

**EASTERN CENTER FOR ARTS AND TECHNOLOGY**

**JOINT OPERATING COMMITTEE MINUTES**

**WEDNESDAY, JUNE 17, 2020**

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

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Mrs. Jennifer O'Rourke	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
Mr. Lance Wolbransky	Lower Moreland
	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**

Zakary Jagger-Candell led the Joint Operating Committee and audience in a salute to the flag.

**MINUTES**

Ms. Carolyn Riley moved approval of the May 13, 2020 Joint Operating Committee minutes and agenda session minutes of the regular meeting.

Motion carried unanimously.

**EXECUTIVE SESSION ANNOUNCEMENT**

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

**PRESIDENT'S REPORT**

**Informational:**

**Recognition**

The Joint Operating Committee recognized Dr. Robert Milrod for his service to Eastern Center for Arts and Technology.

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

Dr. Art Levinowitz reviewed the minutes of the May 18, 2020 Foundation meeting.

### **Awards Night**

Dr. Art Levinowitz reported on May 27, 2020, EASTERN held its annual Awards Night, virtually on their website at 7 p.m. This year, 140 students were recognized with \$40,000 awarded for academic and technical achievement.

### **Student Recognition**

Dr. Art Levinowitz reported on EASTERN's Veterinary Science student Karis Hudson was selected as one of seven students in Montgomery County to speak at a virtual Youth Town Hall meeting on May 15, 2020 which included local and national legislators and area superintendents. Karis is the only CTE student selected to share her story and did a great job not only representing EASTERN but all of CTE.

Dr. Art Levinowitz reported on EASTERN's Commercial Art student, Brianna Eisenmann has been awarded the Trustee's Award for Excellence in Art to University of the Arts. She contributes this award to her outstanding review at National Portfolio Day. She plans to major in Photography

### **Acknowledgement of Terms**

Dr. Art Levinowitz acknowledged the one-year term of Treasurer for Lieu Kim ending June 30, 2021 and four-year term of Secretary for Mary Martin ending June 30, 2022, the two-year term of Superintendent of Record for Dr. Wagner Marseille ending June 30, 2022 and the two-year term of School Solicitor, for Wisler Pearlstine, LLP ending June 30, 2022.

### **FINANCIAL REPORT – For the Period Ending May 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 May 31, 2020 showing cash and investment balances of \$3,071,109.11 as presented

#### **Action:**

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

Mr. Lance Wolbransky moved acceptance of the Treasurer's Report for the period ended May 31, 2020 showing a General Fund cash and investment balances of \$ 6,303,932.74 and total assets of \$6,762,918.54 and the current status of the Student Activity account.  
Motion carried unanimously.

### **Disbursements \***

Mr. Lance Wolbransky moved approval of accounts payable checks #30342 through #30501 disbursed during the period of 05/01/2020 through 05/31/2020 in the amount of \$285,306.97.  
Motion carried unanimously.

Mr. Lance Wolbransky moved approval of expense disbursement wire/ACH transfers #WT200226 through #WT200246 disbursed during the period of 05/01/2020 through 05/31/2020 in the amount of \$216,850.24.  
Motion carried unanimously.

Mr. Lance Wolbransky moved approval of payroll vouchers #00825 through #00965 disbursed May 08 and May 22, 2020 in the amount of \$215,839.10.  
Motion carried unanimously.

Mr. Lance Wolbransky moved approval of capital reserve disbursement checks #11005 through #11006 disbursed on 05/01/2020-05/31/2020 in the amount of \$36,897.75.  
Motion carried unanimously.

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

Mr. Lance Wolbransky moved approval of the budget transfer.  
Motion carried unanimously.

### **STUDENT RECOGNITION \***

#### **Action:**

Mr. Paul Tkacs moved to approve the resolution designating Zakary Jagger-Candell as EASTERN's Outstanding Student of the Month for June.  
Motion carried unanimously.

### **ACADEMIC AFFAIRS**

#### **Informational:**

The Joint Operating Committee acknowledged receipt of the following:

- Administrative Advisory Committee meeting minutes of June 2, 2020
- Executive Advisory Committee meeting minutes of June 3, 2020
- Summer Cosmetology
- June 1 Student Registration
- May Activities Report of students and staff

#### **Action:**

#### **Program Status**

Mr. Lance Wolbransky moved approval for all programs to run at full-time status for the 2020-2021 school year.  
Motion carried unanimously.

### **Perkins Grant \***

Mr. Lance Wolbransky moved authorization to develop a grant proposal for the 2020-2021 amount of EASTERN's allocation consistent with the recommendation of the Perkins Planning Committee. The allocation amount is \$275,508.

Motion carried unanimously.

### **2020-2021 Marketing Plan \***

Mr. Lance Wolbransky moved approval of the 2020-2021 Marketing Plan.

Motion carried unanimously.

### **Donations**

Mr. Lance Wolbransky moved acceptance of art tablets, pastels and charcoals were donated by Mary Welch for use in the Commercial Art program. Helmets, book, gloves, and electrodes were donated by John Wagner for use in the Welding Technology program.

Motion carried unanimously.

### **Practical Nursing Program – Affiliation Agreement \***

Mr. Lance Wolbransky moved approval of the attached list of Practical Nursing Program Affiliation Agreements for the 2020-2021 school year.

Mr. Lance Wolbransky moved acceptance of the attached agreement with St. Joseph Manor for the 2020-2021 school year.

### **POLICY**

#### **Action:**

#### **2020-2021 School Goals \***

Ms. Carolyn Riley moved approval of the 2020-2021 School Goals.

Motion carried unanimously.

### **PERSONNEL AFFAIRS**

#### **Action:**

#### **Administration**

Mr. Lance Wolbransky moved approval of the attached Addendum to Act 93 Agreement.

Motion carried unanimously.

Mr. Lance Wolbransky moved to ratify the acceptance of the resignation of Donald Tucker, Jr. effective June 9, 2020.

Motion carried unanimously.

Mr. Lance Wolbransky moved approval of the appointment of Christopher Maiden as Facility Manager providing an annual salary of \$95,372 for the 2020-2021 school year in accordance with

the terms and conditions of the attached agreement letter; and up to 3 days for pre-service at the per-diem rate of \$366.82 per day.

Motion carried unanimously.

Mr. Lance Wolbransky moved approval of salaries for the administrative employees for the 2020-2021 school year as attached.

Motion carried unanimously.

### **Professional**

Mr. Lance Wolbransky 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.

Motion carried unanimously.

Mr. Lance Wolbransky moved approval of the preliminary 2020-2021 professional salary guide 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.

Mr. Lance Wolbransky moved approval of the termination of Windy Viernes as Allied Health LTS effective May 22, 2020. This position is being terminated due to the anticipated return of the full-time teacher.

Motion carried unanimously.

Mr. Lance Wolbransky moved approval of the reinstatement of Beth Whitehead as Allied Health Instructor at Step 8-A of the Professional Salary Schedule for the 2020-2021 school year, providing an annual salary of \$74,933.

Motion carried unanimously.

Mr. Lance Wolbransky moved approval of the termination of Marketa Crane as Business and Technology Professional LTS effective June 16, 2020. This position is being terminated due to the anticipated return of the full-time teacher.

Motion carried unanimously.

Mr. Lance Wolbransky moved approval of the reinstatement of Erin Derby as Business and Technology Professional Instructor at Step 7-H of the Professional Salary Schedule for the 2020-2021 school year, providing an annual salary of \$80,363.

Motion carried unanimously.

Mr. Lance Wolbransky moved approval of the approval of Marketa Crane as Long-Term Substitute at Step 4-G of the Professional Salary Schedule for the 2020- 2021 school year, providing a salary of \$279.85 per day in accordance with the terms and conditions of the attached agreement letter.

Motion carried unanimously.

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## **Practical Nursing**

Mr. Lance Wolbransky moved the approval of the following individuals as adjunct faculty members in the Practical Nursing Programs for the 2020-2021 school year:

Anjali Benny Abraham	Linda McConnell, BSN, RN
Jean Albany, BSN, RN	Colleen Orr, BSN, RN
Tanneil Davis, MSN, RN	Heather Plantarich, BSN, RN
Valerie Davis, Med, BSN, RN	Maureen Rastetter, RN
Jon Esposito, MSN, RN	Elizabeth Schmidt, BSN RN
Debra Fanelli, BSN, RN	Susan Sebold, BSN, RN
Denise Grobelny, BSN, RN, MHA	Melody Stark, MSN, RN
Johanna Hernandez, BSN, RN	Jennifer Steadman, BSN, RN
Charlene Kirby, BSN, RN	Lillian Trapp, BSN, RN
Marie Korb, BSN, RN	Caree Updyke, EdD, MSN, RN
Diane Leiba, BSN, RN	Windy Viernes, BSN, RN
Janine Lipinski, MSN, RN	Kisha Wilkinson, RN
Karen Lucas, MSN, RN	Amanda Wollick, BSN, RN
Cheryl Magee, MSN, RN	

Motion carried unanimously.

Mr. Lance Wolbransky moved the approval of adjunct compensations for Practical Nursing Programs for the 2020-2021 school year at the rate of \$38.40 per hour for theory, \$38.40 per hour for clinical, \$38.40 per hour for faculty meetings and \$27.00 per hour for tutoring.

Motion carried unanimously.

Mr. Lance Wolbransky moved the acceptance of Denise Grobelny and Cheryl Magee as Coordinators of Part-Time Programs for the 2020-2021 school year at the rate of \$50 per hour.

Motion carried unanimously.

## **Summer Cosmetology**

Mr. Lance Wolbransky moved approval of the following Summer Cosmetology instructors at the contracted rate of \$39 per hour: Wendy Leyden, Amy Mednick, Sandra Hummel, and Leah Davis.

Motion carried unanimously.

## **Student Intern**

Mr. Lance Wolbransky moved approval for the following Electrical Technology Interns to work up to 400 hours each as directed by Gary Felmei on electrical projects per the salary guide contingent upon Montgomery County being classified as Code Yellow by Governor Wolf.

- Holden Brooker - Abington \$12.00 per hour
- Edward Zanine – Upper Moreland \$12.00 per hour
- Jacob Schultz – Upper Moreland \$12.00 per hour

Motion carried unanimously.

Mr. Lance Wolbransky moved approval of the following Summer Technology Interns to work up to 840 hours combined as directed by Lou Geld on technology projects per the salary guide contingent upon Montgomery County being classified as Code Yellow by Governor Wolf.

- James Gans – 1st year College Student \$13.00 per hour
  - Connor Markegene – 2nd year College Student \$13.50 per hour
- Motion carried unanimously.

### **Summer Work**

Mr. Lance Wolbransky moved approval of Trisha Simmler-Totaro to work 3 hours during the summer at her current hourly rate to work on the EASTERN Cares logo.  
Motion carried unanimously.

### **Authorization to Hire**

Mr. Lance Wolbransky moved the authorization to select and, with the approval of the Joint Operating Committee President, offer employment to any staff required for the summer programs and the opening of school.  
Motion carried unanimously.

## **FACILITIES AND FINANCIAL AFFAIRS**

### **Informational:**

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

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

### **Action:**

#### **Phone Service Provider – Change \***

Ms. Carolyn Riley moved approval of Telesystem as our new phone service provider per the attached three-year contract in the amount of \$54,158.76.  
Motion carried unanimously.

#### **Sell/Scrap EASTERN Vehicles**

Ms. Carolyn Riley moved authorization to sell/scrap the following vehicles: 2002 Buick Century, 2002 Toyota 4Runner, 2010 Honda Accord, and 2012 Acura TSX Sport Wagon.  
Motion carried unanimously.

#### **Painting Hallway Walls and Doors**

Ms. Carolyn Riley moved approval of the painting of the hallway walls and doors throughout the building in line with the updated color scheme by CertaPro Painters at a cost not to exceed \$21,000.00.  
Motion carried unanimously.

### **General Fund Transfer**

Ms. Carolyn Riley moved authorization to transfer \$250,000 from the General Fund to the Capital Reserve Fund. Furthermore, it is recommended that this amount be credited to the districts' 2021-2022 capital assessment\*, in proportion to the relative contributions of each sending district to the 2019-2020 operating assessment, so as to give them full credit for the anticipated surplus.

\* the 2021-2022 budget is the next budget to be formulated. The 2020-2021 budget has already been established and approved.

Motion carried unanimously.

### **General Fund Designations**

Ms. Carolyn Riley approved in accordance with GASB 54 and Board Policy, the following General Fund Balance Designations:

1. Committed:
  - a. PSERS Rate Stabilization \$ 250,000
  - b. Self-funded Medical Stabilization \$ 350,000
2. Assigned:
  - a. Continuing Education \$ 47,776
  - b. Practical Nursing \$ 918,198
  - c. Future Capital Improvements \$ 825,000
  - d. 2019-20 Budget Revenue Offset \$ 500,000

The administration further requests an additional assigned amount, to be approved by the auditors, for items purchased in 2019-2020 but not delivered until early in the 2020-2021 school year. Due to delays in shipments related to COVID-19 business disruptions, this assignment is needed to prevent the charging of these delayed deliveries to the 2020-2021 budget, whereas they were approved as 2019-2020 purchases.

Motion carried unanimously.

### **Appointment of Solicitor \***

The administration requests the appointment of Wisler Pearlstine, LLP as Solicitor for the term from July 1, 2020 through June 30, 2022 per the attached contract.

### **Disbursements Authorization**

Mr. Robert Howard moved authorization to make disbursement, upon review and approval by the Joint Operating Committee President for the month of June 2020 that would normally be processed at a July meeting of the Joint Operating Committee.

Motion carried unanimously.

### **OTHER BUSINESS**

#### **Action:**



**PSBA Voting Delegate**

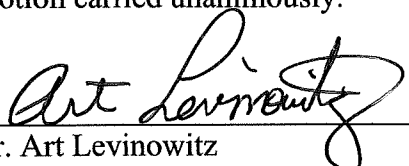
Mrs. Michele Tinsman moved acceptance of Paul Tkacs as PSBA Voting Delegate to represent EASTERN for the 2020-2021 school year.  
Motion carried unanimously.

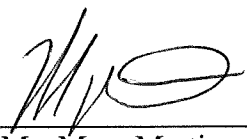
**NEXT MEETING**

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

**ADJOURNMENT**

Mr. Paul Tkacs moved to adjourn the June 17, 2020 meeting of the Joint Operating Committee at 8:48 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

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**EASTERN CENTER FOR ARTS AND TECHNOLOGY**

**AGENDA SESSION  
MINUTES**

**WEDNESDAY, JUNE 17, 2020**

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**1. REOPENING EASTERN**

Dr. Plesnarski discussed the development of the Health and Safety Plan for reopening EASTERN.

**2. JUNE 1 STUDENT REGISTRATION \***

Dr. Plesnarski reviewed the June 1 student registration and provide recommendations for the upcoming school year.

**3. PROGRAM STATUS**

Dr. Plesnarski requested approval for all programs to run at full-time status for the 2020-2021 school year.

**4. RESERVE FUNDS**

Dr. Plesnarski and Ms. Martin discussed the transfer of \$250,000 from the General Fund to the Capital Reserve Fund. Furthermore, recommended that this amount be credited to the districts' 2021-2022\* scheduled capital reserve assessment in proportion to the relative contributions of each sending district to the 2019-2020 operating assessment, to give them full credit for the anticipated surplus.

\* the 2021-2022 budget is the next budget to be formulated. The 2020-2021 budget has already been established and approved.

**5. PHONE SERVICE**

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

**6. APPOINTMENT OF SOLICITOR \***

Dr. Plesnarski discussed Wisler Pearlstine, LLP as Solicitor for the term from July 1, 2020 through June 30, 2022 per the attached memorandum.

**7. PSBA VOTING DELEGATE**

The committee appointed Paul Tkacs as PSBA Voting Delegate to represent EASTERN for the 2020-2021 school year.