

**EASTERN CENTER FOR ARTS AND TECHNOLOGY  
JOINT OPERATING COMMITTEE MINUTES**

**WEDNESDAY, MAY 10, 2023**

Dr. Art Levinowitz, President, called the public meeting of the Joint Operating Committee to order at 8:00 p.m. with the following members in attendance:

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

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

**SALUTE TO THE FLAG**

Ms. Chaiyah Levy led the Joint Operating Committee and audience in a salute to the flag.

**MINUTES**

Ms. Carolyn Riley moved approval of the April 12, 2023 Joint Operating Committee minutes of the regular and agenda session meetings.

Motion carried unanimously.

**EXECUTIVE SESSION ANNOUNCEMENT**

Mr. Kenneth Roos, Esq. announced that an Executive Session was held before the public meeting to discuss four confidential personnel matters.

**PRESIDENT'S REPORT**

**Informational:**

### **EASTERN Foundation \***

The EASTERN Foundation meeting minutes from April 24, 2023 are attached for your review.

### **Decision Day**

EASTERN will recognize students on Decision Day, Friday, May 12. It will be a great opportunity for us to celebrate our EASTERN seniors who have chosen to pursue postsecondary education related to their career program, signed on with a company to begin their career as a professional in the skilled trades, or selected a military branch!

### **National Technical Honor Society**

On May 10, 2023, EASTERN hosted the first ever National Technical Honor Society induction ceremony. Congratulations inductees! Dr. Art Levinowitz was inducted as an honorary member.

Ian Bayne	Culinary Arts	Abington
Mason Brocke	Veterinary Science	Upper Moreland
Charles Cribb	Welding Technology	Upper Moreland
Reese Fichter	Culinary Arts	Upper Dublin
Margaret Fitt	Cosmetology	Lower Moreland
Marin Goldfarb	DPI	Cheltenham
Henri Health	Networking and Cybersecurity	Cheltenham
Anthony Jorge	Electrical Technology	Cheltenham
Jay Moon	Protective Services	Upper Moreland
Damien Mreese	Collision Repair Technology	Hatboro-Horsham
Olivia Narodowski	Veterinary Science	Upper Dublin
Owen Nicholson	Electrical Technology	Hatboro-Horsham
Emily Peck	Culinary Arts	Upper Moreland
Jacob Richards	Welding Technology	Upper Moreland
Gabriel Rodreguez	Construction Technology	Cheltenham
Thomas Shevlin	Electrical Technology	Springfield
Timothy Tilson	DPI	Upper Dublin
Emma Weiss	Culinary Arts	Upper Moreland
Keegan Wells	Veterinary Science	Springfield
Sherry Zheng	Networking and Cybersecurity	Upper Moreland

### **SkillsUSA State Competition Presentation**

Dr. Levinowitz congratulated all the medal winners of the SkillsUSA State Competition.

Nicole Abruzzi SkillsUSA State Competitors Gold medal winners gave a presentation on their experiences.

## **FINANCIAL REPORT – For the Period Ending April 30, 2023**

### **Informational:**

The Joint Operating Committee acknowledged receipt of the following:

- Statement of Revenues and Expenditures as presented
- Status of the capital reserve fund revenues for the period ended April 30, 2023, showing cash and investment balances of \$1,086,560.81 as presented

### **Action:**

#### **Treasurer's Report \***

Mr. Daniel Kaye moved acceptance of the Treasurer's Report for the period ended April 30, 2023, showing a General Fund cash and investment balances of \$6,380,435.34 and total assets of \$7,106,043.65 and the current status of the Student Activity account.

Motion carried unanimously.

#### **Disbursements \***

Mr. Daniel Kaye moved approval of accounts payable checks #34509 through #34597 disbursed during the period of 04/01/2023 through 04/30/2023 in the amount of \$174,048.50.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of expense disbursement wire/ACH transfers #WT230205 through #WT230225 disbursed during the period of 04/01/2023 through 04/30/2023 in the amount of \$269,518.59.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of payroll vouchers #06350 through #06509 disbursed 04/07/2023 and 04/21/2023 in the amount of \$241,485.61.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of capital reserve checks #11164 through #11165 disbursed during the period of 04/01/2023 through 04/30/2023 in the amount of \$25,141.16.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of student activity disbursement checks #82056 through #82060 during the period of 04/01/2023 through 04/30/2023 in the amount of \$1,380.05.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of the attached budget transfers for the periods ended April 30, 2023.

Motion carried unanimously.

## **STUDENT RECOGNITION**

### **Action:**

Mr. Charles Burdell-Williams moved to approve a resolution recognizing Chaiyah Levy, a senior at Cheltenham High School and in the Allied Health program, as Outstanding Student of the Month for May. Dr. Art Levinowitz presented Chaiyah Levy with the Resolution, EASTERN shirt, and the Rotary plaque; and the Association's gift card was presented by Ms. Wendy Leyden, Educators' Association representative.

Motion carried unanimously.

## **ACADEMIC AFFAIRS**

### **Informational:**

The Joint Operating Committee acknowledged receipt of the following:

- Principals' Advisory Committee meeting minutes of April 27, 2023
- Administrative Advisory Committee meeting minutes of May 2, 2023
- The April 2023 Activities Report of the students and staff

### **Action:**

### **Conferences for the 2023-2024 School Year \***

Ms. Carolyn Riley moved approval of the attached list of conferences for the 2023-2024 school year for administrators, professional and classified staff.

Motion carried unanimously.

### **Practical Nursing Tuition 2023-2024**

Ms. Carolyn Riley moved acceptance of a student tuition increase for the Practical Nursing program to increase from \$16,250 to \$16,850 for the 2023 – 2024 school year.

Motion carried unanimously.

### **Donations**

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

- 75 quarts of tints, 12 gallons of paints, 22 quarts of mixed paints, 6 gallons of reducers, and plastic car covers were donated by Mark Denitz from Modern Auto Body for use in the Collision Repair Technology program.
- 36 "Team Collision Center" uniform pants and shirts were donated by Victor Baptista from Team Collision Center for use in the Collision Repair Technology program.
- 5 doors and 2 hoods were donated by Ken Piccari for use in the Collision Repair Technology program.
- A 2017 Dodge Caravan was donated by Steve Pleier for use in the Automotive Technology program.

Motion carried unanimously.

## **POLICY**

### **Informational:**

#### **Meetings and Activities – 2023-2024 school year**

The Joint Operating Committee acknowledged receipt of the attached lists of meetings and activities for the 2023-2024 school year.

### **Action:**

#### **Joint Operating Committee Meeting Dates \***

Mr. Daniel Kaye moved approval and authorization to advertise the schedule of meeting dates for the Joint Operating Committee during the 2023-2024 school year as presented.  
Motion carried unanimously.

## **PERSONNEL AFFAIRS**

### **Action:**

#### **Professional**

##### **Allied Health Instructor - Unpaid Leave**

Ms. Carolyn Riley moved approval of Allied Health Instructor – Allison Latzo request for Unpaid Leave following her FMLA for the rest of the 2022-2023 school year per her email dated April 24, 2023.  
Motion carried unanimously.

##### **Summer Electrical Work**

Ms. Carolyn Riley moved approval for Electrical Technology Instructor Gary Felmey to work up to 300 hours on electrical projects at the current contracted rate per hour.  
Motion carried unanimously.

### **Classified**

#### **PT Administrative Assistant to Practical Nursing - Retirement**

Ms. Carolyn Riley moved acceptance of the retirement of PT Administrative Assistant to Practical Nursing Lori Ingersoll effective June 15, 2023, and adoption of the attached Resolution acknowledging her services and many contributions to this school.  
Lori Ingersoll has served the school since October 2010.  
Motion carried unanimously.

### **Student Success Aide – Extension**

Ms. Carolyn Riley moved approval to continue the employment of Sandra Terrones as Student Success Aide LTS effective May 13, 2023, to serve as Student Success Aide in the Allied Health Program until May 31, 2023.

Motion carried unanimously.

### **Practical Nursing Administrative Assistant - Overtime Hours**

Ms. Carolyn Riley moved approval of overtime hours for Mary McDonnell to complete tasks in Practical Nursing not to exceed 11 overtime hours during the month of April.

Motion carried unanimously.

### **Summer Cosmetology**

#### **Instructors**

Ms. Carolyn Riley moved approval of the following Summer Cosmetology instructors at the current contracted per hour: Sandra Hummel, Leah Davis, and Mark Folkman.

Motion carried unanimously.

### **Practical Nursing**

#### **Adjunct Instructors**

Ms. Carolyn Riley moved ratification of approval of Kaitlin Boettcher BSN, RN and John Oponik BSN, RN as Practical Nursing Adjunct Instructors at the rate of \$39.46/hour for the remainder of the 2022-2023 school year.

Motion carried unanimously.

### **Student Interns**

#### **Salary Guide**

Ms. Carolyn Riley moved approval of the following salary guide for Student Interns effective June 19, 2023:

- High School Student Intern           \$13.00 per hour
- College Student Interns (1<sup>st</sup> year)   \$14.00 per hour
- College Student Interns (2<sup>nd</sup> year)   \$14.50 per hour
- College Student Interns (3<sup>rd</sup> year)   \$15.00 per hour

Motion carried unanimously.

### **Summer Electrical Interns**

Ms. Carolyn Riley moved approval of the following Electrical Technology Interns to work up to 300 hours combined as directed by Gary Felme and Fred Fox on electrical projects per the salary guide.

- Jacob Richards – Upper Moreland / Welding Technology
- Kevin Clarke – Upper Moreland / Electrical Technology
- Jane Rickards – Abington / Robotics and Automated Technology
- Matthew Brifo – Hatboro Horsham / Electrical Technology
- Anthony Jorge – Cheltenham / Electrical Technology

Motion carried unanimously.

### **Volunteer**

#### **Training Supervisor**

Ms. Carolyn Riley moved approval of Dane Pellicone of AWE Tuning as Training Supervisor for EASTERN's Welding Technology student Charlie Cribb/ Upper Moreland.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of Jamie Ink of Philadelphia Cricket Club as Training Supervisor for EASTERN's Culinary Arts student Nina Richardson / Springfield.

Motion carried unanimously.

### **Joint Operating Committee**

#### **Joint Operating Committee Treasurer - Election**

Ms. Carolyn Riley moved approval of Marta Mecray as Treasurer for a one-year term from July 1, 2023 through June 30, 2024 at the rate of \$100/month.

Motion carried unanimously.

### **FACILITIES AND FINANCIAL AFFAIRS**

#### **Informational:**

##### **Building Report \***

The attached building and capital project reports for April activities regarding the school plant and property were presented.

##### **Voluntary Benefit Addition: Vision Benefits of America, Inc. \***

The attached application for voluntary group vision through Vision Benefits of America, Inc. is presented for your information. This voluntary benefit will be offered to all full-time employees at our upcoming open enrollment for benefits in May. The entire cost of the plan will be paid for by the employee through payroll deductions. There is no cost to EASTERN to offer this new voluntary benefit.

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**Voluntary Benefit Addition: Sun Life Voluntary Life \***

The attached application for employee voluntary life, AD&D, dependent voluntary life, and AD&D plan design is presented for your information. This voluntary benefit will be offered to all full-time employees at our upcoming open enrollment for benefits in May. The entire cost of the plan will be paid for by the employee through payroll deductions. There is no cost to EASTERN to offer this new voluntary benefit.

**Action:**

**Dual Credit Grant**

Mr. Daniel Kaye moved ratification of approval to implement the Dual Credit Grant as follows (\$75,000):

- Tuition Costs (\$45,891.00): to pay dual credit tuition for 51 students from Allied Health, Networking and Cybersecurity, and Business and Technology
- Instructor Onboarding (\$7,500): to support instructor onboarding training for dual credit approval at Penn College of Technology.
- Textbooks and Online Fees (\$21,609): to purchase textbooks and pay online fees for 71 students.

Motion carried unanimously.

**COVID-19 ARPA Pandemic Response Grant Program \***

Mr. Daniel Kaye moved ratification of approval to develop and submit the COVID-19 ARPA Pandemic Response Grant Program totaling \$50,000 for general renovations to our Business Technology Professional and Networking and Cybersecurity programs to be spent as outlined below and on the attached grant application.

<b>Bus-Tech/NCS Renovations</b>	<b>COST</b>
Electrical work	\$ 15,000.00
Replacement of floors	\$ 12,700.00
Painting of classrooms	\$ 2,000.00
Dumpster rental	\$ 3,000.00
Replacement of ceiling tiles	\$ 6,000.00
Replacement of doors	\$ 11,300.00
<b>Total</b>	<b>\$ 50,000.00</b>

Motion carried unanimously.

**Penetration Test – Internal/External \***

Mr. Daniel Kaye moved approval of Penetration Test – Internal/External one-time charge of \$16,245.00 for services.

Motion carried unanimously.



### **Cooperative Purchasing**

Mr. Daniel Kaye moved authorization to participate in the following joint purchasing programs to make joint purchases of materials, supplies and equipment for the 2023-2024 school year when needed:

Association of Educational Purchasing Agencies  
Commonwealth of Pennsylvania Department of General Service Contracts (COSTARS)  
Keystone Purchasing Network (KPN)  
Lancaster-Lebanon Intermediate Unit 13 Catalog Discount Bids  
Montgomery County Intermediate Unit Joint Purchasing Consortium  
Sourcewell  
National Buy Board Cooperative Purchasing  
National Cooperative Purchasing Alliance (NCPA)  
Pennsylvania Capital City Automotive and Equipment Contract (PACC)  
Pennsylvania Educational Purchasing Program (PEPPM)  
Southeastern Pennsylvania Buying Group (SEPA)  
The Cooperative Purchasing Network (TCPN)  
The Interlocal Purchasing System (TIPS)  
U.S. Communities  
U.S. General Services Administration Cooperative Purchasing  
Motion carried unanimously.

### **Annual Designation of Depositories**

Mr. Daniel Kaye moved approval to use the following depositories for the 2023-2024 school year:

Pennsylvania Local Government Investment Trust (PLGIT)  
TD Bank

Motion carried unanimously.

### **Authorized Signatures**

Mr. Daniel Kaye moved approval of the recommendation that the following personnel be authorized as its official signatures during the 2023-2024 school year:

1. Payroll, Capital Reserve Fund, Student Activity Fund and General Fund Checks  
Use of a facsimile containing the signature of the Board President and Business Manager/Board Secretary for payroll, general, capital reserve and student activity fund checks.
2. Purchase Orders  
Signature of Executive Director and/or the Business Manager/Board Secretary.
3. Contracts – Secondary, Practical Nursing and Continuing Education  
Signature of either the Board President, Executive Director, or Business Manager/Board Secretary.

Motion carried unanimously.

**OTHER BUSINESS**

**PSBA Voting Delegate**

Mr. Charles Burdell-Williams moved to appoint Carolyn Riley as PSBA Voting Delegate to represent EASTERN for the 2023-2024 school year.  
Motion carried unanimously.

**SOLICITOR'S REPORT**

Kenneth Roos, Esq. provided a Solicitor's Report for the Joint Operating Committee.

**OLD BUSINESS**

**NEW BUSINESS**

**NEXT MEETING**

The next meeting of the Joint Operating Committee is Wednesday, June 21, 2023 via Zoom.

**ADJOURNMENT**

Dr. Art Levinowitz adjourned the May 10, 2023 meeting of the Joint Operating Committee at 8:59 p.m.

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Dr. Art Levinowitz  
Joint Operating Committee President

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Ms. Katie Braun  
Joint Operating Committee Secretary

Recording Secretary: Linda McAlpine

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**EASTERN CENTER FOR ARTS AND TECHNOLOGY**

**AGENDA SESSION  
MINUTES**

**WEDNESDAY, MAY 10, 2023 - 7:00 P.M.**

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**1. Preliminary Enrollment**

Dr. Plesnarski presented preliminary enrollment for the 2023-2024 school year.

**2. Conferences 2023-2024**

Dr. Plesnarski presented the 2023-2024 conferences list, noting that she is recommending that the administrative team limit national conferences to once every three years so that every other year two teachers can attend a national conference.

**3. JOC Meetings 2023-2024**

Dr. Plesnarski will solicited feedback from the JOC on meeting dates and platforms. The proposed dates include all virtual meetings except for 4 meetings per year.

August 9, 2023	<b>December 13, 2023</b>	April 10, 2024
September 13, 2023	January 10, 2024	<b>May 8, 2024</b>
October 11, 2023	February 14, 2024	June 19, 2024
<b>November 8, 2023</b>	<b>March 13, 2024</b>	

**4. PSBA Voting Delegate for PSBA Delegate Assembly**

Dr. Levinowitz discussed the selection of a voting delegate representing EASTERN at the PSBA Delegate Assembly.