



**MINUTES**  
**Steel Center for Career & Technical Education**  
**Joint Operating Committee Regular Meeting**  
**Tuesday, June 7, 2022**

**1. Call to order**

The meeting was called to order by President Schaap at 7:35 p.m. 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. Giglione  
 Mrs. Hoppe  
 Mr. Roger Tachoir  
 Mrs. Calvina Harris  
 Mr. Travis Stoffer – ABSENT  
 Mrs. Lauren DiBeneditto Huey  
 Mr. Wayne Perry  
 Mrs. Cara Karstetter  
 Mrs. Suzanne Downer  
 Mrs. Debra Kostelnik  
 Mr. David Schaap

The President declared a quorum.

Other individuals present:

Dr. Randal Lutz, Superintendent of Record  
 Aimee Zundel, Weiss Burkhardt Kramer  
 Joseph Shaulis, AIU  
 Dr. Richard Dowell, Mon Valley School  
 Melissa Wood, Baldwin-Whitehall Alternate

**Steel Center Staff:**

Kevin Rice, Executive Director  
 Robin White, Assistant Director/Principal  
 David Hall, Supervisor of Buildings and Grounds  
 Samantha Brinkman, SkillsUSA Advisor  
 Tricia Cousino, Board Secretary  
 Nicholas Rivituso, Veterinary Assistant Teacher  
 Nichole Zeigler, Public Safety Teacher  
 Ivan Ullom, Security Officer

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

The agenda was posted on the Steel Center website by 5:00 PM on June 6, 2022. The meeting is open to the public to attend in-person.

## **3. President Remarks**

For the purpose of the minutes, Mr. Schaap announced an executive session was held prior to tonight's meeting for purposes of discussing personnel and legal matters and the Act 44 School Safety & Security Report. The executive session will reconvene following the meeting to further discuss personnel and legal matters.

## **4. Student Representative – Skills USA - NONE**

## **5. Presentations**

### **5.1. Anatomage Table Demonstration**

Public Safety Teacher, Nichole Zeigler, and Veterinary Assistant Teacher, Nicholas Rivituso, gave a detailed demonstration of the newly acquired Anatomage Table. This unique piece of equipment allows for a more realistic learning experience for the students with its 3D hands-on systems. Both teachers demonstrated the functions, options, depth, and multiple phases of the system within their respective programs of study.

- Mrs. Karstetter asked if the equipment covered Sports Medicine. The teachers confirmed that multiple programs at Steel Center will have full access to the equipment and continual software upgrades are included.
- Mrs. Hoppe shared how exciting it is to have this piece of equipment and in her experience, several nearby college programs do not even have such equipment.
- Mrs. Harris feels this shows how well Steel Center is preparing the students for their careers.

## **6. Minutes**

- 6.1.** A motion was made by Mrs. Kostelnik, seconded by Mrs. Downer, and carried by an aye vote to approve the minutes from May 3, 2022.

## 7. Financial ACTION ITEMS

A motion was made by Mr. Perry, seconded by Mrs. Harris, and carried by a roll call vote, 10-0, to approve Finance Items 7.1 to 7.4 as presented.

### 7.1. Treasurer's Report Ending April 30, 2022

### 7.2. Bills to Be Approved

**7.2.1** General Fund Check Register – Payments May 2022

**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 May 2022

**7.2.5** Administrative Fund Checks to Approve – Future Payments

### 7.3 Ratified Student Activity Report for April 2022

### 7.4 Payment of June and July Invoices

Because there is no meeting scheduled in July, the Board authorizes 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 Mrs. Hoppe, seconded by Mr. Perry, and carried by a roll call vote of 10-0, to approve Administrative Items 8.1 to 8.3.1 covering Operations, Personnel and Conferences, Seminars & Competitions as presented.

### 8.1 Operations

#### 8.1.1 Worker's Compensation Insurance Renewal

- Approved the renewal with **Arthur J. Gallagher & Co.** for the worker's compensation insurance through CM Regent for the 2022-2023 school year at a cost of **\$30,225**.

#### 8.1.2 Insurance Renewal

- Approved the renewal with **Arthur J. Gallagher & Co.** for the insurance policies through Utica Mutual Insurance for the 2022-2023 school year at a cost of **\$57,672**.

#### 8.1.3 Donations Received

- Accepted the donation received from Pierpont Community and Technical College for materials used in the Veterinary Assistant program in the amount of **\$8,600**.

#### 8.1.4 “Chill” Program Contract

- Approved the renewal agreement **between Steel Center and Allegheny Health Network** to provide the Chill Program for the 2022-2023 School Year which includes professional and educational service personnel, at a cost of \$60,000, paid with grant funds.

#### 8.1.5 Purchase of Vehicles

- Approved the purchase of vehicles for training use in Automotive Technology and Collision Repair & Refinishing programs not to exceed \$12,000.

#### 8.1.6 HHSDR Agreement

- Approved the agreement amendment between Steel Center and HHSDR as it pertains to the Capitol Improvement Project.

#### 8.1.7 Auditor Services

- Approved the proposal for auditing services by Certified Public Accounting Firm, Mark C. Turnley CPA, with an annual fee of **\$8,000** for the years ending June 30, 2022, 2023, and 2024.

### 8.2 Personnel

#### 8.2.1 Instructor Resignation

- Accepted the resignation of **Spencer Sninchak** as Sports Medicine and Rehabilitation Professions program Instructor for the 2021-2022 school year, effective June 3, 2022.

#### 8.2.2 Supplemental Contracts

- Approved the following individuals for supplemental contracts for the **2022-2023 school year** with a stipend of **\$1,230 per assignment**:
  - Cosmetology Supervisor – Sandra Knight
  - Mentor Teachers – Robert Eagleson, Scott Kane, Adam Mika, Tanya Busch
  - School Nurse – Jennifer Kastronis
  - SkillsUSA Advisors – Laura Herron, Scott Kane, Maria Inks, Chelsea Gooden
  - BAMP (Builders Association of Metropolitan Pittsburgh) – Robert Eagleson, Ted Pavlack
  - NTHS (National Technical Honor Society) – Stacey Caudill, Michelle Thiry
  - Leadership CTE – Shannon Hinkle

### 8.2.3 Summer Teacher Supplemental Rate and Assignments

- Approved the following professional bargaining unit employees to be paid the supplemental rate of \$26 per hour: **Adam Mika** for up to 5 days.

### 8.2.4 Instructor Positions

- Authorized the administration to advertise, conduct a search and hire for the following instructor positions for the 2022-2023 school year between board meetings, to be ratified at the August meeting:
  - Computer Technology – Long term substitute
  - HVAC-R
  - Sports Medicine and Rehabilitation Professions

### 8.2.5 Recall Professional Employee

- Approved the recall of **Sheila Parker**, professional employee furloughed on May 1, 2018, for the position of Work-Based Learning Coordinator for the 2022-2023 school year at a salary of **\$75,163.00** (Lane 4, Step 15 as per the Professional CBA).

## 8.3 Conferences, Seminars & Competitions

### 8.3.1 Leadership Pittsburgh

- Approved Assistant Director/Principal **Robin White** to apply for the **2022-2023 Leadership Pittsburgh Program** at a cost of **\$6,400.00**.

## 9. Facilities ACTION ITEMS – NONE

## 10. Superintendent of Record Report

Dr. Lutz thanked Mr. Rice for a fantastic Steel Center Senior Recognition Program.

## 11. Solicitor's Report

Ms. Zundel congratulated Steel Center on a great school year.

## 12. Information Items

### 12.1 JOC Brief

Mr. Rice thanked the Board for their support throughout the year and their support and approval of the Capitol Project Resolution. He proceeded to outline the following items from the June 2022 JOC Brief:

- The Senior Recognition Ceremony was a great success. He thanked Mr. Schaap for his inspiring address to the senior class as well as the JOC Board members and member district administrators that participated and were in attendance.
- Mr. Rice spoke of the House Bill regarding changes to Cosmetology regulations and informed the Board that further details would be forthcoming soon.
- Mr. Rice directed everyone's attention to the flyer in the JOC Brief regarding the combined CTE Professional Development Day on August 17, 2022 and invited members to attend.

### **13. Other Business – Joint Operating Committee Business ACTION ITEMS**

A motion was made by Mrs. Downer, seconded by Mrs. Karstetter, and carried by a roll call vote of 10-0, to elect Mr. Perry as the PSBA delegate as presented in item 13.1.

#### **13.1 Election of PSBA Voting Delegate – due to PSBA by July 23, 2021**

- Elected a voting delegate to the PSBA 2022 Delegate Assembly Meeting to be held on Saturday, November 5, 2022 at 9:00 a.m. at PSBA Headquarters in Mechanicsburg, PA, or via zoom.

A motion was made by Mrs. Karstetter, seconded by Mr. Giglione, and carried by a roll call vote of 10-0, to approve item 13.2 as presented.

#### **13.2 Superintendent of Record Renewal**

- The Board reappointed **Dr. Randal Lutz** as Superintendent of Record for a two-year term from July 1, 2022 to June 30, 2024 with an annual salary of **\$7,000**, to be paid monthly.

A motion was made by Mr. Tachoir, seconded by Mrs. Hoppe, and carried by a roll call vote of 10-0, to elect Mr. Perry as treasurer as presented in item 13.3 as presented.

#### **13.3 Election of Board Treasurer**

- Elected a Board Treasurer for a term of one year beginning July 1, 2022 through June 30, 2023.

### **14 Visitor Comments – NONE**

## **15 Adjournment**

Prior to adjournment, Mrs. Harris wanted to express her thanks to everyone for the last 2 years and all they as a Board and school had been through and to continue to be successful in growing the surrounding Allegheny County communities.

There being no further business, a motion was made by Mrs. Kostelnik, seconded by Mrs. Harris, carried by an aye vote to adjourn the meeting at 8:16 p.m.

**NEXT MEETING: Tuesday, August 2, 2022**

Respectfully submitted,

*Tricia Cousino*

Tricia Cousino, Board Secretary