TO: Joint Committee Members
FROM: Thomas Allen, Administrative Director
DATE: September 13, 2017
SUBJECT: JOINT COMMITTEE MEETING – SEPTEMBER 13, 2017

The regular meeting of the Joint Committee will be held on Wednesday, September 13, 2017, at 8:00 p.m. in the Seminar Room of EASTERN.

There will be an Agenda Session at 7:00 p.m. in the Board Room to discuss:

➢ Opening of School
➢ 2018-2019 Budget
➢ 2019-2020 Equipment Budget Recommendation
➢ Policy Revision
➢ Chiller Replacement/Roof Feasibility Study
➢ PSBA Elections

There will be an Executive Session at 7:30 p.m. to discuss:

➢ 2017-2018 Association Contract Negotiations
➢ Perroto Builders Construction Project

If you cannot attend, please be sure your alternate receives a copy of the agenda. Also, we would appreciate your notifying our office if you are unable to attend the meeting.

TA/jc
Enc.
I. CALL TO ORDER

II. ROLL CALL

III. SALUTE TO THE FLAG

IV. COMMUNITY PARTICIPATION

V. APPROVAL OF MINUTES

VI. EXECUTIVE SESSION ANNOUNCEMENT

VII. PRESIDENT’S REPORT
    INFORMATIONAL:
    A. PRACTICAL NURSING GRADUATION

    ACTION:
    B. PSBA VOTING*

VIII. FINANCIAL REPORT
    INFORMATIONAL:
    A. STATEMENT OF REVENUES AND EXPENDITURES*
    B. CAPITAL RESERVES FUND*

    ACTION:
    C. TREASURER’S REPORT*
    D. DISBURSEMENTS*
    E. BUDGET TRANSFERS

IX. STUDENT RECOGNITION

    ACTION:
    A. RESOLUTION OF JOINT COMMITTEE*
INFORMATIONAL:

B. INTRODUCTION OF SPONSORING TEACHER
C. PRESENTATION OF STUDENT
D. PRESENTATION OF AWARD

X. ACADEMIC AFFAIRS

INFORMATIONAL:

A. PROGRAM REVIEW
B. ACTIVITIES REPORT*
C. PRINCIPAL’S ADVISORY COMMITTEE MEETING*

ACTION:

D. PROGRAM EQUIPMENT*
E. COSMETOLOGY CURRICULUM HOURS
F. CAREER AND TECHNICAL STUDENT ORGANIZATION

XI. POLICY

ACTION:

A. REVISION: C115 USE OF MEDICATION – FIRST READING*

XII. PERSONNEL AFFAIRS

ACTION:

A. PROFESSIONAL
B. CLASSIFIED
C. COLLECTIVE BARGAINING AGREEMENT*
XIII. FACILITIES AND FINANCIAL AFFAIRS

INFORMATIONAL:

A. BUILDING REPORT*

B. SUMMER ELECTRICAL WORK*

ACTION:

C. CHILLER REPLACEMENT ENGINEERING*

D. ROOF REPLACEMENT EVALUATION*

XIV. SOLICITOR’S REPORT

XV. OLD BUSINESS

XVI. NEW BUSINESS

XVII. NEXT MEETING- OCTOBER 11, 2017

XVIII. ADJOURNMENT
IV. COMMUNITY PARTICIPATION

Persons wishing to speak should approach the podium and, when recognized by the President, state their name, address and matter they wish to comment. Each citizen’s comments will be limited to three (3) minutes except at the discretion of the President.

Comments and questions shall be limited to issues. If personal remarks or discriminating comments are made, the President may require the speaker to sit down.
V.  APPROVAL OF MINUTES

EASTERN CENTER FOR ARTS AND TECHNOLOGY
JOINT COMMITTEE MINUTES
WEDNESDAY, AUGUST 9, 2017

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

Mrs. Michele Tinsman  Abington  Bryn Athyn  Red Lion
Ms. Stephanie Gray  Cheltenham
Mr. Joseph Wade  Hatboro-Horsham  Jenkintown  Lower Moreland  Springfield
Dr. Art Levinowitz  Upper Dublin
Mr. Shone Fix  Upper Moreland
Kenneth Roos, Esq.  Solicitor
Dr. Curtis Griffin  Superintendent of Record
Mr. Thomas Allen  Administrative Director

A motion carried unanimously will necessarily, by reference, include each voting member in attendance.

SALUTE TO THE FLAG

Ms. Julie Shemelia led the Joint Committee and audience in a salute to the flag.

MINUTES

Mr. Shone Fix moved approval of the June 21, 2017 Joint Committee minutes of the regular and agenda session minutes.

2018-1
Motion carried unanimously.

EXECUTIVE SESSION ANNOUNCEMENT

Mr. Ken Roos announced that an Executive Session was held before the public meeting to discuss staffing and facility issues.

PRESIDENT’S REPORT

Informational:

Foundation Meeting Minutes*

Dr. Art Levinowitz reviewed the minutes from July 17, 2017 Foundation meeting.

SkillsUSA National Competition

Dr. Art Levinowitz reported on the results of the SkillsUSA National Competition held in Louisville, KY on June 19-23, 2017. He congratulated EASTERN Commercial Art/Hatboro-Horsham High School senior, Nicole Esola, who scored 94.8 percent placing her 10th in the country, in the Customer Service competition at the SkillsUSA National Competition.

FINANCIAL REPORT – For the Period Ending June 30, 2017

Informational:

The Joint Committee acknowledged receipt of the following:

- Statement of Revenues and Expenditures as presented
- Status of the Capital Reserve Fund revenues for the period ended June 30, 2017 showing investments of $2,405,198.99 as presented.

Action:

Treasurer's Report *

2018-2
Mr. Shone Fix moved acceptance of the Treasurer’s Report for the period ended June 30, 2017 showing a General Fund cash and investment balances of $4,573,395.17 and total assets of $5,024,537.63 and the current status of the Student Activity account. Motion carried unanimously.

**Disbursements** *

Mr. Shone Fix moved approval of accounts payable checks #26434 through #26542 disbursed during the period of 6/1/2017 through 6/30/2017 in the amount of $159,285.43. Motion carried unanimously

Mr. Shone Fix moved approval of expense disbursement checks #209229 through #209267, credit card refunds CCR17020 through CCR17023 and wire/ACH transfers #WT170264 through #WT170293 disbursed during the period of 6/1/2017 through 6/30/2017 in the amount of $736,851.83. Motion carried unanimously

Mr. Shone Fix moved approval of payroll disbursement checks #44394 through #44560 disbursed June 9, 16 and 23, 2017 in the amount of $348,077.25. Motion carried unanimously

Mr. Shone Fix moved approval of Capital Reserve disbursement checks #10048 through #10049 disbursed during the period of 6/1/2017 through 6/30/2017 in the amount of $7,300.00. Motion carried unanimously

Mr. Shone Fix moved approval of Student Activities Disbursement of checks #811088 through #811090 disbursed during the period 6/1/2017 through 6/30/2017 in the amount of $1,882.30. Motion carried unanimously

**FINANCIAL REPORT** – For the Period Ending July 31, 2017

**Informational:**

The Joint Committee acknowledged receipt of the following:

- Statement of Revenues and Expenditures as presented
- Status of the Capital Reserve Fund revenues for the period ended July 31, 2017 showing investments of $2,405,134.30 as presented.
Action:

Treasurer's Report *

Mr. Shone Fix moved acceptance of the Treasurer’s Report for the period ended July 31, 2017 showing a General Fund cash and investment balances of $4,374,149.97 and total assets of $4,780,764.26 and the current status of the Student Activity account. Motion carried unanimously

Disbursements *

Mr. Shone Fix moved approval of checks #26543 through #26624 disbursed during the period of 7/1/2017 through 7/31/2017 in the amount of $351,144.68. Motion carried unanimously

Mr. Shone Fix moved approval of checks #209268 through #209273 and wire/ACH transfers #WT180001 through #WT180020 disbursed during the period of 7/1/2017 through 7/31/2017 in the amount of $167,695.54. Motion carried unanimously

Mr. Shone Fix moved approval of payroll checks #44561 through #44662 disbursed July 7, 14 and 21, 2017 in the amount of $115,145.35. Motion carried unanimously

There were no checks Student Account disbursements during the period 7/1/2017 through 7/31/2017 for Student Accounts.

ACADEMIC AFFAIRS

Program Review

Ms. Susan Hoffman, Chairperson of the Executive Advisory Committee, presented a summary of the EAC’s activities and accomplishments over the past year.

Informational:

The Joint Committee acknowledged receipt of the following:

- Summer Fun Program Report*
- Summer Cosmetology Report
Action:

Executive Advisory Committee*

The administration recommends the appointment of the Executive Advisory Committee membership for 2017-2018 as per the attached listing.
Motion carried unanimously

Occupational Advisory Committees*

The administration recommends the appointment of the Occupational Advisory Committee membership for 2017-2018 as per the attached listing.
Motion carried unanimously

Career and Technical Student Organization

Mr. Shone Fix moved approval of the SkillsUSA fundraising activities for the 2017 – 2018 school year.
Motion carried unanimously

Program Reviews*

Mr. Shone Fix moved approval of the Program Reviews for Construction Technology and Culinary Arts.
Motion carried unanimously

Donation

Mr. Shone Fix moved approval of the donation of a 2005 Toyota Scion from Mr. Paul Auh for the Automotive and Collision Repair Technology programs.
Motion carried unanimously

POLICY

Action:

School Goals – 2017-2018*
Mr. Shone Fix moved approval for acceptance of EASTERN’s Goals for the 2017-2018 school year.
Motion carried unanimously

PERSONNEL AFFAIRS

Action:

Professional

Allied Health Instructor *
Mr. Shone Fix moved the appointment of Beth Whitehead as Allied Health Instructor, effective August 30, 2017, at Step Base-5 of the Professional Salary Schedule for the 2017-2018 school year, providing an annual salary of $64,970; and up to 80 hours for pre-service at the curriculum rate of $38 per hour.
Motion carried unanimously

Allied Health Mentor
Mr. Shone Fix moved the appointment of Hayley Granacher for up to 40 hours for orientation, planning and mentoring of the Allied Health Instructor at the curriculum rate of $38 per hour.
Motion carried unanimously

Cosmetology Supervisor
Mr. Shone Fix moved the appointment of Wendy Leyden as Supervisor of Cosmetology for up to 120 hours at the current craft rate of $38 per hour for the 2017-2018 school year.
Motion carried unanimously

Substitute Instructors *
Mr. Shone Fix moved the approval of the attached substitute instructors for the 2017-2018 school year at the rate of $105 per day in areas qualified in Career and Technical subjects, $95 per day for general assignments and $115 per day after the 10th continuous day in the same assignment for those qualified in a Career and Technical subject.
Motion carried unanimously

Classified

Business Office Intern
Mr. Shone Fix moved the appointment of Jessica Lademann as Business Office Intern to work under the direction of Irene Dickinson at the rate of $9.50 per hour for the 2017-2018 school year. Motion carried unanimously.

**Practical Nursing**

**Adjunct Faculty**
Mr. Shone Fix moved the appointment of Nancy Bond, MSN as an adjunct faculty member in the Practical Nursing Program for the 2017-2018 school year. Motion carried unanimously.

**Summer Work**

**Electrical Work**
Mr. Shone Fix moved the approval for Electrical Technology Instructor Gary Felmey to work an additional 30 hours on electrical projects at the contracted rate of $38 per hour. Motion carried unanimously.

Mr. Shone Fix moved the approval for Louis Knoebel and Evan Metz, Electrical Technology Interns, to work an additional 30 hours combined as directed by Gary Felmey on electrical projects at the contracted rate of $9.50 per hour. Motion carried unanimously.

**FACILITIES AND FINANCIAL AFFAIRS**

**Informational:**

**Building Report***
The attached building report for June and July activities regarding the school plant and property were presented. Motion carried unanimously.

**Action:**

**Facility Use**
Mr. Shone Fix moved the approval of facility use for New Media Recording Studios of Trevose, PA on Tuesday and Thursdays beginning July 25th through August 17th, 2017 from 4:30 to 7:00 p.m. Motion carried unanimously.
Parking Lot Bid*

Mr. Shone Fix moved the approval to enter into a contract with T. Schiefer Contractors, Inc in the amount of $46,890.00, pending Solicitor approval, for the 2017 Asphalt Parking Lot Paving Project
Motion carried unanimously

Aramark Contract*

Mr. Shone Fix moved the approval of the attached contract addendum with Aramark Management Services Limited Partnership for facility management services beginning July 1, 2017 and run through June 30, 2020.

SOLICITOR

Mr. Ken Roos stated that a Right to Know request was received from Simon Campbell regarding correspondence between Pennsylvania School Board Association and EASTERN. Mr. Roos stated that EASTERN has nothing to do with Mr. Campbell’s complaint and is neither opposed or in favor of it.

NEXT MEETING

The next meeting of the Joint Committee is on September 17, 2017

ADJOURNMENT

Mr. Shone Fix moved to adjourn the August 9, 2017 meeting at 8:38 p.m. Motion carried unanimously.

Dr. Art Levinowitz  
Joint Committee president

Ms. Irene Dickinson  
Joint Committee Secretary

Recording Secretary: Julie Shemelia
AGENDA

1. **STUDENT ENROLLMENT UPDATE** *
   Mr. Allen presented a student enrollment report for the upcoming school year.

2. **OCCUPATIONAL ADVISORY COMMITTEE AND EXECUTIVE ADVISORY COMMITTEE MEMBERSHIP**
   Mr. Allen discussed the membership listing for the Occupational Advisory Committee and the Executive Advisory Committee and requested approval for them to be considered Tier II volunteers.

3. **EXECUTIVE ADVISORY COMMITTEE (EAC) EQUIPMENT LIST RECOMMENDATIONS** *
   Mr. Allen reviewed the EAC Equipment list recommendations. With the concurrence of the Joint Committee, these will be included in the 2017-2018 budget proposal.

4. **JOINT COMMITTEE ANNUAL DINNER** *
   The Joint Committee selected the Executive Advisory Committee to be recognized as part of its annual dinner in November.

5. **ARAMARK CONTRACT** *
   Mr. Allen presented the revised Aramark Contract. Discussion was held regarding cost effectiveness in coming years.

6. **ASPHALT PAVING BID** *
   Mr. Allen presented the winning bid for the Asphalt Paving Project by T. Schiefer Contractor, Inc in the amount of $46,890.00
VI. EXECUTIVE SESSION ANNOUNCEMENT

Mr. Ken Roos, will announce that an Executive Session was held prior to the public meeting to discuss legal and/or personnel issues.
VII. PRESIDENT’S REPORT

INFORMATIONAL:

A. PRACTICAL NURSING GRADUATION
   Dr. Art Levinowitz will provide a report on the graduation exercises of the Practical Nursing Class 137 held on August 31, 2017 at Abington Memorial Hospital.

ACTION:

B. PSBA VOTING*
   Michelle Tinsman will hold an election for the completion of EASTERN’s PSBA ballot for PSBA Officers per the official balloting process.
Instructions for registering your school entity's votes for PSBA officers

As your school entity's person authorized to register votes on behalf of your school entity, the following instructions will guide you through the process step-by-step. The authorized vote registrar is the board secretary for member school entities except community colleges whose president is designated as the authorized voter.

Step 1 — Be sure your school directors are aware of the slate of candidates

Enclosed is a 2018 Slate of Candidates for PSBA offices. A more detailed slate including photos, bios and videos can be found online at www.psba.org/elections. We strongly encourage you to direct your school directors to the website.

Step 2 — Schedule a board discussion on PSBA candidates at one of its August through October meetings

Because each school entity will vote collectively on one candidate per position, the board of school directors will need to decide by majority vote of the board which candidate will receive the board's vote for each office. Board secretaries should be sure this discussion is scheduled for one of its meetings since the electronic voting period is only open from Aug. 24-Oct. 12, 2017.

Step 3 — Register your votes

Once your school board has decided which candidates to support, you will go to the Simply Voting website between 12:01 a.m., Aug. 24 and 11:59 p.m., Oct. 12 through the link provided to you in an email from vote@simplyvoting.com on Aug. 24. Be sure to allow emails from vote@simplyvoting.com through your firewall or spam filters. This
email will provide you a dedicated link to the voting pages on its site and a password unique to you, which you will use to enter the secure system. Additionally, you can notify your IT staff that email blasts from Simply Voting will originate from the LP address: 198.21.6.73 or 184.173.105.83. Ask them to add these to your firewall safe lists.

PLEASE NOTE: Only member entities in good standing may vote. If your dues have not arrived by Aug. 24, you will not receive the email with the link to the ballot. Passwords will be released once we receive dues for 2017-18.

If possible, we encourage you to register your votes online during the board meeting immediately following the board discussion and decision.

Step 4 — Share your voting confirmation with the school directors
Immediately after you vote on the Simply Voting website, you will have access to a voting receipt confirmation that your vote has been completed and showing you who your entity voted for. The receipt provides documentation that the board's votes were registered consistently with results of the board's voting. You should print the receipt and circulate copies to your board members without delay. You should consider attaching a copy of the receipt to the minutes of the meeting at which the board cast its votes. Results of the election will be announced at the Delegate Assembly on Friday, Oct. 20, 2017, at the Hershey Lodge & Convention Center and in PSBA publications and website after that date.
PSBA SLATE OF CANDIDATES FOR 2018

This slate is provided for informational purposes only. All voting takes place online. Each member school entity's board secretary has received additional information on the voting procedures. Visit www.psba.org/elections for more details on each candidate, including photos and videos.

The Leadership Development Committee may, by majority vote, determine that one or more candidates for any elected position will be designated on the ballot as a candidate the Leadership Development Committee considers to be highly qualified. (PSBA Bylaws, Section 5 C — Nominations). Please note, this designation does not apply to individuals running for PSBA Insurance Trust positions.

SLATE OF CANDIDATES

President-Elect

David Hutchinson*, State College Area SD (Centre Co.)
Otto W. Voit III*, Muhlenberg SD (Berks Co.)

Vice President

Eric Wolfgang*, Central York SD (York Co.)
Gary Michael Smedley, Carbondale Area SD (Lackawanna Co.)

Treasurer

Mike Gossert*, Cumberland Valley SD (Cumberland Co.)

Insurance Trustee Officer (term ends Dec. 31, 2020) 2 positions open

Michael Faccinetto (Bethlehem Area SD), PSBA President
Marianne L. Neel (West Jefferson Hills SD), PSBA Past President

* The Leadership Development Committee may, by majority vote, determine that one or more candidates for any elected position will be designated on the ballot as a candidate the Leadership Development Committee considers to be highly qualified. (PSBA Bylaws, Section 5 C — Nominations)
VIII. FINANCIAL REPORT
For the Period ended August 31, 2017

INFORMATIONAL:

The administration requests the Joint Committee acknowledge receipt of the following:

A. STATEMENT OF REVENUES AND EXPENDITURES*

The statement of Revenues and Expenditures is presented for your information and review.

B. CAPITAL RESERVES FUND*

The status of the capital reserve fund revenues for the period ended August 31, 2017 showing cash and investment balances of $2,407,630.14 is presented for your information and review.

ACTION:

C. TREASURER’S REPORT*

The administration recommends acceptance of the Treasurer’s Report for the period ended August 31, 2017 showing a General Fund cash and investment balances of $5,023,733.07 and total assets of $5,396,511.28 and the current status of the Student Activity account.

D. DISBURSEMENTS*

1. General Fund Accounts Payable Checks
The administration recommends approval of checks #26625 through #26741 disbursed during the period of 8/1/2017 through 8/31/2017 in the amount of $220,823.92.

2. General Fund Expense Disbursements
The administration recommends approval of checks #209274 through #209297 and wire/ACH transfers #WT180021 through #WT180039 disbursed during the period of 8/1/2017 through 8/31/2017 in the amount of $210,055.38.

3. General Fund Payroll Disbursement Checks
The administration recommends approval of payroll checks #44663 through #44799 disbursed August 4 and 18, 2017 in the amount of $165,850.40.
4. Capital Reserve Disbursements Checks
There are no checks for disbursement during the period 8/1/2017 through 8/31/2017.

5. Student Activities Disbursement Checks
There are no checks for disbursement during the period 8/1/2017 through 8/31/2017.

E. BUDGET TRANSFERS

There are no August 2017 budget transfers.
## A. STATEMENT OF REVENUES AND EXPENDITURES

FOR THE PERIOD ENDED AUGUST 31, 2017

<table>
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<tr>
<th>GENERAL FUND</th>
<th>APPROVED BUDGET</th>
<th>ACTIVITY THIS MONTH</th>
<th>ACTIVITY TO DATE</th>
<th>BUDGET BALANCE</th>
<th>ENCUMBER</th>
<th>BALANCE</th>
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<td>32,051</td>
<td>220,891</td>
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<td>FACILITIES,CONST. IMPR</td>
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<td>OTHER EXP/FINANCING USES</td>
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<td>BUDGETARY RESERVE</td>
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<td>TOTAL EXPENDITURES</td>
<td>8,909,174</td>
<td>491,229</td>
<td>994,918</td>
<td>7,914,256</td>
<td>5,189,732</td>
<td>2,724,524</td>
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## CONTINUING EDUCATION DIVISION

<table>
<thead>
<tr>
<th></th>
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<th>Activity Current</th>
<th>Activity To Date</th>
<th>Budget Balance</th>
<th>Encumber</th>
<th>Balance</th>
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<tbody>
<tr>
<td>Revenue from Student Act</td>
<td>12,646</td>
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<td>12,646</td>
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<td>Revenue Tuition/Patrons</td>
<td>160,500</td>
<td>18,113</td>
<td>26,052</td>
<td>134,449</td>
<td>134,449</td>
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<tr>
<td>Revenue from ST Sources</td>
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<td>0</td>
<td>0</td>
<td>26,955</td>
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<tr>
<td>Total Revenue</td>
<td>200,101</td>
<td>18,113</td>
<td>26,052</td>
<td>174,050</td>
<td>174,050</td>
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</tr>
<tr>
<td>Fund Balance Appropriated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSTRUCTION PROGRAMS</td>
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<td>68,469</td>
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<td>ADMINISTRATIVE</td>
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<td>2,966</td>
<td>4,475</td>
<td>71,524</td>
<td>27,773</td>
<td>43,751</td>
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<td>54,349</td>
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<td>Total Expenditures</td>
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<td>2,966</td>
<td>5,759</td>
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## PRACTICAL NURSING DIVISION

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<th>Encumber</th>
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<tr>
<td>Revenue Local Sources</td>
<td>24,000</td>
<td>2,810</td>
<td>3,950</td>
<td>20,050</td>
<td>20,050</td>
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<td>Revenue Tuition/Grant Src</td>
<td>46,100</td>
<td>30,816</td>
<td>90,398</td>
<td>(44,298)</td>
<td>(44,298)</td>
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<tr>
<td>Revenue from ST Sources</td>
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<tr>
<td>Revenue from Fed Sources</td>
<td>1,195,000</td>
<td>124,882</td>
<td>124,882</td>
<td>1,070,118</td>
<td>1,070,118</td>
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<td>1,603,725</td>
<td>158,508</td>
<td>219,230</td>
<td>1,384,495</td>
<td>0</td>
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## INSTRUCTION PROGRAMS

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<th></th>
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</thead>
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<td>Sup Services-Pupil Health</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>(350)</td>
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<td>Sup Services-Physical Plant</td>
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<td>60,704</td>
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<td>500</td>
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<td>Admissions/Recruitment</td>
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<td>Administrative</td>
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<td>37,610</td>
<td>74,633</td>
<td>517,628</td>
<td>290,947</td>
<td>226,681</td>
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<td>Total Expenditures</td>
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<td>107,238</td>
<td>185,320</td>
<td>1,418,405</td>
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<td>748,605</td>
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## STUDENT ACTIVITY FUNDS

<table>
<thead>
<tr>
<th></th>
<th>Beginning Balances</th>
<th>Current Revenue</th>
<th>To Date Revenue</th>
<th>Current Expenses</th>
<th>To Date Expenses</th>
<th>Closing Balances</th>
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</thead>
<tbody>
<tr>
<td>Skills USA</td>
<td>20,276</td>
<td>113</td>
<td>113</td>
<td>0</td>
<td>0</td>
<td>20,389</td>
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<td>Total Fund Equities</td>
<td>20,276</td>
<td>113</td>
<td>113</td>
<td>0</td>
<td>0</td>
<td>20,389</td>
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### B. CAPITAL RESERVE FUND (#30)  
**AUGUST 2017**

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<thead>
<tr>
<th>TD Bank</th>
<th>PLGIT</th>
<th>TOTAL</th>
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<tr>
<td>Beginning Balance</td>
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</tr>
<tr>
<td>Cash</td>
<td>622,152.76</td>
<td>41,838.58</td>
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<tr>
<td>CD investments</td>
<td>-</td>
<td>1,732,000.00</td>
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<td>Interest Receivable</td>
<td>-</td>
<td>9,142.96</td>
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<td><strong>TOTAL at 7/31/2017</strong></td>
<td><strong>622,152.76</strong></td>
<td><strong>1,782,981.54</strong></td>
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<table>
<thead>
<tr>
<th></th>
<th>TD Bank</th>
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<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD: Interest</td>
<td></td>
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</tr>
<tr>
<td>July</td>
<td>191.50</td>
<td>25.65</td>
<td>217.15</td>
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<tr>
<td>August</td>
<td>190.28</td>
<td>37.84</td>
<td>228.12</td>
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<tr>
<td>ADD:CD Accrued Interest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>-</td>
<td>1,162.01</td>
<td>1,162.01</td>
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<tr>
<td>August</td>
<td>-</td>
<td>1,958.40</td>
<td>1,958.40</td>
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<tr>
<td>CD Maturity</td>
<td>-</td>
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<td>988,000.00</td>
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<tr>
<td>CD Investment</td>
<td>-</td>
<td>(989,000.00)</td>
<td>(989,000.00)</td>
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<tr>
<td>CLASS Liquidated</td>
<td>-</td>
<td>1,000.00</td>
<td>1,000.00</td>
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<tr>
<td>Transfer of Funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CD Interest Received-Not Accrued</td>
<td>-</td>
<td>37.10</td>
<td>37.10</td>
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<tr>
<td>CD Interest Received-Accrued</td>
<td>-</td>
<td>8,251.21</td>
<td>8,251.21</td>
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<tr>
<td>LESS: Interest Accrued Reversed</td>
<td>-</td>
<td>(8,251.21)</td>
<td>(8,251.21)</td>
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<tr>
<td>LESS: Investment Fee</td>
<td>-</td>
<td>(1,106.94)</td>
<td>(1,106.94)</td>
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<tr>
<td>LESS: Renovation Payments</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Monthly Activity</strong></td>
<td><strong>381.78</strong></td>
<td><strong>2,114.06</strong></td>
<td><strong>2,495.84</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Ending Balance</th>
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</thead>
<tbody>
<tr>
<td>Cash</td>
<td>622,534.54</td>
<td>50,083.44</td>
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<tr>
<td>CD investments</td>
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<td>1,731,000.00</td>
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<tr>
<td>Interest Receivable</td>
<td>-</td>
<td>4,012.16</td>
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<td><strong>TOTAL at 8/31/2017</strong></td>
<td><strong>622,534.54</strong></td>
<td><strong>1,785,095.60</strong></td>
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C. TREASURER’S REPORT

### General Fund

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>LIABILITIES &amp; FUND EQUITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Account-Td Bank</td>
<td>Interfund Payables</td>
</tr>
<tr>
<td>Petty Cash Account</td>
<td>Intergovernment Payable</td>
</tr>
<tr>
<td>Cash Account-Plgit</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td><strong>Total Cash</strong></td>
<td><strong>Accrued Payroll Liabilities</strong></td>
</tr>
<tr>
<td>Investments-Td Bank</td>
<td><strong>Deferred INFLOWS</strong></td>
</tr>
<tr>
<td>Cd Investments-Plgit</td>
<td><strong>Total Current Liabilities</strong></td>
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<tr>
<td>Cd Interest Receivable-Plgit</td>
<td>810,453.28</td>
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<tr>
<td>Term Investment-Plgit</td>
<td><strong>Year-To-Date Revenue</strong></td>
</tr>
<tr>
<td>Term Interest Receivable-Plgit</td>
<td><strong>Year-To-Date Expenditures</strong></td>
</tr>
<tr>
<td><strong>Total Investments</strong></td>
<td><strong>Net Revenue Less Expenditures</strong></td>
</tr>
<tr>
<td><strong>Total Cash and Investments</strong></td>
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<table>
<thead>
<tr>
<th>Inventories</th>
<th>Unassigned</th>
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<tr>
<td>10,073.70</td>
<td>1,329,034.37</td>
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<tr>
<td>Prepaid Expenses</td>
<td><strong>TOTAL FUND BALANCE</strong></td>
</tr>
<tr>
<td>10,437.03</td>
<td>4,160,118.37</td>
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<tr>
<td>Deposits</td>
<td><strong>Total Liabilities &amp; Fund Equities</strong></td>
</tr>
<tr>
<td>6,547.31</td>
<td>5,396,511.28</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>Beginning Funds Balances</strong></td>
</tr>
<tr>
<td>5,396,511.28</td>
<td>20,275.90</td>
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### Student Activity Fund

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>LIABILITIES &amp; FUND EQUITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Account</td>
<td>Accounts Payable-Interfund</td>
</tr>
<tr>
<td>Accounts Receivable-Interfund</td>
<td>Accounts Payable-Intergovt</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>Year-To-Date Revenue</strong></td>
</tr>
<tr>
<td>20,288.63</td>
<td><strong>Year-To-Date Expenditures</strong></td>
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<tr>
<td><strong>Beginning Funds Balances</strong></td>
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**TOTAL Liabilities & Fund Equities** | **20,388.63** |

26
## D. DISBURSEMENTS

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<th>Vendor Name</th>
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<tr>
<td>26625</td>
<td>8/3/2017</td>
<td>Pn Students 2017-2018</td>
<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
<td>$1,577.00</td>
</tr>
<tr>
<td>26626</td>
<td>8/3/2017</td>
<td>Boggs Printing, Inc.</td>
<td>Dup Srv</td>
<td>Gen Supplies</td>
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<tr>
<td>26627</td>
<td>8/3/2017</td>
<td>Pn Students 2017-2018</td>
<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
<td>$2,072.00</td>
</tr>
<tr>
<td>26628</td>
<td>8/3/2017</td>
<td>Burmax Co, Inc.</td>
<td>Gen Fund</td>
<td>Cos Student Kits</td>
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</tr>
<tr>
<td>26629</td>
<td>8/3/2017</td>
<td>Cascade Water Srv, Inc.</td>
<td>Maint Srv</td>
<td>Rep &amp; Maint Of Bldg</td>
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<tr>
<td>26630</td>
<td>8/3/2017</td>
<td>Pn Students 2017-2018</td>
<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
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<tr>
<td>26631</td>
<td>8/3/2017</td>
<td>Commonwealth Of Pa</td>
<td>Maint Srv</td>
<td>Rep &amp; Maint - Boilers</td>
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<tr>
<td>26632</td>
<td>8/3/2017</td>
<td>Pn Students 2017-2018</td>
<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
<td>$3,686.00</td>
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<tr>
<td>26633</td>
<td>8/3/2017</td>
<td>Diamedical Usa</td>
<td>Pn Inst F/T</td>
<td>Rep &amp; Maint Of Equip.</td>
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<tr>
<td>26634</td>
<td>8/3/2017</td>
<td>Dvasbo</td>
<td>Other Fiscal Srvs</td>
<td>Dues And Fees</td>
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<tr>
<td>26635</td>
<td>8/3/2017</td>
<td>J.C. Ehrlich Co., Inc.</td>
<td>Maint Srv</td>
<td>Extermination Srv</td>
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<td>Pn Students 2017-2018</td>
<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
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<tr>
<td>26637</td>
<td>8/3/2017</td>
<td>Energy Products Co</td>
<td>Maint Srv</td>
<td>Rep &amp; Maint - Boilers</td>
<td>$4,614.60</td>
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<tr>
<td>26638</td>
<td>8/3/2017</td>
<td>Pn Students 2017-2018</td>
<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
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</tr>
<tr>
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<td>8/3/2017</td>
<td>Hatboro-Horsham Sd</td>
<td>Summer Programs</td>
<td>Purch Svcs-Prof</td>
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<tr>
<td>26640</td>
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<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
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<td>26641</td>
<td>8/3/2017</td>
<td>I-Car Edu Fdn</td>
<td>Collision Rep</td>
<td>Supplies &amp; Fees-Tech</td>
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<td>26642</td>
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<td>J &amp; J Staffing Resources</td>
<td>Ce Admin</td>
<td>Purch Svcs-Other</td>
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<td>26643</td>
<td>8/3/2017</td>
<td>Jpc Enterprises, Inc.</td>
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<td>Jostens Diploma Division</td>
<td>Pn Inst F/T</td>
<td>Gen Supplies</td>
<td>$470.70</td>
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<tr>
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<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
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</tr>
<tr>
<td>26646</td>
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<td>Pn Students 2017-2018</td>
<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
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<tr>
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<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
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<td>Kurtz Brothers, Inc.</td>
<td>Dir Office</td>
<td>Gen Supplies</td>
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<tr>
<td>26650</td>
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<td>Pn Students 2017-2018</td>
<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
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<tr>
<td>26651</td>
<td>8/3/2017</td>
<td>Mitchell I</td>
<td>Auto Tech</td>
<td>Supplies &amp; Fees-Tech</td>
<td>$1,099.00</td>
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<tr>
<td>26652</td>
<td>8/3/2017</td>
<td>Nora M. Downey</td>
<td>Pn Admin</td>
<td>Purch Svcs-Prof</td>
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<tr>
<td>26653</td>
<td>8/3/2017</td>
<td>Pn Students 2017-2018</td>
<td>Gen Fund</td>
<td>Pn Tuition Refunds</td>
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<tr>
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<td>8/3/2017</td>
<td>Office Basics Inc</td>
<td>Maint Srv</td>
<td>Gen Supplies</td>
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<tr>
<td>26655</td>
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<td>Pa Paper &amp; Supply Co.</td>
<td>Maint Srv</td>
<td>Custodial Supplies</td>
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<tr>
<td>26656</td>
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</tr>
<tr>
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<td>U.S. Department Of Edu</td>
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<td>Fedl Loan Rec-Return</td>
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<tr>
<td>WT180031</td>
<td>8/17/2017</td>
<td>Comm Of Pa Dept Of Revenue</td>
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<tr>
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<td>Federal Wh Payable</td>
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<tr>
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<td>WT180039</td>
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<td>Eastern Procurement Sys</td>
<td>Gen Fund</td>
<td>Conference Expenses</td>
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</table>

**Expense Disbursement Total (Fund 10)** $210,055.38
IX. STUDENT RECOGNITION

ACTION:

A. RESOLUTION OF JOINT COMMITTEE *

The administration recommends approval of the attached resolution designating Gabriella Ott, as EASTERN’s Outstanding Student of the Month for September.

INFORMATIONAL:

B. INTRODUCTION OF SPONSORING TEACHER

Mr. Thomas Allen will introduce Nicole Mohrey, Instructor of the Commercial Art program.

C. PRESENTATION OF STUDENT

Nicole Mohrey will present Gabriella Ott, a senior at Abington Senior High School and in the Commercial Art program, as Outstanding Student of the Month for September.

D. PRESENTATION OF AWARD

Dr. Art Levinowitz, Joint Committee President, will present the Board resolution, Rotary plaque and EASTERN shirt; and an Educators' Association Representative will present the Association's gift card to Gabriella Ott.
RESOLUTION OF RECOGNITION

WHEREAS, the Joint Operating Committee is committed to recognizing student achievement, scholarship, citizenship, leadership and skill mastery; and

WHEREAS, the Joint Operating Committee has requested the Faculty identify one student each month who exemplifies these traits; and

WHEREAS, Gabriella Ott is a student in the Commercial Art program and a senior at Abington Senior High School; and

WHEREAS, Gabriella Ott has been recommended by her teacher, Nicole Mohrey, as having demonstrated superior accomplishment and performance in the Commercial Art program; now therefore

BE IT RESOLVED, the Joint Operating Committee takes pride in accepting the recommendation of the Faculty and officially designates Gabriella Ott as Student of the Month for September in honor of her accomplishments and exemplary performance.

IN WITNESS THEREOF, I herewith certify that I am the President of the Joint Operating Committee of the Eastern Center for Arts and Technology, and that the foregoing Resolution was adopted by unanimous vote by the members of the Joint Operating Committee at a duly called meeting held on Wednesday evening, September 13, 2017.

JOINT OPERATING COMMITTEE
EASTERN CENTER FOR
ARTS AND TECHNOLOGY

__________________________
Dr. Art Levinowitz
Joint Committee President
STUDENT OF THE MONTH
GABRIELLA OTT – COMMERCIAL ART

This award is sponsored each month by EASTERN’s faculty, Joint Committee and the Willow Grove Rotary Club to highlight student excellence, success and service. This month Gabriella Ott was selected. She is a senior at Abington Senior High School and is in EASTERN’s Commercial Art program. Here are some of the reasons she was selected Student of the Month:

• Gabriella had an interest in graphic design, and her Guidance Counselor at Abington encouraged her and her parents to visit during EASTERN’s Open House.

• Gabriella feels that her Commercial Art Instructor, Nicole Mohrey, contributed to her passion for the commercial art field by providing live work opportunities and by her own love of the field.

• Through SkillsUSA, EASTERN’s student leadership organization, Gabriella was part of the team that received first place for the Opening & Closing Ceremonies competition at the SkillsUSA District 2 Competition. Her team went on to place second in the state competition.

• At EASTERN’s Awards Night in May 2017, Gabriella received the OAC Junior Professionalism Award and the Straight A Award.

• At Abington High School, Gabriella has received the President’s Award for Academic Excellence on multiple occasions, Distinguished Honors and is a member of the National Honor Society.

• Gabriella is also a competitive figure skater and a volunteer camp counselor for Colonial Figure Skating Day Camp.

• After graduation from Abington High School and EASTERN’s Commercial Art program, Gabriella plans to attend Arcadia University for a dual major in Business and Graphic Design.
X. ACADEMIC AFFAIRS

A. PROGRAM REVIEWS:

Joseph Greb, Assistant Director, will present the results of the EASTERN Performance Indicators, Survey Results of 2017.

INFORMATIONAL:

B. ACTIVITIES REPORT*

The August Activities Report of students and staff is presented for your information.

C. PRINCIPALS’ ADVISORY COMMITTEE MEETING*

The Principals’ Advisory Committee meeting minutes of August 10, 2017 are presented for your information.

ACTION:

D. PROGRAM EQUIPMENT *

The administration requests authorization to include the attached program equipment recommendations in the budget proposal as recommended by the Executive and Occupational Advisory Committees.

E. COSMETOLOGY CURRICULUM HOURS

The administration requests approval to offer Cosmetology instruction during the four in-service days on September 21, 2017, November 7, 2017, February 16, 2018 and May 15, 2018.

F. CAREER AND TECHNICAL STUDENT ORGANIZATION

The administration requests approval for Gary Felmey to attend a SkillsUSA Board of Directors Meeting in State College, PA on April 17, 2018 to April 20, 2018
ACTIVITIES REPORT

A. STUDENT ACTIVITIES

Career and Technical Student Organization

On August 29, 2017, Nicole Mohrey and Gary Felmey delivered SkillsUSA schoolwide officer training.

On April 17, 2018 to April 20, 2018, Gary Felmey will be attending a SkillsUSA Board of Directors Meeting in State College, PA.

B. PROFESSIONAL ACTIVITIES

1. In-Service

   In-service activities took place August 30, August 31 and September 5, 2017. Some topics covered were Technology Updates, Student Data, IEP Quick Start Guide, SDI Information, Student Success Process, GCN Mandatory Training, Career Scope Training and Microsoft 365 Training and Introduction and Guidance on the EASTERN Curricular Framework.

2. Other

   On August 21-26, 2017, a workshop was held for new teachers and their mentors. Topics included: Daily lesson and long-term planning, Occupational Advisory Committees, Business Office Procedures, NOCTI preparation and expectations, SkillsUSA involvement and school policy and procedures.

C. SCHOOL VISITATIONS

   On August 7, 2017, Amy Shields provided a tour of the Cosmetology, Culinary Arts and Allied Health facilities to an upcoming Abington High School/EASTERN senior and her mother.

   On August 9, 2017, Amy Shields provided a tour of the Cosmetology facility to an Upper Moreland junior and her mother.

   On August 18, 2017, Amy Shields provided a tour of the Computer Network Administration program to an Cheltenham junior and his mother.
EASTERN CENTER FOR ARTS AND TECHNOLOGY
PRINCIPALS' ADVISORY COMMITTEE MEETING MINUTES
THURSDAY, AUGUST 10, 2017 - 12:30 P.M.

Dennis Williams, Principal
Hatboro-Horsham High School

Thomas Roller, Principal
Jenkintown High School

Ernie Rehr, Asstitant Principal
Lower Moreland High School

Robert Schultz, Principal
Upper Dublin High School

Joseph Carracappa, Principal
Upper Moreland High School

Shannon Franczkowski, Assistant Principal
Upper Moreland High School

Robert Milrod, Superintendent
Upper Moreland School District

Allison Larson, Supervisor
EASTERN Center for Arts & Technology

Joe Greb, Assistant Director
EASTERN Center for Arts & Technology

Tom Allen, Executive Director
EASTERN Center for Arts & Technology

1. WELCOME AND INTRODUCTIONS

Mr. Tom Allen, Director, welcomed the Principals and conducted introductions.

2. PRINCIPALS' CONTACT INFORMATION UPDATE *

Mr. Tom Allen updated all contact information for the Principals for the upcoming school year.

3. STUDENT ENROLLMENT *

Mr. Allen provided and discussed the student enrollment report.

4. PROGRAM WAITING LIST

EASTERN has three programs that currently have a waiting list for the upcoming school year. Mr. Greb will provided a description of the process EASTERN follows when a program has a waiting list and the timelines for getting students from the waiting list into a program.

5. BEGINNING OF THE YEAR SCHEDULE *

The Principals reviewed the beginning of the year schedule for students who attend
EASTERN. The first day for students at EASTERN is Wednesday, September 6, 2017.

6. SKILLS-USA NATIONAL COMPETITIONS OUTCOMES

Mr. Greb provided an update on the SkillsUSA National Competitions held June 19-23, 2017 in Louisville, Kentucky.

7. TRANSCRIPT REQUIREMENTS FOR NEW STUDENTS *

Mr. Allen reminded Principals that they need to supply transcripts for incoming juniors.

8. NOCTI on TRANSCRIPTS

PDE has recommended NOCTI performance be placed on transcripts. The committee discussed the feasibility of the request. Mr. Allen will share this information with the Superintendents as the next AAC meeting.

9. DISTRICT PLANNING PROCESS 2017-2018

Principals discussed the upcoming District Planning meetings to be held with Cheltenham, Jenkintown, Upper Moreland and Hatboro-Horsham. Scheduling will take place through the Superintendent’s Office.

10. KEY INDICATORS 2015-2017 *

The committee discussed EASTERN Key Indicators for Student Success for the Class of 2017.

11. ACT 6 of 2017 *

Mr. Tom Allen reviewed recently passed legislation related to Keystone Exams, NOCTI Exams and Graduation.

12. GUIDANCE COUNSELOR VISITATION

The committee discussed having all school guidance counselors visit all EASTERN programs in an effort to update them on changes.

13. MEETING DATES FOR 2017-2018 SCHOOL YEAR

Following are the remaining meeting dates for the 2017-2018 Principals’ Advisory Committee meetings at 12:30 p.m. in the Seminar Room at EASTERN. Lunch will be served.
➢ Thursday, September 28, 2017
➢ Thursday, January 25, 2018
➢ Thursday, April 26, 2018
## INSTRUCTIONAL SUPPORT BUDGET 2018-2019 (45'S)

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>ITEM</th>
<th>OAC/EAC/REQ/REC</th>
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</thead>
<tbody>
<tr>
<td><strong>ALLIED HEALTH</strong></td>
<td><strong>TBD-12 Channel ECG-Educator Package with Interpretation</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Software life &gt; one year</td>
<td>2,380</td>
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<tr>
<td></td>
<td><strong>TBD-Virtual Clinical Excursions online with workbook</strong></td>
<td>758</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td>$6,138</td>
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<tr>
<td><strong>AUTOMOTIVE TECHNOLOGY</strong></td>
<td><strong>RX1OLT-IS Scissor Rack for Alignment</strong></td>
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<td><strong>BUSINESS &amp; TECHNOLOGY PROFESSIONAL</strong></td>
<td><strong>TBD-Adjustable Office Chairs</strong></td>
<td>$2,000</td>
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<td></td>
<td><strong>New Copier</strong></td>
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<td>1 DeVilbiss Finish Line Primer Spray Gun FLG-</td>
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<td>1 DeVilbiss Finish Line Waterborne Spray Gun FLG</td>
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<td>Viking Dual Piston Straight Line Sander - V100</td>
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<td>Ingersoll Rand 8&quot; geared Orbital Sander #3288</td>
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<td>4 Dent-Fix Venturi Blow Guns DF-BG600 4 @ $13.49</td>
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<td>Duster Downdraft ICA Stage 3, Activated Carbon Filters</td>
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<td></td>
<td>Duster Downdraft ICA Stage 4, Viledon Pocket Filter</td>
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<td>Seam Buster 3 pc. Set, KEY-77611</td>
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<td><strong>COMMERCIAL ART</strong></td>
<td><strong>Vinyl Cutter</strong></td>
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<td><strong>COMPUTER NETWORK ADMINISTRATION</strong></td>
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<td><strong>VMWare equipment</strong></td>
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<td><strong>Upgrades to Cisco</strong></td>
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## CONSTRUCTION TECHNOLOGY

Power Tool Replacement Saws, Sanders, Drills, Sawzalls etc. $950
Hand Tool Replacement, Hammers, Saws, Levels, Squares, Snips, Drill Bits, etc. $950

Total $1,900

## COSMETOLOGY

NONE

## CULINARY ARTS

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<tr>
<td>Knives</td>
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</tr>
<tr>
<td>3 Bakers Sheet Tray Racks</td>
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<td>Ice Cream Machine</td>
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<td>Dough Sheeter</td>
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Total $6,875

## ELECTRICAL TECHNOLOGY

NONE

## HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

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<td>Pipe Cutters</td>
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<td>6 Bending Springs</td>
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<td>Gas Pressure Test Kits</td>
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<td>Hand Truck</td>
<td>$525</td>
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<td>2 Combustion Analyzer</td>
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<td>Condensers</td>
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Total $13,573

## PROTECTIVE SERVICES

Maintenance contract-servicing and hydrostatic testing of SCBA systems $1,500
5 Shelby Cowhide Gloves-Wristlet - X-Small, Small, Medium $690
40 Majestic Pac 1 A Economy Nomex Blend White Hood, NFPA 1971-2013 $744
20 Bullard Traditional Fire Helmet Matte Finish-Black $4,500
15 Holsters Abidextrous-Black Hawk $324
4 Redman Training Bags              $680
3 CPR Manikins                      $372

Total $8,810

## VETERINARY SCIENCE

NONE
WELDING TECHNOLOGY

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<th>Item</th>
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<td>Miller Pipeworks</td>
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<td>TBD-Welder-Older Model recommended by OAC</td>
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<td>Miller Pulse MIG</td>
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<td>Lincoln Precision Tig 250</td>
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**GRAND TOTAL** $121,844
XI.  POLICY

ACTION:

A. REVISED BOARD POLICY - FIRST READING
   The administration requests approval, for first reading, of C115 USE OF MEDICATION, in the Student Section.
Policy Number: C115  
Title: Use of Medications  
Section: Students

Use of Medications

I. Purpose

The Joint Committee shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent and family physician to a student during school hours will be permitted only when:

A. failure to take such medicine would jeopardize the health of the student;
B. the student would not be able to attend school if the medicine were not made available during school hours; or
C. it is a necessary component of a student's accommodation plan or service agreement, as defined by state and federal law or a component of a student's IEP as defined by state and federal law.

The initial dose of a medication is not to be given at school except in a life threatening situation.

II. Definition

For purposes of this Policy, "medication" shall include all medicines prescribed by a physician plus the following:

A. over the counter medications
B. aspirin
C. cough medications
D. any prescription drugs or treatment (hot compresses, eye drops, ointments, etc.)

III. Authority

Unless specifically authorized otherwise by Board Policy, before any medication may be administered to any student during school hours, the Director shall require the written request of the parent/guardian to:

A. grant permission for such administration;
B. relieve the Joint Committee and its employees of liability for administration of medication;
C. furnish the written order of the prescribing physician, including the name and purpose of the medication and the amount of the dosage. The physician's written report shall also include:
The time at which or special circumstances under which the medication shall be administered
2. length of period for which medication is prescribed
3. the possible side effects of the medication
4. provide the written order of the prescribing physician for administering necessary medication other than oral at the discretion of the school nurse, e.g. Ritalin.

The document(s) shall be kept on file in the office of the school nurse.

IV. Delegation of Responsibility

The Director shall develop procedures for the administration of medication that:

A. require all medications be administered by the school nurse, other licensed health personnel, such as a registered nurse or a licensed practical nurse, or the parent, unless otherwise authorized by Board Policy;
B. permit students to possess asthma inhalers and epinephrine auto-injectors and to self-administer when such is physician and parent-authorized and otherwise in accordance with Board Policy;
C. authorize the maintenance and administration of epinephrine in accordance with the provisions of Act 195 of 2014;
D. require medications be securely stored and kept in the original labeled container;
E. direct the school nurse to maintain a record of the name of the student to whom medication may be administered, the dosage and timing of medication and a notation of each instance of administration; and
F. authorize the maintenance of a supply of the opioid antagonist Naloxone, in accordance with law, and establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone.

Adopted: 11/10/82
Revised: 11/13/91
Revised: 6/19/13
Revised: 10/11/17
Use of Medications

Purpose

This regulation is designed to implement the provisions of Policy C-115 in specifying the conditions and circumstances under which medication shall be administered by school personnel to students or self-administered by students in the school setting and during school hours. Terms used herein are as defined in Policy C-115.

Procedures

A. EASTERN employs licensed practical nurses ("LPNs") who work in consultation with the sending schools’ Certified School Nurses. EASTERN’s Coordinator of Practical Nurses should request the services of the sending schools Certified School Nurse in all situations that extend beyond the licensure of a Practical Nurse.

B. Request from Parent/Guardian to Administer Medication: With the exception of emergency situations, before medication may be administered to a student during school hours, the nurses’ office must receive:

1. Written authorization from the parent/guardian of a student to administer the medication. The written authorization, which must be renewed at the start of each school year by the parent/guardian, must contain:

   a) The parent/guardian’s printed name, signature, and emergency phone number;
   b) Approval to have EASTERN’s practical nurses administer medications;
   c) A list of all medications taken by the student (both at home and in school).
2. A dated prescription from the physician or other licensed prescriber (“Licensed Prescriber”) with an original signature or authorized electronic signature. These prescriptions can be accepted via fax or electronically from a Licensed Prescriber on EASTERN’s form for this purpose, or on the prescriber’s letterhead or prescription pad, provided the letterhead or prescription pad includes all of the required information, as set forth below. The prescription from the Licensed Prescriber may be delivered by the parent/guardian to the nurses’ office if it is not delivered through other acceptable means, such as by mail, fax, or electronically. The prescription must include:

a) Student’s name;
b) Name, signature and phone number of the Licensed Prescriber;
c) Name of the medication;
d) Route and dosage of the medication;
e) Frequency and time of administration of the medication;
f) Date of the prescription and discontinuation date, if any;
g) Specific directions for administration, if necessary; and
h) Any potential adverse reactions or contraindications with other medications (prescribed or OTC) taken by the student.

3. The medication, including subsequent renewals, shall be delivered by the parent/guardian to the nurses’ office.

a) Students may not deliver medication to the nurse's’ office.
b) Prescribed medication must be in the original pharmacy labeled container. The pharmacy label must conform to state law. The label must contain the following:

1. Name, address, telephone number and Federal DEA number of the pharmacy
2. Patient name
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Registration number of the Licensed Prescriber
5. Prescription serial number
6. Date originally filled
7. Name of medication and amount dispensed
8. Controlled substance statement if applicable

c) Subsequent renewals of the medication must be reviewed by the Coordinator of Practical Nurses at least once per school year.

4. The LPNs receiving any medication will document the quantity of the medication delivered. This documentation will include the date, time, amount of medication and the signatures of the parent/guardian delivering the medication and the school health personnel receiving the medication.

C. Administration of Medication: All medications shall be stored and administered by an LPN only after a current, properly completed medication administration consent form is on file. Students are not permitted to carry medications on their persons during school hours except in certain situation described by these procedures.

1. The initial dose of medication shall not be given during school hours except in life threatening situations. The initial dose is the first dosage administered under the prescription.

2. Medications shall be stored in a securely locked cabinet used exclusively for medications and kept in the original labeled container with the Licensed Prescriber’s prescription attached. Medications that require refrigeration will
be stored and locked in a refrigerator used for medications only. Access to all medications will be limited to LPNs except for life threatening emergencies. Emergency medication for anaphylaxis, diabetes or asthma may be stored in an unlocked location as noted in the student’s Emergency Care Plan.

3. No more than a 30 day supply for any medication will be stored at school, with the exception of emergency medication which may be stored until the end of the school year or until the medication has expired or has been discontinued (whichever comes first).

4. The Practical Nursing Coordinator shall maintain the name of each student to whom medication is administered, the Licensed Prescriber, the dosage, the route, the date and time the medication is given, and the signature (written or electronic) of the LPN who administered the medication.

5. Medications will be administered within 30 minutes before or after the prescribed time. If a student fails to report to the nurses’ office for medication, efforts will be made to locate the student and administer the medication. A student who refuses to take medication will not be physically forced to do so except in a life threatening situations. Parents will be contacted in the case of medicine refusal and may come and administer the medication to their child.

6. In order to ensure the positive identification of the student who receives the medication, the student’s photograph should be accessed from the student data base by the LPN administering the medication.

7. Parents/guardians must pick up medications by the end of the school year or upon the discontinuation of the administration of the medication, whichever is earlier.
8. Medications for which the prescription has expired or for which the prescription is more than a year old will not be administered. Parents/guardians shall be responsible for noting the expiration date of medication as listed on the medication label and providing a new prescription when medication has expired or has run out.

9. Any medications left at the end of the school year shall be disposed of under the direction of Practical Nursing Coordinator. Disposal of medications shall be in accordance with Federal guidelines.

10. The LPN has the right to refuse to administer any medication that, according to his or her professional judgment, is prescribed as too high of a dose or is may be potentially harmful to a student. In this situation, the Practical Nursing Coordinator will immediately contact the parent, Supervisor of Career-Technical Education, the sending school’s nurse, and the sending school’s consulting physician. The recommendation of EASTERN’s Practical Nursing Coordinator will be final.

D. Medication Variances: Medication variances are deviations from the standard of care. Variances can include administration of incorrect medication, omitted doses, incorrect doses, incorrect time of administration, incorrect route of administration and/or incorrect technique in administration.

All variances will be documented by the Practical Nursing Coordinator and reported to the sending school nurse. The sending school nurse will notify the parent(s)/guardian(s) and the Director. The sending school nurse will notify the Licensed Prescriber if there is potential for harm to the student. Medication variances will be reported on a medication variance form which should be used in reviewing for quality assurance and designing corrective action if necessary.
E. Emergency Health Situations:

Unsupervised self-administration of emergency medication refers to situations in which students carry their own medication and administer it to themselves during the school day, as ordered by their Licensed Prescriber and as authorized by their parent/guardian.

In order to accommodate students who must carry and self-administer emergency medications unsupervised, the following will be in place:

1. A prescription from a Licensed Prescriber, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration;

2. Written parental/guardian authorization, that must include a statement relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication, and acknowledging that EASTERN bears no responsibility for ensuring that the prescribed medication is taken; and

3. The parent/guardian may also indicate in the written authorization that a student is competent to carry an epinephrine auto-injector on his or her person but too young and/or not developmentally ready to self-administer the medication.

4. If a student is of an age and maturity, as determined by a Licensed Prescriber, to self-administer epinephrine auto-injectors, he/she will be encouraged and permitted to carry this medication on his/her person.

5. The sending school nurse shall ensure that the student is competent in self-care through student demonstration of administration skills and responsible behavior. The sending school nurse will provide for the periodic and ongoing assessment of the student’s self-administration skills.

6. Any student who self-administers emergency medication (emergency epinephrine, asthma inhalers, glucose tablets and glucagon) must notify the Practical Nursing Coordinator following each use, who will inform the sending school nurse.

Students may carry and self-administer other medications only if a properly completed form (Permission to Carry and Self-Administer Emergency Medication) is on file and the prescription specifies the need for the student to
carry and self-administer the medication. In these circumstances, EASTERN reserves the right to obtain a release from the parent/guardian.

If the Practical Nursing Coordinator, through professional judgment and assessment, believes that the student is not capable of safely carrying and administering the emergency medication, he/she will contact the parent/guardian, if applicable, Licensed Prescriber, sending school nurse, and the sending school’s physician consultant. In these situations, the decision of the EASTERN Practical Nursing Coordinator shall be final.

F. Special Procedures for Epinephrine Auto-Injector (Epi-Pen or Epi-Pen, Jr.):

The School shall maintain in a safe, secure location a supply of epinephrine auto-injectors. In order to administer an epinephrine auto-injector in accordance with the below provisions, a School employee must successfully complete the designated training program developed by the Department of Health.

For life threatening situations indicating incipient anaphylactic shock and/or severe asthma attack, EASTERN professionals, personnel and staff who have been properly trained shall be authorized to do the following, unless a student’s parent/guardian has opted out in accordance with the below opt out provisions.

1. Provide an epinephrine auto-injector that meets the prescription on file for either the individual student or the School to a student who is authorized to self-administer an epinephrine auto-injector;

2. Administer to a student an epinephrine auto-injector that meets the prescription on file for either the individual student or the School; and

3. Administer an epinephrine auto-injector that meets the prescription on file for the School to a student that the employee in good faith believes to be having an anaphylactic reaction.
Epinephrine Auto-Injector Opt Out:

The Public School Code, Section 1414.2(g), allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their child. In order to request this exemption, parents/guardians are to contact the School nurse to make an appointment to discuss this decision, review and sign the appropriate opt-out form. Staff members are not authorized to administer or provide an epinephrine auto-injector as described in Section F above if the child’s parent/guardian has opted their child out in accordance with the procedures contained herein.

Civil immunity shall apply to a person who administers an epinephrine auto-injector in accordance with the procedures contained herein.

G. Special Additional Procedures for Students Who Self-Manage Diabetes:

In addition to the above requirements, the following requirements must be met for students who desire to self-manage their diabetes:
Each student self-managing their diabetes shall demonstrate the capability for self-management and for responsible behavior in doing so through an appointment initiated by sending school nurse. The sending school nurse shall ensure that the student can properly test his/her blood glucose and can self-administer his/her medication. Students must immediately notify the nurses office following each use of the emergency medication. Student must notify nurses office of blood glucose results as detailed in the Licensed Prescriber’s plan.

H. School-Sponsored Events, Extracurricular Activities, Field Trips, and Overnight Student Trips:
Regardless of the setting or time of year, all Federal and state laws and regulations and clinical standards that govern the practice of safe medication administration continue to apply.

Students with disabilities cannot be denied access to school-sponsored activities due to the needs for administration of medication. In the case of a school trip, the School may ask a parent/guardian to accompany his/her student but cannot require the parent to do so.

I. Automatic External Defibrillators (AED’s):

The School shall assure that two (2) or more staff members are properly trained in the use of AED’s.

School personnel who are expected to use the AED shall complete training in cardiopulmonary resuscitation and in the use of an automatic external defibrillator provided by the American Heart Association, the American Red Cross or through an equivalent course of instruction approved by the Department of Health.

J. Special Procedures for Naloxone (Narcan) Administration:

The School wishes to prevent opiate related overdose deaths by making naloxone (Narcan) available on site. Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. For life threatening situations indicating opiate overdose, the LPN or other licensed health personnel are authorized and directed to administer Naloxone (Narcan) nasal spray provided he or she has completed an on-line course approved by the Pennsylvania Department of Health. Administration of Naloxone (Narcan) in accordance with this Policy is restricted to the Naloxone (Narcan) Nasal Spray. School officials are also directed to contact 911 in cases of suspected opiate overdose and/or administration of Naloxone.

Naloxone (Narcan) shall be safely stored in the School nurse’s office in compliance with drug manufacturer’s instructions.
Naloxone (Narcan) shall be made readily accessible to those who are authorized and have completed the required training to administer it in the event of suspected drug overdose. The School shall take reasonable steps to notify students and their parents/guardians of this Policy once each school year. Such notification shall encourage students to immediately report suspected drug overdoses to School officials to ensure prompt intervention.

K. Special Procedures for Asthma Inhalers:

The following requirements must be met for students who desire to possess and self-administer asthma inhalers in school:

1. Request must include a written statement from the physician, certified registered nurse practitioner or physician assistant indicating the name of the medication, the dosage, the times when the medication is to be taken and the diagnosis or reason for which the medication is needed, unless the physician specifies that the diagnosis or reason should remain confidential. The physician, certified registered nurse or physician assistant must indicate in this written order the potential for any serious reaction to the medication that may occur, as well as any necessary emergency response. The physician, certified registered nurse practitioner or physician assistant must state whether the child is qualified and able to self-administer the medication.

2. The parent or guardian must submit a written request that the school comply with the written order of the physician, certified registered nurse practitioner or physician assistant. This written request must include a statement relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized, and acknowledging that the school entity bears no responsibility for ensuring that the medication is taken.
3. The School reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of any medication beyond one year.

4. Each student possessing and self-administering an asthma inhaler shall demonstrate the capability for self-administration and for responsible behavior in the use thereof, through an appointment initiated by the school nurse; each student must immediately notify the school nurse following each use of the asthma inhaler by signing his/her medication sheet in the presence of the nurse immediately following each use.

5. The School shall restrict the availability of the asthma inhaler and prescribed medication therein, with immediate confiscation of both the asthma inhaler and the medication, as well as loss of privileges, if this Policy/Procedure is abused or ignored.

L. Other Provisions:

Students are prohibited from sharing, giving, selling, or using an asthma inhaler, epinephrine auto-injector, or another other medication in any manner other than which it is prescribed during school hours or while on school property. Violations of this Policy may result in loss of privilege to self-carry in accordance with Board Policy. Nurses may administer first aid to a student without the express written permission of a parent/guardian, where deemed necessary by the nurse pursuant to her professional judgment.

Notice will be given annually to the parent(s)/guardian(s) of students enrolled in EASTERN of the provisions of Policy C-115 and this procedure.

Adopted: 8/14/13
Revised: 10/11/17
XII. PERSONNEL AFFAIRS

ACTION:

A. PROFESSIONAL

1. Allied Health Mentor

The administration requests the appointment of Steven Parke for up to 40 hours for orientation, planning and mentoring of the Allied Health Instructor at the curriculum rate of $38 per hour.

Steven Parke will replace Hayley Granacher.

B. CLASSIFIED

2. TMS Intern

The administration requests approval of the appointment of Jacob Neulight as TMS Intern to work under the direction of Edward May at the rate of $9.50 per hour for the 2017-2018 school year.

C. COLLECTIVE BARAINING AGREEMENT*

The administration requests approval of the agreement between EASTERN Center for Arts and Technology and the EASTERN Center for Arts & Technology Education Association effective July 1, 2018 - June 30, 2023.
AGREEMENT

By and Between

EASTERN CENTER FOR ARTS AND TECHNOLOGY

EDUCATORS’ ASSOCIATION

and

JOINT COMMITTEE

July 1, 2018 – June 30, 2023
ARTICLE I
RECOGNITION

The Eastern Center for Arts and Technology Educators’ Association, hereinafter called the Bargaining Agent, is hereby recognized by the Eastern Center for Arts and Technology Joint Committee, hereinafter called the Employer, as the bargaining agent for Classroom and Vocational Teachers of secondary school programs duly certified under provisions of the Pennsylvania School Code and employed under contract as Professional Employees or Temporary Professional Employees engaged on a full-time or regular part-time basis and those full-time or regular part-time employees teaching in the daytime Practical Nursing Course (collectively referred to as “Employees”), hereinafter called the Bargaining Unit under the conditions of Pennsylvania Law (Act 195) providing for collective bargaining for public employees.

Both parties aver that this Agreement sets forth the terms and conditions to which each party agrees to be bound and that such Agreement has been reached voluntarily without undue or unlawful coercion or force by either party.

ARTICLE II
TERMS OF AGREEMENT

The term of this agreement shall begin on July 1, 2018 and shall continue in full force and effect until June 30, 2023 or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended date shall be evidenced by an amendment to this agreement, to which amendment both parties shall signify their approval by affixing their signatures thereto.

ARTICLE III
NO STRIKE - NO LOCK-OUT PROVISION

Both parties agree to abide faithfully by the provisions of Pennsylvania Public Employee Bargaining Law, Act 195. As a condition of the various provisions of the Agreement to which the parties have agreed, the Bargaining Agent pledges that Employees will not engage in a strike (as that term is defined in Act 195) during the term of this Agreement, and the Employer pledges that it will not conduct a lockout during the term of this Agreement.

ARTICLE IV
MEET AND DISCUSS

It is agreed that the Employer will meet at reasonable times with the Association and will confer on policy matters affecting wages, hours, and terms and conditions of employment, as well as the impact thereon, upon request by the Association on a "Meet and Discuss" basis. These meetings may be held during the term of this Agreement but will not include discussions on matters included in the Agreement.
ARTICLE V
WAGES AND SALARY PROVISIONS

The parties agree that wages and salaries for the term to be effected by this Agreement are set forth in Appendix A, made part of this Agreement, and that the schedule of wages and salaries set forth in Appendix A shall be in force and effect for the relevant school years during the term of this Agreement.

ARTICLE VI
ADDITIONAL EMPLOYEE BENEFITS

The parties agree that the additional employee benefits for the term to be provided under this Agreement are set forth in Appendix B attached and made part of this Agreement. It is further understood and agreed that any changes to the employee benefit provisions which change the benefits to the employees shall be submitted to the officers of the Bargaining Agent for agreement, and if amendments are made, they shall be attached.

ARTICLE VII
HOURS OF WORK AND OTHER CONDITIONS OF EMPLOYMENT

The parties agree that hours of work and other conditions of employment to be affected by this Agreement are set forth in Appendix A attached to this Agreement.

ARTICLE VIII
GRIEVANCE PROCEDURE

The parties agree that grievances which arise out of the interpretation of this Agreement shall be resolved in accordance with the grievance procedure described in Appendix D attached hereto and made part of this Agreement. This procedure shall be in force and effect throughout the term of this Agreement.

ARTICLE IX
INVALIDATION OR SEPARABILITY

If any provisions of this Agreement or any applications of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or applications shall not be valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in force and effect during the term of this Agreement.
ARTICLE X
WAIVERS

The parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement, and that no additional negotiations on the Agreement will be conducted on any items, whether contained herein or not during the term of the Agreement.

IN WITNESS HEREOF the parties hereto intending to be legally bound have set their hands and seals this day of.

Attest:  EASTERN CENTER FOR ARTS AND TECHNOLOGY EDUCATORS’ ASSOCIATION

______________________________  ______________________________
Chief Negotiator                  President
Jeff Pakula                       Gary Albert

Attest:  EASTERN CENTER FOR ARTS and TECHNOLOGY JOINT COMMITTEE

______________________________  ______________________________
Secretary                     President
Irene Dickinson                 Art Levinowitz

______________________________
Director
Thomas Allen

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The Bargaining Unit salary shall be developed and administered for each year of this agreement in the following manner:

1. The mean (average) of the following eight (8) salary schedule maximums shall be determined and rounded to the nearest dollar:

   Abington School District: Master’s Degree +30 credits
   Cheltenham School District: Master’s Degree +24 credits
   Hatboro-Horsham School District: Master’s Degree +30 credits
   Jenkintown School District: Master’s Degree +30 credits
   Lower Moreland School District: Master’s Degree +30 credits
   Springfield School District: Master’s Degree +30 credits
   Upper Dublin School District: Master’s Degree +30 credits
   Upper Moreland School District: Master’s Degree +30 credits

2. The resultant mean (average) of the sending school district salaries will become salary level H, Step 15 on the Bargaining Unit Salary Schedule.

3. All other steps on the Bargaining Unit Salary Schedule shall be determined by multiplying salary level H, Step 15 by the decimal fraction indicated on the index for each step and rounding the resultant to the nearest dollar.

II. 4. SALARY INDEX

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5. In the event that insufficient information is available to the Director and Association President for salary schedule development by May 1st of each school year, a temporary mean shall be agreed to by the Director and Association President. A provisional salary schedule will be implemented based on this temporary mean. At such time as all eight (8) sending district maximum salary levels become available, the final mean will be calculated, a final schedule will be developed and any salary adjustments required will be made. In any event, the employer will calculate the current year’s salary based upon the salaries in place in the sending districts on June 1st of the current school year. No recalculation will be made after June 1st.

6. In the event that a withdrawal of the services, lockout, or other occurrence which abbreviates a school calendar reduces the number of teacher working days in a sending school district, a pro rata maximum salary shall be determined for that district based on the number of teacher working days in effect during the previous full school year. This pro-rata maximum shall be used in determining the mean (average) sending school salary maximum in 1.

7. The basic step between the minimum and the maximum shall advance as indicated by the Salary Schedule for each year of satisfactory service as indicated by the annual final rating on P.D.E. evaluation form. There shall be no movement on the salary schedule for an employee whose final rating for the year is unsatisfactory or for an Employee who is in service as an Employee in EASTERN for less than one half of the contracted year. Leaves of absences, whether paid or unpaid and regardless of duration, do not count towards days in service.

8. There are three tracks for educational credit award, one through Vocational Certification, one through College Certification, and one for Practical Nursing instructors.

9. Payment for additional credits shall be made when a Professional or Temporary Professional Employee attains the following credit levels in the Vocational Certification Track:
   
   A. For those Employees who have completed the Vocational I Certificate
   B. For those Employees who have obtained Vocational I Certificate and completed an additional 18 credits toward a Vocational II Certificate
   C. For those Employees who have completed the Vocational II Certificate
   D. For those Employees who have completed the Vocational II Certificate plus 15 credits
   F. For those Employees who hold a Vocational II Certificate plus 30 credits
   G. For those Employees who hold a Vocational II Certificate plus 45 credits
   H. For those Employees who hold Vocational II Certificate and a Bachelor’s Degree
10. Payment for additional credit shall be made when a Professional or Temporary Professional Employee verifies attainment of the following credit in the College Certification Track:

C. For those Employees who hold a Bachelor’s Degree and Instructional I Certificate

D. For those Employees who hold a Bachelor’s Degree and Instructional I Certificate and an additional 12 credits

E. For those Employees who hold a Bachelor’s Degree and Instructional I Certificate and an additional 24 credits

G. For those Employees who hold a Master’s Degree

H. For those Employees who hold a Master’s Degree and have completed an additional 15 credits

11. Payment for additional credit shall be made when a Practical Nursing instructor verifies attainment of the following college credit in pursuit of a graduate nursing degree or additional graduate credits in the nursing field.

A. For those employees with a B.S., including an R.N.

C. For those employees who hold a B.S.N.

D. For those employees who hold a B.S.N. or B.S., including an R.N. and an additional 12 credits

E. For those employees who hold a B.S.N. or B.S., including an R.N. and an additional 24 credits

F. For those individuals who hold a Master’s Degree in Nursing (M.S.N.)

G. For those who hold a Master’s Degree in Nursing (M.S.N.) and have completed an additional 15 credits

12. Verification of educational credit is the responsibility of the Bargaining Unit member. Professional and temporary professional employees completing required educational and certification requirements shall be entitled to be placed on the appropriate column of the salary guide on October 15th and March 15th of each year. To qualify for this movement, verification of the required credits and certifications must be submitted to the director one month prior to the date of the effective move.
13. CONTRACT YEAR

A. The required number of working days for each bargaining unit member during each school year of the contract shall be 190 working days. The last contract day of the school year shall conclude at 11:30 a.m.

B. In the event that the average (mean) contractual teacher work year for the eight (8) school districts cited in A. above shall in any contract year rise above 190 days, the following provisions shall henceforward govern the determination of contracted working days. The number so determined for each subsequent contract year shall be the required number of working days for that year and shall replace the 190 working days throughout this section of the agreement.

(1) The mean (average) of the eight (8) districts' number of contracted teacher working days for each contract year shall be computed and rounded to the nearest whole number. The rounding is to be accomplished on the basis of standard 4/5 rounding procedure.

(2) The resultant number of teacher working days shall become the required number of working days for the following contract year of this agreement.

C. The salary for working days beyond the 190 days contract will be prorated per diem on the basis of the number of days of the working year contract as related to the salary for that year. This provision does not apply to the Staff Development days referred to in D. below or summer work as defined in E. following.

D. Up to five days of the 190 may be scheduled on an individual or group basis for staff, individual professional, or institutional development according to procedures developed by the staff development committee. Any of these development days outside of the approved school calendar must be agreed to by the individual professionals involved. Use of Staff Development days may cause some employees' working year to exceed or be fewer than 190 days for any single contract year. It is the intent of the parties that the average (mean) number of workdays for each employee be 190 over a number of contract years under procedures to be determined by the staff development committee and agreed to by the parties.

The summer school day shall be 3-1/2 hours. The hourly rate of compensation shall be:

- $39.00 during the summer of 2019
- $39.00 during the summer of 2020
- $39.00 during the summer of 2021
- $40.00 during the summer of 2022
- $41.00 during the summer of 2023
Supplemental Employment

Teachers who agree to perform craftwork at any time during the school year shall be compensated at the summer school hourly rate. Teachers and Student Success Coordinators may be required to work additional days beyond the 190 contract year. The following procedures will apply:

Occupational Teachers

- Compensation will be at the curriculum/craft rate of the current contract year
- The teacher will be informed by February 15th of the current school year of the number of days and projected duty assignment when possible. Budgetary constraints may modify the assignments
- These days can be used for Curriculum/Professional Development
- Examples of Professional Development are:
  ✓ Correct deficiencies identified through the evaluation process
  ✓ Improve an individual employee’s pedagogical or technical skills
  ✓ Improvement of the organization and management of an occupational shop
- The maximum number of days is set at five
- The duty day will be from 7:30 am to 3:00 pm
- Additional days may be assigned based on the mutual consent of the teacher and administration
- These workdays will be the result of recommendations from the OAC/EAC and/or administration

Student Success Coordinators

- Compensation will be at the curriculum/craft rate of the current contract year or one-day compensatory time for each day’s work
- The individual will be given reasonable notice as to when the extra duty will occur
- The duty day will be from 7:30 am to 3:00 pm
- The maximum number of days is set at five
- Examples of assignments are:
  ✓ IEP meetings prior to the start of school (location of meeting may be at the sending school)
  ✓ Intake processing of newly registered students
  ✓ Preparation of the opening of school
- Additional days may be assigned based on the mutual consent of the employee and administration
- It is the responsibility of the Association members and the administration to maintain a professional approach to the application of this procedure.
E. Expanded Learning Opportunities

Professional and Temporary Professional employees will plan and implement Expanded Learning Opportunities to provide individual students and/or classes with exposure to current, subject experts, or specialized learning environments to best implement the curriculum. Teachers utilizing capstone co-op shall be compensated one hour of curriculum rate plus travel expenses for each supervisory site visit.

14. PART-TIME INSTRUCTORS

A. The length of the day for part-time professionals and temporary professionals shall be in proportion to the instructional session length of the full instructional session and the amount of student instructional time for part-time employees shall be in proportion to the amount of student instructional time for each instructional session.

B. A part-time professional and temporary professional annual salary shall be prorated according to the number of hours worked as part of the employee work day.

C. Part-time professionals and temporary professionals more than one-half (50%) time shall be entitled to the fringe benefits listed below on a prorated basis. EASTERN's premium contribution shall be equal to the percentage of the employee workday that the part-time employee works. The following are the only fringe benefits to be prorated:

- Life Insurance
- Income Protection
- Health Insurance
- Dental Insurance

Part-time professionals and temporary professionals shall be entitled to all other benefits of the collective bargaining agreement.

D. Full-time Employees who have been reduced to or recalled to part-time positions shall be entitled to receive full benefits as if they were full-time employees.

15. SENIORITY

Seniority shall be calculated per the following procedures:

1. A person hired as a part-time employee shall accrue seniority on a prorated basis. For example, a 25% employee shall accrue .25 year of seniority.
2. A full-time employee who is reduced due to declining enrollment or is recalled to a part-time position after furlough shall accrue one (1) full year of seniority for each year of part-time service.

3. A full-time employee who is reduced as a result of declining enrollment shall have the option of accepting the reduction or going on voluntary furlough (suspension).

4. Full-time Employees who have been reduced due to declining enrollment shall have the right to be reinstated to the first full-time or part-time position which becomes available and which the employee is properly certified to teach prior to the recall of any employee who is on furlough. Such a part-time professional employee shall be entitled to the first full-time or expanded part-time position which becomes available and for which the employee is properly certificated prior to the hiring of any additional part-time employees. Such a position shall not be considered a vacancy.

5. An employee who accepts a voluntary furlough (suspension) shall have the right to be called to the first full-time or part-time vacancy which becomes available and for which the employee is properly certificated to teach provided there is no part-time employee who qualifies for the position under section 4 above.

6. A furloughed employee shall have the right to refuse to accept a recall to a vacancy which constitutes a lesser amount of employment without jeopardizing his/her recall rights. However, in the event a furloughed employee refuses a recall to a vacancy of equal or greater amount to the position he/she held on the effective date of furlough he/she shall permanently forfeit his/her recall rights.

16. TUITION REIMBURSEMENT

Employees shall receive tuition reimbursement for courses leading to Certification that apply to all positions offered by Employer at the time of enrollment, whether or not held by the applying Employee. Reimbursement will be for 50% of tuition costs not to exceed the Temple University per credit rate. Fees and book costs are not eligible for reimbursement. Reimbursement is only for courses with grades of “B” or better.

The maximum number of credits eligible for reimbursement is nine (9) credits in a contract year. Each of these nine (9) credits must be from a degree-granting college or university. Online credits may be earned as part of the nine (9) credit limit if such courses are offered by accredited colleges and universities and meet all other requirements for reimbursement. Courses offered by third party vendors for others and simply accredited by accredited colleges and universities are not eligible for reimbursement.

Prior written approval by the Eastern Center for Arts and Technology Executive Director (“Executive Director”) for tuition reimbursement is required for reimbursement, as stipulated in this section. Responsibility for requesting written course approval from the Executive Director and providing evidence of credit shall rest with the Employee. Reimbursement is contingent upon receipt of an official transcript and tuition cost statement by the personnel office verifying degree and credit status.
An employee who leaves the Eastern Center for Arts and Technology due to resignation or retirement prior to completion of one calendar year after completion of a course(s) shall be required to reimburse the Eastern Center for Arts and Technology for 100% of the tuition paid by the Eastern Center for Arts and Technology. Exceptions to this may be approved by the Executive Director.
APPENDIX B
INSURANCES

1. GROUP LIFE INSURANCE

The Employer will pay full monthly premium cost (100%) of group life insurance coverage in an amount equal to the full value of each Professional's or Temporary Professional's yearly salary rounded off to the next highest thousand dollars. Double Indemnity Benefits for accidental death will be included in the coverage. No Employee will receive coverage of less than twelve thousand dollars ($12,000). Upon retirement, an employee may convert life insurance to an individual policy issued by the insurance provider at the employee’s expense.

2. INCOME PROTECTION

The employer will provide full payment for long-term disability insurance coverage for each employee. The coverage will include the following provisions:

A. Amount of Benefit - 66 2/3 % of salary. $6,000 per month limit.
B. Duration - To age 65.
C. Qualifying Period - The latter of 90 calendar days or expiration of sick leave.
D. Eligible Employees - All full and part-time.

3. HEALTH INSURANCE

A. The employer will provide medical and dental coverage for each professional or temporary professional employee and dependents as described below:

1. Effective July 1, 2018, the medical insurance plan shall be Independence Blue Cross PC10/20/70 with an option to purchase PC7 at no additional cost to the Joint Committee. In the event the Southeastern Pennsylvania Schools Trust no longer offers the approved plans, a plan that provides similar coverage will be jointly approved and offered in its place. In the event national and/or state healthcare legislation creates an adverse impact, financially or otherwise, on the employer, both parties agree to change this agreement to eliminate the adverse consequences of the legislation."

2. Effective July 1, 2018, the prescription plan shall be Express Scripts with Generic Formulary Co-Payment Option of $10.00, Brand Name Co-Payment of $20.00 and Formulary Co-payment of $35. Employees and dependents are required to purchase maintenance prescriptions (prescriptions taken for
continuous periods of greater than 30 days) using Express Script mail order process.

3. Effective July 1, 2018, the dental insurance plan shall be Delta Dental, administered by Delta Dental.

B. Employee contributions for participation in the medical and/or prescription plan shall be as follows:

1. Effective July 1, 2018, Employees enrolled in the employer provider medical plan shall pay through payroll deduction sixteen percent (16%) per month of the provider cost of the employee selected option.

2. Effective July 1, 2019, Employees enrolled in the employer provider medical plan shall pay through payroll deduction seventeen percent (17%) per month of the provider cost of the employee selected option.

3. Effective July 1, 2020, Employees enrolled in the employer provider medical plan shall pay through payroll deduction seventeen percent (17%) per month of the provider cost of the employee selected option.

4. Effective July 1, 2021, Employees enrolled in the employer provider medical plan shall pay through payroll deduction seventeen percent (17%) per month of the provider cost of the employee selected option.

5. Effective July 1, 2022, Employees enrolled in the employer provider medical plan shall pay through payroll deduction eighteen percent (18%) per month of the provider cost of the employee selected option.

C. In the event that two Employees of EASTERN are members of the same immediate family and are eligible for protection under the family plan option of Dental or Health Insurance, one family plan will be elected by and for both employees.

D. Cost Containment - Bonus Payments:
The following provisions have been agreed to for the purpose of assisting the Employer in containing the cost of providing medical benefits to its Employees and limiting the future increases in those costs:

Professional employees enrolled in coverage under a sponsored medical plan and who are willing to discontinue that coverage at the start of any school year (July 1) will receive an annual bonus to be paid in the first pay in May of each school year in the amount of 25% of the annual premium less the required employee contribution for that coverage in consideration of the cost savings to EASTERN. To be eligible for the bonus payment, the disenrollment must be for a minimum period of one year. If such professional employee later wishes to re-enroll in an EASTERN paid medical plan, they may do so for the coming school year upon notification to the Business Manager prior to January 1 of the current school year.

4. **LIABILITY INSURANCE**

The Employer will provide bodily injury liability, including corporal punishment and property damage liability insurance, with a limit of $1,000,000 with no deductible for each Professional and Temporary Professional Employee.

The Employer will provide bodily injury automotive liability and property damage automotive liability insurance with a limit of $500,000 with no deductible for each Professional and Temporary Professional Employee while an Employee is driving, with permission, an owned vehicle of the Eastern Center for Arts and Technology.

5. **RETIREMENT AND DEATH BENEFIT**

During the term of this contract, a deceased Employee's designated beneficiary, or a teacher who retires and enters into or vests his/her benefits in the Pennsylvania School Employees Retirement System while an Employee of Eastern Center for Arts and Technology, shall be paid for accumulated unused sick leave up to one hundred and fifty (150) days at the rate of $40 per day.

The employer may, during the term of this agreement unilaterally implement a program to provide additional benefits or incentives to employees who elect retirement in the Pennsylvania School Employees Retirement System within a fixed period of time with the understanding that said incentive shall not constitute an amendment or addendum to this agreement, nor shall it be included in successor agreements.

During the term of this contract, any teacher who retires from Eastern Center for Arts and Technology shall have the option to participate in the Health Insurance Plan by remitting
the cost of these benefits to the Employer provided that the coverage is available, the employee has not reached their 65th birthday, and provided that the inclusion of said retiree does not increase the cost of the insurance to the Employer or to the members of the Bargaining Unit.

5. **SHORT TERM DISABILITY INSURANCE**

During the term of this contract, Employer agrees to make available, at each participating Employee’s sole expense, participation in a group short-term disability policy.
1. **SICK LEAVE**

The Employer will grant each Bargaining Unit member ten (10) days of sick leave with full pay during each year of this contract. One (1) day of sick leave will be granted for each block of days of employment. A block of days shall be defined as one-tenth (1/10th) of the number of total school days during each year of this contract. The Employer shall administer sick leave as provided in the Pennsylvania School Code.

Any employee absent on sick leave for three or more consecutive school days shall submit to the administration a written physician's statement certifying that the employee was unable to perform his or her duties during the period of absence.

An employee absent on sick leave for less than three consecutive school days may be required to submit such a statement. Any such request for a statement must be made at the time of the illness and should only be required if a reasonable doubt regarding the illness exists.

2. **LEAVE OF ABSENCE**

An Employee who has completed five (5) years or more service with the Eastern Center for Arts and Technology, and who has exhausted all available sick leave and is unable to work because of personal illness or disability may be granted a leave of absence without pay for the remainder of the current fiscal school year in which the illness or disability occurs. Requests for leaves of absence must be made in writing to the Director with a minimum of two (2) weeks prior notice and are subject to the approval of the Joint Committee which will not unreasonably deny request for this leave.

3. **PERSONAL DAYS**

Employees will be granted three (3) Personal Leave Days with full pay for each year of this contract provided one (1) week prior written notice is given to the Director except in the case of an emergency. These days are to be granted with no reason or excuse required. Personal Leave Days without reason or excuse shall not be granted during the ten (10) day period following the opening of school in September, and ten (10) day period prior to the closing of school in June.

Personal Leave days shall be granted to no more than two (2) Employees on any given day. Any Personal Leave days not used during a given year shall be added to the teacher's accumulated unused sick leave.

Employees who attend overnight conferences at the request of Employer shall receive ½ Personal Day for each overnight occurrence. This is in addition to any other
compensation provided for under this agreement. Personal days awarded for overnight occurrences are valid for 12 months or lost.

4. ASSOCIATION LEAVE

During each year of this Agreement, up to five (5) days of paid leave shall be provided for the conduct of Association Business. This leave shall be granted upon request by the Association President to the Director providing one week written notice and designating the individual to be granted the leave. No one person shall be granted more than three (3) days of Association Leave during any one school year. Permission shall be granted in conjunction with the provision for Personal Leave Days so that no more than two (2) Employees shall be granted Personal Leave or Association Leave Days on any given day. The Association shall reimburse the school for the salary of any substitute required on account of such leave.

5. FAMILY DEATH AND ILLNESS

A. Family Death

Whenever a Bargaining Unit member shall be absent from duty because of a death in the immediate family, there shall be no reduction in salary of said Employee for an absence of three (3) days. Members of the immediate family shall be defined as: Father, Mother, Brother, Sister, Son, Daughter, Husband, Wife, Parent-in-Law, Grandchild or near relative who resides in the same household or any person with whom the Employee has made his or her home.

Whenever a Bargaining Unit member shall be absent from duty because of a death of a near relative, there shall be no deduction in salary of said employee for absence the day of the funeral. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

An additional thirty (30) days (working) Personal Leave are available for the death of the Employee's spouse or child. A child is defined as being age 18 or under. The only pay reduction will be an amount equal to the pay of a substitute teacher.

B. Family Illness

Whenever a Bargaining Unit member shall be absent from duty because of illness in the immediate family, there shall be no reduction in salary of said Employee for an absence of three (3) days. Members of the immediate family shall be defined as: Father, Mother, Brother, Sister, Son, Daughter, Husband, Wife, Parent-in-Law, Grandchild or near relative who resides in the same household or any person with whom the Employee has made his or her home.
An additional thirty (30) days (working) Personal Leave are available for the death of the Employee's spouse or child. A child is defined as being age 18 or under. The only pay reduction will be an amount equal to the pay of a substitute teacher.

6. INJURY OR ILLNESS IN THE COURSE OF EMPLOYMENT

When a Bargaining Unit member suffers an injury or illness in the course of the member’s employment which is determined by the Bureau of Workmen's Compensation to the compensable under the Pennsylvania Worker’s Compensation Act, the employee will receive full pay from the Board for any absence which may occur as a result of said injury or illness, but the absence shall not be charged against the teacher's sick leave. Should the Bargaining Unit member receive Worker's Compensation payments, the teacher shall turn over said payments to the Board as soon as they are received by the teacher.

7. SPECIAL CONDITIONS

A. Employees who are subpoenaed, or must appear for hearings on their own matters must use their Personal Leave Days for such absence as required. If none remain, the Employee must request a leave of absence without pay from the Director.

B. Employees who are subpoenaed, or who must appear in Criminal Court actions in which they are not a litigant shall be paid the difference, if any, between their salary and the witness fee received. No Personal Leave days shall be deducted for this reason.

C. Employees who are called for Jury Duty will receive the difference between their salary and the court compensation for a period not to exceed two weeks. Extensions beyond two weeks will be granted if extended duty is court ordered. No Personal Leave days shall be deducted.

D. A copy of the subpoena or jury notice shall be furnished to the Director within seven days of receipt.

8. SABBATICAL LEAVE

Sabbatical Leave or Leave for Professional Development will be granted according to the School Laws of Pennsylvania, Section 1166 through 1171 as amended. All benefits shall be maintained for sabbaticals encompassing the full school calendar year. For other sabbatical leaves the Employee must pay for benefits unless there is an urgent medical reason for the leave.
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9. **CHILD REARING LEAVE**

A. Child rearing leave without pay will be granted as specified herein. To be eligible for child rearing leave, application must be made to the Director at least ninety days prior to the effective date of the leave, indicating the period of leave requested. The effective date of the leave shall be the expected date of birth or
adoption of the child or a date reasonably prior or subsequent thereto. In no event may the leave exceed eighteen (18) months in duration, except that at the discretion of the Joint Committee, such leave may be extended for a period not to exceed six (6) months.

B. Child rearing leave shall terminate at the beginning of a marking period, but shall not be beyond the maximum duration of the leave. Application to return from child rearing leave must be submitted in writing to the Director by certified mail, return receipt requested, at least sixty (60) days prior to the desired date of return. After receipt by the School of the application to return from child rearing leave, the actual date of return to work shall be determined by the Director and the employee.

C. During the child rearing leave the employee shall have the option of continuing group insurance benefits at his/her expense, by arrangement with the business office, contingent upon approval by the insurance carrier.

D. If the employee is actually disabled on the date child rearing leave is due to commence, the actual commencement of the leave shall be delayed until the end of the disability or the exhaustion of the employee's accumulated sick leave, whichever occurs first.

10. UNPAID LEAVES OF ABSENCE

A. Qualification for Leave:

Teachers with a permanent teaching certificate and not less than five (5) years of service at the Eastern Center for Arts and Technology may apply for the following types of unpaid leaves of absence for the full contract year.

Application for such leave must be made in writing to the Director not later than one hundred fifty (150) days prior to the start of the school year or semester in which the leave is to commence. This requirement will be waived in the event of an urgent situation. Such leaves will be granted to not more than two (2) members of the teaching staff at any one time. These individuals must be from separate departments.

B. Types of Leave:

The following leaves, where granted, shall be without pay or benefits. Such leaves shall be subject to applicable law, as amended:

1. Association:
A leave of absence of up to one (1) year shall be granted to any teacher, upon application, for the purpose of serving as an Officer or Staff Member of the Pennsylvania State Education Association or the National Education Association.

2. Political:
A leave of absence not to exceed two (2) years shall be granted to any teacher, upon application, for the purpose of campaigning for, or serving in a public office.

3. Travel and Research:
A leave of absence not to exceed one (1) year shall be granted to any teacher, upon application, for the purpose of travel and research relevant to Career and Technical Education or to the teacher's area of specialization. This leave might involve investigation of Career and Technical Education Programs in other States or Countries or professional enrichment in his/her trade or occupation.

4. Good Cause:
Other leaves of absence without pay may be granted by the Employer for good cause.

C. Return from Leave:
All benefits to which a teacher was entitled at the time his/her leave of absence commenced, including seniority, unused sick leave, and credits toward sabbatical eligibility, shall be restored to him/her upon his/her return and he/she shall be assigned to the same or an equivalent position to that which he/she held at the time said leave commenced. The teacher shall be placed at the position on the salary scale that he/she would have achieved with respect to training and experience at the commencement of the leave. While on leave, teachers shall receive no fringe or other Employee benefits from the Employer, but shall have the right to maintain such benefits at their own expense.

11. MILITARY LEAVE
A Military Leave of Absence without pay shall be granted to any teacher who shall be inducted or recalled for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught during that period.
EMPLOYMENT CONDITIONS

1. SCHOOL DAY FOR FULL-TIME PROFESSIONAL and TEMPORARY PROFESSIONAL EMPLOYEES

A. Instructional time for professional and temporary employees shall be scheduled between 7:30 a.m. and 3:00 p.m.

B. Professional and temporary employees may be scheduled for up to 5.5 hours of pupil contact daily.

Employees will receive 45 consecutive minutes of unassigned time daily, which may include the lunch period.

C. Full-time Professional or Temporary Professional Employees are to report for duty ten (10) minutes before each instructional session and remain five (5) minutes after each instructional session.

D. Regular Faculty Meetings may be scheduled bi-weekly as needed.

E. Attendance at Faculty Meetings, Occupational Advisory Committee Meetings, Open House, Parents’ Night, Awards Night and other meetings regarding Student Performance, participating schools’ IEP Conferences, Recruitment Activities, and meetings involving Cooperative Activities with participating schools may be required at the discretion of the Director as necessary for the coordination and implementation of the full-time Professional or Temporary Professional Employee's responsibilities. Open House may be scheduled during a weekend and in addition to the 190 days in the contract year.

F. Professionals and temporary professionals on assignment for In-Service days and for Professional Leave shall assume the responsibility of these assignments with a minimum of 7.5 hours for the completion of the Professional activity, including approved travel and lunch.

G. The Joint Committee may employ aides to extend the supervision of the teacher to a maximum of 35 students during an instructional period to facilitate expanded enrollment, the implementation of technology or distance learning or for any other reasonable expansion of the instructional program provided that:

1. Aides are not permitted to plan instruction, do curriculum work, evaluate students, etc., or perform any other function reserved for certified teachers as indicated by law.

2. No more than one aide can be assigned to a certified teacher.
3. No aide will displace a teacher.

4. Teachers will serve as the primary supervisor of aides assigned to them.

5. No teacher can be responsible for delivering more than one course at one time.

6. This sub paragraph shall not be applicable to inclusion on special education aides whose assignment shall be governed by the students’ IEP and/or applicable law.

2. SCHOOL DAY FOR FULL-TIME INSTRUCTORS IN THE DAYTIME PRACTICAL NURSING PROGRAM

A. Practical Nursing instructors shall be assigned to the clinical area or theory instruction with a maximum of seven (7) hours/day.

B. Practical Nursing instructors shall be responsible for developing clinical assignments for each student prior to each clinical period.

C. Practical Nursing instructors shall report for clinical instruction at least 15 minutes before start time and remain until all students are signed out at the affiliating institution. Theory instruction requires employees to report 10 minutes prior to each instructional day.

D. Practical Nursing instructors are to attend all scheduled faculty meetings.

E. Attendance at Open House, Advisory Committee Meetings, and student/faculty meetings for disciplinary action are required at the discretion of the supervisor for the coordination and implementation of the employee’s responsibilities.

F. Practical Nursing instructors on inservice assignment days shall assume responsibility for a minimum of 7.5 hours for the completion of the professional activity including approved travel and lunch.

3. INDUSTRY STANDARDS

The Joint Committee, upon recommendation of the Administration and Occupational Advisory Committee, may require specific skills and/or industry standard credentials required or offered as part of the curriculum as a condition of employment. New employees may be hired on a one-year temporary basis pending the successful completion of the prerequisite industry standard. Existing teachers shall be afforded reasonable time and support to obtain skills and/or industry certification based upon the change in the curriculum or industry standards. The Joint Committee shall reimburse the employee for cost associated with professional development activities associated with
maintaining and renewing required credentials. If the employee is required to participate in professional development activities beyond the approved school calendar, they are to be compensated at the current curriculum rate for actual hours of participation in formal skill development classes. All reimbursement and compensation shall utilize the pre-approval process for professional leave requests.

4. TECHNOLOGY

Prior to the implementation of new technology required for the teacher’s delivery of instruction, communication, planning and management; the Joint Committee will, whenever possible, provide training and instruction appropriate for the basic implementation of the new technology as part of the teacher’s contract time. Additional training may be provided on a voluntary basis in response to specific needs or requests of teachers.

5. DEDUCTIONS

Unexcused absence or days without pay shall be calculated on a per diem basis on the Employee's annual salary. The per diem rate shall be calculated by dividing the annual salary by the number of contracted working days.

6. PAYROLL DEDUCTIONS

The Employer will make payroll deductions for Employees in the following categories as well as any other categories required by law or agreed to between the parties. Approval signature cards for said deductions must be executed by the Employee and will be required as applicable:
A. Federal withholding tax
B. Social Security
C. Pennsylvania Teacher Retirement
D. Health Insurance and other insurance as agreed to by the parties.
E. Income Protection Insurance
F. Educators’ Association Dues
G. Occupational Tax
H. State Income Tax
I. Local Tax
J. Miscellaneous
K. Annuity Programs, limited to three (3) as per Board Policy with agreement of Educators’ Association

7. PAY PERIODS

The payment of a teacher’s annual salary shall be calculated on the basis of twenty-six (26) biweekly pay periods. Teachers shall be paid on each regularly scheduled biweekly pay day through the school year and shall receive a summary
pay on their last scheduled day in June. Payment will be made electronically to the account(s) designated by the employee and an electronic receipt will be available after noon on designated alternate Fridays. In the event a scheduled pay date occurs on a holiday, the pay date will be rescheduled to occur on the last day of work prior to the holiday.

8. **VACANCIES OR OPENINGS**

All Professional vacancies or position openings shall be publicized by the Director by posting a notice of the vacancy or opening on the office bulletin board. Members of the Bargaining Unit will be given consideration for appointments for which they are qualified by certification and experience.

9. **FAIR TREATMENT**

Employees shall be treated fairly and equitably as befits their Professional status.

10. **CRITICISM OF TEACHERS**

The Parties agree that criticism of any Bargaining Unit member should be accomplished privately, whenever it is reasonable to do so. Complaints under this section must be initiated in writing within ten (10) days and copies made available to all parties concerned and the Director.

11. **PERSONNEL FILE**

With the exception of pre-employment material, a teacher may review her/his Personnel File upon providing twenty-four (24) hour notice to the office. No derogatory material shall be placed in the Personnel File without a copy of such material being submitted to said Employee. The Employee will acknowledge by signature that he/she has received such derogatory material and may include in file a rebuttal to said material. The office will provide copies of any material in the file upon request of the Employee. All evaluations of record shall be a part of the Personnel File. There will be no separate Employee Personnel Files.

12. **REQUIRED MEETINGS**

Whenever any teacher is required or requested to appear before the Superintendent, Director, Board or any committee or member of the Board concerning any matter which would adversely affect the continuation of that teacher in his/her office, position or employment, or the salary or any increments pertaining thereto, the teacher shall be given prior written notice of the reasons for such meetings or interview and shall be entitled to
have a representative of the Association and/or Association legal counsel present to advise and represent them during such meeting or interview.

13. DISTRIBUTION OF AGREEMENT

The Joint Committee shall provide copies of the ratified agreement without exhibits for all members of the Bargaining Unit after signature and ratification have taken place.
APPENDIX D
GRIEVANCE PROCEDURE

The parties to this Agreement agree that an orderly and expeditious resolution of grievances arising out of the interpretation of the terms of this Agreement shall provide for a four (4) step process which is described in the succeeding paragraphs. Any grievance initiated during the term of this Agreement will follow this process. Any referral to binding arbitration (Step IV) shall require concurrence of the Association Representative Council.

STEP I  Person, or persons, initiating the grievance shall present the grievance in writing on a form provided by the Employer, to the Assistant Director within ten (10) days after its occurrence or realization of same.

The Assistant Director shall reply to the grievance in writing within ten (10) days after the initial presentation of the grievance.

If the response by the Employer is not received within the time limitation set forth (10 days) the Employee is to deem the determination in the negative. If the Employee so desires, he/she may file an appeal to the next higher level within ten (10) days from the response or the original due date of the response, whichever is earlier. Failure to request the next step is deemed acceptance of the last decision.

Days referred to in this process shall be defined as teacher working days.

STEP II  If the action in Step I fails to resolve the grievance to the satisfaction of the affected parties, the grievant's appeal shall be referred to the Director of the School. The Director shall reply to the grievant in writing within ten (10) days of presentation of the grievance.

If the response by the Director is not received within the time limitation set forth (10 days) the Employee is to deem the determination in the negative.

If the Employee so desires, he/she may file an appeal to the next higher level within (10) days from the response or the original due date of the response, whichever is earlier. Failure to request the next step is deemed acceptance of the last decision.

Days referred to in this process shall be defined as teacher working days.

STEP III  If the action in Step II fails to resolve the grievance to the satisfaction of the affected parties; the grievance shall be referred to the selected Superintendent (one designated from the Chief School Administrators of the Participating School Districts) and a committee of the Joint Committee. The Superintendent and the Committee of the Joint Committee shall reply to the grievant in writing within twenty (20) days.

STEP IV  If action in Step III fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred to binding arbitration as provided in Section 903 of Act 195.
Decision by Arbitrator is final on those issues subject to arbitration as defined in Section 903 of the Act. Both parties are bound to this decision except where enabling legislative action is required in which it is binding only if such legislation is enacted as provided in Section 903 of Act 195.
XIII. FACILITIES AND FINANCIAL AFFAIRS

INFORMATIONAL:

A. BUILDING REPORT*
The attached building report for August activities regarding school plant and property is presented for your information.

B. SUMMER ELECTRICAL WORK*
The attached summer electrical report for August is presented for your information.

ACTION:

C. CHILLER REPLACEMENT ENGINEERING*
The administration requests approval to authorize the solicitor and administration to negotiate and execute an agreement with D’Huy Engineering, Inc. for investigation, budget preparation, design and construction administration services for chiller replacement at a cost not to exceed $23,500.00.

D. ROOF REPLACEMENT EVALUATION*
The administration requests approval to authorize the solicitor and administration to negotiate and execute an agreement with D’Huy Engineering, Inc. for a roof study at a cost not to exceed $5000, plus costs for obtaining and repairing roof cores and infrared scan.
BUILDING REPORT
AUGUST 2017

PROJECT WORK COMPLETED

✓ Yearly Boiler Inspection boiler 1 & 2 in boiler room. W/O # 1027 & 1028 (Completed)
✓ Brought old files from paper room to copy room for shredding. W/O # 1125 (Completed)
✓ Check operation of dehumidifier in room 104. W/O # 1126 (Completed)
✓ Move 6 drawer file cabinet to make room for new cabinet. W/O # 1129 (Completed)
✓ Repaired Practical Nursing Sink in room 164.101. W/O # 1171 (Completed)
✓ Move boxes from AD Storage to the Business area for Erin Derby. W/O # 1174 (Completed)
✓ Set up Seminar room 155 for career fair on August 29. W/O # 1176. (Completed)
✓ Repaired sink controls in men’s room by culinary. (Completed)
✓ Paint walls by Linda’s area. (Completed)
✓ Repair shear in Welding room 117. W/O # 1080 (Completed)
✓ Painting Summer project work Photo Lab. Walls and Trim (Completed)
✓ Painting Summer Commercial Arts room walls and trim (Completed)
✓ Summer Project work, moving curtain rails from old Photo Lab to new Photo Lab. (Completed)
✓ Contracted Renovation Work in Business and Directors Complex (Completed)
✓ Contracted Renovation Work Commercial Arts cabinet project. (Completed)
✓ Contracted Renovation Work floor VCT replacement Photo Lab. (Completed)
✓ Repair tracking for ceiling in Commercial Arts. (Completed)
✓ Completed major policing of EASTERN property. (On Going)
✓ Trimmed overgrown tree limbs at entrance drive for eastern. (Completed)
✓ Completed all requested supply runs and bulb replacements. (On Going)
✓ Completed all requested Setups and Prep Plans for scheduled events/meetings. (On Going)
✓ Ensured Staff Support Presence for All Scheduled Night Classes. (On Going)
✓ Provided on site setup prep/event portering / post event teardown. (Completed)
✓ Unclogged toilets as reported/discovered. (On Going)
✓ Assisted SDA mechanical reps with HVAC Annual PM/System Assessment/Repair plans-procedures. (On Going)
✓ Accompanied water testing vendor during monthly service. (On Going)
✓ Cleaned out gutters. (Completed)
✓ Replace bulbs corridors, theory room, culinary hall, COA storage, tool room. (On Going)
✓ Applied insect elimination product for ants/bugs at observed trails/locations and put sticky traps out for mice. (On Going)
✓ Cleared cosmetology lint trap line. (Completed)
✓ Performed preventive maintenance on all locks throughout the building. (On Going)
✓ Did preventive maintenance on custodial floor machines. (On Going)

WORK COMPLETED BY OUTSIDE CONTRACTORS

Cascade Water Services, Monthly Water Test
Sauer’s Tree and Landscape, Planted flowers, cut grass, etc.
Perrotto Construction, Ramp
Ehrlich Pest Control, Pest Treatment
SDA, HV/AC Contractor
Bradley Sciocchetti, HV/AC Controls
Kieran McKenna Flooring, Commercial Art Renovation
Carpet Factory Outlet, Comm. Art and Entry Renov.
T. Schiefer Paving, New Parking Lot
GKO Kevin Godshall, Ramp Meeting
Aramark / Alex Boland, MJR Meeting
DEI Consulting Engineers, Chiller & Roof Meeting

FIRE DRILL REPORT

There are no fire drills to report during the month of August.
ELECTRICAL REPORT
SUMMER 2017

FINISHED JOBS

- Completed remodel of COA.
- Replaced approximately 300 Receptacles in Shops and Offices.
- Replaced Approximately 200 Switches in Shops and Office.
- Removed and Repaired 6 Johnson Control Cabinets.
- Replaced and Added New LED Emergency Lighting in Boiler and Gear Rooms.
- Added and Rewired all T12 Fixtures in Maintenance Closets to T8 LED Lamps.
- Replaced Motion Sensors as Needed.
- Installed Motion Sensors in Allied Health Shop Area.
- Repaired Terwood Road Wall Sign.
- Repaired Terwood Road Wall Tree Lights.
- Requested Quote from Valley Power to Replace Terwood Road Wall Accent and New Stair Lighting.
- Completed Wiring for HR Office Reconfigure.
- Removed Pneumatic Lines in Air Handler Closets
- Troubleshoot Gas Detector in Welding and Worked with Manufacture to Solve Problem New One on Order.
- Replaced Panel in Outdoor Cage.
- Added Circuit to Practical Nursing Kitchen for Microwave. (Circuit Overloaded)

UNFINISHED JOBS

- Terwood Road Wall Accent Lights. (Quote in process possible October live work)
- Receptacle and Switches in Practical Nursing area and ones blocked by occupied desks or equipment. (Will be completed as needed)
- HR desk over floor raceway. (Will be completed next week. Parts on order)
August 29, 2017

Mr. Thomas Allen  
Eastern Center for Arts and Technology  
3075 Terwood Road  
Willow Grove, PA 19090

Via: E-mail- tallen@eastech.org

RE: Proposal for Chiller Replacement
    Phase 1: Scope and Budget Preparation
    Phase 2: Design, Bidding and Construction Administration Services
    Proposal for Roof Feasibility Study
    DEI Project No. 00003

Dear Mr. Allen:

Thank you for taking the time to meet with D’Huy Engineering at the Eastern Center for Arts and Technology (ECAT) on Tuesday, August 22, 2017.

D’Huy Engineering, Inc. (DEI) specializes in Facilities Engineering by providing various district-wide facility engineering, facility/maintenance reviews, project management and oversight, and capital improvement planning and implementation of projects - small or large. Our firm’s extensive experience, sound engineering judgment, emphasis on quality and innovation, knowledge of construction techniques, and concern for optimizing expenditures presents Owners with unparalleled professional representation for all their facility needs.

Based on our walk through and discussion, the existing Trane Chiller installed in 1983 has exceeded its useful life and ECAT would like to begin developing and implementing a plan for the replacement of the chiller. The existing chiller has a remote air-cooled condensing section located on the roof.

The chiller uses R-22 which is no longer produced in new models and is scheduled for phase out. As requested, we are pleased to submit the following proposal for Phase 1 to develop scope and budgets for the replacement of the chiller for ECAT to review and approve. Once Phase 1 is complete and a scope and budget has been determined and agreed upon the Phase 2 work can be started.
A. SCOPE OF SERVICES- CHILLER REPLACEMENT

Phase 1: Investigation, Scope, and Budget Preparation

1. Meet with ECAT representatives to obtain background drawings and existing system information including the requested scope.
2. Perform site walk-thru to document concept for scope of work.
3. Prepare summary of scope of work for the upgrades.
4. D'Huy Engineering, Inc. (DEI) will identify the best options for ECAT to consider for the implementation of the requested scope of work.
5. Review summary of scope and specific needs to establish budgets for implementation.
6. Coordinate any associated environmental remediation scope required and provided by the ECAT or their consultant.
7. Prepare summary table with scope, budgets, and pros and cons for review by ECAT.

Phase 2: Once the ECAT has reviewed the options, selected the preferred one, and approved the project scope and budget, D'Huy Engineering, Inc. will provide design and construction administration services for the project as follows:

1. Perform field survey, engineering, investigation and research for the preparation of bid packages.
2. Prepare CAD drawings of the existing conditions that affect the scope of work.
3. Prepare design of new chiller system and requirements for controls.
4. Review the cut sheets of the proposed chiller unit to determine loads that are transferred to the existing structure.
5. Review the existing structure for loads imposed by the chiller unit. We will provide suggestions for repositioning the proposed unit on the structure, if required.
6. Produce structural review letter and structural calculations, signed and sealed by a licensed PE, indicating the existing structure is capable of carrying loads from the new chiller. The letter will reference the design standards followed in our analysis and the specific chiller information.
7. If the existing structure cannot support the new loads, retrofit design will be done by a separate proposal. The fee for this is not included in this proposal.
8. Electrical design services including documenting the power connections from the existing infrastructure to the new chiller
9. Provide design for refrigerant leak detection system.
10. Apply and obtain necessary municipal agency approvals, including code conformance for the project scope.
11. File for prevailing wages and incorporate wage requirements into contract.
12. Prepare project schedule including contractual milestones which will be reviewed with the Owner.
14. Conduct pre-bid conference, respond to contractor questions, and issue necessary addenda if required.
15. Review bids, prepare contracts, including review of bonds and insurance for conformance with contract requirements.
16. Provide construction administration services, including conducting pre-construction Conference and attendance at job conference bi-weekly meetings through completion of the project.
17. Review and approve contractor's submittals, including shop drawings, applications for payment, etc.
18. Process any necessary change orders.
19. Provide limited construction observation of (4) site visits during construction. If additional site visits are required they will be done on an hourly basis with prior approval.
20. Prepare punch list, final project close-out and certify final payment to contractors.

B. SCOPE OF SERVICES FOR FEASIBILITY STUDY ON ROOF CONDITION AND OPTIONS FOR THE MAIN BUILDING ROOF

Review and Assessment
1. Review existing roof warranty, drawings, and as-built information and previous repair history.
2. Perform field survey to document condition of the roof membrane, roof flashings, roof drains, metal copings, and expansion joints.
3. Perform roof cores to confirm insulation, thickness, and integrity of the insulation and identify the roof deck.
4. Perform infrared scan to verify insulation condition and identify any wet insulation.
5. Provide preliminary recommendations and an estimated budget for roof repair and/or replacement options.
6. Provide summary of above findings along with preliminary list of recommendations for discussion, planning, and approval by the Board.
7. Meet with the Board to review the above.
PROFESSIONAL FEE PROPOSAL

D'Huy Engineering, Inc.'s fee includes all the services outlined including in-house reimbursables.

A. Chiller Replacement- Phase 1 and Phase 2:
   Our proposed fee is $23,500.00.

B. Roof Feasibility Study
   Our proposed fee is $5,000.00 (plus cost of cores and infrared scan).
   We will obtain a proposal for the infrared scan for your review and approval if you authorize the study.

EXCLUSION & ADDITIONAL SCOPE CONSIDERATIONS

The following scope of services would not be included in the fee proposal:

1. Environmental investigations or specifications such as asbestos, etc.
2. Certified construction inspections and material testing.
3. Documentation of as-built conditions (available upon request for additional services).
4. Testing, detailed field investigations or probes, additional studies.
5. Reproduction of bid documents (usually charged as a non-refundable deposit to contractors).
6. Fees for required municipal permits.
7. Full time site representation. This can be provided as a separate proposal or done on a time and expense basis.

Thank you for the opportunity and we look forward to working with you on this project.

If you are in agreement with this proposal and the attached Terms and Conditions kindly countersign both copies of this agreement and return one signed copy to our office.

Sincerely,

M. Ariffazil P.E., CCS, CCCA, LEED AP, CEM
Principal

Attachment: Terms and Conditions
APPROVAL - DESIGN, BIDDING, AND CONSTRUCTION ADMINISTRATION FOR CHILLER REPLACEMENT

Approved By:

________________________________________ (Printed Name)

________________________________________ (Signature)

Date: __________________________________

APPROVAL - ROOF CONDITION ASSESSMENT SERVICES

Approved By:

________________________________________ (Printed Name)

________________________________________ (Signature)

Date: __________________________________
Terms and Conditions

D'Huy Engineering, Inc. (DEI) shall perform the services outlined in this Agreement for the stated fee agreement.

Access to Site
Unless otherwise stated, DEI will have access to the site for activities necessary for the performance of the services. DEI will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Fee
The total fee, except stated not to exceed or Jump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those listed in the attached Fee Schedule.

Billings/Payments
Invoices shall be submitted monthly for services and reimbursable expenses and are due when rendered. Invoices shall be considered PAST DUE if not paid within 30 days after the invoice date and DEI may without waiving any claim or right against Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay cost of collection, including reasonable attorneys' fees.

Indemnifications
The client shall indemnity and hold harmless DEI and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorneys' fees) arising out of or resulting from the performance of the services, provided that any such claims, damage, loss or expense is caused in whole or in part by the negligent act of omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except DEI), or anyone for whose acts any of them may be liable.

Hidden Conditions
A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If DEI has reason to believe that such a condition may exist, the Client shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all costs necessary to correct said condition. If (I) the Client fails to authorize
such investigation or correction after due notification, or (2) DEI has no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and DEI shall not be responsible for the existing condition nor any resulting damages to persons or property.

**Risk Allocations**

In recognition of the relative risks, rewards and benefits of the project to both the Client and DEI, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, DEI's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement, from any cause or causes, shall not exceed the total amount of $100,000, the amount of DEI's fee (whichever is greater) or other amount agreed upon when added under special conditions. Such causes include, but are not limited to DEI's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

**Termination of Services**

This Agreement may be terminated upon 10 days written notice by either party should the other fail to perform his obligations hereunder. In the event of a termination, the Client shall pay DEI for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

**Ownership of Documents**

All documents produced by DEI under this Agreement shall remain the property of DEI and may not be used by this Client for any other endeavor without the written consent of DEI.

**Applicable Law**

Unless otherwise specified, this Agreement shall be governed by the laws of the principal place of business of DEI.
XIV. SOLICITOR’S REPORT*

XV. OLD BUSINESS

XVI. NEW BUSINESS

XVII. NEXT MEETING- OCTOBER 11, 2017

XVIII. ADJOURNMENT
## JOINT OPERATING COMMITTEE MEETING

### Schedule of Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 11, 2017</td>
<td>Joint Committee Meeting</td>
<td>8:00 pm</td>
</tr>
<tr>
<td>October 12, 2017</td>
<td>Practical Nursing Graduation Peter Becker</td>
<td>7:00 pm</td>
</tr>
<tr>
<td>November 8, 2017</td>
<td>Joint Committee Dinner Joint Committee Meeting</td>
<td>6:00 pm 8:00 pm</td>
</tr>
<tr>
<td>December 13, 2017</td>
<td>Joint Committee Meeting</td>
<td>8:00 pm</td>
</tr>
<tr>
<td>January 25, 2018</td>
<td>Practical Nursing Graduation</td>
<td>7:00 pm</td>
</tr>
<tr>
<td>February 14, 2018</td>
<td>Joint Committee Meeting</td>
<td>8:00 pm</td>
</tr>
<tr>
<td>March 4, 2018</td>
<td>Advisory Appreciation Brunch Open House</td>
<td>11:00 am 1:00 pm</td>
</tr>
<tr>
<td>March 11, 2018</td>
<td>Advisory Appreciation Brunch (snow date) Open House</td>
<td>11:00 am 1:00 pm</td>
</tr>
<tr>
<td>March 14, 2018</td>
<td>Joint Committee Meeting</td>
<td>8:00 pm</td>
</tr>
<tr>
<td>April 11, 2018</td>
<td>Joint Committee Meeting</td>
<td>8:00 pm</td>
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</tbody>
</table>

3075 TERWOOD ROAD, WILLOW GROVE, PA 19090
TELEPHONE: 215-784-4800  FAX: 215-784-4841
WEBSITE: [www.eastech.org](http://www.eastech.org)