

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

**August 21, 2023
AGENDA**

5:00 p.m. – Executive Session

5:30 p.m. – Public Meeting

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|-------|--|--|
| I. | Call to Order | Mr. Mahle |
| 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 19, 2023 as received by email and postal service. | |
| VI. | Communication from Citizens (Agenda Items Only) | |
| VII. | Treasurer’s Report | Ms. McCurdy |
| VIII. | Committee Reports: | |
| | a. Finance Committee Report. | Ms. McCurdy |
| | b. Building Committee Report | Ms. McCurdy |
| | c. Solicitor’s Report | Atty. Wendolowski
Atty. Bufalino |
| | d. Personnel Committee Report | Mr. M. Quinn |
| IX. | Practical Nursing Report. | Ms. Tennesen |
| X. | Administrative Director’s Report. | Dr. Guariglia
Administrative Director |
| XI. | Old Business | |
| XII. | New Business | |
| XIII. | Communication from Citizens | |
| XIV. | Adjournment | |

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BOARD OF EDUCATION-JOINT OPERATING COMMITTEE**

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AGENDA

FINANCE COMMITTEE REPORT

1. Ratification is requested for approval since the last Board Meeting to approve the lone bid for the Boiler Tube Replacements from Mechanical Service Company, Pittston in the amount of \$65,525.00.
2. Approval is requested to advance Nutrition Group \$38,459.00 for start-up of the cafeteria for 2023-2024.
3. Approval is requested for small wares purchase for the cafeteria in the amount of \$1,165.75.
4. Approval is requested to establish the 2023-2024 breakfast and lunch prices as follows:

Student Breakfast.....	Free
Student Lunch.....	Free
Adult Breakfast.....	\$ 2.50/meal
Adult Lunch.....	\$ 4.75/meal
Ala Cart Price increase from \$.10 - \$.25 depending on item.	
5. 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:	\$ 1,120.00/month (12)
Veeam Standard Support	<u>\$ 6,020.00</u>
Total	\$19,460.00
6. Approval is requested to renew the contract with C K Alarm, Inc., MountainTop in the amount of \$66.00 per month.
7. 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, 2023 through July 31, 2024.
8. 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 \$858.00 for the 2023-2024 school year.
9. Approval is requested to renew the contract with Bayada Home Health Care for substitute school nurse as needed at a cost of \$52.00/hour from July 1. 2023 and will remain in effect until June 30. 2024.
10. Approval is requested to renew the contract with Maxim Healthcare Services for substitute school nurse as needed at a cost of \$65.00-\$80.00/hour from August 1. 2023 and will remain in effect for the 2023-2024 school year.
11. Approval is requested for Capital Expenditure in the amount of \$8,112.50 for the cafeteria, Barcode Laser Scanner ID badge software/equipment for point of service meal counts.

BUILDING COMMITTEE REPORT

Building Superintendent’s Report:

1. Custodians are stripping, sealing and waxing the floors in the area’s they were assigned.
2. Repaired the tile floor in the Childcare Center yellow room.
3. Repaired the ceiling above the 3-door cooler in the Culinary Arts kitchen.
4. Installed 4 pedicure stations in the Cosmetology 1 & 2 classrooms.
5. Tested the backflow preventer’s and 3 fire hydrants around the school.
6. Installed carpet in the School Nurse’s office.

SOLICITOR’S REPORT

Items of Board interest

PERSONNEL COMMITTEE REPORT

1. Approval is requested for the budgeted reappointments of employees for the 2023-2024 school year for additional assignments as follows:

a. Anthony Cibello	Perkins	\$5,000.00	annual renewal
b. Phil Schoener	Public Relations	\$1,000.00	annual renewal
c. Brian Fisher (night)	Supplies Distribution/Track	\$1,200.00	annual renewal

2. Approval is requested for the substitute employee list for the 2023-2024 school year pending submission of all required paperwork.

Teacher

Paulette Dougal	Shavertown
Cari Machulsky	Dallas

Childcare

Maribel Torres	Wilkes-Barre
Justus Simpson	Kingston
Lisbeth Ruiz	Pittston
Christiana Torres	Wilkes-Barre

Custodian

Frank Gattuso	Yatesville
Jordan Miller	Pittston
Nicholas Cortes	Dupont

3. 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 8, 9 & 10, 2023. Cost is membership (2) \$230.00; registration fees (2) \$730.00; room/board/meals (2) \$1,782.00 and mileage according to policy.

PERSONNEL COMMITTEE REPORT CONTINUED

4. Approval is requested for Mentor Contracts as follows:

- | | | |
|-------------------|------------------|----------------|
| a. Jennifer Mills | Culinary Arts | Chris George |
| b. Kyle Evans | Plumbing | Kenny Valaitis |
| c. Paul Newhart | Health Assistant | Mike Pac |

5. Approval is requested to change the hourly rate for part-time WBACTC Child Care employees as follows:

- Starting Rate year 1: \$15.00
- Starting Rate year 2: \$16.00
- Starting Rate year 3: \$18.00
- Starting Rate year 4: \$21.00

6. Approval is requested to enter into an MOU with the WBACTC Support Staff Union to rename the position of “Network Support Specialist/Programmer/LPN Technology Leader” to “Information Technology Assistant to the IT Director”. In the absence of the IT Director, the Information Technology Assistant to the IT Director will consult with the Administrative Director to help the Joint Operating Committee and Administrative Director make decisions related to WBACTC Networking and Information Technology.

7. Approval is requested to increase the daily teacher substitute rate to \$130.00 per day.

PRACTICAL NURSING REPORT

1. Approval is requested for renewal of Survey Monkey annual subscription in the amount of \$2,700.00. Subscription runs until July 2024.

Informational Items:

- The Practical Nursing Program will be hosting new student orientation for class 130 on Thursday, August 17th. First day of class is Monday, August 28th.

ADMINISTRATIVE DIRECTOR'S REPORT

1. Approval is requested for Mr. Ned Evans, Wilkes-Barre Area Representative on the WBACTC Board to attend the 2022 School Leadership Conference on October 15, 16, 17, 2023 at Kalahari Resorts and Conventions. Cost includes full registration (\$475.00) plus room/board (approx. \$200.00 per night) for two nights according to policy.
2. Approval is requested for the updates to the Student Handbook for the 2023-2024 School Year.
3. Approval is requested for the updated Sexual Harassment Policy for the 2023-2024 school year as per hand-out in Board Members folders.

ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED

Informational Items:

- Received a grant on behalf of Coterra Energy, Commonwealth Charitable Management in the amount of \$63,000.00 to benefit the WBACTC Technology & Arts Program.
- The Wilkes-Barre Area CTC Operating Budget for the 2023-2024 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	8	0	1	0
Gr. Nanticoke Area	8	0	1	0
Hanover Area	7	0	2	0
Pittston Area	9	0	0	0
W-B Area	8	0	1	0
Totals	40	0	5	0

- The school received the program endorsement certificates from the Pennsylvania Builders Association for the following shops:

Carpentry I & II
 Electrical Construction
 Heating/Venting/Air-Conditioning-HVAC
 Masonry
 Plumbing/Pipefitting