



MINUTES

Joint Operating Committee Regular Meeting

Tuesday, March 1, 2022

1. Call to Order

The meeting was called to order by President Schaap at 7:04 pm. 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

Ms. Melissa Wood, Alternate
Mrs. Hoppe
Mr. Roger Tachoir
Mrs. Calvina Harris
Mr. Travis Stoffer
Mrs. Lauren DiBeneditto Huey
Mr. Wayne Perry
Mrs. Cara Karstetter
Mrs. Suzanne Downer
Mrs. Debra Kostelnik
Mr. David Schaap

The President declared a quorum present.

Other individuals present:

Dr. Randal Lutz, Superintendent of Record
Janet Burkhardt, Weiss Burkhardt Kramer
Rich Marusic, AIU – ZOOM
Dr. Richard Dowell, Mon Valley School
Dr. Joseph Lucarelli, AIU
Joseph Esper, Business Manager, West Mifflin
Betsy Krisher, MaherDuessel
Nikki Walton, MaherDuessel
Anabel Franzmann, Skills USA President
Luke Spyra, Skills USA
Kaiden Jefferson, SkillsUSA

Steel Center Staff:

Kevin Rice, Executive Director
Patrice Allison, Asst. Business Manager
Robin White, Asst. Director/Principal
David Hall, Supervisor of Buildings and Grounds
Samantha Brinkman, SkillsUSA Advisor
Tricia Cousino, Board Secretary
Stacey Caudill, Baking/Pastry Chef Teacher

2. Board Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 5:00 PM on February 28, 2022. The meeting is open to the public to attend in-person.

3. President Remarks

For the purpose of the minutes, Mr. Schaap announced that an executive session was held prior to tonight's meeting for purposes of discussing personnel and legal matters.

4. Student Representative – SkillsUSA Update

Mrs. Samantha Brinkman, SkillsUSA Advisor and Anabel Franzmann presented at the Meeting to provide updates on projects and events.

- District 8 Competition: Steel Center was represented by 24 competitors with 5 First Place winners, 6 Second Place winners, and 8 Third Place winners.
- Coin Wars: Over \$500.00 to date has been raised for the Ronald McDonald House charities
- A Popcorn Fundraiser is currently underway.
- The following District 8 first place winners introduced themselves, the district they represented, and the area they competed in:
 - Luke Spyra, South Allegheny, Culinary Arts: Restaurant Service
 - Kaiden Jefferson, Steel Valley, Baking/Pastry Arts: Commercial Baking

5. Presentations

5.1. Audit Report by Maher Duessel

MaherDuessel representatives, Ms. Betsy Krisher, Engagement Partner, and Ms. Nikki Walton, Senior Manager, provided an overview of the auditor's report for Steel Center Administrative Budget, Customer Service Account, Student Activity Account and the Annual Financial Report (PDE 2057) for the fiscal year ended June 30, 2021.

- On behalf of the Board, Mr. Schaap extended appreciation for the time and presentation of materials from MaherDuessel.

6. Minutes

6.1. A motion was made by Mr. Perry, seconded by Mr. Tachoir, and carried by an aye vote to approve the minutes from February 1, 2022.

7. Financial ACTION ITEMS

A motion was made by Mrs. Kostelnik, seconded by Mr. Perry, and carried by a roll call vote, 11-0, to approve Financial Items 7.1 to 7.4 as presented.

7.1. Treasurer's Report Ending January 31, 2022

7.2. Bills to Be Approved

7.2.1 General Fund Check Register – Payments February 2022

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 \$1,000 – Future Payments

7.2.4 Administrative Fund Check Register – Payments February 2022

7.2.5 Administrative Fund Checks to Approve – Future Payments

7.3 Ratify Student Activity Report for January 2022

7.4 Accept the Audit Reports prepared by MaherDuessel Certified Public Accountants for the Steel Center Administrative Budget, Customer Service Account, Student Activity Account and the Annual Financial Report (PDE 2057) for the fiscal year ended June 30, 2021.

8. Administrative ACTION ITEMS

A motion was made by Mr. Tachoir, seconded by Mr. Perry, and carried by a roll call vote, 11-0, to approve Administration Action Items 8.1 through 8.3 of the Operations, Personnel and Conferences, Seminars & Competitions items as presented.

8.1. Operations

8.1.1 Southwestern PA CTE Professional Development Day

- Approve the Steel Center staff to participate in the **2022 Southwestern PA CTE Professional Development Day** on August 17, 2022 along with the faculty and staff from seven other Career and Technical Education schools, at an approximate cost of **\$2,500**.

8.1.2 Steel Center Health & Safety Plan

- Approve the 2021-2022 Steel Center Health and Safety Plan Revisions

8.2 Personnel

8.2.1 Instructional Aide Resignation

- Accept the resignation of Sekerra Staples as Cosmetology Instructional Aide for the 2021-2022 school year, effective February 10, 2022.

8.2.2 Instructional Aide Position

- Authorize Executive Director to make a binding offer between board meetings for an Instructional Aide to be ratified at the April JOC meeting.

8.2.3 Substitute Instructor

- Approve hiring the following **Substitute Instructor for the 2021-2022 School Year at a rate of \$125 per day:**
 - Sekerra Staples

8.3 Conferences, Seminars & Competitions

8.3.1 Legislative Workshop

- Approve **Kevin Rice** to attend the **Legislative Workshop** in Harrisburg, PA at on April 25-26, 2022 as part of the Leadership Pittsburgh Program at an approximate cost of **\$400**.

8.3.2 SkillsUSA State Leadership Conference

- Approve Skills USA Advisors, **Scott Kane** and **Maria Inks**, along with **12 Steel Center SkillsUSA students** to attend the **SkillsUSA State Leadership Conference** in Hershey, PA on April 6-8, 2022 at an approximate cost of \$9,435.50.

9. Facilities ACTION ITEMS

A motion was made by Mr. Perry, seconded by Mrs. Karstetter, and carried by a roll call vote 11-0, to approve the Facilities Action Item 9.1 covering the LED Sign Purchase as presented.

Mr. Stoffer shared how favorable the quality of the sign would be given the 9MM display specifications.

9.1. LED Sign Purchase

- The Administration recommends approving the quote of **\$27,914.73** from **Image 360** (COSTARS Purchasing Program Vendor #538 188) for the purchase and installation of a 8' x 3' Double Sided 9mm Display Sign to replace the middle portion of the existing display sign along North Lewis Run Road. Six quotes were received.

10. Superintendent of Record Report - NONE

11. Solicitor's Report - NONE

12. Information Items

12.1. JOC Brief

Mr. Rice highlighted the following information from the March 2022 JOC Brief:

- Renovation Presentations are being well received from our member districts. Six have been completed and there are five more in the month of March. Mr. Schaap and Dr. Lutz have been in attendance to several of the presentations showing their support and offering positive feedback.
- The Renovation Forum is now being offered on two dates, March 8th and March 31st.
- Looking ahead, Steel Center's Job Fair is April 12th & 13th. Steel Center welcomes any colleagues the Board members may recommend and they are directed to contact Lori Warabow, Work-Based Learning Facilitator at Steel Center.

13. Other Business - NONE

14. Visitor Comments - NONE

15. Adjournment

Mr. Schaap announced there would be an Executive Session following adjournment of the SEASS meeting.

There being no further business, a motion was made by Mrs. Kostelnik, seconded by Mr. Perry, carried by an aye vote to adjourn the meeting at 8:14pm.

NEXT MEETING: Tuesday, April 5, 2022

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary