

EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES
WEDNESDAY, SEPTEMBER 11, 2019

Dr. Art Levinowitz, Joint Operating Committee President, called the meeting to order at 8:02 p.m. with the following in attendance:

Mr. Brian Allen	Abington
	Bryn Athyn
Ms. Jean McWilliams	Cheltenham
Mr. Joseph Wade	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
Mr. Robert Howard	Lower Moreland
	Springfield
Dr. Art Levinowitz	Upper Dublin
Mr. A. Brian Davis	Upper Moreland
Mr. Ed Diaiso	Solicitor
Dr. Robert Milrod	Superintendent of Record
Dr. Cathleen Plesnarski	Executive Director

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

SALUTE TO THE FLAG

Student of the month, Orié Zaga, led the Joint Operating Committee and audience in a salute to the flag. Dr. Levinowitz requested a moment of silence in memory of 911.

MINUTES

Ms. Jean McWilliams moved approval of the August 14, 2019 Joint Operating Committee minutes of the regular and agenda meetings.
Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Mr. Ed Diaiso, Solicitor, announced that there was an Executive Session held before the public meeting to discuss personnel items.

PRESIDENT'S REPORT

Informational:

Practical Nursing Graduation

Dr. Art Levinowitz reported on the graduation of the Practical Nursing Class 144 held on August 29, 2019 at Abington Hospital – Jefferson Health.

Foundation Meeting Minutes *

Dr. Art Levinowitz reviewed the minutes from the September 9, 2019 Foundation meeting.

Action:

PSBA Voting

Ms. Carolyn Riley moved approval of the following for election.

Candidate	Position	Yea	Nay
Art Levinowitz*, Upper Dublin SD	President Elect	7	0
Candidate	Position	Yea	Nay
David Hein*, Parkland SD	Vice President	7	0
Candidate	Position	Yea	Nay
Kathy Swope, Lewisburg SD	Trustee	7	0
Mark Miller, Centennial SD	Trustee	7	0

Motion carried unanimously.

FINANCIAL REPORT – For the Period Ending August 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 August 31, 2019 showing cash and investment balances of \$3,167,339.67 as presented.

Action:

Treasurer's Report *

Mr. Robert Howard moved acceptance of the Treasurer's Report for the period ended August 31, 2019 showing a General Fund cash and investment balances of \$4,885,545.83 and total assets of \$5,320,734.10 and the current status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Mr. Robert Howard moved approval of accounts payable checks #29115 through #29197 disbursed during the period of 8/1/2019 through 08/31/2019 in the amount of \$700,529.47. Motion carried unanimously.

Mr. Robert Howard moved approval of general fund expense wire/ACH transfers #WT200022 through #WT2000038 disbursed during the period of 8/1/2019 through 8/31/2019 in the amount of \$178,343.37. Motion carried unanimously.

Mr. Robert Howard moved approval of payroll vouchers #48734 through #48942 disbursed August 2, 2019, August 16, 2019, and August 30, 2019 in the amount of \$271,914.02. Motion carried unanimously.

There were no disbursements from the capital reserve from 8/1/2019 through 8/31/2019.

STUDENT RECOGNITION

Action:

Mr. Brian Allen moved to approve a resolution recognizing Mr. Orie Zaga, a senior at Abington Senior High School and in the Commercial Art program, as *Outstanding Student of the Month* for September. Dr. Art Levinowitz presented Mr. Zaga with the Resolution, EASTERN shirt and the Rotary plaque; and the Association's gift card presented by Mr. Gary Felme, Educators' Association representative. Motion carried unanimously.

ACADEMIC AFFAIRS

Dr. Plesnarski lead the Joint Operating Committee on a facilities tour to see the HVAC renovation and areas marked for renovation as outlined in the proposal presented.

Informational:

The Joint Operating Committee acknowledged receipt of the August Activities Report.

Action:

Robotics and Automated Technology

Mr. Joseph Wade moved approval to complete the Pennsylvania Department of Education "New Program Approval" process for a Robotics and Automated Technology program, CIP Code 15.0403. Motion carried unanimously.

Tuition/Enrollment Agreements *

Mr. Joseph Wade moved approval the two attached agreements between Eastern Center for Arts and Technology and PA Cyber School.

Motion carried 6 votes in favor and 1 against.

Program Equipment *

Mr. Joseph Wade moved approval to include the attached program equipment recommendations in the budget proposal as recommended by the Executive and Occupational Advisory Committees with the revision including startup of Robotics and Automated Technology.

Motion carried unanimously.

Cosmetology Curriculum Hours *

Mr. Joseph Wade moved approval to offer Cosmetology instruction during the four in-service days on October 1, 2019, October 16, 2019, November 5, 2019 and April 28, 2020.

Motion carried unanimously.

Career and Technical Student Organization *

Mr. Joseph Wade moved approval of the following SkillsUSA fundraising activities:

Fundraiser	Start Date	End Date
Fall – WAWA Hoagie coupons	September 12	October 25
Blood Drive	November 25	November 25
Spring – Apparel Sale	February 10	March 20

Motion carried unanimously.

Conference *

Mr. Joseph Wade moved approval for Eileen Collins to attend the ACAPA Conference in Hershey, PA November 13-15, 2019 at a cost not to exceeded \$1,000; Eileen Collins will not attend the Data Summit in March 2019 which was approved previously; Joseph Greb and Gary Felmeij to attend the 2019 Pennsylvania Apprenticeship Summit in Hershey, PA October 30-31, 2019 at a cost not to exceeded \$2,000; Steven Parke will not be attend the PA Co-Op Conference which was approved previously; Joseph Greb will not be attending the PACTA Workshop for Assistant Directors which was approved previously.

Motion carried unanimously.

POLICY

Informational:

Comprehensive Plan

Eastern Center for Arts and Technology conducted a Strategic Plan Mid-Point Review in the Spring of 2019. Stakeholders from all aspects of EASTERN gathered to review the progress on the Strategic Plan, review the progress, formulate and set goals for the next three years. The Pennsylvania Department of Education (PDE) requires all Career and Technology Centers to complete a CTC Comprehensive Plan every three years. Using the outline provided by PDE and EASTERN's Strategic Plan process we gather the pertinent information to meet the state requirements. A copy of the Strategic Plan Mid-Point Summary Report was included for review and its findings are reflected in the CTC Comprehensive Plan document.

Action:

Policy Revision – Second Reading *

Mr. Brian Allen moved acceptance for second reading of Policy J123, *School Nurse*, in the Operations Section.
Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Professional

Addendum to the Educators' Association Agreement *

Mr. Brian Allen moved approval of the attached addendum to the Educators' Association Agreement effective September 12, 2019.
Motion carried unanimously.

School-to-Career Coordinator *

Mr. Brian Allen moved approval of the attached job description and permission to post the School-to-Career Coordinator position.
Motion carried unanimously.

Substitute Instructors

Mr. Brian Allen moved approval of the of the following 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.

<u>Teacher</u>	<u>Experience</u>	<u>Courses</u>
John Leitner	Substitute Instructor 2016-2019	Commercial Art
Lynne Musser	School Nurse 2018-2019	Allied Health
David Parke	Substitute Instructor 2015-2019	Protective Services
Kysha Woods	Substitute Instructor 2018-2019	Business and Technology

Motion carried unanimously.

Classified

Administrative Assistant to the Main Office *

Mr. Brian Allen moved approval of Michele Zimmerman as Part Time Administrative Assistant to the Main Office, effective September 12, 2019 at Grade IV-Base of the Classified Salary Guide at the rate of \$18.92 for the 2019-2020 school year.

Motion carried unanimously.

Practical Nursing

Adjunct Faculty

Mr. Brian Allen moved approval of Anjali Benny Abraham as an adjunct faculty member in the Practical Nursing program for the 2019-2020 school year.

Motion carried unanimously.

Continuing Education

Adjunct Faculty

Mr. Brian Allen moved approval and ratification for Electrical Theory Instructor Robert Raggi for up to fourteen (14) hours of curriculum development at the rate of \$30.00 per hour.

Motion carried unanimously.

Mr. Brian Allen moved approval and ratification for Michael DeLaurentis as a Math Instructor for the 2019-2020 school year and up to four (4) hours of pre-service at the rate of \$30.00 per hour.

Motion carried unanimously.

Student Interns

Salary Schedule

Mr. Brian Allen moved approval of the following salary guide for Technology Interns for the 2019-2020 school year:

- College Student Intern \$11.50 per hour
- High School Student Intern \$10.50 per hour

Motion carried unanimously.

Technology Services Intern

Mr. Brian Allen moved approval of Connor Markegene as Technology Services Intern to work under the direction of Lou Geld at the rate of \$11.50 per hour for the 2019-2020 school year.

Motion carried unanimously.

Business Office Intern

Mr. Brian Allen moved approval of Nicolas Cuconati as Business Office Intern to work under the direction of Mary Martin at the rate of \$10.50 per hour for the 2019-2020 school year.

Motion carried unanimously.

Veterinary Science Intern Supervisors

Mr. Brian Allen moved approval the following staff members to provide weekend supervision for Veterinary Science Interns providing animal care at the rate of \$39 per hour.

Ferne Andre	Jeffrey Ceccola	Eileen Collins	Karen McGeehan
Mary McDonnell	Debra O'Brien	Trisha Simmler-Totaro	Veronica Stanley

Motion carried unanimously.

Veterinary Science Interns

Mr. Brian Allen moved approval of Bella Fenerty and Jorja Dorley as Veterinary Science Interns to work under the direction of the following staff members at the rate of \$10.50 per hour for the 2019-2020 school year to provide weekend animal care..

Ferne Andre	Jeffrey Ceccola	Eileen Collins	Karen McGeehan
Mary McDonnell	Debra O'Brien	Trisha Simmler-Totaro	Veronica Stanley

Motion carried unanimously.

SUMMER WORK

HVAC Work

Mr. Brian Allen moved approval and ratification of HVAC Instructor Brian Jacoby worked an additional 9 hours on the HVAC project at the contracted rate of \$39 per hour.

Motion carried unanimously.

Mr. Brian Allen moved approval and ratification of the following Electrical Technology Interns worked an additional 225 hours combined as directed by Gary Felmei on electrical projects at the contracted rate of \$10.50 per hour.

Colin Raphun

Collin Levy

Timothy Joyce

Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report *

The Joint Operating Committee acknowledged receipt of the building report for August activities regarding school plant and property.

Summer Electrical Work *

The Joint Operating Committee acknowledged receipt of the summer electrical report for August.

Action:

Facility Renovations *

Facilities Motion A: Dr. Plesnarski will ask for a motion to approve hiring Breslin Ridyard Fadero Architects to perform the full architecture and engineering consulting services for design, bidding, and construction administration for the following work at a cost not to exceed \$125,000 without written authorization.

1. EPDM Replacement Roof
2. Robotics and Automated Technology program space to be allocated to current rooms 147, 146, and part of 145.
3. School-to-Career Coordinator office in part of room 145.

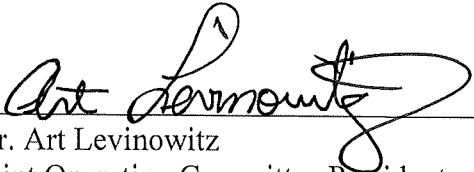
Facilities Motion B: Dr. Plesnarski will ask for a motion to approve hiring Breslin Ridyard Fadero Architects to develop a preliminary design for the following work at a cost not to exceed \$15,000 without written authorization.

1. Computer lab (rm 147) to be relocated to part of room 122 and part of Automotive computer lab.
2. Nurse's Suite relocated to room 122.
3. Girl's locker room for non-traditional students incorporated into the nurse's suite.
4. Wall relocated in 121 to expand the Automotive theory room and program space to include Hunter Alignment machine.
5. Expand Practical Nursing theory room (K).

Motion carried unanimously.

ADJOURNMENT

Mr. Joseph Wade moved to adjourn the September 11, 2019 meeting at 9:42 p.m.
Motion carried unanimously



Dr. Art Levinowitz
Joint Operating Committee President



Ms. Mary Martin
Joint Operating Committee Secretary

Recording Secretary: Linda McAlpine

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
AGENDA SESSION MINUTES**

WEDNESDAY, SEPTEMBER 11, 2019

1. OPENING OF 2019-2020 SCHOOL YEAR *

In-service activities took place August 28, August 29 and September 3, 2019. Dr. Plesnarski shared that the theme for the year is Innovation supported by Teamwork and Respect. Dr. Plesnarski provided a handout summarizing the activities. She also shared a document that details school and department goals for the 2019-2020 school year that was distributed at the in-service.

2. DECEMBER JANUARY JOC MEETINGS

Dr. Plesnarski asked for input from the group to determine if there is a need to change the December JOC meeting to January when we typically do not hold a meeting to provide time for the districts to reorganize and appoint Joint Operating Committee Members. There will be no changes to meeting schedules.

3. COMPREHENSIVE PLAN *

Eastern Center for Arts and Technology conducted a Strategic Plan Mid-Point Review in the Spring of 2019. Stakeholders from all aspects of EASTERN gathered to review the Strategic Plan, review the progress, formulate and set goals for the next three years. The Pennsylvania Department of Education (PDE) requires all Career and Technology Centers to complete a CTC Comprehensive Plan every three years. Using the outline provided by PDE and EASTERN's Strategic Plan process we gather the pertinent information to meet the state requirements. A copy of the Strategic Plan Mid-Point Summary Report is included for your review and is the basis for the information and action plans within the Comprehensive Plan document. This document will be posted for 28 days on our website for public comment. The JOC will be asked to approve it for submission at the October meeting.

4. STUDENT ENROLLMENT UPDATE *

Dr. Plesnarski reviewed the student enrollment for the 2019-2020 school year. Dr. Levinowitz made the observation that the enrollment is the highest it has been for 10 years.

5. 2020-2021 BUDGET *

Ms. Martin presented the Budget Cap and preliminary State Index calculations.

6. PA CYBER SCHOOL TUITION AGREEMENTS

Dr. Plesnarski discussed the PA Cyber School tuition agreements.

7. CSIU FINANCIAL INFORMATION SYSTEM PROPOSAL

Ms. Martin shared that we will be asking for approval in October to switch our Business Office software over to CSIU Financial Information System, which will save the school approximately \$30,000 per year.

8. FOUNDATION FUNDRAISERS

Dr. Plesnarski presented the Foundation fundraisers.

9. PSBA ELECTIONS

Mr. Davis reviewed the candidates for the PSBA officer elections and recommendations to take to the Board Meeting for approval.

10. ROBOTICS AND AUTOMATED TECHNOLOGY

Dr. Plesnarski discussed the series of motions tonight that would provide approval to move forward with opening a Robotics and Automated Technology program. The Robotics and Automated Technology program would enhance programming at EASTERN in high-priority and in-demand occupations. The motions will include authorizing the administration to seek program approval through the Pennsylvania Department of Education, including start-up costs in the 2020-2021 budget, and performing facility renovations to host the program.

11. FACILITY RENOVATIONS *

Dr. Plesnarski reviewed the two motions for facility renovations that would be voted on during the JOC meeting:

Facilities Motion A: Dr. Plesnarski asked for a motion to approve hiring Breslin Ridyard Fadero Architects to perform the full architecture and engineering consulting services for design, bidding, and construction administration for the following work at a cost not to exceed \$125,000 without written authorization.

1. EPDM Replacement Roof
2. Robotics and Automated Technology program space to be allocated to current rooms 147, 146, and part of 145.
3. School-to-Career Coordinator office in part of room 145.

Facilities Motion B: Dr. Plesnarski asked for a motion to approve hiring Breslin Ridyard Fadero Architects to develop a preliminary design for the following work at a cost not to exceed \$15,000 without written authorization.

1. Computer lab (rm 147) to be relocated to part of room 122 and part of Automotive computer lab.
2. Nurse's Suite relocated to room 122.
3. Girl's locker room for non-traditional students incorporated into the nurse's suite.
4. Wall relocated in 121 to expand the Automotive theory room and program space to include Hunter Alignment machine.
5. Expand Practical Nursing theory room (K).

12. SCHOOL-TO-CAREER COORDINATOR *

Dr. Plesnarski shared the job description for the position of School-to-Career Coordinator and informed the JOC that she would be seeking their approval of the job description and approval to post the position. The position of School-to-Career Coordinator would help connect students at EASTERN to internship opportunities, full-time employment, and post-secondary opportunities.