



## MINUTES

### Steel Center for Career & Technical Education Joint Operating Committee Regular Meeting In Person and Virtual Meeting Via Zoom Tuesday, September 7, 2021

#### 1. Call to order

The meeting was called to order by President Ruhl at 7:09 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 – Zoom
Elizabeth Forward	Mr. Travis Stoffer
South Allegheny	Mr. Ed Stetz – Zoom
South Park	Mr. Wayne Perry
Steel Valley	Ms. Kathleen Ligeros – Zoom
West Jefferson Hills	Mrs. Suzanne Downer
West Mifflin Area	Mrs. Erin White - Alternate

The 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	David Hall
Dr. Richard Dowell, Mon Valley School	Patrice Allison
Joseph Lucarelli, AIU – Zoom	Tricia Cousino
Jeffrey Soles, Superintendent, West Mifflin - Zoom	Elaine Frombach

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

The agenda was posted on the Steel Center website by 5:00 PM on September 3<sup>rd</sup>. 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.

## **4. Presentation – None**

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

## **6. Minutes**

**6.1.** A motion was made by Mr. Schaap, seconded by Mr. Perry, and carried by an aye vote to approve the Minutes of August 3, 2021.

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

A motion was made by Mr. Schaap, seconded by Mr. Stetz, and carried by a roll call vote, 11 – 0, to approve the Financial Items 7.1 through 7.3 as presented.

**7.1.** Treasurer's Report Ending July 31, 2021

**7.2.** Bills to Be Approved

**7.2.1** General Fund Check Register – Payments in August

**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 (included in Check Register listing)

**7.2.4** Administrative Fund Check Register to be Ratified and Bills to be Approved

**7.3** Ratify Student Activity Report for July 2021

## **8. Administrative ACTION ITEMS:**

A motion was made by Mr. Schaap, seconded by Mr. Perry, and carried by a roll call vote, 11– 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 Revised Steel Center Health & Safety Plan

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

### 8.1.2 Renewal of Natural Gas Contract

- Approved continued participation in the Western Pennsylvania Natural Gas Committee and extension of the contract for a three-year period with current supplier Peoples Gas with UGI effective September 1, 2022, at an estimated cost below the current pricing.

### 8.1.3 Comprehensive Strategic Plan Steering Committee

- Approved the following staff and advisory members to serve on the Comprehensive Plan Steering Committee:
  - Kevin Rice, Executive Director
  - Robin White, Assistant Director/Principal
  - Scott Kane, Teacher
  - Shannon Hinkle, Guidance Counselor
  - Ted Pavlack, Teacher
  - Patrick Canavan, Teacher
  - Nichole Zeigler, Teacher
  - Elaine Frombach, Board Secretary
  - Tricia Cousino, Executive Assistant
  - Steven Shaulis, CCAC
  - Nancy Crowder, Community Member
  - Myra Bernhart, The Challenge Program
  - Mayada Christiansen, Partner4Work
  - Trevor Porter, Steel Center Student
  - Cari Porter, Steel Center Parent

### 8.1.4 Wireless Service Provider

- Approved switching wireless plan from Sprint/T-Mobile to **Verizon** with an **initial two-year agreement at a monthly cost of \$315**, which is a \$47 monthly savings.

### 8.1.5 Home School Student Enrollment

- Approved the request of the parents of Kaden Kuzawinski, a home school student from South Park, to attend Steel Center in the Electrical Construction Program, at a cost of \$6,438.00, to be paid by the parents, which is the same cost as a member school district pays for its students.

NOTE: Mr. Schaap asked for clarification on the program cost since the student is not enrolled at South Park. Mr. Rice said that since he resides in a sending district and South Park is considering updating its policy to pay for the student, it is recommended to maintain the district rate.

### 8.1.6 Implementation of a Commercial Card Program

- Approved the authorization and implementation of a Commercial Card Program with Huntington Bank with Christopher Hamilton, Steel Center Business Manager, as the individual authorized to execute the card agreement.

## 8.2 Personnel

### 8.2.1 Executive Assistant Agreement

- Ratified the Executive Assistant Agreement between **Steel Center and Ms. Tricia Cousino**.

### 8.2.2 Amended Act 93 Agreement

- Approved the Amended Act 93 Agreement 2019-2022 to include the **Assistant Business Manager and Student Services Data Processing Specialist positions** as presented.

### 8.2.3 Instructor Salary Lane Changes

- Approved salary lane change for **Michael Castelli to Step 13 Lane 2** for attaining his Vocational II Certificate for a salary of \$65,400 for the 2021-2022 school year.
- Approved salary lane change for **Scott Kane to Step 8 Lane 3** for attaining his Permanent Certification and a B.S. in Vocational Education for a salary of \$58,623 for the 2021-2022 school year.

### 8.2.4 Professional Employee Discipline

- Approved resolution agreement in the matter of employee 1637 on terms and conditions recommended by the solicitor.

### 8.2.5 Custodian Position

- Ratified hiring William Hipkiss, Jr. for the full-time Custodian position effective September 8, 2021 at a 60-day probationary rate of \$14.00 per hour and moving on day 61 to Step 1 salary of \$31,025.14 plus benefits as stated in the Classified Employee Contract. Mr. Hipkiss has been a substitute custodian since November 2020.

### 8.2.6 Substitute Custodian

- Approved E.V. Chancellor as a Substitute Custodian at a rate of \$100 per day pending receipt of all necessary clearances.

### 8.2.7 Instructional Aide Position

- Authorized Executive Director to make a binding offer between board meetings for an Instructional Aide to be ratified at the October JOC meeting.

### 8.2.8 Advertising and Design Student Intern

- Approved the Advertising and Design Student Intern Program for the 2021-2022 School Year at a cost not to exceed \$2,400.00.

NOTE: Discussion regarding the program clarified that candidates will be interviewed and scored by a panel, paid \$7.50 per hour as part of the work-based learning program and the internship was recommended by the Advertising and Design Instructor.

### 8.2.9 Supplemental Contracts

- Approved the following individuals for **supplemental contracts** for the **2021-2022 school year** with a stipend of **\$1,230 per assignment**:
  - BAMP (Builders Association of Metropolitan Pittsburgh) – Ted Pavlack
  - NTHS (National Technical Honor Society) – Michelle Thiry

## 8.3 Conferences, Seminars & Competitions

**8.3.1** Approved **Patrice Allison** to attend the **PACTA CTE Business Administrators Fall Workshop** on October 21-22, 2021 at the Penn Stater Hotel & Conference Center at an **approximate cost of \$600.00**.

**8.3.2** Approved **Shannon Hinkle** to attend the **PACTA CTE School Counselors Fall Workshop** on October 21-22, 2021 at the Penn Stater Hotel & Conference Center at an **approximate cost of \$600.00**.

## 9. Facilities ACTION ITEM

### 9.1. ABB Drive Replacements

- A motion was made by Mr. Schaap, seconded by Mr. Tachoir, and carried by a roll call vote, 11 – 0, to approve the estimate from **ABD Sales and Service** to replace the damaged drives with a **20HP 460V Drive with By-Pass for a cost of \$7,800.00** and a **7.5HP 460V Drive with By-Pass for a cost of \$6,180.00**.

## 10. Superintendent of Record Report

Dr. Lutz reported that the Area V Superintendents met on September 3<sup>rd</sup> at Steel Center and continue to meet regularly to exchange information and provide support, which has made this group very strong. He said that they all had hoped that Covid-19 would not have been an issue this year, but they are building on what they learned last year to keep schools open 5 days a week.

## 11. Solicitor's Report – None

## 12. Information Items

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

Mr. Rice provided an update to the board. He has met with HHSDR to get more information regarding the project to finalize his plan for Steel Center. He will meet with Dr. Lutz in the next week and host the superintendents and business managers at the October 1<sup>st</sup> Area V meeting to review project and costs. JOC board members will be invited to that meeting.

Once the recommended plan is done, he will present it to the board in November and then schedule meetings with each Districts' Boards to present the plan and ask for support. The District meetings will take place in early 2022, prior to the budget cycle.

Mr. Schaap asked if this will include Mon-Valley recommendations and a meeting with the AIU. As of now, Mr. Rice is focused on Steel Center, which is his charge. Dr. Lutz and Mrs. Zundel will schedule a meeting with the AIU to finalize the lease agreement, which will determine next steps in the building renovations.

## 12.2. JOC Brief

Mr. Rice Highlighted a few items in the brief:

**Draft Comprehensive Plan:** A draft document was handed out to the board members asking for their comments prior to next month's meeting. The Plan has been added to the Steel Center website and will be posted for 28 days for public comment. The goal is to have the plan approved at the October JOC Meeting.

**Enrollment:** The current enrollment is 838 students, but at this time of year there are many changes due to students dropping out or switching programs. Although some programs are at capacity, there is room for about 100 more students, most in the afternoon sessions.

**SkillsUSA:** This program is kicking off next week to recruit students to participate, which means students will start to attend JOC meetings with updates on activities.

**Services:** In the next month, Steel Center will reinstitute providing services to the public including auto repairs, cosmetology, and advertising and design. Vet assistant services will be offered in early 2022.

## 13. Other Business – ACTION ITEM

### 13.1. PSBA Officers Election

- A motion was made by Mr. Tachoir, seconded by Mr. Giglione, and carried by a roll call vote, 11 – 0, to cast a vote for the following officers, including Steel Center Board Member David Schaap, to be submitted electronically by the Board Secretary by October 16, 2021:

President Elect (1 Year Term) – Vote for 1

David Schaap          Brentwood Borough School District – Allegheny County

Vice President (1 Year Term)

Allison Mathis          North Hills School District – Allegheny County

PSBA Insurance Trust Trustees (3 Year Term) – Vote for 3 trustees

Richard Frerichs

William LaCoff

Nathan Mains

Mr. Schaap thanked the board for their confidence in him and asked that all of the Districts vote to support him at their next 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 7:51 p.m.

**NEXT MEETING: Tuesday, October 5, 2021**

Respectfully submitted,

*Elaine Frombach*

Elaine Frombach, Board Secretary