

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES
WEDNESDAY, MARCH 13, 2024**

Ms. Carolyn Riley, President, called the public meeting of the Joint Operating Committee to order at 8:03 p.m. with the following members in attendance:

Ms. Elizabeth Eisenhart	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
Ms. Denise Schultz	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
	Lower Moreland
Ms. Ilene Bell	Springfield
Ms. Jennifer Iannitti	Upper Dublin
Mr. Greg D'Elia	Upper Moreland
	Solicitor
Dr. Scott Davidheiser	Superintendent of Record
Dr. Cathleen Plesnarski	Executive Director
	Business Manager

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

SALUTE TO THE FLAG

Gabriel Rodriguez led the Joint Operating Committee and audience in a salute to the flag.

MINUTES

Ms. Elizabeth Eisenhart moved approval of the Joint Operating Committee minutes of the regular and agenda session meeting of February 14, 2024.

Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Ms. Carolyn Riley announced that immediately prior to this meeting, the JOC held an executive session to discuss various labor relations and personnel matters, including the Act 93 agreement, classified employee handbook, and employee benefits.

PRESIDENT'S REPORT

Informational:

School Board Member Orientation and Open House – Sunday, March 3, 2024

School Directors' Orientation – 11:30 a.m. to 1:30 p.m. This program provided new and re-elected board members with the information that is essential to making decisions about EASTERN as they serve on the sending school boards. Twenty-seven were in attendance.

EASTERN's Open House was held on Sunday, March 3, 2024, from 1:00 p.m. to 3:30 p.m. There were approximately 750 visitors throughout the day, as well as Advisory Committee members, Joint Operating Committee members, EASTERN staff and administration. 21 post-secondary representatives were on hand. Faculty members indicated that there was a constant influx of students and parents visiting the classrooms throughout the event.

Congress Bundestag Youth Exchange [Germany]

The following students were invited for an interview for Congress Bundestag Youth Exchange:

John Perez	Veterinary Science	Upper Moreland
Gabriel Rodriguez	Construction Technology	Cheltenham
Alex Breen	Culinary Arts	Jenkintown

The Perry Initiative at University of Pennsylvania

Allied Health students Claire Zabalou, Upper Moreland and Alissa Mosley-Brittingham, Cheltenham applied and were accepted in the prestigious program through The Perry Initiative at University of Pennsylvania. This is an elite program for high school girls wanting to pursue a career in STEM. The event is March 16th.

Practical Nursing Accreditation - ACEN

ACEN came to EASTERN for a two-day site visit on February 27 and 28, 2024. During the Exit interview, the three ACEN site visitors agreed that the Practical Nursing program met all ACEN Standards and Criteria and without any recommendations. The program Self-Study report (SSR) and the Site Visitor Report (SVR) will be reviewed by the ACEN Evaluation Review Panel (ERP) and then by the ACEN Board of Commissioners. The final decisions as to EASTERN's accreditation will be made at the ACEN Board of Commissioners meeting held in October 2024. At that time EASTERN will be notified by USPS of the Boards decision. If fully approved, the approval will have a start date of December 12, 2022, our candidacy date. Any student who has graduated after that date will have graduated from an ACEN accredited school.

Articulation Agreement – Commonwealth University of Pennsylvania

Commonwealth University of Pennsylvania and Eastern Center for Arts and Technology (EASTERN) signed an Articulation Agreement, allowing EASTERN Exercise Science and Rehabilitation students to earn dual credits upon their enrollment at Bloomsburg University, Lock Haven University or Mansfield University.

SkillsUSA State Competitors

Thirty-one SkillsUSA members and four chaperones are attending the SkillsUSA State Competitions from April 3-5, 2024, in Hershey, PA.

FINANCIAL REPORT – For the Period Ending February 29, 2024 *

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 February 29, 2024, showing cash and investment balances of \$1,928,432.68 as presented

Action:

Treasurer's Report

Mr. Charles Burdell-Williams moved acceptance of the Treasurer's Report for the period ended February 29, 2024, showing a General Fund cash and investment balances of \$7,110,517.58 and total assets of \$8,622,234.56 and the status of the Student Activity account.
Motion carried unanimously.

Disbursements

Mr. Charles Burdell-Williams moved approval of accounts payable checks #35721 through #35830 disbursed during the period of 2/01/2024 through 2/29/2024 in the amount of \$231,004.39.
Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of expense disbursement wire/ACH transfers #WT240151 through #WT240167 disbursed during the period of 2/01/2024 through 2/29/2024 in the amount of \$277,084.98.
Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of payroll vouchers #08031 through #08204 disbursed on 2/09/2024 and 2/23/2024 in the amount of \$254,407.12.
Motion carried unanimously.

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

Mr. Charles Burdell-Williams moved approval of student activity disbursement check #82087 disbursed during the period of 2/01/2024 through 2/29/2024 in the amount of \$209.98.
Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of the budget transfers for the period ended February 29, 2024.
Motion carried unanimously.

STUDENT RECOGNITION

Action:

Mr. Charles Burdell-Williams moved approval of a resolution recognizing Gabriel Rodreguez, a senior at Cheltenham High School and in the Construction Technology program, as *Outstanding Student of the Month* for March. Ms. Carolyn Riley presented Gabriel Rodreguez with the Resolution, EASTERN shirt, and the Rotary plaque; and the Association's gift card presented by Mr. Jeffrey Pakula, Educators' Association representative. Motion carried unanimously.

ACADEMIC AFFAIRS

Presentation – SkillsUSA State Competitors

SkillsUSA competitors who won gold in the District Competitions and competitors who are in contests that bypass Districts and go directly to State Competition introduced themselves and briefly described their competition to the Joint Operating Committee during the Agenda Session.

Informational:

Administrative Advisory Committee Meeting *

The Administrative Advisory Committee meeting minutes of March 5, 2024 were presented.

Executive Advisory Committee Meeting *

The Executive Advisory Committee meeting minutes of March 6, 2024 were presented.

Adult Education Enrollment *

The administration submitted the Spring Term 2024 Adult Education enrollment snapshot. As of March 1, 2024, there were 221 students enrolled in Adult Education courses, with 67 students in the Continuing Education Apprenticeship programs and 140 in the Practical Nursing program.

Activities Report *

The February 2024 Activities Report of the students and staff was presented.

Action:

Career and Technical Student Organization

Ms. Elizabeth Eisenhart moved approval for 31 SkillsUSA members and 4 chaperones, to attend the SkillsUSA state conference April 3-5, 2024 in Hershey, PA. EASTERN will pay for 15 district gold medal winners and 4 chaperones at an approximate cost of \$9,408 including registration, housing, and meals. The cost for busing is approximately \$1,600.

The local SkillsUSA chapter will pay for the cost of 16 students “Direct to State” competitors and approximately \$6,976 including registration, housing and meals.
Motion carried unanimously.

The administration requested for SkillsUSA to have a Chick-Fil-A Sandwich fundraiser in April. Donations to benefit SkillsUSA student chapter.
Vote 2-4-1 Motion was declined.

New Occupational Advisory Committee Members *

Ms. Elizabeth Eisenhart moved approval of new members to the Occupational Advisory Committees as per the attached listing.
Motion carried unanimously.

Conference

Ms. Elizabeth Eisenhart moved approval of Executive Director Dr. Cathleen Plesnarski to attend the PACTA State Offices Meeting and the State Advocacy Day in Harrisburg, PA on April 8-9, 2024. The cost should not exceed \$400.
Motion carried unanimously.

Donations

Ms. Elizabeth Eisenhart moved approval of the following donations in support of the instructional programs:

- A transmitter, PLC, VFD and misc. electronics were donated by Neil Goldberg for use in the Robotics and Automated Technology program.
- A 20kw Kohler Home standby generator was donated by Kyle Rousset for use in the Electrical Technology program.

Motion carried unanimously.

POLICY

Action:

2024-2025 SCHOOL CALENDAR*

Ms. Denise Schultz moved approval of the calendar for students, teachers and staff for the 2024-2025 school year as presented. This has been reviewed by the Administrative Advisory Committee.
Motion carried unanimously.

PERSONNEL AFFAIRS

Informational:

FMLA Leaves

Eileen Collins returned from FMLA leave on February 28, 2024.

Welding and Robotics Vocational Aide, Doug Wilson, has rescheduled his FMLA Leave Request for the period of March 12, 2024 through March 26, 2024.

IT Support Specialist, Vince Bevivino, has submitted an FMLA Leave Request for the period of April 15, 2024 through May 10, 2024.

Action:

Administration

Incoming Practical Nursing Program Coordinator - Appointment *

Ms. Elizabeth Eisenhart moved approval of Kenneth Molczan as Incoming Practical Nursing Program Coordinator, effective April 2, 2024, providing an annual salary of \$136,436, in accordance with the terms and conditions of the attached agreement letter. Kenneth will be named Practical Nursing Coordinator effective June 1, 2024.

Motion carried unanimously.

Administrative Employee on Special Assignment

Ms. Elizabeth Eisenhart moved approval that effective June 1, 2024, Carol Duell will be named Administrative Employee on Special Assignment until her retirement date on June 30, 2024.

Motion carried unanimously.

Professional

Substitute Instructor

Ms. Elizabeth Eisenhart moved approval of Jack McCarthy as a Substitute Instructor for the remainder of the 2023-2024 school year at a rate of \$135 per day for Construction Cluster programs and \$120 per day for general assignment.

Motion carried unanimously.

Classified

Attendance Secretary – Appointment *

Ms. Elizabeth Eisenhart moved the approval of Colleen Gedraitis as Attendance Secretary effective May 1, 2024, at Grade II- Base at the rate of \$26.75 per hour on the Classified Salary Schedule for the 2023-2024 school year pending background clearances.

Motion carried unanimously.

Attendance Secretary – Mentor

Ms. Elizabeth Eisenhart moved approval of Kathleen Kane to mentor Colleen Gedraitis up to 20 hours at her current hourly rate of \$35.15.

Motion carried unanimously.

Administrative Assistant to the Assistant Director – Appointment *

Ms. Elizabeth Eisenhart moved approval of Eileen Collins as Administrative Assistant to the Assistant Director effective June 3, 2024 at Grade II- 10 at the rate of \$35.15 per hour on the Classified Salary Schedule for the 2023-2024 school year.

Motion carried unanimously.

Construction Cluster Aide – Resignation

Ms. Elizabeth Eisenhart moved acceptance of the resignation of Robert Laird, Construction Cluster Aide, effective June 18, 2024.

Motion carried unanimously.

Administrative Assistant to Business Manager – Coverage

Ms. Elizabeth Eisenhart moved approval of Part Time Administrative Assistant, Michele Zimmerman, to work up to 10 hours per week to cover Administrative Assistant to the Business Manager effective March 18, 2024 through May 31, 2024.

Motion carried unanimously.

Facilities Maintenance Technician – Open House

Ms. Elizabeth Eisenhart moved approval and ratification of Facilities Maintenance Technician Alberto Soto to work 8 hours at his current hourly rate to assist with Open House.

Motion carried unanimously.

Summer Work

Curriculum

Ms. Elizabeth Eisenhart moved approval of Protective Services Instructor Michael Raggi to work 15 hours during the summer at the current contracted rate for curricular and instructional preparation.

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Robotics and Automated Technology Instructor Kyle Jacoby to work 30 hours during the summer at the current contracted rate for curricular and instructional preparation.

Motion carried unanimously.

Dual Enrollment

Ms. Elizabeth Eisenhart moved approval of Allison Latzo to work 7 hours during the summer at the current contracted rate for dual enrollment.

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Michael Refsnider to work 7 hours during the summer at the current contracted rate for dual enrollment.

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Erin Derby to work 7 hours during the summer at the current contracted rate for dual enrollment.

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Nicole Abruzzi to work 7 hours during the summer at the current contracted rate for dual enrollment (if approved by Penn College).

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Meghan Cicchino to work 7 hours during the summer at the current contracted rate for dual enrollment (if approved by Penn College).

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Erin Derby to work 7 hours during the summer at the current contracted rate for dual enrollment (if approved by Penn College).

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Gary Felmey to work 7 hours during the summer at the current contracted rate for dual enrollment (if approved by Penn College).

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Brian Jacoby to work 7 hours during the summer at the current contracted rate for dual enrollment (if approved by Penn College).

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Jeffrey Pakula to work 7 hours during the summer at the current contracted rate for dual enrollment (if approved by Penn College).

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Steven Parke to work 7 hours during the summer at the current contracted rate for dual enrollment (if approved by Penn College).

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of George Stahl to work 7 hours during the summer at the current contracted rate for dual enrollment (if approved by Penn College).

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Benjamin Vozzo to work 7 hours during the summer at the current contracted rate for dual enrollment (if approved by Penn College).
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Charles Zachmann to work 7 hours during the summer at the current contracted rate for dual enrollment (if approved by Penn College).
Motion carried unanimously.

SkillsUSA

Ms. Elizabeth Eisenhart moved approval of Allison Latzo to work 7.5 hours during the summer at the current contracted rate for SkillsUSA Officer Training.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Nicole Abruzzi to work 7.5 hours during the summer at the current contracted rate for SkillsUSA Officer Training.
Motion carried unanimously.

Training

Ms. Elizabeth Eisenhart moved approval of Collision Repair Instructor Steven Parke to work 25 hours during the summer at the current contracted rate to attend the NATEF Instructor Training Conference
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Automotive Instructor George Stahl to work 25 hours during the summer at the current contracted rate to attend the NATEF Instructor Training Conference.
Motion carried unanimously.

IEP/Paperwork

Ms. Elizabeth Eisenhart moved approval of Student Success Coordinator Ferne Andre to work 25 hours during the summer at the current contracted rate to work on IEP/Paperwork.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Student Success Coordinator Veronica Stanley to work 25 hours during the summer at the current contracted rate to work on IEP/Paperwork.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Student Success Coordinator Rebecca Ashworth to work 25 hours during the summer at the current contracted rate to work on IEP/Paperwork.
Motion carried unanimously.

Site Visits

Ms. Elizabeth Eisenhart moved approval of School-to-Career Coordinator Hayley Granacher to work up to 40 hours during the summer at her current per diem rate to conduct work site visits (as required by law). Hours used will be based on number of interns placed.
Motion carried unanimously.

Summer Production/OAD

Ms. Elizabeth Eisenhart moved approval of Tricia Simmler-Totaro to work 25 hours during the summer at the current contracted rate to work on summer production for the Marketing and Recruitment Coordinator.
Motion carried unanimously.

Human Resources Coordinator – Summer Coverage

Ms. Elizabeth Eisenhart moved approval of Administrative Assistant Linda McAlpine to work up to 25 hours for extra support in Human Resources, as needed.
Motion carried unanimously.

Summer Work Schedule for All 12-Month, Full-time Staff

Ms. Elizabeth Eisenhart moved approval to allow all 12-month, full-time staff the option of a 4-day work week in the summer.
Motion carried unanimously.

Volunteer

Training Supervisor

Ms. Elizabeth Eisenhart moved ratification and approval of Christopher Bors of Faulkner Maserati as Training Supervisor for EASTERN's Automotive Technology student Gabriel Slowe / Cheltenham.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved ratification and approval of Daniel Wolsky of Wolsky Metal Fabrication as Training Supervisor for EASTERN's Welding Technology student Henry Fields / Upper Dublin.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved ratification and approval of Bret Degerick of Acts Retirement Life Communities as Training Supervisor of EASTERN's Culinary Arts student Corey Taylor / Upper Moreland.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved ratification and approval of Dawn Schultz of SPS Technologies as Training Supervisor of EASTERN's Business and Technology student Madelyn Ortega / Hatboro-Horsham.

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved ratification and approval of Joseph Ungar of ETC as Training Supervisor of EASTERN's Welding Technology student Richard Jones / Springfield.

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved ratification and approval of Tom Stefanelli of A&S Sprinkler Co. as Training Supervisor of EASTERN's Welding Technology student Jacob Parkinson / Hatboro-Horsham.

Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report *

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

Action:

Approval of Velocity EHS for SDS Chemical Management *

Ms. Ilene Bell moved approval of a three (3) year contract with Velocity EHS for the SDS/Chemical Management (along with training and learning guidance) for our secondary programs for an amount not to exceed 12,273.00 as per the attached contract.

Motion carried unanimously.

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, April 10, 2024.

ADJOURNMENT

Ms. Carolyn Riley adjourned the March 13, 2024 meeting of the Joint Operating Committee at 8:35 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, MARCH 13, 2024

1. 2024-2025 SCHOOL CALENDAR

Dr. Plesnarski presented the calendar for students, teachers, and staff for the 2024-2025 school year. This has been reviewed by the Administrative Advisory Committee.

2. SUMMER CURRICULUM WORK

Dr. Plesnarski reviewed the summer curriculum work requests that are part of the Personnel Affairs section of this evening's agenda.

3. PROGRAM REVIEWS

Mr. Greb shared the Program Review for Cosmetology and Heating, Ventilation and Air Conditioning. This has been reviewed by the Executive Advisory Committee.

4. PRESENTATION – SKILLSUSA STATE COMPETITORS

SkillsUSA competitors who won gold in the District Competitions and competitors who are in contests that bypass Districts and go directly to State Competition introduced themselves and briefly described their competition to the Joint Operating Committee.