



Executive
Advisory
Committee
Handbook

EASTERN CENTER FOR ARTS AND TECHNOLOGY
 3075 Terwood Road, Willow Grove, PA 19090
 Telephone Number: 215-784-4800

Administrative Director: Dr. Cathleen Plesnarski
 Assistant Director: Mr. Joseph Greb
 Superintendent of Record: Dr. Jeffrey Fecher

Joint Operating Committee

Abington	Elizabeth Eisenhart
Bryn Athyn	Edmund Rhodes
Cheltenham	Charles Burdell-Williams
Hatboro-Horsham	Tara Conner-Hallston
Jenkintown	Carolyn Riley
Lower Moreland	James Lee
Springfield	Ilene Bell
Upper Dublin	Jennifer Iannitti
Upper Moreland	LouCrecie Garlanger

Executive Advisory Committee

Cathleen Plesnarski	School Administration	Representative
Joe Greb	School Administration	Representative
Gary Bissig	LABRepCo, LLC	Manufacturing/Engineering
Jamie Bretz	Montgomery County Community College	Education
Charles Burdell-Williams	Joint Operating Committee	Representative
Jennifer Butler	MontcoWorks	Workforce Development
Joseph Daino Jr.	Chartwells (Retired)	Hospitality
John DiBenedetto	John J Benedetto Assoc, Inc.	Construction
Byron Goldstein	Abington School District (Retired)	Marketing
Susan Hoffman	Consultant (Retired)	Technology
Denise Lavery Frasca	Temple University Hospital (Retired)	Health Care
Daniel Kaye	Rydal Park	Community Engagement
Linda Millevoi	Abington Jefferson Health	Communications
Angelina Tang	EASTERN Student	Representative

GOVERNANCE OF THE SCHOOL

Joint Operating Committee

The Joint Operating Committee (JOC) is composed of nine members who represent EASTERN'S nine participating school districts. Committee members serve for a three-year term and meet monthly on the second Wednesday of the month except in January and July. At its monthly meetings, the Joint Operating Committee deals with policy, financial, personnel, student recognition, and committee matters.

Administrative Advisory Committee

The Administrative Advisory Committee (AAC) consists of the Superintendents of our school districts who play an integral role in EASTERN'S operation. They meet monthly with the school's Executive Director to ensure that programs offered at EASTERN meet the needs of their district, make recommendations to the Joint Committee, and oversee EASTERN'S plan of operation. In a further effort to assure coordination and articulation of programs, periodic meetings are held with the principals, guidance counselors and special education personnel from the nine participating school districts. These meetings are held for the purpose of sharing information and seeking advice on a variety of administrative procedures.

Executive Advisory Committee

The Executive Advisory Committee (EAC) is comprised of members of the business community. The Executive Advisory Committee advises the Joint Operating Committee on the educational and training needs of our current and future workforce. This committee advises the Administration and the Joint Operating Committee on all aspects of the educational program. A member of the Joint Operating Committee also serves on the Executive Advisory Committee to ensure close working relationships between the advisory groups and the Joint Operating Committee, which is responsible for policy matters.

OPERATIONS OF THE EXECUTIVE ADVISORY COMMITTEE

A member of the Executive Advisory Committee performs the following roles in support of the governance and policy-making process at EASTERN:

- Participates in the three annual committee meetings, reviewing documentation prepared for the meeting and offering advice and insight on the issues placed on the agenda, as well as voting on EAC decisions.
- Brings such questions, issues, and proposals as the member thinks will contribute to the health of the school and its governance to the attention of

the EAC chair.

The Executive Advisory Committee meets three times a year. The EAC performs its work for EASTERN chiefly through these three annual meetings and through the work of the subcommittees.

To conduct its role, the EAC works closely with the Occupational Advisory Committee (OAC) of each program in seeking advice in such matters as curriculum, capital expenditures and program direction. It oversees a network of 16 Occupational Advisory Committees - one for each program offered at EASTERN. These committees, made up of individuals who are working in the occupational area, advise the school on what should be taught, the standards that students should be able to meet, and what tools and equipment students need to be able to use to meet industry requirements.

This two-level arrangement of advisory committees was established by EASTERN'S Administration and the Joint Operating Committee in the late 1980s. The purpose is to ensure that EASTERN'S decision-making process proceeds based on appropriate information about all matters pertaining to 1) the occupations for which EASTERN provides education and training and 2) the characteristics and evolution of the industries in which these occupations are found within the communities served by EASTERN.

Members of the EAC are experienced leaders in their organizations within the community served by EASTERN. They are asked to bring to their roles understanding of both the occupational environment within that community as it shapes the needs for new high school graduates with specific knowledge and skills, and of the factors that contribute to successful leadership, governance, and policy-oriented decision making in human resource organizations. As a strategically oriented body, the EAC seeks members who can bring experience with and a commitment to strategic planning in their business and community work.

EAC oversight of the 16 OACs occurs chiefly through meetings of the chairs of the OACs. These meetings occur twice yearly and are led by the chair of the EAC. OAC chairs prepare annual plans of work that are submitted at a fall meeting and annual reports of execution of those plans that are submitted at a meeting in the Spring and then conveyed to the full EAC to reflect the level of effectiveness of the OACs during the year.

EAC Subcommittees

To perform its duties, the EAC established the following two standing subcommittees:

- Membership/Program Planning and Review
- Partnership and Perception

Each subcommittee consists of a nucleus of three or more EAC members and may be supplemented with members of the OACs and the community at large.

- **Membership/Program Planning and Review Subcommittees:** This subcommittee keeps the agenda for the EAC and recruits new members both for the EAC itself and

for the subcommittees. It maintains an OAC handbook designed to assist OAC members to perform their duties. It is responsible for EAC policy review and recommendations. It also oversees the program review process including OAC self-evaluation, program review, and implementation and validation.

- **Partnership and Perception Subcommittee:** This subcommittee fulfills both a marketing role, working to ensure that relevant information about EASTERN's programs effectively reaches potential students and all those adults who can influence students' educational choices, and a role in linking EASTERN to businesses in the community in a broad variety of ways that enable those businesses to support education at EASTERN. It also supports OACs as needed for marketing and awareness purpose.

EAC Appointment

Appointment to the Executive Advisory Committee is recommended by the Membership/Program Planning and Review Subcommittees and then forwarded to the Joint Operating Committee for final approval.

The committee shall consist of a sufficient number of members to provide a representative cross section of the labor market served by EASTERN. The committee shall have at least 12 members and no more than 20 members. No more than two members may be graduates of Eastern Center for Arts and Technology.

Meetings (frequency, organization, notice and quorum)

- The Executive Advisory Committee meets three times a year.
- The Chairperson may call special meetings.
- The Chairperson, after consultation with the Assistant Director shall establish the schedule of advisory committee and subcommittee meetings.
- Meetings may be postponed or canceled by the Chairperson.
- Notices of committee meetings shall be emailed to all members at least seven days prior to the meeting.
- Each meeting will begin at the planned time and will continue for no more than 90 minutes unless a majority of the members' present vote to extend the meeting.
- A quorum shall be deemed to exist if at least 50 percent of the members of the advisory committee are present. A quorum is required to conduct business.

Reporting and Dissemination

Minutes, reports, and recommendations shall be forwarded to the Joint Operating Committee by the Secretary for its next scheduled meeting.

Plan of Work

The committee shall annually establish a plan of work to govern its agendas,

Items to be included are annual priorities for committee and subcommittee work.

Funding

Expenditures of the committee shall be assumed by the Joint Operating Committee upon their prior approval.

Appendix:

Agenda

Plan of Work

Timelines

Instructional Support Budget

Capital Equipment Requests Timelines

EASTERN CENTER FOR ARTS AND TECHNOLOGY

EXECUTIVE ADVISORY COMMITTEE

Wednesday, June 5, 2024

5:00 PM – Seminar Room

AGENDA

A. Call to Order – Mr. Bissig

B. Approval of Minutes (3/6/24) - Mr. Bissig

C. Subcommittee Reports

1. Membership/Program Planning and Review Committees – Ms. Lavery Frasca

a. Program Review Presentation

– Welding Technology – Meghan Cicchino, instructor, and Neil Goldberg, OAC member

-Action Item: Approve forwarding Final Report to JOC

-Action Item: Approve 2025-2026 Equipment Requests

b. List of new Occupational Advisory Committee (OAC) members and OAC student representatives for approval by Joint Operating Committee.

- Action Item: Approve forwarding the request for appointment of new OAC members and OAC student representatives for 2024-2025 to the Joint Operating Committee.

c. List of reappointed OAC members for approval by Joint Operating Committee.

- Action Item: Approve forwarding the list of reappointments of OAC members for 2024-2025 to the Joint Operating Committee.

d. EAC Student Representation 2024-2025

- Angelina Tang – Culinary Arts Program

- Action Item: Approve forwarding the request for appointment of the EAC Student Representative for 2024-2025 to the Joint Operating Committee.

2. Partnership Perception - Mr. Goldstein

a. Action Item: Approve Marketing Plan 2024-2025

D. New Business – Mr. Bissig

1. Accomplishments 2023-2024

2. Adopt Plan of Work 2024-2025
3. Calendar of Activities 2024-2025

E. Report from Administration – Dr. Plesnarski

F. Adjournment

EASTERN CENTER FOR ARTS AND TECHNOLOGY
Executive Advisory Committee
Plan of Work
2024-2025

Membership/Program Planning and Review Subcommittees

1. Plan and conduct the fall and spring OAC Chairpersons Meetings.
2. Present an Annual Report to the Joint Operating Committee.
3. Enhance the EAC with new members.
4. Develop strategies to recruit new OAC members and retain current OAC members.
5. Develop and identify individuals for leadership positions in the EAC.
6. Review changes to Tables of Organization as needed.
7. Monitor the implementation of program changes in Business and Technology Professional, Design, Photography, and Illustration and Electrical Technology (Yr. 3).
8. Monitor the implementation of program changes in Construction Technology and Culinary Arts (Yr. 2).
9. Monitor the implementation of program changes in Cosmetology, Heating, Ventilation and Air Conditioning and Welding Technology (Yr. 1).
10. Monitor program reviews in Allied Health and Automotive Technology.
11. Monitor the OAC Self-Evaluations for Networking and Cybersecurity and Veterinary Science.

Partnership/Perception Subcommittees

1. Explore strategic partnerships to add value, program accreditation, and increase student certifications, real-world experience, and pathways to the industry.
2. Review and adopt the annual Marketing Plan with a focus on target marketing for new and undersubscribed programs. This includes working with the instructors from lower enrollment programs to assist in promotion.
3. Ensure that all participating school Counselor Liaisons, parents/guardians, and potential students are aware of the transferable skill sets from program to program so that they can make an informed decision on their second-choice program.
4. Continue to develop and use strategies to reach out to parents, prospective students, and participating school counselors.
5. Expand the use of career pathways in the marketing materials and incorporate our participating school districts.
6. Continue to use participating school partnerships to reach parents of 10th graders through electronic means for EASTERN recruitment events and general program information.
7. Continue to enhance and modify the equity and diversity calendar for marketing and social media.

EASTERN CENTER FOR ARTS AND TECHNOLOGY
Executive Advisory Committee
Accomplishments
2024-2025

Membership/Program Planning and Review Subcommittees

1. Conducted the fall and spring OAC Chairpersons Meetings.
2. An Annual Report was presented to the JOC in August 2024.
3. OACs were enhanced with new members and rosters updated.
4. Program changes in Collision Repair Technology and Protective Services (Yr. 3) were monitored.
5. Program changes to Business and Technology Professional, Design, Photography and Illustration and Electrical Technology (Yr. 2) were monitored.
6. Program changes to Construction Technology and Culinary Arts (Yr. 1) were monitored.
7. Program reviews in Cosmetology, Heating, Ventilation and Air Conditioning and Welding Technology were conducted.
8. Self-evaluations in Allied Health and Automotive Technology were conducted.

Partnership/Perception Subcommittees

1. Successfully moved all EASTERN mailing to electronic via our participating school district's communications.
2. Developed a self-nomination form option for students who would like to be recognized during one of our months promoting student achievement or recognizing diversity and heritage. This option is in addition to the teacher's nominating students.
3. Streamlined EASTERN's 10th Grade Career Expo visitations with informative emails sent home to parents. Each participating school reviewed and approved the parent emails.
4. Worked with our participating Middle Schools to provide a virtual or in-person EASTERN presentation. For those schools who preferred the in-person presentation, the Marketing and Recruitment Coordinator and several EASTERN students from that school visited, presented, and offered a Q&A session.

Eastern Center for Arts and Technology
MEMBERSHIP AND PROGRAM PLANNING AND REVIEW
TIMELINES

School Year	Self-Study to be Completed	Program Reviews to be Completed	EAC Representatives for Program Reviews
2017-2018	Allied Health Automotive Technology	Cosmetology HVAC Welding Technology	Denise Lavery Frasca Gary Bissig, Samir Ouzomgi Earl Saurman, John Di Benedetto
2018-2019	Veterinary Science CNA	Allied Health Automotive Technology	Denise Lavery Frasca Susan Hoffman
2019-2020	Collision Repair Protective Services	NCS Veterinary Science	Susan Hoffman Gary Bissig
2020-2021	Business and Technology Professional Commercial Art Electrical Technology	Collision Repair Protective Services	Skip Daino and Susan Hoffman Gary Bissig
2021-2022	Construction Technology Culinary Arts	Business and Technology Professional Commercial Art Electrical Technology	Skip Daino Denise Lavery Frasca Susan Hoffman
2022-2023	Cosmetology HVAC Welding Technology	Construction Technology Culinary Arts	Skip Daino
2023-2024	Allied Health Automotive Technology	Cosmetology HVAC Welding Technology	Denis Lavery Frasca Susan Hoffman Gary Bissig
2024-2025	Networking and Cybersecurity Veterinary Science	Allied Health Automotive Technology	TBD Skip Daino
2025-2026	Collision Repair Protective Services Robotics	Networking and Cybersecurity Veterinary Science	

Instructional Support Budget 2024-2025

Allied Health	Equipment/Tools (>\$1000)	
	Amniocentesis Ultrasound Training Model GT simulators	\$7,665.00
	Paracentesis Ultrasound Training Mode GT simulators	\$6,265.00
	Total	\$13,930
Business and Technology	Equipment/Tools (>\$1000)	
*	Printer/Copier (Replacement)	\$5,000.00
	Total	\$5,000.00
Collision Repair	Equipment/Tools (>\$1000)	
	Chief Frame (Replacement)	\$1,500.00
	Total	\$1,500.00
Cosmetology	Equipment/Tools (>\$1000)	
*****	Speed Queen Washer	\$2,300.00
*****	Speed Queen Dryer	\$1,500.00
*****	Standalone hood dryers	\$189.99
	Total	\$3,989.99
Culinary Arts	Equipment/Tools (>\$1000)	
**	Ice Machine (Replacement)	\$3,200.00
**	3 - 4 Burner Ranges	\$24,000.00
**	Hood System Upgrade	\$20,000.00
	Total	\$47,200.00
Design, Photography, and Illustration	Equipment/Tools (>\$1000)	
*	Backdrop System Studio #2 - Backdrop Roller System ABL-DX	\$4,753.00
*	Fuji Camera with mid-grade lens	\$1,400.00
*	Cannon Cameras High-end w/stabilizer (2)	\$5,600.00
	Total	\$11,753.00
Electrical	Equipment/Tools (>\$1000)	
*	Rebuild Residential Mock-Up in Shop Area	\$15,000.00
	Total	\$15,000.00
HVAC	Equipment/Tools (>\$1000)	
*****	Combustion Analyzer Kit	\$5,720.96
*****	Press Tool Kit	\$2,099.97
*****	Manual floor shear	\$3,214.25
	Total	\$11,035.18
Welding Technology	Equipment/Tools (>\$1000)	

*****	Replacement Welder	\$8,000.00
*****	Replacement Welder	\$8,000.00
*****	Beveler – metabo or comparable	\$2,800.00
*****	Victor track/bevel cutter	\$8,000.00
	Total	\$27,300.00
	Grand Total	\$136,708.17

*These items were approved in completed program reviews.

**These items are in the 2022-2023 Program Review proposal for consideration in June 2023

*****Equipment requests that will be considered for 2023-2024 Program Reviews

Supplemental Grant

The following items will be pursued should the supplemental grant become available during 2024-2025 school year

Exercise and Sports Science		
	Anatomy Table	\$50,000
Robotics and Automated Technology		
	UR3e Collaborative Robot	\$26,150
	Grand Total	\$76,150

Competitive Equipment Grant

EASTERN will seek partial funding for the equipment listed below should the Competitive Equipment Grant become available during the 2024-2025 school year.

Welding Technology	Equipment/Tools (>\$1000)	
*****	Replacement Welder	\$8,000.00
*****	Replacement Welder	\$8,000.00
*****	Beveler – metabo or comparable	\$2,800.00
*****	Victor track/bevel cutter	\$8,000.00
HVAC	Equipment/Tools (>\$1000)	
*****	Combustion Analyzer Kit	\$5,720.96
*****	Manual floor shear	\$3,214.25
Allied Health	Equipment/Tools (>\$1000)	
	Amniocentesis Ultrasound Training Model GT simulators	\$7,665.00
	Paracentesis Ultrasound Training Mode GT simulators	\$6,265.00
	Total	\$49,665.21

EXECUTIVE ADVISORY COMMITTEE
CAPITAL EQUIPMENT REQUEST TIMELINES

2024-2025

- **Prior to April 2, 2024** - OAC's prepare and approve equipment requests.
- **April 11, 2025** - Equipment requests reviewed and verified by the Membership/Program Planning and Review Subcommittees of the EAC.
- **June 5, 2025** - Equipment List reviewed and approved by the EAC.
- **August 13, 2025** - Joint Operating Committee review and approval of equipment for 2026-2027