

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

**May 20, 2024  
AGENDA**

**4:30 p.m. – Executive Session**

**5:30 p.m. – Public Meeting-J.O.C.**

- |       |  |  |
|-------|--|--|
| 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.    | Appointment of <b>Treasurer</b> effective July 1, 2024 for a one-year term |  |
| VI.   | Approval of Minutes of April 15, 2024 as received by email and postal mail |  |
| VII.  | Communication from Citizens ( <b>agenda items only</b> )                   |  |
| VIII. | Treasurer's Report   | Mr. Atherton                             |
| IX.   | Committee Reports:   |  |
|       | A. Finance Committee Report.   | Mr. Atherton                             |
|       | B. Building Committee Report   | Ms. McCurdy                              |
|       | C. Solicitor's Report  | Atty. Bufalino<br>Atty. Wendolowski      |
|       | D. Personnel Committee Report  | Mr. M. Quinn                             |
|       | E. Safety Committee Report   | Mr. Evans                                |
|       | F. Practical Nursing   | Ms. McCurdy                              |
| X.    | Administrative Director's Report   | Dr. Guariglia<br>Administrative Director |
| XI.   | Old Business   |  |
| XII.  | New Business   |  |
| XIII. | Communication from Citizens  |  |
| XIV.  | Adjournment  |  |

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MAY 20, 2024  
AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested for the Business Manager/Office to forward the proposed 2024-2025 Wilkes-Barre Area Career & Technical Center Budget to all five districts for approval vote.
2. Approval is requested for payment to Elliott Greenleaf for legal services for the time period through March 31, 2024 at a cost of \$238.00.
3. Approval is requested to renew the annual Jamf (cloud) in the amount of \$1,134.00 for one year 6/24/2024 through 6/23/2025.
4. Approval is requested to renew with the IU 13 for the Microsoft EES Agreement year one (1) of a five-year contract to expired 2028-2029 at a cost of \$7,321.30 which is based on the number of employees and students.
5. Approval is requested to renew into Adobe's VIP program for 12 months at \$4.92 per user minimum of 500 users, \$2,460.00 for adobe programs for Graphic Arts, Audio Visual, staff and other selected shops.
6. Approval is requested for payment to Sargent's Court Reporting Service, Johnstown, PA (Mark Bufalino Law) for services rendered on February 12, 2024 with the Wilkes-Barre Area CTC and Wilkes-Barre Area Education Association in the amount of \$3,090.75,
7. Approval is requested to establish the 2024-2025 breakfast and lunch prices as follows:
  - Student Breakfast – Free
  - Student Lunch – Free
  - Adult Breakfast - \$2.50/meal
  - Adult Lunch - \$4.75/meal
  - Ala Carte Prices as per listed in folders.
8. Approval is requested for the proposal from StoneGate Associates, LLC (SGA) for Emergency Management Planning and Security Consulting Services for 2024-2025 in the amount of \$4,600.00.
9. Approval is requested to renew copier lease with Topp Copy for 63 months at \$3,750.60 per month saving \$46.93 a month over the old lease.
10. Approval is requested to add a 50-inch cutter for Graphic Arts to the copier lease with Topp Copy at a cost of \$132.47 per month.
11. Approval is requested to bid for new computers.

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

- Maintenance unblocked a sink in the Cosmetology 2 classroom and the girl's bathroom in G hallway.
- Maintenance unblocked the 6" main sanitary line in G hallway.
- Maintenance disconnected a lathe and a drill press so Lane's Crane could install the new Wysong Shear machine. Then maintenance reinstalled the power for the lathe and drill press.

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

- Horticulture students cleaned the leaves/debris and mulched in front of the building.

**SOLICITOR'S REPORT**

1. Approval is requested for the Collective Bargaining Agreement between the Joint Operating Committee of the Wilkes-Barre Area Career and Technical Center and the Wilkes-Barre Area Career and Technical Center Education Association for September 1, 2023-August 31, 2028.

**PERSONNEL COMMITTEE REPORT**

1. Ratification is requested for approval since the last meeting for Karen Montante, Cosmetology Instructor to attend Aqua Wett Class in South Abington Township from 10:00 a.m. to 5:00 p.m. Cost was \$399.00 registration and mileage according to policy.
2. Approval is requested to enter into summer contracts at the summer rate of pay as follows (**if needed**):
  - a. Mr. Joseph Ladd, Graphic Arts Instructor, 200 hours
  - b. Mr. David Namey, Electrical Instructor, 30 hours
  - c. Mr. Chris Slusser, Warehouse Instructor for Warehousing deliveries, 300 hours
  - d. Capstone Cooperative Ed. Instructor, 300 hours (Dave Vnuk)
  - e. Utilize the custodial substitutes for summer projects, 240 hours total
3. Approval is requested to **reappoint** Eileen Brislin as Special Education Aide, for the 2024-2025 school year, funded through the Special Education funds, at the rate of \$12.00 per hour and ten (10) annual sick days with no other benefits effective August 26, 2024 pending any revisions to the 2024-2025 school calendar.

**PRACTICAL NURSING REPORT**

1. Approval is requested to accept the 2024-2025 Practical Nursing Budget for the fiscal year ending June 30, 2025 as per print out in Board Members folders.
2. Approval is requested to accept the renewal of our ATI Nursing Education Complete Package Contract. This is annual testing software. The contract is valid from July 1, 2024, to June 30, 2027. The total fee per Practical Nursing student is \$2,369 for the entire length of the program (IV levels).
3. Approval is requested for five (5) faculty Pennsylvania Association of Practical Nursing Administrators (PAPNA) conference books at \$28.00 per book totaling \$140.00.

**Informational Items:**

- The Practical Nursing Program will be celebrating the graduation of Class 129 on Friday, May 26<sup>th</sup>. This event will be held at the WBACTC cafetorium. Invitations were distributed as part of the JOC meeting held on April 15<sup>th</sup>.

**ADMINISTRATIVE DIRECTOR'S REPORT**

1. Approval is requested for the First Reading of the "Acceptable Use Policy for School Gym Near Law Enforcement" as per print-out in Board Members folders.
2. Approval is requested to renew the Jones and Bartlett Learning CDX Auto MLR 2E 1 Year High School Preferred Curriculum Solution Tier 2 for the Auto Mechanics Shop at a cost of \$3,595.50 for the 2024-2025 school year.
3. Approval is requested to renew Police One Academy from Lexipol for 60 units at a cost of \$73.13 each for a total of \$4,387.80.
4. Approval is requested to renew the AgEDNet Subscription for one year (9/1/2024—8/31/2025) for the Horticulture Program at a cost of \$465.00.
5. Approval is requested to renew the Diesel Mitchell 1 Medium/Heavy Vehicle Online for twelve (12) months in the amount of \$2,160.00.
6. Approval is requested to renew the Mitchell 1 Vehicle Online for the 2024-2025 school year twelve (12) months in the amount of \$1,589.00 for Auto Mechanics.
7. Approval is requested to renew the Synergis Cad-Learning Portal for the Drafting students at a cost of \$199.00 from Synergis Technologies LCC.

**ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED**

8. Approval is requested to purchase the following books for the Cosmetology I Program from Cengage Learning as follows.

5	Spanish Translated Milady's	\$164.00	\$820.00
5	Spanish Translated Workbook	131.25	656.25
20	Workbook Milady Standard	125.00	2,500.00
<u>Shipping</u>			<u>397.63</u>
<b>Total</b>			<b>\$4,373.88</b>

9. Approval is requested to purchase CUMMINS Engine V5 software for the Diesel program in the amount of \$980.48 from Snap-On Industrial.
10. Approval is requested to purchase for Health Assistant Program from Amazon as follows:

20 Human Anatomy Coloring Book: A Guide to the Human Body \$4.99    **\$99.80**

11. Approval is requested to renew the Cengage/Mindtap, ATP, Pearson, SAM and CIMA from Milady on-line program for all shops. Based on last year the amount would be \$7,770.00 unless enrollment increases for these shops.
12. Approval is requested to purchase S/P2 Heavy-Duty/Diesel for Career Technical Education for the Diesel Shop for student certification in the amount of \$399.00 for one year.
13. Approval is requested to purchase the 2024 International Residential Code—Codes & Standards for the Masonry Program from Contractor Resource at a cost of \$187.00.
14. Approval is requested to purchase Concrete & Masonry Costs with RS Means Data 2024 42<sup>nd</sup> Edition for the Masonry program at a cost of \$340.00 from Amazon Prime.
15. Approval is requested to purchase textbooks from Cengage for the Masonry Program as follows:

30	Residential Constr. Academy:		
	Masonry Brick and Block Construction	122.25	\$3,667.50
60	Workbook-Brick, Masonry and Block	49.50	2,970.00
<u>Shipping</u>			<u>331.88</u>
<b>Total</b>			<b>\$6,969.38</b>

**ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED****Informational Item:**

- **Awards Night will be on May 22, 2024 at 6:30 p.m. All Board Members are invited to attend.**
- Geisinger Career Pathways Showcase presented by Pennsylvania CareerLink was held here at the Wilkes-Barre Area CTC on May 14, 2024 from 10:00 a.m. to 2:00 p.m. showcasing Career Opportunities for our students along with some sending school students such as nursing, respiratory therapy, nursing support, security, nutrition, food services and other departments as per print-out in Board Members folders.

**Student News**

- Culinary Arts students participated in a presentation by Wegman's -Human Resources-Sushi Demo by Erica Hollock on April 22, 2024.
- The Cosmetology I students attended a Color Class at the Mohegan Pennsylvania on April 22, 2024.
- Cosmetology II students conducted volunteer beauty days for the elderly and Nurse's week as follows:

○ April 26, 2024	Allied Services Center	Wilkes-Barre	Elderly Patients
○ May 2, 2024	60 Public Square	Wilkes-Barre	Elderly Patients
○ May 7, 2024	Geisinger Wyoming Valley	Nurse's Week	
○ May 9, 2024	Geisinger South	Nurse's Week	
○ May 14, 2024	Allied Services		Elderly Patients
- On Friday, May 10, 2024 the Horticulture students traveled to Wilkes-Barre City to do planting for a Festival on Main Street. Pictures are in Board Members folders.