

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT OPERATING COMMITTEE MINUTES
WEDNESDAY, MARCH 10, 2021**

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:

Mr. Daniel Kaye	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. Wagner Marseille	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. Camryn Pressman led the Joint Operating Committee and audience in a salute to the flag.

MINUTES

Mr. Paul Tkacs moved approval of the Joint Operating Committee minutes of the regular and agenda session meeting of February 10, 2021.
Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Mr. Kenneth Roos, Esquire announced that the Executive Session was not held prior to the meeting.

PRESIDENT'S REPORT

Informational:

Certificate of Accreditation – Culinary Arts

EASTERN's Culinary Art program has received a Certificate of Accreditation from the Accrediting Commission of the American Culinary Federation Education Foundation through 12/31/2025.

Articulation Agreement – Pennco Technical Institute

Eastern Center for Arts and Technology (EASTERN) Automotive Technology, Electrical Technology, and Heating, Ventilation and Air Conditioning students can benefit from a new partnership with Pennco Technical Institute (Pennco Tech). This agreement creates a systematic and seamless process in which students can move from high school to Pennco Tech without having to duplicate efforts or repeat courses in their degreed programs.

Career Expo Report

Dr. Levinowitz shared the Career Expo report of the number of students who participated in a virtual visitation held on February 25, 2021.

March 7, 2021 Virtual Open House

Open House was held virtually this year. We are very thankful to our district counselors who helped to push the invitation to 9th, 10th, and interested 11th grade students. While the turnout was lower than our traditional Open House, we estimate that each program received an average of 20 students.

FINANCIAL REPORT – For the Period Ending February 28, 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 February 28, 2021 showing cash, investment, and receivable balances of \$1,844,963.18 as presented

Action:

Treasurer's Report

Mr. Charles Burdell-Williams moved acceptance of the Treasurer's Report for the period ended February 28, 2021 showing a General Fund cash and investment balances of \$6,663,094.93 and total assets of \$6,887,607.13 and the current status of the Student Activity account.

Motion carried unanimously.

Disbursements

Mr. Charles Burdell-Williams moved approval of accounts payable checks #31450 through #31521 disbursed during the period of 02/01/2021 through 02/28/2021 in the amount of \$172,377.27.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of expense disbursement wire/ACH transfers #WT210174 through #WT210198 disbursed during the period of 02/01/2021 through 02/28/2021 in the amount of \$255,136.82.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of payroll vouchers #02202 through #02351 disbursed February 12 and February 26 in the amount of \$222,872.70.

Motion carried unanimously.

Mr. Charles Burdell-Williams moved approval of capital reserve disbursement checks #11036 through #11038 disbursed during the period of 02/01/2021 through 02/28/2021 in the amount of \$33,512.44.

Motion carried unanimously.

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

STUDENT RECOGNITION

Action *

Mr. Lance Wolbransky moved approval of a resolution recognizing Ms. Camryn Pressman, a senior at Lower Moreland High School and in the Cosmetology program, as *Outstanding Student of the Month* for March. Dr. Art Levinowitz presented Ms. Pressman with the Resolution, EASTERN shirt and the Rotary plaque; and the Association's gift card presented by Mr. Gary Felme, Educators' Association representative.

Motion carried unanimously.

ACADEMIC AFFAIRS

Presentation – Robotics and Automated Technology

Instructor Chris Passante presented on the Robotics and Automated Technology program during the Agenda Session.

Informational:

Administrative Advisory Committee Meeting *

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

Executive Advisory Committee Meeting *

The Executive Advisory Committee meeting minutes of March 3, 2021 were presented.

PDE Program Approval

EASTERN must submit all programs of study to PDE for review and reapproval for the 2021-2022 school year.

Adult Education Enrollment *

The administration submitted the Spring Term 2021 Adult Education enrollment snapshot. As of March 1, 2021, there were 199 students enrolled in Adult Education courses, with 86 students in the Continuing Education Apprentice programs and 113 in the Practical Nursing program.

Activities Report *

The February 2021 Activities Report of the students and staff was presented.

Action:

Occupational Advisory Committee *

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

Donations

Mr. Lance Wolbransky moved approval of the following donations in support of the instructional programs:

- A Digital thermometer, 6 food thermometers and a shirt received from Elena Hays for use in the Culinary Arts program.
- Custom Prototype Manufacturing Machine including Allen Bradley SLC 500 PLC, terminal blocks, wire management devices, sensors and hardware from Neil Goldberg at United States Department of Agriculture for use in the Robotics and Automated Technology program.
- Four Allen Bradley MicroLogix PLC's, din rail, wire duct, wire management hardware, Bosch rail, phase converter, and glue tank from Steven Maund at Demco Automation for use in the Robotics and Automated Technology program.

Motion carried unanimously.

POLICY

Action:

Revised In-Person Instructional Model *

Ms. Tara Conner-Hallston moved approval that the JOC authorize the Executive Director to increase the number of in-person instructional days at EASTERN, up to 5 days per week, upon advanced approval of the JOC President and the Superintendent of Record, and upon advanced notice to all members of the JOC, but without further official action of the JOC. The Executive Director is further authorized to submit a revised Emergency Instructional Time Plan to the Pennsylvania Department of Education to reflect the in-person instructional models contemplated herein.

Motion carried unanimously.

Memorandum of Understanding-Police Department

The administration requested acceptance of the attached two-year revised Memorandum of Understanding between the Upper Moreland Police Department and Eastern Center for Arts and Technology to establish procedures to be followed when an incident involving an act of violence or possession of a weapon occurs on school property.

Motion was tabled until MOU could be reviewed.

Walter Lapidus abstained from the vote on the Memorandum of Understanding-Police Department.

Job Training and Education Programs Grant Agreement *

Mr. Charles Burdell-Williams moved approval of the revision of the Job Training and Education Programs Grant Agreement approved in March for \$68,000 to the actual allocation of \$67,500.

Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Administrative

Retirement – Supervisor of Career and Technical Education*

Mr. Daniel Kaye moved acceptance of the retirement of Allison Larson, Supervisor of Career and Technical Education, as requested in her letter dated February 26, 2021, on June 30, 2021 and adoption of the attached Resolution acknowledging her service and many contributions to the school. Allison Larson has served this school since July 1, 2012.

Motion carried unanimously.

Professional

Electrical Technology Instructor – Live Work

Ms. Tara Conner-Hallston moved ratification and approval of Electrical Technology Instructor Gary Felme to work 6 hours to assist Facilities Maintenance with snow removal at the rate of \$39 per hour.

Motion carried unanimously.

Classified

Accountant – Resignation *

Ms. Tara Conner-Hallston moved the acceptance of the resignation of Accountant Lieu Kim effective March 17, 2021 per her attached letter. Lieu Kim has served the school since August 27, 2018.

Motion carried unanimously.

Summer Work

Curriculum

Ms. Tara Conner-Hallston moved approval of Culinary Arts Instructor Benjamin Vozzo to work 20 hours during the summer at the contracted rate of \$39 per hour for curricular revision.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of Allied Health Instructor Marie Festa to work 40 hours during the summer at the contracted rate of \$39 per hour for clinical and course revisions.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of Robotics and Automated Technology Instructor Christopher Passante to work 20 hours during the summer at the contracted rate of \$39 per hour for curricular revisions and course development.

Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of Business and Technology Professional Instructor Erin Derby to work 10 hours during the summer at the contracted rate of \$39 per hour for curricular revisions.

Motion carried unanimously.

SkillsUSA

Ms. Tara Conner-Hallston moved approval of 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.

Ms. Tara Conner-Hallston moved approval of 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

Ms. Tara Conner-Hallston moved approval of Collision Repair 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.

Ms. Tara Conner-Hallston moved approval of Automotive 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

Ms. Tara Conner-Hallston moved approval of Student Success Coordinator Ferne Andre to work 20 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.

Ms. Tara Conner-Hallston 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.

Ms. Tara Conner-Hallston 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.

Site Visits

Ms. Tara Conner-Hallston 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

Ms. Tara Conner-Hallston moved approval of Tricia Simmler-Totaro to work 22 hours during the summer at the current craft rate of \$39 per hour to work on summer production for the Marketing and Recruitment Coordinator.
Motion carried unanimously.

Volunteer

Training Supervisor

Ms. Tara Conner-Hallston moved approval of Bob Kotter of CARR & DUFF Inc. as Training Supervisor for EASTERN's Electrical Technology Student Charles Jones III.
Motion carried unanimously.

Ms. Tara Conner-Hallston moved approval of Joshua T. Robinson of TRV Design Build as Training Supervisor for EASTERN's Construction Technology Student William Woerner.
Motion carried unanimously.

Ms. Tara Conner-Hallston left the meeting at 8:44 p.m.

FACILITIES AND FINANCIAL AFFAIRS

Informational:

Building Report *

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

Action:

Roof – Change Order Request *

Mr. Paul Tkacs moved approval for the attached change order request from F.W. Houder Inc. in the amount of \$9,927.37 for the low roof flashing.
Motion carried unanimously.

Clocks and Alarms *

Mr. Paul Tkacs moved approval of the capital project for replacing the clocks, public address system, and emergency notification system described in the attached overview including but not limited to approval of:

- Costars Proposal from Communication Systems Integrators at the cost of \$122,405
- Replacement of clocks, public address system, and emergency notification system over the summer by Gary Felmey at a rate to be approved in a future motion and 5 student interns to be identified in a future motion.

The total cost of the project shall not exceed \$186,755.
Motion carried unanimously.

Physician of Record *

Mr. Paul Tkacs moved approval of the attached agreement between Abington Memorial Hospital and EASTERN for services of a Physician of Record to commence July 1, 2021 through June 20, 2022 at the annual base cost of \$1,500.
Motion carried unanimously.

NEXT MEETING

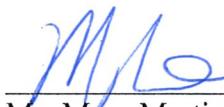
The next meeting of the Joint Operating Committee is Wednesday, April 14, 2021.

ADJOURNMENT

Mr. Daniel Kaye moved to adjourn the March 10, 2021 meeting of the Joint Operating Committee at 8:49 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 10, 2021
7:00 PM VIA ZOOM**

1. EXECUTIVE DIRECTOR'S UPDATE *

Dr. Plesnarski noted highlights from the Director's Update and provided an update on antigen testing and vaccination of staff.

2. REVISED IN-PERSON INSTRUCTIONAL MODEL

Dr. Plesnarski shared that EASTERN is examining two options for increasing in-person instructional time for students, starting April 6th:

1. All students come back 4 days per week (MT and ThF)
 - a. Option for students to continue to choose 100% virtual
 - b. Wednesdays continue to be virtual days to provide additional time for teachers to prepare and time for us to clean.
2. Seniors Only come back 4 days per week
 - a. Juniors continue with hybrid model
 - b. Option for students to continue to choose 100% virtual
 - c. Wednesdays continue to be virtual days to provide additional time for teachers to prepare and time for us to clean.

In both scenarios for most programs, designated students would have to rotate through the theory rooms to complete virtual work because most of our labs are not large enough to hold 20 students with distancing of 6 feet still in place.

Either scenario only works if the following occurs:

1. Districts are able to support the model and transport students
2. We can accommodate the numbers – space, distancing, coverage and supervision
3. The Superintendents and JOC approve

Timeline:

1. Tuesday March 2, 2021: AAC meeting options were discussed with our districts to determine if criteria 1 could be met (participation and transportation). Approval given, transportation will be provided.
2. Friday March 5, 2021: A parent survey was sent asking parents to choose an instructional model (in person or virtual). This will help us understand how many students will be selecting in-person, so we know which option allows us to operate safely.

3. Wednesday March 10, 2021: JOC meeting the JOC will be asked to give me authorization to move us into one of the two models based on parent survey feedback and an evaluation by our team as to the ability to implement the model safely and with adequate supervision.
4. Friday March 12, 2021: Parent survey data will be analyzed to determine if we can accommodate the numbers. Our first choice is for all students to be able to have in-person instruction 4 days per week, but we would settle for option 2 if we can't accommodate option 1.
5. Friday March 19, 2021: Decision communicated with districts, JOC, staff, parents and students.

Motion for this meeting:

The administration will recommend that the JOC authorize the Executive Director to increase the number of in-person instructional days at EASTERN, up to 5 days per week, upon advanced approval of the JOC President and the Superintendent of Record, and upon advanced notice to all members of the JOC, but without further official action of the JOC.

3. SUMMER CURRICULUM WORK

Dr. Plesnarski reviewed the summer curriculum work requests that are part of the Personnel Affairs section.

4. BELLS AND CLOCKS REPLACEMENT PROJECT

Dr. Plesnarski shared information regarding the Bells and Clocks replacement project.

5. PRESENTATION – ROBOTICS AND AUTOMATED TECHNOLOGY

Mr. Chris Passante, Robotics and Automated Technology program teacher, presented to the Joint Operating Committee an update on the launch of the program. Mr. Passante gave an overview of his industry background and certifications before focusing his presentation implementation of additional industry certifications, use of donated/loaned equipment, and cultivation of industry partnerships.