

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

**OCTOBER 20, 2025**

**AGENDA**

**5:00 p.m. Executive Session**

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

- |       |  |  |
|-------|--|--|
| I.    | Call to Order  | Mrs. Tennesen                            |
| II.   | Pledge to the Flag   |  |
| III.  | Sunshine Act Reading   | Mrs. Tennesen                            |
| IV.   | Roll Call  | Mr. Evans                                |
| V.    | Approval of the Minutes of the Regular Meeting of September 15, 2025 as received via email, in packets and postal service. |  |
| VI.   | Communication from Citizens (Agenda Items Only)  |  |
| VII.  | Treasurer's Reports:   | Mr. Atherton                             |
|       | a. Finance Committee Report  | Mr. Atherton                             |
|       | b. Building Committee Report   | Mrs. McCurdy                             |
|       | c. Solicitor's Report  | Attorney Dean<br>Attorney Wendolowski    |
|       | d. Personnel Committee Report  | Mr. M. Quinn                             |
|       | e. Safety Committee  | Mr. Evans                                |
| VIII. | Practical Nursing Report   | Mr. M. Quinn                             |
| IX.   | Administrative Director's Report   | Dr. Guariglia<br>Administrative Director |
| X.    | Old Business   |  |
| XI.   | New Business   |  |
| XII.  | Communication from Citizens  |  |
| XIII. | Adjournment  |  |

**WILKES BARRE AREA CAREER & TECHNICAL CENTER  
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE  
OCTOBER 20, 2025  
AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested for membership in the 2025-2026 Pennsylvania Cooperative Education Association (PCEA) for David Joyce, Diversified and David Vnuk, Capstone in the amount of \$50.00 each.
2. Approval is requested for payment to Raymond Wendolowski, Solicitor (Fellerman & Ciarimboli) for legal services through August 31, 2025 in the amount of \$7,826.00.
3. Approval is requested to renew the energy service with Mid-Atlantic Energy at a fixed rate of 10.2 for four (4) years commencing November 2025 as per hand-out in Board Members folders.

**BUILDING COMMITTEE REPORT**

- Maintenance repaired the chiller in the back of the school. We changed the water flow valve on the chilled water piping.
- Maintenance changed the metal blade on the plow for the International dump truck.
- Write's Electric installed insulators on the 3 main electrical wires out on the main power pole.
- Maintenance changed the emergency light bulbs in the light fixtures in hallway H and J.
- Horticulture students cleaned the mulch beds in the front of the building.

**SOLICITOR'S REPORT**

Items of Board Interest

**PERSONNEL COMMITTEE REPORT**

1. Approval is requested for a salary grade change for Donna Richmond, Practical Nursing Instructor from Step 7 Column F to Step 7 Column N of the current Professional Employees Collective Bargaining Agreement Salary Schedule.
2. Approval is requested for a salary grade change for Michael Nagy, Instructor from Step 3 Column A to Step 3 Column C of the current Professional Employees Collective Bargaining Agreement Salary Schedule.
3. Approval is requested for a salary grade change for Kenneth Valaitis, Welding Instructor from Step 11 Column B to Step 11 Column E of the current Professional Employees Collective Bargaining Agreement Salary Schedule pending submission of all required paperwork.
4. Approval is requested for a salary grade change for Paul Newhart, Health Assistant Instructor from Step 4 Column A to Step 4 Column N of the current Professional Employees Collective Bargaining Agreement Salary Schedule.

**PERSONNEL COMMITTEE REPORT CONTINUED**

5. Approval is requested for a salary grade change for Joseph DeMuro, Audio Visual Instructor from Step 2 Column B to Step 2 Column F of the current Professional Employees Collective Bargaining Agreement Salary Schedule pending submission of all required paperwork.
6. Approval is requested for Dr. Anthony Guariglia, Director, to attend the Conference on Integrated Learning: The School-to Career Connection on November 5, 6, 7, 2025 at the Penn Stater Hotel and Conference Center. Cost is mileage according to policy.
7. Approval is requested for Michael Nagy, Auto Mechanics Instructor to participate in the NC3 Train-the-Trainer virtual training “ShopKey Pro Levels 1 & 2 and Scanner Diagnostic on February 3<sup>rd</sup>, 5<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, & 11<sup>th</sup>, 2026. Cost is \$1,090.00 for both training events.

**PRACTICAL NURSING REPORT**

1. Ratification is requested for approval since the last Board meeting for Director Gail Holby, and the Assistant Director Annie Barsh to attend the Administrator Day Conference of the Pennsylvania Association of Practical Nursing Administrators (PAPNA) held at State College, PA from 10/16/25 to 10/17/2025. The cost includes a one-night hotel stay of \$149.00, and a registration fee of \$300.00 for the assistant director. Reimbursement is requested for meals and mileage according to policy.
2. Approval is requested to hire Courtney Dolan as part-time Clinical Faculty for the Practical Nursing Program starting in the 2025/2026 school year, pending clearances.
3. Approval is requested to hire Deja Mitchell as part-time Clinical Faculty for the Practical Nursing Program starting in the 2025/2026 school year, pending clearances.
4. Approval is requested to hire Emily Parks as part-time Clinical Faculty for the Practical Nursing Program starting in the 2025/2026 school year, pending clearances.
5. Approval is requested for the annual continuing accreditation fee in the amount of \$3,195.00 for the period January 1, 2026 – December 31, 2026, with ACEN (Accreditation Commission for Education in Nursing).

**Informational Items:**

- The Practical Nursing Program will be celebrating the graduation of Class 132 on Friday, November 14<sup>th</sup>. This event will be held at the WBACTC cafetorium. Invitations will be distributed via email by Mrs. Kim Quinn or by mail for those who do not have an email on file.
- The Practical Nursing Program will be hosting its Fall 2025 Career Fair on Monday, November 3, 2025, from 12:00 P.M. to 1:30 P.M. This event will be held at the Practical Nursing Program. Flyer to be posted to our Facebook page.

**ADMINISTRATIVE DIRECTOR'S REPORT**

1. Approval is requested for the School Model Emergency Operations Plan as per hand-out in Board Members folders.

**Informational Items:**

- The first meeting of the Occupational Advisory Committees for the 2025-2026 school year will be held tonight with a dinner and then break-out meetings in the shop areas at 6:00 p.m.
- The State Board of Cosmetology inspected the Cosmetology Program on September 30, 2025. The students were well prepared for the inspection and programs passed the inspection.

**STUDENT PROJECTS**

- Law Enforcement students traveled to the Bloomsburg Fair daily the week of September 22 through September 26, 2025 as an extension of the curriculum to help with security and the Pennsylvania State Police information tent.

The Horticulture Program participated in the Bloomsburg Fair Competitions and the results are as follows:

All students competed in the Adult Class Level in Floriculture.

<u>Name</u>	<u>Sending School</u>	<u>Placing</u>
Isabella "Nebula" Newhart	Gr. Nanticoke Area	1 <sup>st</sup> Place
Michael Rabe	Wilkes-Barre Area	2 <sup>nd</sup> Place
Ashley Rodriguez	Hanover Area	3 <sup>rd</sup> Place
Lilianna Paglianite	Pittston Area	4 <sup>th</sup> Place
Izabella Miller	Crestwood Area	5 <sup>th</sup> Place
Alexis Lecitshon	Pittston Area	6 <sup>th</sup> Place
Reily Mills	Pittston Area	11 <sup>th</sup> Place

**STUDENT PROJECTS**

On September 30, 2025 students involved in the shops associated with the Pennsylvania Builders Association (Carpentry I & II, Plumbing, Masonry) participated in the Adopt-A-Highway clean-up of Jumper Road.