

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES
WEDNESDAY, APRIL 10, 2024**

Ms. Carolyn Riley, President, called the public meeting of the Joint Operating Committee to order at 8:00 p.m. with the following members in attendance via Zoom:

Ms. Elizabeth Eisenhart	Abington
Mr. Charles Burdell-Williams	Bryn Athyn
Ms. Tara Conner-Hallston	Cheltenham
Ms. Carolyn Riley	Hatboro-Horsham
	Jenkintown
	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
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

Lily Devlin led the Joint Operating Committee and audience in a salute to the flag.

MINUTES

Mr. Charles Burdell-Williams moved approval of the Joint Operating Committee minutes of the regular and agenda session meeting of March 13, 2024.

Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Mr. Kenneth Roos, Esquire announced that an Executive Session was not held prior to the meeting.

PRESIDENT'S REPORT

Informational:

Superintendents and State Competitors

The Superintendents had the opportunity to have breakfast with the AM SkillsUSA State competitors prior to their regularly scheduled meeting with Dr. Plesnarski on April 2, 2024. The PM SkillsUSA State competitors

had a pizza party with Administration. Student competitors introduced themselves, and discussed their competition, and future plans. The State Competition was held in Hershey from April 3-5, 2024.

SkillsUSA State Competition

Thirty-one students from the Eastern Center for Arts and Technology (EASTERN) in Willow Grove attended the SkillsUSA State Competition in Hershey, PA from April 3- 5, 2024. Students from all over Pennsylvania took part in the competition. SkillsUSA is a national student leadership organization that encourages students to be productive individuals in our democratic society, work to their potential, become responsible, be proud of their accomplishments, and be supportive of their community.

2024 Automotive Dealership Association of Greater Philadelphia (ADAGP) Tech Competition

Adam Walter-Archer from Hatboro-Horsham and Matthew Gorman from Upper Moreland were selected to compete in the 2024 ADAGP Tech Competition. Adam also won the ADAGP Essay contest on how he believes that alternative fuel vehicles will affect his career and how he defines success in the industry. All students who were in the competition receive a 25% scholarship to ATC, UTI and monetary assistance to CCP, Lincoln Tech and Ohio Tech.

Women's History Month

March was Women's History Month. The following EASTERN students were spotlighted to help us celebrate this month:

Kai Fisher	Construction Technology	Upper Moreland
Jessica McCauley	Collision Repair Technology	Lower Moreland
Kaila Wilson-Shuler	Cosmetology	Cheltenham
Neva Fullmer	Welding Technology	Hatboro-Horsham
Angelina Ng	Cosmetology	Abington
Kendra Hern	Protective Services	Lower Moreland
Camia James	Cosmetology	Springfield
Skyy Bassett	Exercise Science and Rehabilitation	Cheltenham
Lucy Magola	Welding Technology	Abington

I-CAR Grant

Collision Repair Technology received a grant from I-CAR for \$5,000 to purchase new tools.

FINANCIAL REPORT – For the Period Ending March 31, 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 March 31, 2024, showing cash and investment balances of \$1,978,364.17 as presented

Action:

Treasurer's Report

Ms. Elizabeth Eisenhart moved acceptance of the Treasurer's Report for the period ended March 31, 2024 showing a General Fund cash and investment balances of \$6,565,761.04 and total assets of \$8,142,005.60 and

the status of the Student Activity account.
Motion carried unanimously.

Disbursements

Ms. Elizabeth Eisenhart moved approval of accounts payable checks #35831 through #35951 disbursed during the period of 3/01/2024 through 3/31/2024 in the amount of \$258,412.00.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of expense disbursement wire/ACH transfers #WT240168 through #WT240185 disbursed during the period of 3/01/2024 through 3/31/2024 in the amount of \$742,802.77.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of payroll vouchers #08205 through #08376 disbursed on 3/08/2024 and 3/22/2024 in the amount of \$257,453.60.
Motion carried unanimously.

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

Ms. Elizabeth Eisenhart moved approval of student activity disbursement checks #82088 through #82094 disbursed during the period of 3/01/2024 through 3/31/2024 in the amount of \$9,956.99.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of the attached budget transfers for the period ended March 31, 2024.
Motion carried unanimously.

STUDENT RECOGNITION

Action *

Ms. Elizabeth Eisenhart moved approval of a resolution recognizing Lily Devlin, a senior at Abington Senior High School and in the Design, Photography, and Illustration program, as *Outstanding Student of the Month* for April. Ms. Carolyn Riley presented Lily Devlin with the Resolution, EASTERN shirt and the Rotary plaque; and the Association's gift card presented by Ms. Wendy Leyden, Educators' Association representative.
Motion carried unanimously.

ACADEMIC AFFAIRS

Presentation – Capital Planning Update and Timeline

Business Manager Katie Braun gave a presentation on the Capital Planning Update and Timeline during the Agenda Session.

Informational:

Counselor/Special Education Liaison Committee Meeting *

The Counselor/Special Education Liaison Committee meeting minutes of March 20, 2024 were presented.

Administrative Advisory Committee Meeting *

The Administrative Advisory Committee meeting minutes of April 2, 2024 were presented.

Activities Report *

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

Action:

Agreement Between EASTERN and Jefferson Health

Ms. Tara Conner-Hallston moved approval of the Master Training Site Agreement between EASTERN and Jefferson Health to provide our Allied Health students to participate in clinical learning experiences.
Motion carried unanimously.

Program Reviews

Ms. Tara Conner-Hallston moved approval of the attached Program Reviews for Cosmetology and Heating, Ventilation, and Air Conditioning programs.
Motion carried unanimously.

Donations

Ms. Tara Conner-Hallston moved acceptance of the following donations in support of the instructional programs: Stainless Channel C2 was donated by Neil Goldberg for use in the Welding Technology program.
Motion carried unanimously.

POLICY

Action:

2023-2024 School Calendar

Ms. Jennifer Iannitti moved acceptance of the revised 2023-2024 School Calendar showing snow days and Act 80-day count changes.
Motion carried unanimously.

PERSONNEL AFFAIRS

Informational:

FMLA Leave

Welding and Robotics Vocational Aide Douglas Wilson returned from FMLA leave on March 22, 2024.

Action:

Administration

Act 93 Administrative Compensation Plan *

Mr. Charles Burdell-Williams moved approval of the Act 93 Administrative Compensation Plan, effective July 1, 2024 to June 30, 2029.

Motion carried unanimously.

Classified

Mr. Charles Burdell-Williams moved approval of the Classified Handbook, effective July 1, 2024 to June 30, 2029.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of the following Aide Job Description title changes effective July 1, 2024 to coincide with the Classified Handbook.

Arts, AV, and Business

Construction Cluster

Welding and Robotics

Automotive/Collision

Culinary Arts

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval and ratification of Administrative Assistant to PN Program Coordinator, Mary McDonnell, to work 3 hours at her current hourly rate to assist with Open House.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval and ratification of Student Success Aide Robert Beck to take unpaid leave on April 4 and April 5, 2024.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved acceptance of Administrative Assistant to the Business Manager Debra O'Brien to extend her Leave of Absence through June 30, 2024, per attached medical note.

Motion carried unanimously.

Practical Nursing

Mr. Charles Burdell-Williams moved approval and ratification of Kim Brunnet, MSN, RN as Practical Nursing Adjunct Instructor at the rate of \$43.40/hour for the remainder of the 2023-2024 school year.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Practical Nursing Half-Time Instructor Sarah Khalil to work up to 35 hours at the current curriculum rate for course preparation for Class # 163 Nursing III.

Motion carried unanimously.

Volunteer

Training Supervisors

Mr. Charles Burdell-Williams moved approval of Thomas Toth of O'Donnell's Metal Fabrication as Training Supervisor for EASTERN's HVAC student Owen Fisher / Hatboro-Horsham.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Jeff Orkin of Orkin Electric Systems, Inc as Training Supervisor for EASTERN's Electrical Technology student Kevin Clarke / Upper Moreland.

Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report *

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

Action:

Breslin Architects to Prepare Comprehensive Safety Plans *

Ms. Elizabeth Eisenhart moved approval of the WGL Energy agreement for fixed energy rates of \$0.05330/kWh for electrical consumption for a period of two (2) years covering the 2023-2024 school year and the 2024-2025 school year per the attached document.

Motion carried unanimously.

Med-Flex Service Contract Renewal *

Ms. Elizabeth Eisenhart moved approval of the Interstate Contract Renewal for a three (3) year term as per the attached renewal contract for custodial services. This renewal will cover school years 2023-2024, 2024-2025, and 2025-2026 with the same terms, conditions and specifications of the original contract, which began on July 1, 2020, and will end on June 30, 2023.

The new contract will increase 3% in 2023-2024, 1.5% in 2024-2025, and 1.5% in 2025-2026. The increase of 3% in 2023-2024 is mainly due to inflation and custodial salary costs. After 2023-2024, the increase will drop to 1.5% which is in line with increases we have seen in our current contract.

Motion carried unanimously.

Breslin Ridyard Fadero Architects for Facility Renovations for Phases 4 and 5 *

Ms. Elizabeth Eisenhart moved approval of an Inspection Maintenance Service Contract with SDA Mechanical Services, Inc. for a three (3) year term for an amount not to exceed \$23,032.00 per year as per the attached contract for HVAC services. This is an increase over our current contract of 4.5% per year.

Motion carried unanimously.

DCED Public School Facility Improvement Grant Program (PSFIG)

Ms. Elizabeth Eisenhart moved approval of authorization to apply and submit for the DCED Public School Facility Improvement Grant Program (PSFIG) as outlined in the attached resolution for an amount of \$3,232,600 with a 25% matching funds commitment of \$808,150 and to pay a \$100 non-refundable application fee.

This grant is available to school districts and area career and technical schools for eligible facility improvement projects with a total project cost of \$500,000 or more. Grants shall not exceed \$5,000,000. The grant does require a 25% matching funds commitment of the total project cost from the school entity.

For our purposes, this grant would cover heating, ventilation, and air conditioning equipment that we have earmarked to be replaced in our Phase 4 renovation project. D'Huy Engineering performed an HVAC Improvement study for our entire campus. As per their attached report, to replace all HVAC equipment, our estimated cost would be \$3,232,600. If we applied for the entire amount our 25% matching funds commitment would be \$808,150. Our current budget amount for Phase 4 renovations is \$808,138.

Motion carried unanimously.

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, May 8, 2024.

ADJOURNMENT

Ms. Carolyn Riley adjourned the April 10, 2024 meeting of the Joint Operating Committee at 8:40 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, APRIL 10, 2024
7:30 PM VIA ZOOM**

1. Presentation – Update on Renovation Projects by Cathleen Plesnarski and Katie Braun

Business Manager Katie Braun gave a presentation on the Capital Planning Update and Timeline.

2. 2024-2025 Preliminary Professional Salaries *

The 2024-2025 Preliminary Professional Salary Guide will be presented for approval in the May 2024 Joint Operating Committee agenda.

3. 2024-2025 School Goals

The goals will be presented for approval in the June 2024 Joint Operating Committee agenda.

4. 2025-2026 Budget Development Calendar

The 2025-2026 Budget Development Calendar was finalized and presented for review by the Joint Operating Committee.

5. Proposed 2024-2025 Meeting Dates

Dr. Plesnarski reviewed the proposed 2024-2025 meeting dates for Joint Operating Committee meetings, which are normally held the second Wednesday of the month. After discussion, the Joint Committee was asked to consider approving the proposed meeting dates at next month's public meeting.