

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES
WEDNESDAY, AUGUST 13, 2025**

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:

Mr. Charles Burdell-Williams	Abington
Ms. Tara Conner-Hallston	Bryn Athyn
Ms. Carolyn Riley	Cheltenham
	Hatboro-Horsham
	Jenkintown
	Lower Moreland
Ms. Ilene Bell	Springfield
Ms. Jennifer Iannitti	Upper Dublin
Mr. Grant Rounds	Upper Moreland
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 to a salute to the flag.

ACKNOWLEDGEMENT AND HONOR OF INDIGENOUS AND DIVERSE COMMUNITIES

Ms. Carolyn Riley read the Acknowledgement and Honor of Indigenous and Diverse Communities.

MINUTES

Ms. Jennifer Iannitti moved approval of the June 18, 2025 Joint Operating Committee minutes of the regular and agenda session minutes.
Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Ms. Christina Gallagher announced that an Executive Session was not held before the public meeting.

PRESIDENT'S REPORT

Summer Cosmetology

Congratulations to all Cosmetology students for completing their summer session. 52 Cosmetology students participated in summer hours from June 17 through July 22, 2025.

This year 15 seniors completed their 1250 cosmetology hours required for licensure in PA, with 13 of those students passing the Early State Board Exam earlier this spring and are now licensed cosmetologists.

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.

Articulation Agreements

Montgomery County Community College

Montgomery County Community College announced that our DPI students can NOW earn up to 9 college credits through their newly approved SOAR agreement.

DeSales University

DeSales University finalized a college credit articulation agreement designed to benefit students in Exercise Science and Rehabilitation program who meet all requirements and plan to enroll in DeSales University's Sport & Exercise Physiology program. They can earn up to 6 advanced credits!

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, 2025

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, 2025, showing cash and investment balances of \$3,725,438.12 as presented.

Action:

Unaudited Treasurer's Report *

Ms. Tara Conner-Hallston moved acceptance of the *unaudited* Treasurer's Report for the period ended June 30, 2025, showing General Fund cash and investment balances of \$5,966,193.59 and total assets of \$6,875,668.60 and the status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Ms. Tara Conner-Hallston moved approval of accounts payable checks #37617 through #37750 disbursed during the period of 6/01/2025 through 6/30/2025 in the amount of \$493,837.91.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of expense disbursement of wire/ACH transfers #WT250237 through #WT250256 disbursed during the period of 6/01/2025 through 6/30/2025 in the amount of \$733,700.46.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of payroll vouchers #010895 through #011054 disbursed on 6/13/2025 and 6/27/2025 in the amount of \$298,538.43.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of capital reserve disbursement checks #11214 through #11216 disbursed during the period of 6/01/2025 through 6/30/2025 in the amount of \$107,102.11.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of student activities disbursement checks #82158 through #82160 disbursed during the period of 6/01/2025 through 6/30/2025 in the amount of \$2,565.74.

Motion carried unanimously.

There were no proposed budget transfers for June 2025.

FINANCIAL REPORT – For the Period Ending July 31, 2025

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, 2025, showing cash and investment balances of \$3,301,733.19 as presented.

Action:

Treasurer's Report *

Ms. Tara Conner-Hallston moved acceptance of the Treasurer's Report for the period ended July 31, 2025, showing General Fund cash and investment balances of \$5,416,145.83 and total assets of \$6,832,421.32 and the status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Ms. Tara Conner-Hallston moved approval of accounts payable checks #37751 through #37842 disbursed during the period of 7/01/2025 through 7/31/2025 in the amount of \$434,953.50.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of expense disbursement of wire/ACH transfers #WT260001 through #WT260021 disbursed during the period of 7/01/2025 through 7/31/2025 in the amount of \$294,392.71.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of payroll vouchers #011055 through #011208 disbursed on 7/11/2025 and 7/25/2025 in the amount of \$263,676.89.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of capital reserve checks #11217 through #11225 disbursed during the period of 7/01/2025 through 7/31/2025 in the amount of \$722,693.71.

Motion carried unanimously.

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

There were no proposed budget transfers for July 2025.

ACADEMIC AFFAIRS

Presentation:

Mr. Joseph Greb, Assistant Director, gave a presentation of the proposed Building Trades program 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 2025 Activities Report of the students and staff *

Action:

Key Indicators *

Ms. Tara Conner-Hallston moved approval of Key Indicators for use in EASTERN publications and communications.

Motion carried unanimously.

Conference

Ms. Tara Conner-Hallston moved approval of Dr. Cathleen Plesnarski to attend the 2025 PWDA Workforce Leaders Symposium in Scranton, PA on September 24-25, 2025 at a cost not to exceed \$900. She is also requesting to cancel her PASA-PSBA Conference at Kalahari Resort in October to offset the cost.

Motion carried unanimously.

Craft Fair Hosted by EASTERN's Education Association

Ms. Tara Conner-Hallston moved approval to allow our teachers to host a craft fair to raise money for SkillsUSA on December 7th while the Kiwanis host their Holiday Breakfast.

Motion carried unanimously.

Career and Technical Student Organization

Ms. Tara Conner-Hallston moved approval of the SkillsUSA fundraising activities for the 2025-2026 school year:

Fundraisers 2025-2026:

Fundraiser	Start Date
Ice Cream	September
Spirit Wear/Blankets BINGO	October
Hot Dog	November
Pretzel	December
Krispy Kreme	February
Hamburger	March
Pretzel	April
Food Truck Car Detailing	May

Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Administration

Safety and Security Coordinator

Ms. Tara Conner-Hallston moved the appointment of Gerry Rooney as Safety and Security Coordinator as a part of his normal duties for the 2025-2026 school year.

Motion carried unanimously.

Professional

Cosmetology Supervisor - Appointment

Ms. Tara Conner-Hallston moved the appointment of Wendy Leyden as Supervisor of Cosmetology for up to 150 hours at the current craft rate of \$42 per hour for the 2025-2026 school year.

Motion carried unanimously.

Substitute Instructors *

Ms. Tara Conner-Hallston moved the appointment of the attached substitute instructors for the 2025-2026 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 10th continuous day in the same assignment for those qualified in a Career and Technical subject.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved the appointment of the attached substitute for School Nurse for the 2025-2026 school year at the rate of \$135 per day.

Motion carried unanimously.

Classified

Arts, AV and Business Occupational Aide LTS – Appointment *

Ms. Tara Conner-Hallston moved approval of Nico Clinefelter as Arts, AV and Business Occupational Aide LTS at Grade III - Base at the rate of \$29.16 per hour on the Classified Salary Schedule, effective August 27, 2025 through December 12, 2025.

Motion carried unanimously.

Culinary Arts Occupational Aide – Leave of Absence

Ms. Tara Conner-Hallston moved approval Culinary Arts Occupational Aide, Nicole Suanlam, to take unpaid leave for the period of August 27, 2025 through January 1, 2026.

Motion carried unanimously.

Culinary Arts Occupational Aide LTS – Appointment *

Ms. Tara Conner-Hallston moved approval for the approval of Keisha Prosser as Culinary Arts Occupational Aide LTS at Grade III - Base at the rate of \$29.16 per hour on the Classified Salary Schedule, effective August 27 through December 19, 2025 pending background clearances.

Motion carried unanimously.

Administrative Assistant to PN Program Coordinator – Graduation Hours

Ms. Tara Conner-Hallston moved the approval of Administrative Assistant to Practical Nursing Program Coordinator Kristin Waldner to work up to 35 hours during the 2025-2026 school year to assist with Practical Nursing Graduation, Orientation Nights, and Open House at her hourly rate of \$30.89.

Motion carried unanimously.

FACILITIES, FINANCIAL, AND TECHNOLOGY AFFAIRS

Informational:

Building Report *

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

Action:

Signed Upper Moreland Township School District Lease Agreement for Practical Nursing Program *

Ms. Tara Conner-Hallston moved the ratification and approval of the Upper Moreland Township School District Lease Agreement for Practical Nursing Program.

Motion carried unanimously.

Change Order No: PC-01 for Sewer Main Replacement *

Ms. Tara Conner-Hallston moved the ratification and approval of Change Order No: PC-01 from Hirschberg Mechanical, our Plumbing Contractor, to replace a 5” sewer main from hallway across kitchen floor to edge of hallway freezer for a total cost of \$10,948.00 for Phase 5 –

Culinary Renovations. This is the result of the discovery of a sag in the sewer line from a blocked drain in the bathrooms across the hallway.
Motion carried unanimously.

Change Order No: HC-01 for Credit in Labor and Materials due to Scope Change *

Ms. Tara Conner-Hallston moved the ratification and approval of Change Order No: HC-01 from Trefz Mechanical, Inc., our HVAC Contractor, to credit us in labor and materials for the removal in scope of demolition and, new work, and insulation in the serving room for a total credit of (\$5,985.00) for Phase 5 – Culinary Renovations.
Motion carried unanimously.

Change Order No: GC-01 to bring the Janitors/Laundry Room Area to Code by Installing Cleanable Ceiling Tiles, Floor Finish, and Cove Base *

Ms. Tara Conner-Hallston moved the ratification and approval of Change Order No: GC-01 from Craft Source, Inc., our General Contractors, to install Armstrong Health Zone Ultima #1938, Rubber Base, and Armor Seal Floor in laundry room area for a total cost of \$4,105.13 for Phase 5 – Culinary Renovations. This is the result of requirements from the Montgomery County Department of Health to get our food license.
Motion carried unanimously.

Change Order No: GC-02 to Remove Existing Underlayment and Install New Underlayment for Epoxy Flooring *

Ms. Tara Conner-Hallston moved the ratification and approval of Changer Order No: GC-02 from Craft Source, Inc, our General Contractor, to remove existing floor underlayment and reinstall additional underlayment for the epoxy flooring topping to adhere to in our kitchen area for a total cost not to exceed \$56,605.12 for Phase 5 – Culinary Renovations. This is the result of the underlayment subcontractor finding that 2” of topping/leveler where the quarry tile was removed will not adhere to the epoxy floor topping so it must be removed, and a new underlayment must be added for the epoxy flooring to work.
Motion carried unanimously.

Service Agreement with Curtis Power Solutions *

Ms. Tara Conner-Hallston moved the approval of the attached annual service agreement #11358-2025 with Curtis Power Solutions to maintain our current generators for a cost not to exceed \$3,255.00. This agreement will automatically renew every year moving forward unless canceled by EASTERN.
Motion carried unanimously.

Preventative Maintenance Contract with Hirschberg Mechanical, LLC

Ms. Tara Conner-Hallston moved the approval of the attached annual preventative maintenance contract with Hirschberg Mechanical, LLC to perform pipe jetting services four times a year to keep our drain lines from clogging up for an amount not to exceed \$3,200.00. This contract will automatically renew every year moving forward unless canceled by EASTERN.
Motion carried unanimously.

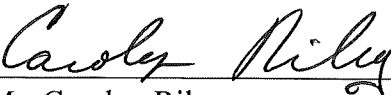
SOLICITORS REPORT

NEXT MEETING

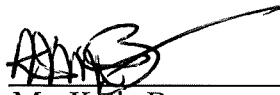
The next meeting of the Joint Operating Committee is on September 10, 2025.

ADJOURNMENT

Ms. Carolyn Riley adjourned the August 13, 2025 meeting at 8:15p.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, AUGUST 13, 2025
7:30 PM**

1. PRESENTATION – BUILDING TRADES

Mr. Joseph Greb, Assistant Director, gave a presentation on the proposed Building Trades program.

2. STUDENT ENROLLMENT UPDATE

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

3. RENOVATIONS UPDATE

Dr. Plesnarski and Ms. Braun updated the JOC on the renovations.

Status HVAC and Culinary Arts:

- HVAC:
 - Substantial Completion
 - Final Completion
- Culinary Arts:
 - Substantial Completion
 - Final Completion

Change Orders:

- Change Order No: PC-01 for Sewer Main Replacement: The JOC will be asked to approve the Change Order No: PC-01 from Hirschberg Mechanical, our Plumbing Contractor, to replace a 5” sewer main from hallway across kitchen floor to edge of hallway freezer for a total cost of \$10,948.00 for Phase 5 – Culinary Renovations. This is the result of the discovery of a sag in the sewer line from a blocked drain in the bathrooms across the hallway.
- Change Order No: HC-01 for Credit in Labor and Materials due to Scope Change: The JOC will be asked to approve Change Order No: HC-01 from Trefz Mechanical, Inc., our HVAC Contractor, to credit us in labor and materials for the removal in scope of demolition and, new work, and insulation in the serving room for a total credit of (\$5,985.00) for Phase 5 – Culinary Renovations.

- Change Order No: GC-01 to bring up to Code the Janitors/Laundry Room Area by Installing Cleanable Ceiling Tiles, Floor Finish, and Cove Base: The JOC will be asked to approve Change Order No: GC-01 from CraftSource, Inc., our General Contractors, to install Armstrong Health Zone Ultima #1938, Rubber Base, and ArmorSeal Floor in laundry room area for a total cost of \$4,105.13 for Phase 5 – Culinary Renovations. This is the result of requirements from the Montgomery County Department of Health to get our food license.
 - Change Order No: GC-02 to Remove Existing Underlayment and Install New Underlayment for Epoxy Flooring: The JOC will be asked to approve Change Order No: GC-02 from CraftSource, Inc, our General Contractor, to remove existing floor underlayment and reinstall additional underlayment for the epoxy flooring topping to adhere to in our kitchen area for a total cost not to exceed \$56,605.12 for Phase 5 – Culinary Renovations. This is the result of the underlayment subcontractor finding that 2” of topping/leveler where the quarry tile was removed will not adhere to the epoxy floor topping so it must be removed, and a new underlayment must be added for the epoxy flooring to work.
- Phase 4 – HVAC Replacement Renovation Schedule
Begin On-Site Construction – June 16, 2025
Substantial Completion – August 15, 2025
Final Completion – September 12, 2025
*Vet Science rooftop unit is scheduled to arrive in mid-September. Contractors are prepping the site and will come back to install once received.
- Phase 5 – Culinary Renovation Schedule
Begin On-Site Construction – May 27, 2025
*Substantial Completion – August 22, 2025
Final Completion – September 12, 2025
*We have had some delays in the schedule for these renovations. We are currently in negotiations with the contractors on a substantial completion date. This date may be delayed 2-3 weeks.