

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES
WEDNESDAY, DECEMBER 10, 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
Ms. Jennifer Wilson	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
Mr. Erskine Payton	Lower Moreland
	Springfield
Dr. Joseph Burdo	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	Secretary/Business Manager

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

SALUTE TO THE FLAG

Lelia Johnson led the Joint Operating Committee and audience in 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.

JOINT OPERATING COMMITTEE REORGANIZATION

Informational:

Recognition of Membership

Ms. Carolyn Riley acknowledged the terms and memberships for each of our participating school districts.

Term: December 2025 – November 2028

1. Hatboro-Horsham – Ms. Jennifer Wilson
2. Lower Moreland – Mr. Erskine Payton
3. Upper Dublin – Dr. Joseph Burdo

Term: December 2024 – November 2027

1. Bryn Athyn – Mr. Edmund Rhodes
2. Springfield – Mr. Jeffrey Bedard
3. Upper Moreland – Mr. Grant Rounds

Term: December 2023 – November 2026

1. Abington – Ms. Elizabeth Eisenhart
2. Cheltenham – Mr. Charles Burdell-Williams
3. Jenkintown – Ms. Carolyn Riley

Ms. Carolyn Riley acknowledged the terms of Officers as follows:

Treasurer – Marta Mecray

One-Year Term: July 1, 2025 – June 30, 2026

Secretary – Ms. Katie Braun

Four-Year Term: July 1, 2022 – June 30, 2026

Superintendent of Record – Dr. Jeffrey Fecher

Two-Year Term: July 1, 2024 – June 30, 2026

Action:

Election of Officers - President and Vice President

The most senior board member, Ms. Carolyn Riley, assumed the Chair as Temporary President of the Joint Operating Committee for the purpose of election of officers.

On behalf of the Nominating Committee, Ms. Elizabeth Eisenhart reported that the Nominating Committee recommends and nominates the following slate of officers and terms:

- Ms. Carolyn Riley, President - Term: December 11, 2025 – December 9, 2026
- Mr. Charles Burdell-Williams, Vice President - Term: December 11, 2025 – December 9, 2026

After no further nominations were presented, Ms. Elizabeth Eisenhart moved to close nominations.

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved to elect Ms. Carolyn Riley as President for a one-year term from December 11, 2025 – December 9, 2026.

Motion carried unanimously.

Ms. Elizabeth Eisenhart moved to elect Mr. Charles Burdell-Williams as Vice President for a one-year term from December 11, 2025 – December 9, 2026.

Motion carried unanimously.

Ms. Carolyn Riley assumed the Chair. She thanked the JOC for their support.

Adoption of Policies

Ms. Elizabeth Eisenhart moved to approve EASTERN's website (www.eastech.org) as the official repository of all operating policies for the Joint Operating Committee and EASTERN Board of School Directors effective December 11, 2025 until further action of the Joint Operating Committee.

Motion carried unanimously.

MINUTES

Ms. Elizabeth Eisenhart moved approval of the Joint Operating Committee minutes of the regular session meeting November 12, 2025.

Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Christina Gallagher announced that there was no Executive Session prior to this meeting.

PRESIDENT'S REPORT

Informational:

Leadership SkillsUSA Conference

From November 12–15, 2025, a delegation of 25 SkillsUSA students and three faculty advisors from the Eastern Center for Arts and Technology (EASTERN) attended the SkillsUSA District 2 Leadership Conference at Kalahari Resorts in Pocono Manor, PA. The conference brought together approximately 350 students from eight career and technical centers across Bucks, Delaware, and Montgomery Counties. EASTERN students earned a total of 21 medals: 8 gold, 9 silver, and 4 bronze. Congratulations to all participants!

SkillsUSA and National Technical Honor Society

On Thursday the 20th, the PM session held a Turkey Trot and AM session held it on Friday the 21st. The Turkey Trot is to raise money for Habitat for Humanity, and the students asked for donations starting at \$1 to watch a student representative from each program who will dress as a "Turkey" and race from the flagpole around the building. \$861.26 is the total raised from the Turkey Trot.

In December, the council will be selling backpack bows for Habitat for Humanity for \$1 in the lobby area during the week of **December 8th through the 12th**.

Finally on **December 5th**, we will be having our annual pajama day for all programs in support of Children's Hospital of Philadelphia. We are asking for donations starting at \$1 to go towards the Chidlfe department at CHOP. This will go to buying toys and presents for sick children in the hospital over the holiday.

Community Service Spotlights

The following students will be highlighted during the month of December:

- Matthew Schmidt/Welding Technology/Abington
- Emma Fricker/Design, Photography and Illustration/Upper Dublin
- David Phillips/Protective Services/Abington

Legislative Breakfast

On November 20, 2025, policymakers and school leaders for an informal breakfast to exchange ideas, discuss legislation, and explore its impact on public education. They collaborated on the issues that matter most and help shape a brighter future for students, educators, and schools. Following breakfast, participants were offered a tour of the career and technical center.

FINANCIAL REPORT – For the Period Ending November 30, 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 November 30, 2025, showing cash and investment balances of \$1,317,501.99 as presented

Action:

Treasurer's Report *

Mr. Grant Rounds moved acceptance of the Treasurer's Report for the period ended November 30, 2025, showing General Fund cash and investment balances of \$6,757,659.05 and total assets

of \$7,978,750.42 and the status of the Student Activity account.
Motion carried unanimously.

Disbursements *

Mr. Grant Rounds moved approval of accounts payable checks #38236 through #38355 disbursed during the period of 11/01/2025 through 11/30/2025 in the amount of \$296,086.70.
Motion carried unanimously.

Mr. Grant Rounds moved approval of expense disbursement wire/ACH transfers #WT260086 through #WT260102 disbursed during the period of 11/01/2025 through 11/30/2025 in the amount of \$308,578.26.
Motion carried unanimously.

Mr. Grant Rounds moved approval of general fund expense disbursement transactions for the month of October in the amount of \$7,498.45.
Motion carried unanimously.

Mr. Grant Rounds moved approval of payroll vouchers #011796 through #011980 disbursed on 11/14/2025 and 11/28/2025 in the amount of \$304,236.39.
Motion carried unanimously.

Mr. Grant Rounds moved approval of capital disbursement checks #11248 through #11249 disbursed during the period of 11/01/2025 through 11/30/2025 in the amount of \$41,932.25.
Motion carried unanimously.

Mr. Grant Rounds moved approval of student activities disbursement checks #82171 through #82176 disbursed during the period of 11/01/2025 through 11/30/2025 in the amount of \$3,564.08.
Motion carried unanimously.

Mr. Grant Rounds moved approval of the attached budget transfers as of November 30, 2025.
Motion carried unanimously.

STUDENT RECOGNITION

Action:

Mr. Charles Burdell-Williams moved to approve a resolution recognizing Lelia Johnson, a senior at Cheltenham High School and in the Robotics and Automated Technology program, as *Outstanding Student of the Month* for December.
Motion carried unanimously.

Ms. Carolyn Riley acknowledged Lelia Johnson and presented her with a Resolution and EASTERN shirt. Mr. Jeffrey Pakula, Educators' Association President, presented her with the Association's gift card. She received the Rotary plaque at the luncheon.

ACADEMIC AFFAIRS

Informational:

Administrative Advisory Committee Meeting *

The Administrative Advisory Committee meeting minutes of December 2, 2025 were presented.

Activities Report *

The November Activities Report of the students and staff were presented.

Christ's Home Articulation Agreement *

The Christ's Home Articulation Agreement for the Allied Health program was presented.

Action:

Collision Repair Education Foundation

Mr. Grant Rounds moved acceptance of the Greater Philadelphia I-CAR Committee Award of up to \$10,000 to purchase a dust extractor for Collision Repair. This is sponsored by the CREF (Collision Repair Education Foundation).

Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Professional

School-to-Career Coordinator Intern

Mr. Grant Rounds moved approval of Hayley Granacher, School-to-Career Coordinator, to intern Marcella McAdams for her field experience needed to gain her CO-OP certification

Motion carried unanimously.

Practical Nursing

Adjunct Instructor

Mr. Grant Rounds moved approval and ratification of Carlos Rojas, BSN, RN as Practical Nursing Adjunct Instructor at the rate of \$45.16 per hour for the remainder of the 2025-2026 school year.

Motion carried unanimously.

Continuing Education

Adjunct Instructor

Mr. Grant Rounds moved approval of Mark Vitek as Continuing Education Adjunct Instructor at a rate of \$30 per hour for the remainder of 2025-2026 school year, pending successful completion of clearances.

Motion carried unanimously.

Volunteer

Training Supervisors

Mr. Grant Rounds moved approval of Bryan DePue of Willow Grove Auto Tops as Training Supervisor for EASTERN's Collision Repair Technology student Ashlin Smith-Brodsky / Springfield.

Motion carried unanimously.

Mr. Grant Rounds moved approval of Brian Pontarelli of Pontarellis' Automotive Marien as Training Supervisor for EASTERN's Collision Repair Technology Professional student Gino Pellicciotti / Hatboro-Horsham.

Motion carried unanimously.

Mr. Grant Rounds moved approval of Kyle Morano of Morano Brothers as Training Supervisor for EASTERN's Collision Repair Technology student William Jones / Springfield.

Motion carried unanimously.

FACILITIES, TECHNOLOGY, AND FINANCIAL AFFAIRS

Informational:

Building Report *

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

Action:

Change Order No. GC-04 To Install Additional X-Braces for Existing Bar Joists Required for Exhaust Hoods *

Mr. Grant Rounds approval and ratification of Change Order No: GC -04 from CraftSource, our General Contractor, to provide additional x-braces with plates to provide additional support for existing bar joists for exhaust hoods at a total cost of \$10,505.00 for Phase 5 Culinary Renovations. This change order is due to an unforeseen condition required for our exhaust hoods and was recommended to be done by our engineering firm.

Motion carried unanimously.

Change Order No. GC-05 for Patching the Holes in the Block Wall after the Clocks Were Removed *

Mr. Grant Rounds moved approval and ratification of Change Order No: GC-05 from CraftSource, Inc., our General Contractor, for patching the holes in the block wall after the clocks were removed at a total cost of \$992.00 for Phase 5 – Culinary Renovations.

Motion carried unanimously.

Change Order No. GC-06 for Installing the Provided Flooring for Existing Corridor *

Mr. Grant Rounds moved approval and ratification of Change Order No: GC-06 From CraftSource, Inc., our General Contractor, for installing the provided flooring in the existing corridor, at a total cost of \$825.00 for Phase 5 – Culinary Renovations.

Motion carried unanimously.

Annual Proactive Maintenance Service Agreement with Clark Service Group *

Mr. Grant Rounds moved approval of Proactive Maintenance Service Agreement with Clark Service Group for our culinary program equipment for an annual cost of \$6,555.00 for the 2025-2026 school year. This agreement will renew automatically each year.

We have used Clark Service Group in the past to maintain our culinary equipment. Due to the culinary renovation, this agreement needed to be updated to reflect the current equipment in both of our culinary programs.

Motion carried unanimously.

Proposal for the Cleaning of the Kitchen Hood Exhaust System with Air-Vent Cleaning *

Mr. Grant Rounds moved approval of the proposal for the cleaning of the kitchen hood exhaust systems with Air-Vent Cleaning, Inc. for a cost of \$2,210. This is a new agreement for the maintenance of our culinary agreement since additional exhaust hoods were added as part of the recent renovation project to our culinary program. This proposal will automatically be renewed each year.

Motion carried unanimously.

Three (3) Year Renewal of ExamSoft for our Practical Nursing Program

Mr. Grant Rounds moved approval of the attached three (3) year renewal order form with ExamSoft, a digital assessment platform for streamlining testing and grading, for our Practical Nursing program at a cost not to exceed \$47,235.60 as outlined below:

Year 1 - \$14,742.00
Year 2 - \$15,775.20
Year 3 - \$16,718.40
Total \$47,235.60

Motion carried unanimously.

One (1) Year Renewal of ExamSoft for Additional Practical Nursing Students *

Mr. Grant Rounds moved approval of the attached one (1) year order form with ExamSoft, a digital assessment platform for streamlining testing and grading, for additional students for a cost not to exceed \$1,440.96.

Motion carried unanimously.

SOLICITORS REPORT

Christina Gallagher reviewed her Solicitor Report.

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, January 14, 2026.

ADJOURNMENT

Ms. Carolyn Riley adjourned the December 10, 2025 meeting of the Joint Operating Committee at 8:37 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, DECEMBER 10, 2025**

1. ELECTION OF OFFICERS

The Nomination Committee discussed the process and recommendations of the Nomination Committee.