

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE
REORGANIZATION MEETING
December 16, 2024**

AGENDA

4:15 p.m.-Safety Committee

4:30 p.m. – Executive Session

5:30 p.m. – Public Meeting

1. Call to OrderMrs. Tennesen

2. Pledge to the Flag

3. Reading of the Pennsylvania Sunshine Act

4. Seating of Members (**pending verification from participating districts**):

Crestwood:

Denise Chaytor-Zugarek
Re-appointed to a 3-year term expires December 2027

Greater Nanticoke Area:

Megan Tennesen
Re-appoint 3-year term expires December 2027

Wilkes-Barre Area:

Beth Anne Harris
Re-appoint to a 3-year term expires December 2027

Ned Evans
Re-appoint to a 3-year term expires December 2027

5. Roll CallMr. Evans

6. Election of Chairperson

7. Election of Vice Chairperson

8. Establish Solicitor’s Fee for 2025

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9. Appointment of a Solicitor/s

10. Approval of Calendar of Meetings for 2025:

**January 27, 2025	May 19, 2025	September 15, 2025
February (no meeting)	June 16, 2025	October 20, 2025
March 17, 2025	July (no meeting)	November 17, 2025
**April 28, 2025	August 18, 2025	December 15, 2025

**Meetings are scheduled for the third Monday of each month at 5:30 p.m. except in January and April, which is the fourth Monday due to a holiday.

11. Approval of Minutes of November 18, 2024 as received via e-mail and postal mail.

12. Communication from Citizens (on agenda items only)

13. Treasurer's Report Mr. Atherton

14. Committee Reports:

A. Finance Committee Report Mr. Atherton

B. Building Committee Report Mrs. McCurdy

C. Solicitor's Report Solicitor/s Elect

D. Personnel Committee Report Mr. M. Quinn

E. Safety Committee Report Mr. Evans

15. Practical Nursing Report Mr. M. Quinn

16. Administrative Director's Report Dr. Guariglia
Administrative Director

17. Old Business

18. New Business

19. Communications from Citizens

20. Adjournment

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

**December 16, 2024
AGENDA**

FINANCE COMMITTEE REPORT

1. Approval is requested to renew the membership for the Pennsylvania Principals Association for Mr. Frank Majikes for the 2024-2025 school year at a cost of \$605.00.

BUILDING COMMITTEE REPORT

Building Superintendent's Report:

- Maintenance cut three (3) dead trees down behind the Horticulture shop.
- Maintenance fixed the leaking drain under the 3 compartments sink in the Nutrition Inc. kitchen. We replaced the old drain pipe with new drain pipe.
- Maintenance replaced the defrost timer and added a refrigerant charge to the refrigeration system for the walk-in freezer.
- Maintenance replaced 14 light bulbs in the roadway and parking lot light standards.

SOLICITOR'S REPORT

Items of Board interest.

PERSONNEL COMMITTEE REPORT

1. Approval is requested to adopt the Early Retirement Incentive for Act 93. Any interested employees must notify Dr. Anthony Guariglia and the Joint Operating Committee in writing by February 14, 2025 as outlined.
2. Approval is requested for Phil Rodzon, Carpentry II Instructor and John DeLucca, Electrical Instructor to attend the 2025 PHRC Housing Conference to be held on March 26, 27, 2025 at the Central Hotel & Conference Center in Harrisburg. Cost is registration \$400.00/person, accommodations \$120.00/night per person, meals and mileage according to policy.

PRACTICAL NURSING REPORT

1. Approval is requested for the Gramm-Leach-Bliley Act (GLBA) Safeguards Policy for Information Security/Technology as per handout in Board Members folders.
2. Approval is requested to accept the letter of intent to retire from employee number 236486, effective October 31, 2025 as per letter in Board members folders.
3. Approval is requested to accept the letter of intent to retire from employee number 374147, effective the last day of the 2024-2025 school year as per letter in Board members folders.

ADMINISTRATIVE DIRECTOR'S REPORT

1. Approval is requested for the HOSA Club to attend the 2025 State Leadership Conference on March 26, 27, 28, 2025 at the Wyndham Lancaster Resort and Convention Center, Lancaster. Cost would be one-night stay for \$2,500.00 (approx.), meals and transportation for 8 students and 2 adult chaperones (Dr. Paul Newhart).

Informational Items:

- The Law Enforcement students participated in the Wilkes-Barre City Christmas Parade on November 23, 2024 and the Plains Santa Parade as representatives for the Wilkes-Barre Area CTC on November 30, 2024.
- On November 22, 2024, the U.S. M.C. representative SSgt. Buck Zachary E. conducted a presentation to the Diesel students on the opportunities available for them.