

**EASTERN CENTER FOR ARTS AND TECHNOLOGY  
JOINT OPERATING COMMITTEE MINUTES  
WEDNESDAY, APRIL 15, 2020**

Dr. Art Levinowitz, President, called the public meeting of the Joint Operating Committee to order at 8:00 p.m. with the following members in attendance via Zoom:

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Mrs. Jennifer O'Rourke	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
Ms. Tara Conner-Hallston	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

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

### **SALUTE TO THE FLAG**

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

### **POLICY**

#### **Action:**

#### **Suspend the provision of Policy A106 – Meetings**

Mr. Carolyn Riley moved approval of in light of the recent declaration of a national emergency over the coronavirus disease (COVID-19) and the need for the current and future meetings of the JOC to be conducted virtually in order to promote the safety of members of the community and comply with orders of the Governor, the Executive Director recommends that the JOC suspend Section XV (Participation by Remote Communication Device) of Board Policy A106 (Meetings). The suspension shall remain in effect until the first public meeting of the Joint Operating Committee occurring after the first day of school for students of the 2020-2021 school year.  
Motion carried unanimously.

## **MINUTES**

Mr. Paul Tkacs moved approval of the March 11, 2020 Joint Operating Committee minutes of the regular and agenda session meetings.

Motion carried unanimously.

## **EXECUTIVE SESSION ANNOUNCEMENT**

Kenneth Roos, Esquire announced that no Executive Session was held before the public meeting.

## **PRESIDENT'S REPORT**

### **Informational:**

#### **Foundation Meeting Minutes \***

The minutes of the March 16, 2020 Foundation meeting were presented.

#### **Donation of PPE Equipment**

On Monday, March 23, 2020 Eastern Center for Arts and Technology (EASTERN) was pleased to donate to Montgomery County's COVID-19 Response Center efforts. Donations included 140 N95 masks from our Collision Repair Technology program, sterile and exam gloves from our Veterinary Science, Allied Health, and adult Practical Nursing programs, surgical masks from our adult Practical Nursing program, and safety glasses and goggles from our program inventory.

On Tuesday, March 31, 2020, EASTERN's Protective Services Instructor, Mark Zaslavsky, dropped off 120 N95 masks to the Upper Moreland Police Department from the Protective Services program's crime scene training supplies. The police department needs some of the masks, and they will drop off the remainder at Abington-Jefferson Hospital.

#### **Donation of Food to Local Relief Efforts**

On April 3, 2020, Eastern Center for Arts and Technology (EASTERN) staff members, Elena Hays, Student Learning Center Aide, and Ben Vozzo, Culinary Arts Instructor, donated produce and latex gloves from the Culinary Arts program to Hatboro Dish Restaurant to aid in their efforts to feed families who are struggling during this difficult time.

#### **Student Achievement**

Tyler Harkins, Abington Automotive student, took 2nd place on the Automotive Training Center (ATC) scholarship test at the Warminster Campus, earning him a full scholarship worth around \$45,000.00.

Marcus Soucy, Hatboro-Horsham Culinary Arts student, has been named a semifinalist for the Congress Bundestag program.

## **FINANCIAL REPORT – For the Period Ending March 31, 2020 \***

### **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 March 31, 2020 showing cash and investment balances of \$3,127,715.18 as presented

### **Action:**

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

Ms. Tara Conner-Hallston moved acceptance of the Treasurer's Report for the period ended March 31, 2020 showing a General Fund cash and investment balances of \$6,011,495.62 and total assets of \$6,440,846.08 and the current status of the Student Activity account.

Motion carried unanimously.

#### **Disbursements \***

Ms. Tara Conner-Hallston moved approval of checks #30180 through #30286 disbursed during the period of 03/01/2020 through 03/31/2020 in the amount of \$213,707.63.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of wire/ACH transfers #WT200182 through #WT200203 disbursed during the period of 03/01/2020 through 03/31/2020 in the amount of \$521,928.32.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of payroll vouchers #00499 through #00588 disbursed March 13 and March 27, 2020 in the amount of \$209,090.01.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of capital reserve check #11003 disbursed during the period of 03/01/2020 through 03/31/2020 in the amount of \$20,900.00.

Motion carried unanimously.

There were no disbursements for the Student Activities funds in March.

## **ACADEMIC AFFAIRS**

### **Informational:**

The Joint Operating Committee acknowledged receipt of the following:

- The March 2020 Activities Report of the students and staff \*
- Continuity of Education Plan – Spring 2020

## **PERSONNEL AFFAIRS**

### **Action:**

## **Administration**

### **Facility Manager – Job Description \***

Ms. Tara Conner-Hallston moved approval of the attached job description and permission to post the Facilities Manager position.  
Motion carried unanimously.

## **Professional**

### **Allied Health LTS – Additional Hours**

Ms. Tara Conner-Hallston moved approval and ratification of Allied Health Long-Term Substitute Windy Viernes to work an additional five days that were previously deducted for requested time off at her per-diem rate of \$350.32.  
Motion carried unanimously.

### **Robotics and Automated Technology – Additional Hours**

Ms. Tara Conner-Hallston moved approval and ratification of Robotics and Automated Technology Instructor Christopher Passante to work an additional three days at his per diem rate of \$536.77 to assist with Open House and 10th Grade Career Expo.  
Motion carried unanimously.

## **Classified**

### **Facilities Maintenance Technician – Job Description \***

Ms. Tara Conner-Hallston moved approval of the attached job description and permission to post the Facilities Maintenance Technician position.  
Motion carried unanimously.

## **FACILITIES AND FINANCIAL AFFAIRS**

### **Informational:**

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

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

### **Action:**

#### **Interstate Maintenance Corporation – Proposal \***

Ms. Tara Conner-Hallston moved to approve the acceptance of the attached proposal, pending review and approval of our solicitor and executed contract with Interstate Maintenance Corporation.  
Motion carried unanimously.

## **SOLICITOR'S REPORT**

Kenneth Roos, Esquire informed the committee that information about the impact of COVID-19 on Employment Issues could be found in his latest Solicitor Update.

## **NEW BUSINESS**

## **NEXT MEETING**

The next meeting of the Joint Operating Committee is Wednesday, May 13, 2020.

## **ADJOURNMENT**

Ms. Tara Conner-Hallston moved to adjourn the April 15, 2020 meeting of the Joint Operating Committee at 8:18 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, APRIL 15, 2020  
7:30 PM**

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**1. CONTINUITY OF EDUCATION PLAN \***

Dr. Plesnarski reviewed the Continuity of Education Plan and other updates related to the school closure due to the global pandemic.

**2. APPOINT TREASURER**

The Joint Operating Committee discussed the election of Treasurer for a one-year term from July 1, 2020 to June 30, 2021.

**3. 2021-2022 BUDGET DEVELOPMENT CALENDAR \***

The 2021-2022 Budget Development Calendar was finalized and presented for review by the Joint Operating Committee.

**4. NON-RESIDENT TUITION RATE 2020-2021 \***

A non-resident tuition rate of \$19,502 was established for non-resident and charter (including cyber-charter) schools for the 2020-2021 school year. The rate will be added to the May 2020 Joint Operating Committee agenda.  
The 2019-2020 rate was \$14,304.

**5. FOUNDATION FUNDRAISERS**

Dr. Plesnarski informed the committee about the Foundation fundraisers:

Rescheduled Foundation Fundraisers:

April 1, 2020 – Meal Fundraiser at Corner Bakery

April 2, 2020 – Designer Bag Bingo at Upper Moreland High School

April 17, 2020 – Murder Mystery/Silent Auction at Springfield Twp. Community Ctr.

May 8, 2020 – EASTERN Bowling Fundraiser at Thunderbird Lanes

Canceled for this year –

May 7, 2020 – BBQ Chicken Dinner

**6. PROPOSED 2020-2021 JOINT OPERATING COMMITTEE MEETINGS**

Dr. Plesnarski reviewed the proposed 2020-2021 meeting dates for Joint Operating Committee meetings, which are normally held the second Wednesday of the month. After discussion, the Joint Committee was asked to consider approving the proposed meeting dates at next month's public meeting.

August 12, 2020	January 13, 2021 *
September 9, 2020	February 10, 2021
October 14, 2020	March 10, 2021
November 11, 2020 (dinner)	April 14, 2021
December 9, 2020	May 12, 2021
	June 16, 2021*

**7. STUDENT RECOGNITION**

April Student of the Month will be moved to the May meeting.

**8. JOB DESCRIPTIONS – FACILITIES \***

Dr. Plesnarski presented the job descriptions for Facility Manager and Maintenance Technician and requested approval to post the positions.

**9. INTERSTATE MAINTENANCE PROPOSAL \***

Ms. Mary Martin presented the Interstate Maintenance proposal.

**10. RENEWAL OF FINANCIAL SERVICES**

Dr. Plesnarski recommended that we engage Dreslin, CPAs to perform the financial audit for 6/30/2020 based upon their quote of \$7,850, which is consistent with prior year fee and we recommended in December to continue with them. Engagement letters to be approved at May JOC meeting.