

# EASTERN CENTER FOR ARTS AND TECHNOLOGY

## JOINT OPERATING COMMITTEE MINUTES

WEDNESDAY, MAY 13, 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:

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Mrs. Jennifer O'Rourke	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
Ms. Denise Schultz	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
Mr. Lance Wolbransky	Lower Moreland
	Springfield
Dr. Art Levinowitz	Upper Dublin
	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**

Ms. Rebecca Thompson led the Joint Operating Committee and audience in a salute to the flag.

### **MINUTES**

Mrs. Carolyn Riley moved approval of the April 15, 2020 Joint Operating Committee minutes of the regular and agenda session meetings.

Motion carried unanimously.

### **EXECUTIVE SESSION ANNOUNCEMENT**

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

### **PRESIDENT'S REPORT**

#### **Informational:**

## **Awards Night**

It will be an online scrolling PowerPoint presentation, and due to our current circumstances, we are looking at the awards being moved to 100 percent gift cards for both Attendance and Straight A Awards. We will touch base with the program instructors and work to make sure they are program-related gift cards, such as Home Depot for Construction Technology, and Blick Art Supplies for Commercial Art students, etc.

## **PSBA Interview**

Dr. Plesnarski was interviewed by the PSBA Chief Executive Officer, Nathan Mains, to speak about COVID-19 impact on career and technical centers (CTCs).

<https://youtu.be/6xV9UVoIu04>

## **Student Achievement**

Jenna Cervone, Commercial Art Student, received a scholarship to Pennsylvania College of Art and Design

Isabella Fenerty, Veterinary Science Student, was accepted into Colorado State University's President's Leadership program

## **CARES Grant – Practical Nursing Program**

There are three parts to this grant:

CARES #1 - \$ 78,970 – disbursed to all to students

CARES #2 - \$ 78,970 – to purchase online clinical software

CARES #3 - \$342,061 – for students and program - details still emerging

Total           \$500,001

## **Action:**

## **Election of Treasurer**

Mr. Charles Burdell-Williams moved approval of the election of Ms. Lieu Kim as Treasurer for a one-year term from July 1, 2020 through June 30, 2021. Ms. Kim will be compensated at a rate of \$100/month.

Motion carried unanimously.

## **FINANCIAL REPORT – For the Period Ending April 30, 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 April 30, 2020 showing cash and investment balances of \$3,106,169.95 as presented

## **Action:**

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

Ms. Carolyn Riley moved acceptance of the Treasurer's Report for the period ended April 30, 2020 showing a General Fund cash and investment balances of \$6,561,453.19 and total assets of \$6,990,803.65 and the current status of the Student Activity account.

Motion carried unanimously.

### **Disbursements \***

Ms. Carolyn Riley moved approval of accounts payable checks #30287 through #30341 disbursed during the period of 4/1/2020 through 04/30/2020 in the amount of \$102,390.30.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of expense disbursement wire/ACH transfers #WT200204 through #WT200225 disbursed during the period of 4/1/2020 through 4/30/2020 in the amount of \$195,116.41.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of payroll vouchers #00671 through #00751 disbursed April 8, 2020 and April 24, 2020 in the amount of \$202,301.24.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of capital reserve check #11004 disbursed during the period of 4/1/2020 through 4/30/2020 in the amount of \$24,644.86.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of student activities disbursement check #82006 disbursed during the period of 4/1/2020 through 4/30/2020 in the amount of \$1,406.50.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of student activities expense wire/ACH transfer #WT200226 disbursed during the period of 4/1/2020 through 4/30/2020 in the amount of \$91.00.

### **STUDENT RECOGNITION**

#### **Action:**

Ms. Carolyn Riley moved to approve a resolution recognizing Mr. Scott Horan, a senior at Upper Moreland High School and in the Welding Technology program, as Outstanding Student of the Month for April. Dr. Art Levinowitz presented Mr. Horan with the Resolution, EASTERN shirt, and the Rotary plaque; and the Association's gift card was presented by Mr. Gary Felme, Educators' Association representative.

Motion carried unanimously.

Ms. Denise Schultz moved to approve a resolution recognizing Ms. Rebecca Thompson, a senior at Hatboro-Horsham High School and in the Protective Services program, as Outstanding Student of the Month for May. Dr. Art Levinowitz presented Ms. Thompson with the Resolution, EASTERN shirt, and the Rotary plaque; and the Association's gift card was presented by Mr. Gary Felme, Educators' Association representative.

Motion carried unanimously.

## **ACADEMIC AFFAIRS**

### **Informational:**

The Joint Operating Committee acknowledged receipt of the following:

- Administrative Advisory Committee meeting minutes of May 5, 2020 \*
- The April 2020 Activities Report of the students and staff \*

### **Action:**

#### **Non-resident Tuition Rate for 2020-2021**

Ms. Carolyn Riley moved approval of a non-resident tuition rate of \$19,502 per student for non-resident and charter (including cyber-charter) schools for the 2020-2021 school year.  
Motion carried unanimously.

#### **Conferences for the 2020-2021 School Year \***

Ms. Carolyn Riley moved approval of the attached list of conferences for the 2020-2021 school year for administrators, professional and classified staff.  
Motion carried unanimously.

#### **Practical Nursing Tuition 2020-2021**

Ms. Carolyn Riley moved acceptance of a student tuition increase for the Practical Nursing program from \$15,000 to \$15,450 for the 2020 – 2021 school year  
Motion carried unanimously.

## **POLICY**

### **Informational:**

#### **Meeting and Activities – 2020-2021 school year**

The Joint Operating Committee acknowledged receipt of the attached lists of meetings and activities for the 2020-2021 school year.

### **Action:**

#### **Revised School Calendar 2019-2020 \***

Mr. Lance Wolbransky moved approval of the revised School Calendar 2019-2020.  
Motion carried unanimously.

### **Joint Operating Committee Meeting Dates \***

Mr. Lance Wolbransky moved approval and authorization to advertise the schedule of meeting dates for the Joint Operating Committee during the 2020-2021 school year as presented.  
Motion carried unanimously.

### **Signatures**

Mr. Lance Wolbransky moved approval of the recommendation that the following personnel be authorized as its official signatures during the 2020-2021 school year:

- use of a facsimile containing the signature of the Board President and Board Secretary for payroll, capital reserve and general fund checks
- Signature of Superintendent or Executive Director for purchase orders
- Signature of Executive Director, Assistant Director, Business Manager; two of three are required for any check from the student activity fund

Motion carried unanimously.

### **Depositories \***

Mr. Lance Wolbransky moved authorization to utilize the attached as depositories of school funds during the 2020-2021 fiscal year.  
Motion carried unanimously.

## **PERSONNEL AFFAIRS**

### **Action:**

### **Administration**

### **Addendum to Act 93 Agreement \***

Ms. Carolyn Riley moved approval of the attached Addendum to Act 93 Agreement.  
Motion carried unanimously.

### **Facility Manager – Appointment \***

Ms. Carolyn Riley moved approval of the appointment of Donald Tucker, Jr. as Facility Manager providing an annual salary of \$90,332; pro-rated at \$7,643.48 for the 2019-2020 school year, effective June 1, 2020, in accordance with the terms and conditions of the attached agreement letter.  
Motion carried unanimously.

### **Technology Manager – Job Description \***

Ms. Carolyn Riley moved approval of the revision of the Technology Manager position from Classified to Act 93.  
Motion carried unanimously.

## **Professional**

### **2019-2020 Final Salary Guide \***

Ms. Carolyn Riley moved approval of the attached teachers' final salary guide for the 2019-2020 school year and authorization to adjust individual salaries based upon the revised guide. This is in accordance with the collective bargaining agreement with the Educators' Association and reflects the final settlements from all our participating school districts except Cheltenham. They have until June 1 to settle where it would still impact the 2019-2020 salaries.

Motion carried unanimously.

### **2020-2021 Preliminary Salary Guide \***

Ms. Carolyn Riley moved approval of the preliminary 2020-2021 professional salary guide pending Cheltenham. They have until June 1 to settle where it would still impact the preliminary 2020-2021 salaries as attached and authorization to assign individual salaries based on this guide. This will be finalized when all districts adopt local guides for 2020-2021.

Motion carried unanimously.

## **Summer Electrical Work**

Ms. Carolyn Riley moved approval for Electrical Technology Instructor Gary Felmey to work up to 400 hours on electrical projects at the contracted rate of \$39 per hour.

Motion carried unanimously.

## **Classified**

### **Addendum to the Classified Handbook \***

Ms. Carolyn Riley moved approval of the attached Addendum to the Classified Handbook.

Motion carried unanimously.

### **Commercial Art Instructional Aide – Appointment \***

Ms. Carolyn Riley moved approval of the employment agreement letter presented by the JOC and the appointment of Trisha Simmler-Totaro as Commercial Art Instructional Aide Grade III-2 of the Classified Salary Guide at the rate of \$26.62 per hour, effective September 2, 2020.

Trisha Simmler-Totaro will replace Robert Steinbacher.

Motion carried unanimously.

### **Facilities Maintenance Technician – Appointment \***

Ms. Carolyn Riley moved the appointment of Fred Fox as Facilities Maintenance Technician Grade II-Base of the Classified Salary Guide at the rate of \$24.27 per hour, effective July 1, 2020.

Motion carried unanimously.

**Classified Salary Guide \***

Ms. Carolyn Riley moved approval of the classified salary guide for the 2020-2021 school year as attached.

Motion carried unanimously.

**Classified Salaries \***

Ms. Carolyn Riley moved approval of the classified salaries for the 2020-2021 school year as attached.

Motion carried unanimously.

**Math Integration Aide – Job Description \***

Ms. Carolyn Riley moved approval of the revision of the Math Integration Aide job description.

Motion carried unanimously.

**Marketing and Recruitment Coordinator - Job Description \***

Ms. Carolyn Riley moved approval of the revision of the Marketing and Recruitment Coordinator job description.

Motion carried unanimously.

**Practical Nursing**

**Summer Work – Practical Nursing Instructors**

Ms. Carolyn Riley moved approval of Janine Lipinski to work up to 250 hours and Jon Esposito to work up to 120 hours during the summer at the contracted rate of \$39 per hour to teach in the Practical Nursing Program.

Motion carried unanimously.

**Summer Program**

**Summer Cosmetology**

Ms. Carolyn Riley moved approval of Cosmetology Instructors Wendy Leyden and Amy Mednick to work 91 additional hours each at the rate of \$39 per hour to continue to monitor work through July 3.

Motion carried unanimously.

## **Student Interns**

### **Salary Guide**

Ms. Carolyn Riley moved approval of the following salary guide for Student Interns effective June 16, 2020:

- High School Student Intern           \$12.00 per hour
- College Student Interns (1<sup>st</sup> year)   \$13.00 per hour
- College Student Interns (2<sup>nd</sup> year)   \$13.50 per hour

Motion carried unanimously.

## **FACILITIES AND FINANCIAL AFFAIRS**

### **Informational:**

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

The attached building and capital project reports for April activities regarding the school plant and property were presented.

#### **Action:**

#### **Bid Awards \***

Ms. Carolyn Riley moved approval for the following Fixed Catalog and Line Item Bids that were approved by The Montgomery County Intermediate Unit Board of Directors on Wednesday, April 22, 2020.

Motion carried unanimously.

#### **Payments to Contractors**

Ms. Carolyn Riley moved approval to issue payments to contractors according to pay applications submitted and certified. Prior to each payment, applications shall be certified by Breslin Ridyard Fadero Architects, and reviewed by Matt Rhodes (On site project manager) and Mary Martin, Business Manager. The Joint Operating Committee approves payments to be made in accordance with the verified progress proportionate to the official project Schedule of Values. Each payment shall be ratified by Joint Operating Committee at the meeting immediately following payment date.

Motion carried unanimously.

#### **Appointment of Auditor \***

Ms. Carolyn Riley moved the appointment of Dreslin and Company, Inc. as Auditor for the fiscal year ending June 30, 2020 per the attached proposals.

Motion carried unanimously.



**SOLICITOR'S REPORT**

Mr. Kenneth Roos reported about the extension of deadline for FBI Clearances for renewal, not for first time applicants and Department of Education released Sexual Harassment final regulations and Policies will need to be updated.

**OLD BUSINESS**

**NEW BUSINESS**

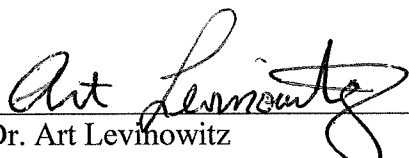
**NEXT MEETING**

The next meeting of the Joint Operating Committee is Wednesday, June 17, 2020.

**ADJOURNMENT**

Ms. Carolyn Riley moved to adjourn the May 13, 2020 meeting of the Joint Operating Committee at 9:04 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, MAY 13, 2020 - 7:30 P.M.**

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**1. EXECUTIVE DIRECTOR'S REPORT \***

**2. PRELIMINARY SCHOOL GOALS FOR 2020-2021 SCHOOL YEAR \***

Dr. Plesnarski reviewed the 2019-2020 School Goals and accomplishments and presented the proposed 2020-2021 School Goals with emphasis on the items that will require district participation.

**3. PRELIMINARY ENROLLMENT FOR 2020-2021 SCHOOL YEAR \***

Dr. Plesnarski presented preliminary enrollment for the 2020-2021 school year and underline noteworthy data.

**4. SUMMER PROGRAM \***

Dr. Plesnarski provided the status of the Cosmetology summer program.

**5. PSBA VOTING DELEGATE FOR PSBA DELEGATE ASSEMBLY**

Dr. Levinowitz discussed the selection of a voting delegate representing EASTERN at the PSBA Delegate Assembly.

**6. REVISION OF THE CURRENT JOB DESCRIPTIONS \***

Dr. Plesnarski reviewed the revision of the following Job Descriptions.

**7. PHONE SERVICE CHANGE**

Dr. Plesnarski provided information about a new vendor that will be used for our phone service.