

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

**August 19, 2024
AGENDA**

**4:00 p.m. – Executive Session
Safety Committee**

5:30 p.m. – Public Meeting

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| I. | Call to Order | Mrs. Tennesen |
| II. | Pledge to the Flag | |
| III. | Reading of the Sunshine Act | |
| IV. | Roll Call | Mr. Evans |
| V. | Approval of Minutes of the Regular Meeting of June 17, 2024 as received by email and postal service. | |
| VI. | Communication from Citizens (Agenda Items Only) | |
| VII. | Treasurer’s Report | Mr. Atherton |
| VIII. | Committee Reports: | |
| | a. Finance Committee Report | Mr. Atherton |
| | b. Building Committee Report | Ms. McCurdy |
| | c. Solicitor’s Report | Atty. Wendolowski
Atty. Bufalino |
| | d. Personnel Committee Report | Mr. M. Quinn |
| | e. Safety Committee Report | Mr. Evans |
| IX. | Practical Nursing Report | Mr. M. Quinn |
| X. | Administrative Director’s Report | Dr. Guariglia
Administrative Director |
| XI. | Old Business | |
| XII. | New Business | |
| XIII. | Communication from Citizens | |
| XIV. | Adjournment | |

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

August 16, 2024

AGENDA

FINANCE COMMITTEE REPORT

1. Ratification is requested for approval since the last Board Meeting for VSphere VMware 128 licenses From Connection public sector solutions for the 2024-2025 school year in the amount of \$15,979.52.
2. Approval is requested to advance Nutrition Group \$45,806.00 for start-up of the cafeteria for 2024-2025.
3. Approval is requested for small wares purchase for the WBACTC cafeteria in the amount of \$474.00.
4. Approval is requested for small wares purchase for the WBACTC at Dodson Cafeteria for the 2024-2025 School Year in the amount of \$2,926.31.
5. Approval is requested to amend the Food Service Management Contract with the Nutrition Group for July 1, 2024 – June 30, 2025. Year one (1) of the four (4) year RFP. Cost per meal amended to \$3.0873. This includes breakfast service from 7:45 a.m. to 8:30 a.m. and lunch service from 10:30 a.m. to 11:30 a.m. at the WBACTC at Dodson site, 80 Jones Street, Wilkes-Barre, PA.
6. Approval is requested to amend the lease agreement with CVI, Inc. for the school computers approved at the June 17, 2024 meeting in the amount \$379,050.00 to \$421,943.10 with a difference of \$42,893.10 to add the computers for the WBACTC at Dodson School.
7. Approval is requested to renew for one year the Veeam Backup on-site and off-site with CVI for our computers as follows:

Veeam Cloud Offsite back-up solutions:	\$13,440.00 (12) 1,120.00/month
Veeam Standard Support	<u>\$ 6,170.00</u>
Total	\$19,610.00
8. Approval is requested to renew the contract with C K Alarm, Inc., MountainTop in the amount of \$68.00 per month.
9. Approval is requested to renew the subscription for Pennsylvania Principals Association for Mr. Frank Majikes, Principal at a cost of \$595.00 effective August 1, 2024 through July 31, 2025.
10. Approval is requested to renew the dues for the Pennsylvania Association of Career and Technical Administrators (PACTA) for Dr. Guariglia and Mr. Majikes in the amount of \$1,158.00 for the 2024-2025 school year.
11. Approval is requested to renew the contract with Bayada Home Health Care for substitute school nurse as needed at a cost of \$55/hour from July 1, 2024 and will remain in effect until June 30, 2025.
12. Approval is requested for Skyward Software Annual Fee for the cafeteria ID badge software for point of service meal counts for the 2024-2025 school year in the amount of \$1,213.00.
13. Approval is requested for payment to Solicitor, Mark Bufalino (Elliott Greenleaf) in the amount of \$170.00 for legal services through June 30, 2024.

FINANCE COMMITTEE REPORT CONTINUED

14. Approval is requested for the auditing service agreement with Brian T. Kelly, CPA & Associates, LLC, Carbondale, PA for the year ended June 30, 2024 at a cost of \$28,000.00 which will be billed in five (5) monthly payments of \$5,600.00 as per agreement in Board Members folders.
15. Approval is requested for the renewal of Wasp Barcode Technologies for the Warehouse Shop for inventory cloud basic addition in the amount of \$1,705.76.
16. Approval is requested to increase substitute custodial hourly rate to \$18.00/hour.

BUILDING COMMITTEE REPORT**Building Superintendent's Report:**

1. Maintenance changed the filters and greased the bearings on the H.V.A.C. systems.
2. Summer students painted the back room in the Audio/Visual classroom. Maintenance also installed new carpet in that room.
3. Custodians stripped, sealed and wax the classroom and hallway floors.
4. Maintenance installed a new 120-volt, 20 amps. circuit for the new drafting machine.
5. Daiken/McQuay cleaned the condensing coils and checked the operation of the McQuay chiller in the back of the building. This is part of the service contract.

SOLICITOR'S REPORT

Items of Board interest

PERSONNEL COMMITTEE REPORT

1. Approval is requested to appoint _____ as Electrical Instructor at Step ___ Column ___ of the Professional Collective Bargaining Agreement Salary Schedule effective _____ with the submission of all required paperwork.
2. Approval is requested to appoint _____ as Audio Visual Instructor at Step ___ Column ___ of the Professional Collective Bargaining Agreement Salary Schedule effective _____ with the submission of all required paperwork.
3. Approval is requested to appoint _____ as Custodian at Step 1 of the Support Staff Collective Bargaining Agreement effective _____ with the submission of all required paperwork.

PERSONNEL COMMITTEE REPORT CONTINUED

4. Approval is requested for the budgeted reappointments of employees for the 2024-2025 school year for additional assignments as follows:

a. Anthony Cibello	Perkins	\$5,000.00	annual renewal
b. Matthew Piazza	Notary Services	\$1,000.00	annual renewal
c. Brian Fisher (night)	Supplies Distribution/Track	\$1,200.00	annual renewal
d. JOC/Admin. Secretary	Public Relations	\$1,500.00	annual renewal

5. Approval is requested for the substitute employee list for the 2024-2025 school year pending submission of all required paperwork.

Teacher

Paulette Dougal	Shavertown
Cari Machulsky	Dallas
Erika Reilly	Harvey's Lake
Maryanne Toole	Pittston
Shannon Hurley	Bear Creek

Childcare

Maribel Torres	Wilkes-Barre
Justus Simpson	Kingston
Christiana Torres	Wilkes-Barre
Samani Gray	Wilkes-Barre

Custodian

Frank Gattuso	Yatesville
Nicholas Cortes	Dupont
James Guariglia	Pittston

6. Approval is requested for Bill Christian, IT Coordinator and Joe Oliveri, IT to attend the A/CAPA three-day face-to-face fall conference at the Hotel Hershey on November 6,7,8, 2024. Cost is membership (2) \$180.00; registration fees (2) \$740.00; room/board/meals (2) \$2,340.00 for a total of \$3,260.00 and mileage according to policy.

PRACTICAL NURSING REPORT

1. Approval is requested for renewal of the 2-year contract/full support package with ExamSoft Worldwide LLC for \$10,398.20. Service dates are 08/29/2024 to 08/28/2026. ExamSoft is an all-in-one digital platform that provides secure exams and produces actionable data needed to improve learning outcomes, teaching strategies, and the accreditation process.

Informational Items:

- The Practical Nursing Program will be hosting new student orientation for class 132 on Wednesday, August 14th. The first day of class is Monday, August 26th.

ADMINISTRATIVE DIRECTOR'S REPORT

1. Approval is requested for Mr. Ned Evans, Wilkes-Barre Area Representative on the WBACTC Board to attend the 2024 School Leadership Conference on October 6, 7, 8, 2024 at Kalahari Resorts and Conventions. Cost includes full registration (\$599.00) plus room/board for three nights according to policy.
2. Approval is requested for the updated Sexual Harassment Policy for the 2024-2025 school year as per hand-out in Board Members folders.
3. Approval is requested for the 2024-2025 Memorandum of Understanding between the WBACTC and The Bureau of Career and Technical Education (BCTE) TAP Program as per hand-out in Board Members folders.
4. Approval is requested for the Third/Final Reading of the "Acceptable Use Policy for School Gym Near Law Enforcement" as per print-out in Board Members folders.
5. Approval is requested for the "Use of Force Policy/School Police Officer" as per handout in Board Members folders.
6. Approval is requested for the "Active Shooter Response" policy as per handout in Board Members folders.
7. Approval is requested for the "Active Shooter Response Annex" as per handout in Board Members folders.