

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

**March 24, 2025  
AGENDA**

4:30 p.m. – Safety Committee

5:00 p.m. - Executive Session

5:30 p.m. - Board of Education-J.O.C.  
Public Meeting

1) Call to Order . . . . . Mrs. Tennesen

2) Pledge to the Flag

3) Roll Call . . . . . Mr. Evans

4) Approval of Minutes of January 27, 2025 as received via email and postal mail

5) Communication from Citizens on Agenda Items Only

6) Treasurer’s Report . . . . . Mr. Atherton

7) Committee Reports:

a. Finance Committee	Mr. Atherton, Chairperson Mr. M. Quinn Ms. Harris Mr. Breese
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b. Building Committee	Ms. McCurdy, Chairperson Mr. Faust Mr. M. Quinn Mr. Hyder
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c. Solicitor’s Report	Attorney Wendolowski Attorney Bufalino
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d. Personnel Committee Report	Mr. M. Quinn, Chairperson Mr. Evans Mr. Atherton Ms. McCurdy
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**March 24, 2025**

**AGENDA**

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**Committee Reports Continued:**

e. Practical Nursing Report

Mr. M. Quinn, Chairperson  
Mr. Evans  
Mr. Hyder  
Ms. Chaytor-Zugarek

f. Safety Committee

Mr. Evans, Chairperson  
Mr. Faust  
Mr. Breese  
Mr. Adonizio

8) Administrative Director's Report . . . . . Dr. Guariglia  
Administrative Director

9) Old Business

10) New Business

11) Communication from Citizens

12) Adjournment

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

**March 24, 2025  
AGENDA**

**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, 2024 in the amount of \$10,827.00 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, 2025.
3. Approval is requested to renew the participation in the PDE's Community Eligibility Program for the 2025-2026 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 renew the Food Service Management Contract to Nutrition Group for July 1, 2025 – June 30, 2026. Year two (2) or the four (4) year RFP. Cost per meal is \$3.8295 as per hand-out in Board Members folders.
5. Approval is requested to enter into service agreement with Doron Precision Systems (DPS), Inc., Binghamton, NY for the school simulators in the amount of \$9,876.00 for a 12-month term commencing on November 1, 2024 through October 31, 2025.
6. Approval is requested for the 2024-2025 audit report as submitted by Brian T. Kelly CPA & Associates, LLC.

**Informational Item:**

WBACTC received a Supplemental Equipment Grant award in the amount of \$229,803.09.

**BUILDING COMMITTEE REPORT**

1. Building Superintendent's Report:
  - Mechanical Services replaced a rubber vibration eliminator pipe on the heating water loop.
  - Maintenance repaired the urinal and unblocked the toilet in the girls and boy's bathroom down in the Dodson school.
  - Dunmore Roofing repaired roof leaks over the Audio/Visual and Drafting classrooms. This repair was covered under the roof warranty.
  - Maintenance removed the old stick welder and replaced it with a new MiG welder in the Plumbing shop. We also installed a 240 volt- 60 amp. fusible disconnect with a 40 amp. female receptacle.

**SOLICITOR'S REPORT**

Items of Board Interest

**PERSONNEL COMMITTEE REPORT**

1. Ratification is requested for approval since the last meeting for Anthony Ciliberto, Masonry Instructor to attend the Masonry Instructors Association meeting on March 10, 2025 at the Lebanon County CTC, Lebanon, PA. Cost is mileage only according to policy.
2. Approval is requested to accept the intent to retire with the early retirement incentive of employee #1063 as per letter in Board Members folders.
3. Approval is requested to accept the intent to retire with the early retirement incentive of employee #1034 as per letter in Board Members folders.

**PRACTICAL NURSING AND HEALTH CAREERS REPORT**

Items of Board Interest

**ADMINISTRATIVE DIRECTOR'S REPORT**

1. Approval is request for the Second Reading of Three for the Finance Policy No. 626 as follows per hand-out in Board Members folders:  
  
No. 626  
Section: Finances  
Title: Federal Fiscal Compliance
2. Approval is requested for the Comprehensive Plan 2025-2028 as per hand-out in Board Members folders.
3. Approval is requested for the policy titles as per hand-out in Board Members folders.
4. Approval is requested for the 2025-2026 School Calendar as per hand-out in Board Members folders.

**Informational Item**

The Northeast Building Trades Career Fair will be held on Tuesday, April 15, 2025. All are invited to attend.

**ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED****Student Information**

- Masonry students had a presentation by Dana Martini of Superior Clay Products on new products and techniques in the masonry field on February 19, 2025.
- Law Enforcement students had a presentation by Scranton University Police, David Kostiak on the opportunities for students.
- Law Enforcement students represented the WBACTC in the Wilkes-Barre City St. Patrick's Day Parade on March 9, 2025.
- Cosmetology II students traveled to Allied Services Northampton and Meade Street, Wilkes-Barre on March 6<sup>th</sup> and March 13<sup>th</sup> to volunteer services for the patients.
- Diesel students had a presentation by Richard Evans of NGC on March 7, 2025 on opportunities for Co-Op employments.
- Drafting students crossed another bridge to put a close to 2025 NEPA bridge building season. The results are officially calculated and we finished the contest with two official bridges competing.
  - 7th place Dylan Martin
  - 11th place Keira Shyboski
  - DNF- Randy Salas

An award (Plaque) is dedicated in memory to Mr. Thomas Kovell; a long, long-time supporter and advocate of the NEPA bridge contest, structural engineering, and education.

This year I'm proud to announce Keira Shyboski received 3rd place recognized for her Excellence in Architectural Design.