

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES
WEDNESDAY, AUGUST 12, 2026**

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. Jennifer Wilson	Bryn Athyn
Ms. Carolyn Riley	Cheltenham
Mr. Erskine Payton	Hatboro-Horsham
	Jenkintown
	Lower Moreland
	Springfield
Dr. Joseph Burdo	Upper Dublin
	Upper Moreland
Mr. Justin O'Donoghue	Solicitor
Dr. Scott Eveslage	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

Dr. Cathleen Plesnarski 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

Dr. Joseph Burdo moved approval of the June 17, 2026 Joint Operating Committee minutes of the regular and agenda session minutes.

Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Mr. Justin O'Donoghue announced that an Executive Session was not held before the public meeting.

PRESIDENT'S REPORT

PACTA 2026 Jacqueline L. Cullen Distinguished Leadership Award

The Jacqueline L. Cullen Distinguished CTE Leadership Award celebrates those currently serving in a Career and Technical Education (CTE) leadership role and seeks to recognize those leaders for their extraordinary contributions and demonstration of the core values and commitment to CTE. Dr. Cathleen Plesnarski was chosen for this award in front of her colleagues at the PACTA Leadership Conference. Congratulations!



Summer Cosmetology

Congratulations to all Cosmetology students for completing their summer session. Fifty-nine Summer Cosmetology students participated in summer hours from June 22 through July 23, 2026.

This year 13 seniors completed the 1,250 cosmetology hours required for licensure in PA, passed the Early State Board Exam earlier this spring, and have earned their Pennsylvania cosmetology licenses. An additional 4 students passed the Pennsylvania State Board exam early and will be eligible for licensure upon completing the required 1,250 hours.

There are 8 seniors who were unable to complete their hours during summer cosmetology but are in the process of transferring their hours to private beauty schools that have articulation agreements with EASTERN.

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.

UNAUDITED FINANCIAL REPORT – For the Period Ending June 30, 2026

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, 2026, showing cash and investment balances of \$1,623,499.35 as presented.

Action:

Unaudited Treasurer's Report *

Dr. Joseph Burdo moved acceptance of the *unaudited* Treasurer's Report for the period ended June 30, 2026, showing General Fund cash and investment balances of \$5,143,644.45 and total assets of \$6,824,582.77 and the status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Dr. Joseph Burdo moved approval of accounts payable checks #39168 through #39292 disbursed during the period of 6/01/2026 through 6/30/2026 in the amount of \$753,473.70.

Motion carried unanimously.

Dr. Joseph Burdo moved approval of expense disbursement of wire/ACH transfers #WT260237 through #WT260259 disbursed during the period of 6/01/2026 through 6/30/2026 in the amount of \$760,558.93.

Motion carried unanimously.

Dr. Joseph Burdo moved approval of ACH transfer for procurement card (P-card) expenses disbursed for the month of May in the amount of \$5,260.92.

Motion carried unanimously.

Dr. Joseph Burdo moved approval of payroll vouchers #013146 through #013321 disbursed on 6/12/2026 and 6/26/2026 in the amount of \$326,833.50.

Motion carried unanimously.

Dr. Joseph Burdo moved approval of capital reserve disbursement checks #11273 through #11279 disbursed during the period of 6/01/2026 through 6/30/2026 in the amount of \$320,627.03.

Motion carried unanimously.

Dr. Joseph Burdo moved approval of student activities disbursement checks #82201 through #82202 disbursed during the period of 6/01/2026 through 6/30/2026 in the amount of \$1,158.99.

Motion carried unanimously.

Dr. Joseph Burdo moved approval of the attached budget transfers as of June 30, 2026.
Motion carried unanimously.

FINANCIAL REPORT – For the Period Ending July 31, 2026

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, 2026, showing cash and investment balances of \$1,443,524.03 as presented.

Action:

Treasurer's Report *

Dr. Joseph Burdo moved acceptance of the Treasurer's Report for the period ended July 31, 2026, showing General Fund cash and investment balances of \$5,032,643.63 and total assets of \$7,125,963.02 and the status of the Student Activity account.
Motion carried unanimously.

Disbursements *

Dr. Joseph Burdo moved approval of accounts payable checks #39293 through #39372 disbursed during the period of 7/01/2026 through 7/31/2026 in the amount of \$520,426.56.
Motion carried unanimously.

Dr. Joseph Burdo moved approval of expense disbursement of wire/ACH transfers #WT270001 through #WT270030 disbursed during the period of 7/01/2026 through 7/31/2026 in the amount of \$325,218.75.
Motion carried unanimously.

Dr. Joseph Burdo moved approval of ACH transfer for procurement card (P-card) expenses disbursed for the month of June in the amount of \$16,519.13.
Motion carried unanimously.

Dr. Joseph Burdo moved approval of payroll vouchers #013322 through #013500 disbursed on 7/10/2026 and 7/24/2026 in the amount of \$305,554.08.
Motion carried unanimously.

Dr. Joseph Burdo moved approval of capital reserve checks #11280 through #11284 disbursed during the period of 7/01/2026 through 7/31/2026 in the amount of \$229,049.71.
Motion carried unanimously.

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

There were no proposed budget transfers for July 2026.

ACADEMIC AFFAIRS

Informational:

The Joint Operating Committee acknowledged receipt of the following:

- Annual Live Work Report *
- Summer Cosmetology Report
- The June and July 2026 Activities Report of the students and staff *

Action:

Key Indicators *

Dr. Joseph Burdo moved approval of Key Indicators for use in EASTERN publications and communications.

Motion carried unanimously.

Craft Fair Hosted by EASTERN's Education Association

Dr. Joseph Burdo moved approval to allow our teachers to host a craft fair to raise money for SkillsUSA on December 6th while the Kiwanis host their Holiday Breakfast.

Motion carried unanimously.

Career and Technical Student Organization

Dr. Joseph Burdo moved approval of the SkillsUSA fundraising activities for the 2026-2027 school year:

Fundraisers 2026-2027:

Fundraiser	Start Date
Pretzel	October
Chicken & Tots	November
Hot Dog/Hamburger	December
Krispy Kreme	February
Pretzel	March
Ice Cream	April
Car Detailing	May
Food Surplus Sale	

Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Administration

Safety and Security Coordinator

Dr. Joseph Burdo moved the appointment of Gerry Rooney as Safety and Security Coordinator as a part of his normal duties for the 2026-2027 school year.

Motion carried unanimously.

Professional

Practical Nursing Instructor – Retirement *

Dr. Joseph Burdo moved acceptance of the retirement of Practical Nursing Instructor, Janine Lipinski, effective October 2, 2026, and adoption of the attached Resolution acknowledging her services and many contributions to this school.

Motion carried unanimously.

Cosmetology Supervisor - Appointment

Dr. Joseph Burdo 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 2026-2027 school year.

Motion carried unanimously.

Substitute Instructors *

Dr. Joseph Burdo moved the appointment of the attached substitute instructors for the 2026-2027 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.

Dr. Joseph Burdo moved the appointment of the attached substitute for School Nurse for the 2026-2027 school year at the rate of \$135 per day.

Motion carried unanimously.

Classified

Administrative Assistant to PN Program Coordinator – Graduation Hours

Dr. Joseph Burdo moved the approval of Administrative Assistant to Practical Nursing Director Kristin Waldner to work up to 35 hours during the 2026-2027 school year to assist with Practical Nursing Graduation, Orientation Nights, and Open House at her hourly rate of \$32.91.

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:

Acceptance of Carl D. Perkins Career and Technical Education Grant

Dr. Joseph Burdo moved acceptance of the 2026-2027 Carl D. Perkins Career and Technical Education grant in the amount of \$374,447.

5 Instructional Aides (full time) salaries and benefits \$274,412

1 Instructional Aide (part time) salary and benefits \$40,203

PDE Conference Registration and travel \$2500

Student Membership-SkillsUSA \$7,890

Instructional Assistant Online Training Module \$828

Advertising Nontraditional Students in Robotics \$500

Career Scope Interest Inventory \$8,299

Student Certification costs \$39,815

The 2025-2026 allocation was \$368,678.

Motion carried unanimously.

Approval of Professional Engineering Services Agreement for Electrical Consulting of Service Entrance Upgrade with CHA Engineering

Dr. Joseph Burdo moved approval to enter into a professional engineering services agreement for electrical consulting of a service entrance upgrade along with investigating excessive vibrations and humming of electrical services equipment with CHA Engineering, as per the attached document.

Motion carried unanimously.

Approval of Independent Contract for Financial Aid Consulting Services for our LPN Program *

Dr. Joseph Burdo moved approval to enter into an independent contractor agreement with Suzie Morgan to provide financial aid consulting services for our Licensed Practical Nursing program for the 2026-2027 school year, as per the attached agreement.

Motion carried unanimously.

Ratify and Approve Change Order No. GC-04 for a Credit of (\$805.43) for Unused Allowances *

Dr. Joseph Burdo moved ratification and approval of Change Order No. GC-04 from S.B. Conrad, Inc., our General Contractor for the Practical Nursing (LPN) Relocation Project, for a credit of (\$805.43) in unused allowances as per the attached.
Motion carried unanimously.

Ratify and Approve Change Order No. GC-01 for a Credit of (\$5,700.00) for Change in Scope of Work *

Dr. Joseph Burdo moved ratification and approval of Change Order No. GC-01 from Balton Construction, Inc., our General Contractor for the Building Trades Renovation Project, for a credit of (\$5,700.00) for eliminating floor polishing from electrical shop scope of work as per the attached.
Motion carried unanimously.

Ratify and Approve the Submission of the Public Schools Facility Grant Round #3 *

Dr. Joseph Burdo moved ratification and approval for the submission of the Public Schools Facility Grant Round #3 in the amount of \$1,114,246 for the purchase and installation of service entrance upgrade, which includes the replacement of our transformer and circuit breaker switchboard. This submission also includes the attached resolution agreeing to the terms and conditions of the grant, a 25% matching funds letter, and a \$100 non-refundable application fee, as per the attached documents.

We are applying for this grant as the above pieces of equipment are beyond their useful lives and are failing.

Motion carried unanimously.

Ratify and Approve Rental Agreement with HERC ProSolutions Philadelphia for 230 lb Chiller *

Dr. Joseph Burdo moved ratification and approval to enter into a monthly agreement with Herc ProSolutions Philadelphia for the rental of a 230-ton air-cooled chiller with pump for a monthly cost of \$26,281.60, as per the attached agreement.

At the end of May, one of the compressors on our chiller burned out causing the chiller not to work properly. Due to the extreme heat temperatures in June and for the health and safety of our staff, administration rented a chiller until our chiller could be fixed. Carrier, the manufacturer of the chiller, replaced the bad compressor and our chiller has been back on-line since mid-July. Motion carried unanimously.

Approve Revised General Fund Assigned Fund Balance Designation *

Dr. Joseph Burdo moved in accordance with GASB 54 and Board Policy, the below clarifying breakdown of assigned fund balance showing that \$410,00 has been set aside as a 2026-27 budgetary fund balance:

Assigned Fund Balance:

a. Continuing Education	\$ 41,477
b. Practical Nursing	\$1,480,416
c. Future Capital Improvements	\$ 440,000
d. 26-27 Budgetary Fund Balance	<u>\$ 410,000</u>
Total Assigned Fund Balance	\$2,371,893

SOLICITORS REPORT

Mr. Justin O'Donoghue reviewed the Solicitors Report with the Joint Operating Committee.

NEXT MEETING

The next meeting of the Joint Operating Committee is on September 9, 2026.

ADJOURNMENT

Ms. Carolyn Riley adjourned the August 12, 2026 meeting at 8:14p.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 12, 2026
7:30 PM**

1. STUDENT ENROLLMENT UPDATE

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

2. RENOVATIONS UPDATE

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

3. PARTNERSHIP WITH MONTGOMERY COUNTY COMMUNITY COLLEGE

Dr. Plesnarski discussed the partnership with Montgomery County Community College.

4. REALLOCATION OF ASSIGNED FUND BALANCE

Assigned Fund Balance:

a. Continuing Education	\$ 41,477
b. Practical Nursing	\$1,480,416
c. Future Capital Improvements	\$ 440,000
d. 26-27 Budgetary Fund Balance	<u>\$ 410,000</u>
Total Assigned Fund Balance	\$2,371,893