



SOUTHEASTERN AREA SPECIAL SCHOOL

MINUTES

**Joint Operating Committee Regular Meeting
Tuesday, December 12, 2023**

1. Call to order

The meeting was called to order by President Giglione at 8:21pm at Steel Center.

1.1. Roll Call

Brentwood	Mr. David Schaap
Clairton	Mr. Roger Tachoir
Duquesne	Mrs. Calvina Harris
Elizabeth Forward	Mr. Travis Stoffer
South Allegheny	Mrs. Lauren DiBeneditto Huey - ABSENT
South Park	Mr. Wayne Perry
Steel Valley	Mrs. Cara Karstetter
West Jefferson Hills	Mrs. Suzanne Downer
West Mifflin Area	Mr. Mark Donahoe
Baldwin-Whitehall	Mr. Pete Giglione

The President declared a quorum.

Others Present:

Dr. Randal Lutz, Superintendent of Record
Jocelyn Kramer, Weiss Burkardt Kramer
Dr. Richard Dowell, Mon Valley School Principal
Sonya Gooden, Duquesne SD
Debra Kostelnik, West Mifflin SD

Steel Center Staff:

Kevin Rice, Executive Director
Scott Kane, Assistant Director/Principal
Kaitlyn Youngstead, Assistant Principal
Patrice Allison, Asst. 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 December 11, 2023.
The meeting is open to the public to attend in-person.

3. President Remarks

No executive session was held prior to tonight's meeting.

Mr. Mark Turnley CPA provided an overview of the audit report for the SEASS Administrative Budget, for the fiscal year ending June 30, 2023, along with a five-year history analysis. The report was presented during the Steel Center meeting.

4. Nominations for President and Vice President

Ms. Kramer opened the floor for nominations.

4.1. Nomination for President

A motion was made by Mr. Schaap to nominate Mr. Giglione for the position of President.
A motion was made by Mr. Schaap, seconded by Mr. Perry to close nominations and appoint Mr. Giglione as President. The motion was carried by an aye vote.

4.2. Nominations for Vice President

A motion was made by Mr. Schaap to nominate Mr. Perry for the position of Vice President. A motion was made by Mr. Schaap, seconded by Mrs. Karstetter to close nominations and appoint Mr. Perry as Vice President. The motion was carried by an aye vote.

5. Minutes

5.1. A motion was made by Mr. Schaap, seconded by Mr. Perry, and carried by an aye vote to approve the minutes from November 14, 2023.

6. Financial ACTION ITEMS

A motion was made by Mr. Schaap, seconded by Mr. Perry, carried by a roll call vote of 9-0 to approve Finance items 6.1 to 6.3 as presented.

6.1. Treasurer's Report ending October 31, 2023

6.2. Bills to be Approved

6.2.1 SEASS Administrative Fund Check Register – Payments November 2023

6.2.2 SEASS Administrative Fund Checks to Approve – Future Payments

6.3. Authorized the Administration to pay invoices when received and ratify them at the February 6, 2024 JOC Meeting if necessary.

7. Principal's Report

Dr. Dowell announced Mon Valley School's annual holiday concert will be held on December 21, 2023 at 1:00pm. All are invited to attend this event.

8. Facilities ACTION ITEMS

A motion was made by Mr. Schaap, seconded by Mrs. Karstetter, carried by a roll call vote of 9-0 to approve Facilities item 8.1 as presented.

8.1. Pump Rebuild

- Approved removal, rebuild, and reinstallation of the pump that services Mon Valley by **Tobey Karg** at an approximate cost of **\$3,980**.

9. Allegheny Intermediate Unit Report – NONE

10. Superintendent of Record Report – NONE

11. Solicitor's Report – NONE

12. Information Items

Mr. Giglione gave an update on the ongoing intercom problem at Mon Valley School. A plan is in place to explore cloud-based options and expense responsibilities. Further action will be presented at the February board meeting.

13. Other Business – Joint Operating Committee Business ACTION ITEMS

A motion was made by Mr. Schaap, seconded by Mrs. Harris, carried by a roll call vote of 9-0 to approve Action items 13.1 – 13.2 as presented.

13.1. Reappointment of Solicitor

- Approved the reappointment of **Weiss Burkardt Kramer LLC** as solicitor for 2024, with a retainer of \$500 per month and hourly billing rate of \$150 per hour.

13.2. Administrative Stipends

- Approved the following individuals to receive a retroactive stipend for SEASS duties for the 2022-2023 school year in the amount of \$1,000:
 - Dave Hall
 - Chris Hamilton
 - Patrice Allison
 - Tricia Cousino
- Approve the following individuals to receive a stipend for SEASS duties for the 2023-2024 school year in the amount of \$1,500:
 - Dave Hall (50% prorated)
 - Tom Bernick (50% prorated)
 - Chris Hamilton
 - Patrice Allison
 - Tricia Cousino

14. Visitor Comments – NONE

15. Adjournment

There being no further business, a motion was made by Mr. Schaap, seconded by Mrs. Karstetter, carried by an aye vote to adjourn the meeting at 8:28pm.

NEXT MEETING: Tuesday, February 6, 2024

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary