

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

**November 20, 2023
MINUTES**

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, November 20, 2023, at 5:30 p.m., in-person and by ZOOM. Mrs. Megan Tennesen, Chairperson, presided and called the meeting to order.

PLEDGE TO THE FLAG

The meeting opened with the Pledge of Allegiance to the Flag.

EXECUTIVE SESSION

Mrs. Tennesen, Chairperson read the following: An executive session was held prior to the regular meeting and reported as follows: Pursuant to the Pennsylvania Sunshine Act, the Chair wishes to announce that at its regular meeting convened for general purposes on November 20, 2023, the Joint Operating Committee of the Wilkes-Barre Area Career & Technical Center went into closed or executive session at 5:00 p.m. and began the public meeting at 5:35 p.m. The subjects discussed in executive session related solely to matters of employee relations, labor negotiations, threatened and/or actual litigation.

ROLL CALL

Mr. Evans, Secretary called the roll. The following members were in attendance:

Stacy Haddix	Crestwood	ZOOM
Lauren McCurdy	Crestwood	
Megan Tennesen	Gr. Nanticoke Area	
Stephen Mahle	Hanover Area	
Martin Quinn	Pittston Area	
Mark Atherton	Wilkes-Barre Area	
Beth Ann Harris	Wilkes-Barre Area	
Ned Evans	Wilkes-Barre Area	
Warren Faust	Wilkes-Barre Area	ZOOM

Absent:

John Adonizio	Pittston Area
Rev. Walker	Wilkes-Barre Area

Others:

Dr. Anthony Guariglia, Administrative Director
Mark Bufalino, Solicitor
Frank Majikes, Principal
Kevin Elmy, Maintenance Supervisor
Chuck Yasinkas, Melone Company
Gail Holby, Practical Nursing Director

APPROVAL OF MINUTES

Mr. Faust moved to accept the minutes of the Meeting of October 16, 2023 as received via email and postal mail; Mr. Atherton seconded and all members present voting “aye” the motion carried.

TREASURER’S REPORT

Mrs. McCurdy, Treasurer presented the Treasurer’s Summary for the month ending October 31, 2023 as follows:

Opening balance for the General Fund as of October 1, 2023 was \$530,174.37 October receipts were \$1,368,185.11, October disbursements were \$1,789,451.79, and the ending balance as of October 31, 2023, was \$108,907.69. Opening balance for the Equipment Reserve Fund was \$14,099.48, receipts were \$61.11 and the ending balance was \$14,160.59. Opening balance for the Miscellaneous Funds was \$368,388.74, receipts were \$168,465.18, disbursements were \$71,773.61, and the ending balance was \$465,080.31. The Student Activities account’s opening balance was \$58,192.62, receipts were \$11,973.83, disbursements were \$24,477.39, and the ending balance was \$45,689.06. Also included in the members’ folders were a list of checks for approval and a list of cash receipts and cash disbursements for the month ended October 31, 2023.

Mrs. McCurdy moved to accept the Treasurer’s Report; Mr. Faust seconded and on a roll call vote the members voted as follows: Ms. Haddix, “yes”; Ms. McCurdy, “yes”; Mr. Evans, “yes”; Mr. Faust, “yes”; Ms. Harris, “yes”; Mr. Atherton, “yes”; Mrs. Tennesen, “yes”; Mr. S. Mahle, “yes”; Mr. M. Quinn, “yes.” The motion was unanimously approved.

FINANCE COMMITTEE REPORT

Mrs. McCurdy, Finance Committee Chairman, reported the following:

1. Approval was recommended 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 was recommended 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.

Mrs. McCurdy moved to accept the Finance Committee Report; Mr. Atherton seconded and on a roll call vote the members voted as follows: Ms. Haddix, “yes”; Ms. McCurdy, “yes”; Mr. S. Mahle, “yes”; Mr. Atherton, “yes”; Mr. Evans, “yes”; Mrs. Tennesen, “yes”; Mr. M. Quinn, “yes”; Mr. Faust, “yes”; Ms. Harris, “yes.” The motion was unanimously approved.

SOLICITOR'S REPORT

Attorney Bufalino stated there was no formal report.

BUILDING COMMITTEE REPORT

Ms. McCurdy, Building Committee Chairman, reported as follows:

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.

Ms. McCurdy moved to accept the Building Committee Report; Mr. M. Quinn seconded and on with all members present voting “aye” the motion was approved.

PERSONNEL COMMITTEE REPORT

Mr. M. Quinn, Personnel Chairman presented the following report:

1. Ratification was recommended 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 was recommended 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 was recommended to add Erika Reilly, Harvey's Lake to the approved 2023-2024 substitute list with the submission of all required paperwork.

PERSONNEL COMMITTEE REPORT CONTINUED

4. Approval was recommended to appoint Kyle Evans, Plumbing Instructor as Skills USA Advisor at \$1,300.00 as per the Professional Employees Collective Bargaining Agreement.

Mr. M. Quinn moved to accept the Personnel Committee Report; Mrs. Harris seconded and on a roll call vote the members voted as follows: Mr. S. Mahle, "yes"; Ms. McCurdy, "yes"; Mr. Atherton, "yes"; Mr. Evans, "yes"; Mr. Faust, "yes"; Mrs. Tennesen, "yes"; Ms. Harris, "yes"; Ms. Haddix, "yes"; Mr. M. Quinn, "yes." Motion was approved.

PRACTICAL NURSING REPORT

Ms. Tennesen Practical Nursing Chairperson, presented the following report:

1. Ratification was recommended 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 was recommended 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 17, 2023. This event was held at the WBACTC cafetorium. Invitations were distributed at the J.O.C. meeting held on October 16, 2023.
- Practical Nursing Program passed their PA-TIP audit.

Ms. McCurdy moved to accept the Practical Nursing Report; Mr. M. Quinn seconded and on a roll call vote the members voted as follows: Mr. Faust, "yes"; Ms. Haddix, "yes"; Mr. Atherton, "yes"; Ms. McCurdy, "yes"; Ms. Harris, "yes"; Mr. S. Mahle, "yes"; Mr. Evans, "yes"; Mrs. Tennesen, "yes"; Mr. M. Quinn, "yes." The motion was approved.

ADMINISTRATIVE DIRECTOR'S REPORT

Dr. Guariglia, Administrative Director reported the following:

1. Approval was recommended 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 was recommended for the Nondiscrimination Policy and Procedure that provides an equal opportunity for all students as per hand-out in Board Members folders.
3. Approval was recommended for the Administrative Review for CACFP (Shine Program/Day Meals) as per hand-out in Board Members folders.

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.

ADMINISTRATIVE DIRECTOR'S REPORT**Informational Items**

- 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.

Mrs. Harris moved to accept the Administrative Director's Report; Mr. Atherton seconded and on a roll call vote the members voted as follows: Mr. Faust, "yes"; Ms. Haddix, "yes"; Mr. Atherton, "yes"; Ms. McCurdy, "yes"; Ms. Harris, "yes"; Mr. S. Mahle, "yes"; Mr. Evans, "yes"; Mrs. Tennesen, "yes"; Mr. M. Quinn, "yes." The motion was approved.

NEW BUSINESS

Mrs. Harris stated that she attended the Wilkes-Barre City Santa Parade and the Law Enforcement kids did a wonderful job, they had the biggest float, they were all professional, it was really nice.

Mr. Faust asked if we can put the Administrative student items on the website so that the public can be aware of what our students are doing here at the Career & Tech.

Dr. Guariglia stated that when we get information from our student projects we do put them on the website.

Mrs. McCurdy congratulated the Culinary Arts program on the fine Thanksgiving Dinner. Whoever ate it, loved it.

Mrs. Tennesen wished all a Happy Thanksgiving.

Dr. Guariglia thanked Ms. Stacy Haddix and Mr. Stephen Mahle for their service on the Board and all the Board Members joined to thanked them and wish them good luck in their next adventure.

ADJOURNMENT

On a motion by Mrs. Harris and seconded by Mr. Faust, the meeting was adjourned.

Secretary