

# **EASTERN CENTER FOR ARTS AND TECHNOLOGY**

## **JOINT OPERATING COMMITTEE MINUTES**

**WEDNESDAY, AUGUST 14, 2019**

Dr. Art Levinowitz, President, called the public meeting of the Joint Operating Committee to order at 8:04 p.m. with the following members in attendance:

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Mrs. Michele Tinsman	Abington
	Bryn Athyn
Ms. Jean McWilliams	Cheltenham
	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
	Lower Moreland
	Springfield
Dr. Art Levinowitz	Upper Dublin
Ms. Stacie Liesner	Upper Moreland
Kenneth Roos, Esq.	Solicitor
Dr. Robert Milrod	Superintendent of Record
Dr. Cathleen Plesnarski	Executive Director

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

### **SALUTE TO THE FLAG**

Dr. Art Levinowitz led the Joint Operating Committee and audience in a salute to the flag.

### **MINUTES**

Mrs. Michele Tinsman moved approval of the June 19, 2019 Joint Operating Committee minutes of the regular and agenda session minutes.

Motion carried unanimously.

### **EXECUTIVE SESSION ANNOUNCEMENT**

Mr. Ken Roos announced that an Executive Session was held before the public meeting to discuss personnel issues.

### **PRESIDENT'S REPORT**

Dr. Plesnarski announced that Cassie Lynch of Veterinary Sciences and Jenkintown High School represented EASTERN at the SkillsUSA National Competition. While she did not earn a medal,

she placed 6th in Customer Service. It was a very competitive event and her score for the competition was 93%. We are very proud of her performance.

### **FINANCIAL REPORT – For the Period Ending June 30, 2019**

#### **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, 2019 showing cash and investment balances of \$3,161,470.19 as presented.

#### **Action:**

#### **Treasurer's Report \***

Mrs. Michele Tinsman moved acceptance of the Treasurer's Report for the period ended June 30, 2019 showing a General Fund cash and investment balances of \$5,011,906.34 and total assets of \$5,388,724.35 and the current status of the Student Activity account.

Motion carried unanimously.

#### **Disbursements \***

Mrs. Michele Tinsman moved approval of accounts payable checks #28950 through #29032 disbursed during the period of 6/1/2019 through 6/30/2019 in the amount of \$195,552.49.

Motion carried unanimously.

Mrs. Michele Tinsman moved approval of expense disbursement checks #209614 through #209681, and wire/ACH transfers #WT190228 through #WT190252 disbursed during the period of 6/1/2019 through 6/30/2019 in the amount of \$698,432.88.

Motion carried unanimously.

Mrs. Michele Tinsman moved approval of payroll vouchers #48471 through #48629 disbursed June 7, 2019, June 17, 2019 and June 21, 2019 in the amount of \$352,455.15.

Motion carried unanimously.

There were no disbursements from the capital reserve from 6/1/2019 through 6/30/2019.

Mrs. Michele Tinsman moved approval of Student Activities Disbursement of check #811166 disbursed during the period of 6/1/2019 through 6/30/2019 in the amount of \$42.40.

Motion carried unanimously.

### **FINANCIAL REPORT – For the Period Ending July 31, 2019**

#### **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, 2019 showing cash and investment balances of \$3,167,339.67 as presented.

**Action:**

**Treasurer's Report \***

Mrs. Michele Tinsman moved acceptance of the Treasurer's Report for the period ended July 31, 2019 showing a General Fund cash and investment balances of \$4,836,110.26 and total assets of \$5,238,719.81 and the current status of the Student Activity account.

Motion carried unanimously.

**Disbursements \***

Mrs. Michele Tinsman moved approval of accounts payable checks #29033 through #29114 disbursed during the period of 7/1/2019 through 7/31/2019 in the amount of \$293,668.49.

Motion carried unanimously.

Mrs. Michele Tinsman moved approval of expense disbursement of checks #209682 through #209683, and wire/ACH transfers #WT200001 through #WT2000021 disbursed during the period of 7/1/2019 through 7/31/2019 in the amount of \$260,611.33.

Motion carried unanimously.

Mrs. Michele Tinsman moved approval of payroll vouchers #48630 through #48733 disbursed July 5, 2019, July 12, 2019, and July 19, 2019 in the amount of \$116,968.84.

Motion carried unanimously.

Mrs. Michele Tinsman moved approval of Capital Reserve check #10072 disbursed during the period of 7/1/2019 through 7/31/2019 in the amount of \$1,040.00.

Motion carried unanimously.

There were no disbursements of student activities checks from 7/1/2019 through 7/31/2019.

**ACADEMIC AFFAIRS**

**EAC Presentation**

Mr. John Di Benedetto, Chairperson of the Executive Advisory Committee (EAC), presented a summary of the EAC's activities and accomplishments over the past year.

**Informational:**

The Joint Operating Committee acknowledged receipt of the following:

- Summer Fun Program Report \*
- Summer Cosmetology Report

- Annual Live Work Report \*
- The June and July 2019 Activities Reports of the students and staff \*

**Action:**

**MOU Technical Assistant Program \***

Mrs. Michele Tinsman moved approval of the 2019-2020 MOU for participation in the BCTE Technical Assistance Program.

**Executive Advisory Committee \***

Mrs. Michele Tinsman moved approval of the appointment of the Executive Advisory Committee membership for 2019-2020 as per the attached listing.  
Motion carried unanimously.

**Occupational Advisory Committees \***

Mrs. Michele Tinsman moved approval of the appointment of the Occupational Advisory Committee membership for 2019-2020 as per the attached listing.  
Motion carried unanimously.

**Career and Technical Student Organization**

Mrs. Michele Tinsman moved approval of the SkillsUSA fundraising activities for the 2019-2020 school year.  
Motion carried unanimously.

**Program Reviews \***

Mrs. Michele Tinsman moved approval of the Program Reviews for Allied Health and Automotive Technology.  
Motion carried unanimously.

**Donation**

Mrs. Michele Tinsman moved approval of the donation of one thousand feet of #6 Ser wire received from MJ Kelley Electric, Inc. for use in the Electrical Technology program.  
Motion carried unanimously.

**POLICY**

**Action:**

**Policy Revision – J123 School Nurse – First Reading \***

Ms. Carolyn Riley moved acceptance of for first reading of Policy J123, School Nurse, in the Operations Section.

Motion carried unanimously.

**PERSONNEL AFFAIRS**

**Action:**

**Administration**

**Safety and Security Coordinator**

Mrs. Michele Tinsman moved the appointment of Allison Larson as Safety and Security Coordinator as a part of her normal duties for the 2019-2020 school year.

Motion carried unanimously.

**Professional**

**Cosmetology Supervisor**

Mrs. Michele Tinsman moved the appointment of Wendy Leyden as Supervisor of Cosmetology for up to 120 hours at the current craft rate of \$39 per hour for the 2019-2020 school year.

Motion carried unanimously.

**Substitute Instructors \***

Mrs. Michele Tinsman moved the appointment of the attached substitute instructors for the 2019-2020 school year at the rate of \$105 per day in areas qualified in Career and Technical subjects, \$95 per day for general assignments and \$115 per day after the 10<sup>th</sup> continuous day in the same assignment for those qualified in a Career and Technical subject.

Motion carried unanimously.

**Classified**

**Resignation – PT Administrative Assistant to the CTE Supervisor**

Mrs. Michele Tinsman moved the acceptance of the resignation of PT Administrative Assistant to the CTE Supervisor Laurinda Hellwig, per her request, effective August 23, 2019.

Motion carried unanimously.

**Transition Hours \***

Mrs. Michele Tinsman moved the approved and ratified Miroslava Knyaz to be provided with an additional ten (10) hours of transition training at the rate of \$30.34 per hour to complete the set-

up of the first payroll for the upcoming fiscal year to make sure the set-up is correct before we hand it over to UM as our contracted service

Motion carried unanimously.

#### **Appointment – School Nurse \***

Mrs. Michele Tinsman moved the appointment of Christine Ledwith as School Nurse at Grade III Step 4 at the rate of \$24.26 per hour on the Classified Salary Schedule for the 2019-2020 school year.

Motion carried unanimously.

#### **Transition – School Nurse**

Mrs. Michele Tinsman moved the appointment of Lynn Musser to be provided with up to twenty (20) hours of transition training at the rate of \$22.59 per hour.

Motion carried unanimously.

#### **Modification of Position – Job Description \***

Mrs. Michele Tinsman moved the approval of the modification of two part-time positions OAC and CTE Supervisor Administrative Assistants to one part-time Main Office Administrative Assistant position reporting to the Assistant Director.

Motion carried unanimously.

#### **Leave of Absence Extension – Commercial Art Aide**

Mrs. Michele Tinsman moved the approval for an extension of leave of absence without pay for Robert Steinbacher, Commercial Art Aide, per his request through October 26, 2019.

Motion carried unanimously.

#### **Practical Nursing**

##### **Adjunct Faculty**

Mrs. Michele Tinsman moved the approval and ratification of Johanna Hernandez and Lillian Trapp as adjunct faculty members in the Practical Nursing program for the 2019-2020 school year.

Motion carried unanimously.

#### **Volunteer**

##### **Summer Fun**

Mrs. Michele Tinsman moved the approval and ratification of Summer Fun Volunteer Jenna Painter to assist with the 2019 Summer Fun courses.

Motion carried unanimously.

## **Summer Work**

### **Electrical Work**

Mrs. Michele Tinsman moved the appointment of Electrical Technology Instructor Gary Felmei to be provided with an additional forty (40) hours at the craft rate of \$39 per hour to do preventative maintenance on the main switch, transformer and gear.

Motion carried unanimously.

### **Summer Cosmetology**

Mrs. Michele Tinsman moved the approval and ratification of Kysha Woods as a substitute Summer Cosmetology instructor at the rate of \$39 per hour.

Motion carried unanimously.

## **FACILITIES AND FINANCIAL AFFAIRS**

### **Informational:**

#### **Building Report \***

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

### **Action:**

#### **Fire Panel**

Ms. Jean McWilliams moved the approval and ratification for the purchase and installation to replace the fire panel in the amount of \$8,625.

Motion carried unanimously.

#### **Soundproof Door in the Boiler Room**

Ms. Jean McWilliams moved the approval of the purchase and installation of a soundproof door in the boiler room at a cost not to exceed \$4,500.

Motion carried unanimously.

## **SOLICITOR**

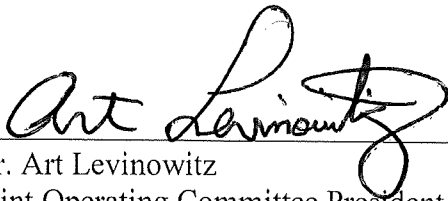
Mr. Ken Roos gave an update on changes in compulsory school age and flexible instructional days.

## **NEXT MEETING**

The next meeting of the Joint Operating Committee is on September 11, 2019.


**ADJOURNMENT**

Ms. Carolyn Riley moved to adjourn the August 14, 2019 meeting at 8:25 p.m.  
Motion carried unanimously.



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Dr. Art Levinowitz  
Joint Operating Committee President



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Ms. Mary Martin  
Joint Operating Committee Secretary

Recording Secretary: Linda McAlpine



## **EASTERN CENTER FOR ARTS AND TECHNOLOGY**

### **AGENDA SESSION MINUTES**

**WEDNESDAY, AUGUST 14, 2019**

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#### **1. EXECUTIVE DIRECTOR'S REPORT \***

The Executive Director presented the following topics:

1. Director's Update June to August Newsletter
2. Programming, Personnel, and Facilities Proposal
3. Facilities - Fire Panel and Sound-Proof Door to Boiler Room
4. Technical Assistance Program Overview

#### **2. SUMMER FUN AND SUMMER COSMETOLOGY**

Dr. Plesnarski discussed the options for 2020 Summer Fun and Summer Cosmetology due to the scheduled Roof Project and other potential renovations.

#### **3. STUDENT ENROLLMENT UPDATE \***

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

#### **4. EXECUTIVE ADVISORY COMMITTEE (EAC) EQUIPMENT LIST RECOMMENDATIONS \***

Dr. Plesnarski reviewed the EAC Equipment list recommendations and the items will be included in the 2020-2021 budget proposal.

#### **5. JOINT OPERATING COMMITTEE ANNUAL DINNER \***

The Joint Operating Committee will invite Superintendents and their cabinet members responsible for curriculum to the annual dinner in November.

#### **6. OPTIONS FOR EASTERN CUSTODIAL AND MAINTENANCE SERVICES**

EASTERN currently contracts custodial and maintenance services from Aramark. The contract expires June 30, 2020. Dr. Plesnarski discussed options with the JOC.