

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

**NOVEMBER 20, 2023**

**AGENDA**

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| <p><b>5:00 p.m. Executive Session</b></p> <ul style="list-style-type: none"><li>1) Call to Order</li><li>2) Pledge to the Flag</li><li>3) Reading of the Pennsylvania Sunshine Act</li><li>4) Roll Call</li><li>5) Approval of the Minutes of October 16, 2023 as received in the mail and via email.</li><li>6) Communication from Citizens (agenda items only)</li><li>7) Treasurer's Reports:<ul style="list-style-type: none"><li>a. Finance Committee Report</li><li>b. Solicitor's Report</li><li>c. Building Committee Report</li><li>d. Personnel Committee Report</li></ul></li><li>8) Practical Nursing Report</li><li>9) Administrative Director's Report</li><li>10) Old Business</li><li>11) New Business</li><li>12) Communication from Citizens</li><li>13) Adjournment</li></ul> | <p><b>5:30 p.m. Board of Education<br/>Public Meeting</b></p> <p>Mrs. Tennesen</p> <p>Mrs. Tennesen</p> <p>Mr. Evans</p> <p>Mrs. McCurdy</p> <p>Mrs. McCurdy</p> <p>Attorney Bufalino<br/>Attorney Wendolowski</p> <p>Mrs. McCurdy</p> <p>Mr. M. Quinn</p> <p>Mrs. Tennesen</p> <p>Dr. Guariglia,<br/>Administrative Director</p> |
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**WILKES BARRE AREA CAREER & TECHNICAL CENTER  
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE  
November 20, 2023**

**AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested to renew with NetSupport School Maintenance for 12 months from February 1, 2024 to January 31, 2025 in the amount of \$1,359.65.
2. Approval is requested to award the bid for the 2023 Kioti Tractor with added attachments by Brian Konopinski, Inc. in the amount of \$25,000.00 for the Horticulture Shop through Perkins as per hand-out in Board Members folders

**SOLICITOR'S REPORT**

Items of Board Interest

**BUILDING COMMITTEE REPORT**

Building Superintendent's report:

1. Maintenance replaced the clothes dryer in the Culinary Arts kitchen.
2. Maintenance unblocked the main drain on the clothes washer and sink for the Cosmetology 1 class.
3. Maintenance installed a new metal roof over the bulk salt shed.
4. Maintenance installed 3 machines and ran 208 volt/30 amp. circuits to the machines.

Student Projects as an extension of the curriculum

- Horticulture students clean the leaves along the fence line behind the school and up along the exit road.
- Plumbing shop installed a new sink and drain line in the Masonry shop bathroom.

**PERSONNEL COMMITTEE REPORT**

1. Ratification is requested for approval since the last Board Meeting for Dr. Paul Newhart, Health Assistant Instructor/HOSA Advisor to attend the HOSA Seminar at the Wyndham Lancaster Resort & Convention Center, Lancaster on October 27, 2023. Cost is registration, room \$130.00/night (1 night), meals and mileage according to policy.
2. Approval is requested to appoint Pete Holland, Auto Mechanics Instructor as mentor teacher for Michael Nagy, Auto Mechanics instructor hired in October at \$1,300.00 as per the Professional Employees Collective Bargaining Agreement.
3. Approval is requested to add Erika Reilly, Harvey's Lake to the approved 2023-2024 substitute list with the submission of all required paperwork.
4. Approval is requested to appoint Kyle Evans, Plumbing Instructor as Skills USA Advisor at \$1,300.00 as per the Professional Employees Collective Bargaining Agreement.

**PRACTICAL NURSING REPORT**

1. Ratification is requested for approval since the last Board Meeting to hire Carissa Becker, a part-time Clinical Instructor/Practical Nursing Program for 2023-2024 school year start.
2. Approval is requested for the renewal of our membership with the National League for Nursing from January 1, 2024 through December 31, 2024 at a cost of \$1,545.00. The National League for Nursing offers faculty with professional development resources.

**Informational Items:**

- Practical Nursing Program Class 128 graduated Friday, November 17th. This event was held at the WBACTC cafetorium. Invitations were distributed at the JOC meeting held on October 16th.
- Practical Nursing Program passed their PA-TIP audit.

**ADMINISTRATIVE DIRECTOR'S REPORT**

1. Approval is requested for the agreement between Wilkes-Barre Area CTC and EduConsult for grant acquisitions under terms and agreement of the contract for services of needs as per agreement in Board Members folders.
2. Approval is requested for the Nondiscrimination Policy and Procedure that provides an equal opportunity for all students as per hand-out in Board Members folders.
3. Approval is requested for the Administrative Review for CACFP (Shine Program/Day Meals) as per hand-out in Board Members folders.

**ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED****Informational Items**

- On Thursday, November 2, 2023 students from the seven shops (Masonry, Carpentry I & II, Electrical, HVAC, Horticulture Plumbing) in the Pennsylvania Builders Association participated in the “Adopt-A-Highway” clean-up starting at Westminster Road and back down Jumper Road to end at the school.  
Mr. Rodzon, Carpentry Instructor and Y.E.S. Advisor organized the clean-up.
- On October 26, 2023, the Law Enforcement Students listen to a presentation by PA State Police Trooper Dave Peters, along with three other troopers on the Hill Impact program, a 15-week program for children between the ages of 15 and 18. The program provides teens who are considering a career in law enforcement with insight on what it takes to be a PSP Trooper.
- Cosmetology I students, on October 30, 2023, participated in a presentation by Kayla Weitz on various salon techniques.
- On November 7, 2023 the Auto Body students participated in a presentation by Allegheny Educational Systems, Inc. representative Kyle Lavieri on how to use the new Sim Spray 3D paint sprayer.
- On November 8, 2023 the Culinary Arts program observed a presentation on making tacos with tortillas from scratch by student (Yadira Espinoza’s) family, owners of Loko Chef.
- All shops/classes participated in a pumpkin decorating contest. Each shop a.m. and p.m. had the opportunity to design and build/decorate the pumpkin with materials from their shop program.
- The Law Enforcement students along with Joe Lakkis, Instructor represented the WBACTC in the Wilkes-Barre City Veteran’s Day Parade on Sunday, November 5, 2023.
- Horticulture students planted trees in Wilkes-Barre City to help with the beautification of the curb area in the city on November 9, 2023.
- The Law Enforcement students participated in the Wilkes-Barre City Christmas Parade on Saturday, November 18, 2023.