



## MINUTES

### Steel Center for Career & Technical Education Joint Operating Committee Regular Meeting In Person and Virtual Meeting Via Zoom Tuesday, August 3, 2021

#### 1. Call to order

The meeting was called to order by President Ruhl at 7:40 p.m. at Steel Center.

##### 1.1. Flag Salute

##### 1.2. Roll Call

Baldwin-Whitehall	Mr. Pete Giglione
Bethel Park	Mrs. Connie Ruhl
Brentwood	Mr. David Schaap
Clairton	Mr. Roger Tachoir
Duquesne	Mrs. Calvina Harris – Absent
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 President declared a quorum present.

Other individuals present:

Dr. Randal Lutz, Superintendent Of Record  
Aimee Zundel, Weiss Burkhardt Kramer  
Dr. Richard Dowell, Mon Valley School  
Dr. James Palmiero, AIU – Zoom  
Erin White, West Mifflin Board Member  
George Heintsh, Questeq  
Mike Miller, Questeq

#### **Steel Center Staff:**

Kevin Rice, Executive Director  
Robin White  
Chris Hamilton  
David Hall  
Patrice Allison  
Elaine Frombach  
Tricia Cousino

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

The agenda was posted on the Steel Center website by 5:00 PM on August 2nd. The meeting is open to the public to attend in-person.

## 3. President Remarks

For purposes of the minutes, Mrs. Ruhl announced that an executive session was held prior to tonight's meeting for purposes of discussing personnel and legal matters. She apologized for the delay in starting the meeting due to the length of the Executive Session.

Mrs. Ruhl asked Mrs. Frombach to read the items being added to the agenda, which were discussed at the Executive Session:

### 8.2.7 Employee FMLA Request

- Approve **Family and Medical Leave for Employee 1919** beginning August 19, 2021 for up to 12-weeks through January 29, 2022.

### 8.2.8 MOU Agreement with SC AFT

- Approve the Memorandum of Understanding between Steel Center and the Steel Center Vo-Tech Federation of Teachers AFT Local 3621, AFL-CIO Classified Employees Unit to delete the category of Data Processing Specialist within the Office Personnel Classification.

### 8.2.9 Data Processing Specialist-Act 93

- Approve the creation of Data Processing Specialist, Act 93 Position.

### 8.2.10 Data Processing Specialist Position

- Approve the appointment of **Shelley Hartman Ricci as Data Processing Specialist** at a salary of \$60,000, plus benefits as outlined in the Act 93 Agreement.

## 4. Presentation – Steel Center Technology Update

George Heintsh from Questeq provided an update on the accomplishments in the past year since becoming the Steel Center Technology provider. Some of the projects both past and current include:

- **Major Projects:** E-rate FY2020 to replace wireless network and increase capacity, Gmail Migration Replacement of Bell System Canvas Implementation, Migration of all printers to server, configured and distributed 400 Chromebooks for students and 38 laptops for teachers and staff.

- **Other Projects:** Impero application roll out, server room cleanup, tech office relocation and updating conference rooms technology updates.
- **Current Initiatives:** Server Refresh migration from insecure/obsolete system, E-rate FY2021 to be used for more upgrades to classrooms and other technology needs, Canvas Integration with ESD and Migrate Network Drives to Google Drive.
- **What's Next:** Firewall and content Filter, Kiosks, Single Sign on and Mobile Device Management.

After the presentation, Mr. Perry asked about Security and Back up capability with Cloud storage, which Mr. Heintsh said was actually safer than on-site storage. Mr. Heintsh also assured Dr. Lutz that if the board decides to move to another provider or bring this back in-house, that none of the technology is proprietary to Questeq.

## **5. Student Representative Reports – None**

## **6. Minutes**

- 6.1.** A motion was made by Mr. Schaap, seconded by Mrs. Downer, and carried by an aye vote to approve the Minutes of June 1, 2021 and July 20, 2021.

## **7. Financial ACTION ITEMS:**

A motion was made by Mr. Schaap, seconded by Mr. Perry, and carried by a roll call vote, 9 – 0, to approve the Financial Items 7.1 through 7.4 as presented.

### **7.1.** Treasurer's Report Ending June 30, 2021

### **7.2.** Bills to Be Approved

#### **7.2.1** General Fund Check Register – Payments in July

#### **7.2.2** General Fund Contracted Services to be Ratified – Over \$1,000 (also included in Check Register listing)

#### **7.2.3** General Fund Purchase Orders to be Ratified/Future Payments —Over \$1,000

#### **7.2.4** Administrative Fund Requests for Checks to be Approved-Future Payments

### **7.3** Ratify Customer Service Activity Report for June 2021

### **7.4** Ratify Student Activity Report for June 2021

## 8. Administrative ACTION ITEMS:

A motion was made by Mr. Schaap, seconded by Mr. Stoffer, and carried by a roll call vote, 9 – 0, to approve the Administrative Action Items 8.1 through 8.3 covering Operations, Personnel and Conferences, Seminars & Competition as presented.

### 8.1 Operations

#### 8.1.1 Section 520.1 Emergency Resolution

- Approved Section 520.1 Emergency Resolution, as presented, to permit flexible instruction during emergencies.

#### 8.1.2 Steel Center Health & Safety Plan

- Approved the Steel Center Health and Safety Plan for 2021-2022 School Year.

#### 8.1.3 “Chill” Program Contract

- Approved the renewal agreement **between Steel Center and Allegheny Health Network** to provide the Chill Program of social worker services, which includes two social workers for the 2021-2022 School Year, at a cost of \$60,000, paid with grant funds.

#### 8.1.4 STAT Staffing Services Agreement

- Approve renewal agreement between Steel Center and STAT Staffing Medical Services, Inc. to provide nursing services for students and staff for Covid-19 protocol for the 2021-2022 school year, paid with grant funds.

#### 8.1.5 Memo of Understanding with Bureau of Career and Technical Education

- Approved the 2021-2022 MOU between Steel Center and the Bureau of Career and Technical Education for participation in the **BCTE Technical Assistance Program**.

### 8.2 Personnel

#### 8.2.1 Executive Assistant

- Ratified hiring of **Ms. Tricia Cousino for the Executive Assistant** position. Her salary will be \$45,000 plus benefits as stated in the Employee Contract.

### 8.2.2 Salary Increase for Act 93 Employees and Board Secretary

- Approved salary increases at 3% for **Act 93 Employees Mrs. Robin White and Mr. David Hall and Board Secretary Mrs. Elaine Frombach**, retroactive to July 1, 2021, as presented.

### 8.2.3 Instructional Aide Position

- Authorized the administration to advertise, conduct a search and hire for the Instructional Aide position between board meetings, to be ratified at the September meeting.

### 8.2.4 Substitute Instructors

- Approved hiring the following **Substitute Instructors for the 2021-2022 School Year at a rate of \$125 per day:**
  - Marlene Davis
  - Denise Kiss
  - George Owens
  - Patricia Sperber

### 8.2.5 Supplemental Contracts

- Approved the following individuals for **supplemental contracts** for the **2021-2022 school year** with a stipend of **\$1,230 per assignment:**
  - Cosmetology Supervisor – Sandra Knight
  - Mentor Teachers – Scott Kane, Stacey Caudill, Adam Mika
  - School Nurse – Jennifer Kastronis
  - Lead SkillsUSA Advisor – Scott Kane
  - SkillsUSA Advisors – Samantha Brinkman, Stacey Caudill, Robert Eagleson, Maria Inks, Scott Kane, Michelle Thiry
  - BAMP (Builders Association of Metropolitan Pittsburgh) – Robert Eagleson
  - NTHS (National Technical Honor Society) – Stacey Caudill
  - Leadership CTE – Shannon Hinkle

### 8.2.6 Attendance/Financial Secretary Position

- Approved hiring **Sarah Skrinjorich**, currently employed by Steel Center as a service employee, for the **Attendance/Financial Secretary** at a salary of \$35,439 plus benefits as stated in the Classified Employee Contract.

### 8.2.7 Employee FMLA Request

- Approved **Family and Medical Leave for Employee 1919** beginning August 19, 2021 for up to 12-weeks through January 29, 2022.

### 8.2.8 MOU Agreement with SC AFT

- Approved the **Memorandum of Understanding** between Steel Center and the Steel Center Vo-Tech Federation of Teachers AFT Local 3621, AFL-CIO Classified Employees Unit to delete the category of Data Processing Specialist within the Office Personnel Classification.

### 8.2.9 Data Processing Specialist-Act 93

- Approved the creation of Data Processing Specialist, Act 93 Position.

### 8.2.10 Data Processing Specialist Position

- Approved the appointment of **Shelley Hartman Ricci as Data Processing Specialist** at a salary of \$60,000, plus benefits as outlined in the Act 93 Agreement.

## 8.3 Conferences, Seminars & Competitions

- ### 8.3.1
- Approved **Kevin Rice** to attend the **Leadership Pittsburgh XXXVIII Retreat** on September 23-24, 2021 at Seven Springs at an **approximate cost of \$300.00**.

## 9. Facilities ACTION ITEM

### 9.1. Obsolete Facilities and Technology Equipment

- A motion was made by Mr. Schaap, seconded by Mr. Perry, and carried by a roll call vote, 9– 0, to approve the declaration of the items as presented as obsolete.

## 10. Superintendent of Record Report

Dr. Lutz said it was a successful summer and now all districts are preparing to start the new school year while navigating their health and safety plans with the uncertainty of the Covid Viruses. The Area V Superintendents continue to meet as a group as well as with Allegheny County Health Department on Covid related issues. He stressed how important it is for all of the districts to continue to work together through this upcoming year, which may prove to a tough year.

## **11. Solicitor's Report – None**

## **12. Information Items**

### **12.1. Executive Director Update on Building Renovation Plan**

Mr. Rice provided a hand-out that outlined an updated timeline and steps for the project based on the July 20<sup>th</sup> Special Meeting:

- Reflection of Stakeholder Feedback/Process Design – August-September 2021
- Executive Recommendation including renovation options and tentative timeline – October 2021
- Consortium Approval of Renovation Plan – April 2022

The time between October to April will include final scope of work, finalizing structure of funding, and meetings at each District Board meeting to present the plan to allow board enough time to make their decisions and vote in April to proceed.

Mr. Schaap said that the Mon Valley renovations need to be considered as part of this since the buildings share the Powerhouse and need to be compatible to take advantage of any energy savings.

### **12.2. JOC Brief**

Mr. Rice highlighted a few items in the Brief:

- 2021-2022 Enrollment is strong at 849 as of August 2<sup>nd</sup>. Exercise Science has a low number of students, but students really are not familiar with this new program.
- Steel Center BUZZ was distributed, which will be issued each month with highlights from Steel Center and customized for each district with its students' achievements. This will be provided for JOC Members to distribute to their board.
- After the JOC Brief was distributed, Steel Center received communication from PDE that it will receive \$558,535 from the American Rescue Plan Act Funds that the state allocated \$43.5 Million to CTE schools across the state. Guidelines for spending are to be released in mid-August.

## **13. Other Business – None**

## **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 8:35 p.m.

**NEXT MEETING: Tuesday, September 7, 2021**

Respectfully submitted,

*Elaine Frombach*

Elaine Frombach, Board Secretary