

**EASTERN CENTER FOR ARTS AND TECHNOLOGY  
JOINT OPERATING COMMITTEE MINUTES  
WEDNESDAY, AUGUST 14, 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:

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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
Kenneth Roos, Esq.	Solicitor
Dr. Jeffrey Fecher	Superintendent of Record
Dr. Cathleen Plesnarski	Executive Director
Ms. Katie Braun	Secretary/Business Manager

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

**SALUTE TO THE FLAG**

Ms. Carolyn Riley led the Joint Operating Committee and audience in a salute to the flag.

**WELCOME**

The Joint Operating Committee welcomed Dr. Jeffrey Fecher as Superintendent of Record.

**MINUTES**

Ms. Tara Conner-Hallston moved approval of the June 20, 2024 Joint Operating Committee minutes of the regular and agenda session minutes.

Motion carried unanimously.

**EXECUTIVE SESSION ANNOUNCEMENT**

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

## **PRESIDENT'S REPORT**

### **SkillsUSA National Competition Medalists**

In June 2024, recent graduates Marin Goldfarb from Cheltenham High School, Kahlan Yaskowski from Springfield Township High School, and Carolyn Keim from Jenkintown High School, representing Eastern Center for Arts and Technology (EASTERN), achieved a Bronze Medal at the SkillsUSA National Competition for Promotional Bulletin Board in Atlanta, Georgia.

### **Summer Cosmetology**

Congratulations to all Cosmetology students for completing their summer session. 50 Cosmetology students participated in summer hours from June 20 through July 24, 2024.

The cosmetology clinic was once again opened to the public by appointment. Students provided services such as haircut, blow dry, roller set, scalp treatment, formal hairstyle, manicure, facial, and brow or lip wax.

### **Willow Grove YMCA's Summer Camp at EASTERN**

The Willow Grove YMCA's Summer Camp offered Photography at EASTERN.

## ***UNAUDITED FINANCIAL REPORT – For the Period Ending June 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 June 30, 2024, showing cash and investment balances of \$2,401,502.12 as presented.

### **Action:**

#### ***Unaudited Treasurer's Report \****

Ms. Jennifer Iannitti moved acceptance of the *unaudited* Treasurer's Report for the period ended June 30, 2024, showing a General Fund cash and investment balances of \$5,435,085.22 and total assets of \$7,008,080.87 and the status of the Student Activity account.

Motion carried unanimously.

#### **Disbursements \***

Ms. Jennifer Iannitti moved approval of accounts payable checks #36215 through #36312 disbursed during the period of 6/01/2024 through 6/30/2024 in the amount of \$204,874.91.

Motion carried unanimously.

Ms. Jennifer Iannitti moved approval of expense disbursement of wire/ACH transfers #WT240229 through #WT240247 disbursed during the period of 6/01/2024 through 6/30/2024 in the amount of \$726,208.28.  
Motion carried unanimously.

Ms. Jennifer Iannitti moved approval of payroll vouchers #08812 through #08964 disbursed on 6/14/2024 and 6/28/2024 in the amount of \$323,666.46.  
Motion carried unanimously.

Ms. Jennifer Iannitti moved approval of capital reserve disbursement check #11196 disbursed during the period of 6/01/2024 through 6/30/2024 in the amount of \$23,223.42.  
Motion carried unanimously.

Ms. Jennifer Iannitti moved approval of student activities disbursement checks #82107 through #82110 disbursed during the period of 6/01/2024 through 6/30/2024 in the amount of \$284.12.  
Motion carried unanimously.

There were no proposed budget transfers for June 2024.

## **FINANCIAL REPORT – For the Period Ending July 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 July 31, 2024, showing a General Fund cash and investment balances of \$5,306,041.02 and total assets of \$6,123,871.82 as presented.

### **Action:**

#### **Treasurer's Report \***

Ms. Jennifer Iannitti moved acceptance of the Treasurer's Report for the period ended July 31, 2023, showing a General Fund cash and investment balances of \$4,589,177.60 and total assets of \$5,458,086.79 and the status of the Student Activity account.  
Motion carried unanimously.

#### **Disbursements \***

Ms. Jennifer Iannitti moved approval of accounts payable checks #36313 through #36408 disbursed during the period of 7/01/2024 through 7/31/2024 in the amount of \$329,806.68.  
Motion carried unanimously.

Ms. Jennifer Iannitti moved approval of expense disbursement of wire/ACH transfers #WT250001 through #WT250028 disbursed during the period of 7/01/2024 through 7/31/2024 in the amount of \$301,739.55.  
Motion carried unanimously.

Ms. Jennifer Iannitti moved approval of payroll vouchers #08965 through #09092 disbursed on 7/12/2024 and 7/26/2024 in the amount of \$228,240.62.  
Motion carried unanimously.

Ms. Jennifer Iannitti moved approval of capital reserve check #11197 disbursed during the period of 7/01/2024 through 7/31/2024 in the amount of \$13,952.76.  
Motion carried unanimously.

There were no disbursements for the Student Activities funds in July.

There were no proposed budget transfers for July 2024.

## **ACADEMIC AFFAIRS**

### **Presentation:**

Mr. Joseph Greb, Assistant Director, gave a presentation of the EAC's activities and accomplishments over the past year at the Agenda Session.

### **Informational:**

The Joint Operating Committee acknowledged receipt of the following:

- Annual Live Work Report \*
- Summer Cosmetology Report
- The June and July 2024 Activities Report of the students and staff \*

### **Action:**

#### **Craft Fair Hosted by EASTERN's Education Association**

Ms. Ilene Bell moved approval to allow our teachers to host a craft fair to raise money for SkillsUSA on December 8th while the Kiwanis host their Holiday Breakfast.  
Motion carried unanimously.

### **Career and Technical Student Organization**

Ms. Ilene Bell moved approval of the SkillsUSA fundraising activities for the 2024-2025 school year:

#### **Internal Fundraisers 2024-2025:**

<b>Fundraiser</b>	<b>Start Date</b>
Rita's Water Ice / Ice Cream	September
Chicken Sandwich & Tots	October
Pretzel	November
Hot Dog	December
Cinnamon Roll	January
Hamburger	February
Chicken Sandwich	March
Pretzel	April
Ice Cream and Car Detailing	May

#### **External Fundraisers 2024-2025:**

<b>Fundraiser</b>	<b>Start Date</b>
Spirit Sale	September-November
Blankets	October
Poinsettia/Wreaths	November
Food Truck	May

Motion carried unanimously.

### **Conference**

Ms. Ilene Bell moved approval of Facility Manager Fred Fox to attend the Management & Leadership Skills for First-Time Supervisors & Managers held in Philadelphia on October 23-24, 2024 at a cost not to exceed \$900.

Motion carried unanimously.

### **Practical Nursing Affiliation**

Ms. Ilene Bell moved approval of the attached one-year agreement between Holy Redeemer Childcare Center and Eastern Center for Arts and Technology to permit Practical Nursing program students the opportunity and benefit of clinical experience effective July 1, 2024 through June 30, 2025.

Motion carried unanimously.

## **POLICY**

### **Action:**

#### **Policy C108 – Social Events and Program Trips – Second Reading**

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

## **PERSONNEL AFFAIRS**

### **Informational:**

#### **Return from FMLA**

Internal Student Success Coordinator Ferne Andre returned from FMLA Leave effective June 19, 2024.

### **Action:**

#### **Administration**

##### **Safety and Security Coordinator**

Mr. Charles Burdell-Williams moved the appointment of Gerry Rooney as Safety and Security Coordinator as a part of his normal duties for the 2024-2025 school year.  
Motion carried unanimously.

#### **Professional**

##### **Internal Student Success Coordinator – Retirement**

Mr. Charles Burdell-Williams moved the acceptance of the retirement of Ferne Andre, Internal Student Success Coordinator, effective September 20, 2024, and adoption of the attached Resolution acknowledging her services and many contributions to this school.  
Ferne Andre has served this school since June 2011.  
Motion carried unanimously.

##### **Student Success Counselor – Job Description**

Mr. Charles Burdell-Williams moved the change of the Internal Student Success Coordinator (special education position) to a Student Success Counselor position. We included school psychologist to expand our candidate pool.  
Motion carried unanimously.

### **Half Time Practical Nursing Instructor - Resignation**

Mr. Charles Burdell-Williams moved the acceptance of the resignation of Sarah Khalil, Half Time Practical Nursing Instructor and Adjunct Instructor, effective June 18, 2024.

Sarah Khalil has served this school since April 2022.

Motion carried unanimously.

### **Cosmetology Supervisor - Appointment**

Mr. Charles Burdell-Williams moved the appointment of Wendy Leyden as Supervisor of Cosmetology for up to 120 hours at the current craft rate of \$41 per hour for the 2024-2025 school year.

Motion carried unanimously.

### **Substitute Instructors \***

Mr. Charles Burdell-Williams moved the appointment of the attached substitute instructors for the 2024-2025 school year at the rate of \$135 per day in areas qualified in Career and Technical subjects, \$120 per day for general assignments and \$145 per day after the 10<sup>th</sup> continuous day in the same assignment for those qualified in a Career and Technical subject.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved the appointment of the attached substitute for School Nurse for the 2024-2025 school year at the rate of \$135 per day.

Motion carried unanimously.

### **Classified**

### **Facilities Maintenance Technician - Resignation**

Mr. Charles Burdell-Williams moved acceptance of the resignation of Alberto Soto, Facilities Maintenance Technician effective August 14, 2024.

Motion carried unanimously.

### **Administrative Assistant to PN Program Coordinator – Graduation Hours**

Mr. Charles Burdell-Williams moved approval of Administrative Assistant to PN Program Coordinator, Mary McDonnell, to work 4 hours to attend Practical Nursing students' graduation on August 29, 2024 at her hourly rate of \$38.05.

Motion carried unanimously.

### **Non-Traditional Video – Live Work**

Mr. Charles Burdell-Williams moved approval for the approval of Data Services Specialist Greg Shields to work up to 15 hours at the current craft rate to work on the editing of the Non-Traditional Video.

Motion carried unanimously.

### **Practical Nursing**

#### **Adjunct Faculty**

Mr. Charles Burdell-Williams moved the approval of Kazia Smith, BSN, RN as adjunct faculty member at the rate of \$44.24/hour in the Practical Nursing program for the 2024-2025 school year.

Motion carried unanimously.

## **FACILITIES AND FINANCIAL AFFAIRS**

### **Informational:**

#### **Building Report \***

The attached building report for June and July activities regarding the school plant and property were presented.

### **Action:**

#### **Physician of Record**

Ms. Tara Conner-Hallston moved the approval of the attached agreement between Abington Memorial Hospital and EASTERN for services of a Physician of Record to commence August 7, 2024 through June 20, 2025 at the annual base cost of \$1,500.

Motion carried unanimously.

#### **Appointment of Solicitor**

Ms. Tara Conner-Hallston moved the appointment of Wisler Pearlstine, LLP as Solicitor for the term from July 1, 2024 through June 30, 2026 per the attached agreement.

Motion carried unanimously.

## **NEXT MEETING**

The next meeting of the Joint Operating Committee is on September 11, 2024.



## **ADJOURNMENT**

Ms. Carolyn Riley adjourned the August 14, 2024 meeting at 8:31p.m.

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Ms. Carolyn Riley  
Joint Operating Committee President

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Ms. Katie Braun  
Joint Operating Committee Secretary

Recording Secretary: Linda McAlpine

**EASTERN CENTER FOR ARTS AND TECHNOLOGY**

**AGENDA SESSION MINUTES  
WEDNESDAY, AUGUST 14, 2024  
7:30 PM**

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**1. EXECUTIVE ADVISORY COMMITTEE PRESENTATION**

Mr. Joseph Greb, Assistant Director, presented a summary of the EAC's activities and accomplishments over the past year.

**2. STUDENT ENROLLMENT UPDATE**

Dr. Plesnarski presented the current student enrollment report for the upcoming school year.

**3. MEETING WITH SENATOR CASEY'S OFFICE**

Dr. Plesnarski reported out on her participation in a meeting with Senator Casey's office with fellow PACTA State Officers.

**4. RENOVATIONS PHASE IV AND V AND THE FACILITIES GRANT**

Dr. Plesnarski and Ms. Braun updated the JOC on the timeline for Phase IV and V renovations.