



MINUTES

Steel Center for Career & Technical Education Joint Operating Committee Regular Meeting Tuesday, December 14, 2021

1. Call to order

The meeting was called to order by Solicitor Janet Burkardt at 7:21 p.m. at Steel Center.

1.1. Flag Salute

1.2. Roll Call

Baldwin-Whitehall	Mr. Pete Giglione
Bethel Park	Mrs. Gail Hoppe – Absent
Brentwood	Mr. David Schaap
Clairton	Mr. Roger Tachoir
Duquesne	Mrs. Calvina Harris
Elizabeth Forward	Mr. Travis Stoffer
South Allegheny	Mrs. Lauren DiBeneditto Huey
South Park	Mr. Wayne Perry
Steel Valley	Vacant
West Jefferson Hills	Mrs. Suzanne Downer
West Mifflin Area	Mrs. Debra Kostelnik

The Solicitor declared a quorum present.

Other individuals present:

Dr. Randal Lutz, Superintendent of Record
Janet Burkardt, Weiss Burkardt Kramer
Dr. Richard Dowell, Mon Valley School
Richard Platts, AIU
Melissa Wood, Baldwin-Whitehall Alt. Rep.
Sonya Gooden, Duquesne City Alt. Rep.
Matt Franz, HHSDR
Luis Caraballo, HHSDR

Steel Center Staff:

Kevin Rice, Executive Director
David Hall, Facilities Supervisor
Chris Hamilton, Business Manager
Patrice Allison, Asst. Bus. Manager
Tricia Cousino, Executive Assistant
Elaine Frombach, Board Secretary

2. Member Comments & Visitor Comments on Agenda Items

The agenda was posted on the Steel Center website by 5:00 PM on December 13, 2021. The meeting is open to the public to attend in-person.

3. President Remarks

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

Ms. Burkardt presided over the election of officers.

4. Nominations for President and Vice President

4.1 Nomination for President

A motion was made by Mrs. Harris and seconded by Mr. Giglione to nominate **Mr. David Schaap for the position of President**. A motion was made by Mr. Perry and seconded by Mr. Giglione to close nominations, which was carried by an aye vote. Mr. Schaap was approved as President by an aye vote.

4.2 Nomination for Vice President

A motion was made by Mr. Giglione and seconded by Mr. Perry to nominate **Mrs. Calvina Harris for the position of Vice President**. A motion was made by Mr. Perry and seconded by Mr. Giglione to close nominations, which was carried by an aye vote. Mrs. Harris was approved as Vice President by an aye vote.

After the election, President Schaap chaired the meeting. He expressed his appreciation to the board for their confidence in his leadership of the Steel Center JOC.

He introduced Mrs. Lauren DiBeneditto Huey, the new South Allegheny board member representative who was attending her first Steel Center board meeting.

Mrs. Gail Hoppe has been appointed Bethel Park's representative but was unable to attend as Bethel Park was having their meeting the same evening. Steel Valley has not yet appointed their new board representative so that seat is vacant.

Mr. Schaap also introduced two alternate board members who were attending the meeting: Melissa Wood from Baldwin-Whitehall and Sonya Gooden from Duquesne City.

5. Student Representative Presentation – None

6. Presentations – None

7. Minutes

7.1. A motion was made by Mrs. Kostelnik, seconded by Mr. Perry, and carried by an aye vote to approve the Minutes of November 9, 2021.

8. Financial ACTION ITEMS:

A motion was made by Mr. Tachoir, seconded by Mr. Perry, and carried by a roll call vote, 9 – 0, to approve the Financial Items 8.1 through 8.4 as presented.

8.1. Treasurer’s Report Ending October 31, 2021

8.2. Bills to Be Approved

8.2.1 General Fund Check Register – Payments in November 2021

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

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

8.2.4 Administrative Fund Check Register – Payments in November 2021

8.2.5 Administrative Fund Checks to Approve – Future Payments

8.3 Ratified Student Activity Report for October 2021

8.4 Authorized the Administration to pay invoices when received and ratify them at the February 1, 2022 JOC Meeting since there is no meeting in January.

9. Administrative ACTION ITEMS:

A motion was made by Mr. Tachoir, seconded by Mr. Perry, and carried by a roll call vote, 9 – 0, to approve the Administrative Action Items 9.1 through 9.3 covering Operations, Personnel and Conferences, Seminars & Competitions and the Facilities Action Items 10.1 and 10.2 as presented.

9.1. Operations

9.1.1 Obsolete and Surplus Devices

- Declared obsolete the technology devices listed as presented.

Mr. Perry asked how likely the outdated technology items are to be purchased at auction. Mr. Hall explained that the auction was primarily for the equipment items

declared obsolete in August 2021. The technology is recycled through a vendor and some MAC items are returned back to Apple for credit on future purchases to be used in the Advertising and Design program.

9.1.2 Program Name Change

- Approved the program name change from Exercise Science & Rehabilitation to **“Sports Medicine and Rehabilitation Professions”**.

9.1.3 Donations Received

- Accepted the donations from the following individuals for materials used in the programs area as presented:
 - Amy Chismar: Paint and Electrical Supplies valued at \$1,450.00.
 - Taylor Jones, CVT: X-Ray and Radiology Equipment valued at \$2,000.00.
 - Emily Buerger: Veterinary Supplies valued at \$500.00.
 - Larry Kacik: Welding Supplies valued at \$200.00.
 - Don & Judy Vestrand: Variety of tools valued at \$4,600.00.

Dr. Lutz asked how do we ensure the donated equipment is of good quality and not hazardous for students to use. Mr. Hall explained that all donated items are stored and then examined by he, our maintenance technician and the program instructor as to the quality of the items. Some items are given to the instructors to use in their shops, others may be used by the maintenance department and others may be put on a future obsolete list to be discarded or sold at auction.

Mr. Rice said that they do not want to turn people down who think of Steel Center when they have equipment that they feel the school can use to educate students. Often it may be that someone passed away and the family wants the tools to help support the educational process. He feels it is good PR for the school to accept these donations graciously, recognize them at the board meeting and send a letter of appreciation for the donations.

9.1.4 Executive Advisory Council Appointment

- Approved the appointment of **Shak Adebimpe, Senior Vice President, Consumer Banking Market Leader, Bank of America** and Bethel Park resident, to the Steel Center Executive Advisory Council.

9.1.5 Obsolete Equipment Auction

- Approved hiring **Hostetter Auctioneers, Beaver Falls, PA** for an online auction of items declared obsolete by the JOC Board at an **approximate cost of \$1,200 for labor and advertising plus 20% commission** from the sale of the items.

9.2 Personnel—None

9.3 Conferences, Seminars & Competitions

9.3.1 Approved **Kevin Rice** to attend the PACTA State Officers Meeting on January 7, 2022 in Altona, PA at an approximate cost of \$200.

9.3.2 Approved **Kevin Rice** to attend the “Pathways to Career Readiness Education and Workforce Development Symposium” on February 10-11, 2022 in Hershey, PA at an approximate cost of \$600.

10. Facilities ACTION ITEMS

10.1. Chiller Preventative Maintenance Services

- Approved the quote from **Tobey Karg** for Chiller Maintenance Start Up and Shut Down for 2021-2022 at a cost of **\$3,475.00** which is shared with SEASS.

10.2. Chiller Eddy Current Testing

- Approved the quote from **Tobey Karg** for Eddy Current Testing on Evaporator and Condenser on both McQuay Chillers at a cost of **\$5,250.00** which is shared with SEASS.

11. Superintendent of Record Report

Dr. Lutz welcomed the new board members.

12. Solicitor’s Report

Ms. Burkhardt thanked Steel Center for the wonderful dinner and wished everyone Merry Christmas.

13. Strengthening the Pathway to Success JOC Discussion/Feedback Session

Mr. Schaap asked Dr. Lutz to share any feedback from the Superintendents Meeting, but there were not many in attendance at the December meeting so they will schedule a separate meeting to discuss in detail. He did say that he has not heard that anyone objected to the project, just wanted to review costs and how they would be able to pay for it.

Mr. Franz reviewed the phases of the project, which is designed to be flexible and not disrupt the educational process. It will span several years.

Mr. Rice presented a revised timeline to the board which includes Steel Center JOC approval in February with district meetings during February and March.

Mr. Schaap asked if any district knows they cannot support the project. As with Superintendents, all support in principal just need to determine how to pay for it.

At the November 12th meeting, PFM confirmed that any borrowing for this project will not go against the district's borrowing limit.

Mr. Schaap asked the JOC members to provide feedback from their boards so that Mr. Rice will be able to address an questions or issues when he attends their board meetings in February and March to present the renovation plan.

Mr. Rice said that he will tailor the presentations for each district based on the type of information they request. Some may want an in-depth presentation while others may want more of an overview. We will incorporate the practical needs that the renovations address and how it supports the skills needed for the future workforce.

14. Information Items

14.1. JOC Brief

Mr. Rice read a note from Mrs. Connie Ruhl, the outgoing Steel Center President, thanking the board for the lovely recognition at the November meeting. She wished the board well in the coming years.

Mr. Rice highlighted the following items from the JOC Brief:

- **2022-2023 Recruitment:** With the success of the virtual recruitment for this school year, we will continue to have that presence but are considering adding some in-person tours over several days instead of one "open house" for all ninth graders.
- **Approved Program Evaluation (APE) Review:** The review will take place December 15-17 with a team of PA State Education auditors to access that our program of study is aligned to Chapter 4 regulations and Chapter 339 Career & Technical Standards.
- **Grants:** Steel Center is working on the Supplemental Equipment Grant and PERKINS Grant. For Perkins, there were several purchases on the board agenda for approval.
- **Phone System:** As the AIU is reviewing the phone system with potential to change, Steel Center is moving to purchase a separate phone system and will bring a recommendation to the board in February.

- **Retaining Wall and Sewer Issues:** The retaining wall at the second floor dock is in need of repair as bricks are falling off. HHSDR has reviewed and we are seeking a vendor for the repair. Also, on December 10th, a major sewer blockage caused the Mon Valley parking lot to have sewage back up. Vendor has identified tree roots which broke through the pipe and it will need to be replaced. Bids are being secured with the goal of having the work done during the holiday break to not have to shut down school during instructional time.

15. Other Business/Comments

Mr. Schaap thanked the students for the wonderful dinner and nut roll.

Mrs. Harris thanked the JOC board for their confidence in voting for her to continue as vice president of the board.

Mr. Schaap recognized outgoing Board Secretary Mrs. Elaine Frombach and thanked her for her years of dedicated service to the board. This meeting is her last as Board Secretary.

16. Visitor Comments – None

17. Adjournment

There being no further business, a motion was made by Mr. Perry, seconded by Mrs. Harris, and carried by an aye vote to adjourn the meeting at 8:23 p.m.

NEXT MEETING: Tuesday, February 1, 2022

No Meeting in January

Respectfully submitted,

Elaine Frombach

Elaine Frombach, Board Secretary