

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

**August 18, 2025
AGENDA**

**4:00 p.m. – Executive Session
Safety Committee**

5:30 p.m. – Public Meeting

- | | | |
|-------|--|--|
| I. | Call to Order | Mrs. Tennesen |
| II. | Pledge to the Flag | |
| III. | Reading of the Sunshine Act | |
| IV. | Roll Call | Mr. Evans |
| V. | Approval of Minutes of the Regular Meeting of June 16, 2025 as received by email and postal service. | |
| VI. | Communication from Citizens (Agenda Items Only) | |
| 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. Wendolowski Atty. Dean |
| | d. Personnel Committee Report | Mr. M. Quinn |
| | e. Safety Committee Report | Mr. Evans |
| IX. | Practical Nursing Report. | Mr. M. Quinn |
| X. | Administrative Director's Report. | Dr. Guariglia Administrative Director |
| XI. | Old Business | |
| XII. | New Business | |
| XIII. | Communication from Citizens | |
| XIV. | Adjournment | |

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

August 18, 2025

AGENDA

FINANCE COMMITTEE REPORT

1. Approval is requested to renew VSphere VMware 128 licenses from Connection public sector solutions for the 2025-2026 school year in the amount of \$24,977.92.
2. Approval is requested to advance Nutrition Group \$63,885.00 for start-up of the cafeteria for 2025-2026.
3. Approval is requested to renew for one year the Veeam Backup on-site and off-site with CVI for our computers as follows:

| | |
|--|----------------------------------|
| Veeam Cloud Offsite back-up solutions: | \$16,800.00 (12) 1,4000.00/month |
| Veeam Standard Support | <u>\$ 6,220.00</u> |
| Total | \$23,020.00 |
4. Approval is requested to renew the contract with C K Alarm, Inc., MountainTop in the amount of \$68.00 per month for the 2025-2026 year.
5. Approval is requested to renew the membership in the National Association of School Resource Officers (NASRO) in the amount of \$50.00 for the 2025-2026 school year.
6. Approval is requested to renew the subscription for Pennsylvania Principals Association for Mr. Frank Majikes, Principal at a cost of \$595.00 effective August 1, 2025 through July 31, 2026.
7. Approval is requested to renew the dues for the Pennsylvania Association of Career and Technical Administrators (PACTA) for Dr. Guariglia and Mr. Majikes in the amount of \$1,158.00 for the 2025-2026 school year.
8. Approval is requested to renew the contract with Bayada Home Health Care for substitute school nurse as needed at a cost of \$55/hour from July 1. 2025 and will remain in effect until June 30. 2026.
9. Approval is requested for Skyward Software Annual Fee for the cafeteria ID badge software for point of service meal counts for the 2025-2026 school year in the amount of \$1,213.00.
10. Approval is requested for payment to Solicitor, Ray Wendolowski (Fellerman & Ciarimboli) in the amount of \$1,978.00 for legal services through June 30, 2025.
11. Approval is requested for the auditing service agreement with Brian T. Kelly, CPA & Associates, LLC, Carbondale, PA for the year ended June 30, 2025 at a cost of \$31,000.00 which will be billed in five (5) monthly payments of \$6,200.00 as per agreement in Board Members folders.

FINANCE COMMITTEE REPORT CONTINUED

12. Approval is requested for the renewal of Wasp Barcode Technologies for the Warehouse Shop for inventory cloud basic addition in the amount of \$1,689.66.
13. Approval is requested to entertain a motion to begin the proactive process of obtaining a short-term line of credit (not to exceed \$500,000) with People's Security Bank. If utilized, the balance would be repaid in full within the same fiscal year in which it was drawn.

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

- Maintenance removed the cabinets and sink out of the Culinary Arts dining room.
- Maintenance repaired the evaporator fan motor on the RTU-1 rooftop a/c unit for the LPN department.
- Maintenance removed the old paper cutter out of the Graphic Arts shop and replaced it with the new paper cutter. We, also, changed the main breaker and added a 240-volt receptacle.
- Custodian painted the bed areas in the LPN lab.
- Custodians and maintenance removed the furniture and equipment out of the Dodson elementary school and brought it back to the CTC school.

SOLICITOR'S REPORT

Items of Board interest

PERSONNEL COMMITTEE REPORT

1. Approval is requested for the budgeted reappointments of employees for the 2025-2026 school year for additional assignments as follows:

| | | | |
|-------------------------|-----------------------------|------------|----------------|
| a. Anthony Cibello | Perkins | \$5,000.00 | annual renewal |
| b. Matthew Piazza | Notary Services | \$1,500.00 | annual renewal |
| c. Brian Fisher (night) | Supplies Distribution/Track | \$1,200.00 | annual renewal |
| d. JOC/Admin. Secretary | Public Relations | \$1,000.00 | annual renewal |

PERSONNEL COMMITTEE REPORT CONTINUED

2. Approval is requested for the substitute employee list for the 2025-2026 school year pending submission of all required paperwork.

Teacher

| | |
|--------------------|----------------|
| Paulette Dougal | Shavertown |
| Cari Machulsky | Dallas |
| Doreen Moreck | Mountain Top |
| Maryanne Toole | Pittston |
| Carolyn Corcoran | Plains |
| Margaret Mihalchik | Hanover |
| Sally Chapin | Scranton |
| Brian Rowan | Pittston |
| Mike Riddle | West Pittston |
| Eileen Brislin | Wilkes-Barre |
| Daniel Panaway | Jefferson Twp. |

Childcare

| | |
|-------------------|--------------|
| Maribel Torres | Wilkes-Barre |
| Justus Simpson | Kingston |
| Christiana Torres | Wilkes-Barre |
| Samani Gray | Wilkes-Barre |
| Taylor Coopey | Wilkes-Barre |

Custodian

| | |
|-----------------|------------|
| Frank Gattuso | Yatesville |
| Nicholas Cortes | Dupont |

3. Approval is requested for Joe Oliveri, IT and one other IT employee to attend the A/CAPA three-day face-to-face fall conference at the Hotel Hershey on November 5, 6, 7, 2025. Cost is membership (2) \$180.00; registration fees (2) \$740.00; room/board/meals (2) \$2,340.00 for a total of \$3,260.00 and mileage according to policy.
4. Approval is requested to accept the resignation from the Finance Supervisor employee #751999 effective August 15, 2025.
5. Approval is requested to accept the resignation from Custodian employee #494261 effective August 18, 2025.
6. Approval is requested for Permanent Professional Employee Contract for Dr. Paul Newhart, Health Assistant Instructor for successfully completing six (6) instructor evaluations with a satisfactory rating effective with the start of the 2025-2026 school year.
7. Approval is requested to entertain a motion to extend the contract of Dr. Anthony Guariglia, Administrative Director, for three (3) years, ending 8/31/2028, as outlined in Board Members folders.
8. Approval is requested to entertain a motion to Approve the Act 93 Contract as outlined in Board Members folders.
9. Approval is requested to entertain a motion to move employee #543553 to Assistant Business Manager on 8/19/25 with salary and benefits according to Act 93. This is a budgeted item.
10. Approval is requested to entertain a motion to move employee #001369 to Director of Technology on 9/1/2025 with salary and benefits according to Act 93. This is a budgeted item.

PERSONNEL COMMITTEE REPORT CONTINUED

11. Approval is requested to entertain a motion to move employee #001263 to Curriculum & Instruction Coordinator on 8/25/25 with salary and benefits according to Act 93. This is a budgeted item.
12. Approval is requested to entertain a motion to approve the changes to the WBACTC Organizational Chart as outlined in Board Members folders.

PRACTICAL NURSING REPORT

1. Approval is requested for renewal of the Financial Aid contract with Morgan FA Services (formerly Hill Associates) for the 2025/2026 school year at a cost of \$40,500.00 same as last year as per print-out in Board Members folders.
2. Approval is requested to entertain a motion to move employee #669628 to PN Office Manager effective 8/19/2025 with salary and benefits according to Act 93. This is a budgeted item.
3. Approval is requested to entertain a motion to move employee #427969 to PN Assistant Nursing Director effective 8/19/2025 with salary and benefits according to Act 93. This is a budgeted item.

Informational Item:

The Practical Nursing Program held a new student orientation for class 134 on Wednesday, August 13, 2025. The first day of class is Monday, August 25, 2025.

ADMINISTRATIVE DIRECTOR'S REPORT

1. Approval is requested for Mr. Ned Evans, Wilkes-Barre Area Representative on the WBACTC Board to attend the 2024 School Leadership Conference on October 19, 20, 21, 2025 at Kalahari Resorts and Conventions. Cost includes full registration (\$599.00) plus room/board for three nights according to policy.
2. Approval is requested for the updated Sexual Harassment Policy for the 2025-2026 school year as per hand-out in Board Members folders.
3. Approval is requested for the Policy and Procedures Manual and Index as per printout in Board Members folders.

ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED

4. Approval is requested for the renewal of the Memorandum of Understanding Between the Plains Township Police Department and the Wilkes-Barre Area Career & Technical Center for the 2025-2026 school year as per print-out in Board members folders.

Informational Items:

- The Wilkes-Barre Area CTC Operating Budget for the 2025-2026 school year was approved by majority member votes as follows.

| <u>School District</u> | <u>For</u> | <u>Against</u> | <u>Absent</u> | <u>Abstain</u> |
|-------------------------------|-------------------|-----------------------|----------------------|-----------------------|
| Crestwood | 8 | 0 | 1 | 0 |
| Gr. Nanticoke Area | 0 | 5 | 3 | 1 |
| Hanover Area | 9 | 0 | 0 | 0 |
| Pittston Area | 9 | 0 | 0 | 0 |
| W-B Area | 8 | 0 | 1 | 0 |
| Totals | 34 | 5 | 5 | 1 |