



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

1. Call to order

The meeting was called to order by President Schaap at 7:34pm 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

Mr. Pete Giglione
Mrs. Gail Hoppe - ABSENT
Mr. Roger Tachoir
Mrs. Calvina Harris
Mr. Travis Stoffer
Mrs. Lauren DiBeneditto - ABSENT
Mr. Wayne Perry
Mrs. Cara Karstetter
Mrs. Suzanne Downer
Mr. Mark Donahoe
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 Principal
Sonya Gooden, Duquesne SD
Debra Kostelnik, West Mifflin SD
Matt Franz, HHSDR
Mark Turnley, CPA

Steel Center Staff:

Kevin Rice, Executive Director
Chris Hamilton, Business Manager
Patrice Allison, Asst. Business Manager
Tom Bernick, Supervisor of Building & Grounds
Scott Kane, Assistant Director/Principal
Kaitlyn Youngstead, Assistant Principal
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 December 11, 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.

Mr. Schaap thanked the students and staff of the Culinary Arts and Baking/Pastry Chef programs for a wonderful holiday dinner event.

4. Nominations for President and Vice President

Ms. Kramer opened the floor for nominations.

4.1. Nomination for President

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

4.2. Nominations for Vice President

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

5. Student Presentations – NONE

6. Other Presentations – Audit Report for Steel Center and SEASS, Mark Turnley CPA

Mr. Turnley provided an overview of the audit report for the Steel Center Combined Budget and the SEASS Administrative Budget, for the fiscal year ending June 30, 2023, along with a five-year history analysis for each.

7. Minutes

7.1. A motion was made by Mr. Perry, seconded by Mrs. Harris, carried by an aye vote to approve the minutes from November 14, 2023.

8. Financial ACTION ITEMS

A motion was made by Mr. Perry, seconded by Mr. Tachoir, carried by a 9-0 vote to approve Finance items 8.1 to 8.5 as presented.

8.1. Treasurer's Report Ending October 31, 2023

8.2. Bills to be Approved

8.2.1 General Fund Check Register – Payments November 2023

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

8.2.3 General Fund Purchase Orders to be Ratified —Over \$1,000 – Future Payments

8.2.4 Administrative Fund Check Register – Payments November 2023

8.2.5 Administrative Fund Checks to Approve – Future Payments

8.2.6 Renovation Fund Expenses to be Ratified – Future Payments

8.3. Ratified Student Activity Report for October 2023

8.4. Renovation Fund Treasurer's Report Ending October 31, 2023

8.5. Authorized the Administration to pay invoices when received and ratify them at the February 7, 2024 JOC meeting if necessary.

9. Administrative ACTION ITEMS

A motion was made by Mr. Tachoir, seconded by Mrs. Karstetter, carried by a 9-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items 9.1.1 to 9.3.1 as presented.

9.1 Operations

9.1.1 Allegheny Connect RWAN Renewal Resolution

- Approved the resolution to approve the Service Order Agreement and E-rate Letter of Agency with Allegheny Intermediate Unit for Regional Wide Area Network Services (RWAN) and Internet Access Service as presented subject to final terms and conditions approved by the Solicitor.

9.1.2 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.

9.1.3 Occupational Advisory Committee Members 2023-2024

- Approved the following individuals to serve on the Culinary Arts Occupational Advisory Committee (OAC) for 2023-2024:
 - Frank Ciccanti, Jr
 - Cynthia Long
 - Ben Piper

9.2 Personnel

9.2.1 Business Manager Cooperation Agreement

- Approved the three-year agreement between **Steel Center for Career & Technical Education and Parkway West Career & Technology Center for shared business manager services of Chris Hamilton** with Steel Center paying Parkway West 50% of total cost of salary, retirement and all outlined benefits effective July 1, 2021 through June 30, 2026 as presented subject to final terms and conditions approved by the Solicitor.

9.2.2 Retirement

- Accepted the retirement of **Dave Hall**, Supervisor of Building and Grounds, effective June 30, 2024.

9.2.3 Salary Increase for Executive Director

- Approved the salary increase for Executive Director, **Mr. Kevin Rice**, retroactive to July 1, 2023, as presented.

9.2.4 Supplemental Contracts

- Approved the following individuals for supplemental contracts for the 2023-2024 school year with a stipend of \$1,230 per assignment:
 - Emergency Medical Responder – Nichole Zeigler
 - Special Event Coordinator – Nathan Horrell and Amanda Kate Kutrufis
 - Veterinary Services Coordinator – Nicholas Rivotuso
 - OSHA Coordinator – Richard Heltion

9.2.5 MOU for Temporary Building & Grounds Supervisor

- Approved the Memorandum of Understanding between Steel Center for Career & Technical Education and the Steel Center Federation of Teachers to assign **Tom Bernick** as Acting Supervisor of Building and Grounds as presented subject to final terms and conditions approved by the Solicitor.

9.2.6 Acting Supervisor of Building & Grounds

- Approved **Tom Bernick** as Acting Supervisor of Building & Grounds retroactive to December 11, 2023, per the Memorandum of Understanding, and other terms and conditions as presented.

9.2.7 Student Employment

- Approved to extend the following Steel Center students for cooperative education employment through May 30, 2024, at the rate of \$12.00 per hour, to be paid with funds from the Business Education Partnership grant:
 - Shane Rudberg
 - Alexandra Santelli
 - Carnell Simms
 - Aedan Haglund
 - Anthony Raygoza
 - Cory Garback
 - Dylan Saffer
 - Collin McCorkle
 - Alexis Palucis
 - Emma Brooks

9.3 Conferences, Seminars & Competitions

9.3.1 Pathways to Career Readiness Conference

- Approved Executive Director, **Kevin Rice**, to attend the PACTA State Officers and Executive Committee Meetings on February 7, 2024, and the PACTA Pathways to Career Readiness Symposium February 9 & 10, 2024 in Hershey, PA at an approximate cost of \$700.00.

10. Facilities ACTION ITEMS – NONE

11. Renovation Update – ACTION ITEMS

A motion was made by Mr. Perry, seconded by Mrs. Harris carried by a vote 9-0 to approve Change Order items 11.1 to 11.4 as presented with final terms and conditions approved by the Architect and Solicitor:

- 11.1.** Approved Change Order GC-1 with DiMarco Construction Co. in the amount of **\$3,608,811.00.**
- 11.2.** Approved Change Order HC-1 with First American Industries, Inc. in the amount of **\$36,244.00.**
- 11.3.** Approved Change Order PC-1 with First American Industries, Inc. in the amount of **\$71,855.00.**
- 11.4.** Approved Change Order EC-1 with Merit Electrical Group, Inc. in the amount of **\$60,219.00.**

12. Superintendent of Record Report – NONE

13. Solicitor's Report – NONE

14. Information Items

14.1. JOC Brief

Mr. Rice gave the following updates:

- The Veterans Dinner held on November 14, 2023 was a great success.
- Board members were given a tour of the renovation areas this evening and can continue to do so periodically throughout the process.
- A tentative phasing plan has been provided as a guide to the process.
- Steel Center's current student enrollment is 878.
- Steel Center hosted the Greater Pittsburgh Regional Forum on November 17, 2023, giving the new state Director of Career and Technical Education at PDE, Mr. Judd Pittman, the opportunity to engage with CTE stakeholders, students, and staff from across the region.
- A copy of the 2024-2025 Student Recruitment/Scheduling Plan was distributed.

14.2. Spring Workshop for School Board Members

A workshop for new school board directors will be held at Steel Center to provide an insight into career and technical education and tour the facility. Two date options will be available. Further details will be shared in the near future.

15. Other Business – NONE

16. Visitor Comments

Mrs. Kostelnik expressed her gratitude in serving on the board alongside her fellow board members and for the gift and recognition plaque.

Mr. Schaap announced since there would be no upcoming renovation action items to address, the meeting scheduled for January 9, 2024 is hereby canceled.

17. Adjournment

There being no further business, a motion was made by Mrs. Karstetter, seconded by Mr. Perry, carried by an aye vote to adjourn the meeting at 8:20pm.

NEXT MEETING: February 6, 2024.

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary