



MINUTES

Steel Center for Career & Technical Education Joint Operating Committee Regular Meeting In Person and Virtual Meeting Via Zoom Tuesday, October 5, 2021

1. Call to order

The meeting was called to order by Vice President Harris at 7:23 p.m. at Steel Center.

1.1. Flag Salute

1.2. Roll Call

Baldwin-Whitehall	Mr. Pete Giglione
Bethel Park	Mrs. Connie Ruhl – Zoom
Brentwood	Mr. David Schaap
Clairton	Mr. Roger Tachoir
Duquesne	Mrs. Calvina Harris
Elizabeth Forward	Mr. Travis Stoffer
South Allegheny	Mr. Ed Stetz -- Absent
South Park	Mr. Wayne Perry
Steel Valley	Ms. Kathleen Ligeros
West Jefferson Hills	Mrs. Suzanne Downer
West Mifflin Area	Mrs. Debra Kostelnik

The Vice President declared a quorum present.

Other individuals present:

Steel Center Staff:

Dr. Randal Lutz, Superintendent of Record	Kevin Rice, Executive Director
Aimee Zundel, Weiss Burkardt Kramer	Robin White, Asst. Dir./Principal
Dr. Richard Dowell, Mon Valley School	David Hall, Facilities Supervisor
Joseph Shaulis, AIU – Zoom	Patrice Allison, Asst. Business Manager
Anabel Franzmann, SkillsUSA Student Rep	Tricia Cousino, Executive Assistant
	Elaine Frombach, Board Secretary
	Samantha Brinkman, SkillsUSA Advisor

2. Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 5:00 PM on October 4th . The meeting is open to the public to attend in-person.

3. President Remarks

Mrs. Harris announced that she is chairing the meeting since President Mrs. Connie Ruhl is out of town and participating remotely, making it difficult to chair the meeting.

For purposes of the minutes, Mrs. Harris announced that an executive session was held prior to tonight's meeting for purposes of discussing personnel and legal matters.

4. Presentation – None

5. Student Representative – SkillsUSA Update

Anabel Franzmann, a senior at Bethel Park High School and a 3rd year Steel Center student in Advertising and Design, presented an updated on SkillsUSA activities. Some highlights included:

- Membership drive is in process and they currently have 150 members.
- Each month will feature a SkillsUSA Activity and October will feature a SkillsUSA Framework session on leadership and a Halloween Party.
- 25 students and 3 advisors will attend the Skills Leadership Conference at Seven Springs on October 28th, which will feature training sessions such as resume writing, business etiquette and general leadership skills.
- Hoagie Sale is current fundraiser and to date they have sold 250 hoagies.

6. Minutes

6.1. A motion was made by Mr. Schaap, seconded by Mrs. Kostelnik, and carried by an aye vote to approve the Minutes of September 7, 2021.

7. Financial ACTION ITEMS:

A motion was made by Mr. Schaap, seconded by Mr. Tachoir, and carried by a roll call vote, 10 – 0, to approve the Financial Items 7.1 through 7.3 as presented.

7.1. Treasurer's Report Ending August 31, 2021

7.2. Bills to Be Approved

7.2.1 General Fund Check Register – Payments in September

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 in September

7.2.5 Administrative Fund Checks to Approve – Future Payments

7.3 Ratify Student Activity Report for August 2021

8. Administrative ACTION ITEMS:

A motion was made by Mr. Schaap, seconded by Mr. Tachoir, and carried by a roll call vote, 10 – 0, to approve the Administrative Action Items 8.1 through 8.3 covering Operations, Personnel and Conferences, Seminars & Competitions as presented.

8.1. Operations

8.1.1 Comprehensive Strategic Plan

- Approved the Steel Center Comprehensive Plan for 2021-2024 as presented (delivered to JOC Board Members at 9/7/21 meeting and posted on Steel Center Website on 9/7/21 for 28-day public comment period).

8.1.2 E-Rate Consulting Agreement

- Approved the e-Rate Consulting Proposal with Queseteq for Category 1 and 2 e-Rate funding at a cost of 5% of the aggregate total of all “Total Pre-discount Charges” awarded (approximately \$22,000) for 2022-2023, at approximately \$1,100.

8.1.3 Executive Advisory Council Members 2021-2022

- Approved the individuals to serve on the EAC for 2021-2022 as presented.

8.1.4 Occupational Advisory Committee Members 2021-2022

- Approved the individuals to serve on the various program areas OAC for 2021-2022 as presented.

8.2 Personnel

8.2.1 Instructional Aide Positions

- Ratified the addition of one more Instructional Aide to those positions already approved in the 2021-2022 budget.

8.2.2 Instructional Aides

- Ratified the hiring of the following two individuals 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 \$22,320.00 plus benefits as stated in the Classified Employee Contract.
 - Marlene Davis effective September 27, 2021
 - Leon Barone effective September 27, 2021

8.2.3 Substitute Custodian

- Approved hiring Benjamin Sheffo as a Substitute Custodian at a rate of \$100 per day pending receipt of all clearances.

8.2.4 Instructor Resignation

- Accepted the resignation of Robert Burgy as Diesel Technology Instructor for the 2021-2022 school year, effective in three or four weeks, at a date to be determined.

8.2.5 Diesel Technology Instructor

- Authorized Executive Director to advertise, interview and make a binding offer to a Diesel Technology Instructor between JOC Meetings for the 2021-2022 school year and to be ratified at the next JOC Meeting.

8.2.6 Advertising and Design Student Intern

- Approved hiring Anabel Franzmann, a senior from Bethel Park High School, as the Advertising and Design Student Intern at a rate of \$7.50 per hour as part of Steel Center's Work-Based Learning Program.

8.3 Conferences, Seminars & Competitions

8.3.1 SkillsUSA Fall Leadership Activity

- Approved 25 SkillsUSA student officers/leaders and 3 faculty members to attend a one-day leadership activity/training on October 28, 2021 at Seven Springs at an approximate cost of \$3,584 for registrations and fees.

9. Facilities ACTION ITEM

9.1. Boiler Room Back Flow & Valve Replacement

- A motion was made by Mr. Schaap, seconded by Mr. Perry, and carried by a roll call vote, 10 – 0, to approve the quote from Lia Mechanical LLC to replace the main valve and back flow device in the boiler room at a cost of \$5,145.00 for labor and materials, which is a shared expense with Southeast Area Special Schools. NOTE: Other quotes were solicited but the vendors declined.

10. Superintendent of Record Report

Dr. Lutz reported that the Area V Superintendent Meeting on October 1st was well attended. The group had conversation around the renovations needed at Steel Center and will be at the November 12th meeting with their business managers. They discussed their experiences with Covid-19 issues and how they are able to stay open during this time. There are many challenges this year, but the social media TikTok Challenges encouraging students to “Vandalize Restrooms” and “Smack a Staff Member” to post on the site, is one that they did not anticipate. Superintendents have sent letters home to parents warning them that students caught doing these illegal acts will be prosecuted. Covid-19 is one issue, but the social media issue, bus driver shortages and food shortages have made this an especially challenging year.

11. Solicitor’s Report

Mrs. Zundel reported that she is monitoring the State’s Mask Mandate. The mandate has been extended until November 1st. So far, all of the legal challenges have been found in favor of enforcing the Mask Mandate in schools.

12. Information Items

Prior to reporting on the agenda items, Mr. Rice reported on two issues that came up after the final agenda was posted 24 hours prior to the meeting. In accordance with Act 65, these items will be placed on the November agenda to be ratified.

- **Emergency Repair** to a 4” cast iron drain line and 4” P-Traps that were leaking into a classroom. Lia Plumbing was called and spent five days removing the damaged pipes and replacing with new PVC pipes for a cost of \$14,200.41.
- **Public Safety EMT Curriculum** is being ordered and Amazon had the most competitive price.

12.1. Executive Director Update on Building Renovation Plan

Mr. Rice reported that the meeting with Superintendents, Business Managers and JOC Members was postponed from October 1st to November 12th at 11:00 am. Mr. Rice, Dr. Lutz, Mr. Hall and Mr. Franz from HHSDR have held a series of meetings to determine best course of action. They have decided that it is best to do the construction in phases. There are projects that can be done with ARP ESSERS Grants and reserve money in Phase 1 before other phases that will require additional funding. The audit should be done shortly and will give a better outlook as to fund balance and reserves available. This plan will be presented on November 12th, brought to the JOC Board for approval in December and then presented to the district boards from January through March.

12.2. JOC Brief

Mr. Rice highlighted a few items from the JOC Brief:

- **Enrollment:** Currently there are 818 students enrolled, which is the highest in school's history.
- **Perkins Grant:** Notified by PDE that Steel Center was approved for a \$42,569.00 grant for 2021-2022.
- **Equipment Grant:** Notified by PDE that they are opening the window to apply for this grant on October 25 through November 30. Steel Center anticipates receiving between \$30,000 and \$65,000 this year.
- **Steel Center BUZZ:** Each member received 15 copies of the October issue that they can give to their board members and administration. The front side highlights key Steel Center information and the back side is customized to each district. The Students of the Month and Work-Based Learning students for the district are highlighted on the flyer.

13. Other Business

Mr. Schaap recognized and thanked former JOC Board Member Mrs. Dorothy Wycoff for providing such a wonderful Oktoberfest dinner prior to the meeting.

14. Visitor Comments – None

15. Adjournment

There being no further business, a motion was made by Mr. Schaap, seconded by Mr. Perry, and carried by an aye vote to adjourn the meeting at 7:56 p.m.

NEXT MEETING: Tuesday, November 9, 2021

Respectfully submitted,

Elaine Frombach

Elaine Frombach, Board Secretary