

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

WEDNESDAY, JUNE 16, 2021

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:

Mr. Daniel Kaye	Abington
	Bryn Athyn
Mr. Charles Burdell-Williams	Cheltenham
	Hatboro-Horsham
Ms. Carolyn Riley	Jenkintown
Mr. Lance Wolbransky	Lower Moreland
Mr. Walter Lapidus	Springfield
Dr. Art Levinowitz	Upper Dublin
Mrs. LouCrecie Garlanger	Upper Moreland
Kenneth Roos, Esq.	Solicitor
	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

Emilia Wanders led the Joint Operating Committee and audience in a salute to the flag.

MINUTES

Mr. Daniel Kaye moved approval of the May 12, 2021 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 administrative personnel, compensation, and EASTERN's Safety Plan.

PRESIDENT'S REPORT

Informational:

Foundation Meeting Minutes *

Dr. Art Levinowitz reviewed the minutes of the June 14, 2021 Foundation meeting.

The EASTERN Foundation held a fundraiser at MOD Pizza in Horsham on May 27, 2021 and event raised \$34.58.

The EASTERN Foundation held a fundraiser at Chipotle Mexican Grill in Willow Grove on June 7, 2021 and event raised \$48.94.

Awards Night

Dr. Art Levinowitz reported on June 2, 2021, EASTERN held its annual Awards Night, at Upper Moreland High School's Football Stadium. This year, 123 students were recognized with \$36,000 awarded for academic and technical achievement.

Acknowledgement of Terms

Dr. Art Levinowitz acknowledged the one-year term of Treasurer for Liam Gallagher ending June 30, 2022; four-year term of Secretary for Mary Martin ending June 30, 2025; the two-year term of Superintendent of Record for Dr. Jill Takacs ending June 30, 2023; the two-year term of School Solicitor, for Wisler Pearlstine, LLP ending June 30, 2022; and the period ending June 30, 2021 of Auditor with BGA&F.

Recognition

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

FINANCIAL REPORT – For the Period Ending May 31, 2021 *

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, 2021 showing cash, investment, and receivable balances of \$1,872,898.04 as presented

Action:

Treasurer's Report *

Mr. Lance Wolbransky moved acceptance of the Treasurer's Report for the period ended May 31, 2021 showing a General Fund cash and investment balances of \$6,676,299.60 and total assets of \$6,905,439.38 and the current status of the Student Activity account.
Motion carried unanimously.

Disbursements *

Mr. Lance Wolbransky moved approval of accounts payable checks #31819 through #31904 disbursed during the period of 05/01/2021 through 05/31/2021 in the amount of \$254,297.79.
Motion carried unanimously.

Mr. Lance Wolbransky moved approval of expense disbursement wire/ACH transfers #WT210229 through #WT210243 disbursed during the period of 05/01/2021 through 5/31/2021 in the amount of \$186,724.83.

Motion carried unanimously.

Mr. Lance Wolbransky moved approval of payroll vouchers #02659 through #02805 disbursed May 7 and May 21 in the amount of \$228,453.37

Motion carried unanimously.

Mr. Lance Wolbransky moved approval of capital reserve disbursement checks #11050 through #11054 disbursed during the period of 05/01/2021 through 05/31/2021 in the amount of \$88,706.74.

Motion carried unanimously.

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

STUDENT RECOGNITION *

Action:

Mr. Daniel Kaye moved to approve the resolution designating Emilia Wanders 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 1, 2021
- Executive Advisory Committee meeting minutes of June 9, 2021
- Summer Cosmetology reports 48 students have registered to participate in Session A June 21 - July 23, 2021 for the Summer Cosmetology Program and 21 students for Session B August 2 - August 13, 2021
- June 1 Student Registration 682 students have registered and 643 have been enrolled
- May Activities Report of students and staff

Action:

New Program – Exercise and Sports Science

Ms. Carolyn Riley moved approval to plan and implement a new program, Exercise and Sports Science (CIP Code 51.2604), to launch for the 2022-2023 school year.

Motion carried unanimously.

Executive Advisor Committee *

Ms. Carolyn Riley moved acceptance of the following members of the Executive Advisory Committee and student representative, James Finnegan, a Business and Technology Professional student from Upper Moreland High School, for the 2021-2022 as recommended by the Executive Advisory Committee.

Motion carried unanimously.

Occupational Advisory Committee *

Ms. Carolyn Riley moved approval of the new OAC member for 2021-2022 Robotics and Automated Technology - Xiaomu Song (Widener University) Chair, Robotics Engineering.
Motion carried unanimously.

Ms. Carolyn Riley moved approval of new OAC student representatives for 2021-2022.
Motion carried unanimously.

Ms. Carolyn Riley moved approval of OAC members for 2021-2022.
Motion carried unanimously.

Marketing Plan *

Ms. Carolyn Riley moved approval of the 2021-2022 Marketing Plan.
Motion carried unanimously.

Program Reviews *

Ms. Carolyn Riley moved approval of Collision Repair Technology and Protective Services Program Reviews along with the equipment requests.
Motion carried unanimously.

Continuing Education *

Ms. Carolyn Riley moved approval of the offering and tuition for the part-time evening Continuing Education courses during the 2021-2022 school year and approval of the offering and tuition for the adult day Continuing Education courses during the 2021-2022 school year.
Motion carried unanimously.

Perkins Grant

Ms. Carolyn Riley moved authorization to develop a grant proposal for the 2021-2022 amount of EASTERN's allocation consistent with the recommendation of the Perkins Planning Committee.
The allocation amount is \$294,124.
Motion carried unanimously.

Program Status

Ms. Carolyn Riley moved approval for all programs to run at full-time status for the 2021-2022 school year.
Motion carried unanimously.

Practical Nursing Program – Affiliation Agreement *

Ms. Carolyn Riley moved approval of the Practical Nursing Program Affiliation Agreements for the 2021-2022 school year.
Motion carried unanimously.

POLICY

Action:

2021-2022 EASTERN Health and Safety Plan *

Mr. Daniel Kaye moved the acceptance of the 2021-2022 Health and Safety Plan effective June 21, 2021. Effective June 21, 2021, the 2020-2021 Health and Safety Plan will no longer be in effect.
Motion carried unanimously.

2021-2022 School Goals *

Mr. Daniel Kaye moved acceptance of the 2021-2022 School Goals.
Motion carried unanimously.

Memorandum of Understanding with Upper Moreland Police *

Mr. Daniel Kaye moved acceptance of the Memorandum of Understanding with Upper Moreland Police.
Motion carried unanimously.

PERSONNEL AFFAIRS

Action:

Administration

Ms. Carolyn Riley moved approval of Dr. Jill Takacs, Superintendent of Jenkintown School District, as EASTERN's Superintendent of Record for the term July 1, 2021 through June 30, 2023 at a stipend of \$ 7,787 for the 2021-2022 school year.
Motion carried unanimously.

Ms. Carolyn Riley moved approval of Fred Fox as Facility Manager providing an annual salary of \$85,223 for the 2021-2022 school year in accordance with the terms and conditions of the attached agreement letter.
Motion carried unanimously.

Ms. Carolyn Riley moved approval of compensation for the administrative employees for the 2021-2022 school year.
Motion carried unanimously.

Ms. Carolyn Riley moved approval of Leon Thurlow as Continuing Education Coordinator for the 2021-2022 school year at the rate of \$50 per hour – 600 hours/year.
Motion carried unanimously.

Professional

Ms. Carolyn Riley moved acceptance of the retirement of Mark Zaslavsky, Protective Services Instructor, effective July 30, 2022 per his letter.
Motion carried unanimously.

Ms. Carolyn Riley moved acceptance of the resignation of Beth Whitehead, Allied Health Instructor, effective June 21, 2021 per her letter.

Motion carried unanimously.

Ms. Carolyn Riley moved the appointment of Allison Latzo, MSN, RN as Allied Health Instructor effective July 1, 2021, at Step 15-B of the Professional Salary Schedule, providing an annual salary of \$103,403 and up to 80 hours of pre-service at the curriculum rate of \$39 per hour.

Motion carried unanimously.

Ms. Carolyn Riley moved the appointment of Charles Zachmann for up to 40 hours for orientation, planning and mentoring of the Allied Health Instructor at the craft rate of \$39 per hour.

Motion carried unanimously.

Classified

Ms. Carolyn Riley moved the appointment of Alberto A. Soto as Facilities Maintenance Technician effective June 28, 2021, at Grade II - Base rate of \$24.27 per hour on the Classified Salary Schedule.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of Culinary Arts Aide Nicole Suanlarm's Family and Medical Leave of Absence from September 9, 2021 to December 3, 2021.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of the classified salary guide for the 2021-2022 school year.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of the classified salaries for the 2021-2022 school year.

Motion carried unanimously.

Ms. Carolyn Riley moved the appointment of Kathleen Bradley, Lorraine Ingersoll, Michele Smink, and Michele Zimmerman as casual employees for the 2021-2022 school year according to the classified salary guide.

Motion carried unanimously.

Practical Nursing

Ms. Carolyn Riley moved ratification and approval of Taylor Saskin, BSN, as an adjunct faculty member in the Practical Nursing program for the 2020-2021 school year.

Motion carried unanimously.

Ms. Carolyn Riley moved the approval of the following individuals as adjunct faculty members in the Practical Nursing Programs for the 2021-2022 school year:

Anjali Benny Abraham, BSN, RN	Cheryl Magee, MSN, RN
Jean Albany, BSN, RN	Colleen Orr, BSN, RN
Jon Esposito, MSN, RN	Maureen Rastetter, RN
Debra Fanelli, BSN, RN	Elizabeth Schmidt, BSN, RN

Denise Grobelny, BSN, RN, RHA	Taylor Saskin, BSN, RN
Johanna Hernandez, BSN, RN	Melody Stark, MSN, RN
Charlene Kirby, BSN, RN	Jennifer Steadman, 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, MSN, RN
Karen Lucas, MSN, RN	Amanda Wollick, BSN, RN

Motion carried unanimously.

Ms. Carolyn Riley moved the approval of adjunct compensations for Practical Nursing Programs for the 2021-2022 school year at the rate of \$38.90 per hour for theory, \$38.90 per hour for clinical, \$38.90 per hour for faculty meetings and \$27.00 per hour for tutoring.

Motion carried unanimously.

Ms. Carolyn Riley moved the acceptance of Denise Grobelny and Cheryl Magee as Coordinator of Part-Time Programs for the 2021-2022 school year at the rate of \$50 per hour.

Motion carried unanimously.

Continuing Education

Ms. Carolyn Riley moved approval of the following individuals as adjunct faculty members in the Continuing Education Programs for the 2021-2022 school year:

Meghan Cicchino	John Greenwood
Michael DeLaurentis	Victoria Penecale
Ronald DeMarco	Robert Quinn
Arthur Felton	Robert Raggi
Gary Felmev	George Stahl

Motion carried unanimously.

Ms. Carolyn Riley moved the approval of the following compensations for the Continuing Education Programs for the 2021-2022 school year:

	<u>APPRENTICE PROGRAM</u>	<u>HOURS</u>	<u>Salary</u>
Electrical I		168	\$5,040
Electrical II		168	\$5,040
Electrical III		168	\$5,040
Electrical IV		168	\$5,040
One Apprenticeship Class		42	\$1,260
	<u>CERTIFICATION & LICENSES</u>		
CPR for Healthcare Providers		4	\$130
CPR & First Aid		8	\$260
EPA Technician Certification		5	\$200
OSHA 10		12	\$315
PA Enhanced Emissions Certification (EEIC)		16	\$800
Culinary Arts ServSafe® Certification		16	\$512
Culinary Arts ServSafe Certification 8+8		8	\$256

JOB SKILL TRAINING

Automotive Collision Repair 1,2,3,4	36	\$1,080
Automotive Technology 1,2,3,4	36	\$1,080
Basic Math Refresher	16	\$400
Social Networking for Business	3	\$75
iPad Fundamentals	3	\$75
iPad Applications	3	\$75
WordPress & Blogging	9	\$225
Cloud Computing	3	\$75
Culinary Art Fundamentals	3	\$75
Digital Photography & Picassa Photo Editing	12	\$300
Photoshop	24	\$600
Other job skill based on need	30	\$750
Welding Technology	42	\$1,260
Job Skills Miscellaneous (per hour)	1	\$25
Program Development		\$30/hour

Motion carried unanimously.

Ms. Carolyn Riley moved approval of Gary Felmey, Hayley Granacher, Steven Parke and Victoria Penecale to substitute for the Continuing Education Coordinator at the rate of \$39 per hour. In the event a substitute is simultaneously serving as an evening schoolteacher, they will be paid the higher of the two rates but not both.

Motion carried unanimously.

Volunteer

Ms. Carolyn Riley moved approval of Eileen Jacobs of Lynn Electronics as Training Supervisor for EASTERN's Robotics and Automated Technology student Napoleon Nelson.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of Edward Ford of Havis Inc. as Training Supervisor for EASTERN's Welding Technology student Domenic Giammanco.

Motion carried unanimously.

Ms. Carolyn Riley moved approval of Joseph DeColli of SP Industries as Training Supervisor for EASTERN's Robotics and Automated Technology student Kayla Boyle.

Motion carried unanimously.

Authorization to Hire

Ms. Carolyn Riley 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 building report for May activities regarding the school plant and property was presented.

Action:

Disposal of EASTERN Vehicles *

Ms. Carolyn Riley moved authorization for the disposal of EASTERN's 2000 Honda Civic, 2000 Ford Escort, and 1990 Jeep Sport.
Motion carried unanimously.

ACCESS Security Corporation - Contract

Ms. Carolyn Riley moved approval to enter into a contract for the purchase of replacement door hardware as part of the Phase 2 Capital Improvement plan, to comply with ADA requirements and to enhance building security, to Access Security Corporation in the amount of \$182,826.75.
(Costars)
Motion carried unanimously.

EAW Security - Contract

Ms. Carolyn Riley moved approval to enter into a contract for the purchase of replacement Cyber Key components and software / hardware, to enhance building security, to replace obsolete systems and as part of the Phase 2 Capital Improvement Plan, to EAW Security in the amount of \$102,327.
Motion carried unanimously.

Trash Disposal - Contract

Ms. Carolyn Riley moved approval to enter into a contract for trash disposal services for 2021-2022, to Waste Management in the amount of \$6,892.34 (MCIU sponsored RFP)
Motion carried unanimously.

Operating Surplus Transfer

Ms. Carolyn Riley moved approval of the authorization to transfer \$250,000 from the anticipated 2020-2021 operating surplus to the Capital Reserve Fund. Furthermore, it is recommended that this amount be credited to the districts' 2022-2023 capital assessment*, in proportion to the relative contributions of each sending district to the 2020-2021 operating assessment, so as to give them full credit for the anticipated surplus. * the 2022-2023 budget is the next budget to be formulated. The 2021-2022 budget has already been established and approved.
Motion carried unanimously.

General Fund Transfer

Ms. Carolyn Riley moved approval that \$440,000.00** be transferred from the assigned fund balance and \$500,000.00 from the unassigned fund balance to the Capital Reserve to fund capital improvements and program expansion. After such transfers, the committed / assigned and

unassigned balances will be \$2,511,091 and \$1,582,007, respectively. ** \$440,000.00 transferred as follows: From Practical Nursing Program assigned funds - \$140,000.00, from Future Capital Improvements assigned funds - \$300,000.00

Motion carried unanimously.

General Fund Designations

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

Committed:

- a. PSERS Rate Stabilization \$ 250,000
- b. Self-Funded Medical Stabilization \$ 350,000

Assigned:

- a. Continuing Education \$ 64,650
- b. Practical Nursing \$ 821,441
- c. Future Capital Improvements \$ 525,000
- d. 2020-2021 Budget Revenue Offset \$ 500,000

for a total of \$2,511,091 of committed / assigned balance designations.

Motion carried unanimously.

Disbursements Authorization

Ms. Carolyn Riley moved authorization to make disbursement, upon review and approval by the Joint Operating Committee President for the month of June 2021 that would normally be processed at a July meeting of the Joint Operating Committee.

Motion carried unanimously.

OTHER BUSINESS

Action:

PSBA Voting Delegate

Mr. Charles Burdell-Williams moved acceptance of Carolyn Riley as 2021-2022 PSBA Voting Delegate to represent EASTERN.

Motion carried unanimously.

SOLICITOR REPORT

Mr. Kenneth Roos, Esquire discussed Health and Safety Plan Board Approval and Litigation Against JUUL. Dr. Plesnarski noted that CTC's do not receive funds for ARP ESSER but thanked the JOC for approving the Health and Safety Plan.

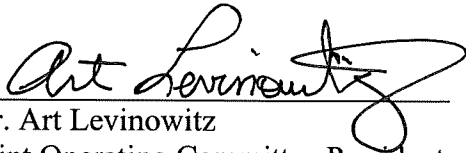
NEXT MEETING

The next meeting of the Joint Operating Committee is Wednesday, August 11, 2021.

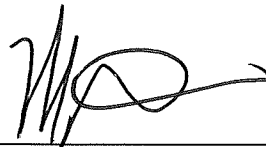
ADJOURNMENT

Mr. Daniel Kaye moved to adjourn the June 16, 2021 meeting of the Joint Operating Committee at 8:36 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, JUNE 16, 2021

1. EXECUTIVE DIRECTOR'S UPDATE

Dr. Plesnarski noted highlights from the Director's Update.

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 2021-2022 school year.

4. HEALTH AND SAFETY PLAN

Dr. Plesnarski recommended the approval of the 2021-2022 Health and Safety Plan effective June 21, 2021.

5. MEMORANDUM OF UNDERSTANDING WITH UPPER MORELAND POLICE

Dr. Plesnarski requested that EASTERN enter into an MOU with the Upper Moreland Police for July 1, 2021 – June 30, 2023.

6. DOOR LOCKS AND HARDWARE UPGRADES

Dr. Plesnarski requested the approval of two motions to finalize the last objective for our 2020-2021 Capital Plan which includes upgrading our cyberkey system and adjusting door hardware to be ADA compliant and in line with recommendations for school safety. The two quotes fall under Facilities and Financial Affairs and are from EAW and Access Security.

7. FUND BALANCE TRANSFERS AND DESIGNATIONS

Dr. Plesnarski requested the JOC will be asked to make some transfers. First, to transfer \$250,000 from General Fund to Capital Reserve and credit the district's 2022-2023 capital assessment. Next to transfer \$440,000 from our assigned fund balance (\$140,000 from Practical Nursing and \$300,000 from Future Capital Projects) and \$500,000 from unassigned fund balance into Capital Reserve to fund capital improvements. Please keep in mind that we

have \$5M fund balance for \$10M budget so the assigned transfers represent us “charging” Practical Nursing for their renovations and moving money assigned to capital projects for use for our projects. These transfers will still leave us with a healthy \$4M fund balance.

8. PSBA VOTING DELEGATE

Dr. Plesnarski requested that the committee appoint Carolyn Riley as PSBA 2021-2022 Voting Delegate to represent EASTERN.