

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES
WEDNESDAY, DECEMBER 13, 2023**

Carolyn Riley, President, called the public meeting of the Joint Operating Committee to order at 8:06 p.m. with the following members in attendance:

Mr. Brian Allen	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
Ms. Tara Connor-Hallston	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
Dr. James Lee	Lower Moreland
Ms. Ilene Bell	Springfield
Ms. Jennifer Iannitti	Upper Dublin
Ms. LouCrecie Garlanger	Upper Moreland
Kenneth Roos, Esq.	Solicitor
Dr. Scott Davidheiser	Superintendent of Record
Ms. Katie Braun	Business Manager
Dr. Cathleen Plesnarski	Executive Director

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

SALUTE TO THE FLAG

Kenneth McKenzie led the Joint Operating Committee and audience in a salute to the flag.

JOINT OPERATING COMMITTEE REORGANIZATION

Informational:

Recognition of Membership

Ms. Carolyn Riley acknowledged the terms and memberships for each of our participating school districts.

Term: December 2023 – November 2026

1. Abington – Ms. Elizabeth Eisenhart
2. Cheltenham – Mr. Charles Burdell-Williams
3. Jenkintown – Ms. Carolyn Riley

Term: December 2022 – November 2025

1. Hatboro-Horsham – Ms. Tara Conner-Hallston
2. Lower Moreland – Dr. James Lee
3. Upper Dublin – Ms. Jennifer Iannitti

Term: December 2021 – November 2024

1. Bryn Athyn – Mr. Erik Odhner
2. Springfield – Ms. Ilene Bell
3. Upper Moreland – Ms. LouCrecie Garlanger

Ms. Carolyn Riley acknowledged the terms of Officers as follows:

1. Treasurer – Ms. Marta Mecray
One-Year Term: July 1, 2023 – June 30, 2024
2. Secretary – Ms. Katie Braun
Four-Year Term: July 1, 2022 – June 30, 2026
3. Superintendent of Record – Dr. Scott Davidheiser
Two-Year Term: July 1, 2023 – June 30, 2025

Action:

Election of Officers - President and Vice President

The most senior board member, Ms. Carolyn Riley, assumed the Chair as Temporary President of the Joint Operating Committee for the purpose of election of officers.

On behalf of the Nominating Committee, Ms. Tara Conner-Hallston reported that the Nominating Committee recommends and nominates the following slate of officers and terms:

- Ms. Carolyn Riley, President - Term: December 13, 2023 – December 11, 2024
- Mr. Charles Burdell-Williams, Vice President - Term: December 13, 2023 – December 11, 2024

After no further nominations were presented, Ms. Carolyn Riley moved to close nominations. Motion carried unanimously.

Mr. Charles Burdell-Williams moved to elect Ms. Carolyn Riley as President for a one-year term from December 13, 2023 – December 11, 2024. Motion carried unanimously.

Ms. Tara Connor-Hallston moved to elect Mr. Charles Burdell-Williams as Vice President for a one-year term from December 13, 2023 – December 11, 2024. Motion carried unanimously.

Ms. Carolyn Riley assumed the Chair. She thanked the JOC for their support.

Adoption of Policies

Ms. Tara Connor-Hallston moved to approve EASTERN's website (www.eastech.org) as the official repository of all operating policies for the Joint Operating Committee and EASTERN Board of School Directors effective December 13, 2023 until further action of the Joint Operating Committee. Motion carried unanimously.

MINUTES

Dr. James Lee moved approval of the Joint Operating Committee minutes of the regular session meeting November 8, 2023.

Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Mr. Kenneth Roos, Solicitor, announced that there was no Executive Session prior to this meeting.

PRESIDENT’S REPORT

Informational:

Career and Technical Education – Congress Bundestag

Selene Noriega	Culinary Arts	Hatboro-Horsham
John Perez	Veterinary Science	Upper Moreland
Gabriel Rodriguez	Construction Technology	Cheltenham
Alex Breen	Culinary Arts	Jenkintown

These students submitted their transcripts, essays and parent letters of support for Congress Bundestag.

Leadership SkillsUSA Conference

On November 15-17, 2023, a delegation of 36 SkillsUSA students participated in the Annual District 2 Career and Technical Student Organization's Leadership Conference at conference at Kalahari Resort in Mount Pocono, PA. Students from six different career and technical centers from Bucks, Delaware, and Montgomery Counties attended the conference. A total of 72 medals were awarded to the EASTERN participants, including fifty-five gold medals, ten silver medals and seven bronze medals. See attachment for the list of winners.

Student Leadership

EASTERN students along with the National Technical Honor Society collected can goods to donate to the Warminster Food Bank.

EASTERN's Pajama Day was held on December 1st. Students and staff donated \$1 to dress down in pajamas with the donations going to Brave Gowns. This is the organization chosen by SkillsUSA for their service project this year.

Community Service Spotlights

The following student will be highlighted during the month of December: • Au Loni Hameen – Cheltenham/Exercise Science • Jacob Parkinson – Hatboro-Horsham/Welding • Alondra Rivera Fonseca- Springfield/Protective Services • Kenneth Lawyer – Abington/Protective Services • Charlie Cribb – Upper Moreland/Welding • Lathan Miller – Abington/Exercise Science • Sophie Williamson – Springfield/Welding • Jeremiah Lee – Abington/Culinary Arts • Xavier Watson-Greene – Abington/Protective Services

Visit Hatboro-Horsham Assistant Superintendent – Dr. Ted Domers

On November 30, 2023, Hatboro-Horsham Assistant Superintendent Dr. Ted Domers had a tour of EASTERN and met with the following Hatboro-Horsham students who told him about their programs and their future plans. Leilani Santiago – VET Anna Rawlinson - ALH Ireland Bradley – ALH Lily Bartholomew - DPI Damien Mreese - COL Lucianna Rios – COS Jacob Parkinson – WLD

PRACTICAL NURSING GRADUATION

Ms. Carolyn Riley will inform the committee that graduation exercises of Practical Nursing Class #156 was held on November 16, 2023 at Upper Moreland Middle School auditorium.

FINANCIAL REPORT – For the Period Ending November 30, 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 November 30, 2023 showing investments of \$1,650,670.13 as presented

Action:

Treasurer's Report *

Dr. James Lee moved acceptance of the Treasurer's Report for the period ended November 30, 2023 showing a General Fund cash and investment balances of \$6,052,192.52 and total assets of \$7,428,047.59 and the current status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Dr. James Lee moved approval of accounts payable checks #35344 through #35463 disbursed during the period of 11/01/2023 through 11/30/2023 in the amount of \$196,769.44.

Motion carried unanimously.

Dr. James Lee moved approval of expense disbursement wire/ACH transfers #WT240085 through #WT240103 disbursed during the period of 11/01/2023 through 11/30/2023 in the amount of \$282,022.92.

Motion carried unanimously.

Dr. James Lee moved approval of payroll vouchers #07458 through #07637 disbursed on 11/3/2023 and 11/17/2023 in the amount of \$260,053.41.

Motion carried unanimously.

Dr. James Lee moved approval of capital disbursement check #11191 disbursed during the period of 11/01/2023 through 11/30/2023 in the amount of \$527.12.

Motion carried unanimously.

Dr. James Lee moved approval of student activities disbursement checks #82071 through #82077 disbursed during the period of 11/01/2023 through 11/30/2023 in the amount of \$4,654.63.

Motion carried unanimously.

Dr. James Lee moved approval of the attached budget transfers as of November 30, 2023

Motion carried unanimously.

STUDENT RECOGNITION

Action:

Mr. Brian Allen moved to approve a resolution recognizing Kenneth McKenzie, a senior at Abington Senior High School and in the Protective Services program, as *Outstanding Student of the Month* for December. Ms. Carolyn Riley presented Kenneth McKenzie with the Resolution, EASTERN shirt and the Rotary plaque; and the Association's gift card presented by Mr. Gary Felmey, Educators' Association President.

Motion carried unanimously.

ACADEMIC AFFAIRS

Presentation: Revised Capital Plan

Katie Braun presented a revised capital plan detailing future spending with the remaining capital money coming from districts during the Agenda Session.

Informational:

Administrative Advisory Committee Meeting *

The Administrative Advisory Committee meeting minutes of December 5, 2023 were presented.

Activities Report *

The November Activities Report of the students and staff were presented.

Action:

Career and Technical Student Organization

Mr. Charles Burdell-Williams moved approval for SkillsUSA to hold a holiday gift wrapping event for EASTERN staff from December 18-22, 2023. Donations to benefit SkillsUSA student chapter.

Motion carried unanimously.

Key Indicators and Placement Reports *

Mr. Charles Burdell-Williams moved approval the Class of 2023 Key Indicator's and Placement Report. The reports have been reviewed and verified for use in EASTERN publications and communications. Changes in metrics include: 1. Regular Attendance 2. Retention – to EASTERN and program retention 3. Placement – placement based on responses and monitor response rate.

Motion carried unanimously.

Grants

Mr. Charles Burdell-Williams moved acceptance of the following ICAR Benchmark Grants for the Collision Repair Technology Program:

1. 2023 Benchmark in-kind Grant - Spray Gun provided by FujiSpray
2. Caliber Grant - \$5,000 award

Motion carried unanimously.

Donations

Mr. Charles Burdell-Williams moved acceptance of the following donations in support of the instructional programs:

- Assorted hair colors and products were donated by Shannon Walker, CosmoProf representative, for use in the Cosmetology program.
- Four MSA air packs were donated by Roslyn Fire Company for use in the Protective Services program.
- Thirteen sets of personal protective equipment were donated by Horsham Fire Company for use in the Protective Services program.
- A gear motor with tachometer feedback was donated by Neil Goldberg, ERRC, for use in the Robotics and Automated Technology program.
- A welding jacket and helmet were donated by Trish Strauss for use in the Welding Technology program.

- Stainless steel parts were donated by Neil Goldberg, USDA, for use in the Welding Technology program.

Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Classified

Student Success Aide - Resignation

Dr. James Lee moved the acceptance of the resignation of Student Success Aide Bianca Lowry, effective November 22, 2023.

Motion carried unanimously.

Attendance Secretary - Retirement

Dr. James Lee moved the acceptance of the retirement of Attendance Secretary Kathleen Kane, effective May 6, 2024, and adoption of the attached Resolution acknowledging her services and many contributions to this school.

Motion carried unanimously.

Administrative Assistant to the Assistant Director – Retirement

Dr. James Lee moved the acceptance of the retirement of Administrative Assistant to the Assistant Director, Terese Fusco, effective June 4, 2024, and adoption of the attached Resolution acknowledging her services and many contributions to this school.

Motion carried unanimously.

Practical Nursing

Full Time Instructor/Coordinator for Part Time Practical Nursing Cohorts – Transfer

Dr. James Lee moved acceptance of the transition of Windy Viernes from her classified position Coordinator for Part Time Practical Nursing Cohorts to professional position Full Time Instructor/Coordinator for Part Time Practical Nursing Cohorts effective the start date of the second Instructor/Coordinator, at Step F-7 of the Professional Salary Schedule, providing an annual salary of \$ 83,253; prorated for the remainder of the 2023-2024 school year.

Motion carried unanimously.

Coordinator for Part Time Practical Nursing Cohorts – Eliminate Position

Dr. James Lee moved acceptance of eliminating the classified position of Coordinator for Part Time Practical Nursing Cohorts.

Motion carried unanimously.

Volunteer

Training Supervisors

Dr. James Lee moved approval of John Melle of Tilghman Builders as Training Supervisor for EASTERN's Construction student Kaylee Pearsall / Upper Moreland.

Motion carried unanimously.

Dr. James Lee moved approval of Dan Checchia of Land Rover Willow Grove as Training Supervisor for EASTERN's Automotive student Christian Cole/ Upper Moreland.

Motion carried unanimously.

Dr. James Lee moved approval of Kenneth Davidson of Second Alarmers as Training Supervisor for EASTERN's Protective Services student Kenneth McKenzie/ Abington.

Motion carried unanimously.

Dr. James Lee moved approval of Christopher Kerstetter of Blue Spruce Builders as Training Supervisor for EASTERN's Construction student Tom Boscola/ Hatboro-Horsham.

Motion carried unanimously.

Dr. James Lee moved approval of Chris Millili of Thompson Detail Center as Training Supervisor for EASTERN's Collision Repair student Lucas Pellicciotti/ Hatboro-Horsham.

Motion carried unanimously.

Dr. James Lee moved the authorization to hire and take other personnel action as appropriate, with the approval of the Board President December 2023 and January 2024.

Motion carried unanimously.

FACILITIES, TECHNOLOGY, AND FINANCIAL AFFAIRS

Informational:

Building Report *

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

Action:

Acceptance of the 2022-2023 Financial Audit Report

Ms. Tara Connor-Hallston moved acceptance of the audit report for the school year ended June 30, 2023, as prepared by Barsz, Gowie Amon & Fultz, LLC (BGA&F) for Eastern Center for Arts and Technology.

Motion carried unanimously.

Approve 2023-2024 UGI Energy Services, LLC Commodity Lock In Rate (January-June 2025)

Ms. Tara Connor-Hallston moved approval of the 2023-2024 UGI Energy Services, LLC commodity lock in rate of \$4.062/Dth (\$3.93/Dth + basis of \$0.131) for natural gas from January 2024 through June 30, 2025. This lock-in will provide us protection against any month-to-month swings in the gas market during the upcoming winter months.

Motion carried unanimously.

Approve 2023-2024 Compressed Air Equipment Service Agreement

Ms. Tara Connor-Hallston moved approval of a compressed air preventative maintenance agreement with Compressed Air Equipment for one (1) year for a cost not to exceed \$2,168.16 per the attached agreement.

Motion carried unanimously.

Approve 2023-2024 Curtis Power Solutions Power Generation Maintenance Agreement

Ms. Tara Connor-Hallston moved approval of a generator maintenance agreement with Curtis Power Solutions (formerly known as Emergency Systems) for one (1) year for a cost not to exceed \$2,419.05 per the attached agreement.

Motion carried unanimously.

Acceptance of the Updated 10-Year Capital Plan

Ms. Tara Connor-Hallston moved acceptance of the updated 10-year capital plan as presented by Dr. Plesnarski and Ms. Braun in the agenda session for school years 2023-2024 through 2029-2030.

Motion carried unanimously.

Approval of Capital Plan Renovations

Ms. Tara Connor-Hallston moved approval of hiring Breslin Ridyard Fadero Architects to develop a preliminary design for the following work at a cost not to exceed \$10,000 without written authorization. 1. Phase 4 – HVAC and Plumbing Improvements 2. Phase 5 – Culinary Arts Renovations.

Motion carried unanimously.

Approve Proposal from D'Huy Engineering for Phase 4 Capital Improvements

Ms. Tara Connor-Hallston moved approval of the attached proposal from D'Huy Engineering to provide us with options for replacing existing air handler units as part of our Phase 4 renovations at a cost not to exceed \$3,000.

Motion carried unanimously.

Disbursement Authorization

Ms. Tara Connor-Hallston moved authorization to make disbursements, upon review and approval by the Joint Operating Committee President for the month of December 2023 due to no January meeting of the Joint Operating Committee as per Board Policy.

Motion carried unanimously.

SOLICITORS REPORT

Mr. Kenneth Roos reviewed his Solicitor Report.

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, February 14, 2024.

ADJOURNMENT

Ms. Carolyn Riley adjourned the December 13, 2023 meeting of the Joint Operating Committee at 8:36 p.m.

Ms. Carolyn Riley
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, DECEMBER 13, 2023**

1. KEY INDICATOR AND PLACEMENT DATA

Dr. Plesnarski shared the Key Indicator and Placement Data.

2. ELECTION OF OFFICERS

The Nomination Committee discussed the process and recommendations of the Nomination Committee.

3. PRESENTATION: CAPITAL PLANNING

Dr. Plesnarski and Katie Braun presented the Updated Capital Plan Presentation.