roll call vote of 9-0 to approve Facilities items 8.1 as presented.

- 8.1.** Approved the retaining wall and walkway project repairs being done by Frederick and Son Contracting LLC (Costars #008 E23-1255) at an approximate cost of \$25,500 as presented, subject to final terms and conditions as approved by the Solicitor.

9. Allegheny Intermediate Unit Report

Mr. Matzie presented a summary of key facility updates:

- The Building Automation System (BAS) needs an additional upgrade to function
- Plumbing repairs are almost complete. One more item to finish but waiting on suitable weather conditions.

10. Superintendent of Record Report – NONE

11. Solicitor's Report – NONE

12. Information Items

Dr. Dowell will be on temporary leave of absence and Assistant Principal Scott Dadowski will serve as Interim Principal in his absence.

13. Other Business – NONE

14. Visitor Comments – NONE

15. 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 8:34pm.

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

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary