

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES
WEDNESDAY, JUNE 18, 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:

Ms. Elizabeth Eisenhart	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
Dr. James Lee	Lower Moreland
Ms. Ilene Bell	Springfield
Ms. Jennifer Iannitti	Upper Dublin
Mr. Grant Rounds	Upper Moreland
Ms. Christina Gallagher	Solicitor
Dr. Jeffrey Fecher	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

Paul Bilotta led the Joint Operating Committee and audience in a salute to the flag.

ACKNOWLEDGEMENT AND HONOR OF INDIGENOUS AND DIVERSE COMMUNITIES

Jennifer Iannitti read the Acknowledgement and Honor of Indigenous and Diverse Communities.

MINUTES

Ms. Elizabeth Eisenhart moved approval of the May 14, 2025 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 the Safety and Security Report, leasing real estate and a confidential personnel matter.

PRESIDENT'S REPORT

Informational:

JOC Member Orientation – Grant Rounds

On Friday, May 30, 2025, Dr. Plesnarski and Carolyn Riley met with Grant Rounds at EASTERN to learn about the school and received information on his role as a Joint Operating Committee member.

Awards Night

Ms. Carolyn Riley reported on May 21, 2025, EASTERN held its annual Awards Night, at Upper Moreland High School. This year, 224 students were recognized with more than \$64,000 awarded for academic and technical achievement.

EASTERN Students/Staff Volunteer at June Fete Fair

Approximately 47 EASTERN students and staff volunteered at the June Fete Fair hosted by the Abington Health Foundation. Students from our Electrical, HVAC, and Welding programs assisted with the set up and students from our Culinary Arts program volunteered their time to work in the Refreshment Tent.

Education Association President Term

Thank you to Gary Felmey for his service over the past 2 years. Jeffrey Pakula will take over for the next 2 years starting at our August meeting.

Acknowledgement of Terms

Ms. Carolyn Riley acknowledged the one-year term of Treasurer for Marta Mecray ending June 30, 2026; 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, 2026; and the period ending June 30, 2028 of Auditor with Barbacane Thornton & Company.

FINANCIAL REPORT – For the Period Ending May 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 May 31, 2025, showing cash and investment balances of \$3,261,461.76 as presented

Action:

Treasurer's Report *

Dr. James Lee moved acceptance of the Treasurer's Report for the period ended May 31, 2025 showing a General Fund cash and investment balances of \$7,352,727.63 and total assets of \$8,183,160.57 and the current status of the Student Activity account.
Motion carried unanimously.

Disbursements *

Dr. James Lee moved approval of accounts payable checks #37488 through #37616 disbursed during the period of 5/01/2025 through 5/31/2025 in the amount of \$243,471.09.

Motion carried unanimously.

Dr. James Lee moved approval of expense disbursement wire/ACH transfers #WT250213 through #WT250236 disbursed during the period of 5/01/2025 through 5/31/2025 in the amount of \$362,591.66.

Motion carried unanimously.

Dr. James Lee moved approval of payroll vouchers #010621 through #010894 disbursed on 5/02/2025, 5/16/2025 and 5/31/2025 in the amount of \$429,056.95.

Motion carried unanimously.

Dr. James Lee moved approval of capital reserve disbursement check #11212 through #11213 disbursed during the period of 5/01/2025 through 5/31/2025 in the amount of \$794.48.

Motion carried unanimously.

Dr. James Lee moved approval of student activity disbursement checks #82154 through #82157 disbursed during the period of 5/01/2025 through 5/31/2025 in the amount of \$2,124.87.

Motion carried unanimously.

Dr. James Lee moved approval of the budget transfers for the period ended May 31, 2025.

Motion carried unanimously.

STUDENT RECOGNITION *

Action:

Mr. Grant Rounds moved to approve the resolution designating Paul Bilotta as EASTERN's Outstanding Student of the Month for June.

Motion carried unanimously.

ACADEMIC AFFAIRS

Presentation:

Dr. Cathleen Plesnarski, Joseph Greb and Gerry Rooney presented on the Key Indicators during the Agenda Session.

Informational:

The Joint Operating Committee acknowledged receipt of the following:

- Administrative Advisory Committee meeting minutes of June 3, 2025
- Executive Advisory Committee meeting minutes of June 4, 2025
- Summer Cosmetology reports 48 (26 COS I and 22 COS II) students have registered to participate in the Summer Cosmetology Program
- June 1 Student Registration 790 students have registered and 701 have been enrolled
- May Activities Report of students and staff

Action:

Executive Advisor Committee *

Ms. Elizabeth Eisenhart moved approval of the appointment of Eric Martin, an Automotive Technology student from Hatboro-Horsham High School, as student representative to the Executive Advisory Committee. The term will be from July 1, 2025, through June 30, 2026.

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved acceptance of the following members of the Executive Advisory Committee for the 2025-2026.

Motion carried unanimously.

Occupational Advisory Committee *

Ms. Elizabeth Eisenhart moved approval of new Occupational Advisory Committee members for 2024-2025.

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of new Occupational Advisory Committee student representatives for 2025-2026.

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of Occupational Advisory Committee members for 2025-2026.

Motion carried unanimously.

Marketing Plan *

Ms. Elizabeth Eisenhart moved approval of the 2025-2026 Marketing Plan.

Motion carried unanimously.

Program Equipment *

Ms. Elizabeth Eisenhart moved authorization to include the attached equipment recommendations in the budget proposal as recommended by the Executive and Occupational Advisory Committees.

Motion carried unanimously.

Continuing Education *

Ms. Elizabeth Eisenhart moved approval of the offering and tuition for the part-time evening Continuing Education courses during the 2025-2026 school year and approval of the offering and tuition for the adult day Continuing Education courses during the 2025-2026 school year.

Motion carried unanimously.

Perkins Grant

Ms. Elizabeth Eisenhart moved authorization to develop and implement a grant from the Pennsylvania Department of Education of the Perkins federal project commencing July 1, 2025 and ending June 30, 2026, in the amount of \$368,648.

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.

Program Status

Ms. Elizabeth Eisenhart moved approval for all programs to run at full-time status for the 2025-2026 school year.

Motion carried unanimously.

Practical Nursing Program – Affiliation Agreements *

Ms. Elizabeth Eisenhart moved approval of the updated Practical Nursing Program Affiliation agreements with Eastern Center for Arts and Technology and Holy Redeemer Lafayette and Saint Joseph Manor to permit Practical Nursing program students the opportunity and benefit of clinical experience.

Motion carried unanimously.

POLICY

Informational:

E-Board

The administration shared the updated E-Board. This has been reviewed by several committees.

Action:

2025-2026 School Goals *

Ms. Ilene Bell moved acceptance of the 2025-2026 School Goals.

Motion carried unanimously.

EASTERN's Flexible Instructional Day Plan (FID)

Ms. Ilene Bell moved approval of EASTERN's Flexible Instructional Day Plan for 2025-2026 for submission to the Pennsylvania Department of Education.

Motion carried unanimously.

PERSONNEL AFFAIRS

Informational:

FMLA Leave

Arts, AV and Business Occupational Aide Trisha Simmler-Totaro has submitted a FMLA Leave Request for the period of August 27, 2025 through December 1, 2025.

Action:

Joint Operating Committee

Ms. Ilene Bell moved approval of Dr. Jeffrey Fecher, Superintendent of Abington School District, as EASTERN's Superintendent of Record for the term July 1, 2025 through June 30, 2026.

His stipend for the 2025-2026 school year is \$8,846.

Motion carried unanimously.

Ms. Ilene Bell moved approval of the election of Marta Mecray as Treasurer for a one-year term from July 1, 2025 through June 30, 2026 at the rate of \$100/month.

Motion carried unanimously.

Administration

Ms. Ilene Bell moved approval of compensation for the administrative employees for the 2025-2026 school year.

Motion carried unanimously.

Ms. Ilene Bell moved approval of Leon Thurlow as Continuing Education Coordinator for the 2025-2026 school year at the rate of \$50 per hour – 600 hours/year.

Motion carried unanimously.

Classified

Classified Salary Guide *

Ms. Ilene Bell moved approval of the classified salary guide for the 2025-2026 school year as attached.

Motion carried unanimously.

Classified Salaries *

Ms. Ilene Bell moved approval of the classified salaries for the 2025-2026 school year as attached.
Motion carried unanimously.

Casual Appointments

Ms. Ilene Bell moved approval of the following casual employees for the 2025-2026 school year according to the classified salary guide.

Kathleen Bradley Angela Kellich Michele Smink Shannon Rowley-Lavelle
Motion carried unanimously.

Arts, AV and Business Occupational Aide - Unpaid Leave

Ms. Ilene Bell moved approval of Arts, AV and Business Occupational Aide Trisha Simmler-Totaro to take unpaid leave for the period of December 2, 2025 through December 12, 2025.
Motion carried unanimously.

Practical Nursing

Adjunct Faculty

Ms. Ilene Bell moved approval of Javier Vazquez, RN, CRNP, DNP as Practical Nursing Adjunct Instructor for the remainder of the 2024-2025 school year.

Ms. Ilene Bell moved approval of the following individuals as adjunct faculty members in the Practical Nursing Programs for the 2025-2026 school year.
Motion carried unanimously.

Anjali Benny Abraham, BSN, RN	Karen Lucas, MSN, RN
Dana Agovino BSN, MS, ED	Angelina Nickel, MSN, RN
Jean Albany, BSN, RN	John Oponik, BSN, RN
Kim Brunnet, BSN, RN	Colleen Orr, BSN, RN
Jon Esposito, MSN, RN	Sofiya Ponyzhay, MSN, RN
Debra Fanelli, BSN, RN	Anastasia Przybylski, MSN, RN
Melissa Fernandez, MSN, RN	Jason Ritman, MSN, RN
Karen Foster, BSN, RN	Elizabeth Schmidt, BSN, RN
Lashawn Frazier, MSN, RN	Kazia Smith, BSN, RN
Denise Grobelny, BSN, RN, RHA	Melody Stark, MSN, RN
Michelle Haines, MSN, RN	Leonard Tarnopolsky, BSN, RN
Suzanne Hendricks, BSBH, LPN, RN	Nancy Toussaint, MSN, APRN, AGACNP
Bailey Koch, BSN, RN	Javier Vazquez, RN, CRNP, DNP
Janine Lipinski, MSN, RN	Windy Viernes, BSN, RN
	Lori Walter, RN

Ms. Ilene Bell moved approval of adjunct compensations for Practical Nursing Programs for the 2025-2026 school year at the rate of \$45.16 per hour for theory, \$45.16 per hour for clinical, \$45.16 per hour for faculty meetings and \$27.00 per hour for tutoring.

Motion carried unanimously.

Continuing Education

Ms. Ilene Bell moved approval of the following individuals as adjunct faculty members in the Continuing Education Programs for the 2025-2026 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.

Ms. Ilene Bell moved approval of the following compensations for the Continuing Education programs for the 2025-2026 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.

Ms. Ilene Bell moved approval of Gary Felmey, Hayley Granacher, Steven Parke, and Victoria Penecale 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.

Volunteer

Ms. Ilene Bell 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	Lelia Johnson	Robotics and Automated Technology/Cheltenham
Gary Felmey and Fred Fox	Eastern Center for Arts and Technology	Molly Smith	Electrical Technology / Upper Dublin
Gary Felmey and Fred Fox	Eastern Center for Arts and Technology	Jack Bender	Electrical Technology / Springfield Township
Gary Felmey and Fred Fox	Eastern Center for Arts and Technology	Anthony Negron	Electrical Technology / Hatboro-Horsham
Gary Felmey and Fred Fox	Eastern Center for Arts and Technology	Juliana Stigliano	Welding Technology / Upper Moreland
Lou Geld	Eastern Center for Arts and Technology	Ethan Hromisin	Networking and Cybersecurity / Cheltenham

Authorization to Hire

Ms. Ilene Bell 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.

FACILITIES

Informational:

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

Action:

Boiler Replacement

Ms. Elizabeth Eisenhart moved approval of hiring Breslin Ridyard Fadero at a cost not to exceed \$60,000 in architectural fees to develop a plan design/bid documents and to bid out the project to replace our boilers as per the attached project estimate of \$867,500.
Motion carried unanimously.

Phase 6-Building Trades Program Renovations/LPN Relocation

Ms. Elizabeth Eisenhart moved approval of hiring Breslin Ridyard Fadero Architects at a cost not to exceed \$200,000 for LPN relocation and \$150,000 for Building Trades renovations to develop plan designs/bid documents and bid out the project to relocate our Licensed Practical Nursing program and to renovate existing space at EASTERN to add a Building Trades program per the attached project estimate for Building Trades and Conceptual Layout Design for LPN.
Motion carried unanimously.

2025-2026 School Year Physician of Record *

Ms. Elizabeth Eisenhart moved approval of the attached agreement between Abington Memorial Hospital and EASTERN for services of a Physician of Record from August 7, 2025 through June 20, 2026.
Motion carried unanimously.

Lease Agreement with Upper Moreland School District for Practical Nursing Program Relocation

Ms. Ilene Bell moved authorization of the Executive Director to enter into a lease with the Upper Moreland School District for approximately 6,200 square feet of rentable space ("the Premises") located at 2900 Terwood Road, Willow Grove, PA, subject to Solicitor approval. The general terms of the lease are as follows:

1. Initial 10-year lease with options to extend with provisions for early termination if certain conditions are met;
2. Alterations at EASTERN's expense;
3. Rent for the first six months at \$9/square foot;
4. Rent subsequent to first six months at approximately \$18/square foot increased annually by the greater of 2.5% or the Consumer Price Index;
5. EASTERN is responsible for utilities and other costs associated with the Premises; and
6. Premises to include the use of approximately 40 parking spaces.

Vote 6-0-1 Motion was approved. UM Abstained

2025-2026 SCHOOL YEAR INSURANCE RENEWALS FROM WILLIS TOWERS WATSON *

Ms. Elizabeth Eisenhart moved approval of the below 2025-2026 school year insurance renewals as prepared by Willis Towers Watson, our insurance broker, for an amount not to exceed \$102,616.00 as per the attached proposal.

CM Regent

Property/General Liability/Crime - \$56,621.00

Business Auto - \$11,460.00

Commercial Umbrella - \$8,149.00

Total: \$76,230.00

American International Group, Inc. (AIG)

Educators/School Boards Legal Liability/Bonds E&O - \$16,875.00

Coalition Insurance Solutions, Inc.

Cyber Security - \$6,168.00

Munich Re Group

Boiler & Machinery Coverage - \$3,343

Grand Total: \$102,616.00

This is a 2.73% (or \$2,728) increase over our 2024-2025 cost of \$99,888

Motion carried unanimously.

Security Credit Systems, Inc. Contract *

Ms. Elizabeth Eisenhart moved approval of the attached contract between EASTERN and Security Credit Systems, Inc. for delinquent tuition account collections.

Motion carried unanimously.

Payment of Bills

Ms. Elizabeth Eisenhart moved authorization for the Business Manager to release payment of bills as they become due and payable over the summer months of 2025.

Motion carried unanimously.

Central Susquehanna Intermediate Unit (CSIU) Computer Service Renewal Rates for the 2025-2026 School Year *

Ms. Elizabeth Eisenhart moved approval of the attached proposal with Central Susquehanna Intermediate Unit (CSIU) for student information systems management with program of study (POS) task tracking module, GURUBoard subscription, online registration management, financial systems management including applications for fund accounting, payroll management, and human resources for an annual cost not to exceed \$26,480.40.

This represents an 8.22% (or \$2,011.09) increase over our 2024-2025 costs of \$24,469.31.

Motion carried unanimously.

SEC SHIELD – UNARMED SECURITY GUARD SERVICES *

Ms. Elizabeth Eisenhart moved approval for contracted unarmed security guard services with SEC Shield for a cost not to exceed \$50,0000 for the 2025-2026 school year covered by the Safety and Security Grant Funding.

Motion carried unanimously.

General Fund Transfers

Ms. Elizabeth Eisenhart moved the following general fund transfers to offset Phase 4 HVAC and Phase 5 Culinary renovations and other capital projects for an amount not to exceed \$475,542:

Assigned Practical Nursing Fund Balance:

\$148,420 for Phase 4 HVAC renovations

Assigned Continuing Education Fund Balance:

\$ 30,122 for Phase 4 HVAC renovations

Unassigned Secondary Fund Balance:

\$250,000 estimated excess revenue over expenditures for 24-25 for other capital projects

\$47,000 for Phase 5 Culinary renovation (24-25 budgeted GF culinary equipment)

\$297,000 Total

Total General Fund Transfers: \$475,542

Motion carried unanimously.

General Fund Designations

Ms. Elizabeth Eisenhart moved that in accordance with GASB 54 and Board Policy, the administration requests the following General Fund Balance Designations:

Committed:

a. PSERS Rate Stabilization	\$ 187,500
b. Self-Fund Medical Stabilization	<u>\$ 187,500</u>
Total Committed Fund Balance	\$ 375,000

Assigned (includes deductions of transfers in above motion):

a. Continuing Education	\$ 66,047
b. Practical Nursing	\$1,582,216
c. Future Capital Improvements	<u>\$ 850,000</u>
Total Assigned Fund Balance	\$2,498,263

Motion carried unanimously.

SOLICITOR REPORT

Ms. Christine Gallagher reviewed the Solicitor Report with the Joint Operating Committee.

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, August 13, 2025 via Zoom.

ADJOURNMENT

Ms. Carolyn Riley adjourned the June 18, 2025 meeting of the Joint Operating Committee at 8:38 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, JUNE 18, 2025

1. WELCOME - GRANT ROUNDS

Dr. Plesnarski welcomed Grant Rounds to the Joint Operating Committee from Upper Moreland School District.

2. PRESENTATION: 2025 KEY INDICATORS

Dr. Plesnarski, Mr. Greb, and Gerry Rooney reviewed the Class of 2025 Key Indicators. The Key Indicator Data will be approved in August for use in EASTERN publications and communications.

3. JUNE 1 STUDENT REGISTRATION

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

4. PROGRAM STATUS

Dr. Plesnarski requested approval for all programs to run at full-time status for the 2025-2026 school year.

**5. 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 2026-2027 budget proposal.

6. CONTRACTS IN FACILITIES, FINANCIAL, AND TECHNOLOGY AFFAIRS

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

- Amendment to relocate Exercise Science and Rehabilitation to Practical Nursing and Building Trades to Exercise Science and Rehabilitation from Breslyn
- Amendment HVAC Unit for Practical Nursing at Upper Moreland from Breslyn
- Amendment Boiler Units at EASTERN from Breslyn

- 2025-2026 Physician of Record
- Lease Agreement with Upper Moreland School District
- 2025-2026 Insurance Renewals
- Security Credit Systems, Inc.
- Central Susquehanna Intermediate Unit (CSIU) Computer Service Renewal rates for the 2025-2026 school year
- SEC SHIELD – Unarmed Security Guard Services

7. GENERAL FUND TRANSFERS

Dr. Plesnarski requested the following general fund transfers to offset Phase 4 HVAC and Phase 5 Culinary renovations and other capital projects for an amount not to exceed \$475,542:

Assigned Practical Nursing Fund Balance:
\$148,420 for Phase 4 HVAC renovations

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\$ 30,122 for Phase 4 HVAC renovations

Unassigned Secondary Fund Balance:
\$250,000 estimated excess revenue over expenditures for 24-25 for other capital projects
\$ 47,000 for Phase 5 Culinary renovation (24-25 budgeted GF culinary equipment)
\$297,000 Total

Total General Fund Transfers: \$475,542