

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER**  
**BOARD OF EDUCATION-JOINT OPERATING COMMITTEE**  
**March 18, 2024**  
**AGENDA**

**5:00 p.m. – Executive Session**

**5:30 p.m. – Public Meeting**

- |       |  |  |
|-------|--|--|
| I.    | Call to Order  | Ms. Tennesen                             |
| II.   | Pledge to the Flag   |  |
| III.  | Reading of the Sunshine Act  | Ms. Tennesen                             |
| IV.   | Roll Call  | Mr. Evans                                |
| V.    | Approval of Minutes of January 22, 2024 as received by email and postal mail |  |
| VI.   | Communication from Citizens <b>(agenda items only)</b>                       |  |
| VII.  | Treasurer's Report   | Mr. Atherton                             |
| VIII. | Committee Reports:   |  |
|       | A. Finance Committee Report.   | Mr. Atherton                             |
|       | B. Building Committee Report   | Ms. McCurdy                              |
|       | C. Solicitor's Report  | Atty. Dean<br>Atty. Wendolowski          |
|       | D. Personnel Committee Report  | Mr. M. Quinn                             |
|       | E. Practical Nursing   | Mr. M. Quinn                             |
| IX.   | Administrative Director's Report   | Dr. Guariglia<br>Administrative Director |
| X.    | Old Business   |  |
| XI.   | New Business   |  |
| XII.  | Communication from Citizens  |  |
| XIII. | Adjournment  |  |

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE**

**March 18, 2024  
AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested to authorize a transfer from the General Fund into the Capital Reserve Fund for year ended June 30, 2023 in the amount of \$16,761.00 contingent upon the completion of the final audit report from Brian T. Kelly CPA & Associates, LLC.
2. Approval is requested to pay those teachers who request to receive their salary in a lump sum, according to the contract payable in June, 2024.
3. Approval is requested to renew the participation in the PDE's Community Eligibility Program for the 2024-2025 school year. Eligible schools participating in the lunch and breakfast programs may choose to offer free breakfast and lunch to all students in high poverty areas.
4. Approval is requested to enter into service agreement with Doron Precision Systems (DPS), Inc., Binghamton, NY for the school simulators in the amount of \$9,672.00 for a 12-month term commencing on April 1, 2024.
5. Approval is requested for payment for legal services to Raymond Wendolowski (Fellerman & Ciarimboli) in the amount of \$2,800.00 for services from Nov. 2023 – Jan. 2024.
6. Approval is requested for payment for legal services to Elliott Greenleaf (Mark Bufalino/Kristyn Giarratano) in the amount of \$1,428 through January 31, 2024.
7. Approval is requested for the 2022-2023 audit report as submitted by Brian T. Kelly CPA & Associates, LLC.
8. Approval is requested to award the bid for (2) Ojeda USA Alpa Open Display Merchandisers, (1) True Mfg.-General Foodservice Mobile Milk Cooler, and (2) Duke Manufacturing AeroServ Cold Pan Units to Chefs Depot, 67 NY-59, Spring Valley, NY in the amount of \$28,808.49 for the cafeteria as per hand-out in Board Members folders.

**Informational Items:**

- The Pennsylvania Department of Education awarded the CTC a Competitive Equipment Grant in the amount of **\$79,672.00**.

**BUILDING COMMITTEE REPORT****Building Superintendent's Report:**

- Maintenance installed a new hair dryer in the Cosmetology II classroom.
- Maintenance changed the heating electronic control valve on the G-1 air-handler unit for the Law Enforcement classroom.
- Maintenance repaired a couple of receptacles and a drop light in the Auto Body shop and installed a new door knob for the door leading up to the mezzanine.
- Maintenance installed clothes hanging brackets in the old Building Trades classroom for the sharing closet.

**Student Projects as an extension of shop/class program**

- Plumbing students cut and threaded ½" block iron pipe for the brackets for the sharing closet.

**SOLICITOR'S REPORT**

Items of Board Interest.

**PERSONNEL COMMITTEE REPORT**

1. Ratification is requested for approval since the last Board meeting for George Albright, Horticulture Instructor to attend Sponds Turf Conference (pesticide credits) on February 20, 2024 at Shady Maple, East Earl, PA. Cost is mileage according to policy.
2. Approval is requested for David Joyce, Diversified Co-Op Instructor/FBLA Advisor to attend the FBLA Conference at the Hershey Lodge on April. 8, 9, 10, 2024. No cost to the school.
3. Approval is requested for Anthony Cibello and John Kozerski to attend the Perkins Spring Regional Workshop on April 4, 2024 at the Chester County IU. Cost is mileage only according to policy.
4. Approval is requested for the Winter/Spring dates for Association Meetings for David Namey as follows:

January 19, 2024	PSEA CTE Dept Meeting
February 23, 2024	PSEA Board of Directors Meeting
April 12, 2024	PSEA CTE Dept Meeting
May 15-16, 2024	PSEA Board of Directors Meeting
May 17, 2024	PSEA CTE Dept Meeting
June 7, 2024	PSEA Board of Directors Meeting

**PRACTICAL NURSING REPORT**

1. Approval is requested for 5 faculty and the director to attend the annual Pennsylvania Association of Practical Nursing Administrators (PAPNA) conference held at State College, PA from 5/8/2024 – 5/10/2024. The cost includes a one-night hotel stay for 5 faculty at \$771.45 and a registration fee for 5 faculty and the director at \$775.00 totaling \$1,546.45. Reimbursement is requested for meals and mileage according to policy.
2. Approval is recommended for testing with Harrington Onsite Drug Testing for the freshman class 131 for \$1,710.00. There will be a total of 28 students being tested.

**Informational Items:**

- The Practical Nursing Program was granted “Full Approval” status from the State Board of Nursing’s (Board) nursing education advisors under information provided on the 2022-2023 annual report. A letter was received on March 4, 2024.

**ADMINISTRATIVE DIRECTOR’S REPORT**

1. Approval is requested for the 2024-2025 School Calendar as per print-out in the Board Members folders.

**Thank you**

The Graphic Arts Program received a grant in the amount of \$2,500.00 from the Marquis George MacDonald Foundation, Inc. at the recommendation of the Foundation Directors, Kevin and Helen McDonald.

**Informational Items:**

- The Annual Occupational Advisory Committee meetings will be held March 18, 2024. Dinner will be at 6:00 p.m. then shop committees will have their break-out meetings.
- The Building Trades Career Fair will be held here at the Wilkes-Barre Area Career & Technical Center cafeteria on Tuesday, March 26, 2024 starting at 10:00 a.m.

**Informational Items Continued:****Visits/Speakers/Presentations**

- The Warehouse Program, along with the instructor Mr. Slusser will be job shadowing on Wednesdays at the Valley Distributing and Storage to observe all areas of a warehouse.
- Child Care students taught five (5) 3<sup>rd</sup> grade classes at Pittston Area Intermediate Center following the Junior Achievement High School Hero's Curriculum.
- Cleveland Brothers Equipment representative Randy Fetteroff spoke to the Diesel students about different equipment and opportunities on January 19, 2024.
- On January 24, 2024 the Audio-Visual students traveled to Cumulus Media on Baltimore Drive for Broadcast Now! Video Contest and Career Exploration opportunities.
- The Auto Body students on January 25, 2024 listened to a demonstration on the I-CAR curriculum from I-CAR representative Jon Dreverman.
- On February 27, 2024, the Law Enforcement students listened to a presentation from David Kostiak of the University of Scranton Campus Police on employment opportunities.
- The Cosmetology students attended the IBS Hair Show in New York on March 5, 2024 to observe new techniques and products.
- On March 10, 2024 the Law Enforcement students participated in the Wilkes-Barre City St. Patrick's Day Parade as representatives of the WBACTC.
- The Law Enforcement students traveled to Froggy101 on February 23, 2024 to promote the sale of their fundraiser of a special bar of soap to benefit Detective Gilmartin and the annual trip to the State Police Academy.