

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

**WEDNESDAY, JUNE 21, 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:

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Mr. Daniel Kaye	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
	Lower Moreland
Dr. Carol Etlen	Springfield
Dr. Art Levinowitz	Upper Dublin
Ms. LouCrecie Garlanger	Upper Moreland
Ms. Christina Gallagher	Solicitor
	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**

Brian Smith led the Joint Operating Committee and audience in a salute to the flag.

**MINUTES**

Mr. Charles Burdell-Williams moved approval of the May 10, 2023 Joint Operating Committee minutes and agenda session minutes of the regular meeting.  
Motion carried unanimously.

**EXECUTIVE SESSION ANNOUNCEMENT**

Ms. Christina Gallagher announced that an Executive Session was held before the public meeting to discuss administrative personnel and the Safety and Security Report.

**PRESIDENT'S REPORT**

**Informational:**

**Awards Night**

Dr. Art Levinowitz reported on May 24, 2023, EASTERN held its annual Awards Night, at Upper Moreland High School. This year, 171 students were recognized with more than \$47,220 awarded for academic and technical achievement.

### **EASTERN Students/Staff Volunteer at June Fete Fair**

Approximately 25 EASTERN students and staff volunteered at June Fete Fair hosted by the Abington Jefferson Foundation Women's Board. Students from our Electrical, HVAC, and Welding programs assisted with set up over the week of June 5-9 and students from our Culinary Arts program volunteered their time to work in the Refreshment Tent on Friday June 9, 2023.

### **Acknowledgement of Terms**

Dr. Art Levinowitz acknowledged the one-year term of Treasurer for Marta Mecray ending June 30, 2024; four-year term of Secretary for Katie Braun ending June 30, 2026; the two-year term of Superintendent of Record for Dr. Scott Davidheiser ending June 30, 2025; the two-year term of School Solicitor, for Wisler Pearlstine, LLP ending June 30, 2024; and the period ending June 30, 2024 of Auditor with BGA&F.

### **Recognition**

The Joint Operating Committee will recognize Dr. Jill Takacs for her service of Superintendent of Record from July 1, 2021 through June 30, 2023.

### **Foundation \***

The EASTERN Foundation Meeting minutes from June 12, 2023 were shared.

### **FINANCIAL REPORT – For the Period Ending May 31, 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 May 31, 2023, showing cash and investment balances of \$1,112,410.95 as presented

#### **Action:**

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

Mr. Daniel Kaye moved acceptance of the Treasurer's Report for the period ended May 31, 2023, showing a General Fund cash and investment balances of \$6,028,238.82 and total assets of \$6,612,844.13 and the current status of the Student Activity account.

Motion carried unanimously.

#### **Disbursements \***

Mr. Daniel Kaye moved approval of accounts payable checks #34598 through #34722 disbursed during the period of 05/01/2023 through 05/31/2023 in the amount of \$275,079.99.

Motion carried unanimously.

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Mr. Daniel Kaye moved approval of expense disbursement wire/ACH transfers #WT230226 through #WT230244 disbursed during the period of 05/01/2023 through 05/31/2023 in the amount of \$272,575.21.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of payroll vouchers #06510 through #06686 disbursed 05/05/2023 and 05/19/2023 in the amount of \$275,329.58.

Motion carried unanimously.

There were no disbursements for the Capital Reserve fund in May.

Mr. Daniel Kaye moved approval of student activity disbursement checks #82061 through #82064 during the period of 05/01/2023 through 05/31/2023 in the amount of \$5,556.40.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of the budget transfers for the period ended May 31, 2023.

Motion carried unanimously.

### **STUDENT RECOGNITION \***

#### **Action:**

Ms. LouCrecie Garlanger moved to approve the resolution designating Brian Smith as EASTERN's Outstanding Student of the Month for June.

Motion carried unanimously.

### **ACADEMIC AFFAIRS**

#### **Presentation:**

Gerry Rooney presented on Student Management during the Agenda Session

#### **Informational:**

The Joint Operating Committee acknowledged receipt of the following:

- Administrative Advisory Committee meeting minutes of June 6, 2023
- Executive Advisory Committee meeting minutes of June 7, 2023
- Summer Cosmetology reports 50 (25 COS I and 25 COS II) students have registered to participate in the Summer Cosmetology Program
- June 1 Student Registration 705 students have registered and 664 have been enrolled
- May Activities Report of students and staff

#### **Action:**

#### **Executive Advisor Committee \***

Mr. Daniel Kaye moved approval of the appointment of Jane Rickards, a Robotics and Automated Technology student from Abington High School, as student representative to the Executive Advisory Committee. The term will be from July 1, 2023, through June 30, 2024.

Motion carried unanimously.

Mr. Daniel Kaye moved acceptance of the following members of the Executive Advisory Committee for the 2023-2024.

Motion carried unanimously.

### **Occupational Advisory Committee \***

Mr. Daniel Kaye moved approval of new Occupational Advisory Committee members for 2022-2023.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of new Occupational Advisory Committee student representatives for 2023-2024.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of Occupational Advisory Committee members for 2023-2024.

Motion carried unanimously.

### **Marketing Plan \***

Mr. Daniel Kaye moved approval of the 2023-2024 Marketing Plan.

Motion carried unanimously.

### **Program Reviews \***

Mr. Daniel Kaye moved approval of Construction Technology and Culinary Arts Program Reviews.

Motion carried unanimously.

### **Program Equipment \***

Mr. Daniel Kaye moved authorization to include the attached program equipment recommendations in the budget proposal as recommended by the Executive and Occupational Advisory Committees.

Motion carried unanimously.

### **SkillsUSA National Competition**

Mr. Daniel Kaye moved approval and ratification for advisors Nicole Abruzzi and Veronica Stanley to attend the SkillsUSA National Competitions in Atlanta, GA, from June 19-23, 2023. Expenses for the seven students is paid by EASTERN and the total is \$15,055.55. Expenses for the advisors is paid by EASTERN and the total is \$4,105.30.

Motion carried unanimously.

### **Continuing Education \***

Mr. Daniel Kaye moved approval of the offering and tuition for the part-time evening Continuing Education courses during the 2023-2024 school year and approval of the offering and tuition for the adult day Continuing Education courses during the 2023-2024 school year.

Motion carried unanimously.

### **Perkins Grant**

Mr. Daniel Kaye moved authorization to develop and implement a grant from the Pennsylvania Department of Education of the Perkins federal project commencing July 1, 2023 and ending June 30, 2024, in the amount of \$347,088.

Perkins Activities (based on approved Comprehensive Local Needs Assessment)

- Continue funding Instructional Assistants for in-classroom support (4)
- Continue funding advertising/outreach to encourage non-traditional enrollment.
- Utilize funding to make certification opportunities available to all students.
- Utilize funding to provide access to all students to the SkillsUSA student organization.
- Continue funding professional development opportunities that contribute to staff growth
- Continue funding equipment (new and upgrades) to have the most relevant equipment used in industry today

Motion carried unanimously.

### **Program Status**

Mr. Daniel Kaye moved approval for all programs to run at full-time status for the 2023-2024 school year.

Motion carried unanimously.

### **Practical Nursing Program – Affiliation Agreement \***

Mr. Daniel Kaye moved approval of the Practical Nursing Program Affiliation agreements with Eastern Center for Arts and Technology to permit Practical Nursing program students the opportunity and benefit of clinical experience.

Motion carried unanimously.

### **Donations**

Mr. Daniel Kaye moved approval of the following donations in support of the instructional programs:

- 5 boilers, 3 furnaces, 2 coils, 2 A/c units, 2 heat pumps, 2 air handlers, and 3 heat kits were donated by Walley Nowicke from Avco Supply for use in the Heating, Ventilation and Air Conditioning program.
- Envrobase Paint Mixing System including computer cabinet, monitor, keyboard, touch screen, and scale were donated by Brian Marcks from Colours, Inc. for use in the Collision Repair Technology program.
- An Anesthesia Delivery unit (no anesthetic gas included) were donated by the Small Animal Science Lab at Delaware Valley University for use in the Veterinary Science program.
- 2 scrub tops, 2 scrub pants and a scrub jacket were donated by Catherine Welsh for use in the Student Assistance program.
- A Tap and Die set were donated by Eric Gottlieb for use in the Electrical Technology program
- Various books and DVD's were donated by Mark Zaslavsky for use in the Protective Services program
- 3 pairs of navy pants were donated by Tara Weiss for use in the Student Assistance program.

Motion carried unanimously.

## **POLICY**

### **Action:**

#### **2023-2024 School Goals \***

Dr. Carol Etlen moved acceptance of the 2023-2024 School Goals.  
Motion carried unanimously.

### **Mission Statement**

Dr. Carol Etlen moved the following change to the Mission Statement:

*The Mission of the Eastern Center for Arts and Technology is to equip all students with the dynamic skills, knowledge, and mindsets to succeed in a career pathway.*

Motion carried unanimously.

#### **Memorandum of Understanding with Upper Moreland Police \***

Dr. Carol Etlen moved acceptance of the Memorandum of Understanding with Upper Moreland Police.  
Motion carried unanimously.

## **PERSONNEL AFFAIRS**

### **Informational:**

#### **FMLA Leave Request**

Debra O'Brien has submitted an extension to her FMLA Leave Request June 9, 2023.

### **Action:**

#### **Superintendent of Record**

Mr. Daniel Kaye moved approval of withdraw a previously approved motion of Dr. Steven Yanni, Superintendent of Upper Dublin School District, as EASTERN's Superintendent of Record for the term July 1, 2023 through June 30, 2025 due to his resignation.  
Motion carried unanimously.

Mr. Daniel Kaye moved approval of Dr. Scott Davidheiser, Superintendent of Lower Moreland Township School District, as EASTERN's Superintendent of Record for the term July 1, 2023 through June 30, 2025. His stipend for the 2023-2024 school year is \$8,133.00.  
Motion carried unanimously.

### **Administration**

Mr. Daniel Kaye moved approval of compensation for the administrative employees for the 2023-2024 school year.  
Motion carried unanimously.

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Mr. Daniel Kaye moved approval of Leon Thurlow as Continuing Education Coordinator for the 2023-2024 school year at the rate of \$50 per hour – 600 hours/year.

Motion carried unanimously.

### **Professional**

#### **Unpaid Sick Days**

Mr. Daniel Kaye moved approval of Welding Technology Instructor Meghan Cicchino to take an unpaid sick day on May 18, 2023.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of Long-Term Substitute Allied Health Erica Desai to take a half unpaid sick day May 24, 2023.

Motion carried unanimously.

### **Termination**

Mr. Daniel Kaye moved the termination of Long-Term Substitute Allied Health Erica Desai effective June 2, 2023.

Motion carried unanimously.

### **2023-2024 Preliminary Professional Salary Guide \***

Mr. Daniel Kaye moved approval of the preliminary 2023-2024 professional salary guide as attached and authorization to assign individual salaries based on this guide. This will be finalized when all districts adopt local guides for 2023-2024.

Motion carried unanimously.

### **Classified**

Mr. Daniel Kaye moved approval of Administrative Assistant to the Business Manager Debra O'Brien for Unpaid Leave following her FMLA until September 1, 2023 per her medical note dated May 27, 2023.

Motion carried unanimously.

Mr. Daniel Kaye moved termination of Sandra Terrones as Long-Term Substitute Allied Health Aide effective May 31, 2023.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of Student Success Aide Bianca Lowry to take two unpaid days on June 7, 2023 and June 9, 2023.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of Student Success Aide John Beck to take one-half unpaid day on June 9, 2023.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of the Allied Health Clinical Aide job description.  
Motion carried unanimously.

Mr. Daniel Kaye moved approval proposed change to the Classified Handbook:  
**Allied Health Clinical Aide:** This position is classified as Temporary: Grade IV position but with salary schedule as Instructional Grade III position. This position works 7 hours a day with 30 minutes of unpaid lunch, is scheduled to work 3 days per week following school calendar and accrues seniority.  
Motion carried unanimously.

Mr. Daniel Kaye moved the appointment of Angela Kellich as Part-Time Practical Nursing Administrative Assistant to Admissions effective June 26, 2023, at Grade IV/Step Base, providing an hourly salary of \$20.68 for the remainder of 2022-2023 school year.  
Motion carried unanimously.

Mr. Daniel Kaye moved approval of the classified salary guide for the 2023-2024 school year as attached.  
Motion carried unanimously.

Mr. Daniel Kaye moved approval of the classified salaries for the 2023-2024 school year.  
Motion carried unanimously.

Mr. Daniel Kaye moved the appointment of Kathleen Bradley, Angela Kellich, Michele Smink, and Michele Zimmerman as casual employees for the 2023-2024 school year according to the classified salary guide.  
Motion carried unanimously.

Mr. Daniel Kaye moved approval of the following job description changes to be in compliance with the Perkins Grants. Arts, AV and Business Vocational Aide Automotive/Collision Vocational Aide Construction Cluster Vocational Aide Culinary Arts Vocational Aide  
Motion carried unanimously.

### **Practical Nursing**

Mr. Daniel Kaye moved the approval of the following individuals as adjunct faculty members in the Practical Nursing Programs for the 2023-2024 school year:

Anjali Benny Abraham, BSN, RN	Karen Lucas, MSN, RN
Dana Agovino BSN, MS, ED	Evelyn Mangoni, BSN, RN
Jean Albany, BSN, RN	Taylor McCarthy, BSN, RN
Kaitlin Boettcher, BSN, RN	Julie Njoku-Anderson, MSN-Ed, RN, CRRN
Keisha Dixon-Wilson, MSN, RN	John Oponik, BSN, RN
Jon Esposito, MSN, RN	Colleen Orr, BSN, RN
Debra Fanelli, BSN, RN	Jason Ritman, MSN, RN
Jennifer Field, MSN, RN	Taylor Saskin, BSN, RN
Lashawn Frazier, MSN, RN	Elizabeth Schmidt, BSN, RN
Denise Grobelny, BSN, RN, RHA	Melody Stark, MSN, RN
Sarah Khalil, BSN, MA, ED	Windy Viernes, BSN, RN
Janine Lipinski, MSN, RN	Susan Zeigenfuss, MSN, RN

Motion carried unanimously.



Mr. Daniel Kaye moved the approval of adjunct compensations for Practical Nursing Programs for the 2023-2024 school year at the rate of \$43.40 per hour for theory, \$43.40 per hour for clinical, \$43.40 per hour for faculty meetings and \$27.00 per hour for tutoring.  
Motion carried unanimously.

**Continuing Education**

Mr. Daniel Kaye moved approval of Scott Horan as Continuing Education Welding Instructor for the 2023-2024 school year.  
Motion carried unanimously.

Mr. Daniel Kaye moved approval of the following individuals as adjunct faculty members in the Continuing Education Programs for the 2023-2024 school year:

- |                     |                   |
|---------------------|-------------------|
| Meghan Cicchino     | John Greenwood    |
| Michael DeLaurentis | Scott Horan       |
| Ronald DeMarco      | Omeshwar Mathur   |
| Arthur Felton       | Victoria Penecale |
| Gary Felmev         | Robert Raggi      |

Motion carried unanimously.

Mr. Daniel Kaye moved the approval of the following compensations for the Continuing Education Programs for the 2023-2024 school year:

<u>APPRENTICE PROGRAM</u>	<u>HOURS</u>	<u>Salary</u>
Electrical I	168	\$5,040
Electrical II	168	\$5,040
Electrical III	168	\$5,040
Electrical IV	168	\$5,040
One Apprenticeship Class	42	\$1,260
<u>CERTIFICATION &amp; LICENSES</u>		
CPR for Healthcare Providers	4	\$130
CPR & First Aid	8	\$260
EPA Technician Certification	5	\$200
OSHA 10	12	\$360
PA Enhanced Emissions Certification (EEIC)	16	\$800
Culinary Arts ServSafe® Certification	16	\$512
Culinary Arts ServSafe Certification 8+8	8	\$256
<u>JOB SKILL TRAINING</u>		
Automotive Collision Repair 1,2,3,4	36	\$1,080
Automotive Technology 1,2,3,4	36	\$1,080
Basic Math Refresher	16	\$480
Social Networking for Business	3	\$75
iPad Fundamentals	3	\$75
iPad Applications	3	\$75
WordPress & Blogging	9	\$225
Cloud Computing	3	\$75
Culinary Art Fundamentals	3	\$75

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Digital Photography & Picassa Photo Editing	12	\$300
Photoshop	24	\$600
Other job skill based on need	30	\$750
Welding Technology	42	\$1,260
Job Skills Miscellaneous (per hour)	1	\$25
Program Development		\$30/hour

Motion carried unanimously.

Mr. Daniel Kaye moved approval of Gary Felme, Hayley Granacher, and Steven Parke to substitute for the Continuing Education Coordinator at the rate of \$41 per hour. In the event a substitute is simultaneously serving as an evening schoolteacher, they will be paid the higher of the two rates but not both.

Motion carried unanimously.

### **Student Summer Interns**

Mr. Daniel Kaye moved approval to revise a previously approved motion for summer interns to work up to 300 hours each under the supervision of Gary Felme and Fred Fox on electrical projects per the salary guide

Motion carried unanimously.

### **Volunteer**

Mr. Daniel Kaye moved approval of Rich Orlando of Kenrich Mechanical, Inc as Training Supervisor for EASTERN's Heating, Ventilation and A/C student Keith Axten / Springfield.

Motion carried unanimously.

Mr. Daniel Kaye moved approval of Jamie Hoffman of Align Precision as Training Supervisor for EASTERN's Robotics and Automated Technology students Nicolas Caruso and Sean Durkin / Springfield.

Motion carried unanimously.

### **Collective Bargaining Unit Agreement**

Mr. Charles Burdell-Williams moved approval of the revised agreement between Eastern Center for Arts and Technology and the Educators' Association and Joint Operating Committee effective July 1, 2023 – June 30, 2028.

Motion carried unanimously.

### **Authorization to Hire**

Mr. Daniel Kaye moved the authorization to select and, with the approval of the Joint Operating Committee President, offer employment to any staff required for the summer programs and the opening of school.

Motion carried unanimously.

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## **FACILITIES AND FINANCIAL AFFAIRS**

### **Informational:**

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

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

### **Action:**

#### **2023-2024 Eastern Center for Arts and Technology Insurance Renewals \***

Mr. Daniel Kaye moved approval of the below 2023-2024 insurance renewals as prepared by Willis Towers Watson, our insurance broker, for an amount not to exceed \$94,538 as per the attached proposal.

#### CM Regent

Property/General Liability/Crime - \$45,165

Auto – \$10,027

Umbrella – \$6,993

Total: \$55,192

#### American International Group, Inc. (AIG)

Educators/School Boards Legal Liability/Bonds E&O - \$16,873

#### Chubb

Cyber Security - \$12,260

#### Munich Re Group

Boiler & Machinery Coverage – \$3,220

Grand Total: \$94,538

Motion carried unanimously.

### **Payment of Bills**

Mr. Daniel Kaye moved authorization for the Business Manager to release payment of bills as they become due and payable over the summer months of 2023.

Motion carried unanimously.

#### **Central Susquehanna Intermediate Unit (CSIU) Computer Service Renewal Rates for the 2023-2024 School Year \***

Mr. Daniel Kaye moved approval of the attached proposal with Central Susquehanna Intermediate Unit (CSIU) for student information systems management with Program of Study task tracking module, GURUBoard subscription, online registration management, financial systems management including applications for fund accounting, payroll management, and human resources for an annual cost not to exceed \$23,285.41. This represents a 6.03% increase over our 2022-2023 costs of \$21,961.33.

Motion carried unanimously.

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### SEPaST Reserve Balance Wire Transfer

Mr. Daniel Kaye moved authorization to transfer \$250,000 via wire to Southeastern Pennsylvania Schools Trust (SEPaST) by June 30, 2023 to replenish our reserve balance as per the attached SEPaST Reserve Fund and Rating Policy for membership.

Our current reserve balance is (\$234,786) as of May 2023. The reason our balance is negative is due to high prescription/medical claims over the past two years. With the changes to our medical/prescription plan for the 2023-2024 school year, we hope to see a decrease in high prescription/medical claim activity over the next two years.

Motion carried unanimously.

### General Fund Transfer

Mr. Daniel Kaye moved approval that \$250,000 be transferred from committed and assigned fund balances to unassigned fund balance to cover the cost of the SEPaST Reserve balance transfer.

\*\*\$250,000 will be transferred from committed and assigned fund balance as follows:

Committed Fund Balance – PSERS and Med Rate Stabilization	\$200,000
Assigned Fund Balance – Practical Nursing	<u>\$ 50,000</u>
Total	\$250,000

Motion carried unanimously.

### General Fund Designations

Mr. Daniel Kaye moved approval in accordance with GASB 54 and Board Policy, the administration requests the following General Fund Balance Designations:

Committed:

a. PSERS Rate Stabilization	\$ 87,500
b. Self-Fund Medical Stabilization	<u>\$ 187,500</u>
Total Committed Fund Balance	\$ 275,000

Assigned:

a. Continuing Education	\$ 58,296
b. Practical Nursing	\$1,425,775
c. Future Capital Improvements	\$ 350,000
d. 2023-2024 Budget Revenue Offset	<u>\$ 600,000</u>
Total Assigned Fund Balance	\$2,434,071

Motion carried unanimously.

### New Zoom Phone System

Mr. Daniel Kaye moved approval of the following agreements with Zoom Video Communications, Inc. (Zoom) to implement a new phone system for a total cost not to exceed \$27,374.00:

Zoom Phone Professional Services for setup costs (one-time fee)	\$ 5,150.00
Zoom Contract for Annual Phone Service	\$ 11,124.00
Purchase of New Zoom Phones	<u>\$ 11,100.00</u>
<b>Total Cost</b>	<b>\$ 27,374.00</b>

### **Telesystem Dedicated Service Agreement**

Mr. Daniel Kaye moved approval of the attached agreement with Telesystem for backup internet services for three (3) years for a total cost not to exceed \$46,188.00 (\$1,283 per month x 36 months).

### **SHI International Corp. Antivirus Software**

Mr. Daniel Kaye moved approval of the attached agreement with SHI International Corp. for the purchase of antivirus software for a cost not to exceed \$20,875.27 (note: most of this cost will be covered by the PCCD Act 55 Grant).

### **NEXT MEETING**

The next meeting of the Joint Operating Committee is Wednesday, August 9, 2023.

### **ADJOURNMENT**

Dr. Art Levinowitz adjourned the June 21, 2023 meeting of the Joint Operating Committee at 8:43 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, JUNE 21, 2023**

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**1. PRESENTATION: STUDENT MANAGEMENT – GERRY ROONEY**

Gerry Rooney reviewed discipline data, student management, and the Memorandum of Understanding with Upper Moreland Police.

**2. HEALTH CARE DEFICIT**

Health Care Deficit: The JOC was asked to approve three motions related to fixing the deficit in our reserve balance for SEPAST:

- Transfer of \$250,000 to SEPAST to replenish our reserve
- General Fund transfer of \$250,000 to cover the transfer
- Approve the general fund designations which moves \$100,000 from PSERS Committed to Medical Committed

**3. JUNE 1 STUDENT REGISTRATION**

Dr. Plesnarski reviewed the June 1 student registration and provide recommendations for the upcoming school year.

**4. PROGRAM STATUS**

Dr. Plesnarski requested approval for all programs to run at full-time status for the 2023-2024 school year.

**5. PROGRAM REVIEW**

Program Review Reports for Culinary Arts and Construction Technology. Dr. Plesnarski reviewed the significant recommendations of the reports. In June, these reports were presented to the Executive Advisory Committee and the Joint Operating Committee.

**Culinary Arts Program Recommendations**

- **Renovate**
  - Year 1 kitchen from a bakery to a culinary/baking learning kitchen with individual station ranges and prep sinks to meet health codes
  - Open up both kitchens to make them more functional for learning and increase site lines and maximize usable space
  - Update Restaurant/dining facility
  - Centralized Dish Room

- Centralized storage rooms
- Bank of lockers on wall (instead of locker rooms)
- Theory rooms that fit all students or stools for kitchens
  
- **Develop standardized lessons/recipes and product specifications for select menus**
- **Research articulation agreements with more post-secondary options**
- **Develop relationships with local businesses and sites for future Work Study opportunities**

### **Construction Technology Recommendations**

- **Curriculum/Industry Certification**
  - The OAC recommends that new articulation agreements should be considered and pursued, to support increasing number of students who desire to earn a post-secondary degree. This will assist those students who are using the knowledge and training they received in Construction Technology as the foundation for a career in construction management, building sciences and sustainable design, or residential construction technology – emerging green careers which require an associates or bachelor's degree.
  
- **Equipment/Tools**
  - OAC members recommend the purchase of two (2) new DeWalt Sliding Compound Miter Saws with stands
  - OAC members recommend the purchase of four (4) new workbenches with vices for the 2023-2024 school year
  - New tables and chairs for the theory room