

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE
June 17, 2024
AGENDA**

5:00 p.m. – Executive Session

5:30 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. Approval of Minutes of May 20, 2024 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. Bufalino
Atty. Wendolowski
 - d. Personnel Committee Report Mr. M. Quinn
 - e. Safety Committee Report Mr. Evans
 - f. Practical Nursing Report. . . . Mr. Quinn
- IX. Administrative Director’s Report. . . . Dr. Guariglia
Administrative Director
- X. Old Business
- XI. New Business
- XII. Communication from Citizens
- XIII. 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 7/01/2024 to 6/30/2025 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 7/1/2024 to 6/30/2025 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 7/01/2024-06/30/2024 at a cost of \$6,603.00.
4. Approval is requested to renew the insurance policies with Joyce Insurance Group effective July 1, 2023 through June 30, 2024 as per print out in Board folders.

Renewal Premium	\$247,015.00
Expiring Premium	\$238,609.00

5. Approval is requested to renew the PASBO Membership Manager for the 2024-2025 year for 1-3 members at a cost of \$400.00.
6. Approval is requested to renew with the Luzerne Intermediate Unit #18 the 2024-2025 NEPA WAN/Internet at a cost of \$8,668.36 (approx.).
7. Approval is requested to renew Skyward Summer 2024 Security and OpenEdge Updates at a cost of \$2,000.00.
8. Approval is requested for the annual renewal of the Baracuda Spam filter updates for the 2024-2025 school year as follows:

Energize	\$1,320.00.00
Instant Replacement	<u>\$ 792.00</u>
Total	\$2,112.00 (approx.)

9. Approval is requested for payment to Ray Wendolowski, Solicitor (Fellerman-Ciarimboli) for legal services from February 1, 2024 through April 30, 2024 in the amount of \$7,836.50.

FINANCE COMMITTEE REPORT CONTINUED

10. Approval is requested for payment to Mark Bufalino, Solicitor (Elliott Greenleaf & Dean) for legal services for April 2024 in the amount of \$170.00.
11. Approval is requested for the Cafeteria Policy for the 2024-2025 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.
12. Approval is requested to amend from the May 20, 2024 meeting to remain in compliance with PDE requirements for the 2024-2025 School Year for cafeteria pricing for Adult Breakfast from \$2.50/meal to \$3.00/meal.
13. Approval is requested to accept the lowest bid from the public opening of all bids on June 17, 2024 at 10:00 a.m. for the school computers.
14. Approval is requested to accept the lowest bid from the public opening of all bids on June 17, 2024 at 10:00 a.m. for the school servers.
15. Approval is requested to pay arbitrator legal fees for Jeffrey Husisian, Esquire (payable to Jane Rigler) in the amount of \$1,752.40. Half (\$876.20) from the WBACTC and half from the WBCTC Education Association.

BUILDING COMMITTEE REPORT

Building Superintendent's Report:

- Maintenance installed a 460 volt/3 phase/30 amp. Circuit for the new shear machine in the machine shop.
- Maintenance installed wheels on the chain link fence gates behind the auto shops.

Student Projects as an extension of the curriculum

- Horticulture students pulled weeds, put down mulch and cut the grass in the front of the building.
- Electrical students installed 2- 120 volt/20 amp. Circuits in the boy's & girl's bathrooms in G hallway. They also installed 2 electric hand dryers in the bathrooms.

Items of Board interest.

PERSONNEL COMMITTEE REPORT

1. Approval is requested to accept the intent to retire from David Namey, Electrical Instructor effective June 30, 2024 with all the benefits in the 2023-2028 collective bargaining agreement.
2. Approval is requested to appoint Anthony Cibello to the position of Assistant Principal Act 93 12-month employee at an annual salary of \$91,000.00. (This is a budgeted position)

PRACTICAL NURSING REPORT

1. Approval is requested for renewal of the Financial Aid contract with Hill Associates for the 2024/2025 school year at a cost of \$40,500.00 same as last year.
2. Approval is requested to appoint Amanda Murphy as a part-time Clinical Instructor/Practical Nursing Program

ADMINISTRATIVE DIRECTOR'S REPORT

1. Approval is requested for the Wilkes-Barre Area CTC Comprehensive School Counseling Program Plan for the 2024-2025 school year as per Board Members folders.
2. Approval is requested for the Second Reading of the "Acceptable Use Policy for School Gym Near Law Enforcement" as per print-out in Board Members folders.
3. Approval is requested to amend the 2024-2025 School Calendar for the last day to be June 4, 2025 as per print-out in Board Members folders.
4. Approval is requested to enter an agreement with the Wilkes-Barre Area School District for a one-year lease at \$1.00 to utilize the former Dodson Elementary school at 80 Jones Street in Wilkes-Barre for the expansion of our 9th grade exploration program: The Wilkes-Barre Area Career and Technical Center School of Career Exploration @ Dodson.
5. Approval is requested to alter the current Memorandum of Understanding between the professional staff and WBACTC Administration to replace Anthony Cibello with John Kozerski for help in Administration only as deemed necessary by the Administrative Director (\$100.00/day). This is a budgeted position.
6. Approval is requested to alter/amend the WBACTC Organizational Chart as outlined in Board Members folders.

ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED**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, 2024. 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.

Thank you

Thank you received for Mr. Joe Ladd and the Graphic Arts students for helping Rice Township Police Department Chief Harry Ehret with printing shirts for the Departments K-9 Unit (Maverick).

Thank you received from the Geisinger Planning Committee to the CTC staff and Dr. Guariglia for participating in the Geisinger Career Paths Showcase. It was an amazing event and gave students the chance to network with all the departments represented and explore their future career paths.

Student Educational Extension of Curriculum

Wilkes-Barre Area CTC students completed the 3 Credit Class: "Math in Petroleum and Natural Gas" through Lackawanna College.

The Health Assistant and Child Care programs participated in CPR training on May 13, 2024 organized by the School Nurse Ms. Bartuska and Mike Chilada.

Five students from Mr. Schoener's Audio Visual class participated in a job shadowing broadcast at WBRE/WYOU on May 15, 2024.

Horticulture students participated in a city beautification in Pittston City on May 30 & 31, 2024 along with the instructor, Mr. Albright and Guidance Counselor, Ms. Chittalia.