



MINUTES
Joint Operating Committee Regular Meeting
Tuesday, August 4, 2026
Steel Center – Conference Room B

1. Call to order

The meeting was called to order by President Schaap at 7:13pm 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 - ABSENT
Mrs. Calvina Harris
Mr. Travis Stoffer - ABSENT
Mrs. Lauren DiBeneditto - ABSENT
Mr. Wayne Perry
Mrs. Cara Karstetter
Mrs. Suzanne Downer
Mr. Mark Donahoe

The President declared a quorum.

Others Present:

Dr. Randal Lutz, Superintendent of Record
Megan Turnbull, Weiss Burkardt Kramer
Scott Dadowski, Mon Valley Vice-Principal
Dr. Richard Dowell, Mon Valley Principal
David Matzie, Facilities Manager, Sp. Ed. AIU3
Matt Franz, HHSDR
Burt Comensky, Duquesne City SD
Gail Hoppe, Bethel Park resident

Steel Center Staff:

Kevin Rice, Executive Director
Chris Hamilton, Business Manager
Tom Bernick, Supervisor of Building & Grounds
Tricia Cousino, Board Secretary

2. Board Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 6:00 PM on August 3, 2026. The meeting is open to the public to attend in-person.

Mrs. Hoppe commented on the new Steel Center signage.

3. President Remarks

An executive session was held prior to tonight's meeting for purposes of discussing personnel and legal matters.

Mr. Schaap thanked previous board member, Dorothy Wycoff, for the "excellent and delicious dinner" provided for the board.

4. Student Presentations – NONE

5. Other Presentations – Questeq's Annual Steel Center Technology Update, Jay Cherep

Presentation was postponed until the September 1, 2026 meeting.

6. Minutes

6.1. A motion was made by Mr. Giglione, seconded by Mrs. Karstetter, carried by an aye vote to approve the minutes from June 2, 2026.

7. Financial ACTION ITEMS

A motion was made by Mr. Donahoe, seconded by Mrs. Harris, carried by an 8-0 vote to approve Finance items 7.1 to 7.6 as presented.

7.1. Treasurer's Report ending May 31, 2026

7.2. Treasurer's Report ending June 30, 2026

7.3. Bills to be Approved

7.3.1 General Fund Check Register – Payments June 2026

7.3.2 General Fund Check Register – Payments July 2026

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

7.3.4 General Fund Purchase Orders to be Ratified —Over \$2,500 – Future Payments

7.3.5 Administrative Fund Check Register – Payments June 2026

7.3.6 Administrative Fund Check Register – Payments July 2026

7.3.7 Administrative Fund Checks to Approve – Future Payments

7.3.8 Renovation Fund Expenses to be Ratified – Future Payments

- 7.4. Ratified Student Activity Report for May and June 2026
- 7.5. Renovation Fund Treasurer's Report ending May 31, 2026
- 7.6. Renovation Fund Treasurer's Report ending June 30, 2026

8. Administrative ACTION ITEMS

A motion was made by Mr. Giglione, seconded by Mr. Perry, carried by an 8-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items 8.1.1 to 8.3.4 as presented.

8.1 Operations

8.1.1 E-Rate Services Proposal Agreement

- Approved the Category 1 and Category 2 E-Rate Services Proposal with **Questeq** as presented, subject to final terms and conditions approved by the Solicitor.

8.1.2 Lease Agreement

- Approved the lease agreement with **Indiana County Technology Center** for the purpose of providing nursing programs July 1, 2026 - June 30, 2029, with an annual rent of \$17,500 as presented, subject to final terms and conditions approved by the Solicitor.

8.1.3 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.

8.1.4 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, subject to final terms and conditions approved by the Solicitor.

8.1.5 K-12 Asset Pro Agreement

- Approved the agreement with **Divot Assets Inc.** for K-12 Asset Pro software and services for inventory tracking as presented subject to final terms and conditions approved by the Solicitor.

8.2 Personnel

8.2.1 Building Trades and Maintenance Program Teacher

- Ratified the hiring of **Jeremy Voelker** for the **Building Trades and Maintenance** Instructor position for the 2026-2027 school year. His salary will be Lane 1, Step 4 at \$55,202.78 plus benefits as stated in the Professional Employee Contract.

8.2.2 Business Innovations and Social Media Marketing Program Teacher

- Ratified the hiring of **Shana Klemz** for the **Business Innovations and Social Media Marketing** Instructor position for the 2026-2027 school year. Her salary will be Lane 3, Step 6 at \$59,196.96 plus benefits as stated in the Professional Employee Contract.

8.2.3 Resignation

- Accepted the resignation of **Erica Evans**, Instructional Aide and substitute custodian, for the 2025-2026 school year, effective June 18, 2026.

8.2.4 Main Office/Adult Education Secretary

- Ratified the classification transfer of **Maria Inks** from Instructional Aide to Main Office/Adult Education Secretary for the 2026-2027 school year. Her salary will be Step 6 at \$29.12/hr. plus benefits as stated in the Classified Unit Contract.

8.3 Conferences, Seminars & Competitions

8.3.1 ACTE's Postsecondary CTE Summit

- Approved **Executive Director Kevin Rice** to attend the ACTE Postsecondary CTE Summit 2026 from September 16-18 in Arlington, VA at an approximate cost of **\$2,500**.

8.3.2 PASA-PSBA School Leadership Conference

- Approved **David Schaap** and **Tricia Cousino** to attend the 2026 PASA-PSBA School Leadership Conference October 18-20 at Kalahari Resorts & Conventions in Pocono Manor, PA at an approximate cost of **\$4,000**.

8.3.3 PACTA Conference

- Approved **Shannon Hinkle** and **Laura Montecalvo** to attend the 2026 PACTA Fall Workshop for CTE School Counselors October 1-2 at the Penn Stater Hotel and Conference Center in State College, PA at an approximate cost of **\$1,100**.

8.3.4 PACTA - PCEA Conference

- Approved **Stacey Caudill** to attend the 2026 Pennsylvania Cooperative Education Association Conference October 16-17 at the Penn Stater Hotel and Conference Center in State College, PA at an approximate cost of **\$700**.

9. Facilities ACTION ITEMS – NONE

10. Renovation Update - ACTION ITEMS

Matt Franz, HHSDR Architects, spoke on the following updates:

- Progress and final completion of base scope of work
- Punch lists items being finalized
- Training with Mr. Bernick
- Close-out documents
- Warranty dates
- Review of handout detailing change order breakdown and balance of funds

A motion was made by Mr. Giglione, seconded by Mr. Perry, carried by an 8-0 vote to approve the Renovation action items 10.1 to 10.3 as presented.

10.1. Change Order HC-7

- Ratified Change Order HC-7 with **First American Industries** resulting in the CREDITED amount of **\$4,135.23**.

10.2. Change Order PC-6

- Ratified Change Order PC-6 with **First American Industries** in the amount of **\$31,906.24**.

10.3. Change Order EC-8

- Ratified Change Order EC-8 with **Merit Electrical Group, Inc.** in the amount of **\$1,272.88**.

11. Superintendent of Record Report

Dr. Lutz announced that a group of Baldwin-Whitehall students will be part of a presentation on School Board Leadership at the PSBA Leadership Conference in October.

12. Solicitor's Report

Ms. Turnbull provided updates on School Code, tax assessment, and related appeals.

13. Information Items

13.1. JOC Brief

Mr. Rice provided the following updates:

- Culinary and Baking had approximately thirty students participate in the summer program.
- Several former students will be spotlighted for the Grand Re-Opening

- Lily Shipley was awarded 3rd place at the HOSA International Leadership Conference in Indianapolis, Indiana.
- Estimated enrollment for the start of the 2026-2027 school year is 1,035 students.

14. Other Business – Joint Operating Committee Business ACTION ITEMS

A motion was made by Mr. Giglione, seconded by Mr. Donahoe, carried by an 8-0 vote to approve Business action items 14.1 as presented.

14.1. Education Approval

- Approved **Executive Director Kevin Rice** to enroll in the Leadership and Administration Ed.D. program at Point Park University and be eligible for reimbursement for the fall 2026, spring 2027, summer 2027, fall 2027, and Spring 2028 semesters in accordance with terms outlined in the Executive Director Compensation Plan effective July 1, 2022 - June 30, 2027.

15. Visitor Comments – NONE

16. Adjournment

There being no further business, a motion was made by Mr. Perry, seconded by Mrs. Karstetter, carried by an aye vote to adjourn the meeting at 7:41pm.

NEXT MEETING: September 1, 2026, at Steel Center CTE

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary