



MINUTES
Joint Operating Committee Regular Meeting
Tuesday, February 6, 2024

1. Call to order

The meeting was called to order by President Schaap at 7:07pm 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
Mr. Roger Tachoir
Mrs. Calvina Harris
Mr. Travis Stoffer - ABSENT
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
Melissa Wood, Baldwin-Whitehall alternate
Candice Butler-Davis, Duquesne alternate
Katie Clouston, SkillsUSA student

Steel Center Staff:

Kevin Rice, Executive Director
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
Samantha Brinkman, SkillsUSA Advisor

2. Board Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 6:00 PM on February 5, 2024. 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 Presentations - SkillsUSA

Skills President, Katie Clouston gave the following updates:

- SkillsUSA had 39 students participate at the District 8 competition held on January 12th and 15th. Twenty students will move on to the State Competition April 3rd through the 5th in Hershey, PA
- During the months of November and December, SkillsUSA raised \$877.00 for Brave Gowns.
- February 5th through the 9th is Spirit Week at Steel Center with a different "theme" of dress each day.

5. Other Presentations - NONE

6. Minutes

- 6.1.** A motion was made by Mrs. Downer, seconded by Mrs. Harris, carried by an aye vote to approve of minutes from December 12, 2023.

7. Financial ACTION ITEMS

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

7.1. Treasurer's Report Ending November 30, 2023

7.2. Treasurer's Report Ending December 31, 2023

7.3. Bills to be Approved

7.3.1 General Fund Check Register – Payments December 2023 – January 2024

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

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

7.3.4 Administrative Fund Check Register – Payments December 2023 – January 2024

7.3.5 Administrative Fund Checks to Approve – Future Payments

7.3.6 Renovation Fund Expenses to be Ratified – Future Payments

7.4. Ratified Student Activity Report for December 2023

7.5. Renovation Fund Treasurer's Report Ending November 30, 2023

7.6. Renovation Fund Treasurer's Report Ending December 31, 2023

8. Administrative ACTION ITEMS

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

8.1 Operations

8.1.1 Substitute Teacher Service (STS) Agreement Addendum

- Ratified the agreement addendum with STS for a Substitute Maintenance Technician, effective February 1, 2024, as presented subject to final terms and conditions approved by the Solicitor.

8.1.2 Donations of Materials Received

- Accepted the donations from the following for materials used in the HVAC program area as presented:
 - Habegger, materials in the amount of \$8,650.
 - J Corks, materials in the amount of \$8,900.

8.1.3 Monetary Donations Received

- Accepted the donations from the following for funds to be allocated for the expenses of the Steel Center team traveling and participating in the National Association of Home Builders Student Competition at the 2024 International Builders' Show in Las Vegas, Nevada:
 - \$3,500: Matt Franz/HHSDR
 - \$3,100: National Housing Endowment Travel Scholarship Program
 - \$2,000: DiMarco Construction Company
 - \$1,000: Builders Association of Metropolitan Pittsburgh

8.1.4 Office Trailer

- Authorized the purchase of an office trailer(s) to temporarily house the Administration and Business office functions during the renovation at a cost not to exceed \$23,000 subject to final terms and conditions approved by the Solicitor.

8.2 Personnel

8.2.1 Memorandum of Understanding

- Approved Memorandum of Understanding with Steel Center Federation of Teachers for the resolution of Grievance 11152023 subject to final terms and conditions approved by the Solicitor.

8.3 Conferences, Seminars & Competitions

8.3.1 Pathways to Career Readiness Conference

- Approved Work-Based Learning Coordinator, **Stacey Caudill**, to attend the PACTA Pathways to Career Readiness Symposium February 8 & 9, 2024 in Hershey, PA at an approximate cost of \$700.00.

8.3.2 EMS Conference

- Approved Public Safety Instructor, Nichole Zeigler, to attend the EMS UPDATE Conference on March 21-23, 2024, at Seven Springs Mountain Resort at an approximate cost of \$850.

9. Facilities ACTION ITEMS

10. Renovation Update

Mr. Rice shared the following updates from the information packet:

- Summary total of allowances per each main contract.
- Expense Tracking Report for the project.
- Finishing meetings were held last week and another will be held on February 7th to finalize those decisions.

11. Superintendent of Record Report – NONE

12. Solicitor's Report – NONE

13. Information Items

13.1. JOC Brief

Mr. Rice gave the following updates:

- An additional \$10.6 million has been applied for through the RACP grant. Steel Center is asking for all within our member districts to reach out to their legislators for support.
- Phlebotomy Family and Friends Day is on February 9, 2024. Please support our students if you are able.

- National Association of Home Builders competition is at the end of February and Steel Center's Student Chapter has secured over \$9,000 in donations to travel and compete in Las Vegas, NV.
- Please see the newly created Building & Grounds Report created by Mr. Bernick.

13.2. Satellite Program Discussion

Mr. Rice met with a Bethel Park School District panel in December regarding their restructuring and exploring of ways to utilize space that will soon become vacant. Mrs. Hoppe also provided additional insight into some of the ideas that have surfaced for this space.

13.3. 2024-2025 Budget Process Discussion

Mr. Rice outlined the timeline for developing and approving the upcoming budgets. Please contact Ms. Cousino if you are interested in serving on the committee.

14. Other Business – NONE

15. Visitor Comments – NONE

16. Adjournment

There being no further business, a motion was made by Mrs. Hoppe, seconded by Mrs. Harris, carried by an aye vote to adjourn the meeting at 7:51pm.

NEXT MEETING: March 5, 2024

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary