

**WILKES BARRE AREA CAREER & TECHNICAL CENTER
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE
NOVEMBER 17, 2025
AGENDA**

**4:30 p.m. Executive Session
Safety Committee**

**5:30 p.m. Board of Education
Public Meeting**

- 1) Call to Order Mrs. Tennesen
- 2) Pledge to the Flag
- 3) Reading of the Pennsylvania Sunshine Act Mrs. Tennesen
- 4) Roll Call Mr. Evans
- 5) Approval of the Minutes of October 20, 2025 as received in the mail and via email.
- 6) Communication from Citizens (agenda items only)
- 7) Treasurer's Reports: Mr. Atherton
 - a. Finance Committee Report Mr. Atherton
 - b. Solicitor's Report Attorney Dean
Attorney Wendolowski
 - c. Building Committee Report Mrs. McCurdy
 - d. Personnel Committee Report Mr. M. Quinn
 - e. Safety Committee Report Mr. Evans
- 8) Practical Nursing Report Mr. M. Quinn
- 9) Administrative Director's Report Dr. Guariglia,
Administrative Director
- 10) Old Business
- 11) New Business
- 12) Communication from Citizens
- 13) Adjournment

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

November 17, 2025

AGENDA

FINANCE COMMITTEE REPORT

1. Approval is requested to renew with NetSupport School Maintenance for 12 months from February 1, 2026 to January 31, 2027 in the amount of \$1,359.65.
2. Approval is requested to pay Ray Wendolowski, Solicitor (Fellerman & Ciarimboli) for legal services rendered from September 3, 2025 through September 30, 2025 in the amount of \$2,967.00.
3. Approval is requested for the energy service with _____ as per quotes received from companies as per hand-outs in Board Members folders.
4. Approval is requested to renew the agreement with Total Grant Services EDU Consult for the year 2025-2026 in the amount of \$2,000.00 per month.

SOLICITOR'S REPORT

Items of Board Interest

BUILDING COMMITTEE REPORT

Building Superintendent's report:

- Maintenance changed 12 emergency light bulbs in the building hallways light fixtures.
- Maintenance changed the electronic heating control valve on the HVAC unit for Graphic Arts.
- Maintenance repaired the chiller. We changed the flow switch on the chiller piping.
- Maintenance changed light bulbs in the light standards for the parking lot and roadways.

PERSONNEL COMMITTEE REPORT

1. Approval is requested for Mr. Phil Rodzon, Carpentry II Instructor and Mr. George Albright, Horticulture Instructor to attend the "35th Annual PHRC Housing Conference" on March 18th & 19th, 2026 at the Penn Stater Hotel & Conference Center in State College. Cost is registration \$400.00/person, accommodations \$120.00 plus tax/night for each. Meals and mileage according to policy.

SAFETY COMMITTEE REPORT

Items of Board Interest

PRACTICAL NURSING REPORT

1. Ratification is requested for approval since the last Board meeting for the Assistant Director, Annie Barsh to attend the State Board of Nursing Orientation Program on October 21, 2025 for newly appointed prelicensure nursing education program directors to review role responsibilities. Reimbursement is requested for meals and mileage according to policy.
2. Approval is requested for the renewal of our membership with the National League for Nursing from January 1, 2026 through December 31, 2026 in the amount of \$1,590.00. The National League for Nursing offers faculty professional development resources.

Informational Items:

The Practical Nursing Program passed its PA-TIP audit.

ADMINISTRATIVE DIRECTOR'S REPORT**Informational Items-Student**

- The Diesel students traveled to ISUZU Commercial Truck of America on October 15, 2025 for the ISUZU 2025 Mock Competition & Job Fair.
- The Horticulture Program traveled to the Mountain Top Little League on October 21, 2025 for a beautification project.
- A group of the SADD students, along with the SADD Advisor Ms. Bartuska attended the Mohegan Sun Pocono Conference Center Student Symposium on Wellbeing on October 21, 2025.
- On October 30, 2025 students from the Culinary Arts programs participating in a presentation by Celia Colucc of the CIA Culinary Institute of America.