

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES
WEDNESDAY, SEPTEMBER 11, 2024**

Ms. Carolyn Riley, President, called the public meeting of the Joint Operating Committee to order at 8:05 p.m. via Zoom with the following members in attendance:

Ms. Angelique Fraiser	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
Ms. Tara Conner-Hallston	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
Dr. James Lee	Lower Moreland
Ms. Ileen 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

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

SALUTE TO THE FLAG

Kendra Hern led the Joint Operating Committee and audience in a salute to the flag.

MINUTES

Mr. James Lee moved approval of the August 14, 2024 Joint Operating Committee minutes of the regular and agenda session minutes.

Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

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

PRESIDENT'S REPORT

Informational:

Practical Nursing Graduation

Ms. Carolyn Riley reported the Practical Nursing Class #163 graduation ceremony took place on August 29, 2024 at Upper Moreland High School auditorium.

EASTERN Foundation Fundraisers *

Tony Roni's Willow Grove Dine and Donate. From September 23rd to September 29th, simply mention the EASTERN Fundraiser when placing your order, and 10% of the sale will go directly to support our student awards program. The EASTERN Foundation has one reason for existence; to raise funds to award outstanding EASTERN students as they move on to postsecondary education or into their career fields.

Designer Bag Bingo. The EASTERN Foundation and Skills USA will co-sponsor a Designer Bag Bingo to be held on October 7, 2024, in Upper Moreland High School's cafeteria from 6 to 8 p.m. For more details and to order your seats, please visit <https://eastern-designer-bag-bingo.cheddarup.com/>

FINANCIAL REPORT – For the Period Ending August 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 August 31, 2024 showing cash and investment balances of \$2,607,130.45 as presented.

Action:

Treasurer's Report *

Ms. Ilene Bell moved acceptance of the Treasurer's Report for the period ended August 31, 2024 showing a General Fund cash and investment balances of \$6,078,599.80 and total assets of \$7,797,571.16 and the current status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Ms. Ileen Bell moved approval of accounts payable checks #36411 through #36552 disbursed during the period of 08/01/2024 through 08/31/2024 in the amount of \$323,880.56.

Motion carried unanimously.

Ms. Ileen Bell moved approval of general fund expense wire/ACH transfers #WT250029 through #WT250048 disbursed during the period of 08/01/2024 through 08/31/2024 in the amount of \$256,140.63.

Motion carried unanimously.

Ms. Ileen Bell moved approval of payroll vouchers #09093 through #09230 disbursed on 8/9/2024 and 8/23/2024 in the amount of \$238,377.17.

Motion carried unanimously.

Ms. Ileen Bell moved approval of capital reserve disbursement checks #11198 disbursed during the period of 08/01/2024 through 08/31/2024 in the amount of \$14,418.96.

Motion carried unanimously.

Ms. Ileen Bell moved approval of student activities disbursement checks #82111 disbursed during the period of 08/01/2024 through 08/31/2024 in the amount of \$64.95.

Motion carried unanimously.

There were no budget transfers in August.

STUDENT RECOGNITION

Action:

Student of the Month *

Dr. James Lee moved to approve a resolution recognizing Kendra Hern, a senior at Lower Moreland High School and in the Protective Services program, as Outstanding Student of the Month for September. Ms. Carolyn Riley presented Kendra Hern 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:

- Administrative Advisory Committee meeting minutes of September 5, 2024
- August Activities Report

Action:

Cosmetology Curriculum Hours

Ms. Tara Conner-Hallston moved approval to offer Cosmetology instruction during the three in-service days on November 5, 2024, February 14, 2025 and May 20, 2025.

Motion carried unanimously.

Practical Nursing – ATI Engage

Ms. Tara Conner-Hallston moved approval to add a new resource to the Practical Nursing curriculum for Level 3. There are new resources in the ATI Engage series on Maternal Child

Health and Pediatric care. The Engage series provide students with interactive, digital learning that includes case studies, multimedia, and quizzes to assist students in maternity and pediatric disease and treatment. The cost for the 107 students that would benefit from these courses would be \$17,762.

Motion carried unanimously.

POLICY

Informational:

Director Procedure Policy G123 – Grants *

EASTERN has developed the Director Procedure to support the pursuit, application development, and implementation of grants to further EASTERN's mission.

PERSONNEL AFFAIRS

Action:

Classified

Part Time Administrative Assistant to the Main Office – Job Description *

Dr. James Lee moved approval of the updated and attached Job Description for the Part Time Administrative Assistant to the Main Office.

Motion carried unanimously.

Part Time Administrative Assistant to the Main Office – Approval *

Dr. James Lee moved approval of Shannon Rowley-Lavelle as Part Time Administrative Assistant to the Main Office at Grade IV - Base at the rate of \$22.20 per hour on the Classified Salary Schedule, effective September 16, 2024, for the 2024-2025 school year pending clearances.

Motion carried unanimously.

Practical Nursing

Adjunct Faculty

Dr. James Lee moved approval Sheri Johnson, MSN, RN, CPN, CCM as Practical Nursing Adjunct Instructor at the rate of \$44.24/hour for the 2024-2025 school year.

Motion carried unanimously.

Veterinary Science

Veterinary Science Student Interns

Dr. James Lee moved approval of McKenzie Cowley – Hatboro-Horsham and Abigail Keck – Upper Dublin as Veterinary Science Interns to work under the direction of the Veterinary Science Intern Supervisors at the rate of \$14 per hour for the 2024-2025 school year.
Motion carried unanimously.

Veterinary Science Intern Supervisors

Dr. James Lee moved approval of Mary McDonnell, Marketa Crane, Eileen Collins, Karen McGeehan, Trisha Simmler-Totaro and Elena Hays to provide weekend supervision for Veterinary Science Interns providing animal care at the rate of \$41 per hour for the 2024-2025 school year.
Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Facilities Report *

The Joint Operating Committee acknowledged receipt of the facilities report for August activities regarding school plant and property.

Safety and Mental Health Grant: \$70,000

The School Safety and Security Committee (SSSC) with the Pennsylvania Commission on Crime and Delinquency (PCCD) is offering \$70,000, noncompetitive grant to support physical security and/or mental health initiatives. There is no requirement for matching funds, and funding is guaranteed if the items requested fall under acceptable use of funds.

EASTERN would like to use the funding as follows:

- to contract with an agency to have an unarmed security guard on campus on student days (\$46,000)
- to replace the exterior student doors by the ramp (\$17,000)
- AED/CPR/STB and mental health Training and kits (\$5,500)
- Miscellaneous supplies (\$1,000)
- Front office barrier (\$500)

Contracting to have an unarmed security guard on EASTERN's campus would be new for EASTERN and a pilot to determine the long-term need for the position.

Schools and Libraries Cybersecurity Pilot Program

The Technology Services department will be applying to the Schools and Libraries Cybersecurity Pilot Program. This is a new program from the FCC that will provide funding to

help offset the costs of cybersecurity needs of schools and libraries across the country. The Pilot Program will follow many of the processes used in the E-Rate program, including competitive bidding, requests for eligible service and equipment, and a reimbursement process. If we're selected, we'll be able to apply this funding toward the annual costs of our endpoint protection software over the next 3 years.

Summer Electrical/Maintenance Work *

The Joint Operating Committee acknowledged receipt of the Summer Electrical/Maintenance report.

Action:

Approve Culinary Arts Design and Intent to Bid *

Mr. Charles Burdell-Williams moved approval of the Phase 5 – Culinary Arts program renovation design and for Breslin Ridyard Fadero to bid out the project as per the attached project description/design and budget estimate. The estimated cost for the Phase 5 Culinary Arts Renovation is approximately \$2,291,376 (note: two alternates will be included with this bid, estimated costs are not included above). This renovation project will be funded by using capital reserve/general funds along with various grant awards.

1. Culinary program renovations are being done to meet the following goals:
 - a. To create a teaching kitchen for level 1 students by installing ranges at each station including appropriate sinks.
 - b. To enlarge the kitchen by eliminating the office and theory room to split those spaces between Culinary 1 and Culinary 2.
 - c. To increase capacity by eight (8) seats.
 - d. To increase visibility while in the kitchen by opening the spaces, removing some walls, and adding windows.
 - e. To increase supervision of students by moving dry storage to a central location, opening visibility to back areas.
 - f. To add new equipment to replace old and failing systems.
 - g. To increase safety by replacing/upgrading an exhaust hood system that has not been working well.

Motion carried unanimously.

Other Business

Action:

PSBA Voting

Mr. Charles Burdell-Williams moved approval of the following for election.

Candidate	Position	Yea	Nay
Sabrina Backer	President Elect	8	0
Candidate	Position	Yea	Nay
Matt Vannly	Vice President	8	0
Candidate	Position	Yea	Nay
Holly Arnold	Eastern Zone Representative	8	0
Candidate	Position	Yea	Nay
Nathan Mains	Trustee	8	0
Richard Frerichs	Trustee	8	0
William LaCoff	Trustee	8	0

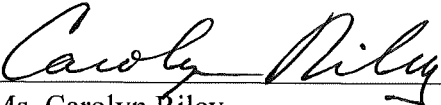
Motion carried unanimously.

NEXT MEETING


The next meeting of the Joint Operating Committee is on October 9, 2024.

ADJOURNMENT

Ms. Carolyn Riley adjourned the September 11, 2024 meeting at 8:35 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, SEPTEMBER 11, 2024**

1. STUDENT ENROLLMENT UPDATE

Dr. Plesnarski reviewed the student enrollment for 2024-2025.

2. PRESENTATION: PHASE 4 AND 5 CAPITAL UPDATE AND OVERVIEW OF MOTIONS

Dr. Plesnarski and Ms. Braun presented the proposed renovation to Culinary Arts, the projected costs, and Phase 4 planning.

3. 2025-2026 BUDGET

Ms. Katie Braun presented highlights of the 2025-2026 Proposed Budget.

4. JOINT OPERATING COMMITTEE ANNUAL DINNER

Dr. Plesnarski discussed the Annual Dinner scheduled to take place in November before the November JOC meeting.

6:00-8:00 JOC Dinner (with Board President and Vice-President as guests)

8:00 JOC Meeting

5. PSBA ELECTIONS

Ms. Carolyn Riley discussed the candidates for the PSBA officer elections. Votes will be submitted by the JOC Secretary.