



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

1. Call to order

The meeting was called to order by President Schaap at 7:24pm 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
Mrs. Colleen Sokira
Mr. Roger Tachoir
Mrs. Calvin Harris
Mr. Travis Stoffer
Mrs. Lauren DiBeneditto - ABSENT
Mr. Wayne Perry
Mrs. Cara Karstetter
Mrs. Suzanne Downer
Mr. Mark Donahoe
Mr. David Schaap – VIA ZOOM

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
Dominic Fascetti, student
Anthony Medved, student
Bella Grant, student

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
Stacey Caudill, Work-Based Learn. Coordinator
Michelle Thiry, NTHS Advisor
Maria Inks, Instructional Aide

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 personnel and legal matters.

4. Student Presentations

- National Technical Honor Society (NTHS)
Two NTHS students and Mrs. Thiry distributed a copy of the newsletter and highlighted the following information:
 - Visit to SHIM to present \$1,000 donation
 - Combined CTSO holiday party
 - January events: *Building Better Money Habits* presentation by Bank of America, conclusion of *Shoe the Love* collection, Sarris Candy fundraiser, and a new shipment of NTHS school-logo sweatshirts.
 - February 19th is the next Vitalant Blood Drive
- Work-Based Learning/Co-op
Mrs. Caudill shared information regarding work-based learning and cooperative education and commended the member districts on actively working with students' schedules to make these opportunities possible for them. Three participating students spoke of their experiences at the following partner companies: UPMC Mercy, Drayer Physical Therapy, and Cardello Electric.

5. Other Presentations - 2025 ACTE CareerTech VISION Conference

Mrs. Youngstead and Mrs. Inks gave a PowerPoint presentation overview of the ACTE Conference they attended and spoke on the following topics:

- Training sessions
- Vendor portion of the conference along with videos and photos
- Key themes of the sessions
- Top takeaways from the sessions
- Networking

6. Minutes

- 6.1. A motion was made by Mrs. Harris, seconded by Mr. Perry, carried by an aye vote to approve the minutes from December 9, 2025, with a correction to reflect the meeting took place at Steel Center.

7. Financial ACTION ITEMS

A motion was made by Mr. Donahoe, seconded by Mr. Giglione, carried by a 10-0 vote to approve Finance items 7.1 to 7.6 as presented.

7.1. Treasurer's Report Ending November 30, 2025

7.2. Treasurer's Report Ending December 31, 2025

7.3. Bills to be Approved

7.3.1 General Fund Check Register – Payments January 2026

7.3.2 General Fund Contracted Services to be Ratified – Over \$1,000 (Included in Check Register listing)

7.3.3 General Fund Purchase Orders to be Ratified —Over \$1,000 – Future Payments

7.3.4 Administrative Fund Check Register – Payments December 2025 – January 2026

7.3.5 Administrative Fund Checks to Approve – Future Payments

7.3.6 Renovation Fund Expenses to be Ratified – Future Payments

7.4. Ratified Student Activity Report for December 2025

7.5. Renovation Fund Treasurer's Report Ending November 30, 2025

7.6. Renovation Fund Treasurer's Report Ending December 31, 2025

8. Administrative ACTION ITEMS

A motion was made by Mrs. Karstetter, seconded by Mr. Perry, carried by a 10-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items 8.1 to 8.3.7 as presented.

8.1 Operations

8.1.1 New Program Proposal

- Approved the proposal for the **Business Innovations and Social Media Marketing** program (CIP 52.1801) – Sales, Distribution and Marketing Operations.

8.1.2 Course Curriculum Video

- Approved the project proposal from **Orion Vega** to update the Steel Center 2026 Course Curriculum Video at a cost of \$9,540 as presented, with final terms and conditions approved by the Solicitor.

8.1.3 Occupational Advisory Committee

- Approved the following individual to serve on Carpentry's Occupational Advisory Committee (OAC) for the 2025-2026 school year:
 - Karen Benner, Pittsburgh Gateways Corporation

8.1.4 Donations

- Accepted the donations from the following individuals as presented:
 - Dual Refrigeration, items valued at \$28,000
 - A-Tech Heating, Cooling, & Refrigeration, items valued at \$5,350

8.1.5 Obsolete and/or Surplus Equipment

- Declared obsolete and/or surplus the following program equipment with items of potential value being sent to auction:
 - Five Burner Electric Griddle
 - Rational CombiMaster Cooking Appliance
 - Stainless Steel Table with Warming Drawers
 - Cleveland Kettle

8.2 Personnel

8.2.1 Veterinary Assistant Teacher

- Ratified the hiring of **Stephanie Anderson** for the Veterinary Assistant Teacher position for the 2025-2026 school year. Her salary will be Lane 1, Step 3 at \$53,324.71 plus benefits as stated in the Professional Employee Contract.

8.2.2 Cooperative Learning Student Employment

- Approved the hiring of the following Steel Center students for cooperative education employment for the second semester of the 2025-2026 school year at a rate of \$10/hour:
 - Destin Miller, Electrical Construction
 - Canon Bertok, Cybersecurity & Networking Technology
 - De'Zonte Schmidt, Cybersecurity & Networking Technology
 - Rachel Skultety, Advertising & Design (continuation from first semester)

8.2.3 Employee Discipline Resolution

- Approved discipline resolution for employee #10011630 as presented.

8.3 Conferences, Seminars & Competitions

8.3.1 EMS Update Conference

- Approved Public Safety Instructor **Nichole Zeigler** to attend the **EMS UPDATE Conference** on March 25-28, 2026, at Seven Springs Mountain Resort at an approximate cost of \$900.

8.3.2 ACTE National Policy Seminar

- Approved Executive Director **Kevin Rice** to attend the **ACTE National Policy Seminar** on March 22-26, 2026, in Washington D.C. Expenses to be paid by PACTA Western Region.

8.3.3 PAIU Statewide School Safety and Security Conference

- Approved Assistant Director/Principal **Scott Kane** to attend the **PAIU Statewide School Safety and Security Conference**, March 12–13, 2026, at the Penn Stater Hotel and Conference Center in State College, PA, at an approximate cost of \$750.

8.3.4 PACTA Central PA Study Tour

- Approved Assistant Principal Kaitlyn Youngstead to attend the **Pennsylvania Association of Career and Technical Administrators (PACTA) Central Pennsylvania Study Tour** on March 2-4, 2026, at an approximate cost of \$750.

8.3.5 HOSA Competition

- Approved for up to **38 HOSA students** and **5 Staff Advisors**, March 11-13, 2026, Hershey, PA at an approximate amount of \$24,486.

8.3.6 Educational First Career Readiness Tour (France Cuisine and Culture)

- Approved Steel Center students and accompanying staff participation in an international trip to France, coordinated through Educational First (EF) Tours. Travel is tentatively scheduled for June 2027. All costs associated with the trip will be covered by participating students through fundraising activities and/or individual payments.

8.3.7 Colours Expo

- Approved Collision Repair instructor, **Patrick Canavan** to attend the Colours 2026 Expo Trade Show on March 15-17, 2026 at the Kalahari Resorts and Convention Center in the Poconos, PA at an approximate cost of \$1,000.

9. Facilities ACTION ITEMS – NONE

10. Renovation Update – ACTION ITEMS

A motion was made by Mr. Donahoe, seconded by Mr. Perry, carried by a 10-0 vote to approve items 10.1 to 10.2 as presented.

10.1. Change Order GC-11

- Approved Change Order GC-11 with **DiMarco Construction Co. Inc.** in the amount of **(\$31,797.48)**. This is a deduction change order representing credit for accepting an alternative stained finish for second-floor interior doors.

A motion was made by Mr. Donahoe, seconded by Mr. Perry, carried by a 10-0 vote to approve items 10.1 to 10.2 as presented.

10.2. Change Order GC-12

- Approved Change Order GC-12 with **DiMarco Construction Co. Inc.** in the amount of **\$1,858,778.33** to remove the existing roof and replace it with a new roof on the entire building.

11. Superintendent of Record Report – NONE

12. Solicitor's Report – NONE

13. Information Items

13.1. JOC Brief

Mr. Rice shared the updates on the following:

- Board Appreciation gifts to all members
- Change order that resulted in a credit due to company mistake with doors
- Currently no programs are displaced due to the renovation, and all is on target with completion schedule
- Governor's Budget Address
- Report on remote learning week

13.2. 2026-2027 Budget Process Discussion

Mr. Rice went over the information regarding the 2026-2027 budget process. Board members interested in attending the budget meeting should communicate their interest with Ms. Cousino.

13.3. Pennsylvania Department of Labor and Industry Thresholds

- The following thresholds became effective January 1, 2026:
 - Competitive sealed bids: above \$24,500
 - Quotes: \$13,200 to \$24,500
 - No statutory requirements: below \$13,200

14. Other Business - NONE

15. Visitor Comments - NONE

16. Adjournment - NONE

There being no further business, a motion was made by Mrs. Harris, seconded by Mrs. Karstetter, carried by an aye vote to adjourn the meeting at 8:15pm.

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

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary