



MINUTES

Joint Operating Committee Regular Meeting

Tuesday, December 13, 2022

1. Call to order

The meeting was called to order by Vice President Mrs. Harris at 7:37 pm at Steel Center.

1.1. Flag Salute

1.2. Roll Call

Baldwin-Whitehall	Mr. Giglione - ABSENT
Baldwin-Whitehall, alternate	Ms. Wood
Bethel Park	Mrs. Hoppe - ABSENT
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 - ABSENT
Steel Valley	Mrs. Cara Karstetter
West Jefferson Hills	Mrs. Suzanne Downer
West Mifflin Area	Mrs. Debra Kostelnik
Brentwood	Mr. David Schaap - ABSENT
Brentwood, alternate	Mr. Kircher

The Vice President declared a quorum.

Others Present:

Jocelyn Kramer, Weiss Burkardt Kramer
 Sonya Gooden, Duquesne City S.D.
 Joseph Esper, West Mifflin Area S.D.
 Dorothy Wycoff, Elizabeth Forward S.D.
 Dr. Richard Dowell, Mon Valley School
 Jill Fleming-Salopek, Baldwin-Whitehall S.D.
 Matt Franz, HHS DR
 Katelyn Korbe, student
 Cameron Santoriello, student

Steel Center Staff:

Kevin Rice, Executive Director
 Patrice Allison, Asst. Business Manager
 Robin White, Asst. Director/Principal
 Chris Hamilton, Business Manager
 David Hall, Supervisor of Building and Grounds
 Tricia Cousino, Board Secretary
 Jay Cherep, Technology Specialist
 Samantha Brinkman, Instr. Aide & Skills Advisor
 Dennis Erolino, 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 December 12, 2022.
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. Nominations for President and Vice President

A motion was made by Mr. Tachoir, seconded by Mrs. Kostelnik, carried by an aye vote to table the nominations until the February 7, 2023 JOC board meeting.

4.1. Nomination for President

4.2. Nomination for Vice President

5. Student Representatives

Skills USA officers, Katelyn Korbe and Cameron Santorello, shared the following updates:

- Approximately 40 students will compete in the SkillsUSA District competition on January 13th & 16th.
- The SkillsUSA holiday event for members will be held on December 15th.
- SkillsUSA in combination with NTHS had a successful winter clothing drive.

6. Minutes

- 6.1.** A motion was made by Mr. Tachoir, seconded by Mrs. Kostelnik, carried by an aye vote to approve the minutes from November 1, 2022.

7. Financial ACTION ITEMS

A motion was made by Mr. Tachoir, seconded by Mrs. Karstetter, carried by a roll call vote of 8-0 to approve the Finance items, the Administrative items, and the Facilities items 7.1 to 9.1 as presented.

7.1. Treasurer's Report Ending October 31, 2022

7.2. Bills to Be Approved

7.2.1 General Fund Check Register – Payments November 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 November 2022
- 7.2.5** Administrative Fund Checks to Approve – Future Payments
- 7.3** Ratified Student Activity Report for October 2022
- 7.4** Renovation Fund Treasurer's Report Ending November 30, 2022
- 7.5** Authorized the Administration to pay invoices when received and ratify them at the February 7, 2023 JOC meeting since there is no meeting in January.

8. Administrative ACTION ITEMS

8.1 Operations

8.1.1 Occupational Advisory Committee Members 2022-2023

- Approved the following individuals to serve on the respective program areas OAC for 2022-2023:
 - Kim Hinkle, Health Assistants
 - Kasey Hinkle, Health Assistants
 - Angelise Hinkle, Health Assistants
 - Denise Stewart, Sports Medicine
 - Jacob Chornak, Computer Technology
 - Brian Graper, Medical Professions

8.1.2 Reappointment of Solicitor

- Approved the reappointment of **Weiss Burkardt Kramer LLC as solicitor for 2023**, with a retainer of \$500 per month and hourly billing rate of \$145 per hour.

8.1.3 Functional Data Proposal

- Approved the proposal by **US Employee Benefits Services Group** to provide ACA Reporting at a cost of **\$1,500/annually**.

8.2 Personnel

8.2.1 Employee Resignation

- Accepted the resignation of Chelsea Gooden, Instructional Aide for Cosmetology program effective November 28, 2022.

8.2.2 Vacant Position

- Authorized Executive Director to make a binding offer of employment between board meetings to fill the Baking & Pastry Chef Instructor position to be ratified at the subsequent JOC board meeting.

8.2.3 Instructional Aide

- Approved the hiring of **Lori Gricar** as 10-Month Instructional Aides at a 60-day probationary rate of \$15.00 per hour and moving on day 61 to Step 1 salary of \$22,766.40 plus benefits as stated in the Classified Employee Contract.

8.2.4 Restructuring Administrative Functions

- Approved the Proposal for Restructuring Administrative Functions.

8.2.5 Supplemental Contract

- Approved the following individual for a supplemental contract for the 2022-2023 school year with a stipend of \$1,230 per assignment:
 - Lead SkillsUSA: Maria Inks

8.2.6 School Counselor

- Ratified the hiring of **Laura Montecalvo** for the School Counselor position for the 2022-2023 school year. Her salary will be Lane 4, Step 9 at \$63,087 plus benefits as stated in the Professional Employee Contract.

8.3 Conferences, Seminars & Competitions

8.3.1 Pathways to Career Readiness Conference

- Approved **Executive Director, Kevin Rice** to attend the PACTA State Officers and Executive Committee Meetings on February 8, 2023 and the PACTA Pathways to Career Readiness Conference February 9 & 10, 2023 in Hershey, PA at an approximate cost of \$700.00.

9. Facilities ACTION ITEMS

9.1. Chiller Maintenance and Inspection

- Approved the quote from **Tobey Karg** for Chiller Preventative Maintenance Services at a cost of **\$3,640.00** which is shared with SEASS.

10. Architect's Report - NONE

11. Superintendent of Record Report – NONE

12. Solicitor's Report

The solicitor's report was provided during executive session.

13. Information Items

13.1. JOC Brief

Mr. Rice provided the following updates:

- Thank you to the entire board for being a part of Steel Center's OAC announcement event, the Veteran's Dinner, calls and letters of support for the RACP funding, and their continued support and leadership.
- The Licensed Practical Nurse program, through ICTC, recently held their Class of 2022 Graduation ceremony on November 10, 2022.

14. Other Business – NONE

15. Visitor Comments – NONE

16. Adjournment

There being no further business, a motion was made by Mr. Tachoir, seconded by Mrs. Kostelnik, carried by an aye vote to adjourn the meeting at 7:46 pm.

NEXT MEETING: Tuesday, February 7, 2023

No meeting in January

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary