

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

**September 16, 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 Pennsylvania Sunshine Act | Mrs. Tennesen |
| IV. | Seating of New Member | |
| | Wilkes-Barre Area: | |
| | Arthur Breese | |
| | Appointed to replace/complete Rev. Walker's term expires December 2025 | |
| V. | Roll Call | Mr. Evans |
| VI. | Approval of Minutes of August 19, 2024 as received by email and postal mail | |
| VII. | Communication from Citizens (agenda items only) | |
| 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
Atty. Wendolowski |
| | D. Personnel Committee Report | Mr. M. Quinn |
| | E. Safety Committee Report | Mr. Evans |
| X. | Practical Nursing Report. | Mr. M. Quinn |
| XI. | Administrative Director's Report | Dr. Guariglia |
| XII. | Old Business | |
| XIII. | Communication from Citizens | |
| XIV. | Adjournment | |

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

September 16, 2024

AGENDA

FINANCE COMMITTEE REPORT

1. Approval is requested to renew membership for the International Association of Electrical Inspectors (IAEI) for the Electrical Shop in the amount of \$120.00 for one year which will expire on July 31, 2025.
2. Approval is requested to renew membership affiliation dues in the Pennsylvania FFA Association for the Horticulture Program for the 2024-2025 school year in the amount of \$100.00.
3. Approval is requested to renew the consulting actuary services with Conrad Siegel in the amount of \$5,000.00 as per proposal in Board folders.
4. Approval is requested for membership in the Association of Vocational Teacher's Educating (AVTEC) in Cosmetology for Ms. Karen Montante and Ms. Michelle Oko, Cosmetology Instructors in the amount of \$30.00 each for one year.
5. Approval is requested to pay dues for the Pennsylvania School Boards Association, Inc. as follows:

Standard Membership	\$1,575.00
Policy Maintenance	<u>\$1,250.00</u>
Total	\$2,825.00
6. Approval is requested to renew the National Association of School Resource Officers (NASRO) membership for the 2024-2025 year in the amount of \$50.00.
7. Approval is requested for the Management Advisory Services Agreement between the Wilkes-Barre Area Career & Technical Center and Mark Kneeream and Associates, P. C. a Pennsylvania Professional Corporation due to a retirement at the same cost commencing on November 1, 2024 and continue to October 31, 2026. It is expressly agreed that the parties reserve the right to terminate this agreement following ninety (90) days prior written notice of intent to terminate as per agreement in Board Members folders.

BUILDING COMMITTEE REPORT

Building Superintendent Report:

1. Maintenance replaced the door seal on the Nutrition Inc. walk-in freezer.
2. Maintenance cleaned the evaporator and condensing coils on the reach-in coolers in the Culinary Arts kitchen.
3. Custodians finished waxing the hallway floors throughout the building.
4. Johnson Controls inspected our fire alarm system.

SOLICITOR'S REPORT

Items of Board Interest

PERSONNEL COMMITTEE REPORT

1. Approval is requested to terminate employee #232143 immediately.
2. Approval is requested to **re-appoint/appoint** the student organization advisors for the 2024-2025 school year at a stipend of \$1,300.00 as set in the current Collective Bargaining Agreement and **a monthly report is required to present to the J.O.C. Board of activities/programs** from all club advisors as follows:

<i>Family, Career and Community Leaders of America (FCCLA)</i>	<i>Nicole Barletta</i>
<i>Distributive Education Clubs of America (DECA)</i>	<i>Kate Reynolds</i>
<i>Driver's Certification</i>	<i>George Albright</i>
<i>Future Farmers of America (FFA)</i>	<i>George Albright</i>
<i>Health Occupations Students of America (HOSA)</i>	<i>Dr. Paul Newhart</i>
<i>Skills USA</i>	<i>Kyle Evans</i>
<i>Students Against Destructive Decisions (SADD)</i>	<i>Megan Bartuska</i>
<i>National Technical Honor Society</i>	<i>John Kozerski</i>
<i>Future Business Leaders of America</i>	<i>David Joyce</i>
<i>National Association of Home Builders (NAHB)</i>	<i>Phil Rodzon</i>
<i>YES Program</i>	<i>Phil Rodzon</i>

3. Approval is requested to appoint mentor teachers for the 2024-2025 school year at stipend of \$1,300.00 as per the Collective Bargaining Agreement as follows:
 - a. John Delucca, Electrical Instructor
 - b. Joe DeMuro, Audio Visual Instructor
 - Phil Rodzon, Carpentry II Instructor
 - Dave Joyce, Cooperative Education
4. Approval is requested to appoint _____ as custodian at Step ____ of the Collective Bargaining Agreement effective _____ with the submission of all required paperwork.
5. Approval is requested to meet the incentive requirement of maintaining Keystone Stars status, any WBACTC Child Care Center employee who achieves eight (8) continuous years of satisfactory service at the WBACTC Child Care Center will be offered WBACTC Parent/Child medical insurance, at the current rate.

PRACTICAL NURSING REPORT

1. Approval is requested for updates to the Student Handbook for the 2024-2025 School Year. Changes are related to newly enforced state requirements regarding our clock hours changing from 1601 to 1500 effective July 1, 2024.
2. Approval is requested to hire a part-time Faculty member, Mary Yakobitis for the 2024-2025 School Year pending submission of all required paperwork.

PRACTICAL NURSING REPORT CONTINUED

3. Approval is requested for the hire of Alicia Gustinucci, a part-time Clinical Faculty/Practical Nursing Program starting the 2024/2025 school year pending submission of all required paperwork.
4. Approval is requested for the hire of April Bender, a part-time Clinical Faculty/Practical Nursing Program starting the 2024/2025 school year pending submission of all required paperwork.

ADMINISTRATIVE DIRECTOR'S REPORT

1. Wilkes Barre Area Career & Technical Center received \$534,847.00 from Perkins Funding for the 2024-2025 and request as follows:

ACTION REQUESTED: Motion: *Approval for Administration to submit proposals to PDE for Perkins for the 2025-2026 school year. Funds will be distributed according to agreement of the five participating districts.*

2. Approval is requested to appoint the designated Trustees and the alternates to represent the WBACTC on the Northeast Pennsylvania School Districts Health Trust as follows:

Jennifer Haas, Business/Office Manager, Trustee Administration
Joy Tetak-Adelstein, Business Office Alternate

John Kozerski, Instructor, Trustee Labor Representative
TBA, Instructor

3. Approval is requested for the updated Student Handbook for the 2024-2025 school year as per handout in Board Members folders.
4. Approval is requested for the 2024-2025 Occupational Advisory Committee Members per shop as per print-out in Board Members folders.

Informational Items:

- The Wilkes-Barre Area CTC Operating Budget for the 2024-2025 school year was approved by majority member votes as follows.

<u>School District</u>	<u>For</u>	<u>Against</u>	<u>Absent</u>	<u>Abstain</u>
Crestwood	9	0	0	0
Gr. Nanticoke Area	6	0	3	0
Hanover Area	7	0	2	0
Pittston Area	7	0	2	0
W-B Area	7	0	2	0
Totals	36	0	9	0