



MINUTES
Joint Operating Committee Regular Meeting
Tuesday, June 2, 2026
Steel Center – Conference Room B

1. Call to order

The meeting was called to order by President Schaap at 7:35pm at Steel Center.

1.1. Flag Salute

1.2. Roll Call

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

Mr. Pete Giglione
Mrs. Colleen Sokira
Mr. David Schaap
Mr. Roger Tachoir
Mrs. Calvin Harris
Mr. Travis Stoffer - ABSENT
Mrs. Lauren DiBeneditto
Mr. Wayne Perry
Mrs. Cara Karstetter - ABSENT
Mrs. Suzanne Downer
Mr. Mark Donahoe - ABSENT

The President declared a quorum.

Others Present:

Dr. Randal Lutz, Superintendent of Record
Jocelyn Kramer, Weiss Burkardt Kramer
Scott Dadowski, Mon Valley Vice-Principal
David Matzie, Facilities Manager, Sp. Ed. AIU3
Burt Comensky, Duquesne City SD
Shaniah Gowder, student

Steel Center Staff:

Kevin Rice, Executive Director
Scott Kane, Assistant Director/Principal
Kaitlyn Youngstead, Assistant Principal
Patrice Allison, Assistant Business Manager
Tom Bernick, Supervisor of Building & Grounds
Tricia Cousino, Board Secretary
Jay Cherep, Technology Specialist
Laura Montecalvo, Counselor & Leadership CTE Advisor

2. Board Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 6:00 PM on June 1, 2026. 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, and the Safety and Security Annual Report was presented by Mr. Kane.

A motion was made by Mr. Schaap, seconded by Mr. Giglione and carried by an 8-0 vote to amend the agenda and add item 8.1.12 Jefferson Hills Police Department Memorandum of Understanding.

4. Student Presentations – Leadership CTE

Ms. Montecalvo and Leadership CTE student, Shaniah Gowder shared the following during their presentation:

- Overview of Leadership CTE and how students are selected to participate.
- Expectations and goals of student members.
- Projects and tasks throughout the 2025-2026 school year as well as photos from events.
- Shaniah shared her personal experiences as part of Leadership CTE, her plans for after graduation, her career goals and how Leadership CTE affected her choices. She thanked Ms. Montecalvo for “challenging her to grow”.

5. Other Presentations – Student Services Year-End Report

Ms. Montecalvo, Guidance Counselor, distributed a handout and gave the following updates:

- Counseling Services Breakdown
- Special Education Services Report
- CHILL Program Services
- Work-Based Learning Program Highlights
- CCAC Integration
- Scholarships

6. Minutes

- 6.1.** A motion was made by Mrs. DiBeneditto, seconded by Mr. Perry, carried by an aye vote to approve the minutes from May 5, 2026.

7. Financial ACTION ITEMS

A motion was made by Mr. Giglione, seconded by Mr. Tachoir, carried by an 8-0 vote to approve Finance items 7.1 to 7.5 as presented.

7.1. Treasurer's Report ending April 30, 2026

7.2. Bills to be Approved

7.2.1 General Fund Check Register – Payments May 2026

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 \$2,500 – Future Payments

7.2.4 Administrative Fund Check Register – Payments May 2026

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 April 2026

7.4. Renovation Fund Treasurer's Report ending April 30, 2026

7.5. Payment of June and July Invoices

- Due to no meeting taking place in July, the Board authorized the Administration to pay invoices when received so they may be paid out of the correct school year. All invoice payments will be ratified at the August meeting.

8. Administrative ACTION ITEMS

A motion was made by Mrs. Sokira, seconded by Mrs. DiBeneditto, carried by an 8-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items 8.1.1 to 8.3.5 as presented.

8.1 Operations

8.1.1 Workers Compensation Insurance Renewal

- Approved the renewal with **Henderson Brothers, Inc.** for the workers compensation insurance through UPMC for the 2026-2027 school year at a cost of **\$15,259.**

8.1.2 Commercial Package Insurance Renewal

- Approved the renewal with **Henderson Brothers, Inc.** for the insurance policies through Utica Mutual Insurance for the 2026-2027 school year at a cost of **\$110,303.**

8.1.3 Cyber Security Insurance Renewal

- Approved the renewal with **Henderson Brothers, Inc.** for the insurance policy through CRC for the 2026-2027 school year at a cost of **\$5,513**.

8.1.4 Security Services Renewal

- Approved the agreement with **Kellington Protection Services LLC** to provide security services for the 2026-2027 and 2027-2028 school years as presented, subject to final terms and conditions approved by the solicitor.

8.1.5 Technology Services Agreement

- Approved the agreement renewal with **Questeq Educational Technology Management** from July 1, 2026 - June 30, 2029, as presented, subject to final terms and conditions approved by the solicitor.

8.1.6 Fixed Asset Inventory Services Agreement

- Approved the agreement with **Divot Assets** in the amount of **\$12,250** to complete a fixed asset physical inventory as presented.

8.1.7 Auction Agreement

- Approved the agreement with **Hartland Machinery Co., Inc.** (Hartland Machinery Auctioneers) for an auction of obsolete and/or surplus equipment of potential value as presented.

8.1.8 Pennsylvania School Board Association (PSBA) Agreements

- Approved the Policy Services Member agreement with **Pennsylvania School Board Association (PSBA)** as presented.
- Approved the Data Access and Migration agreement with **Pennsylvania School Board Association (PSBA)** as presented.

8.1.9 Obsolete and/or Surplus Equipment

- Declared obsolete and/or surplus the equipment listed with all items of potential value being sent to auction as presented.

8.1.10 STAT Staffing Agreement

- Approved the agreement renewal with STAT Staffing for nursing services effective July 1, 2026, as presented, subject to final terms and conditions approved by the solicitor.

8.1.11 Frontline Education Renewal Agreement

- Approved the three (3) year agreement with **Frontline Education** for Absence and Time Solution services effective July 1, 2026 through June 30, 2029 as presented.

8.1.12 Jefferson Hills Police Department Memorandum of Understanding

- Approved the MOU between Steel Center and the Jefferson Hills Borough PD July 1, 2026-June 30, 2028, subject to final terms and conditions as approved by the Solicitor and Superintendent of Record.

8.2 Personnel

8.2.1 Vacant Positions

- Authorized the Executive Director to make binding offers of employment to fill vacant positions in the 2026-2027 school year to be ratified at the subsequent board meeting.

8.2.2 Summer Maintenance Positions

- Approved **Andre Boone** and **Erica Evans** for summer 2026 maintenance positions at a rate of \$15/hour.

8.2.3 Unpaid Employee Leave

- Approved intermittent unpaid leave in accordance with the Family and Medical Leave Act (FMLA) for Employee #7322 effective May 27, 2026.

8.2.4 Cosmetology Summer School

- Approved **Marcia Black** as a summer school Cosmetology teacher for the Cosmetology summer session, paid at a rate of \$35.30/hour, pending receipt of all required clearances and documentation. Classes will run from June 23 to July 23, 2026, Tuesday through Thursday 8:00am-2:00pm for students to earn hours towards certification.

8.2.5 2026-2027 Supplemental Contracts

- Approved the following individuals for supplemental contracts for the 2026-2027 school year with a stipend of \$1,230 per assignment:
 - School Nurse: **Jennifer Kastronis**
 - Mentor Teachers: **Nolan Bergamasco, Kurt Blanock, Tanya Busch, Rick Heltion**
 - Emergency Medical Responder: **Nichole Zeigler**
 - Special Event Coordinator: **Amanda Kate Gorrington, Nathan Horrell**

- Veterinary Services Coordinator: **Stephanie Anderson**
- HOSA – Future Health Professionals: **Jennifer Kastronis, Samantha Brinkman**
- NAHB (National Association of Home Builders) Student Chapter: **Nolan Bergamasco, Theodore Pavlack**
- SkillsUSA Advisors: **Richard Heltion, Amanda Kate Gorrington, Stacey Caudill, Maria Inks, Tom Thompson**
- Lead SkillsUSA: **Maria Inks**
- NTHS (National Technical Honor Society): **Stacey Caudill, Michelle Thiry**
- Leadership CTE: **Laura Montecalvo**

8.2.6 School Counseling Intern

- Approved **Maya Rice**, graduate student at Indiana University of Pennsylvania, to serve as a School Counseling Intern at Steel Center for Career and Technical Education during the Fall 2026 semester, pending receipt and approval of all required background clearances and documentation.

8.3 Conferences, Seminars & Competitions

8.3.1 2026 School Operations Academy

- Approved **Patrice Allison, Tom Bernick, and Tricia Cousino** to attend PASBO's 2026 School Operations Academy July 20-22, 2026, at the Penn Harris Hotel & Convention Center in Camp Hill, PA at an approximate amount of **\$3,500**.

8.3.2 ACTE Best Practices Conference

- Approved **Kaitlyn Youngstead** to attend the National Careertech Leaders Association 2026 Best Practices & Innovations in CTE Conference September 21 - 23, 2026, in North Falmouth, Massachusetts; at an approximate cost of **\$2,400** to be paid for with Perkins Grant funds.

8.3.3 ACTE VISION Conference

- Approved **Scott Kane** and four (4) Steel Center staff members, to be determined, to attend the 2026 ACTE CareerTech VISION Conference on Dec. 2-5 at the Ernest N. Morial Convention Center in New Orleans, Louisiana at an approximate cost of **\$12,000** to be paid for with Perkins Grant funds.

8.3.4 HOSA International Leadership Conference

- Approved two (2) HOSA students, to attend the **HOSA International Leadership Conference** on June 17-20, 2026, at the Indianapolis Convention Center, Indianapolis, IN at an approximate cost of **\$4,172**. The students will travel with and each be accompanied by a parent or guardian.

8.3.5 Future of Career and Technical Education in Pennsylvania Workshop

- Approved **Kevin Rice** to attend the Future of Career and Technical Education in Pennsylvania Workshop offered by the Pennsylvania Association of School Administrators on June 22-23, 2026, in Harrisburg, PA at an approximate cost of **\$450**.

9. Facilities ACTION ITEMS – NONE

10. Renovation Update - ACTION ITEMS

A motion was made by Mr. Giglione, seconded by Mrs. Sokira, carried by an 8-0 vote to approve Renovation action items 10.1 to 10.4 as presented.

10.1. Change Order PC-5

- Approved Change Order PC-5 with **First American Industries, Inc.** in the amount of **\$7,808.98** to raise seven (7) plumbing cleanouts to the surface for finished flooring.

10.2. Educational Furniture Purchase

- Approved the purchase of furniture as part of the renovation from **P.E.M.Co/W.B. Mason** in the total amount of **\$131,841.09** as presented.

10.3. Culinary Furniture Purchase

- Approved the purchase of furniture as part of the renovation from **AES Equipment & Supply Co.** in the amount of **\$9,136.23** as presented.

10.4. Campus and Interior Signage

- Approved the purchase of campus and interior signage as part of the renovation from **Novum Designs**, Costars #538188, Contract #032-E22-062, in the amount of **\$34,976.41** as presented.

11. Superintendent of Record Report – NONE

12. Solicitor's Report – NONE

13. Information Items

13.1. JOC Brief

Mr. Rice provided the following updates:

- Renovation expenses: working on final expenditures

- Roof project
- Interior flooring
- Perkins Grant funding and allocations

13.2. Second Read of Policies

- Policy 805: Emergency Preparedness and Response
- Policy 805.1: Relations with Law Enforcement Agencies
- Policy 805.2: School Security Personnel

14. Other Business – Joint Operating Committee Business ACTION ITEMS

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

14.1. Revised Policies

- Approved the following revised policies as presented:
 - Policy 805: Emergency Preparedness and Response
 - Policy 805.1: Relations with Law Enforcement Agencies
 - Policy 805.2: School Security Personnel

14.2. Board Treasurer

- A motion was made by Mrs. DiBeneditto, seconded by Mr. Giglione, carried by an 8-0 vote to elect Mr. Perry as Board Treasurer for a term of one year beginning July 1, 2026 through June 30, 2027. Mr. Perry accepted the position.

A motion was made by Mr. Perry, seconded by Mr. Giglione, carried by an 8-0 vote to approve action item 14.3 as presented.

14.3. Superintendent of Record

- Reappointed **Dr. Randal Lutz** as Superintendent of Record for a two-year term from July 1, 2026 to June 30, 2028, with a yearly salary of \$6,000.

15. Visitor Comments

Mr. Giglione recognized Mr. Rice and the Steel Center staff for a well-organized Senior Awards event.

Mr. Schaap commented on the staff working the event, even those there as guests, and how it shows they have a good working relationship at Steel Center.

Mr. Schaap also announced the Steel Center for Career and Technical Education Joint Operating Committee board meeting scheduled for July 1, 2026 is canceled.

16. Adjournment

There being no further business, a motion was made by Mr. Giglione, seconded by Mrs. Harris, carried by an aye vote to adjourn the meeting at 8:16pm.

NEXT MEETING: August 4, 2026, at Steel Center CTE

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary