

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

**June 16, 2025**

**AGENDA**

**4:00 p.m. – Executive Session**

**4:15 p.m. Public Meeting**

- I. Call to Order Mrs. Tennesen
- II. Pledge to the Flag
- III. Reading of the Sunshine Act Mrs. Tennesen
- IV. Roll Call Mr. Evans
- V. Appointment of **Treasurer** effective July 7, 2025 for a one-year term
- VI. Approval of Minutes of May 19, 2025 and the Special Meeting of June 9, 2025 as received by email and postal service and in packets.
- VII. Communication from Citizens (Agenda Items Only)
- VIII. Treasurer’s Report TBA
- IX. Committee Reports:
  - a. Finance Committee Report. . . . TBA
  - b. Building Committee Report . . . Ms. McCurdy
  - c. Solicitor’s Report . . . Atty. Dean  
Atty. Wendolowski
  - d. Personnel Committee Report . . . Mr. M. Quinn
  - e. Practical Nursing Report. . . Mr. Quinn
  - f. Safety Committee Report Mr. Evans
- X. Administrative Director’s Report. . . Dr. Guariglia  
Administrative Director
- XI. Old Business
- XII. New Business
- XIII. Communication from Citizens
- XIV. Adjournment

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**FINANCE COMMITTEE REPORT**

1. Approval is requested to renew Skyward Crystal Business Intelligence Maintenance and Crystal Reports for a term of one year 7/01/2025 to 6/30/2026 at a cost of \$1,490.00.
2. Approval is requested to renew Skyward Financial Management Core License, Support Fee Business, True Time License and Business Professional Development License for a one-year term 7/1/2025 to 6/30/2026 at a cost of \$10,735.65.
3. Approval is requested to renew the following annual license fees with Skyward as follows for a one-year term 7/01/2025-06/30/2026 at a cost of \$6,603.00.
4. Approval is requested to renew the PASBO Membership Manager for the 2025-2026 year for 1-3 members at a cost of \$400.00.
5. Approval is requested to renew with the Luzerne Intermediate Unit #18 the 2025-2026 NEPA WAN/Internet at a cost of \$8,668.36 (approx.).
6. Approval is requested to renew Skyward Summer 2025 Security and OpenEdge Updates at a cost of \$2,000.00.
7. Approval is requested for the annual renewal of the Baracuda Spam filter updates for the 2025-2026 school year as follows:

Energize	\$1,320.00.00
Instant Replacement	<u>\$ 792.00</u>
Total	\$2,112.00 (approx.)
8. Approval is requested for payment to John Dean, Solicitor (Elliott Greenleaf & Dean) for legal services through April 28, 2025 in the amount of \$646.00.
9. Approval is requested for the Cafeteria Policy for the 2025-2026 school year as per print-out in Board Members folders. This meets the requirement to announce that the CTC is a CEP. This constitutes a free breakfast and lunch and the non-discrimination statement from PDE.

**BUILDING COMMITTEE REPORT**

Building Superintendent's Report:

- Maintenance repaired the chemical dispensing system on the dishwasher for Nutrition Inc.
- Maintenance repaired the waterline valve on the steamer for Nutrition Inc.
- Maintenance installed ¾" conduit, 208-volt, 60 amps fusible disconnect, #4 wire and a 50-amp receptacle for the MiG welder in the Auto Body shop.

**Student Projects as an extension of the curriculum**

- Horticulture class cleaned out the mulch beds in the front of the school. They also put more mulch down in the beds in front of the school.

**SOLICITOR'S REPORT**

Items of Board interest.

**PERSONNEL COMMITTEE REPORT**

Items of Board interest.

**SAFETY COMMITTEE REPORT**

1. Approval is requested for the proposal for security and emergency management consulting services from StoneGate Associates, LLC. (SGA) for the 2025-2026 school year in the amount not to exceed \$5,700.00 as per print out in Board members folders.
2. Approval is requested for the School Safety Report (PCCD) as per print-out in Board Members folders.

**PRACTICAL NURSING REPORT**

Items of Board Interest

**ADMINISTRATIVE DIRECTOR'S REPORT**

1. Approval is requested to upgrade/renew options I-CAR Academy from I-CAR Academy Curriculum for the Auto Body Program for the 2025-2026 school year in the amount of \$2,400.00

**Informational Items:**

- Senior Recognition Graduation Book
- The Department of Labor and Industry has approved our application for Certification Renewal of our Workplace Safety Committee effective June 30, 2025. The renewal of the Safety Committee Certification is granted under Section 1002(b) of the Workers' Compensation Act and entitles the CTC to receive a 5% discount in the workers' compensation rates.

**Student Educational Extension of Curriculum**

Wilkes-Barre Area CTC students completed the 3 Credit Class: "Math in Petroleum and Natural Gas" through Lackawanna College at no cost to the student/school.

Wilkes-Barre Area CTC students completed the 3 Credit Class at Luzerne County Community College Career & Technology Academy credits program at no cost to the student/school.

The Child Care Program participated in the Junior Achievement Program "High School Hero's." Students traveled to Pittston Area Elementary with lesson plans to teach the 3<sup>rd</sup> grade students.

The Child Care program participated in CPR training on May 29, 2025 organized by the School Nurse Ms. Bartuska and Mike Chilada.

Horticulture students participated in a city beautification in Pittston City on May 27 & 28, 2025 along with the instructor, Mr. Albright and Guidance Counselor, Ms. Chittalia.