



MINUTES
Joint Operating Committee Regular Meeting
Tuesday, June 6, 2023

1. Call to order

The meeting was called to order by President Schaap at 7:56pm 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
Mrs. Lauren DiBeneditto
Mr. Wayne Perry
Mrs. Cara Karstetter - ZOOM
Mrs. Suzanne Downer - ABSENT
Mrs. Debra Kostelnik
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
Roslyn Korai, Allegheny Health Network
Rachel Freeman, Allegheny Health Network
Matt Franz, HHSDR

Steel Center Staff:

Kevin Rice, Executive Director
Patrice Allison, Asst. Business Manager
David Hall, Supervisor of Building and Grounds
Robin White, Assistant Director/Principal
Scott Kane, Assistant Principal
Tricia Cousino, Board Secretary
Jay Cherep, Technology Specialist
Dennis Eroline, 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 June 5, 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 as well as the Act 44 Safety & Security presentation.

Item 8.2.4 was removed from this agenda. No action was needed regarding this item.

4. Student Representatives – NONE

5. Presentation

- **Chill Program Presentation**

Rosalyn Korai, Supervisor, and Rachel Freeman, Behavioral Health School Educator, both with Allegheny Health Network, shared a PowerPoint presentation highlighting the services and support the CHILL Program had throughout the school year for Steel Center students and staff. They also announced that Bohdi is now a fully certified therapy dog.

- **Student Services**

Mr. Kane gave a yearly review of the Student Services department. His flyer and presentation covered the events and services that took place in the 2022-2023 school year and outlined new initiatives the department intends to implement. They will also be holding their first Student Services Retreat on June 8, 2023.

6. Minutes

- 6.1.** A motion was made by Mr. Tachoir, seconded by Mr. Perry, carried by an aye vote to approve the minutes from May 2, 2023.

7. Financial ACTION ITEMS

A motion was made by Mrs. Hoppe, seconded by Mr. Perry, carried by a 10-0 vote to approve Finance items 7.1 to 7.5 as presented.

7.1. Treasurer's Report ending April 30, 2023

7.2. Bills to Be Approved

7.2.1 General Fund Check Register – May 2023

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 – May 2023

7.2.5 Administrative Fund Checks to Approve – Future Payments

7.3 Ratified Student Activity Report for April 2023**7.4 Renovation Fund Treasurer's Report Ending April 30, 2023****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.

8. Administrative ACTION ITEMS

A motion was made by Mr. Tachoir, seconded by Mr. Perry, carried by a 10-0 vote to approve the Operations items 8.1.1 to 8.1.10 as presented.

8.1 Operations**8.1.1 2023-2024 School Calendar - Revised**

- Approved the revised 2023-2024 Calendar as presented.

8.1.2 Worker's Compensation Insurance Renewal

- Approved the renewal with **Henderson Brothers, Inc.** for the worker's compensation insurance through UPMC for the 2023-2024 school year at a cost of **\$21,359.**

8.1.3 Insurance Renewal

- Approved the renewal with **Henderson Brothers, Inc.** for the insurance policies through Utica Mutual Insurance for the 2023-2024 school year at a cost of **\$68,898.**

8.1.4 Substitute Teacher Service Agreement

- Approved the agreement with Substitute Teacher Service for the 2023-2024 school year as presented.

8.1.5 Donation

- Accepted the donation of HVAC-R equipment from A-Tech Heating, Cooling & Refrigeration. Total donation valued at **\$9,800.**

8.1.6 Occupational Advisory Committee Members 2022-2023

- Approved **the following** to serve on the Computer Technology program OAC for 2022-2023:
 - Bailey Anderson
 - Craig Blanock
 - Fred Britvich
 - Josh Camacho
 - Chad Fulton

- Craig Kushner
- Troy White
- Brad Worls

8.1.7 Executive Advisory Council

- Approved the following members to the EAC for the 2022-2023 school year:
 - Matthew Waltman, Workforce and Education Development Director at ABC of Western Pennsylvania
 - Melissa Allenbaugh, Parent/Community Member

8.1.8 “Chill” Program Contract

- Approved the renewal agreement **between Steel Center and Allegheny Health Network** to provide the Chill Program for the 2023-2024 School Year which includes professional and educational service personnel, at a cost of **\$70,000**, subject to final terms and conditions approved by the solicitor.

8.1.9 Frontline Education Proposal

- Approved to accept the proposal and pricing for Absence & Time Solution software at a cost of **\$8,000** as presented subject to final terms and conditions approved by the solicitor.

8.1.10 Flexible Instruction Plan

- Approved the Flexible Instruction Day Plan for submission to PA Department of Education as presented.

A motion was made by Mr. Perry, seconded by Mrs. Harris, carried by a 10-0 vote to approve the Personnel items 8.2.1 to 8.2.3 and 8.2.5 as presented.

8.2 Personnel

8.2.1 Supplemental Contracts

- Approved the following individuals for supplemental contracts for the **2023-2024 school year** with a stipend of **\$1,230 per assignment**:
 - Cosmetology Supervisor – Sandra Knight
 - Mentor Teachers – Robert Eagleson, Rick Heltion, Tanya Busch
 - School Nurse – Jennifer Kastronis
 - SkillsUSA Advisors –Robert Eagleson, Rick Heltion, Erin Heltion, Samantha Brinkman, Maria Inks
 - Lead SkillsUSA: Maria Inks
 - NTHS (National Technical Honor Society) – Stacey Caudill, Michelle Thiry
 - Leadership CTE – Laura Montecalvo

8.2.2 Summer Cosmetology Session

- Approved **Lori Gricar** to hold a Cosmetology summer session for students to earn hours towards certification at a rate of \$26 per hour. The session will run from June 12 to June 30, 2023.

8.2.3 Summer Welding Session

- Approved **Zachary Campbell** to hold a Welding summer session for students for skill development at his respective per diem rate. The session will run from June 7 to June 16, 2023.

8.2.4 Item removed from Agenda.

8.2.5 Teacher Resignation

- Accepted the resignation of **A. Michael Castelli**, Automotive Technology Teacher for the 2022-2023 school year, effective June 30, 2023.

8.3 Conferences, Seminars & Competitions – NONE

9. Facilities ACTION ITEMS - NONE

10. Architect's Report – ACTION ITEMS

Mr. Schaap stated that at this point we do not have enough information to address Resolution items 10.1 to 10.6. and will move forward to the remaining items on the agenda.

- 10.1.** Approve Resolution No. 1 - Award Contracts with final terms and conditions approved by the Architect and Solicitor
- 10.2.** Approve Resolution No. 2 - Resolution to Approve Purchase of OCIP Insurance
- 10.3.** Approve Resolution No. 3 - Resolution to Approve Purchase of Builder's Risk Insurance
- 10.4.** Approve Resolution No. 4 - Resolution to Appoint Commissioning Agent
- 10.5.** Approve Resolution No. 5 - Resolution to Appoint Geotechnical Inspection Services
- 10.6.** Approve Resolution No. 6 - Resolution to Approve Purchase of Building Permit

11. Superintendent of Record Report - NONE

12. Solicitor's Report – NONE

13. Information Items

13.1. JOC Brief

Mr. Rice gave the following updates:

- He asked board members to reach out to legislators to advocate in support of increased funding for Career and Technical Education.
- All seniors in the Health Assistants program passed their Patient Care Technician certification exam. Two Public Safety program students passed the written exam for the National Registry of Emergency Medical Technicians.

13.2. Discussion regarding potential truck purchase

Mr. Hall outlined the need for a truck purchase that will enable his department to handle additional duties needed during the renovation and eliminate the need for renting a truck for other recurring work projects. The discussion included the pros and cons of various types of trucks and the possibility of in-house snow removal.

14. Other Business - Joint Operating Committee Business ACTION ITEMS

A motion was made by Mrs. DiBeneditto, seconded by Mrs. Kostelnik, carried by an aye vote to appoint Mr. Perry as the Board Treasurer. Mr. Perry accepted the position.

14.1. Election of Board Treasurer

- Appointed Mr. Perry as Board Treasurer for a term of one year beginning July 1, 2023, through June 30, 2024.

A motion was made by Mr. Tachoir, seconded by Mr. Perry, carried by an aye vote to appoint Mrs. Hoppe as the PSBA Delegate. Mrs. Hoppe accepted the position.

14.2. Election of PSBA Voting Delegate – due to PSBA by August 25, 2023

- Appointed Mrs. Hoppe as the voting delegate to the PSBA 2023 Delegate Assembly Meeting to be held on Saturday, November 4, 2023, at 9:00 a.m. at PSBA Headquarters in Mechanicsburg, PA, or via zoom.

At this time, the Architect's Report was given by Matt Franz from HHSDR.

Mr. Franz shared the following updates regarding the renovation project:

- Advertisements have been published for the 4 separate construction bids. A pre-bid meeting will be held on June 7, 2023, for contractors who are interested. Bids are due on June 27, 2023.
- As seen throughout other HHSDR projects, costs have been rising and they are seeing a 20-30% increase. Avenues have been built into the projected cost to help address the likelihood of those rising costs.

15. Visitor Comments – NONE

Mr. Rice presented Mrs. Robin White with an engraved plaque commemorating her 20 years of outstanding service at Steel Center for Career & Technical Education. Mrs. White thanked the board for their continued support throughout those years as an Educator and Administrator.

A motion was made by Mrs. Hoppe, seconded by Mr. Perry, carried by an aye vote to recess the meeting at 8:56pm, and reconvene on June 29, 2023, to conclude the remaining action needed for items 10.1 to 10.6.

The meeting on June 29, 2023 was cancelled due to the continued unavailability of necessary information.

The meeting was reconvened on August 1, 2023.

16. Adjournment

A motion was made by Mrs. Kostelnik, seconded by Mr. Perry to adjourn the June 6, 2023 meeting at 7:44p.m. on August 1, 2023.

NEXT FULL MEETING: Tuesday, August 1, 2023

Respectfully submitted,

Tricia Cousino

Tricia Cousino, Board Secretary