



April 23, 2025

Dr. Anthony Guariglia, Administrative Director
Wilkes-Barre Area Career & Technical Center
PO Box 1699
Wilkes-Barre, PA 18705-0699

RE: National School Lunch Program
Agreement Number: 118-40-860-7

Dear Dr. Guariglia:

The Pennsylvania Department of Education (PDE) is required under Title 7 of the Code of Federal Regulations to do an administrative review of schools and institutions which participate in the National School Lunch and School Breakfast Programs. These reviews are performed under a system called the Administrative Review.

An Administrative Review of the Wilkes-Barre Area Career & Technical Center was performed on February 5, 2025. During the review, PDE examined:

- Financial management, Local School Wellness Policy, and Professional Standards;
- Menus, production records, and completion of a nutrient analysis to ensure that the meals served to students met meal compliance dietary requirements; and
- The meal counting system to ensure that accurate counts of meals were taken at the Point of Service.

At the conclusion of the review, a preliminary exit conference was conducted. At that time, problems found during the review were discussed with you and technical assistance was provided. If problems were found, a Corrective Action Document (CAD) was available on the CN PEARS Review Dashboard following the exit conference. The CAD described the problem(s) and specified what actions were needed to correct them. You were asked to respond to the CAD and inform us of the actions that were taken to correct the problem(s).

Your response to the CAD has been received. The action(s) that you have taken to correct the problem(s) noted during the review are satisfactory and are expected to have fully and permanently corrected the finding(s). If the SFA operates more than one site, findings must be corrected system-wide and corrective action implemented at all participating sites. A copy of the approved CAD is available for review on the CN PEARS Review Dashboard.

I would like to thank you and your staff for the courtesy, cooperation, and professionalism extended during our visit. Keep a copy of this letter for your files. If you have any questions, contact me at 717-772-2386.

Sincerely,

Erin S. Brunner

Erin Brunner, Regional Supervisor
Child Nutrition Program Compliance
Bureau of Food and Nutrition

EB/jp

cc: Mrs. Joy Tetlak-Adelstein, Finance Supervisor
AR Review File