

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

Dr. Art Levinowitz, President, called the public meeting of the Joint Operating Committee to order at 8:12 p.m. with the following members in attendance:

---

Mr. Brian Allen	Abington
	Bryn Athyn
Ms. Julie Haywood	Cheltenham
Ms. Tara Conner-Hallston	Hatboro-Horsham
	Jenkintown
Mr. Lance Wolbransky	Lower Moreland
Mr. Walter Lapidus	Springfield
Dr. Art Levinowitz	Upper Dublin
Mr. Paul Tkacs	Upper Moreland
Kenneth Roos, Esq.	Solicitor
	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**

Kody Levine led the Joint Operating Committee and audience in a salute to the flag.

### **JOINT COMMITTEE REORGANIZATION**

#### **Informational:**

#### **Recognition of Membership**

Dr. Art Levinowitz acknowledged the terms and memberships for each of our participating school districts.

#### **Term: December 2019 – November 2022**

1. Hatboro-Horsham – Ms. Tara Conner-Hallston
2. Lower Moreland – Mr. Lance Wolbransky
3. Upper Dublin – Dr. Art Levinowitz

#### **Term: December 2018 – November 2021**

1. Bryn Athyn – Mr. Erik Odhner
2. Springfield – Mr. Walter Lapidus
3. Upper Moreland – Mr. Paul Tkacs

**Term: December 2017 – November 2020**

1. Abington – Ms. Jennifer O’Rourke
2. Cheltenham – Mr. Charles Burdell-Williams
3. Jenkintown – Ms. Carolyn Riley

Dr. Art Levinowitz acknowledged the terms of Officers as follows:

1. Treasurer – Ms. Lieu Kim  
One-Year Term: July 1, 2019 – June 30, 2020
2. Secretary – Ms. Mary Martin  
Four-Year Term: July 1, 2018 – June 30, 2022
3. Superintendent of Record – Dr. Robert Milrod  
Two-Year Term: July 1, 2018 – June 30, 2020

**Action:**

**Election of Officers - President and Vice President**

The most senior board member, Dr. Art Levinowitz, assumed the Chair as Temporary President of the Joint Operating Committee for the purpose of election of officers.

On behalf of the Nominating Committee, Mr. Walter Lapidus reported that the Nominating Committee recommends and nominates the following slate of officers and terms:

- Dr. Art Levinowitz, President - Term: December 11, 2019 – December 9, 2020
- Ms. Carolyn Riley, Vice President - Term: December 11, 2019 – December 9, 2020

After no further nominations were presented, Mr. Walter Lapidus moved to close nominations. Motion carried unanimously.

Mr. Walter Lapidus moved to elect Dr. Art Levinowitz as President for a one-year term from December 11, 2019 – December 9, 2020. Motion carried unanimously.

Mr. Walter Lapidus moved to elect Ms. Carolyn Riley as Vice President for a one-year term from December 11, 2019 – December 9, 2020. Motion carried unanimously.

Dr. Art Levinowitz assumed the Chair.

**Adoption of Policies**

Mr. Walter Lapidus moved to approve EASTERN’s website ([www.eastech.org](http://www.eastech.org)) as the official repository of all operating policies for the Joint Operating Committee and AVTS Board of School Directors until changed by the Joint Operating Committee. Motion carried unanimously.

## **MINUTES**

Mr. Brian Allen moved approval of the Joint Operating Committee minutes of the regular session meeting November 13, 2019.

Motion carried unanimously.

## **EXECUTIVE SESSION ANNOUNCEMENT**

Mr. Kenneth Roos, Solicitor, announced that an Executive Session was held before the public meeting to discuss legal and personnel issues.

## **PRESIDENT'S REPORT**

### **Informational:**

#### **Leadership SkillsUSA \***

On November 13-15, 2019, a delegation of 36 SkillsUSA students and three advisors participated in the Annual District 2 Career and Technical Student Organization's Leadership Conference at the Kalahari Resorts Poconos. Approximately 200 students from seven different career and technical centers from Bucks, Delaware and Montgomery Counties attended the conference.

#### **EASTERN Facilities Ad Hoc Committee Meeting \***

The minutes of the November 18, 2019 Facilities Ad Hoc Committee meeting were presented.

#### **Governor Wolf's Visit to EASTERN**

On December 2, 2019, EASTERN welcomed Governor Wolf to tour the school.

#### **Foundation Fundraiser – Corner Bakery Cafe**

Dr. Levinowitz reminded the committee about the Foundation Fundraiser on December 16, 2019 at Corner Bakery Cafe in Horsham.

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

### **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, 2019 showing investments of \$3,173,388.72 as presented

**Action:**

**Treasurer's Report \***

Mr. Walter Lapidus moved acceptance of the Treasurer's Report for the period ended November 30, 2019 showing a General Fund cash and investment balances of \$5,851,275.89 and total assets of \$6,285,506.29 and the current status of the Student Activity account.

Motion carried unanimously.

**Disbursements \***

Mr. Walter Lapidus moved approval of accounts payable checks #29435 through #29516 disbursed during the period of 11/1/2019 through 11/30/2019 in the amount of \$74,792.88.

Motion carried unanimously.

Mr. Walter Lapidus moved approval of expense disbursement checks #209699 through #209744, and wire/ACH transfers #WT200089 through #WT200111 disbursed during the period of 11/1/2019 through 11/30/2019 in the amount of \$404,563.90.

Motion carried unanimously.

Mr. Walter Lapidus moved approval of payroll vouchers #49274 through #49454 disbursed November 08, 2019 and November 22, 2019 in the amount of \$204,794.64.

Motion carried unanimously.

There were no disbursements from the Capital Reserve account in November.

Mr. Walter Lapidus moved approval of student activities disbursement check #81176 disbursed during the period of 11/1/2019 through 11/30/2019 in the amount of \$198.00.

Motion carried unanimously.

**STUDENT RECOGNITION**

**Action:**

Mr. Lance Wolbransky moved to approve a resolution recognizing Kody Levine, a senior at Lower Moreland High School and in the Collision Repair Technology program, as *Outstanding Student of the Month* for December. Dr. Art Levinowitz presented Kody Levine with the Resolution, EASTERN shirt and the Rotary plaque; and the Association's gift card presented by Mr. Gary Felme, Educators' Association President.

Motion carried unanimously.

**ACADEMIC AFFAIRS**

**Breslin Ridyard Fadero Architects**

Stephen Behrens from Breslin Ridyard Fadero Architects provided his recommendation on the roof replacement, School-to-Career office and Robotics and Automated Technology renovation prior to the meeting.

**Informational:**

**Administrative Advisory Committee Meeting \***

The Administrative Advisory Committee meeting minutes of December 3, 2019 were presented.

**Activities Report \***

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

**Action:**

**Robotics and Automated Technology Equipment**

Mr. Brian Allen moved approval of the following equipment to be purchased for the Robotics and Automated Technology program:

Mechanical Fabrication Learning System	\$9,221.76
Mechanical Drives Learning System	\$14,440.32
Basic Hydraulics learning System	\$27,211.20
Basic Pneumatics Learning System	\$12,246.77
AC/DC Electrical Learning System	\$17,758.08
Electric Relay Control Learning System	\$16,013.58
Electrical Fabrication Learning System	\$5,259.84
Total:	\$102,151.55
Electro-Hydraulics Learning System	\$6,270.72
LR Mate 200iD/Robot and Automation Training	\$39,995.00
Total:	\$46,265.72
Equipment Grand Total:	\$148,417.27
Funding Option A (pending grant approval)	
General Fund	\$56,417.27
Competitive Equipment Grant	\$50,000.00
Supplemental Equipment	\$42,000.00
Funding Option B (grant funding not approved)	
General Fund	\$50,000.00
Contingency Fund	\$98,417.27

Motion carried unanimously.

**Conference**

Mr. Brian Allen moved approval for School-to-Career Coordinator Hayley Granacher to attend the PACTA Executive & General Meeting, Symposium in Hershey, PA on February 13-14, 2020 at a cost not to exceed \$900.

Motion carried unanimously.

Mr. Brian Allen moved approval and ratification for Business Manager Mary Martin, Accountant Lieu Kim and Human Resource Coordinator Janet Wuagon to attend training at the CSIU in Lewisburg, PA in December at a cost not to exceed \$1,000.  
Motion carried unanimously.

### **Donations**

Mr. Brian Allen moved acceptance of the following donations in support of the instructional programs:

- Eleven Nursing Review Module books were donated by Ferne Andre for use in the Allied Health program.

Motion carried unanimously.

### **POLICY**

#### **Action:**

#### **2020-2021 Preliminary School Calendar \***

Ms. Tara Conner-Hallston moved approval of the preliminary school calendar for students, teachers and staff for the 2020-2021 school year as presented, which was reviewed and recommended by the Administrative Advisory Committee.  
Motion carried unanimously.

### **PERSONNEL AFFAIRS**

#### **Action:**

#### **Professional**

#### **Robotics and Automated Technology – Job Description \***

Ms. Tara Conner-Hallston moved approval of the attached job description and permission to post the Robotics and Automated Technology Instructor position.  
Motion carried unanimously.

#### **Culinary Arts Instructor - Appointment \***

Ms. Tara Conner-Hallston moved approval of Benjamin Vozzo, Jr. as Culinary Arts Instructor effective January 6, 2020 at Step 9/Base of the Professional Salary Schedule providing an annual salary of \$75,149; prorated at \$43,902.84 for the 2019-2020 school year.  
Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of Amy Mednick as mentor for up to 40 hours for orientation, planning and mentoring of the Culinary Arts Instructor Benjamin Vozzo, Jr. at the curriculum rate of \$39 per hour.

Motion carried unanimously.

### **Classified**

#### **Commercial Art Instructional Aide Long-Term Substitute - Extension**

Ms. Tara Conner-Hallston moved approval of Trisha Simmler-Totaro as LTS Commercial Art Instructional Aide Grade III-1 of the Classified Salary Guide at the rate of \$25.28 through the end of the 2019-2020 school year.

Motion carried unanimously.

#### **Commercial Art Instructional Aide - Live Work**

Ms. Tara Conner-Hallston moved approval of Commercial Art Aide Trisha Simmler-Totaro to work up to 2 hours at the rate of \$25.28/hour to take JOC members photo.

Motion carried unanimously.

### **Volunteer**

#### **Training Supervisor**

Ms. Tara Conner-Hallston moved approval of Bill Dixon of Pennsylvania State Representative Thomas Murt's Office as Training Supervisor for EASTERN's Business and Technology Professional student Emma Rose.

Motion carried unanimously.

#### **Authorization to Hire**

Ms. Tara Conner-Hallston moved the authorization to hire and take other personnel action as appropriate, with the approval of the Board President for the month of December 2019 and January 2020.

Motion carried unanimously.

### **FACILITIES AND FINANCIAL AFFAIRS**

#### **Informational:**

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

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

**Action:**

**2020-2021 Budget**

Ms. Julie Haywood moved approval of the 2020-2021 budget, as recommended by the Administrative Advisory Committee, in the amount of \$10,781,220 and authorization to transmit the budget to each of the participating Boards of School Directors for consideration.  
Motion carried unanimously.

**Valbridge Property Advisor – Appraisal \***

Ms. Julie Haywood moved approval of hiring Valbridge Property Advisors to appraise the market value of the EASTERN property as of a current date at a cost not to exceed \$5,000.  
Motion carried unanimously.

**JWK Electric – Lighting**

Ms. Julie Haywood moved approval of JWK Electric to remove and replace fifteen 1000 watt flood lights to 315 watt LED adjustable flood lights; install new wiring from the base of the pole to the new fixtures; disconnect and remove ballast and lamp in five upper driveway lights and install ballast bypass lamps. Cost quoted at \$17,350. (Considered necessary due to maintenance issues (several lights out), safety concerns and efficiency as project on 10-year plan and simple light replacement not cost efficient – all things considered).  
Motion carried unanimously.

**Flooring Replacement**

Ms. Julie Haywood moved approval to replace all flooring in corridors and lobby with SHAW Contract Commercial Luxury Vinyl Plank & Stone flooring at a cost to EASTERN not to exceed \$40,000. (Aramark to assume \$30,721.43 of the total cost of the project due to credits to EASTERN)  
Motion carried unanimously.

**J Pandur, LLC – Equipment Disposal**

Ms. Julie Haywood moved approval of J Pandur, LLC for disposal of old, out of commission equipment primarily related to Auto Tech program. Terms are 20% commission plus estimated transport costs of \$200. (Equipment must be transported to Quakertown. Can avoid \$200 cost if we transport. Working with him to obtain agreement – timing for sale is January or February.  
Motion carried unanimously.

**Authorization to Bid – Facilities**

Ms. Julie Haywood moved approval of authorization to develop and post an RFP for Facilities.  
Motion carried unanimously.



---

### Authorization to Bid – Renovations

Ms. Julie Haywood moved approval requests authorization to bid for the roof replacement, School-to-Career office and Robotics and Automated Technology renovation per plans submitted by Breslin Ridyard Fadero Architects.  
Motion carried unanimously.

### Disbursement Authorization

Ms. Julie Haywood moved approval moved authorization to make disbursements, upon review and approval by the Joint Operating Committee President for the month of December 2019 due to no January meeting of the Joint Operating Committee as per Board Policy.  
Motion carried unanimously.

### SOLICITOR'S REPORT

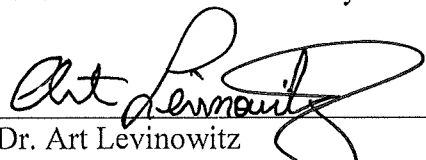
Mr. Kenneth Roos discussed the importance of Mandatory Reporting training with the Joint Operating Committee.

### NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, February 12, 2020.

### ADJOURNMENT

Mr. Walter Lapidus moved to adjourn the December 11, 2019 meeting of the Joint Operating Committee at 8:58 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, DECEMBER 11, 2019**

---

**1. NEW JOC BOARD MEMBERS**

The committee welcomed new board members: Ms. Jennifer O'Rourke from Abington School District; Mr. Charles Burdell-Williams from Cheltenham School District; Ms. Tara Conner-Hallston from Hatboro-Horsham School District; Mr. Lance Wolbransky from Lower Moreland Township School District; and Mr. Paul Tkacs from Upper Moreland School District. Formal JOC orientation will take place in January.

**2. ELECTION OF OFFICERS**

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

**3. SERVICE CONTRACTS**

The following contracts are expired or expiring:

<b><u>Contract</u></b>	<b><u>Expiration Date</u></b>	<b><u>Admin. Rec.</u></b>
Dreslin and Company (accounting)	June 30, 2019	Renew
Wisler Pearlstine (legal)	June 30, 2020	Renew
Aramark (facilities)	June 30, 2020	Request for Proposals

**4. 2020-2021 BUDGET ACTION CALENDAR**

The committee reviewed the 2020-2021 Budget Action Calendar.

**5. 2020-2021 PRELIMINARY SCHOOL CALENDAR**

Dr. Plesnarski discussed the 2020-2021 preliminary school calendar recommendations from the Administrative Advisory Committee.

**6. SUBSTITUTE COMMERCIAL ART AIDE POSITION - EXTENSION**

Dr. Plesnarski discussed the extension of the Substitute Commercial Art Aide through the end of the 2019-2020 school year.

**7. ROBOTICS AND AUTOMATED TECHNOLOGY**

Dr. Plesnarski discussed Robotics and Automated Technology program planning and requested motions: Equipment, teacher position, and renovations.

**Equipment** - to be approved to purchase to ensure timely delivery.

Mechanical Fabrication Learning System	\$9,221.76
Mechanical Drives Learning System	\$14,440.32
Basic Hydraulics learning System	\$27,211.20
Basic Pneumatics Learning System	\$12,246.77
AC/DC Electrical Learning System	\$17,758.08
Electric Relay Control Learning System	\$16,013.58
Electrical Fabrication Learning System	\$5,259.84
Total:	\$102,151.55

Electro-Hydraulics Learning System	\$6,270.72
LR Mate 200iD/Robot and Automation Training	\$39,995.00
Total:	\$46,265.72

Equipment Grand Total: \$148,417.27

**Funding Option A (pending grant approval)**

General Fund	\$56,417.27
Competitive Equipment Grant	\$50,000.00
Supplemental Equipment	\$42,000.00

**Funding Option B (grant funding not approved)**

General Fund	\$50,000.00
Contingency Fund	\$98,417.27

**Teacher** - job description accepted, and position posted.

**Renovations** - request to publish bid documents based on plans developed by Breslin.