



MINUTES
Joint Operating Committee Meeting
Tuesday, September 1, 2026
Steel Center – Conference Room B

1. Call to order

The meeting was called to order by President Schaap at 7:25pm 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. Calvina Harris
Mr. Travis Stoffer
Mrs. Lauren DiBeneditto
Mr. Wayne Perry
Mrs. Cara Karstetter - ABSENT
Mrs. Suzanne Downer
Mr. Mark Donahoe

The President declared a quorum.

Others Present:

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

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

2. Board Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 6:00 PM on August 31, 2026. The meeting is open to the public to attend in-person.

Mr. Giglione commented the Grand Re-Opening was “an excellent event and very well put together”.

Mrs. Harris also thanked Kevin for the event and the opportunity to be a part of it.

3. President Remarks

An executive session was held prior to tonight’s meeting for purposes of discussing personnel, legal matters and school safety and security.

Mr. Schaap stated the Grand Re-opening was “a great day” and commended everyone for an excellent job.

4. Student Presentations – NONE

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

Mr. Cherep shared a PowerPoint presentation covering the following topics:

- Completed projects
- Future projects
- Co-op students
- Summer intern
- Goals for the school year

6. Minutes

6.1. A motion was made by Mr. Giglione, seconded by Mrs. DiBeneditto, carried by an aye vote to approve the minutes from August 4, 2026.

7. Financial ACTION ITEMS

A motion was made by Mr. Giglione, seconded by Mr. Donahoe, carried by a 10-0 vote to approve Finance items 7.1 to 7.4 as presented.

7.1. Treasurer’s Report ending July 31, 2026

7.2. Bills to be Approved

7.2.1 General Fund Check Register – Payments August 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 August 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 July 2026
- 7.4.** Renovation Fund Treasurer’s Report ending July 31, 2026

8. Administrative ACTION ITEMS

A motion was made by Mrs. DiBeneditto, seconded by Mr. Giglione, carried by a 10-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items 8.1.1 to 8.3.5 as presented, with the removal of item 8.2.1 as the individual withdrew her acceptance of the position, and the removal of item 8.3.4 due to cancellation of the PSBA Strategic Leadership Summit conference.

8.1 Operations

8.1.1 Memorandum of Understanding Technical Assistance Program

- Ratified the MOU for the 2026-2027 Technical Assistance Program as presented.

8.1.2 Executive Advisory Council

- Approved the industry and community individuals to serve on the EAC for the 2026-2027 school year as presented.

8.1.3 Obsolete and/or Surplus Equipment

- Declared obsolete and/or surplus the equipment listed below:
 - Fifteen 5-foot tables with wheels
 - Forty-three foldable brown chairs with wheels

8.1.4 Surplus Equipment Donation

- Approved the following surplus equipment to be donated to Brentwood Borough School District:
 - Fifteen 5-foot tables with wheels
 - Forty-three foldable brown chairs with wheels

8.1.5 Program Curtailment

- Approved the curtailment of the following programs from Steel Center for Career and Technical Education’s approved curriculum:
 - CIP 15.1202 – Computer/Computer Systems Technology Technician – curtailed as part of the transition and modernization of the program curriculum to CIP 11.0901 – Computer Systems Networking and Telecommunications/Cybersecurity and Networking.

- CIP 47.0613 – Medium/Heavy Vehicle and Truck Technology/Technician – curtailed due to the inability to secure and maintain an appropriately certified teacher. The former program space was subsequently repurposed to establish a second Automotive Technology program, CIP 47.0604.

*Note: This is a housekeeping item to align Steel Center's Commonwealth/Pennsylvania Department of Education-approved curriculum with the programs currently being offered. Steel Center has had no students enrolled in either curtailed program since the 2024-2025 school year.

8.2 Personnel

8.2.1 Instructional Aide

- Removed the hiring of **Jennifer Short** as a 10-Month Instructional Aide for the 2026-2027 school year, contingent upon Steel Center's receipt of required documentation prior to the first day of employment, at the Step 1 rate of **\$17.79** per hour plus applicable benefits as stated in the Classified Employee Contract for the probationary period of 90 days. Upon satisfactory completion of the probationary period, the remainder of all benefits shall be effective on the ninety-first (91st) day as outlined in the contract.

8.2.2 Instructional Aide

- Ratified the hiring of **Kyra Huggins** as a 10-Month Instructional Aide for the 2026-2027 school year, contingent upon Steel Center's receipt of required documentation prior to the first day of employment, at the Step 1 rate of **\$17.79** per hour plus applicable benefits as stated in the Classified Employee Contract for the probationary period of 90 days. Upon satisfactory completion of the probationary period, the remainder of all benefits shall be effective on the ninety-first (91st) day as outlined in the contract.

8.2.3 Supplemental Contract

- Approved **Theodore Pavlack** as a Mentor Teacher for the 2026-2027 school year with a stipend of **\$1,230**.

8.2.4 Co-op Student Employment

- Approved the hiring of the following Steel Center students for cooperative education employment for the 2026-2027 school year as presented at a rate of **\$10/hour**:
 - **Mason Rager**, Cybersecurity & Networking Tech. - Fall Semester
 - **Chris Nash**, Cybersecurity & Networking Tech. - Fall Semester
 - **Faye Martincic**, Advertising & Design - Full Year

8.3 Conferences, Seminars & Competitions

- 8.3.1 Approved **Tricia Cousino** to attend the **PSBA School Board Secretaries Conference** on October 28-30, 2026, at the PSBA Headquarters in Mechanicsburg, PA at an approximate cost of **\$445**. As a member of the School Board Secretary Forum Steering Committee, additional costs are paid by PSBA.
- 8.3.2 Approved **Tom Bernick** to attend the **PACTA Fall Workshop for CTE Facilities Directors** on October 1-2, 2026, at the Penn Stater Hotel & Conference Center at an approximate cost of **\$750**.
- 8.3.3 Approved **Patrice Allison** to attend the **PACTA Fall Workshop for CTE Business Administrators** on October 1-2, 2026, at the Penn Stater Hotel & Conference Center at an approximate cost of **\$750**.
- 8.3.4 Removed item to approve **Kevin Rice** and **David Schaap** to attend the **PSBA Strategic Leadership Summit** on September 28-29, 2026, at the Omni Bedford Springs Resort in Bedford, PA at an approximate cost of **\$500**. Costs for the conference and lodging are paid by PSBA.
- 8.3.5 Approved **Kevin Rice** and **Maria Inks** to attend the **PACTA Fall Workshop for CTE Adult/Continuing Education Coordinators** on October 1-2, 2026, at the Penn Stater Hotel & Conference Center at an approximate cost of **\$1,500**.

9. Facilities ACTION ITEMS – NONE

10. Renovation Update – ACTION ITEMS

A motion was made by Mr. Giglione, seconded by Mr. Perry, carried by a 10-0 vote to approve the Renovation action items 10.1 as presented.

10.1. Educational Furniture Purchase

- Approved the purchase of furniture as part of the renovation from **P.E.M.Co/W.B. Mason (PA CoStars: 035-E24-221)** in the total amount of **\$65,105.36** as presented.

11. Superintendent of Record Report

Dr. Lutz remarked the Grand Re-Opening was “something special” and commended Mr. Rice and the entire team on a great job.

12. Solicitor's Report

13. Information Items

13.1. JOC Brief

Mr. Rice provided the following:

- Thanked the Board for their trust and support throughout the renovation project, and to the students, alumni and staff.
- Mr. Kane and Mrs. Youngstead were both presenters at the PACTA Summer Conference.
- Steel Center has been awarded a \$280,000 PAsmart grant to expand electric vehicle training.

14. Other Business – Joint Operating Committee Business ACTION ITEMS

A motion was made by Mr. Giglione, seconded by Mr. Donahoe, carried by a 10-0 vote to approve Business action items 14.1 as presented.

14.1 PSBA Officers – Steel Center will cast one vote for each position to be submitted electronically by the Board Secretary by October 31, 2026.

- 2027 President-Elect (1 Year Term)
 - Matt Vannoy, Sharon City School District
- 2027 Vice President (1 Year Term)
 - Kristy Bolte, Northwestern School District
- 2027-2029 Treasurer (3 Year Term)
 - David Hein, Parkland School District
- PSBA Insurance Trustees (3 Year Term, ending December 31, 2029)
 - Marianne L. Neel
 - Dr. Michael Faccinetto

15. Visitor Comments

Mr. Comensky commended the Board, Administration, staff, and student volunteers on the Grand Re-Opening.

Mr. Schaap thanked student representatives Paige Giglione, Baldwin-Whitehall, and Rheyjon Williams, Clairton City, for their participation in the Grand Re-Opening event.

16. Adjournment

There being no further business, a motion was made by Mr. Giglione, seconded by Mrs. DeBeneditto, carried by an aye vote to adjourn the meeting at 7:50pm.

NEXT MEETING: October 6, 2026, at Steel Center CTE

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary