

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES
WEDNESDAY, MARCH 8, 2023**

Dr. Art Levinowitz, President, called the public meeting of the Joint Operating Committee to order at 8:02 p.m. with the following members in attendance:

Mr. Daniel Kaye	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
Ms. Tara Conner-Hallston	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
	Lower Moreland
Dr. Carol Etlén	Springfield
Dr. Art Levinowitz	Upper Dublin
Ms. LouCrecie Garlanger	Upper Moreland
Kenneth Roos, Esq.	Solicitor
Dr. Jill Takacs	Superintendent of Record
Dr. Cathleen Plesnarski	Executive Director
Ms. Katie Braun	Business Manager

A motion carried unanimously will necessarily, by reference, include each voting member in attendance.

SALUTE TO THE FLAG

Angelina Makris led the Joint Operating Committee and audience in a salute to the flag.

MINUTES

Mr. Daniel Kaye moved approval of the Joint Operating Committee minutes of the regular and agenda session meeting of February 8, 2023.

Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Mr. Kenneth Roos, Esquire announced that the Executive Session was held prior to the meeting regarding Labor Relations.

PRESIDENT'S REPORT

Informational:

CTE Presidential Scholar

Taylor Schulz, Business and Technology Professional/Springfield, received recognition at the PACTA Conference for CTE Presidential Scholar. Also, in attendance was State Representative Napoleon Nelson, Dr. Art Levinowitz, Dr. Cathleen Plesnarski, Instructor Erin Derby and Taylor's family.

PA State Representative Napoleon Nelson Visit

Representative Nelson visited EASTERN and met with the students that were highlighted for Black History Month on February 23, 2023.



March 5th Open House

EASTERN's Open House was held on Sunday, March 5, 2023 from 1:00 p.m. to 3:30 p.m. There was a great turnout of visitors throughout the day, as well as Advisory Committee members, Joint Operating Committee members, EASTERN staff and administration. Eight post-secondary representatives were on hand. Faculty members indicated that there was a constant influx of students and parents visiting the classrooms throughout the event.

EASTERN Foundation

The EASTERN Foundation Meeting minutes from February 13, 2023 are attached for your review.

FINANCIAL REPORT – For the Period Ending February 28, 2023 *

Informational:

The Joint Operating Committee acknowledged receipt of the following:

- Statement of Revenues and Expenditures as presented
- Status of the Capital Reserves Fund Revenues for the period ended February 28, 2023, showing cash and investment balances of \$1,015,943.83 as presented

Action:

Treasurer's Report

Mr. Daniel Kaye moved acceptance of the Treasurer's Report for the period ended February 28, 2023, showing a General Fund cash and investment balances of \$6,106,352.11 and total assets of \$6,669,856.39 and the current status of the Student Activity account. Motion carried unanimously.

Disbursements

Mr. Daniel Kaye moved approval of accounts payable checks #34244 through #34362 disbursed during the period of 02/01/2023 through 02/28/2023 in the amount of \$185,110.09.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of expense disbursement wire/ACH transfers #WT230163 through #WT230186 disbursed during the period of 02/01/2023 through 02/28/2023 in the amount of \$288,104.65.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of payroll vouchers #06017 through #06185 disbursed 02/10/2023 and 02/24/2023 in the amount of \$244,192.12.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of capital reserve disbursement checks #11152 through #11155 disbursed during the period of 02/01/2023 through 02/28/2023 in the amount of \$286,447.28.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of capital reserve disbursement checks #82047 through #82049 during the period of 02/01/2023 through 02/28/2023 in the amount of \$2,570.50.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of the budget transfers for the period ended February 28, 2023.

STUDENT RECOGNITION

Action *

Ms. LouCrecie Garlanger moved approval of a resolution recognizing Angelina Makris, a senior at Upper Moreland High School and in the Design, Photography, and Illustration program, as *Outstanding Student of the Month* for March. Dr. Art Levinowitz presented Angelina Makris with the Resolution, EASTERN shirt and the Rotary plaque; and the Association's gift card presented by Ms. Wendy Leyden, Educators' Association representative.

Motion carried unanimously.

ACADEMIC AFFAIRS

Presentation – Key Indicators through an Equity Lens

Gary Felme and Wendy Leyden presented on Key Indicators through an Equity Lens during the Agenda Session.

Informational:

Executive Advisory Committee Meeting *

The Executive Advisory Committee meeting minutes of March 1, 2023 were presented.

Administrative Advisory Committee Meeting *

The Administrative Advisory Committee meeting minutes of March 7, 2023 were presented.

Adult Education Enrollment *

The administration submitted the Spring Term 2023 Adult Education enrollment snapshot. As of March 1, 2023, there were 179 students enrolled in Adult Education courses, with 65 students in the Continuing Education Apprentice programs and 114 in the Practical Nursing program.

Activities Report *

The February 2023 Activities Report of the students and staff was presented.

Action:

Career and Technical Student Organization

Ms. Carolyn Riley moved approval for 23 SkillsUSA members and 3 chaperones, to attend the SkillsUSA state conference April 12-14, 2023 in Hershey, PA. EASTERN will pay for 10 district gold medal winners at an approximate cost of \$6,597.00 and 3 chaperones at an approximate cost of \$3,423.00. The local SkillsUSA chapter will pay for the cost of 13 students “Direct to State” competitors and approximately \$6,121.00 including registration, housing and meals.

Motion carried unanimously.

Occupational Advisory Committee *

Ms. Carolyn Riley moved approval of new members to the Occupational Advisory Committees as per the attached listing.

Motion carried unanimously.

Memorandum of Understanding – Technical Assistance Program

Ms. Carolyn Riley moved approval of the 2023-2024 Memorandum of Understanding for participation in the BCTE Technical Assistance Program. Through this program, EASTERN receives the following at no cost to the school:

Career and Technical Distinguished School Leader: Free coaching and mentoring services to EASTERN Leadership Team

NOCTI Pre-Tests and Study Guides: Free resources to promote and supports student achievement

Motion carried unanimously.

Donations

Ms. Carolyn Riley moved approval of the following donations in support of the instructional programs:

- Fifteen pints of base coat paint and half gallon of reducer were donated by Mondello's Auto Body for use in the Collision Repair Technology program.

Motion carried unanimously.

Conference

Ms. Carolyn Riley moved approval of Executive Director Dr. Cathleen Plesnarski to participate in assisting the Pennsylvania Department of Education (PDE) with developing the 13.0101 Education, General program. At this meeting, the smaller sub-committee will be collaborating with NOCTI in updating/developing one of the current NOCTI assessments. Staff members from NOCTI will assist in the process. The meeting will be held at the Red Lion Hotel in Harrisburg, PA. on April 25-27, 2023 at no cost to the school.

POLICY

Action:

2023-2024 SCHOOL CALENDAR*

Ms. Tara Conner-Hallston moved approval of the calendar for students, teachers and staff for the 2023-2024 school year as presented. This has been reviewed by the Administrative Advisory Committee.

Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Professional

Substitute Instructor

Ms. Carolyn Riley moved approval of Sarina Breen as Cosmetology Substitute Instructor for the remainder of 2022-2023 school year at a rate of \$135 per day for Cosmetology assignment and \$120 per day for general assignment.

Motion carried unanimously.

Classified

Facility Maintenance Technician - Open House

Ms. Carolyn Riley moved the approval and ratification of Facility Maintenance Technician Alberto Soto to work six hours at the overtime rate of \$39.99 per hour to assist at Open House.

Motion carried unanimously.

Student Success Aide LTS - Extension

Ms. Carolyn Riley moved the approval to continue the employment of Sandra Terrones as Student Success Aide LTS effective March 9, 2023, to serve as Student Success Aide in the Allied Health Program until May 12, 2023.

Motion carried unanimously.

Practical Nursing

Adjunct Faculty

Ms. Carolyn Riley moved approval of Jason Ritman, MSN-Ed, RN as Practical Nursing Adjunct Instructor at the rate of \$39.46/hour for the remainder of the 2022-2023 school year.

Motion carried unanimously.

Summer Work

Curriculum

Ms. Carolyn Riley moved approval of Protective Services Instructor to work 30 hours during the summer at the current contracted rate for new instructor curricular and instructional preparation.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of Exercise Science and Rehabilitation Instructor Shelly Helm to work 20 hours during the summer at the current contracted rate for curricular and instructional preparation.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of Allied Health Instructor Alison Latzo to work 20 hours during the summer at the current contracted rate for job shadowing and course revisions.

Motion carried unanimously.

SkillsUSA

Ms. Carolyn Riley moved approval of Hayley Granacher to work 7.5 hours during the summer at the current contracted rate for SkillsUSA Officer Training.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of Nicole Abruzzi to work 7.5 hours during the summer at the current contracted rate for SkillsUSA Officer Training.

Motion carried unanimously.

Training

Ms. Carolyn Riley moved approval of Collision Repair Instructor Steven Parke to work 25 hours during the summer at the current contracted rate to attend the NATEF Instructor Training Conference
Motion carried unanimously.

Ms. Carolyn Riley moved approval of Automotive Instructor George Stahl to work 25 hours during the summer at the current contracted rate to attend the NATEF Instructor Training Conference.
Motion carried unanimously.

IEP/Paperwork

Ms. Carolyn Riley moved approval of Student Success Coordinator Ferne Andre to work 20 hours during the summer at the current contracted rate to work on IEP/Paperwork.
Motion carried unanimously.

Ms. Carolyn Riley moved approval of Student Success Coordinator Veronica Stanley to work 20 hours during the summer at the current contracted rate to work on IEP/Paperwork.
Motion carried unanimously.

Ms. Carolyn Riley moved approval of Student Success Coordinator Rebecca Ashworth to work 20 hours during the summer at the current contracted rate to work on IEP/Paperwork.
Motion carried unanimously.

Site Visits

Ms. Carolyn Riley moved approval of Interim School-to-Career Coordinator Erin Derby to work up to 20 hours during the summer at her current per diem rate to conduct work site visits (as required by law). Hours used will be based on number of interns placed.
Motion carried unanimously.

Summer Production/OAD

Ms. Carolyn Riley moved approval of Tricia Simmler-Totaro to work 22 hours during the summer at the current contracted rate to work on summer production for the Marketing and Recruitment Coordinator.
Motion carried unanimously.

Human Resources Coordinator – Summer Coverage

Ms. Carolyn Riley moved approval of Administrative Assistant Linda McAlpine to work up to 25 hours for extra support in Human Resources as needed
Motion carried unanimously.

Summer Work Schedule for All 12-Month, Full-time Staff

Ms. Carolyn Riley moved approval to allow all 12-month, full-time staff the option of a 4-day work week in the summer.

Motion carried unanimously.

Volunteer

Training Supervisor

Ms. Carolyn Riley moved ratification and approval of Eric Hannawacker of Earthborne Inc as Training Supervisor for EASTERN's Automotive student Danny O'Donnell / Hatboro-Horsham.

Motion carried unanimously.

Ms. Carolyn Riley moved ratification and approval of Richard Lanci of BMW Fort Washington as Training Supervisor for EASTERN's Automotive student Anthony Buonopane / Christian Calvary Academy.

Motion carried unanimously.

Ms. Carolyn Riley moved ratification and approval of Mark Lesser of Mark Lesser General Contractor, LLC as Training Supervisor of EASTERN's Construction student Ken Cordon-Acevedo / Springfield.

Motion carried unanimously.

Ms. Carolyn Riley moved ratification and approval of Matthew Phy of Albert C. Phys & Sons as Training Supervisor of EASTERN's Welding student Ryan Dermer / Abington.

Motion carried unanimously.

Ms. Carolyn Riley moved ratification and approval of Ryan Stokes of Stokes General Contracting as Training Supervisor of EASTERN's Construction student James McAvoy / Abington.

Motion carried unanimously.

Ms. Carolyn Riley moved ratification and approval of Dr. Janet Lang of Lang Chiropractic Wellness and Spa as Training Supervisor of EASTERN's Exercise Science and Rehabilitation student Gabrielle McLeod / Cheltenham.

Motion carried unanimously.

Ms. Carolyn Riley moved ratification and approval of Andrea Smith of Honda of Abington as Training Supervisor of EASTERN's Automotive student Ashton Thorpe / Abington.

Motion carried unanimously.

Ms. Carolyn Riley moved ratification and approval of George Thompson of Thompson Electric as Training Supervisor of EASTERN's Electrical Technology student Daniel Johnson / Upper Dublin.

Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report *

The building report for February activities regarding the school plant and property was presented.

Action:

Approval of Change Order No.: EC-01 Credit for Unused Allowances *

Mr. Charles Burdell-Williams moved approval of Change Order: EC-01 from AJM Electric, Inc. for a credit of (\$70,806.74) for unused allowances to be deducted from the original contract sum of \$541,880 for Phase 3 renovations to the new contract sum of \$471,073.26 per the attached document.

Motion carried unanimously.

Approval of SmartDeploy Software License and Services Agreement *

Mr. Charles Burdell-Williams moved approval of the SmartDeploy Software License and Services Agreement to allow us to continue to use SmartDeploy Pro Subscription for another three (3) years as per the attached quote. This software agreement will allow us the ability to install driver and BIOS updates, manage Windows updates, and add cloud functionality to update and protect devices.

Motion carried unanimously.

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, April 12, 2023.

ADJOURNMENT

Dr. Art Levinowitz adjourned the March 8, 2023 meeting of the Joint Operating Committee at 8:36 p.m.

Dr. Art Levinowitz
Joint Operating Committee President

Ms. Katie Braun
Joint Operating Committee Secretary

Recording Secretary: Linda McAlpine

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
AGENDA SESSION MINUTES**

WEDNESDAY, MARCH 8, 2023

1. KEY INDICATORS THROUGH AN EQUITY LENS

Gary Felmey and Wendy Leyden presented Key Indicators through an Equity Lens.

2. PDE SUB-COMMITTEE MEETING

Dr. Plesnarski requested approval in the Academic Affairs section to participate in assisting the Pennsylvania Department of Education (PDE) with developing the 13.0101 Education, General program. At this meeting, the smaller sub-committee will be collaborating with NOCTI in updating/developing one of the current NOCTI assessments. Staff members from NOCTI will assist in the process. The meeting will be held at the Red Lion Hotel in Harrisburg, PA. on April 25-27, 2023 at no cost to the school.

3. 2023-2024 SCHOOL CALENDAR

Dr. Plesnarski shared the 2023-2024 School Calendar.

4. SUMMER CURRICULUM WORK

Dr. Plesnarski reviewed the summer curriculum work requests that are part of the Personnel Affairs section of this evening's agenda.