

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE  
REORGANIZATION MEETING  
December 18, 2023**

**AGENDA**

**4:30 p.m. – Executive Session**

**5:30 p.m. – Public Meeting**

1. Call to Order . . . . .Mrs. Tennesen
2. Pledge to the Flag
3. Reading of the Pennsylvania Sunshine Act
4. Seating of Members (**pending verification from participating districts**):

Crestwood:

Lauren McCurdy  
Re-appoint 3-year term expires December 2026

Denise Chaytor-Zugarek  
Appointed to finish member Stacy Haddix term expires December 2024

Hanover Area:

TBA  
Appoint 3-year term expires December 2026

Pittston Area:

John Adonizio  
Re-appoint 3-year term expires December 2026

Wilkes-Barre Area:

Warren Faust  
Re-appoint to a 3-year term expires December 2026

5. Roll Call Mr. Evans
6. Election of Chairperson
7. Election of Vice Chairperson
8. Establish Solicitor's Fee for 2024

**J. O. C. Agenda December 18, 2023**

**Reorganization**

**Page 2**

9. Appointment of a Solicitor/s

10. Approval of Calendar of Meetings for 2024:

|                       |                   |                    |
|-----------------------|-------------------|--------------------|
| **January 22, 2024    | May 20, 2024      | September 16, 2024 |
| February (no meeting) | June 17, 2024     | October 21, 2024   |
| March 18, 2024        | July (no meeting) | November 18, 2024  |
| April 15, 2024        | August 19, 2024   | December 16, 2024  |

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

11. Approval of Minutes of November 20, 2023 as received via e-mail and postal mail.

12. Communication from Citizens (on agenda items only)

13. Treasurer's Report . . . . . Mrs. McCurdy

14. Committee Reports:

A. Finance Committee Report . . . . . Mrs. McCurdy

B. Building Committee Report . . . . . Mrs. McCurdy

C. Solicitor's Report . . . . . Solicitor/s Elect

D. Personnel Committee Report . . . . . Mr. M. Quinn

15. Practical Nursing Report . . . . . Mrs. Tennesen

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 18, 2023  
AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested for Management Advisory Services between Albert B. Melone Co. and the Wilkes-Barre Area Career & Technical Center. The proposal is for one year as follows:

November 1, 2023 to October 31, 2024      \$83,506.97 = (\$81,074.73 Base x 3%)

2. Approval is requested for payment to Raymond Wendolowski, Solicitor (Fellerman & Ciarimboli) in the amount of \$6,501.00 for legal services rendered from February 2023 through November 2023.
3. Approval is requested to put out for bid for the following foodservice equipment for the Cafeteria:
  - a) (2) Ojeda USA Alpa Open Display Merchandisers
  - b) True Mfg. – General Foodservice Mobile Milk Cooler
  - c) (2) Duke Manufacturing AeroServ™ Cold Pan Units

**BUILDING COMMITTEE REPORT**

Building Superintendent's Report:

- Replaced the drive belt on the kitchen dishwasher exhaust fan.
- Replaced the door closer on the Electrical shop hallway door.
- Electrical students installed 4-120 volt, 20 amps. circuits for the refrigerators and milk coolers going into the Nutrition Inc. side of the kitchen.
- Maintenance removed the 2-door reach-in cooler and replaced it with a new 2 door refrigerator.

**SOLICITOR'S REPORT**

Items of Board interest.

**PERSONNEL COMMITTEE REPORT**

1. Ratification is requested for approval for a salary grade change for Jaymie Shuleski, Auto Body Instructor from Step 5 Column B to Step 5 Column C of the current Professional Employees Collective Bargaining Agreement effective November 9, 2023.
2. Approval is requested for Joe Lakkis, Law Enforcement Instructor to attend the American Red Cross First Aid/CPR Re-certification on December 18, 2023 from 12:00 – 2:00 p.m. Cost is mileage only according to policy.
3. Approval is requested for Phil Rodzon, Carpentry II instructor and Kyle Evans, Plumbing instructor to attend the 2024 PHRC Housing Conference to be held on March 27, 28, 2024 at the Penn Stater Hotel and Convention Center in State College. Cost is registration \$387.00/person, accommodations \$119.00/night per person, meals and mileage according to policy.
4. Motion to accept the six (6) month sabbatical request by Linda Yurkoski, pending the signed MOU, as outlined in executive session and in board members folders".

**PRACTICAL NURSING REPORT**

1. Approval is requested for the hire of Tammy Gola, a part-time Clinical Instructor/Practical Nursing Program for December 2023 start with the submission of all required paperwork.
2. Approval is requested to accept the letter of intent to retire from Sandra Miller, instructor effective with the last instructor day of the 2023-2024 school year as per letter in Board members folders.

**ADMINISTRATIVE DIRECTOR'S REPORT**

1. Approval is requested for the HOSA Club to attend the 2024 State Leadership Conference on March 12, 13, 2024 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).

**ADMINISTRATIVE DIRECTOR'S REPORT****Informational Items:**

- Law Enforcement students along with the instructor traveled to the F.M. Kirby Center of Performing Arts Kids Show on December 1, 2023 to assist with security services as an extension of their curriculum.
- The Law Enforcement students attended the Plains Santa Parade as representatives for the Wilkes-Barre Area CTC on November 25, 2023.
- On November 30, 2023 the Cosmetology II students traveled to Salon Centric in the Gateway Shopping Center to participate in an educational presentation on salon equipment and salon products.
- Culinary Arts students, on December 8, 2023, attended a presentation from Geisinger Wyoming Valley representative and Senior Recruiter Fred Pierantoni on job opportunities in the food service area.
- Cosmetology II students observed a nail demonstration on December 14, 2023 by Jamie Kaskey.
- On December 18, 2023, the Automotive Training Center representative Todd Haires conducted a presentation to the Auto Body, Diesel and Auto Mechanics students on the programs available for them at the facility.