

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE
March 20, 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 | Mr. Mahle |
| IV. | Roll Call | Mr. Evans |
| V. | Approval of Minutes of January 23, 2023 as received by email and postal mail | |
| 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 |
| | E. Practical Nursing | Ms. Tennesen |
| IX. | Administrative Director's Report | Dr. Guariglia
Administrative Director |
| X. | Old Business | |
| XI. | New Business | |
| XII. | Communication from Citizens | |
| XIII. | Adjournment | |

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

**March 20, 2023
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FINANCE COMMITTEE REPORT

1. Approval is requested to authorize a transfer from the General Fund into the Capital Reserve Fund for year ended June 30, 2022 in the amount of \$66,558.00 contingent upon the completion of the final audit report from Brian T. Kelly CPA & Associates, LLC.
2. Approval is requested to pay those teachers who request to receive their salary in a lump sum, according to the contract payable in June, 2023.
3. Approval is requested to renew the participation in the PDE's Community Eligibility Program for the 2023-2024 school year. Eligible schools participating in the lunch and breakfast programs may choose to offer free breakfast and lunch to all students in high poverty areas.
4. Approval is requested to enter into service agreement with Doron Precision Systems (DPS), Inc., Binghamton, NY for the school simulators in the amount of \$9,672.00 for a 12-month term commencing on April 1, 2023.
5. Approval is requested for payment for legal services to Raymond Wendolowski (Fellerman & Ciarimboli) in the amount of \$804.50 for services from Nov. 2022 – Jan. 2023.
6. Approval is requested for payment for legal services to Elliott Greenleaf (Kristyn Giarratano) in the amount of \$765.00 through January 31, 2023.
7. Approval is requested for the 2021-2022 audit report as submitted by Brian T. Kelly CPA & Associates, LLC.

BUILDING COMMITTEE REPORT

Building Superintendent's Report:

1. Maintenance installed water fountains in D and G hallway shops.
2. Maintenance repaired the freezer in the Culinary Arts kitchen. We installed a new condensate drain line and new heat tape.
3. Maintenance repaired the 1&2 refrigerator. We leak checked and added a refrigerant charge to the refrigeration system.
4. Maintenance replaced the dish detergent/sanitizer pumps on the Nutrition Inc. dishwasher.
5. Johnson Controls tested our fire alarm system.

BUILDING COMMITTEE REPORT CONTINUED**Student Projects as an extension of shop/class program**

Electrical Students under the direction of their instructor and the maintenance department installed receptacles and replaced cable near the Marketing Shop as per picture handouts in Board members folders.

SOLICITOR'S REPORT

Items of Board Interest.

PERSONNEL COMMITTEE REPORT

1. Ratification is requested for approval since the last Board meeting for Anthony Cibello, HeadStart Instructor to attend Pittston Area IC to review Academic Strategies with Administration on February 1, 2023. No cost.
2. Ratification is requested for approval since the last Board meeting for George Albright, Horticulture Instructor to attend Sponds Turf Conference (pesticide credits) on January 26, 2023 at the Woodlands. Cost is \$65.00 registration plus mileage according to policy.
3. Ratification is requested for approval since the last Board meeting for George Albright, Horticulture Instructor to attend the Turfgrass Council in East Earl, PA on February 2, 2023. Cost is \$95.00 registration and mileage according to policy.
4. Approval is requested for David Joyce, Diversified Co-Op Instructor/FBLA Advisor to attend the FBLA Conference at the Hershey Lodge on April. 17, 18, 19, 2023. No cost to the school.
5. Approval is requested for James Gilbert, Custodian/Support President to attend the PSEA Summer Leadership Conference on July 24-27, 2023 in Gettysburg, PA. No cost to school.
6. Approval is requested for Anthony Cibello and John Kozerski to attend the Perkins Spring Regional Workshop on March 30, 2023 at the Western Montgomery CTC. Cost is mileage only according to policy.

PRACTICAL NURSING REPORT

1. Ratification is requested for approval since the last Board meeting to renew the annual membership for SimpleNursing, for five (5) instructors for a total of \$1,000.00. This item is part of the Practical Nursing Program Budget approved by the JOC Board. Added to the agenda for reporting finances.
2. Approval is requested to renew the student liability insurance, Student Blanket Professional Liability Insurance Program from A.M.B.A. (formerly Mercer Consumer), at a cost of \$2,255.00 for a period of one-year April 1, 2023 -April 1, 2024.
3. Approval is requested for purchase of ATI Nursing Education Complete Partnership Package for Spring 2023 class. Cohort 129 level I payment 1 of 4 in the amount of \$16,957.50 as part of the Nursing Budget annual software testing.

Informational Items:

- The Spring 2023 class start date was Tuesday, March 7, 2023. New student orientation was held Monday, February 27, 2023.

ADMINISTRATIVE DIRECTOR'S REPORT

1. Approval is requested to the 2023-2024 School Calendar as per print-out in the Board Members folders.
2. Approval is requested for the agreement between BCTE Technical Assistance Program (TAP) and the Wilkes-Barre Area CTC for the 2023-2024 School Year as per handout in Board Members folders.
3. Approval is requested for the updated Comprehensive Plan 2022-2025 as per handout in Board Members folders.
4. Approval is requested for the updated Teacher Induction Plan as per handout in Board Members folders.

Informational Items:

- The Annual Occupational Advisory Committee meetings will be held by ZOOM/on-line/phone conferencing from March 20, 2023 through April 1, 2023.
- On January 18, 2023 the WBACTC hosted an Apprenticeship Conference and student assembly to raise awareness in the community of the availability and process to create apprenticeship opportunities.

Informational Items Continued:

- The Warehouse Program, along with the instructor Mr. Slusser will be job shadowing on Wednesdays at the Valley Distributing and Storage to observe all areas of a warehouse.
- Daniella Granahan a Cosmetology I/Pittston student pass the written exam portion of the Pennsylvania Cosmetology and Barber Testing Training Program.

Visits/Speakers/Presentations

- Culinary Arts program observed a baking presentation by John Greskiewicz, King's College Chef on January 20, 2023.
- On January 26, 2023, Timothy Kelly a representative from Lincoln Tech visited the H.V.A.C. Program to discuss educational opportunities along with new techniques.
- Auto Body and Diesel students had a visit from Ronald Cordts a representative on February 3, 2023 from University of Northwestern Ohio to discuss future educational opportunities.
- Ohio Technical College representative Jeff Renwick visit the Diesel students, along with few other programs to discuss educational opportunities on March 2, 2023.
- Jeff Magagna a presentative from Quality Collision presented a course on how to use a plastic welder for the Auto Body Shop on March 1, 2023.
- Cosmetology I students listened to a presentation from Emmanuel Pereyra of Pretty in a Minute on new techniques on March 6, 2023.
- On March 8, 2023 Automotive Training Center (ATC) representative Todd Haires visited the CTC to speak to Auto Body, Diesel and the Auto Mechanics students about education, training and different industry equipment.
- The Cosmetology II students observed a nail demonstration and learned new techniques by Jamie Kaskey on March 15, 2023.
- The Auto Body students, along with the instructor Ms. Jaymie Shuleski were trained on how to operate the new dustless sander by 3M/Colours, Inc. representative Mike Carroll on March 9, 2023.