



MINUTES
Joint Operating Committee Regular Meeting
Tuesday, March 7, 2023

1. Call to order

The meeting was called to order by President Schaap at 7:17pm at Steel Center.

1.1. Flag Salute

1.2. Roll Call

Baldwin-Whitehall	Mr. Pete Giglione - ABSENT
Baldwin-Whitehall Alternate	Ms. Melissa Wood
Bethel Park	Mrs. Gail Hoppe
Clairton	Mr. Roger Tachoir - ABSENT
Duquesne	Mrs. Calvina Harris
Elizabeth Forward	Mr. Travis Stoffer - ABSENT
South Allegheny	Mrs. Lauren DiBeneditto Huey
South Park	Mr. Wayne Perry
Steel Valley	Mrs. Cara Karstetter
West Jefferson Hills	Mrs. Suzanne Downer
West Mifflin Area	Mrs. Debra Kostelnik
Brentwood	Mr. David Schaap

The President declared a quorum.

Others Present:

Dr. Randal Lutz, Superintendent of Record
Jocelyn Kramer, Weiss Burkardt Kramer
Dr. Richard Dowell, Mon Valley School
Timothy Fabrizi, Mon Valley School Asst. Principal
Richard Henry, Student

Steel Center Staff:

Kevin Rice, Executive Director
Patrice Allison, Asst. Business Manager
David Hall, Supervisor of Building and Grounds
Scott Kane, Assistant Principal
Tricia Cousino, Board Secretary
Jay Cherep, Technology Specialist
Dennis Erolina, 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 March 6, 2023. 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.

4. Student Representatives – NONE

5. Presentations – NONE

6. Minutes

6.1. A motion was made by Mrs. Hoppe, seconded by Mr. Perry, carried by an aye vote to approve the minutes from February 7, 2023.

7. Financial ACTION ITEMS

A motion was made by Mrs. Hoppe, seconded by Mrs. Harris, carried by a roll call vote of 9-0, to approve the Finance items 7.1 to 7.6 as presented.

7.1. Treasurer's Report ending January 31, 2023

7.2. Bills to Be Approved

7.2.1 General Fund Check Register – February 2023

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 – February 2023

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 January 2023

7.4 Renovation Fund Treasurer's Report Ending January 31, 2023

7.5 Approved to assign the \$1,683,769 in unearned revenue as of 6/30/2021 to future capital projects.

7.6 Approved to assign any excess revenue at the end of fiscal year 2021-22 to future capital projects.

8. Administrative ACTION ITEMS

A motion was made by Mrs. Karstetter, seconded by Mrs. DiBeneditto Huey, carried by a roll call vote of 9-0, to approve the Operations items 8.1.1 to 8.1.9 as presented.

8.1 Operations

8.1.1 Educational Technology Management Services Agreement

- Approved the Educational Technology Management Services Renewal Proposal from Questeq.

8.1.2 Memorandum of Understanding - ABC

- Approved the MOU between the Associated Builders & Contractors of Western PA (ABC) and Steel Center.

8.1.3 Storage Containers

- Approved the purchase of three storage containers from **Sealine Containers** at an approximate total cost of **\$7,860**.

8.1.4 Warehouse Lease Agreement

- Approved the lease agreement with GCB Enterprise LLC for warehouse space at a cost of \$1,250/month for 36 months.

8.1.5 Memorandum of Understanding - Bureau of Career and Technical Education

- Approved the 2023-2024 MOU between Steel Center and the Bureau of Career and Technical Education for participation in the BCTE Technical Assistance Program.

8.1.6 Occupational Advisory Committee Members 2022-2023

- Approved **Kayla Linton** to serve on the Medical Professions program OAC for 2022-2023.

8.1.7 Surplus Equipment

- Declared four Lincoln Precision 275 Welders as surplus equipment.

8.1.8 Vehicle Donation

- Accepted donation of a 2009 Chevrolet Malibu from **Brianna Seaman** valued at **\$2,866**.

8.1.9 Phone Lease Agreement

- Approved the agreement with **Full Service Network** for phone services at an approximate cost of **\$830/month** for 60 months, plus activation and labor fees.

A motion was made by Mrs. Hoppe, seconded by Mr. Perry, carried by a roll call vote of 9-0, to approve Personnel items 8.2.1 to 8.2.3 as presented.

8.2 Personnel

8.2.1 Advertising & Design

- Ratified the hiring of **Erin Heltion** for the Advertising & Design Instructor position for the 2022-2023 school year. Her salary will be Lane 1, Step 2 at \$50,842 plus benefits as stated in the Professional Employee Contract.

8.2.2 Computer Technology

- Ratified the hiring of **Kurt Blanock** for the Computer Technology Instructor position for the 2022-2023 school year. His salary will be Lane 4, Step 13 at \$69,634 plus benefits as stated in the Professional Employee Contract.

8.2.3 Substitute Employees

- Approved hiring the following Substitute Employees for the 2022-2023 School Year at the approved daily substitute rate as per classification of assignment.
 - James Gamret, Substitute Custodian

A motion was made by Mr. Perry, seconded by Mrs. Hoppe, carried by a roll call vote of 9-0, to approve Personnel item 8.2.4 as presented.

8.2.4 Retirement

- Accepted the retirement of **Robin White**, Assistant Director/Principal for the 2022-2023 school year, effective June 30, 2023.

Special Note: The board accepted Mrs. White's resignation with regret and thanked her for her years of dedication and service.

A motion was made by Mr. Perry, seconded by Mrs. Hoppe, carried by a roll call vote of 9-0, to approve Conference, Seminars & Competitions items 8.3.1 to 8.3.5 as presented.

8.3 Conferences, Seminars & Competitions

8.3.1 SkillsUSA State Leadership Conference

- Approved Skills USA Advisors, **Rick Heltion** and **Maria Inks**, along with **16 Steel Center SkillsUSA students** to attend the SkillsUSA State Competition in Hershey, PA on April 12-14, 2023, at an approximate cost of **\$14,466.90**.

8.3.2 Pennsylvania Association of School Nurses and Practitioners Conference

- Approved **Jennifer Kastronis** and **Gina Abbott** to attend the PASNAP Annual Conference in Hershey, PA on April 1-2, 2023, at an approximate cost of **\$3,800** to be paid for by the Covid-19 Public Health Workforce Supplemental Funding Grant.

8.3.3 Penn State Meeting

- Approved Executive Director **Kevin Rice** to attend a meeting between the PACTA State officers, PDE, and the Professional Development Centers of Indiana, PA, Penn State, and Temple University on April 18, 2023 at the Penn Stater Hotel and Conference Center at an approximate cost of **\$300**.

8.3.4 Legislative Visits and Technical School Education Day

- Approved Executive Director **Kevin Rice** to attend PACTA legislative visits on April 24, 2023, and to the Technical School Education Day in Harrisburg, PA on April 25, 2023 this event in Harrisburg, PA at an approximate cost of **\$600**.

8.3.5 Technical School Education Day

- Approved **Shannon Hinkle** and **Stacey Caudill** to accompany **the following students** to the State Capitol in Harrisburg, PA for Technical School Education Day on April 25, 2023 at an approximate cost of **\$1800**.
 - Emma Ciaramella, South Park - Collision Repair & Refinishing
 - Jayden Colorado, West Mifflin – Carpentry
 - Sajjan Dangal, Baldwin-Whitehall – Culinary Arts
 - Ke’Vionna Jones, Clairton – Culinary Arts
 - Jaida Walker, Clairton – Health Assistants

9. Facilities ACTION ITEMS

A motion was made by Mr. Perry, seconded by Mrs. Hoppe, carried by a roll call vote of 9-0, to approve the Facilities Action Item 9.1 as presented.

9.1. Service Proposal

- Approved the one-year **Pneumatic Service Contract** with **O.Z. Enterprises, Inc.** at an approximate cost of **\$7,000**.

10. Architect's Report

Mr. Rice gave an update on an adjustment in the renovation project to allow for individual changing spaces.

11. Superintendent of Record Report – NONE

12. Solicitor's Report – NONE

13. Information Items

13.1. JOC Brief

Mr. Rice provided the following updates:

- JOC Board President David Schaap did a great job as the guest speaker at the general meeting of the Pennsylvania Association of Career and Technical Administrators on February 9, 2023. Lieutenant Governor Austin Davis spoke to the CTE leaders and educators as well.
- To celebrate Bus Appreciation Day on February 22nd, all bus drivers of Steel Center students received a token of appreciation: dessert breads prepared by Chef Kutrufis and her Baking/Pastry Chef students. This is one of many appreciation initiatives throughout the year organized by Executive Assistant Tricia Cousino.
- The Public Safety program will be receiving a generous donation of 50 sets of bunker gear from the City of Pittsburgh EMS.
- 9th grade tours from our member districts have taken place over the last 2 months.

13.2. Policy Revisions

- Second read of amended Policy 103 Non-Discrimination/Title IX Sexual Harassment Affecting Students.
- Second read of amended Policy 104 Non-Discrimination/Title IX Sexual Harassment Affecting Staff.

14. Other Business – JOC Action Items

14.1. Policy Revisions

A motion was made by Mr. Perry, seconded by Mrs. Harris, carried by an aye vote to approve the amended Policy 103 Non-Discrimination/Title IX Sexual Harassment Affecting Students and amended Policy 104 Non-Discrimination/Title IX Sexual Harassment Affecting Staff as presented.

15. Visitor Comments – NONE

16. Adjournment

There being no further business, a motion was made by Mrs. Kostelnik, seconded by Mrs. DiBeneditto Huey, carried by an aye vote to adjourn the meeting at 7:36 pm.

NEXT MEETING: Tuesday, April 4, 2023

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary