

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

THURSDAY, JUNE 20, 2024

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

Ms. Elizabeth Eisenhart	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
Ms. Tara Conner-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
Ms. Christina Gallagher	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

Matthew Gorman led the Joint Operating Committee and audience in a salute to the flag.

MINUTES

Mr. Charles Burdell-Williams moved approval of the May 8, 2024 Joint Operating Committee minutes and agenda session minutes of the regular meeting.
Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Ms. Christina Gallagher announced that an Executive Session was held before the public meeting to discuss administrative personnel and the Safety and Security Report.

PRESIDENT'S REPORT

Informational:

Awards Night

Ms. Carolyn Riley reported on May 22, 2024, EASTERN held its annual Awards Night, at Upper Moreland High School. This year, 170 students were recognized with more than \$48,000 awarded for academic and technical achievement.

Treasurer Garrity Tour

On May 16, 2024 a Press Conference was held at EASTERN. Treasurer Garrity then toured the following programs and spoke to students from Business and Technology Professional, Networking and Cybersecurity, Robotics and Automated Technology, Allied Health, Design, Photography and Illustration, Exercise Science and Rehabilitation, and Veterinary Science.

Acknowledgement of Terms

Ms. Carolyn Riley acknowledged the one-year term of Treasurer for Marta Mecray ending June 30, 2025; four-year term of Secretary for Katie Braun ending June 30, 2026; the two-year term of Superintendent of Record for Dr. Jeffrey Fecher ending June 30, 2026; the two-year term of School Solicitor, for Wisler Pearlstine, LLP ending June 30, 2024; and the period ending June 30, 2024 of Auditor with BGA&F.

Temple Focus Group – Dr. Allison Jackson

On June 5, 2024, Dr. Allison Jackson and her team led a focus group with our teachers who are going through or recently finished Temple.

June Fete - Fundraiser

Deborah Gates, President of the Abington Health Foundation Women's Board thanked our students and staff for their thoughtfulness and generosity to have a Cheesesteak Fundraiser to support them after having to cancel the June Fete. EASTERN's fundraiser raised \$1,054.00.

Recognition

The Joint Operating Committee will recognize Dr. Scott Davidheiser for his service of Superintendent of Record from July 1, 2023 through June 30, 2024.

FINANCIAL REPORT – For the Period Ending May 31, 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 May 31, 2024, showing cash and investment balances of \$2,169,524.94 as presented

Action:

Treasurer's Report *

Ms. Ilene Bell moved acceptance of the Treasurer's Report for the period ended May 31, 2024, showing a General Fund cash and investment balances of \$6,606,492.18 and total assets of \$8,027,598.33 and the current status of the Student Activity account.
Motion carried unanimously.

Disbursements *

Ms. Ilene Bell moved approval of accounts payable checks #36066 through #36214 disbursed during the period of 5/01/2024 through 5/31/2024 in the amount of \$416,881.13.

Motion carried unanimously.

Ms. Ilene Bell moved approval of expense disbursement wire/ACH transfers #WT240207 through #WT240228 disbursed during the period of 5/01/2024 through 5/31/2024 in the amount of \$363,821.88.

Motion carried unanimously.

Ms. Ilene Bell moved approval of payroll vouchers #08551 through #08811 disbursed on 5/03/2024, 5/17/2024 and 5/31/2024 in the amount of \$427,790.99.

Motion carried unanimously.

Ms. Ilene Bell moved approval of capital reserve disbursement check #11195 disbursed during the period of 5/01/2024 through 5/31/2024 in the amount of \$13,232.65.

Motion carried unanimously.

Ms. Ilene Bell moved approval of student activity disbursement checks #82102 through #82106 disbursed during the period of 5/01/2024 through 5/31/2024 in the amount of \$2,211.86.

Motion carried unanimously.

Ms. Ilene Bell moved approval of the budget transfers for the period ended May 31, 2024.

Motion carried unanimously.

STUDENT RECOGNITION *

Action:

Ms. LouCrecie Garlanger moved to approve the resolution designating Matthew Gorman as EASTERN's Outstanding Student of the Month for June.

Motion carried unanimously.

ACADEMIC AFFAIRS

Informational:

The Joint Operating Committee acknowledged receipt of the following:

- Administrative Advisory Committee meeting minutes of June 4, 2024
- Executive Advisory Committee meeting minutes of June 5, 2024
- Summer Cosmetology reports 50 (24 COS I and 26 COS II) students have registered to participate in the Summer Cosmetology Program
- June 1 Student Registration 816 students have registered and 701 have been enrolled
- May Activities Report of students and staff

Action:

Executive Advisor Committee *

Ms. Tara Conner-Hallston moved approval of the appointment of Angelina Tang, a Culinary Arts student from Upper Dublin High School, as student representative to the Executive Advisory Committee. The term will be from July 1, 2024, through June 30, 2025.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved acceptance of the following members of the Executive Advisory Committee for the 2024-2025.

Motion carried unanimously.

Occupational Advisory Committee *

Ms. Tara Conner-Hallston moved approval of new Occupational Advisory Committee members for 2023-2024.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of new Occupational Advisory Committee student representatives for 2024-2025.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of Occupational Advisory Committee members for 2024-2025.

Motion carried unanimously.

Marketing Plan *

Ms. Tara Conner-Hallston moved approval of the 2024-2025 Marketing Plan.

Motion carried unanimously.

Program Review *

Ms. Tara Conner-Hallston moved approval of Welding Technology Program Review.

Motion carried unanimously.

Program Equipment *

Ms. Tara Conner-Hallston moved authorization to include the attached program equipment recommendations in the budget proposal as recommended by the Executive and Occupational Advisory Committees.

Motion carried unanimously.

Continuing Education *

Ms. Tara Conner-Hallston moved approval of the offering and tuition for the part-time evening Continuing Education courses during the 2024-2025 school year and approval of the offering and tuition for the adult day Continuing Education courses during the 2024-2025 school year.

Motion carried unanimously.

Perkins Grant

Ms. Tara Conner-Hallston moved authorization to develop and implement a grant from the Pennsylvania Department of Education of the Perkins federal project commencing July 1, 2024 and ending June 30, 2025, in the amount of \$340,407.

Perkins Activities (based on approved Comprehensive Local Needs Assessment)

- Continue funding Instructional Assistants for in-classroom support (5)
- Continue funding advertising/outreach to encourage non-traditional enrollment.
- Utilize funding to make certification opportunities available to all students.
- Utilize funding to provide access to all students to the SkillsUSA student organization.
- Continue funding professional development opportunities that contribute to staff growth.
- Continue funding equipment (new and upgrades) to have the most relevant equipment used in industry today.

Motion carried unanimously.

Memorandum of Understanding – Technical Assistant Program *

Ms. Tara Conner-Hallston moved approval of the 2024-2025 Memorandum of Understanding for participation in the BCTE Technical Assistance Program. Through this program, EASTERN receives the following at no cost to the school:

- Career and Technical Distinguished School Leader: Free coaching and mentoring services to EASTERN Leadership Team.
- NOCTI Pre-Tests and Study Guides: Free resources to promote and supports student achievement.
- MAX Teaching – Free training for teachers on research-based instructional practices.
- Pennsylvania Inspired Leadership courses – free professional development for members of the administrative team.

Motion carried unanimously.

Program Status

Ms. Tara Conner-Hallston moved approval for all programs to run at full-time status for the 2024-2025 school year.

Motion carried unanimously.

Practical Nursing Program – Affiliation Agreement *

Ms. Tara Conner-Hallston moved approval of the Practical Nursing Program Affiliation agreements with Eastern Center for Arts and Technology to permit Practical Nursing program students the opportunity and benefit of clinical experience.

Motion carried unanimously.

Conference

Ms. Tara Conner-Hallston moved approval of Cathleen Plesnarski to attend the Advanced Education Together Summit hosted by PDE held on June 20-21, 2024 in Harrisburg, PA. up to \$900.00.
Motion carried unanimously.

Career and Technical Student Organization

State Officer Training Preparation

Ms. Tara Conner-Hallston moved approval of advisor, Karen McGeehan and student, Lillian Craney, to attend the State Officers Training Preparation in Chambersburg, PA from August 12-13, 2024.
The cost should not exceed \$350.00.
Motion carried unanimously.

SkillsUSA for National Competition Nursing Coverage

Ms. Tara Conner-Hallston moved approval for Contracted Health Services through Berks CTC in the amount of \$1,257.00.
Motion carried unanimously.

Donations

Ms. Tara Conner-Hallston moved approval of the following donations in support of the instructional programs:

- Pints of various basecoat and a ½ gallon of paint reducer were donated by Mondello's Auto Body for use in the Collision Repair Technology program.
- A Driver brand wheelchair with foot pedals was donated by Anita Stum for use in the Allied Health program.

Motion carried unanimously.

POLICY

Action:

2024-2025 School Goals *

Ms. Tara Conner-Hallston moved acceptance of the 2024-2025 School Goals.
Motion carried unanimously.

Policy C108 – Social Events and Program Trips – First Reading *

Ms. Tara Conner-Hallston moved approval of the first reading of Policy C108 – Social Events and Program Trips.
Motion carried unanimously.

PERSONNEL AFFAIRS

Informational:

FMLA Leave

Technology Systems Analyst, Vince Bevivino, has returned from FMLA leave on May 15, 2024.

Action: Superintendent of Record

Dr. James Lee moved approval of Dr. Jeffrey Fecher, Superintendent of Abington School District, as EASTERN's Superintendent of Record for the term July 1, 2024 through June 30, 2026.

His stipend for the 2024-2025 school year is \$ 8,505.00.

Motion carried unanimously.

Dr. James Lee moved approval of the election of Marta Mecray as Treasurer for a one-year term from July 1, 2024 through June 30, 2025 at the rate of \$100/month.

Motion carried unanimously.

Administration

Dr. James Lee moved approval of compensation for the administrative employees for the 2024-2025 school year.

Motion carried unanimously.

Dr. James Lee moved approval of Leon Thurlow as Continuing Education Coordinator for the 2024-2025 school year at the rate of \$50 per hour – 600 hours/year.

Motion carried unanimously.

Professional

Addendum to the Educators' Association Agreement *

Dr. James Lee moved approval of the attached addendum to the Educators' Association Agreement regarding personal days earned chaperoning the SkillsUSA National Conference and the implementation of Inclement Weather Day Flexible Professional Development.

Motion carried unanimously.

Cosmetology Supervisor – Additional Hours

Dr. James Lee moved approval and ratification of Cosmetology Instructor, Wendy Leyden, to work 8 hours as Supervisor of Cosmetology.

Motion carried unanimously.

Classified

Administrative Assistant Coverage

Dr. James Lee moved approval and ratification of Administrative Assistant to the Assistant Director, Eileen Collins, to work up to 110 hours as approved by Assistant Director to support the CTE Supervisor's office until an Administrative Assistant is hired and to provide subsequent support during transition.

Motion carried unanimously.

Administrative Assistant to CTE Supervisor – Appointment *

Dr. James Lee moved approval of Tamika Perez as Administrative Assistant to CTE Supervisor at Grade IIA - Base at the rate of \$29.33 per hour on the Classified Salary Schedule, effective July 8, 2024, for the 2024-2025 school year.

Motion carried unanimously.

Administrative Assistant to the Business Manager – Retirement *

Dr. James Lee moved acceptance of the retirement of Administrative Assistant to the Business Manager Debra O'Brien, effective June 6, 2024, and adoption of the attached Resolution acknowledging her services and many contributions to this school.

Debra O'Brien has served the school since September 2000.

Motion carried unanimously.

Administrative Assistant to the Business Manager – Job Description *

Dr. James Lee moved approval of the updated and attached Job Description for the Administrative Assistant to the Business Manager with no changes to salary.

Motion carried unanimously.

Administrative Assistant to the Business Manager – Appointment

Dr. James Lee moved approval of Michele Zimmerman as Administrative Assistant to Business Manager at Grade IIA - 2 at the rate of \$31.08 per hour on the Classified Salary Schedule, effective July 1, 2024, for the 2024-2025 school year.

Motion carried unanimously.

Construction Cluster Occupational Aide – Appointment *

Dr. James Lee moved approval of Ivan Cruz as Construction Cluster Occupational Aide at Grade III - Base at the rate of \$28.22 per hour on the Classified Salary Schedule, effective August 28, 2024, for the 2024-2025 school year.

Motion carried unanimously.

Accounts Payable/Purchasing – Unpaid Leave

Dr. James Lee moved approval of Accounts Payable/Purchasing Susan Daileida-Shelly to take unpaid leave on June 26, 2024.

Motion carried unanimously.

Classified Salary Guide *

Dr. James Lee moved approval of the classified salary guide for the 2024-2025 school year as attached.

Motion carried unanimously.

Classified Salaries *

Dr. James Lee moved approval of the classified salaries for the 2024-2025 school year as attached.

Motion carried unanimously.

Casual Appointments

Dr. James Lee moved approval of the following casual employees for the 2024-2025 school year according to the classified salary guide.

Kathleen Bradley Angela Kellich Michele Smink

Motion carried unanimously.

Practical Nursing

Administrative Assistant to PN Program Coordinator – Graduation Hours

Dr. James Lee moved approval and ratification of Administrative Assistant to PN Program Coordinator, Mary McDonnell, to work 4 hours to attend Practical Nursing students' graduation on May 2, 2024 at her hourly rate of \$35.15.

Motion carried unanimously.

Job Description – Practical Nursing Adjunct Faculty *

Dr. James Lee moved approval of the updated and attached Job Description for the Practical Nursing Adjunct Faculty with no changes to salary.

Motion carried unanimously.

Adjunct Faculty

Dr. James Lee moved approval of the following individuals as adjunct faculty members in the Practical Nursing Programs for the 2024-2025 school year.

Anjali Benny Abraham, BSN, RN	Karen Lucas, MSN, RN
Dana Agovino BSN, MS, ED	Evelyn Mangoni, BSN, RN
Jean Albany, BSN, RN	Taylor McCarthy, BSN, RN
Kaitlin Boettcher, BSN, RN	Julie Njoku-Anderson, MSN-Ed, RN, CRRN

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Keisha Dixon-Wilson, MSN, RN	John Oponik, BSN, RN
Jon Esposito, MSN, RN	Colleen Orr, BSN, RN
Debra Fanelli, BSN, RN	Jason Ritman, MSN, RN
Jennifer Field, MSN, RN	Taylor Saskin, BSN, RN
Lashawn Frazier, MSN, RN	Elizabeth Schmidt, BSN, RN
Denise Grobelny, BSN, RN, RHA	Melody Stark, MSN, RN
Sarah Khalil, BSN, MA, ED	Windy Viernes, BSN, RN
Janine Lipinski, MSN, RN	Susan Zeigenfuss, MSN, RN

Motion carried unanimously.

Dr. James Lee moved approval of adjunct compensations for Practical Nursing Programs for the 2024-2025 school year at the rate of \$44.24 per hour for theory, \$44.24 per hour for clinical, \$44.24 per hour for faculty meetings and \$27.00 per hour for tutoring.

Motion carried unanimously.

Continuing Education

Dr. James Lee moved approval of the following individuals as adjunct faculty members in the Continuing Education Programs for the 2024-2025 school year:

Frank Britsch	John Greenwood
Meghan Cicchino	Scott Horan
Michael DeLaurentis	Omeshwar Mathur
Ronald DeMarco	Victoria Penecale
Arthur Felton	Robert Raggi
Gary Felmey	

Motion carried unanimously.

Dr. James Lee moved approval of the following compensations for the Continuing Education programs for the 2024-2025 school year:

<u>APPRENTICE PROGRAM</u>	<u>HOURS</u>	<u>Salary</u>
Electrical I	168	\$5,040
Electrical II	168	\$5,040
Electrical III	168	\$5,040
Electrical IV	168	\$5,040
One Apprenticeship Class	42	\$1,260
<u>CERTIFICATION & LICENSES</u>		
CPR for Healthcare Providers	4	\$130
CPR & First Aid	8	\$260
EPA Technician Certification	5	\$200
OSHA 10	12	\$360
PA Enhanced Emissions Certification (EEIC)	16	\$800
Culinary Arts ServSafe® Certification	16	\$512
Culinary Arts ServSafe Certification 8+8	8	\$256
<u>JOB SKILL TRAINING</u>		
Automotive Collision Repair 1,2,3,4	36	\$1,080
Automotive Technology 1,2,3,4	36	\$1,080

Basic Math Refresher	16	\$480
Social Networking for Business	3	\$75
iPad Fundamentals	3	\$75
iPad Applications	3	\$75
WordPress & Blogging	9	\$225
Cloud Computing	3	\$75
Culinary Art Fundamentals	3	\$75
Digital Photography & Picassa Photo Editing	12	\$300
Photoshop	24	\$600
Other job skill based on need	30	\$750
Welding Technology	42	\$1,260
Job Skills Miscellaneous (per hour)	1	\$25
Program Development		\$30/hour

Motion carried unanimously.

Dr. James Lee moved approval of Gary Felmey, Hayley Granacher, and Steven Parke to substitute for the Continuing Education Coordinator at the current craft rate per hour. In the event a substitute is simultaneously serving as an evening schoolteacher, they will be paid the higher of the two rates but not both.

Motion carried unanimously.

Summer Work

Dr. James Lee moved the withdraw of Nicole Abruzzi from the summer hours (7.5) for skills officer training due to her not being on the Skills committee for next school year.

Motion carried unanimously.

Dr. James Lee moved approval of Hayley Granacher to work up to (7.5) hours for skills officer training.

Motion carried unanimously.

Student Summer Interns

Dr. James Lee moved approval of Michelle Korsah Cheltenham SD / Networking and Cybersecurity Technology Intern to work an additional 220 hours as directed by Louis Geld on technology projects per the salary guide.

Motion carried unanimously.

Volunteer

Dr. James Lee moved approval of the following Training Supervisors for EASTERN's students:

SUPERVISOR	COMPANY	STUDENT	PROGRAM / SD
Gary Felmey and Fred Fox	Eastern Center for Arts and Technology	Jack Mc Cafferty	Robotics and Automated Technology / Springfield

Gary Felmey and Fred Fox	Eastern Center for Arts and Technology	Khafra Anyika	Welding Technology/ Cheltenham
Gary Felmey and Fred Fox	Eastern Center for Arts and Technology	Ava Bartlett	Welding Technology / Jenkinson
Gary Felmey and Fred Fox	Eastern Center for Arts and Technology	DeWeese Smith	Electrical Technology / Springfield
Gary Felmey and Fred Fox	Eastern Center for Arts and Technology	Harper Williamson	Electrical Technology / Springfield
Lou Geld	Eastern Center for Arts and Technology	Michelle Korsah	Networking and Cybersecurity / Cheltenham

Authorization to Hire

Dr. James Lee moved the authorization to select and, with the approval of the Joint Operating Committee President, offer employment to any staff required for the summer programs and the opening of school.

Motion carried unanimously.

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, August 14, 2024 via Zoom.

ADJOURNMENT

Ms. Carolyn Riley adjourned the June 20, 2024 meeting of the Joint Operating Committee at 8:44 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**

THURSDAY, JUNE 20, 2024

1. JUNE 1 STUDENT REGISTRATION

Dr. Plesnarski reviewed the June 1 student registration and provided recommendations for the upcoming school year.

2. PROGRAM STATUS

Dr. Plesnarski requested approval for all programs to run at full-time status for the 2023-2024 school year.

3. MEMORANDUM OF UNDERSTANDING (MOU) FOR THE BCTE TECHNICAL ASSISTANCE PROGRAM

Dr. Plesnarski requested the approval of the 2024-2025 Memorandum of Understanding for participation in the BCTE Technical Assistance Program.

4. MEMORANDUM OF UNDERSTANDING (MOU) FOR PROFESSIONAL PERSONAL DAYS

Dr. Plesnarski requested the approval of two Memorandums of Understanding (MOU), one regarding personal days earned chaperoning SkillsUSA National Conference and the other to implement inclement weather day flexible professional development.

5. PROGRAM REVIEW

Dr. Plesnarski reviewed the significant recommendations of the reports. In June, these reports were presented to the Executive Advisory Committee and the Joint Operating Committee.

6. EXECUTIVE ADVISOR COMMITTEE (EAC) EQUIPMENT LIST RECOMMENDATIONS

Dr. Plesnarski reviewed the EAC Equipment list recommendations. With the concurrence of the Joint Operating Committee, these will be included in the 2025-2026 budget proposal.

7. CONTRACTS IN FACILITIES, FINANCIAL, AND TECHNOLOGY AFFAIRS

Dr. Plesnarski reviewed the contracts in the Facilities, Financial, and Technology Affairs section.

- 2024-2025 Eastern Center for Arts and Technology Insurance Renewals
- Central Susquehanna Intermediate Unit (CSIU) Computer Services Renewal Rates for the 2024-2025 School Year
- PSBA Better Unemployment Compensation System Comprehensive Program (“BUCS”) Agreement
- Youngscape Agreement for Landscaping Services
- SDA Mechanicals for Boiler State Inspection
- UGI Energy Services Agreement for Natural Gas Sale Rates for School Years 2025-2028
- Air-Vent Duct Cleaning, Inc. Proposal for the Cleaning of Culinary Equipment
- SDA Mechanicals for Emergency Services

8. CULINARY RENOVATION UPDATE

Dr. Plesnarski gave a Culinary Renovations Update.

Goals the current plan achieves:

- Creates a teaching kitchen for level 1 students by installing ranges at each station and including appropriate sinks.
- Enlarges kitchens by eliminating the office and theory room to split those spaces between each side of the kitchen.
- Increases capacity by 8 seats.
- Increases visibility while in the kitchen by opening the spaces, removing some walls, and adding windows.
- Increases supervision of students by moving dry storage to a central location, opening visibility to back areas.

Plans almost complete, we are waiting to finalize equipment. The preliminary numbers show costs exceed budget

- \$2.8M versus \$2.2M budget
- Request to move \$250,000 unspent money from 2023-2024 to capital to increase the budget to \$2.45
- Move equipment out of the plan into the general fund. \$80,000 from Senator Collett and \$90,000 budgeted.
- Potential \$200,000 deficit that we could cover through the fund balance.
- Numbers are not firm and will be presented in August.

Formal proposal to go out to bid in August.

9. GENERAL FUND TRANSFERS

Dr. Plesnarski will request that \$250,000 be transferred from our General Fund Unassigned Fund Balance to our Capital Reserve Unassigned Fund Balance to offset Phase 5 Culinary Renovation expenditures.