

EASTERN CENTER FOR ARTS AND TECHNOLOGY

JOINT OPERATING COMMITTEE MINUTES

WEDNESDAY, MARCH 11, 2020

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:

Mrs. Jennifer O'Rourke	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
Mr. Lance Wolbransky	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. Nicole Sherwood led the Joint Operating Committee and audience in a salute to the flag.

MINUTES

Mr. Charles Burdell-Williams moved approval of the Joint Operating Committee minutes of the regular and agenda session meeting of February 12, 2020.

Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Mr. Ken Roos, Esquire announced that the Executive Session was not held.

PRESIDENT'S REPORT

Informational:

PACTA Education and Workforce Symposium

Dr. Art Levinowitz reported that the Executive Director, Cathleen Plesnarski and School-to-Career Coordinator, Hayley Granacher, and himself attended the PACTA Education and Workforce Symposium at the Hershey Lodge and Convention Center in Hershey, PA from February 13-14, 2020.

Senator Maria Collett Visit

Dr. Art Levinowitz reported that Senator Maria Collett visited EASTERN for a tour of Practical Nursing, Allied Health, and Protective Services on February 28, 2020.

March 1, 2020 School Events

Dr. Art Levinowitz announced the Advisory Appreciation Brunch was held on Sunday, March 1, 2020 from 11:00 am to 12:30 pm followed by a tour through the building, which included a variety of brunch stations, student-led tours of each program, guest speakers and displays.

Dr. Art Levinowitz reported that a School Directors' Orientation was held 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. Thirty-three were in attendance.

Dr. Art Levinowitz also reported that EASTERN's Open House was held on Sunday, March 1, 2020, from 1:00 p.m. to 3:30 p.m. There were approximately 600 visitors throughout the day, as well as Advisory Committee members, Joint Operating Committee members, EASTERN staff and administration. Thirteen post-secondary representatives were on hand. Faculty members indicated that there was a constant influx of students and parents visiting the classrooms throughout the event.

Macron Dynamics Visit

Dr. Art Levinowitz reported that Dr. Plesnarski, Mr. Greb, Mrs. Shields and Ms. Granacher visited Marcon Dynamics for an Industry Visit on Monday, March 2, 2020.

ACME Corrugated Visit

Dr. Art Levinowitz reported that Dr. Plesnarski, Mr. Greb, and Ms. Shields visited to ACME Corrugated for an Industry Visit on Wednesday, March 4, 2020.

FINANCIAL REPORT – For the Period Ending February 29, 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 February 29, 2020 showing cash and investment balances of \$3,144,828.86 as presented

Action:

Treasurer's Report

Mr. Paul Tkacs moved acceptance of the Treasurer's Report for the period ended February 29, 2020 showing a General Fund cash and investment balances of \$6,643,718.30 and total assets of \$7,071,893.76 and the current status of the Student Activity account.

Motion carried unanimously.

Disbursements

Mr. Paul Tkacs moved approval of accounts payable checks #30048 through #30179 disbursed during the period of 02/01/2020 through 02/29/2020 in the amount of \$223,867.70.

Motion carried unanimously.

Mr. Paul Tkacs moved approval of expense disbursement wire/ACH transfers #WT200149 through #WT200181 disbursed during the period of 02/01/2020 through 02/29/2020 in the amount of \$302,281.91.

Motion carried unanimously.

Mr. Paul Tkacs moved approval of payroll vouchers #00326 through #00498 disbursed February 14 and February 28, 2020 in the amount of \$206,807.92.

Motion carried unanimously.

Mr. Paul Tkacs moved approval of capital reserve disbursement checks #11000 through #11002 disbursed on 02/01/2020 through 02/29/2020 in the amount of \$50,199.58.

Motion carried unanimously.

Mr. Paul Tkacs moved approval of student activities disbursement checks #82002 through #82004 disbursed on 02/01/2020 through 02/29/2020 in the amount of \$3,570.64.

Motion carried unanimously.

STUDENT RECOGNITION

Action *

Mr. Paul Tkacs moved to approve a resolution recognizing Ms. Nicole Sherwood, a senior at Hatboro-Horsham High School and in the Cosmetology program, as *Outstanding Student of the Month* for March. Dr. Art Levinowitz presented Ms. Sherwood with the Resolution, EASTERN shirt and the Rotary plaque; and the Association's gift card presented by Mr. Gary Felmey, Educators' Association representative. Also, Representative Todd Stephens said encouraging words about Career and Technical Education and Nicole Sherwood's accomplishments.

Motion carried unanimously.

ACADEMIC AFFAIRS

Networking and Cybersecurity Rebranding

Assistant Director Joseph Greb provided the Joint Operating Committee with an update on the efforts to rebrand and revise the Networking and Cybersecurity program.

Informational:

Administrative Advisory Committee Meeting *

The Administrative Advisory Committee meeting minutes of March 3, 2020 were presented.

Executive Advisory Committee Meeting *

The Executive Advisory Committee meeting minutes of March 4, 2020 were presented.

Pre-Apprenticeship Articulation Agreement with Associated Builders and Contractors (ABC) *

Information regarding entering into a pre-apprenticeship articulation agreement with Associated Builders and Contractors (ABC) was provided.

Adult Education Enrollment *

The Spring 2020 Adult Education enrollment snapshot was presented.

Activities Report *

The February 2020 Activities Report of the students and staff was presented.

Action:

Career and Technical Student Organization

Mr. Walter Lapidus moved approval for 21 SkillsUSA members and 2 chaperones to attend the SkillsUSA state conference April 15-17, 2020 in Hershey, PA. EASTERN will pay for 13 district gold medal winners and 2 chaperones at an approximate cost of \$7,000.00. The local SkillsUSA chapter will pay for the cost of 8 direct to states contestants at an approximate cost of \$4,000.00.
Motion carried unanimously.

Professional

Mr. Walter Lapidus moved approval for Robotics and Automated Technology Instructor Christopher Passante to attend Amatrol training on Tabletop Mechatronics in Louisville, KY on June 1-5, 2020 at a cost not to exceed \$1,500.
Motion carried unanimously.

Occupational Advisory Committee *

Mr. Walter Lapidus moved approval of new members to the Occupational Advisory Committees as per the attached listing.
Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Administration

Professional

Culinary Arts Instructors – Live Work

Mr. Charles Burdell-Williams moved approval of Culinary Arts Instructor Benjamin Vozzo to work up to 4.5 hours to assist students with the Open House at the rate of \$39 per hour.
Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Culinary Arts Instructor Charles Zachmann to work up to 3.5 hours to assist students with the Open House at the rate of \$39 per hour.
Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Culinary Arts Instructors Benjamin Vozzo and Charles Zachmann to work up to 5 hours each to assist students with the Taste of Willow Grove at the rate of \$39 per hour.
Motion carried unanimously.

Practical Nursing

Adjunct Faculty

Mr. Charles Burdell-Williams moved approval of Nahdirah Barber BSN, RN and Kisha Wilkinson MSN, RN as adjunct faculty members in the Practical Nursing Program for the 2019-2020 school year.
Motion carried unanimously.

Summer Work

Curriculum

Mr. Charles Burdell-Williams moved approval of Culinary Arts Instructor Charles Zachmann to work 40 hours during the summer at the contracted rate of \$39 per hour for curriculum coordination between instructors/ACF Review.
Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Culinary Arts Instructor Benjamin Vozzo to work 40 hours during the summer at the contracted rate of \$39 per hour for curriculum coordination between instructors/ACF Review.
Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of the Allied Health Instructor to work 40 hours during the summer at the contracted rate of \$39 per hour for clinical and course revisions.
Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Networking and Cybersecurity Instructor Mike Refsnider to work 40 hours during the summer at the contracted rate of \$39 per hour for instructor curriculum realignment/certification.
Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Robotics and Automated Technology Instructor Christopher Passante to work 80 hours during the summer at the contracted rate of \$39 per hour for program development.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Long-Term Substitute - Business and Technology Professional Marketa Crane to work 20 hours during the summer at the contracted rate of \$39 per hour for transition work with returning instructor.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Business and Technology Professional Erin Derby to work 20 hours during the summer at the contracted rate of \$39 per hour for transition work with long-term substitute.

Motion carried unanimously.

SkillsUSA

Mr. Charles Burdell-Williams moved approval of Instructor Gary Felmey to work 7.5 hours during the summer at the contracted rate of \$39 per hour for SkillsUSA Officer Training.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of School-to-Career Coordinator Hayley Granacher to work 7.5 hours during the summer at the contracted rate of \$39 per hour for SkillsUSA Officer Training.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Instructor Nicole Mohrey to work 7.5 hours during the summer at the contracted rate of \$39 per hour for SkillsUSA Officer Training.

Motion carried unanimously.

Training

Mr. Charles Burdell-Williams moved approval of Instructor Steven Parke to work 25 hours during the summer at the contracted rate of \$39 per hour to attend the NATEF Instructor Training Conference.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Instructor George Stahl to work 25 hours during the summer at the contracted rate of \$39 per hour to attend the NATEF Instructor Training Conference.

Motion carried unanimously.

IEP/Paperwork

Mr. Charles Burdell-Williams moved approval of Student Success Coordinator Ferne Andre to work 40 hours during the summer at the contracted rate of \$39 per hour to work on Special Population module update and Perkins Assurances.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Student Success Coordinator Veronica Stanley to work 20 hours during the summer at the contracted rate of \$39 per hour to work on IEP/Paperwork.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Student Success Coordinator Rebecca Ashworth to work 20 hours during the summer at the contracted rate of \$39 per hour to work on IEP/Paperwork. Motion carried unanimously.

Student Management System Work

Mr. Charles Burdell-Williams moved approval of Student Success Coordinator Ferne Andre to work 8 hours during the summer at the contracted rate of \$39 per hour to work on the Student Management System.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Student Success Coordinator Veronica Stanley to work 8 hours during the summer at the contracted rate of \$39 per hour to work on the Student Management System.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of Student Success Coordinator Rebecca Ashworth to work 8 hours during the summer at the contracted rate of \$39 per hour to work on the Student Management System.

Motion carried unanimously.

Site Visits

Mr. Charles Burdell-Williams moved approval of School-to-Career Coordinator Hayley Granacher to work up to 40 hours during the summer at her current per diem rate to conduct work site visits (as required by law). Hours used will be based on number of interns placed.

Motion carried unanimously.

Summer Production/OAD

Mr. Charles Burdell-Williams moved approval of Tricia Simmler-Totaro to work 22 hours during the summer at her current hourly rate to work on summer production for the Organizational Advancement Director.

Motion carried unanimously.

Volunteer

Training Supervisor

Mr. Charles Burdell-Williams moved approval of Edward Ford of HAVIS Inc. as Training Supervisor for EASTERN's Welding Students Zakary Jagger-Candell and Jacob Eisele.

Motion carried unanimously.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report *

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

Action:

Paul Tkacs abstained from the vote on the **Memorandum of Understanding – Roof Project ***

Memorandum of Understanding – Roof Project

Ms. Carolyn Riley moved approval of the attached MOU Between EASTERN's JOC and Upper Moreland School District.

Motion carried 6 approved 0 disapproved 1 abstained.

NC3T Career Pathways Grant

Ms. Carolyn Riley moved approval of the attached NC3T Career Pathways Grant in the amount of \$7,500.

Motion carried unanimously.

PDE Job Training Grant

Ms. Carolyn Riley moved approval of the attached PDE Job Training Grant in the amount of \$67,000.

Motion carried unanimously.

Manufacturing PA – Training to Career Grant

Ms. Carolyn Riley moved approval of the attached Manufacturing PA – Training to Career Grant in the amount of \$200,000.

Motion carried unanimously.

Equipment – Robotics and Automated Technology

Ms. Carolyn Riley moved approval to purchase equipment for the Robotics and Automated Technology program per the attached list.

Motion carried unanimously.

Vans

Ms. Carolyn Riley moved approval to purchase two vans not to exceed \$75,000.

Motion carried unanimously.

Intent to Award Roof Replacement and Robotics Classroom

Ms. Carolyn Riley moved approval to enter into contracts, subject to the contractors complying with all post-award requirements and solicitor review, for the Roof Replacement and Interior Renovations as follows:

Contractor	Area of Work	Alternates Accepted	Amount
F.W.Houder, Inc.	General	A-1 and A-2	\$1,734,180
LGB Mechanical, Inc.	HVAC		\$81,900
S&S Electrical Services	Electrical		\$167,845

Motion carried unanimously.

NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, April 15, 2020.

ADJOURNMENT

Mr. Lance Wolbransky moved to adjourn the March 11, 2020 meeting of the Joint Operating Committee at 9:01 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, MARCH 11, 2020
7:00 PM**

1. EXECUTIVE DIRECTOR'S UPDATE *

Dr. Plesnarski presented her Executive Director's Update.

2. CAREER EXPO REPORT *

Dr. Plesnarski provided a report on the Career Expo visitations held February 26 and February 27, 2020.

3. MARCH 1st SCHOOL EVENTS

Dr. Plesnarski discussed the Advisory Appreciation Brunch, School Directors' Orientation and Open House that took place on Sunday, March 1, 2020.

4. PRE-APPRENTICESHIP ARTICULATION AGREEMENT

Dr. Plesnarski shared information regarding entering into a pre-apprenticeship articulation agreement with Associated Builders and Contractors (ABC).

5. CAREER PATHWAYS – ROBOTICS AND AUTOMATED TECHNOLOGY INDUSTRY TOUR

Dr. Plesnarski shared an update on the planned tours for April 28th.

6. GRANTS

Dr. Plesnarski updated the JOC on three grants acquired recently:

1. NC3T Career Pathways \$7,500
2. Job Training Grant - \$67,000 – will free up money to pay for two vans
3. Manufacturing PA – Training to Career Grant - \$200,000

7. ROOF AND ROBOTICS – RELATED MOTIONS

Dr. Plesnarski reviewed the motions/resolutions for the Roof and Robotics program:

In Facilities and Financial Affairs:

- Bid recommendations: Resolution to award the bid to the following
 - General contractor: F.W.Houder, Inc. with acceptance of alternates A-1 and A-2 in the amount of \$1,734,180.00
 - HVAC Contractor: LGB Mechanical, Inc. in the amount of \$81,900.00

- Electrical Contractor: S&S Electrical Services in the amount of \$167,845.00
- Project Management: Motion to approve the memorandum of Understanding with UM in the amount of \$25,000.
- Robotics Equipment: Motion to approve purchasing the following equipment:

Computer Control Learning System -	\$9,815.04
Industrial Soldering Learning System -	\$8,000.84
Consumables Package -	\$1,779.84
Intermediate Pneumatics Learning System -	\$10,352.64
Hand Tool Package-	\$1,238.40
Measurement Tools 1 Learning System-	\$13,336.32
Mobile Technology Workstation-	\$3,360.00
Robotics and Computer Programming 1 Learning System-	\$26,618.88***
Total	\$74,501.96

8. SUMMER CURRICULUM WORK *

Dr. Plesnarski reviewed the summer curriculum work requests that are part of the Personnel Affairs section of this evening's agenda.

9. BIDS FOR CUSTODIAL/FACILITIES SERVICES

Dr. Plesnarski and Ms. Martin shared information regarding the bid opening for Custodial/Facilities Services.