

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

WEDNESDAY, FEBRUARY 8, 2023

Dr. Art Levinowitz, President, called the public meeting of the Joint Operating Committee to order at 8:00 p.m. via Zoom 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
Dr. James Lee	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

Dr. Plesnarski led the Joint Operating Committee and audience in a salute to the flag.

COMMUNITY PARTICIPATION

Faith Minto: Most of the classes that my son wanted to enroll in were overenrolled. (HVAC, Electrical and Networking and Cybersecurity) How do students get enrolled and what happens when you have open enrollment?

Dr. Plesnarski: Each district gets a certain number of seats and they prioritize whom gets in first. We are examining what we can do with the space we have in our building.

Did you receive options for your son in other programs? And if your son has an IEP he could continue the 13th year.

Faith Minto: He did not receive options, but I will follow-up with Cheltenham.

MINUTES

Mr. Daniel Kaye moved approval of the Joint Operating Committee minutes of the agenda session and regular session meetings of January 11, 2023.
Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Mr. Kenneth Roos, Solicitor, announced that an Executive Session was not held before the public meeting.

PRESIDENT'S REPORT

Informational:

Student Success

As part of our celebration of Black History Month, EASTERN will be featuring some of our students who are making history at EASTERN.

Joseph Hardee/Protective Services/Upper Moreland
Hassan Johnson/Collision Repair Technology/Upper Moreland
Kennedy Davis/Culinary Arts/Abington
Nelissa Bryan/Culinary Arts/Cheltenham
Esani Blythe/Welding Technology/Upper Dublin
Joshua Foster/Robotics and Automated Technology/Upper Dublin
Xavier Liburd/Automotive Technology/Upper Dublin
Joshua Young/HVAC/Abington

District 2 SkillsUSA Competitions

Dr. Levinowitz shared the attached list of winners from the SkillsUSA District 2 Competitions that were held on January 11, 19, and 31 and February 1, 2023 at Delaware County Technical School's Aston and Folcroft campuses.

Practical Nursing Graduation

Dr. Art Levinowitz informed the committee that Practical Nursing Class 157 graduated on January 30, 2023 at Upper Moreland Middle School.

Open House – March 5, 2023

Dr. Art Levinowitz informed the committee that this year's Open House will be in-person. Our programs will be on display to perspective students and parents who have an opportunity to meet EASTERN's faculty and current students.

Career Expo Report *

Dr. Levinowitz shared the Career Expo report of the number of students who participated in in-person visitation.

FINANCIAL REPORT – For the Period Ending January 31, 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 January 31, 2023, showing cash and investment balances of \$1,239,539.91 is presented for your information and review.

Action:

Treasurer's Report *

Mr. Charles Burdell-Williams moved acceptance of the Treasurer's Report for the period ended January 31, 2023, showing a General Fund cash and investment balances of \$5,895,382.13 and total assets of \$6,351,792.66 and the status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Mr. Charles Burdell-Williams moved approval of accounts payable checks #34115 through #34243 disbursed during the period of 01/01/2023 through 01/31/2023 in the amount of \$199,952.91.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of expense disbursement wire/ACH transfers #WT230141 through #WT230162 disbursed during the period of 01/01/2023 through 01/31/2023 in the amount of \$238,914.92.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of payroll vouchers #05870 through #06016 disbursed 01/13/2023 and 01/27/2023 in the amount of \$227,628.86.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of capital reserve disbursement of checks # 11151 disbursed during the period of 01/01/2023 through 01/31/2023 in the amount of \$99.00.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of student activities disbursement checks #82044 through #82046 during the period of 01/01/2023 through 01/31/2023 in the amount of \$2,531.50.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of the proposed budget transfers for January 2023.
Motion carried unanimously.

STUDENT RECOGNITION

Action:

Mr. Daniel Kaye moved to approve a resolution recognizing Luis Ramos-McMahon, a senior at Abington Senior High School and in the Welding Technology program, as *Outstanding Student of the Month* for February. Dr. Levinowitz presented Luis Ramos-McMahon with the Resolution, EASTERN shirt and the Rotary plaque; and the Association's gift card presented by Ms. Wendy Leyden, Educators' Association President.
Motion carried unanimously.

ACADEMIC AFFAIRS

Presentation:

Approved Program Evaluation Review (339)

Assistant Director Joseph Greb shared the Approved Program Evaluation review findings with the Joint Operating Committee during the Agenda Session.

Informational:

Counselor/Special Education Liaison Meeting *

The Counselor/Special Education Liaison meeting minutes of January 11, 2023 were presented.

Principals' Advisory Committee Meeting *

The Principals' Advisory Committee meeting minutes of January 26, 2023 were presented.

Administrative Advisory Committee Meeting *

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

Activities Report *

The January 2023 Activities Reports of the students and staff were presented.

Action:

Summer Cosmetology Program

Dr. James Lee moved approval to operate a Summer Cosmetology Program offering 150 hours of instruction:

June 20-June 27
8 am to 3:30 pm
7 hours per day

June 28-July 24 (no class July 4)
8 am to 2:30 pm
6 hours per day

24 days
Total COS hours – 150
Lunch 11:30 to noon

Teacher employment is to be based upon the number of students enrolled:

15 – 25 students	-	1 teacher
26 – 34 students	-	waiting list
35 – 50 students	-	2nd teacher
51 – 59 students	-	waiting list
60+ students	-	3rd teacher

Motion carried unanimously.

Career and Technical Student Organization

Dr. James Lee moved approval of the following SkillsUSA fundraising activities:

Fundraiser	Start Date	End Date
Deanna's Gourmet Popcorn	March 10, 2023	April 14, 2023
Nothin' Bundt Cakes	March 9, 2023	April 5, 2023
Crumble Cookies	May 12, 2023	May 12, 2023

Motion carried unanimously.

Donations

Dr. James Lee moved acceptance of the following donations in support of the instructional programs:

- A voltmeter and case were donated by Wayne Carroll for use in the Electrical Technology program.
- Metal was donated by USDA – Neil Goldberg for use in the Welding Technology program.
- A 2012 Mini Cooper was donated by Roy Gibson for use in the Automotive and Collision Repair Technology programs.
- A 2007 GMC Hummer was donated by Robin Gilchrist for use in the Automotive and Collision Repair Technology programs.

Motion carried unanimously.

POLICY

Action:

2023-2029 Strategic Plan (2023-2026 Comprehensive Plan)

Mr. Charles Burdell-Williams moved acceptance of the 2023-2029 Strategic Plan and 2023-2026 Comprehensive Plan and authorizes EASTERN to submit the Comprehensive Plan to the Pennsylvania Department of Education, pending minor revisions due to changes in guidelines.
Motion carried unanimously.

PERSONNEL AFFAIRS

Informational:

Allison Latzo has submitted a FMLA Leave Request for the period of March 13, 2023, through end of the school year.

Action:

Professional

School-to-Career Coordinator – Long Term Substitute

Mr. Daniel Kaye moved approval of Erin Derby as School-to-Career LTS effective February 13, 2023, through the end of the school year.
Motion carried unanimously.

Business and Technology Professional Instructor – Long Term Substitute

Mr. Daniel Kaye moved approval of Jeff Kling as Business and Technology Instructor LTS effective February 13, 2023, through end of school year, at Step Base - 0 of the Professional Salary Schedule providing an annual salary of \$53,311; prorated at \$23,849.66 (85 days).
Motion carried unanimously.

Protective Services Instructor - Resignation

Mr. Daniel Kaye moved acceptance of the resignation of Daniel Schaefer, Protective Services Instructor, as requested in his letter dated February 1, 2023, no later than April 26, 2023.
Motion carried unanimously.

Classified

Arts, AV and Business Vocational Aide – JOC Portraits

Mr. Daniel Kaye moved approval of Arts, AV and Business Vocational Aide Trisha Simmler-Totaro to work up to 2 hours at the contracted rate of \$40 per hour to update the JOC Portraits for EASTERN's website.
Motion carried unanimously.

Student Success Aide – Long Term Substitute

Mr. Daniel Kaye moved approval to continue the employment of Sandra Terrones as Student Success Aide LTS effective February 9, 2023, to serve as Student Success Aide in the Allied Health Program until April 14, 2023.

Motion carried unanimously.

Training Supervisors

Mr. Daniel Kaye moved ratification and approval of Kevin Brett of O’Neil Collision Center as Training Supervisor for EASTERN’s Collision Repair Technology student Jose Garcia / Hatboro-Horsham.

Motion carried unanimously.

Mr. Daniel Kaye moved ratification and approval of John Kilby of Carney All Seasons as Training Supervisor for EASTERN’s Heating, Ventilation and Air Conditioning student Jacob Petrowski / Hatboro-Horsham.

Motion carried unanimously.

Mr. Daniel Kaye moved ratification and approval of Mark Lesser of Mark Lesser General Contractor LLC as Training Supervisor for EASTERN’s Construction Technology student Malaika Mbithi / Jenkintown.

Motion carried unanimously.

Mr. Daniel Kaye moved ratification and approval of Marian Pera of A2B Technologies as Training Supervisor for EASTERN’s Networking and Cybersecurity student Tyler Wildgust / Upper-Dublin.

Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report *

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

Action:

Certification of 2023-2024 Budget *

Ms. Carolyn Riley moved to acknowledge action by the sending school districts’ Board of School Directors regarding the adoption of EASTERN’s 2023-2024 operating budget as presented and approved on November 9, 2022.

Motion carried unanimously.

Ms. Carolyn Riley moved the request to certify the 2023-2024 operating budget as adopted and authorize implementation and submission to the Pennsylvania Department of Education (PDE-2028) in the format attached.

Motion carried unanimously.

Acceptance of the 2021-2022 Financial Audit Report

Ms. Carolyn Riley moved the acceptance of the Audit Report for the school year ended June 30, 2022, as prepared by Barsz Gowie Amon & Fultz (BGA&F), LLC for Eastern Center for Arts and Technology
Motion carried unanimously.

Active Internet Technologies LLC

Ms. Carolyn Riley moved approval of the attached contract with Active Internet Technologies, LLC to replace our website.

Motion carried unanimously.

Approval of Change Order No:MC-01 Credit for Unused Allowances

Ms. Carolyn Riley moved approval of the Change Order: MC-01 from Tri-County Mechanical for a credit of (\$49,320) for unused allowances to be deducted from the original contract sum of \$1,075,000 for Phase 3 renovations to the new contract sum of \$1,025,680 per the attached document

Motion carried unanimously.

SOLICITOR'S REPORT

Mr. Kenneth Roos shared his Solicitor Report with the Joint Operating Committee.

OLD BUSINESS

NEW BUSINESS

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, March 8, 2023.

ADJOURNMENT

Dr. Art Levinowitz moved to adjourn the February 8, 2023 meeting of the Joint Operating Committee at 8:48 p.m.

Motion carried unanimously.

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, FEBRUARY 8, 2023
7:15 PM - ZOOM**

1. STATUS OF 2022-2023 SCHOOL GOALS *

Dr. Plesnarski shared the status of 2022-2023 School Goals.

2. STRATEGIC/COMPREHENSIVE PLAN *

Dr. Plesnarski shared recent changes to the requirements for comprehensive planning.

3. 2023-2024 BUDGET STATUS *

EASTERN's budget was approved by all nine districts. Thank you for your support and effort in making EASTERN's budget a successful experience.

4. OPEN HOUSE, YMCA SUMMER PROGRAM, AND SUMMER COSMETOLOGY

Dr. Plesnarski shared the following informational items and recommendations:

Open House:

Sunday, March 5, 2023

1:00 - 3:30 EASTERN's Open House

No food, limited beverages.

YMCA Summer Program: Design, Photography, and Illustration and Culinary Arts will be offered.

Summer Cosmetology: Recommendation to hold Summer Cosmetology.

5. SMART DEPLOY

SmartDeploy is software that helps us manage our Windows computers in the building. This includes all staff & student desktops & laptops. We first purchased it over the summer to help us "image" new staff & student computers. This is a process we use to set up new computers and fix/refresh problem computers. SmartDeploy makes the process simple and ensures each computer is set up exactly the way we need it to be. The software has proven to be very consistent and reliable.

The quote being reviewed tonight is for an upgrade to the software. For about \$2,400 more per year, we're gaining the ability to deploy software across the organization, deploy driver and BIOS updates, manage Windows Updates, and add cloud functionality which allows us to update & protect devices even when outside the building. A tool that helps keep our devices up to date helps protect our data and entire network. A secondary function of this software is the ability to quickly restore any computers infected with ransomware which can reduce any downtime.

After some discussion, they've agreed to extend our discounted rate going forward. The quote being reviewed is for the remainder of this school year, plus the next two years. While there's an increased cost of \$2,400 per year for these additional tools, we'll be removing 2 other pieces of software which total about \$4,500 per year.

6. PRESENTATION – APPROVED PROGRAM EVALUATION REVIEW (339)

Joseph Greb presented on the Approved Program Evaluation Review (339)