

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

**April 17, 2023**

**AGENDA**

**5:00 p.m. – Executive Session**

**5:30 p.m. – Public Meeting**

- |       |   |   |
|-------|---|---|
| I.    | Call to Order   | Mr. Mahle                                 |
| II.   | Pledge to the Flag  |   |
| III.  | Reading of the Pennsylvania Sunshine Act                                    | Mr. Mahle                                 |
| IV.   | Roll Call   | Mr. Evans                                 |
| V.    | Approval of Minutes of March 21, 2022 as received via email and postal mail |   |
| VI.   | Communication from Citizens (Agenda Items Only)                             |   |
| VII.  | Treasurer's Report  | Mr. M. Quinn                              |
| VIII. | Committee Reports:  |   |
|       | a. Finance Committee Report   | Mr. M. Quinn                              |
|       | b. Building Committee Report  | Ms. McCurdy                               |
|       | c. Solicitor's Report   | Attorney Wendolowski<br>Attorney Bufalino |
|       | d. Personnel Committee Report   | Mr. M. Quinn                              |
| IX.   | Practical Nursing Report  | Ms. Tennesen                              |
| X.    | Administrative Director's Report  | Dr. Guariglia<br>Administrative Director  |
| XI.   | Old Business  |   |
| XII.  | New Business  |   |
| XIII. | Communication from Citizens   |   |
| XIV.  | Adjournment   |   |

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**AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested to award the Food Service Management Contract to \_\_\_\_\_ as per RFP results reported in Board Members folders.
2. Approval is requested to adopt the following Resolution concerning the 2022-2023 school year audit:

**RESOLUTION**

**Therefore, Be It Resolved, that the Business Manager be authorized to make the necessary budgetary transfers in conjunction with close out procedures of the prior fiscal year as a result of the adjustment made by the local auditors for the year ended, and to report said transfers to the Wilkes-Barre Area Career & Technical Center Board of Education-Joint Operating Committee upon completion of the audit.**

**BUILDING COMMITTEE REPORT**

Building Superintendent's Report:

1. Maintenance disconnected the old air-compressor and removed it from the boiler room.
2. Maintenance replaced fluorescent light bulbs throughout the building.
3. Maintenance installed new drop lights/receptacles in the auto-body shop.
4. Electrical students removed an old rusty breaker panel and installed a new breaker panel for the sign down by the traffic light.
5. Masonry students removed the concrete pads that the old air-compressor was sitting on. They also repaired the floor in that same area.

**SOLICITOR'S REPORT**

Items of Board Interest.

**PERSONNEL COMMITTEE REPORT**

1. Approval is requested for Joy Tetlak-Adelstein, Business Office to attend the PASBO Workshop "Elements of Payroll Administration" online course. Cost is \$130.00.

**PRACTICAL NURSING REPORT**

1. Approval is requested for ATI Nursing Education payments 2 and 3 of 4 are due. This is annual testing software, part of the Practical Nursing Budget previously approved by the JOC board. Added to the agenda for reporting finances to the board.
  - a. Cohort 128 (16 students) Level III – payment 3 of 4 – \$7,140.00
  - b. Cohort 127 (14 students) Level IV – payment 4 of 4 – \$6,247.50
2. Approval is requested for three (3) faculty and the Director to attend the annual Pennsylvania Association of Practical Nursing Administrators (PAPNA) Conference held at State College, PA from 5/3/2023 – 5/4/2023. Cost includes hotel stay and registration fee in the amount of \$731.27. Reimbursement requested for meals and mileage according to policy.

**ADMINISTRATIVE DIRECTOR'S REPORT**

1. Approval is requested to apply for the Pennsylvania Department of Education Flexible Instructional Day Program three-year plan.

**Informational Items:**

- **Drafting students** competed in the **36<sup>th</sup> NEPA Annual Bridge Building Contest** on Saturday, March 18, 2023 at North Pocono High School. Students competed for the highest efficiency of their bass wood structures. This is determined by the bridge mass and the total weight the bridge can hold before catastrophic failure occurs. This being said, we had three completed bridges according to a strict-criteria set by NEPA Regional Bridge Committee. All three bridges met all specifications and requirements (This is a good thing). So, the students tested as competition bridges, otherwise they would test as practice bridges. The results were as follows:

4 <sup>th</sup> Place	Dylan Martin	Hanover
9 <sup>th</sup> Place	Abby Gaulsh and Joel Javiers	W-B Area (Team)
12 <sup>th</sup> Place	Andrew Barrett	Pittston Area

- The Horticulture students listened to a presentation by the U.S. Marines on career and educational opportunities.
- Mr. Dave Vnuk organized a presentation by Andrew Capalong, a Geisinger Representative for the Health Assistant students on career opportunities.
- Ms. Jaime Lisman, Culinary Arts Instructor and Ms. Carm Oliveri, Teacher Associate attended a Performance Foods Food Show at the Mohegan Sun Casino on April 3, 2023.
- The Culinary Arts students, organized by Ms. Jaime Lisman, Instructor visited the Culinary Institute of America, in Hyde Park, NY on April 11, 2023 to explore the campus.