

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

**June 19, 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 Sunshine Act Mr. Mahle
- IV. Roll Call Mr. Evans
- V. Approval of Minutes of May 15, 2023 as received by email and postal service
- 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 . . . . . Atty. Dean  
Atty. Wendolowski
  - 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

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

**June 19, 2023  
AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested to renew the sonic firewall from BlueAlly formerly Virtual Graffiti at a cost of \$9, 621.89 for two (2) years.
2. Approval is requested to renew the VM Ware licensing from Connection Solutions for one year at a cost of \$9,927.09.
3. Approval is requested to renew Skyward Crystal Business Intelligence Maintenance and Crystal Reports for a term of one year 7/01/2023 to 6/30/2024 at a cost of \$1,490.00.
4. Approval is requested to renew Skyward Financial Management Core License, Support Fee Business, True Time License and Business Professional Development License for a one-year term 7/1/2023 to 6/30/2024 at a cost of \$8,990.99.
5. Approval is requested to renew the following annual license fees with Skyward as follows for a one-year term 7/01/2023-06/30/2024:

|   |                   |
|---|-------------------|
| Student Management Annual License Fee           | \$2,454.00        |
| Student Professional Development Center License | 1,568.00          |
| Educator Gradebook Annual License Fee           | 745.00            |
| Food Service Annual License Fee                 | 703.00            |
| Health Records Annual License Fee               | 455.00            |
| LMS/ONE Roster API Annual License Fee           | 240.00            |
| Family & Student Access Annual License Fee      | 184.00            |
| <b>Total</b>                                    | <b>\$6,349.00</b> |

6. Approval is requested to renew the insurance policies with Joyce Insurance Group effective July 1, 2023 through June 30, 2024 as per print out in Board folders.
7. Approval is requested to renew the PASBO Membership Manager for the 2023-2024 year for 1-3 members at a cost of \$400.00.
8. Approval is requested to renew with the Luzerne Intermediate Unit #18 the 2023-2024 NEPA WAN/Internet at a cost of \$8,668.36.
9. Approval is requested for Skyward Tune Up Service for seven (7) data bases at a cost of \$4,830.00.

**FINANCE COMMITTEE REPORT CONTINUED**

10. Approval is requested to renew Skyward Summer 2023 Security and OpenEdge Updates at a cost of \$1,800.00.

11. Approval is requested for the annual renewal of the Baracuda Spam filter updates for the 2022-2023 school year as follows:

|                     |                      |
|---------------------|----------------------|
| Energize            | \$1,320.00.00        |
| Instant Replacement | <u>\$ 792.00</u>     |
| Total               | \$2,112.00 (approx.) |

12. Approval is requested to do an RFP for furnishing and installing 86 tubes to replace deteriorating tubes for the #2 Cleaver Brooks hot water boiler with a hydrotest performance upon completion of the replacements.

13. Approval is requested, per recommendation of the insurance company, for two emergency stops for the two Cleaver Brooks Boilers in the amount of \$5,960.00 as per hand-out in Board Members folders.

14. Approval is requested to renew the service agreement with NRG Controls North, Inc. for 3-years as per hand-out in Board Members folders.

|         |             |
|---------|-------------|
| Year #1 | \$12,940.00 |
| Year #2 | 12,940.00   |
| Year #3 | 13,290.00   |

**BUILDING COMMITTEE REPORT**

Building Superintendent's Report:

- Maintenance replaced the water fountain in the Health Assistance classroom.
- Maintenance repaired the domestic hot water line going to the dishwasher in the culinary arts kitchen.
- Horticulture students cleaned and spread mulch in the front of the building.
- Custodians set up the cafetorium for our students and LPN student graduation.
- Maintenance cleaned the condensers for the 2 freezers and walk-in cooler.

**SOLICITOR'S REPORT**

Items of Board interest.

**PERSONNEL COMMITTEE REPORT**

Items of Board Interest

**PRACTICAL NURSING REPORT**

1. Approval is requested for renewal of the Financial Aid contract with Hill Associates for the 2022/2023 school year at a cost of \$40,500.00 same as last year.
2. Approval is requested to appoint \_\_\_\_\_ as Nursing Instructor at Step \_\_\_\_ Column \_\_\_\_ of the Professional Employees Collective Bargaining Agreement effective August 24, 2024 with the submission of all required documents.
3. Approval is requested to contract with Audacy Operations, Inc. for advertising from June -August as part of the advertising budget for the 2022-2023 school year in the amount of \$6,200.00.

**ADMINISTRATIVE DIRECTOR'S REPORT**

1. Approval is requested for the Capital Outlay Equipment Plan 2023-2024 as per Board Members folders.
2. Approval is requested for the Wilkes-Barre Area CTC Comprehensive School Counseling Program Plan for the 2023-2024 school year as per Board Members folders.
3. Approval is requested for the report from the School Safety and Security Coordinators and School Administrators as per report in Board Members folders.
4. Approval is requested to purchase books from Cengage for the Cosmetology II Program as follows:

|    |                                     |            |                   |
|----|-------------------------------------|------------|-------------------|
| 25 | Theory Workbook for Milady Standard | 52.25 each | \$1,306.25        |
| 22 | Practical Workbook/Milady Standard  | 52.25 each | 1,306.25          |
|    | K12 1 yr. access: CIMA Cosmetology  |            | <u>120.00</u>     |
|    | <b>Total</b>                        |            | <b>\$2,732.50</b> |

5. Approval is requested to purchase books/software from Savvas Learning Company for the Culinary Arts I Program as follows:

|   |  |                 |
|---|--|-----------------|
| 1 | On Cooking -Student Edition  | 79.99           |
| 1 | On Cooking-Teachers Edition  | 84.99           |
|   | Teachers Resource Download   |                 |
| 1 | Introduction to Culinary Arts 4 <sup>th</sup> Edition                    | 79.99           |
| 1 | Teachers Wrap Around Edition Intro Culinary Arts 4 <sup>th</sup> Edition |                 |
|   | <b>Total</b>   | <b>\$244.97</b> |

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

- Senior Recognition Update-Graduation Book
- The Department of Labor and Industry has approved our application for Certification Renewal of our Workplace Safety Committee effective June 30, 2023. The renewal of the Safety Committee Certification is granted under Section 1002(b) of the Workers' Compensation Act.

**Student Educational Extension of Curriculum**

- Cosmetology II students along with their instructor Ms. Oko celebrated Nurse's Week by traveling to Geisinger Wilkes-Barre South and Geisinger Wyoming Valley to pamper nurse's with manicures on May 10<sup>th</sup> & 11<sup>th</sup>.
- The Diversified Co-operative Education 12<sup>th</sup> grade graduate students from Wilkes-Barre Area were celebrated by The Nutrition Group with grant scholarships through the TNG Charities of \$2,700.00 to begin their journey toward college or career trade/vocational school.
  - Elisandro Frias
  - Eniyah Cruz
  - Mayby Suero
  - Shondell Hinton
  - Yameiri Rosario
- The Culinary Arts student experienced educational presentations as follows:

|                      |                    |                    |
|----------------------|--------------------|--------------------|
| May 25 <sup>th</sup> | Kieran's Bakehouse | by Kieran Rinish   |
| May 26 <sup>th</sup> | Minooka Bakery     | by Cassidy Bledsoe |

**Residential Construction Projects**

Skill Games for the new Wilkes-Barre High School Open House  
Picnic Tables for the new Wilkes-Barre High School  
Picnic Tables for Plains Municipal Park  
Portable Pitching Mounds and Batter Helmet storage for WVV Baseball  
Benches and Plaque for Nursing Home to assist Eagle Scout student  
Trail Marker requests for Mountain Top Trail Society  
Wilkes-Barre Fire Department, Fire Safety House repair and rebuild  
Lockers for Plains/Solomon Field House  
Adopt-A-Highway for Jumper Road  
Modify footers and erect steel for Lighted Display Sign at the base of Jumper Road  
Renovations to Nurse's Room to provide a safety area for students needing monitoring  
Storage shed for Ornamental Horticulture  
Classroom sized gazebo for Ornamental Horticulture  
Enclosure for salt pile outside of maintenance garage  
339 cubicle cabinets for the Guidance Office

ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED

Informational Items:

**District 16/31 Little League Baseball Championships**

Mr. Schoener, Audio/Visual Instructor will be heading up producing the District 16/31 Little League Baseball Championships game LIVE on WQMY-TV on Monday July 10<sup>th</sup> from 5:30-to-10:00 pm. We are working with FOX 56 Sports Productions for the game night productions. We have other elements of pre-production we do for the game which I use former students of WBACTC to complete these elements. This provides them with some extra money and valuable experience.

The Ken Pollock Auto Group is our presenting sponsor, they pay the bill for the use of the FOX 56 Production Crew and Truck on game day and the air-time on WQMY-TV. In the past we held a Pre-Production Media Event at some of the Ken Pollock Dealerships, which required use to find spots in the dealerships to set up green screens, lights, camera's etc. This was a challenge because it's a car dealership not a studio.

So, this year, I would like to request the use of the WBACTC facility for our Pre-Production Media Events. My class room studio has everything we need to make this work. I think WBACTC would benefit from hosting the event, great exposure for the school.

- 60 12-year-olds will see and have exposure to WBACTC
- WBACTC have 4 readers during the game promoting WBACTC with the school logo on the screen
- WBACTC will be the SPONSOR for the Meet the Team Element during the game. That gets 4 runs
- Former WBACTC students valuable experience working on this project

**REQUESTED DATES FOR USE OF FACILITY:**

Friday July 7th- 5:30 pm-to-8:30 pm

Saturday July 8th- 9:30am-to-12:30pm

**WHO:**

13-to-15 Little League Players

3 Coaches

4 District 16/31 Staff

3 Production Crew Staff

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23 Total at a time for an hour--then they clear and 23 more in for an hour

**WHAT: Below is what will be produced at WBACTC**

|  |
|--|
| 1. Meet the Team Video Intro (every player)            |
| 2. Team Player Bumps (select players)                  |
| 3. Thank You Bumps for game (select players)           |
| 4. Team Thank You Bump (every player and coaches)      |
| 5. Manager and Player meet with On-Air Game Announcers |

**District 16/31 Little League is a non-for-profit organization.**