

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

WEDNESDAY, MAY 8, 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:

Ms. Elizabeth Eisenhart	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
Dr. James Lee	Lower Moreland
Ms. Ilene Bell	Springfield
Ms. Jennifer Iannitti	Upper Dublin
	Upper Moreland
Mr. Kenneth Roos	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

Ms. Nelissa Bryan led the Joint Operating Committee and audience in a salute to the flag.

MINUTES

Dr. James Lee moved approval of the April 10, 2024 Joint Operating Committee minutes of the regular and agenda session meetings.

Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Mr. Kenneth Roos, Esq. announced that an Executive Session was held before the public meeting to discuss labor matters.

PRESIDENT'S REPORT

Informational:

National Technical Honor Society

On May 8, 2024, EASTERN hosted the National Technical Honor Society induction ceremony. Congratulations inductees! Gary Bissig was inducted as an honorary member.

<u>Name</u>	<u>Program</u>	<u>District</u>
Eoin Anto	Construction Technology	Springfield
Skyler Childs	Robotics and Automated Technology	Upper Moreland
Daniel Cooper	Construction Technology	Hatboro-Horsham
Michael Cooper	Culinary Arts	Springfield
Belisario Dominguez Gomez	Business and Technology Professional	Hatboro-Horsham
Madison Goldberg	Culinary Arts	Hatboro-Horsham
Rowan Hyatt-Long	Robotics and Automated Technology	Abington
Abigail Keck	Veterinary Science	Upper Dublin
Nathan Nouv	Electrical Technology	Upper Dublin
Theodore Poley	Robotics and Automated Technology	Abington
Jake Salters	Networking and Cybersecurity	Hatboro-Horsham
Maximus Stevenson	Culinary Arts	Upper Moreland
Angelina Tang	Culinary Arts	Upper Dublin
Aiden Tzabari	Veterinary Science	Upper Dublin

Student Focus Group

On April 22, 2024, EASTERN hosted a Student Focus Group meeting during the AM and PM session. The agenda included the following items: Results of the Climate and Culture Survey; Summary and status of recommendations from the fall meeting; Group discussions; and understanding why students love EASTERN.

Decision Day

EASTERN will recognize students on Decision Day, Friday, May 10. It will be a great opportunity for us to celebrate our EASTERN seniors who have chosen to pursue postsecondary education related to their career program, signed on with a company to begin their career as a professional in the skilled trades, or selected a military branch!

Renovation Funding

Senator Maria Collett has committed \$80,000 of state funding for the Culinary Arts renovation project.

Practical Nursing Graduation

Ms. Carolyn Riley informed the committee that graduation exercises of Practical Nursing Class #158 was held on May 2, 2024 at Upper Moreland High School auditorium.

EASTERN Foundation *

The EASTERN Foundation meeting minutes from April 22, 2024 as presented.

FINANCIAL REPORT – For the Period Ending April 30, 2024

Informational:

The Joint Operating Committee acknowledged receipt of the following:

- Statement of Revenues and Expenditures as presented
- Status of the capital reserve fund revenues for the period ended April 30, 2024, showing cash and investment balances of \$2,153,697.15 as presented.

Action:

Treasurer's Report *

Ms. Jennifer Ilannitti moved acceptance of the Treasurer's Report for the period ended April 30, 2024 showing a General Fund cash and investment balances of \$7,118,393.32 and total assets of \$8,525,091.96 and the status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Ms. Jennifer Ilannitti moved approval of accounts payable checks #35952 through #36065 disbursed during the period of 4/01/2024 through 4/30/2024 in the amount of \$295,966.92.

Motion carried unanimously.

Ms. Jennifer Ilannitti moved approval of expense disbursement wire/ACH transfers #WT240186 through #WT240206 disbursed during the period of 4/01/2024 through 4/30/2024 in the amount of \$291,139.60.

Motion carried unanimously.

Ms. Jennifer Ilannitti moved approval of payroll vouchers #08377 through #08550 disbursed on 4/05/2024 and 4/19/2024 in the amount of \$251,273.24.

Motion carried unanimously.

Ms. Jennifer Ilannitti moved approval of capital reserve checks #11193 through #11194 disbursed during the period of 4/01/2024 through 4/30/2024 in the amount of \$7,779.26.

Motion carried unanimously.

Ms. Jennifer Ilannitti moved approval of student activity disbursement checks #82095 through #82101 disbursed during the period of 4/01/2024 through 4/30/2024 in the amount of \$5,460.36.

Motion carried unanimously.

Ms. Jennifer Ilannitti moved approval of the attached budget transfers for the periods ended April 30, 2024.

Motion carried unanimously.

STUDENT RECOGNITION

Action:

Mr. Charles Burdell-Williams moved to approve a resolution recognizing Nelissa Bryan, a senior at Cheltenham High School and in the Culinary Art program, as Outstanding Student of the Month for May. Ms. Carolyn Riley presented Nelissa Bryan with the Resolution, EASTERN shirt, and the Rotary plaque; and the Association's gift card was presented by Mr. Gary Felmey, Educators' Association representative.
Motion carried unanimously.

ACADEMIC AFFAIRS

Informational:

The Joint Operating Committee acknowledged receipt of the following:

- Principals' Advisory Committee meeting minutes of April 25, 2024
- Administrative Advisory Committee meeting minutes of May 7, 2024
- The April 2024 Activities Report of the students and staff

Action:

Revised Supplemental Equipment Grant List

Dr. James Lee moved approval to accept the revised list of items purchased with Supplemental Grant Funds AS per the below chart.

Item	Quantity	EASTERN Program	Unit Cost	Cost Estimate	Notes
12 Burner Range	1	Culinary Arts	\$ ~~18,806.00~~	\$ ~~18,806.00~~	Equipment not needed due to new culinary renovation design
Electronic Backup System	1	Design, Photo, Illustration	\$ 5,250.14	\$ 5,250.14	No change
Basic Electrical Machines	1	Robotics	\$ ~~14,414.00~~	\$ ~~14,414.00~~	Change in instructor/reevaluated program needs
DC Drive SCR Speed Control System	1	Robotics	\$ ~~3,281.00~~	\$ ~~3,281.00~~	Change in instructor/reevaluated program needs
Mec-Lab System	1	Robotics	\$ ~~8,600.00~~	\$ ~~8,600.00~~	Change in instructor/reevaluated program needs
Robotiq Hand-e Adaptive Gripper	2	Robotics	\$ 3,604.78	\$ 7,209.56	No change
UR3e Collaborative Robot	2	Robotics	\$ 35,900.00	\$ 71,800.00	No change
Variable Frequency AC Drive System	1	Robotics	\$ ~~3,515.00~~	\$ ~~3,515.00~~	Change in instructor/reevaluated program needs
Victor Track/Bevel Cutter	1	Welding Technology	\$ 4,667.00	\$ 4,667.00	No change
Welders	3	Welding Technology	\$ 8,000.00	\$ 23,676.24	Added one more welder due to discounted pricing
Island Clean Air Duster	1	Collision Technology	\$ 8,324.87	\$ 8,324.87	Purchased for increased lab safety
Replacement Wire Feeder	1	Welding Technology	\$ 3,673.00	\$ 3,673.00	Unanticipated equipment failure/non-fixable
Beds/Exam Tables	1	Allied Health	\$ 8,515.01	\$ 8,515.01	Additional beds used for practical theory applications
Replacement Proofer	1	Culinary Arts	\$ 3,055.56	\$ 3,055.56	Unanticipated equipment failure/non-fixable
			TOTAL	\$ 136,171.38	

Career and Technical Student Organization

Dr. James Lee moved approval for advisor Karen McGeehan, and student, Lillian Craney to attend the SkillsUSA State Officers training at Lake Raystown Resort in Entriken, PA from June 2-4, 2024. The cost should not exceed \$1,210.
Motion carried unanimously.

Dr. James Lee moved approval for advisors Nicole Abruzzi and Karen McGeehan to attend the SkillsUSA National Competitions, in Atlanta, GA, from June 21-28, 2024, their cost will not exceed \$3,720 The cost of the four students will not exceed \$6,515.
Motion carried unanimously.

Cosmetology Summer Program

Dr. James Lee moved approval of the Summer Cosmetology program to run from June 20-July 24, 2024.

Motion carried unanimously.

Dual Credit Grant

Dr. James Lee moved approval for Meghan Cicchino, instructor for Welding Technology, to attend the Welder Teaching Training Conference at Penn College of Technology in Williamsport, PA from May 9-10, 2024. The cost should not exceed \$545.

Motion carried unanimously.

Conferences for the 2024-2025 School Year *

Dr. James Lee moved approval of the attached list of conferences for the 2024-2025 school year for administrators, professional and classified staff.

Motion carried unanimously.

Practical Nursing Tuition 2024-2025

Dr. James Lee moved acceptance of a student tuition increase for the Practical Nursing program to increase from \$16,250 to \$16,850 for the 2024 – 2025 school year.

Motion carried unanimously.

POLICY

Informational:

Meetings and Activities – 2024-2025 school year *

The Joint Operating Committee acknowledged receipt of the attached lists of meetings and activities for the 2024-2025 school year.

Action:

Joint Operating Committee Meeting Dates *

Ms. Elizabeth Eisenhart moved approval and authorization to advertise the schedule of meeting dates for the Joint Operating Committee during the 2024-2025 school year as presented.

Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Professional

2024-2025 Preliminary Salary Guide *

Mr. Charles Burdell-Williams moved approval of the preliminary 2024-2025 professional salary guide as attached and authorization to assign individual salaries based on this guide. This will be finalized when all districts adopt local guides for 2024-2025.

Motion carried unanimously.

Culinary Arts Instructor – Live Work

Mr. Charles Burdell-Williams moved approval and ratification of Culinary Arts Instructor Benjamin Vozzo worked 7 hours to assist students with the Taste of Willow Grove on April 21, 2024 at the rate of \$41 per hour.

Motion carried unanimously.

Electrical Technology Instructor – Summer Work

Mr. Charles Burdell-Williams moved approval of Gary Felmey to work up to 300 hours on electrical projects at the current contracted rate.

Motion carried unanimously.

Classified

Administrative Assistant to Business Manager – Coverage

Mr. Charles Burdell-Williams moved approval of PT Administrative Assistant, Michele Zimmerman, to continue to work up to 10 hours per week to cover Administrative Assistant to the Business Manager through June 30, 2024.

Motion carried unanimously.

Culinary Arts Aide – Live Work

Mr. Charles Burdell-Williams moved approval and ratification of Culinary Arts Aide Nicole Suanlarm worked 7 hours to assist students with the Taste of Willow Grove on April 21, 2024 at the rate of \$41 per hour.

Motion carried unanimously.

Accounts Payable/Purchasing – Unpaid Leave

Mr. Charles Burdell-Williams moved approval and ratification of Accounts Payable/Purchasing Susan Daileida-Shelly to take unpaid leave on April 11 and April 12, 2024.

Motion carried unanimously.

Job Description – IT Support Specialist to Technology Systems Analyst *

Mr. Charles Burdell-Williams moved approval of the Job Description title change from IT Support Specialist to Technology Systems Analyst along with the following additions to the job description with no change in salary:

- Design new systems by configuring hardware and software

-
- Oversee installation and configuration of new systems and customize them for the school
 - Write and publish instruction manuals for various applications & platforms to assist end users
- Motion carried unanimously.

Summer Cosmetology

Instructors

Mr. Charles Burdell-Williams moved approval of the following Summer Cosmetology instructors at the current contracted per hour: Sandra Hummel, Leah Davis, Nikki Parke, and Mark Folkman.
Motion carried unanimously.

Student Interns

Salary Guide

Mr. Charles Burdell-Williams moved approval of the following salary guide for Student Interns effective June 19, 2024:

- High School Student Intern \$14.00 per hour

Motion carried unanimously.

Summer Electrical Interns

Electrical

Mr. Charles Burdell-Williams moved approval of the following Electrical Technology Interns to work up to 1,500 hours combined as directed by Gary Felmey and Fred Fox on electrical projects per the salary guide.

- Jack McCafferty Springfield SD / Robotics and Automated Technology
- Khafra Anyika Cheltenham SD / Welding Technology
- DeWeese Smith Springfield SD / Electrical Technology
- Ava Bartlett Jenkintown SD / Welding Technology
- Harper Williamson Cheltenham SD / Electrical Technology

Motion carried unanimously.

Technology

Mr. Charles Burdell-Williams moved approval of the following Technology Intern to work up to 80 hours combined as directed by Louis Geld on technology projects per the salary guide.

- Michelle Korsah – Cheltenham SD / Networking and Cybersecurity

Motion carried unanimously.

Practical Nursing

Adjunct Instructors

Mr. Charles Burdell-Williams moved approval and ratification of Bailey Koch, BSN, 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.

Volunteer

Training Supervisor

Mr. Charles Burdell-Williams moved approval of the following Training Supervisors for EASTERN's students:

SUPERVISOR	COMPANY	STUDENT	PROGRAM / SD
Michael Marcelline	Airplus Mechanical LLC	Domenic Giordano	HVAC Technology / Upper Moreland
Michael Spindler	MJS Electrical Contractors, Inc	Jayden Dayton	Electrical Technology / Hatboro-Horsham
Bob Nowicki	Magicure Automotive Restoration	Theodore Stadanlick	Collision Repair/Jenkintown
Benjamin Burger	Philadelphia Cricket Club	Aneesa Anderson	Culinary Arts / Cheltenham
Benjamin Burger	Philadelphia Cricket Club	Lisa Truong	Culinary Arts / Abington
Benjamin Burger	Philadelphia Cricket Club	Evan Sandy	Culinary Arts / Abington
Benjamin Burger	Philadelphia Cricket Club	Ryan Higgins	Culinary Arts / Abington

Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report *

The attached building and capital project reports for April activities regarding the school plant and property were presented.

Action:

Annual Designation of Depositories

Ms. Elizabeth Eisenhart moved approval to use the following depositories for the 2024-2025 school year:

Pennsylvania Local Government Investment Trust (PLGIT) TD Bank
Motion carried unanimously.

Authorized Signatures

Ms. Elizabeth Eisenhart moved approval of the recommendation that the following personnel be authorized as its official signatures during the 2024-2025 school year:

1. Payroll, Capital Reserve Fund, Student Activity Fund and General Fund Checks
Use of a facsimile containing the signature of the Board President and Business Manager/Board Secretary for payroll, general, capital reserve and student activity fund checks.
2. Purchase Orders
Signature of Executive Director and/or the Business Manager/Board Secretary.
3. Contracts – Secondary, Practical Nursing and Continuing Education
Signature of either the Board President, Executive Director, or Business Manager/Board Secretary.

Motion carried unanimously.

Cooperative Purchasing

Ms. Elizabeth Eisenhart moved authorization to participate in the following joint purchasing programs to make joint purchases of materials, supplies and equipment for the 2024-2025 school year when needed:

Association of Educational Purchasing Agencies
Commonwealth of Pennsylvania Department of General Service Contracts (COSTARS)
Keystone Purchasing Network (KPN)
Montgomery County Intermediate Unit Joint Purchasing Consortium
Lancaster-Lebanon Intermediate Unit 13 Catalog Discount Bids
Sourcewell
National Buy Board Cooperative Purchasing
National Cooperative Purchasing Alliance (NCPA)
Pennsylvania Capital City Automotive and Equipment Contract (PACC)
Pennsylvania Educational Purchasing Program (PEPPM)
Southeastern Pennsylvania Buying Group (SEPA)
The Cooperative Purchasing Network (TCPN)
The Interlocal Purchasing System (TIPS)
U.S. Communities
U.S. General Services Administration Cooperative Purchasing
Motion carried unanimously.

Renewal Regional Wan (Rwan) Service Contract

Ms. Elizabeth Eisenhart moved approval of the Montgomery County Regional Wan (RWAN) Services contract for the 2024-2025 school year for an amount not to exceed \$9,580.00 as per the attached contract.

This contract provides EASTERN with our primary internet connection along with support and monitoring of internet services.
Motion carried unanimously.

Stewart Business Systems/Xerox MPS Renewal Agreement

Ms. Elizabeth Eisenhart moved approval of the Stewart Business System/XEROX MPS renewal agreement for a term of 36 months beginning on July 1, 2024 and ending on June 30, 2027 for a monthly cost of \$1,242.94, excluding overage fees, as per the attached agreement.

Most of our classroom printers are over ten years old and need to be replaced due to wear and tear. This agreement provides us with 19 new printers along with all parts, labor, drums, and supplies, excluding paper and staples. After the 36-month agreement has been fulfilled, EASTERN will own the printers.
Motion carried unanimously.

OTHER BUSINESS

PSBA Voting Delegate

Ms. Jennifer Ilannitti moved to appoint Carolyn Riley as PSBA Voting Delegate to represent EASTERN for the 2024-2025 school year.
Motion carried unanimously.

SOLICITOR'S REPORT

Kenneth Roos, Esq. provided a Solicitor's Report for the Joint Operating Committee.

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, June 20, 2024 via Zoom.

ADJOURNMENT

Ms. Carolyn Riley adjourned the May 8, 2024 meeting of the Joint Operating Committee at 8:33 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, MAY 8, 2024 - 7:30 P.M.

1. Preliminary Enrollment

Dr. Plesnarski presented preliminary enrollment for the 2024-2025 school year.

2. Treasurer

The Joint Operating Committee discussed the election of Marta Mecray as Treasurer for a one-year term from July 1, 2024 to June 30, 2025. The Treasurer will be approved at the June meeting.

3. Conferences 2024-2025

Dr. Plesnarski presented the 2024-2025 conferences list.

4. International Travel

Dr. Plesnarski discussed EASTERN's interest in allowing EF to provide opportunities for international travel to our students for STEM and CTE focused tours.

5. PSBA Voting Delegate for PSBA Delegate Assembly

Carolyn Riley discussed the selection of a voting delegate representing EASTERN at the PSBA Delegate Assembly.