EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES

WEDNESDAY, NOVEMBER 12, 2025

Mr. Charles Burdell-Williams, Vice-President, called the public meeting of the Joint Operating Committee to order at 8:00 p.m. with the following members in attendance:

Ms. Elizabeth Eisenhart	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
Ms. Tara Conner-Hallston	Hatboro-Horsham
Ms. Nancy Campbell	Jenkintown
Dr. James Lee	Lower Moreland
Mr. Jeffrey Bedard	Springfield
Ms. Jennifer Iannitti	Upper Dublin
Mr. Grant Rounds	Upper Moreland
Mr. Kenneth Roos	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

Mr. Charles Burdell-Williams led the Joint Operating Committee and audience in a salute to the flag.

ACKNOWLEDGEMENT AND HONOR OF INDIGENOUS AND DIVERSE COMMUNITIES

Mr. Charles Burdell-Williams read the Acknowledgement and Honor of Indigenous and Diverse Communities.

MINUTES

Ms. Elizabeth Eisenhart moved approval of the Joint Operating Committee minutes of the regular and agenda session meeting October 8, 2025.
Motion carried unanimously.

EXECUTIVE SESSION

Mr. Kenneth Roos announced that the Agenda and Executive Session were not held prior to this meeting or since last meeting.

PRESIDENT'S REPORT

Informational:

STUDENT FOCUS GROUPS

Student Focus Groups met on November 3, 2025.

CAREER AND TECHNICAL EDUCATION – CONGRESS BUNDESTAG

Karley Bunkin	Culinary Arts	Springfield
Kayla Ervin	Business and Technology Professionals	Cheltenham
Chase Lambert	Culinary Arts	Abington

These students submitted their transcripts, essays and parent letters of support for Congress Bundestag.

DESIGNER BAG BINGO EVENT

On October 22, 2025, EASTERN held a Designer Bag Bingo. All proceeds will benefit EASTERN student awards and EASTERN's leadership organization, SkillsUSA.

The event raised	$6,377.00
Proceeds to SkillsUSA	$3,118.50
Proceeds to Foundation	$3,118.50

SENATOR COLLETTS FIRST RESPONDER APPRECIATION BREAKFAST

Senator Collett's First Responder Appreciation Breakfast was held at EASTERN on November 7, 2025.



FINANCIAL REPORT – For the Period Ending October 31, 2025

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, 2025, showing cash and investment balances of $1,460,786.28 as presented.

Action:

Treasurer's Report *

Ms. Elizabeth Eisenhart moved acceptance of the Treasurer's Report for the period ended October 31, 2025, showing General Fund cash and investment balances of $6,426,035.13 and total assets of $7,959,501.71 and the status of the Student Activity account.
Motion carried unanimously.

Disbursements *

Ms. Elizabeth Eisenhart moved approval of accounts payable checks #38052 through #38235 disbursed during the period of 10/01/2025 through 10/31/2025 in the amount of $362,196.26.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of expense disbursement of wire/ACH transfers #WT260058 through #WT260085 disbursed during the period of 10/01/2025 through 10/31/2025 in the amount of $372,536.58.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of ACH transfer for procurement card (P-card) expenses disbursed for the month of September in the amount of $5,392.30.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of payroll vouchers #011530 through #011795 disbursed on 10/3/2025, 10/17/2025 and 10/31/2025 in the amount of $423,743.82.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of capital reserve checks #11239 through #11247 disbursed during the period of 10/01/2025 through 10/31/2025 in the amount of $1,037,970.75.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of student activities checks #82163 through #82170 disbursed during the period of 10/01/2025 through 10/31/2025 in the amount of $13,008.65.
Motion carried unanimously.

Ms. Elizabeth Eisenhart moved approval of budget transfers as of October 31, 2025.
Motion carried unanimously.

STUDENT RECOGNITION

Informational:

At the Joint Committee Dinner prior to the public meeting, Mr. Charles Burdell-Williams presented Karley Bunkin with the Resolution and an EASTERN shirt, the Rotary Plaque was presented at the Rotary Meeting luncheon; and the Association's gift card was presented by Mr. Jeffrey Pakula, Educators' Association President.

Action:

Mr. Jeffrey Bedard moved to ratify the Resolution recognizing Karley Bunkin, a senior at Springfield Township High School and in the Culinary Arts program at EASTERN, as *Outstanding Student of the Month* for November.
Motion carried unanimously.

ACADEMIC AFFAIRS

Informational:

Annual Report Presentation

Mr. Charles Burdell-Williams gave a presentation of the highlights of EASTERN's 2024-2025 Annual Report prior to the meeting and shared the Annual Report with the Joint Operating Committee.

Executive Advisory Committee Meeting *

The Executive Advisory Committee meeting minutes of October 29, 2025 were presented.

Administrative Advisory Committee Meeting *

The Administrative Advisory Committee meeting minutes of November 6, 2025 were presented.

Activities Report *

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

Action:

SkillsUSA State Initiative

Mr. Jeffrey Bedard moved approval to hold a "Turkey Trot" on November 21, 2025, to raise money for the SkillsUSA State initiative "Habitat for Humanity". Each class representative will don a homemade Turkey costume and lap the building as their classmates cheer them one. One lap for every dollar raised.
Motion carried unanimously.

September 30 Student Enrollment *

Mr. Jeffrey Bedard moved approval of the attached September 30, 2025 Enrollment Report indicating 674 secondary school students. These reports have been reviewed and recommended by the Administrative Advisory Committee.
Motion carried unanimously.

2026-2027 High School Program Offerings *

Mr. Jeffrey Bedard moved approval of the High School Program Offerings described in the attached document for the 2026-2027 school year.
Motion carried unanimously.

New Appointments for 2025-2026 OAC Members *

Mr. Jeffrey Bedard moved approval of new members to the Occupational Advisory Committees as per the attached listing.
Motion carried unanimously.

POLICY

Informational:

Director Procedures

Director Procedure B102 Nondiscrimination in School and Classroom Practices, in the Programs Section update email: equitycoordinator@eastech.org

Director Procedure B120 Adult and Continuing Education, in the Programs Section

Director Procedure C112 Admission of Students, in the Students Section

Director Procedure P100 Nondiscrimination in Employment, in the Personnel-All Employees General Section update email: equitycoordinator@eastech.org

Action:

Board Policy Revision – Second Reading *

Dr. James Lee moved the second reading and approval of Policy C105 Student Search, in the Student Section.
Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Professional

2025-2026 Professional Salary Guide *

Mr. Grant Rounds moved approval of the attached teachers' salary guide for the 2025-2026 school year and authorization to adjust individual salaries based upon the revised guide. This is in accordance with the collective bargaining agreement with the Educator's Association and reflects the final settlements from all of our participating school districts.
Motion carried unanimously.

Substitute - Approval

Mr. Grant Rounds moved approval of Dawn Clements as Substitute Instructor for 2025-2026 school year at a rate of $135 per day for Cosmetology assignments and $120 per day for general assignments.
Motion carried unanimously.

Classified

Construction Careers Video – Live Work

Mr. Grant Rounds moved approval and ratification of Data Services Specialist Greg Shields to work up to 4 hours at the current craft rate to work on updating the current promotional video to add the new program – Construction Careers and Management.
Motion carried unanimously.

Practical Nursing

Practical Nursing Adjunct

Mr. Grant Rounds moved approval of Charlene Joyner, BSN, RN as Practical Nursing Adjunct Instructor at the rate of $45.16/hour for the 2025-2026 school year.
Motion carried unanimously.

Volunteer

Mr. Grant Rounds moved approval of the following Training Supervisors for EASTERN's students:

Supervisor	Company	Student	Program / SD
Stan Solski	Climatic Testing Systems	Ethan Duberville	Robotics and Automated Technology / Upper Dublin
Stan Solski	Climatic Testing Systems	Matthew Ford	Electrical Technology/ Upper Moreland
Patrick Gaffney	PCG Mechanical LLC	Blake Wilson	HVAC Technology / Hatboro Horsham
Elliot Greenfield	Greenfield Mfg. Co.	Eli Greeley	Robotics and Automated Technology / Abington

Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report

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

Action:

2026-2027 General Fund Budget

Mr. Grant Rounds moved approval of 1) an operating budget of $13,344,054 for the 2026-2027 school year and a capital assessment fee of $1,000,000 as recommended by the Administrative Advisory Committee (AAC) and 2) to transmit the 2026-2027 budget to each of the participating school districts for consideration and approval by their Board of School Directors on or before January 30, 2026.
Motion carried unanimously.

Ratify and Approve Change Order No: GC-03 to install VCT around serving area and to add casters to worktables *

Mr. Grant Rounds moved the ratification and approval of Change Order No: GC-03 from CraftSource, Inc., our General Contractor, to install an additional 2' border of VCT around the serving counter in the restaurant along with adding castors to all the worktables for a total cost of $4,398 for Phase 5 – Culinary Renovations. This is the result of requirements from Montgomery County Department of Health to get our food license as well as an omission of castors on the work tables when ordered by contractor.
Motion carried unanimously.

Ratify and Approve Change Order No: HC-02 to replace three (3) failed reheat coils for VAV *

Mr. Grant Rounds moved the ratification and approval of Change Order No: HC-02 from Trefz Mechanical, Inc, our HVAC Contractor, to replace failed reheat coils for VAV 19-1B, 19-5B, and 19-3B at a total cost of $9,677 for Phase 5 – Culinary Renovations. This is the result of a blockage from dirt and debris in air handling unit #19.
Motion carried unanimously.

Approve Campus Connect, Inc. (STARS) Software use and license agreement for Practical Nursing for student tracking accounting records system *

Mr. Grant Rounds moved the approval of the Campus Connect, Inc (STARS Campus Solutions) Use and License agreement for our License Practical Nursing program for a student tracking accounting records system for two (2) years per the cost schedule below:

Year 1		Cost
Training and Implementation	$	4,000
Tier #5 Student Access (151-200 @ $8.00 per student/month)	$	19,200
1098T Fee (200 @ $1.50 per student)	$	300
Financial Conversion (one time)	$	2,500
Messaging Services ($100 per month)	$	1,200
Total for Year 1 Implementation	$	27,200
Year 2		Cost
Tier #5 Student Access (151-200 @ $8.32 per student/month)	$	19,968
1098T Fee (200 @ $1.50 per student)	$	300
Messaging Services ($100 per month)	$	1,200
Total for Year 2	$	23,968

Motion carried unanimously.

Approve Sales Quote with GovConnection, Inc. to purchase a new camera system with licensing *

Mr. Grant Rounds moved the approval of the sales quote from GovConnection, Inc. to purchase a new camera system with licensing for EASTERN's campus for a price not to exceed $51,000 (note: this quote is part of PEPPM's cooperative purchasing pricing contract). The cost will be offset by the PCCD Safety and Security Grant in the amount of $16,385. This new camera system is needed as our current camera system is outdated.
Motion carried unanimously.

OTHER BUSINESS

Informational:

Nomination Committee

Mr. Charles Burdell-Williams appointed Ms. Elizabeth Eisenhart to the Nomination Committee to make recommendations for the election of President and Vice President at the December meeting.
Mr. Charles Burdell-Williams moved the acceptance of said nominee.

Action:

RESOLUTION OF APPRECIATION – TARA CONNER-HALLSTON *

Mr. Grant Rounds moved acceptance of the attached Resolution of Appreciation for Tara Conner-Hallston – Hatboro-Horsham School District for her service on the Joint Operating Committee.
Motion carried unanimously.

RESOLUTION OF APPRECIATION – JAMES LEE *

Mr. Grant Rounds moved acceptance of the attached Resolution of Appreciation for Dr. James Lee – Lower Moreland School District for his service on the Joint Operating Committee.
Motion carried unanimously.

RESOLUTION OF APPRECIATION – JENNIFER IANNITTI *

Mr. Grant Rounds moved acceptance of the attached Resolution of Appreciation for Jennifer Iannitti – Upper Dublin School District for her service on the Joint Operating Committee.
Motion carried unanimously.

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, December 10, 2025.

ADJOURNMENT

Mr. Charles Burdell-Williams adjourned the November 12, 2025 meeting of the Joint Operating Committee at 8:32 p.m.

Ms. Carolyn Riley
Joint Operating Committee President

Ms. Katie Braun
Joint Operating Committee Secretary

Recording Secretary: Linda McAlpine