

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

WEDNESDAY, NOVEMBER 8, 2023

Dr. Art Levinowitz, President, called the public meeting of the Joint Operating Committee to order at 8:05 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 Etlen	Springfield
Dr. Art Levinowitz	Upper Dublin
Ms. LouCrecie Garlanger	Upper Moreland
Kenneth Roos, Esq.	Solicitor
	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. Art Levinowitz 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 October 11, 2023.

Motion carried unanimously.

EXECUTIVE SESSION

Mr. Kenneth Roos, Solicitor, announced that an Executive Session was not held prior to this meeting or since last meeting.

PRESIDENT'S REPORT

Informational:

CTE Presidential Scholar

Amy Shields nominated three students for Presidential Scholar. These students were nominated because they met very strict criteria including GPA, industry certifications, work experience, and induction into either their high school's National Honor Society or EASTERN's National Technical Honor Society. Timmy Tilson from DPI/Upper Dublin High School; Lily Devlin from DPI/Abington Senior High School; and Sherry Zheng from NCS/Upper Moreland High School

Student Success

As part of our celebration of National Hispanic Heritage Month (September-October) we recognized the achievements and contributions of Hispanic American students who have inspired others and achieved great success in their programs. In October we recognized Gabriel Rodriguez, Construction Technology/Cheltenham High School.

Equity Career and Technical Education: Research and Practitioner Perspectives

Dr. Cathleen Plesnarski served as a panelist for the one-hour webinar on equity in career and technical education held on October 26, 2023 from 3:00-4:00. This was hosted by The Institute of Education Sciences (IES) Regional educational Laboratory Program (REL) Northeast and Islands Region.

EASTERN Foundation

On September 27, 2023, the EASTERN Foundation/SkillsUSA held a fundraiser Designer Bag Bingo. The event raised \$8,024.69. Last year, \$7,043.11 was raised.

On October 13, 2023, the EASTERN Foundation held a fundraiser at honeygrow in Willow Grove. The event raised \$92.34

November 9, 2023, the EASTERN Foundation will hold a fundraiser with Anthony's Coal Fired Pizza & Wings in Horsham from 11:30 am until 9:00 pm.

In November the EASTERN Foundation will hold a fundraiser with Papered Chef and See's Candy.

FINANCIAL REPORT – For the Period Ending October 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 October 31, 2023, showing cash and investment balances of \$ 1,575,547.46 as presented.

Action:

Treasurer's Report *

Mr. Charles Burdell-Williams moved acceptance of the Treasurer's Report for the period ended October 31, 2023, showing a General Fund cash and investment balances of \$6,133,372.21 and total assets of \$7,542,592.71 and the status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Mr. Charles Burdell-Williams moved approval of accounts payable checks #35201 through #35343 disbursed during the period of 10/01/2023 through 10/31/2023 in the amount of \$235,752.37.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of expense disbursement of wire/ACH transfers #WT240064 through #WT240084 disbursed during the period of 10/01/2023 through 10/31/2023 in the amount of \$290,296.69.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of payroll vouchers #07283 through #07456 disbursed on 10/6/2023 and 10/20/2023 in the amount of \$ 257,685.84.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of capital reserve checks #11187 through #11190 disbursed during the period of 10/01/2023 through 10/31/2023 in the amount of \$8,197.08.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of student activities checks #82068 through #82070 disbursed during the period of 10/01/2023 through 10/31/2023 in the amount of \$12,663.66.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of budget transfers as of 10/31/2023.

Motion carried unanimously.

STUDENT RECOGNITION *

Informational:

At the Joint Operating Committee Dinner prior to the public meeting, Dr. Art Levinowitz presented Jacob Richards with the Resolution and an EASTERN shirt, the Rotary Plaque was presented at the Rotary Meeting luncheon; and the Association's gift card was presented by Mr. Gary Felmey, Educators' Association President.

Action:

Ms. LouCrecie Garlanger moved to ratify the Resolution recognizing Jacob Richards, a senior at Upper Moreland High School and in the Welding Technology program at EASTERN, as Outstanding Student of the Month for November.
Motion carried unanimously.

ACADEMIC AFFAIRS

Informational:

Annual Report Presentation

Dr. Levinowitz gave a presentation of the highlights of EASTERN's 2022-2023 Annual Report prior to the meeting and shared the Annual Report with the Joint Operating Committee.

Executive Advisory Committee Meeting *

The Occupational Advisory Committee meeting minutes of November 1, 2023 were presented.

Administrative Advisory Committee Meeting *

The Administrative Advisory Committee meeting minutes of November 2, 2023 were presented.

Activities Report *

The October Activities Report of the students and staff was presented.

Action:

September 30 Student Enrollment *

Ms. Tara Conner-Hallston moved approval of the attached September 30, 2023 Enrollment Report indicating 633 secondary school students. These reports have been reviewed and recommended by the Administrative Advisory Committee.
Motion carried unanimously.

SkillsUSA Leadership Conference

Ms. Tara Conner-Hallston moved approval of 36 students and four (4) chaperones to attend the SkillsUSA Fall Leadership Conference from November 15-17, 2023, at Kalahari Resorts in Pocono Manor, PA for a total cost to EASTERN (General Fund) of \$5,650 and a total cost to SkillsUSA (Student Activity Fund) of \$7,600.

- EASTERN (General Fund) will cover the cost for the four (4) chaperones to attend the conference at a cost not to exceed \$2,300 for lodging and travel and student transportation at a cost not to exceed \$3,000.

- The SkillsUSA account (Student Activity Fund) will cover the cost for student lodging and registration at a cost not to exceed \$11,200. Each student attending will be charged \$100 to offset the expenses for the conference for a total of \$3,600.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval for Dr. Cathleen Plesnarski to attend the SkillsUSA Leadership Conference for one night, November 16, 2023, at Kalahari Resorts in Pocono Manor, PA. The cost for lodging and travel will be covered by EASTERN (General Fund) for an amount not to exceed \$350.

Motion carried unanimously.

SkillsUSA Fundraiser/Service Project

Ms. Tara Conner-Hallston moved approval for Rebecca Ashworth, Student Success Coordinator, to sponsor a SkillsUSA Staff only Poinsettia Fundraiser from November 9-21, 2023.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval for EASTERN students along with the National Technical Honor Society to collect can goods to donate to the Warminster Food Bank from November 2-22, 2023.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval for a SkillsUSA National Service Project, CHOP Pajama Day Activity. The students will donate \$1.00 to wear pajamas on December 1, 2023, and all proceeds will go to Brave Gowns.

Motion carried unanimously.

2024-2025 High School Program Offerings *

Ms. Tara Conner-Hallston moved approval of the High School Program Offerings described in the attached document for the 2024-2025 school year.

Motion carried unanimously.

New Appointments for 2023-2024 OAC Members *

Ms. Tara Conner-Hallston moved approval of four new members to the Occupational Advisory Committees as per the attached listing.

Motion carried unanimously.

Donation

Ms. Tara Conner-Hallston moved approval of a 2002 Mazda Protege was donated by Ken Piccari for use in the Collision Repair Technology program; name badges, velcro magnetic tape, and squad tags were donated by Abington Fire Department for use in the Protective Services program; 150 pieces of mild steel were donated by Airgas for use in the Welding Technology

program; and 3 quarts of basecoat and a ½ gallon of paint reducer were donated by Mondello's Auto Body for use in the Collision Repair Technology program.
Motion carried unanimously.

PERSONNEL AFFAIRS

Informational:

Eileen Collins has submitted an FMLA Leave Request for the period of December 6, 2023 through February 28, 2024.

Action:

Professional

Robotics and Automated Technology Instructor – Appointment *

Mr. Charles Burdell-Williams moved the approval the appointment of Kyle Jacoby as Robotics and Automated Technology Instructor effective November 13, 2023, at Step 8-Base of the Professional Salary Schedule, providing an annual salary of \$78,628; prorated at \$57,715.37 for the remainder of the 2023-2024 school year.
Motion carried unanimously.

Robotics and Automated Technology Instructor – Mentor

Mr. Charles Burdell-Williams moved the approval of Charles Zachmann for up to 20 hours for orientation, planning and mentoring of the Protective Services Instructor at the contracted rate of \$41 per hour.
Motion carried unanimously.

Culinary Arts Instructors – Live Work

Mr. Charles Burdell-Williams moved the approval of Instructors Charles Zachmann and Benjamin Vozzo to work up to eight hours at the contracted rate of \$41 to assist students with the Kiwanis Holiday Breakfast.
Motion carried unanimously.

FT Instructor/Coordinator of PT PN Cohorts – Job Description *

Mr. Charles Burdell-Williams moved the approval of the Full-Time Instructor/ Coordinator of Part-Time Practical Nursing Cohorts job description.
Motion carried unanimously.

Classified

Administrative Assistant to CTE Supervisor – Coverage

Mr. Charles Burdell-Williams moved the approval of PT Administrative Assistant Michele Zimmerman to work up to 10 hours per week to cover Administrative Assistant to the CTE Supervisor while she is on FMLA Leave.

Motion carried unanimously.

Culinary Arts Vocational Aide – Live Work

Mr. Charles Burdell-Williams moved the approval of Instructional Aide Nicole Suanlarm to work up to eight hours at a rate of \$41 per hour to assist students with the Kiwanis Holiday Breakfast.

Motion carried unanimously.

Design, Photography and Illustration Vocational Aide – Live Work

Mr. Charles Burdell-Williams moved approval of Instructional Aide Trisha Simmler-Totaro to work up to two hours at a rate of \$41 per hour to assist students with the Joint Operating Committee members photos.

Motion carried unanimously.

Leave of Absence – Extended

Mr. Charles Burdell-Williams moved acceptance of Debra O'Brien to extend her Leave of Absence through February 29, 2024, per attached medical note.

Motion carried unanimously.

Volunteer

Training Supervisor

Mr. Charles Burdell-Williams moved approval of Harry Squares of S&H Heating and Air Conditioning to supervise Kevin Shulski HVAC Technology/Hatboro-Horsham.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved acceptance of Christopher Bors of Faulkner Infinity of Willow Grove to supervise Francesco Gargaglione Automotive Technology/Abington.

Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report

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

Action:

2024-2025 Budget

Mr. Daniel Kaye moved approval of an operating budget of \$12,119,774 for the 2024-2025 school year and a capital assessment fee of \$1,050,000, as recommended by the Administrative Advisory Committee (AAC) and to transmit the budget to each of the participating school districts for consideration and approval by their Board of School Directors before January 31, 2024. Motion carried unanimously.

OTHER

Informational:

Nomination Committee

Ms. Carolyn Riley appointed Ms. Tara Conner-Hallston and Ms. LouCrecie Garlanger to the Nomination Committee to make recommendations for the election of President and Vice President at the December meeting.

Dr. Art Levinowitz moved the acceptance of said nominees.

Action:

Resolution of Appreciation – Art Levinowitz *

Mr. Charles Burdell-Williams moved acceptance of the attached Resolution of Appreciation for Art Levinowitz – Upper Dublin School District for his service on the Joint Operating Committee. Motion carried unanimously.

Resolution of Appreciation – Daniel Kaye *

Mr. Charles Burdell-Williams moved acceptance of the attached Resolution of Appreciation for Daniel Kaye – Abington School District for his service on the Joint Operating Committee. Motion carried unanimously.

Resolution of Appreciation – Carol Etlen *

Mr. Charles Burdell-Williams moved acceptance of the attached Resolution of Appreciation for Carol Etlen – Springfield Township School District for her service on the Joint Operating Committee. Motion carried unanimously.

Distinguished Service Award – Art Levinowitz

Mr. Charles Burdell-Williams moved awarding Dr. Levinowitz with the Distinguished Service Award.

Motion carried unanimously.

SOLICITOR REPORT

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, December 13, 2023.

ADJOURNMENT

Dr. Art Levinowitz adjourned the November 8, 2023 meeting of the Joint Operating Committee at 8:23 p.m.

Dr. Art Levinowitz
Joint Operating Committee President

Ms. Katie Braun
Joint Operating Committee Secretary

Recording Secretary: Linda McAlpine