

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

WEDNESDAY, OCTOBER 11, 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:

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. Scott Davidheiser	Superintendent of Record
Dr. Cathleen Plesnarski	Executive Director
Ms. Katie Braun	Secretary/Business Manager

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

SALUTE TO THE FLAG

Reese Fichter 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 September 13, 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:

Family Orientation Night *

Dr. Art Levinowitz reported that, on September 18, 2023, EASTERN conducted its annual Family Orientation Night. Three hundred and sixty-one (361) individuals attended the event. Forty-three percent (43%) of the students were represented by their parent(s)/guardian(s) at this event.

Bureau of Career and Technical Education Director Judd Pittman Visit

Dr. Art Levinowitz reported that, on September 15, 2023, Bureau of Career and Technical Education Director Judd Pittman visited Robotics and Automated Technology, Networking and Cybersecurity, Cosmetology and Exercise Science and Rehabilitation.

Student Success *

As part of our celebration of National Hispanic Heritage Month we will be recognizing the achievements and contributions of Hispanic American students who have inspired others and achieved great success in their programs.

Alexander Dejesus
Soila Portnoy

Allied Health
Allied Health

Abington
Cheltenham

National Technical Honor Society – Activity

On October 30-November 10, 2023 the EASTERN Chapter of the National Technical Honor Society will hold a canned food drive to benefit the Warminster Food Bank.

Foundation Meeting Minutes *

Dr. Art Levinowitz reviewed the minutes from the October 9, 2023 Foundation meeting.

Foundation Fund Raisers

Dr. Art Levinowitz reported that the following fundraisers are taking place:
honeygrow in Willow Grove – October 13, 2023 – 10:30 a.m. – 10:00 p.m.
Pampered Chef – Starting November 1, 2023
Anthony's Coal Fired Pizza – November 9, 2023 – 11:30 a.m. – 9:00 p.m.

FINANCIAL REPORT – For the Period Ending September 30, 2023 *

Informational:

The Joint Operating Committee acknowledged receipt of the following:

- Statement of Revenues and Expenditures as presented
- Status of the reserves fund revenues for the period ended September 30, 2023, showing cash and investment balances of \$ 1,391,049.44 as presented.

Action:

Treasurer's Report *

Mr. Charles Burdell-Williams moved acceptance of the Treasurer's Report for the period ended September 30, 2023, showing a General Fund cash and investment balances of \$5,474,561.49 and total assets of \$6,483,744.58 and the status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Mr. Charles Burdell-Williams moved approval of accounts payable checks #35081 through #35200 disbursed during the period of 09/01/2023 through 09/30/2023 in the amount of \$193,419.56.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of expense disbursement wire/ACH transfers #WT240045 through #WT240063 disbursed during the period of 09/01/2023 through 09/30/2023 in the amount of \$798,292.72.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of payroll vouchers #07122 through #07282 disbursed on 09/08/2023 and 09/22/2023 in the amount of \$253,440.62.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of capital reserve disbursement checks #11184 through #11186 disbursed during the period of 09/01/2023 through 09/30/2023 in the amount of \$7,159.83.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of student activity disbursement checks #82066 through #82067 disbursed during the period of 09/01/2023 through 09/30/2023 in the amount of \$4,150.00.

Motion carried unanimously.

STUDENT RECOGNITION

Action:

Dr. Art Levinowitz moved to approve the resolution designating Reese Fichter as EASTERN's Outstanding Student of the Month for October.

Motion carried unanimously.

Dr. Art Levinowitz acknowledged Reese Fichter a senior at Upper Dublin High School and in the Culinary Arts program, as *Outstanding Student of the Month for October*, and presented her with a Resolution, EASTERN shirt, and a Rotary plaque. Mr. Gary Felmey, Educators' Association Representative, presented her with the Association's gift card.

ACADEMIC AFFAIRS

2023-2024 Budget Presentation

Ms. Katie Braun presented the administration's recommendations for the 2024-2025 operating budget at the agenda session and distributed the preliminary budget report for review.

2022-2023 Single Audit

Mr. Ronald Minninger presented the administration's recommendations for the 2022-2023 Single Audit at the agenda session and answered questions from the Joint Operating Committee.

Informational:

The Joint Operating Committee acknowledged receipts of the following:

- Principals' Advisory Committee meeting minutes of September 21, 2023
- Administrative Advisory Committee meeting minutes of October 3, 2023
- Counselor/Special Education Liaison Committee meeting minutes of October 4, 2023
- The fall term 2023 Continuing Education enrollment snapshot. As of September 30, 2023, there were 85 students enrolled in Continuing Education courses, with 67 students in the Apprenticeship programs. There are 127 students enrolled in the Practical Nursing program.
- The September Activities Report of the students and staff

Action:

Conference

Ms. Carolyn Riley moved approval of Facility Manager Fred Fox to attend the PACTA Fall Workshop for CTE Facilities Directors on October 17-18, 2023 at the Penn Stater Hotel and Conference Center in State College, PA not to exceed a cost of \$600.00.
Motion carried unanimously.

Ms. Carolyn Riley moved approval of Assistant Director Joseph Greb to attend the Apprenticeship PA Collaborative and Expo on November 13-14, 2023 at the Hershey Lodge in Hershey PA not to exceed a cost of \$800.00. Cost will be covered by Perkins Grant
Motion carried unanimously.

Donations

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

- 2 – 4’x8’ sheets of metal were donated by Mondello’s Auto Body for use in the Collision Repair Technology program.
- Firefighting Bunker Pants were donated by Abington Fire Department for use in the Protective Services program.

Motion carried unanimously.

PERSONNEL AFFAIRS

Informational:

FMLA Leave

Terese Fusco has returned from her FMLA leave as of September 22, 2023.

Ferne Andre has submitted and intermittent FMLA Leave Request for the period of October 12, 2023 through January 12, 2024.

Action:

Professional

Robotics and Automated Technology Instructor – Resignation *

Dr. Carol Etlen moved acceptance of the resignation of Christopher Passante, Robotics and Automated Technology Instructor, as requested in his letter dated September 13, 2023, no later than November 10, 2023. Chris Passante has served the school since May 2020.

Motion carried unanimously.

Culinary Arts Instructors - JOC Dinner

Dr. Carol Etlen moved approval of Instructors Charles Zachmann and Benjamin Vozzo to work up to 5.5 hours each at the contracted rate of \$41 to assist students with the Joint Operating Committee Dinner.

Motion carried unanimously.

Classified

Culinary Arts Vocational Aide - JOC Dinner

Dr. Carol Etlen moved approval of Culinary Arts Vocational Aide Nicole Suanlarm to work up to 5.5 hours at the contracted rate of \$41 to assist students with the Joint Operating Committee Dinner.

Motion carried unanimously.

Leave of Absence – Extended *

Dr. Carol Etlen moved acceptance of Debra O'Brien to extend her Leave of Absence through November 27, 2023 per attached medical note. Debra O'Brien has been on leave since March 2023.

Motion carried unanimously.

Volunteers

Training Supervisors

Dr. Carol Etlen moved approval of Michael Ross of Ross Construction and Masonry as Training Supervisor for EASTERN's Construction Technology student Jack Gormley/ Hatboro-Horsham. Motion carried unanimously.

Dr. Carol Etlen moved approval of Mark Lesser of Mark Lesser General Contractor as Training Supervisor for EASTERN's Construction Technology student Giovanni Tulaba/ Abington. Motion carried unanimously.

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

Motion carried unanimously.

Dr. Carol Etlen moved approval of Matt Phy of Albert C Phy & Sons Precision Sheet Metal Fabrication in Willow Grove as Training Supervisor for EASTERN's Welding Technology student Jacob Richards/Upper Moreland.

Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report *

The September Building Report regarding the school plant and property activities was presented.

Action:

Clark Service Group Maintenance Service Agreement *

Mr. Daniel Kaye moved approval of the ratification of the Clark Service Group proactive maintenance agreement for our culinary equipment beginning on August 1, 2023 and ending on July 31, 2024 for an amount of \$2,975.00 as per the attached agreement.

Motion carried unanimously.

Amendment to Original Zoom Phone Contract for Additional Licenses *

Mr. Daniel Kaye moved approval to purchase 25 additional zoom phone licenses for our “new” Zoom phone system for an amount not to exceed \$5,000 (note: the 25 additional zoom licenses will cost us \$2,587.80 per the attached quote. Administration is asking for a higher not to exceed number in the event we need more than 25 additional zoom licenses in the future). The cost for these additional licenses was not a part of the original cost for the new phone system, which was approved by the JOC on June 21, 2023.

Motion carried unanimously.

NEXT MEETING

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

ADJOURNMENT

Dr. Art Levinowitz adjourned the October 11, 2023 meeting of the Joint Operating Committee at 8:26 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, OCTOBER 11, 2023**

1. 2022-2023 SINGLE AUDIT PRESENTATION

Mr. Ronald Minninger of Barsz Gowie Amon and Fultz (BGA&F) presented a summary of the Single Audit Report of EASTERN's 2022-2023 finances and respond to any questions by the Joint Operating Committee.

2. 2024-2025 EASTERN PROPOSED BUDGET

Dr. Plesnarski reviewed the 2024-2025 Proposed Budget to be presented for approval at the November 2023 Joint Operating Committee Meeting.

3. SEPTEMBER 30 STUDENT ENROLLMENT

Dr. Plesnarski provided a report on the status of the September 30 student enrollment to be approved at the November 2023 Joint Operating Committee Meeting.

4. BOARD MEMBERS TERM EXPIRING

The following Joint Operating Committee Members' terms expire on November 30, 2023:

Abington - Daniel Kaye

Cheltenham - Charles Burdell-Williams

Jenkintown - Carolyn Riley

EASTERN sent emails to District Superintendents and their Board Secretary to remind them about this process.

5. EASTERN ACT 93 AND CLASSIFIED AGREEMENTS

Dr. Plesnarski updated the JOC on discussions regarding EASTERN's Act 93 and Classified Agreement.

6. EASTERN FOUNDATION

Dr. Plesnarski informed the JOC of the Foundation donation link.

<https://easternfoundation.simpleshop.com/product/donate-to-the-eastern-foundation>