

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES**

WEDNESDAY, FEBRUARY 12, 2020

Dr. Art Levinowitz, President, called the public meeting of the Joint Operating Committee to order at 8:08 p.m. with the following members in attendance:

Mrs. Jennifer O'Rourke	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
Ms. Tara Conner-Hallston	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
	Lower Moreland
Mr. Walter Lapidus	Springfield
Dr. Art Levinowitz	Upper Dublin
Mr. Paul Tkacs	Upper Moreland
Kenneth Roos, Esq.	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

Ms. Isabella Fenerty and Mr. Jonah Oberman led the Joint Operating Committee and audience in a salute to the flag.

JOINT OPERATING COMMITTEE

Ms. Carolyn Riley moved approval of the appointment of Dr. Wagner Marseille as Superintendent of Record and Dr. Jill Takacs as Principal Liaison from July 1, 2020 through June 30, 2022.

Motion carried unanimously.

MINUTES

Mr. Walter Lapidus moved approval of the Joint Operating Committee minutes of the agenda session and regular session meetings of December 11, 2019.

Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

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

PRESIDENT'S REPORT

Informational:

Foundation Meeting

Dr. Art Levinowitz presented the EASTERN Foundation Meeting minutes from January 13, 2020.

Commissioner Valerie Arkoosh Visit

Dr. Cathleen Plesnarski reported that on January 17, 2020 the County Commissioner, Valerie Arkoosh, accompanied by Dave Zellers, the Commerce Director, and Jennifer Butler, the Director of Workforce Development took a tour of EASTERN.

District 2 SkillsUSA Competitions

Dr. Cathleen Plesnarski reported on the results of the SkillsUSA District Competitions held January 28 – 29, 2020 at North Montco Career and Technical Center. First Place winners will represent EASTERN at the state level competitions to be held April 15-17, 2020 in Hershey, PA.

Practical Nursing Graduation

Dr. Art Levinowitz reported on the graduation exercises of the Practical Nursing Class #146 held on January 30, 2020, at Abington Hospital – Jefferson Health.

New Joint Operating Committee Members Orientation

Dr. Art Levinowitz provided a report on the new JOC member orientation that was held January 29, 2020.

Foundation Meeting

Dr. Art Levinowitz presented the EASTERN Foundation Meeting minutes from February 10, 2020.

March 1, 2020 School Events

- Advisory Appreciation Brunch – a thank you to all of the Advisory Committees
- School Directors' Orientation - this program is designed to provide new and re-elected board members with the information that is essential to making decisions about EASTERN as they serve on the sending school boards
- Open House – the committee was urged to attend this special event which displays EASTERN's programs to perspective students and parents

FINANCIAL REPORT – For the Period Ending December 31, 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 December 31, 2019 showing cash and investment balances of \$3,164,213.72 as presented

Action:

Treasurer's Report *

Ms. Carolyn Riley moved acceptance of the Treasurer's Report for the period ended December 31, 2019 showing a General Fund cash and investment balances of \$6,214,200.99 and total assets of \$6,648,431.39 and the current status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Ms. Carolyn Riley moved approval of accounts payable checks #29517 through #29644 disbursed during the period of 12/1/2019 through 12/31/2019 in the amount of \$196,887.31.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of expense disbursement wire/ACH transfers #WT200112 through #WT200132 disbursed during the period of 12/1/2019 through 12/31/2019 in the amount of \$495,306.10.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of payroll vouchers #49455 through #49620 disbursed December 6, 2019, and December 20, 2019 in the amount of \$195,781.91.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of capital reserve disbursement checks #10073 through #10074 disbursed during the period of 12/1/2019 through 12/31/2019 in the amount of \$9,175.00.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of student activities disbursement check #81177 disbursed during the period of 12/1/2019 through 12/31/2019 in the amount of \$46.44.

Motion carried unanimously.

FINANCIAL REPORT – For the Period Ending January 31, 2020

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 January 31, 2020 showing cash and investment balances of \$3,185,843.37 as presented

Action:

Treasurer's Report *

Ms. Carolyn Riley moved acceptance of the Treasurer's Report for the period ended January 31, 2020 showing a General Fund cash and investment balances of \$6,252,261.68 and total assets of \$6,686,387.08 and the current status of the Student Activity account.

Motion carried unanimously.

Disbursements *

Ms. Carolyn Riley moved approval of accounts payable checks #30000 through #30047 disbursed during the period of 1/1/2020 through 1/31/2020 in the amount of \$57,709.31.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of expense disbursement wire/ACH transfers #WT200133 through #WT200148 disbursed during the period of 1/1/2020 through 1/31/2020 in the amount of \$202,772.54.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of payroll vouchers #00088 through #00325 disbursed January 3, January 17 and January 31, 2020 in the amount of \$292,717.56.

Motion carried unanimously.

There were no disbursements from the Capital Reserve Fund in January 2020

Ms. Carolyn Riley moved approval of student activities disbursement checks #82000 through #82001 disbursed on 1/1/2020 through 1/31/2020 in the amount of \$7,198.74.

Motion carried unanimously.

STUDENT RECOGNITION

Action:

Mr. Paul Tkacs moved to approve a resolution recognizing Ms. Isabella Fenerty, a senior at Upper Moreland High School and in the Veterinary Science program, as *Outstanding Student of the Month* for January. Dr. Levinowitz presented Ms. Fenerty with the Resolution, EASTERN shirt and the Rotary plaque; and the Association's gift card presented by Mr. Gary Felmey, Educators' Association President. Motion carried unanimously.

Mrs. Jennifer O'Rourke moved to approve a resolution recognizing Mr. Jonah Oberman, a junior at Abington Senior High School and in the Welding Technology program, as *Outstanding Student of the Month* for February. Dr. Levinowitz presented Mr. Oberman with the Resolution, EASTERN shirt and the Rotary plaque; and the Association's gift card presented by Mr. Gary Felmey, Educators' Association President.

Motion carried unanimously.

ACADEMIC AFFAIRS

EASTERN's Facilities Ad Hoc Committee

Dr. Art Levinowitz shared EASTERN's Facilities Ad Hoc Committee Mid-Point Update Presentation as part of the Agenda Session.

Informational:

Career Pathways Meeting

The Career Pathways meeting of January 15, 2020 was successful and received positive feedback from the Principals.

Principals' Advisory Committee Meeting *

The Principals' Advisory Committee meeting minutes of January 15, 2020 were presented.

Administrative Advisory Committee Meeting *

The Administrative Advisory Committee meeting minutes of February 4, 2020 were presented.

Activities Report *

The December 2019 and January 2020 Activities Reports of the students and staff were presented.

Action:

Perkins Grant *

Ms. Carolyn Riley moved authorization to implement a grant from the Pennsylvania Department of Education of the Perkins federal project commencing July 1, 2019 and ending June 30, 2020, in the amount of \$268,854.00.

Motion carried unanimously.

PDE Competitive Equipment Grant

Ms. Carolyn Riley moved authorization to implement a grant from Pennsylvania Department of Education of the Competitive Equipment Grant in the amount of \$50,000.00.

Motion carried unanimously.

Summer Cosmetology Program

Ms. Carolyn Riley moved approval to operate a Summer Cosmetology Program offering 147 hours of instruction from June 17 – July 16 (closed July 3) 7 hours per day 8:00 a.m. to 3:30 p.m. with lunch from 11:30 am to noon.

Teacher employment is to be based upon the number of students enrolled:

15 – 25 students	-	1 teacher
26 – 34 students	-	waiting list
35 – 50 students	-	2 nd teacher
51 – 59 students	-	waiting list
60+ students	-	3 rd teacher

Motion carried unanimously.

Professional Development

Ms. Carolyn Riley moved approval for JOC President Dr. Art Levinowitz to attend the PACTA Education and Workforce Development Symposium in Hershey, PA on February 13-14, 2020 at a cost not to exceed \$450.

Motion carried unanimously.

Ms. Carolyn Riley moved approval for Human Resource Coordinator Janet Wuagon to attend the PASPA Conference in Harrisburg, PA on February 26-28, 2020 at a cost not to exceed \$1,125. Janet Wuagon will not be attending the PASBO Conference which was approved previously.

Motion carried unanimously.

Ms. Carolyn Riley moved approval for Technology Manager Louis Geld to attend the Tech Talk Live Conference in Lancaster, PA on May 4-6, 2020 at a cost not to exceed \$800.

Motion carried unanimously.

Donations

Ms. Carolyn Riley moved acceptance of two uniform shirts donated by Marie Graham for use in the Electrical program for student assistance.

Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Professional

Robotics and Automated Technology Instructor

Ms. Tara Conner-Hallston moved approval of Christopher Passante as Robotics and Automated Technology Instructor effective May 15, 2020 at Step 15/C of the Professional Salary Schedule for the

2019-2020 school year, providing an annual salary of \$101,987; pro-rated at \$11,809.02 for 2019-2020 school year.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of Steven Parke as mentor for up to 40 hours for orientation, planning and mentoring of the Robotics and Automated Technology Instructor at the curriculum rate of \$39 per hour.

Motion carried unanimously.

Memorandum of Understanding

Ms. Tara Conner-Hallston moved approval of the attached Memorandum of Understanding among Eastern Center for Arts and Technology Educators' Association, Joint Operating Committee and Beth Whitehead regarding donation of accrued sick leave to Beth Whitehead.

Motion carried unanimously.

Allied Health Instructor – Leave of Absence

Ms. Tara Conner-Hallston moved approval of Allied Health Instructor Beth Whitehead's leave of absence request through the end of the 2019-2020 school year.

Motion carried unanimously.

Allied Health Long Term Substitute – Appointed

Ms. Tara Conner-Hallston moved approval of the appointment and ratification of Windy Viernes, MSN, RN, as Allied Health Long-Term Substitute, effective February 3, 2020, at Step B-5 of the Professional Salary Schedule until May 22, 2020, providing an annual salary of \$66,560; prorated at a per-diem rate of \$350.32. Windy Viernes will substitute for Beth Whitehead who is on FMLA leave.

Motion carried unanimously.

Allied Health Long Term Substitute – Mentor

Ms. Tara Conner-Hallston moved approval of the appointment of Wendy Leyden for up to 40 hours for orientation, planning and mentoring of the Allied Health Long-Term Substitute at the curriculum rate of \$39 per hour.

Motion carried unanimously.

Welding Technology Instructor – Leave Without Pay

Ms. Tara Conner-Hallston moved approval of up to an additional 5 days without pay for Meghan Cicchino, if needed, for the remainder of the 2019-2020 school year.

Motion carried unanimously.

Classified

Culinary Arts Aide - Live Work

Ms. Tara Conner-Hallston moved approval of Culinary Arts Aide Nicole Suanlarm to work up to 8 hours at the rate of \$27.51/hour to assist students with the Brunch at the Open House.
Motion carried unanimously.

Classified – Live Work

Ms. Tara Conner-Hallston moved approval and ratification of Greg Shields to work up to 7 hours at the rate of \$23.89/hour to update and re-edit the recruitment video.
Motion carried unanimously.

Practical Nursing

Adjunct Faculty

Ms. Tara Conner-Hallston moved approval of Valerie Davis as an adjunct faculty member in the Practical Nursing program for the 2019-2020 school year.
Motion carried unanimously.

Volunteer

Parent Volunteers

Ms. Tara Conner-Hallston moved approval of Nora Lynn Bachurski, Desiree Hawthorne, Melissa Shurtz and Jerry Winarski as volunteer chaperones pending receipt of their clearances for the Cosmetology trip to the New York Beauty Show on March 10, 2020.
Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report *

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

Action:

Certification of 2020-2021 Budget *

Mr. Paul Tkacs moved to acknowledge action by the participating Boards of School Directors regarding the consideration of EASTERN's 2020-2021 operating budget as presented at the meeting.
Motion carried unanimously.

Mr. Paul Tkacs moved the request to certify the operating budget as adopted and authorize implementation and necessary submission.
Motion carried unanimously.

Student Information System *

Mr. Paul Tkacs moved approval of the attached proposal with Central Susquehanna Intermediate Unit for student information management services at a startup cost of \$10,050.00 and annual cost of \$10,513.50 and a total cost not to exceed \$20,563.50 for the 2020-2021 school year
Motion carried unanimously.

Floor Replacement *

Mr. Paul Tkacs moved approval of the attached bid from Kieran McKenna Flooring, Inc. for floor replacement at a cost of \$69,490.
Motion carried unanimously.

Front Lobby Upgrades *

Mr. Paul Tkacs moved approval of the attached quote from McCarthy Masonry and Concrete, Inc. for upgrades to the front lobby at a cost of \$7,750.
Motion carried unanimously.

Facilities Study *

Mr. Paul Tkacs moved approval of the attached contract with D'Huy Engineering, Inc. not to exceed \$10,000 for a facilities study as recommended by the Facilities Ad Hoc Committee.
Motion carried unanimously.

SOLICITOR'S REPORT

Mr. Ken Roos informed the committee that Bidding Thresholds went up January 1st.

NEW BUSINESS

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, March 11, 2020.

ADJOURNMENT

Ms. Jennifer O'Rourke moved to adjourn the February 12, 2020 meeting of the Joint Operating Committee at 9:07 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, FEBRUARY 12, 2020

7:00 PM

1. 2020-2021 BUDGET STATUS *

EASTERN's budget was approved by all nine districts. Thank you for your support and effort in making EASTERN's budget a successful experience.

2. SUPERINTENDENT OF RECORD/PRINCIPAL ADVISORY LIAISON

Dr. Plesnarski reviewed the process, terms, and responsibilities for the appointments of Superintendent of Record and Principal Liaison.

3. MARCH 1, 2020 SCHOOL EVENTS

a. Advisory Appreciation Brunch

Joint Operating Committee members are reminded of the Advisory Appreciation Brunch which will take place at 11:00 a.m.

b. School Directors' Orientation

This program will take place at 12:30 p.m. and is designed to provide new and re-elected board members with the information that is essential to making decisions about EASTERN as they serve on the sending school boards.

c. Open House

EASTERN's Open House will be held from 1:00 p.m. to 3:30 p.m. All are welcome to attend. Dr. Plesnarski will provide an overview of the event.

4. STUDENT INFORMATION SYSTEM

Dr. Plesnarski reviewed the proposed new student information system and the process used by EASTERN's CTE Supervisor to make the decision.

This recommendation is aligned with the following 2019-2020 school goal under Operational Sustainability: Evaluate alternative student information management systems and make a recommendation by May of 2020.

We are seeking approval this month to switch providers to adequately plan for the transition between systems. (Cost savings of approximately \$5,000 per year)

5. UPDATE: REQUEST FOR PROPOSAL FACILITIES

Ms. Mary Martin provided an update on the Facility request for proposals and criteria for selection of the proposal.

6. FLOOR PROJECT

Ms. Mary Martin and Dr. Plesnarski provided an update on the floor replacement project, which includes bid submissions and lobby upgrades.

7. ROOF AND ROBOTICS RENOVATION UPDATES

Ms. Mary Martin and Dr. Plesnarski provided an update on the roof and robotics renovations designed by Breslin. Motions associated with these renovations include a roof consultant to oversee the project.

8. FACILITY AD HOC COMMITTEE PRESENTATION

Dr. Levinowitz shared EASTERN's Facilities Ad Hoc Committee Mid-Point Update Presentation.

9. FACILITY STUDY PROPOSAL

Dr. Levinowitz discussed a proposal, as recommended by the Facilities Ad Hoc Committee, to conduct a study of EASTERN's facilities to identify options for expanding the footprint of the building.