EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES

WEDNESDAY, NOVEMBER 13, 2024

Ms. Carolyn Riley, President, called the public meeting of the Joint Operating Committee to order at 7:56 p.m. with the following members in attendance:

Ms. Elizabeth Eisenhart	Abington
Mr. Edmund Rhodes	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
Ms. Christina Gallagher	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

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

MINUTES

Ms. Tara Conner-Hallston moved approval of the Joint Operating Committee minutes of the regular and agenda session meeting October 9, 2024.
Motion carried unanimously.

EXECUTIVE SESSION

Ms. Christina Gallagher announced that the Agenda and Executive Session were not held prior to this meeting or since last meeting.

PRESIDENT'S REPORT

Informational:

CTE Presidential Scholar

Three students were nominated to be EASTERN CTE Presidential Scholar candidates. These students were nominated because they met very strict criteria including GPA, industry certifications, work experience, induction into either their high school's National Honor Society or EASTERN's National Technical Honor Society and using their technical skills in their community. EASTERN has submitted the following students to the Pennsylvania Department of Education for consideration.
Skyler Childs – Robotics Automated Technology – Upper Moreland
Neva Fullmer – Welding Technology – Hatboro-Horsham
Jake Salters – Networking and Cybersecurity – Hatboro-Horsham
If selected by Pennsylvania, they will be named PA CTE Presidential Scholars and will move forward for national consideration.

Public-School Facilities Improvement Grant

EASTERN was awarded $575,000 through the Public-School Facilities Improvement Grant. Congratulations to Katie Braun and Fred Fox who wrote this competitive grant. This grant will help us stretch our Capital money to do more to provide access to students. The project we requested funding for was our HVAC and Plumbing improvements that are phase 4 of our Capital Plan. The following legislators provided letters of support for our grant: Senator Haywood, Senator Collett, Representative Guenst, and Representative Cerrato.

Third Session Status

The Academic Advisory Committee (AAC), composed of the Executive Director of the Eastern Center for Arts and Technology and the Superintendents of our participating districts, has reviewed options for expanding student access to career and technical programs at EASTERN. The AAC recommends relocating EASTERN's adult Practical Nursing Program to create space for a new Building Trades program, which would address the shortage of available seats for students at EASTERN. This Building Trades program, classified under CIP code 46.0401 (Building/Property Maintenance & Manager), will offer instruction in a range of skills, including carpentry, electrical work, plumbing, HVAC, and masonry. Based on historical waitlist data, we anticipate that this program will significantly reduce the number of students unable to enroll in EASTERN programs.

Initially, the AAC considered a third-session option, which would involve offering Electrical, Welding, and Automotive classes after school from Monday to Thursday, 3:00-6:00 PM. However, a student survey indicated that many students are involved in extracurricular activities and would not want to forgo these to attend a third session. Therefore, the AAC will put the Third Session proposal on hold and instead support EASTERN's application for the PAsmart Advancing Computer Science and STEM Education Grant—CTE Innovation Grant—to fund the launch of the Building Trades program, beginning in the 2026-2027 school year. This grant, along with $575,000 in Public Schools Facility Grant funding, will enable EASTERN to utilize

capital funds to open the program without requiring additional district capital funding beyond what has already been allocated in the 10-year Capital Plan.

PACTA Eastern Region Meeting

PACTA Eastern Region Meeting was held at EASTERN on November 1, 2024.

Practical Nursing Accreditation

The Practical Nursing Program has been accredited by the Accreditation Commission for Education in Nursing (ACEN).

FINANCIAL REPORT – For the Period Ending October 31, 2024

Informational:

The Joint Operating Committee acknowledged receipt of the following:

- Statement of Revenues and Expenditures as presented
- Status of the capital reserves fund revenues for the period ended October 31, 2024, showing cash and investment balances of $2,802,205.87 as presented.

Action:

Treasurer's Report *

Dr. James Lee moved acceptance of the Treasurer's Report for the period ended October 31, 2024, showing a General Fund cash and investment balances of $6,794,140.32 and total assets of $8,012,868.84 and the status of the Student Activity account.
Motion carried unanimously.

Disbursements *

Dr. James Lee moved approval of accounts payable checks #36675 through #36804 disbursed during the period of 10/01/2024 through 10/31/2024 in the amount of $205,718.65.
Motion carried unanimously.

Dr. James Lee moved approval of expense disbursement of wire/ACH transfers #WT250068 through #WT250090 disbursed during the period of 10/01/2024 through 10/31/2024 in the amount of $281,291.46.
Motion carried unanimously.

Dr. James Lee moved approval of payroll vouchers #09377 through #09541 disbursed on 10/4/2024 and 10/18/2024 in the amount of $257,067.50.
Motion carried unanimously.

Dr. James Lee moved approval of capital reserve check #11200 disbursed during the period of 10/01/2024 through 10/31/2024 in the amount of $12,333.98.
Motion carried unanimously.

Dr. James Lee moved approval of student activities checks #82115 through #82118 disbursed during the period of 10/01/2024 through 10/31/2024 in the amount of $14,010.50.
Motion carried unanimously.

Dr. James Lee moved approval of budget transfers as of October 31, 2024.
Motion carried unanimously.

ACADEMIC AFFAIRS

Informational:

Annual Report Presentation

Ms. Carolyn Riley gave a presentation of the highlights of EASTERN's 2023-2024 Annual Report prior to the meeting and shared the Annual Report with the Joint Operating Committee.

Counselor/Special Education Liaison Committee Meeting *

The Counselor/Special Education Liaison Committee meeting minutes of October 9, 2024 were presented.

Administrative Advisory Committee Meeting *

The Administrative Advisory Committee meeting minutes of October 29, 2024 were presented.

Executive Advisory Committee Meeting *

The Executive Advisory Committee meeting minutes of October 30, 2024 were presented.

Activities Report *

The October Activities Report of the students and staff was presented.

Action:

September 30 Student Enrollment *

Ms. Tara Conner-Hallston moved approval of the attached September 30, 2024 Enrollment Report indicating 680 secondary school students. These reports have been reviewed and recommended by the Administrative Advisory Committee.
Motion carried unanimously.

2025-2026 High School Program Offerings *

Ms. Tara Conner-Hallston moved approval of the High School Program Offerings described in the attached document for the 2025-2026 school year.
Motion carried unanimously.

New Appointments for 2024-2025 OAC Members *

Ms. Tara Conner-Hallston moved approval of new members to the Occupational Advisory Committees as per the attached listing.
Motion carried unanimously.

Donation

Ms. Tara Conner-Hallston moved approval of 2 navy blue pants, 1 navy blue sweatshirt, and 1 navy blue shirt was donated by Vaugh Henry for use in the Welding Technology program and 80 packs of braiding/weaving hair were donated by Nina Simone Vaughn for use in the Cosmetology program.
Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Professional

Culinary Arts Instructors – Live Work

Mr. Charles Burdell-Williams moved the approval of Instructors Charles Zachmann and Benjamin Vozzo to work up to 8 hours at the craft rate of $41 per hour to assist students with the Kiwanis Holiday Breakfast.
Motion carried unanimously.

Instructor/Coordinator of Part Time Practical Nursing Cohorts – Curriculum

Mr. Charles Burdell-Williams moved the approval and ratification of Instructor/Coordinator of Part Time Practical Nursing Cohorts Michelle Haines to work up to 8 hours at the PN adjunct rate of $44.24 per hour to prepare curriculum.
Motion carried unanimously.

Practical Nursing Instructor Half-Time – Curriculum

Mr. Charles Burdell-Williams moved the approval and ratification of Practical Nursing Instructor Half-Time Anastasia Przybylski to work up to 36 hours at the PN adjunct rate of $44.24 per hour to prepare curriculum.
Motion carried unanimously.

Classified

Administrative Assistant to the Practical Nursing Program Coordinator – Retirement *

Mr. Charles Burdell-Williams moved acceptance of the retirement of Administrative Assistant to the Practical Nursing Program Coordinator, Mary McDonnell, effective January 3, 2025, and adoption of the attached Resolution acknowledging her services and many contributions to this school.
Motion carried unanimously.

Practical Nursing - Job Description Changes *

Mr. Charles Burdell-Williams moved the approval of approval of the changes to the following job descriptions with no change in salary.

Administrative Assistant to the Practical Nursing Program Coordinator

- Collect student payments
- Coordinate Awards and Disbursement letters for each class during their program period
- Cross train to provide backup for the Admissions Recruiter and Admissions Onboarding Coordinator

Admission Recruiter

- Collaborate with Admissions Onboarding Coordinator to manage and coordinate all admissions activities.
- Manage prospective student inquires (in-person, telephone, electronic).
- Proctor the TEAS examination.
- Maintain class admission deadlines.
- Maintain official enrollment list until cohort is filled.
- Collect student payments.
- Maintain "Acceptance Letter" student correspondence.

Admission Onboarding Coordinator

- Cross train to provide backup for the Admissions Recruiter and Administrative Assistant with a focus on the following:
  - To proctor the TEAS examination.
  - To maintain student transcripts requests, State Board of Nursing records and data submission to the National Clearinghouse.
- Perform other tasks as directed by the PN Program Coordinator

Motion carried unanimously.

Administrative Assistant to the Practical Nursing Program Coordinator – Additional Hours

Mr. Charles Burdell-Williams moved approval and ratification of Administrative Assistant to Practical Nursing Program Coordinator Mary McDonnell to work up to 12 hours at her rate of $38.04 per hour to assist with a new Practical Nursing Part-Time Cohort Class, proctor a test, and to assist with graduation on December 12. 2024
Motion carried unanimously.

Facilities Maintenance Technician – Additional Hours

Mr. Charles Burdell-Williams moved approval of Facilities Maintenance Technician Kyle Maurer to work up to 8 hours on December 8, 2024 at his overtime rate of $41.62 per hour to provide assistance with the Craft Fair.
Motion carried unanimously.

Culinary Arts Occupational Aide – Live Work

Mr. Charles Burdell-Williams moved approval of Occupational Aide Nicole Suanlarm to work up to 8 hours at the craft rate of $41 per hour to assist students with the Kiwanis Holiday Breakfast.
Motion carried unanimously.

Design, Photography and Illustration Occupational Aide – Live Work

Mr. Charles Burdell-Williams moved approval of Occupational Aide Trisha Simmler-Totaro to work up to 2 hours at the craft rate of $41 per hour to assist students with the Joint Operating Committee members photos.
Motion carried unanimously.

Practical Nursing

Adjunct Faculty

Mr. Charles Burdell-Williams moved approval of Nancy Toussaint, MSN, APRN, AGACNP, as Practical Nursing Adjunct Instructor at the rate of $44.24 per hour for the remainder of the 2024-2025 school year.
Motion carried unanimously.

Volunteer

Training Supervisor

Mr. Charles Burdell-Williams moved acceptance of Daniel Weigner of Overclocked IT, LLC to supervise Asher Dahlgren from Business and Technology Professionals and Springfield High School.
Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report

The building report for October activities regarding the school plant and property was presented.

PA Smart Advancing Computer Science & Stem Education Grant – CTE Innovation Grant Update - $500,000

We have changed direction and will write the PAsmart CTE Innovation Grant to assist with the following estimated costs:

Light renovations	$300,000
Masonry Work	$ 50,000
Architectural Fees	$ 60,000
HVAC Adjustments	$ 50,000
Furniture	$ 15,000
Tools/Supplies	$ 20,000
Equipment	$ 3,000
Marketing	$ 2,000

Competitive Equipment Grant - $85,000

Eastern Center for Arts and Technology has submitted an application for the Competitive Equipment Grant that totals $85,000 and includes new and replacement equipment for the Automotive Technology, Electrical Technology, and Welding Technology programs.

Automotive Technology
Hunter Alignment Machine (replacement)

Electrical Technology
20 C Electrical Punch Tool(replacement)

Welding Technology
Welders (3) (replacements)
Pipe Beveler (replacement)
Miller Mobile Arc Augmented Reality Welding System

Action:

2025-2026 General Fund Budget

Ms. Tara Conner-Hallston moved approval of 1) an operating budget of $12,540,989 for the 2025-2026 school year and a capital assessment fee of $1,025,000 as recommended by the Administrative Advisory Committee (AAC) and 2) to transmit the budget to each of the participating school districts for consideration and approval by their Board of School Directors before January 31, 2025.
Motion carried unanimously.

Public-School Facilities Improvement Grant

Ms. Tara Conner-Hallston moved approval to accept the Public-School Facilities Improvement Grant in the amount of $575,000 to procure HVAC equipment for Phase 4 from the capital reserve fund with a cash match of 25% or $143,750 to DCED, which is part of the grant requirements.
Motion carried unanimously.

Approve Intent to Bid for HVAC Equipment Replacement Project

Ms. Tara Conner-Hallston moved approval for Breslin to bid out (8) eight units for the Phase 4 HVAC equipment replacement project per the attached budget estimate (note: 6 AHU plus 2 culinary RTUs). The estimated cost for the Phase 4 HVAC equipment replacement project is $1,443,020.00. This project will not include any alternates. This renovation project will be funded by using capital reserve/general funds along with the Public-School Facility Improvement Grant and other various grants we may receive for it.
Motion carried unanimously.

OTHER BUSINESS

Informational:

Nomination Committee

Ms. Carolyn Riley appointed Ms. Elizabeth Eisenhart to the Nomination Committee to make recommendations for the election of President and Vice President at the December meeting.
Ms. Carolyn Riley moved the acceptance of said nominee.

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, December 11, 2024.

ADJOURNMENT

Ms. Carolyn Riley adjourned the November 13, 2024 meeting of the Joint Operating Committee at 8:29 p.m.

Ms. Carolyn Riley
Joint Operating Committee President

Ms. Katie Braun
Joint Operating Committee Secretary

Recording Secretary: Linda McAlpine