

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

**WEDNESDAY, FEBRUARY 10, 2021**

Dr. Art Levinowitz, President, called the public meeting of the Joint Operating Committee to order at 8:01 p.m. via Zoom with the following members in attendance:

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Mr. Daniel Kaye	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
Ms. Tara Conner-Hallston	Hatboro-Horsham
	Jenkintown
Mr. Lance Wolbransky	Lower Moreland
	Springfield
Dr. Art Levinowitz	Upper Dublin
Mr. Paul Tkacs	Upper Moreland
Kenneth Roos, Esq.	Solicitor
Dr. Wagner Marseille	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**

Mr. William Klanderman led the Joint Operating Committee and audience in a salute to the flag.

**MINUTES**

Mr. Daniel Kaye moved approval of the Joint Operating Committee minutes of the agenda session and regular session meetings of January 13, 2021.

Motion carried unanimously.

**EXECUTIVE SESSION ANNOUNCEMENT**

Mr. Kenneth Roos, Solicitor, announced that an Executive Session was not held before the public meeting.

**PRESIDENT'S REPORT**

**Informational:**

## **Foundation Meeting**

Dr. Art Levinowitz presented the EASTERN Foundation Meeting minutes from January 25, 2021.

## **Articulation Agreement – Orleans Technical College**

Dr. Art Levinowitz reported that Eastern Center for Arts and Technology (EASTERN) Construction Technology and Heating, Ventilation and Air Conditioning students can benefit from a new partnership with Orleans Technical College. In addition to earning 8.5 potential articulation credits toward Orleans Technical College's Air Conditioning, Refrigeration and Heating major, and earning 8.5 potential credit toward their Carpentry major.

## **District 2 SkillsUSA Competitions Virtual**

Dr. Art Levinowitz reported EASTERN has 32 students participating in virtual competitions this month. States and National Competitions will also be virtual.

## **Congress Bundestag**

Dr. Art Levinowitz reported four EASTERN students submitted an interest in applying for the Congress Bundestag program and all four have been accepted to continue the application process. Their interviews will take place virtually in March. The student are as follows: • Erica Layson, Commercial Art, Abington • Kayla Marshall, Business and Technology, Cheltenham • Thomas Mustered, Welding, Springfield • Mathew Wiggins, Culinary, Abington.

## **United States Career and Technical Presidential Scholar**

Dr. Art Levinowitz reported that Greg Destefano was selected by Pennsylvania as a candidate for U.S Presidential Scholar to represent Career and Technical Education. He has received his invitation to apply at the National level. At 1:00 p.m., on February 18, 2021, he will be recognized at the Pennsylvania Association of Career and Technical Administrators at their Virtual CTE Celebration/Membership meeting.

## **Student Success**

Dr. Art Levinowitz shared the following Student Success:

Jacob Neulight, a 2018 Computer Network Administration/Cheltenham High School graduate

**As part of our celebration of Black History Month, EASTERN will be featuring successful black alumni throughout the month:**

Elissa Johnson, a 2019 Construction Technology/Cheltenham High School

Jimir Davis, a 2016 EASTERN Commercial Art /Lower Moreland High School

Fred Fox, a 2017 EASTERN Electrical Technology/Cheltenham High School

### **Practical Nursing Graduation**

Dr. Art Levinowitz informed the committee that Practical Nursing Class 150 graduated on January 28, 2021 but no graduation ceremony was held.

### **New Joint Operating Committee Orientation**

Dr. Levinowitz shared that Daniel Kaye participated in new JOC member orientation held by Dr. Plesnarski, Dr. Levinowitz, and Dr. Marseille on January 29, 2021.

### **March 7, 2021 School Events**

Dr. Art Levinowitz informed the committee that this year's Open House will be virtual. Our programs will be on display to perspective students and parents who have an opportunity to meet EASTERN's faculty and current students.

### **FINANCIAL REPORT – For the Period Ending January 31, 2021**

#### **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, 2021 showing cash, investment, and receivable balances of \$1,878,399.81 as presented

#### **Action:**

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

Mr. Lance Wolbransky moved acceptance of the Treasurer's Report for the period ended January 31, 2021 showing a General Fund cash and investment balances of \$6,833,923.78 and total assets of \$7,463,666.41 and the current status of the Student Activity account.  
Motion carried unanimously.

#### **Disbursements \***

Mr. Lance Wolbransky moved approval of accounts payable checks #31353 through #31449 disbursed during the period of 01/01/2021 through 1/31/2021 in the amount of \$282,846.39.  
Motion carried unanimously.

Mr. Lance Wolbransky moved approval of expense disbursement wire/ACH transfers #WT210141 through #WT210173 disbursed during the period of 1/1/2021 through 1/31/2021 in the amount of \$317,326.91.  
Motion carried unanimously.

Mr. Lance Wolbransky moved approval of payroll vouchers #02053 through #02201 disbursed January 15 and January 29, 2021 in the amount of \$211,258.64.  
Motion carried unanimously.

Mr. Lance Wolbransky moved approval of capital reserve disbursement f checks #11034 through #11035 disbursed during the period of 1/1/2021 through 1/31/2021 in the amount of \$6,796.40.  
Motion carried unanimously.

Mr. Lance Wolbransky moved approval of student activities disbursement check #82008 disbursed during the period of 1/1/2021 through 1/31/2021 in the amount of \$1,180.00.  
Motion carried unanimously.

Mr. Lance Wolbransky moved approval of the proposed budget transfers for January 2021.  
Motion carried unanimously.

## **STUDENT RECOGNITION**

### **Action:**

Mr. Lance Wolbransky moved to approve a resolution recognizing Mr. William Klanderman, a senior at Lower Moreland High School and in the Heating, Ventilation, and Air Conditioning program, as *Outstanding Student of the Month* for February. Dr. Levinowitz presented Mr. Klanderman with the Resolution, EASTERN shirt and the Rotary plaque; and the Association's gift card presented by Mr. Gary Felme, Educators' Association President.  
Motion carried unanimously.

Ms. Carolyn Riley arrived in the meeting.

## **ACADEMIC AFFAIRS**

### **School-to-Career Initiatives**

Ms. Hayley Granacher shared School -to-Career Coordinator will present on School-to-Career Initiatives at EASTERN during the Agenda Session prior to the meeting.

### **Informational:**

#### **Principals' Advisory Committee Meeting \***

The Principals' Advisory Committee meeting minutes of January 27, 2021 were presented.

#### **Administrative Advisory Committee Meeting \***

The Administrative Advisory Committee meeting minutes of February 2, 2021 were presented.

#### **Activities Report \***

The January 2021 Activities Reports of the students and staff were presented.

**Action:**

**NOCTI Assessment**

Mr. Paul Tkacs moved approval to submit a waiver to the Department of Education requesting to waive the end-of-program NOCTI assessment this year for all programs as permitted by Act 136 of 2020.  
Motion carried unanimously.

**Donation**

Mr. Paul Tkacs moved acceptance of the following donations in support of the instruction programs: • A pet carrier received from Eileen Collins for use in the Veterinary Science program.  
Motion carried unanimously.

**Summer Fun**

Mr. Paul Tkacs moved acceptance approval to cancel Summer Fun for this year with so many unknowns with the status of the pandemic and planned renovations.  
Motion carried unanimously.

**Summer Cosmetology Program**

Mr. Paul Tkacs moved approval to operate a Summer Cosmetology Program offering 144 hours of instruction from June 21 – July 23 (closed July 5) 6 hours per day 8:00 a.m. to 2:30 p.m. also 60 hours of grant funded instruction from August 2- August 13, 2021.

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 <sup>nd</sup> teacher
51 – 59 students	-	waiting list
60+ students	-	3 <sup>rd</sup> teacher

Motion carried unanimously.

**POLICY**

**Action:**

**Antigen Testing**

Ms. Tara Conner-Hallston moved approval of EASTERN's participation in the Project Act-IT (Assisting Childhood Education through Increased Testing) COVID-19 testing initiative through CHOP and Montgomery County Department of Health under terms and conditions acceptable to the Executive Director and Solicitor. The administration further requests authorization for 2 hours per week for School Nurse Christine Ledwith at the rate of \$25.66 for the duration of the program to assist in the implementation of the program.

Motion carried unanimously.

## **PERSONNEL AFFAIRS**

### **Action:**

#### **Professional**

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

Mr. Daniel Kaye moved approval of the attached teachers' final salary guide for the 2020-2021 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.

##### **Student Success Coordinator – Return to Work**

Mr. Daniel Kaye moved approval e approval of Veronica Stanley's return to work from Leave of Absence effective February 16, 2021.

Motion carried unanimously.

##### **LTS Student Success Coordinator – Position Ending**

Mr. Daniel Kaye moved requests the termination of Tess Eichenberger as Student Success Coordinator LTS effective February 12, 2021. This position is being terminated due to the anticipated return of the full-time Student Success Coordinator. Tess served for the last 3 months.

Motion carried unanimously.

#### **Classified**

##### **IT Support Specialist – Family Medical Leave of Absence**

Mr. Daniel Kaye moved approval of IT Support Specialist Joni Seth's Family Medical Leave of Absence request from February 22, 2021 through March 31, 2021.

Motion carried unanimously.

##### **School Nurse - Training**

Mr. Daniel Kaye moved approval and ratification of School Nurse Christine Ledwith for 2 hours at the rate of \$ 25.66 to attend Binax – Now testing and training for CHOP certification at North Montco Technical School.

Motion carried unanimously.

#### **Volunteer**

### **Training Supervisor**

Mr. Daniel Kaye moved requests approval and ratification of Kate Duffey of D.E. Duffey & Sons Inc. as Training Supervisor for EASTERN's HVAC students Aidan Robinson and Kevin McHale.  
Motion carried unanimously.

### **FACILITIES AND FINANCIAL AFFAIRS**

#### **Informational:**

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

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

#### **Action:**

#### **Certification of 2021-2022 Budget \***

Mr. Charles Burdell-Williams moved to acknowledge action by the participating Boards of School Directors regarding the consideration of EASTERN's 2021-2022 operating budget as presented at the meeting.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved the request to certify the operating budget as adopted and authorize implementation and necessary submission.

Motion carried unanimously.

#### **E-Rate Consultant – Education Consortium \***

Ms. Tara Conner-Hallston moved approval of the attached approval of the attached E-Rate Consultant through the Education Consortium for the 2021-2022 school year based on our total savings.

Motion carried unanimously.

#### **Audit Engagement Letter for 2020-2021 \***

Ms. Tara Conner-Hallston moved approval of BGA&F to audit the financial statements for the year ended June 30, 2021 in the amount of \$8,075, which represents a 3% increase over last year's fee of \$7,850.

Motion carried unanimously.

#### **Safety Data Sheet Inventory for EASTERN**

Ms. Tara Conner-Hallston moved approval of the purchase of the subscription to Velocity EHS: MSDS Online. The gives EASTERN an online database of Safety Data Sheets (previously called Material Safety Data Sheets) for all chemicals maintained in programs, with safety and medical response to exposure recommendations. First year cost, including inventory and set up \$9,018. Each year thereafter, excluding normal annual increases, is \$3,794.

Motion carried unanimously.

**Roof – Change Orders \***

Ms. Tara Conner-Hallston moved approval for the attached change order requests from F.W. Houdier Inc. in the amount of \$3,238.09 for siding “U” channel and air-gap closure pieces.  
Motion carried unanimously.

**Facility Renovations \***

Ms. Tara Conner-Hallston moved approval of the attached amendment between EASTERN and Breslin Ridyard Fadero Architects. This document should have been included in last month’s meeting.  
Motion carried unanimously.

**SOLICITOR’S REPORT**

Mr. Ken Roos had no report.

**OLD BUSINESS**

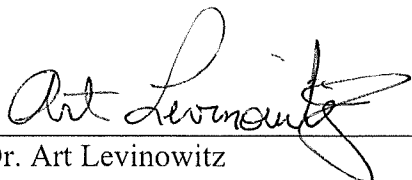
**NEW BUSINESS**

**NEXT MEETING**

The next meeting of the Joint Operating Committee is Wednesday, March 10, 2021.

**ADJOURNMENT**

Mr. Daniel Kaye moved to adjourn the February 10, 2021 meeting of the Joint Operating Committee at 8:36 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, FEBRUARY 10, 2021  
7:00 PM - ZOOM**

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**1. STATUS OF 2020-2021 SCHOOL GOALS \***

Dr. Plesnarski shared the status of 2020-2021 School Goals.

**2. ANTIGEN TESTING AT EASTERN \***

Dr. Plesnarski discussed the ACE-IT program which provides free antigen testing for districts. EASTERN would like to implement this testing with staff who volunteer and Practical Nursing students who need the testing to participate in clinical.

**3. 2021-2022 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.

**4. NOCTI ASSESSMENT, OPEN HOUSE, SUMMER FUN, AND SUMMER COSMETOLOGY \***

Dr. Plesnarski shared the following informational items and recommendations:

- **NOCTI:** Recommendation to cancel NOCTI assessment this year for all programs.
- **Open House:** EASTERN's Open House will be held from 1:00 p.m. to 3:30 p.m. virtually. Dr. Plesnarski will provide an overview of the event.
- **Summer Fun:** Recommendation to cancel Summer Fun for 2021
- **Summer Cosmetology:** Recommendation to hold Summer Cosmetology and to add additional time for students.

**5. AUDIT ENGAGEMENT LETTER \***

Dr. Plesnarski discussed BGA&F as Auditor for the year ended June 30, 2021 per the attached letter.

**6. E-RATE**

EASTERN is looking to partner with an E-Rate consultant to assist us and guide us through the various E-Rate procedures each year. While the rules and procedures don't change frequently, when they do, there's a lot of training required to get familiarized and comfortable with the process. After evaluating the amount of time we spend reading E-Rate documentation and attending trainings, plus the time it takes to work through a complete bid & procurement process, we felt it would be beneficial to look for assistance and explore our options. We found a consultant that's local and has been in business for many years. Their rates are similar to other consultants in the same field and have, what we believe to be, a fair contract. A fee is only charged if they help us with a filing that results in receiving federal dollars during the school year. If we don't purchase anything during the year, there are no charges, but they still help to keep us on track with the various required update filings. We feel this is a fair agreement and one that will save us time, effort, and reduce the chance of missing out on any available federal funding.

**7. FACILITY RENOVATION \***

Dr. Plesnarski shared the attached amendment between EASTERN and Breslin Ridyard Fadero Architects. This document should have been included in last month's meeting.

**8. FINAL 2020-2021 PROFESSIONAL SALARY 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.

**9. PRESENTATION – SCHOOL-TO-CAREER INITIATIVES \***

Hayley Granacher, School-to-Career Coordinator presented on School-to-Career Initiatives at EASTERN.