



**MINUTES**  
**Joint Operating Committee Regular Meeting**  
**Tuesday, June 4, 2024**  
**Mon Valley School – Media Center**

**1. Call to order**

The meeting was called to order by President Schaap at 7:48pm at Mon Valley School.

**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  
Mrs. Lauren DiBeneditto - ABSENT  
Mr. Wayne Perry  
Mrs. Cara Karstetter  
Mrs. Suzanne Downer - ABSENT  
Mr. Mark Donahoe - ABSENT  
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  
Roz Korai, AHN Chill Project  
Tori Daquelente, AHN Chill Project

**Steel Center Staff:**

Kevin Rice, Executive Director  
Patrice Allison, Asst. Business Manager  
Tom Bernick, Supervisor of Building & Grounds  
Dave Hall, Supervisor of Building & Grounds  
Scott Kane, Assistant Director/Principal  
Tricia Cousino, Board Secretary  
Jay Cherep, Technology Specialist  
Shannon Hinkle, School Counselor

## **2. Board Member Comments & Visitor Comments on Agenda Items**

The agenda was posted on the Steel Center website by 6:00 PM on June 3, 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, as well as the Act 44 Safety & Security presentation.

The JOC meeting scheduled for July 9, 2024, is canceled. The next meeting will be Tuesday, August 6, 2024.

Special recognition and a commemorative plaque were presented to David Hall for his 11 years of exemplary service as the Supervisor of Building & Grounds. Mr. Hall gave an appreciatory speech to the JOC board.

## **4. Student Presentations – NONE**

## **5. Other Presentations – Student Services and Chill Project**

Shannon Hinkle, School Counselor, presented a Year End Review report for Steel Center's Student Services department. His PowerPoint presentation highlighted services offered by the School Counselors, Work-based Learning Coordinator, and the Special Education Facilitators. In addition, he also outlined the new initiatives set into place for the 2023-2024 school year.

Roz Korai, AHN Chill Project Supervisor, and Tori Daquelente, Chill Project Educator for Steel Center, presented a recap of the Chill Project services for the 2023-2024 school year. Their PowerPoint presentation included the number and type of student encounters, small group data, therapy data, and Teacher Tuesday activities.

## **6. Minutes**

**6.1.** A motion was made by Mr. Giglione, seconded by Mrs. Harris, carried by an aye vote to approve the minutes from May 7, 2024.

## **7. Financial ACTION ITEMS**

A motion was made by Mrs. Hoppe, seconded by Mr. Perry, carried by a 8-0 vote to approve Finance items 7.1 to 7.6 as presented.

**7.1.** Treasurer's Report Ending April 30, 2024

**7.2.** Bills to be Approved

**7.2.1** General Fund Check Register – Payments May 2024

- 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 May 2024
- 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 April 2024
- 7.4.** Renovation Fund Treasurer’s Report Ending April 30, 2024
- 7.5.** Payment of June and July Invoices
  - Because there is no meeting scheduled in July, the Board authorized the Administration to pay invoices when received so that they may be paid out of the correct school year. All invoice payments will be ratified at the August meeting.
- 7.6.** Grant Funded Equipment and Supplies Purchases – June 2024

## **8. Administrative ACTION ITEMS**

A motion was made by Mrs. Karstetter, seconded by Mr. Perry, carried by an 8-0 vote to approve the Operations, Personnel and Conferences, Seminars & Competitions items as presented.

### **8.1 Operations**

#### **8.1.1 Security Services Renewal**

- Approved the agreement with **Kellington Protection Services LLC** to provide security services for the 2024-2025 and 2025-2026 school years subject to final terms and conditions approved by the solicitor.

#### **8.1.2 Workers Compensation Insurance Renewal**

- Approved the renewal with **Henderson Brothers, Inc.** for the workers compensation insurance through UPMC for the 2024-2025 school year at a cost of **\$13,946.**

#### **8.1.3 Insurance Renewal**

- Approved the renewal with **Henderson Brothers, Inc.** for the insurance policies through Utica Mutual Insurance for the 2024-2025 school year at a cost of **\$77,774.**

#### **8.1.4 “Chill” Program Contract**

- Approved the renewal agreement **between Steel Center and Allegheny Clinic** to provide the Chill Program for the 2024-2025 School Year which includes

professional and educational service personnel, at a cost of **\$72,100** subject to final terms and conditions approved by the solicitor.

#### **8.1.5 Memorandum of Understanding**

- Approved the Memorandum of Understanding between Steel Center CTE and Steel Center Federation of Teachers (AFT Local 3621, AFL-CIO, Classified Employees Unit) as it pertains to additional work during the renovation project subject to final terms and conditions approved by the solicitor.

### **8.2 Personnel**

#### **8.2.1 Summer Cosmetology Session**

- Approved **Christine Pickering** to hold a Cosmetology summer session for students to earn hours towards certification at a rate of \$28 per hour. The session will run from June 3 to June 28, 2024.

#### **8.2.2 Employee Discipline Resolution**

- Approved Discipline Resolution 01-2024 regarding Employee #7317 as presented.

#### **8.2.3 Vacant Positions**

- Authorized the Executive Director to make binding offers of employment to fill vacant positions in the 2024-2025 school year to be ratified at the subsequent board meeting.

#### **8.2.4 Educational Consultant Agreement**

- Approved the services agreement between Steel Center and **Kurt Speicher, Educational Consultant**, to be paid with funds from the COVID-19 Public Health Workforce Supplemental Funding Grant, as presented subject to final terms and conditions approved by the Solicitor.

### **8.3 Conferences, Seminars & Competitions**

#### **8.3.1 Advancing Education Together Summit**

- Approved **Kevin Rice** to visit the Western Montgomery Career and Technology Center in Royersford, PA; the Eastern Center for Arts and Technology in Willow Grove, PA; and attend the PDE "Advancing Education Together Summit" in Harrisburg, PA on June 19-21, 2024, at an approximate cost of \$700.

### **8.3.2 PACTA Summer Leadership Conference**

- Approved **Tom Bernick** to attend the **PACTA Summer Leadership Conference** at the Penn Stater Conference Center in State College, PA on July 23 through July 25, 2024, at an approximate cost of \$830.

## **9. Facilities ACTION ITEMS – NONE**

## **10. Renovation Update – ACTION ITEMS**

A motion was made by Mr. Giglione, seconded by Mrs. Hoppe, carried by an 8-0 vote to approve the action items 10.1 to 10.2 as presented.

- 10.1.** Ratified Change Order GC-3 with DiMarco Construction Co. in the amount of **\$119,029.05.**
- 10.2.** Approved Change Order GC-4 REV with DiMarco Construction Co. in the amount of **\$145,342.90.**

## **11. Superintendent of Record Report – NONE**

## **12. Solicitor's Report – NONE**

## **13. Information Items**

### **13.1. JOC Brief**

Mr. Rice gave the following updates:

- There is a record number of students registered for the 2024-2025 school year.
- Senior Recognition, held on May 21, 2024, was a great success and Mr. Rice thanked the board members and other school administrators that were in attendance.
- A special thank you correspondence referencing a successful school year from the Federation President, Mr. Eagleson, was shared with the board.

## **14. Other Business – Joint Operating Committee Business ACTION ITEMS**

### **14.1. Election of Board Treasurer**

A motion was made by Mr. Tachoir, seconded by Mrs. Hoppe, carried by an aye vote to elect Mr. Perry as Board Treasurer for a term of one year beginning July 1, 2024 through June 30, 2025. Mr. Perry accepted the position.

**14.2. Election of PSBA Voting Delegate – due to PSBA by August 30, 2024**

A motion was made by Mr. Giglione, seconded by Mr. Perry, carried by an aye vote to elect Mrs. Hoppe as voting delegate to the PSBA 2024 Delegate Assembly Meeting to be held on Saturday, November 2, 2024 at 9:00 a.m. at PSBA Headquarters in Mechanicsburg, PA, or via zoom. Mrs. Hoppe accepted the position.

**14.3. Superintendent of Record**

A motion was made by Mr. Giglione, seconded by Mrs. Karstetter, carried by an aye vote to reappoint **Dr. Randal Lutz** as Superintendent of Record for a two-year term from July 1, 2024 to June 30, 2026 with an annual salary to be paid monthly as presented.

**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 8:31pm.

**NEXT MEETING: August 6, 2024 at Mon Valley School – Media Center**

Respectfully submitted,

*Tricia Cousino*

Tricia Cousino, Board Secretary