

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

**May 15, 2023
AGENDA**

5:00 p.m. – Executive Session

5:30 p.m. – Public Meeting-J.O.C.

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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. | Appointment of Treasurer effective July 1, 2023 for a one-year term | |
| VI. | Approval of Minutes of April 17, 2023 as received by email and postal mail | |
| VII. | Communication from Citizens (agenda items only) | |
| VIII. | Treasurer's Report | Mr. M. Quinn |
| IX. | 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 | Mrs. 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
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FINANCE COMMITTEE REPORT

1. Approval is requested for the Business Manager/Office to forward the proposed 2023-2024 Wilkes-Barre Area Career & Technical Center Budget to all five districts for approval vote.
2. Approval is requested for payment to Elliott Greenleaf for legal services for the time period through March 31, 2023 at a cost of \$221.00.
3. Approval is requested to renew the annual Jamf (cloud) in the amount of \$1,134.00 for one year 6/24/2023 through 6/23/2024.
4. Approval is requested to renew the Microsoft EES Agreement year 5 of a five-year contract at a cost of \$7,195.40 which is based on the number of employees and students.
5. Approval is requested to renew into Adobe's VIP program for 12 months at \$4.92 per user minimum of 500 users, \$2,460.00 for adobe programs for Graphic Arts, Audio Visual, staff and other selected shops.
6. Approval is requested to establish the 2023-2024 breakfast and lunch prices as follows:

Student Breakfast – Free
Student Lunch – Free
Adult Breakfast - \$2.50/meal
Adult Lunch - \$4.75/meal

BUILDING COMMITTEE REPORT

Building Superintendent's Report:

1. Maintenance repaired the row of parking lot lights by fire hydrants.
2. Maintenance repaired the hot food line in the kitchen. We replaced the thermostat controller and the main on/off switch.
3. Maintenance replaced the water fountain in the Welding Shop and Head-Start area.
4. Maintenance cleaned the condensing coils on the kitchen freezers and refrigerators.
5. Jim S. cut and trimmed the grass on the grounds.
6. Custodians cleaned and sanitized the shops and classrooms.

SOLICITOR'S REPORT

Items of Board Interest.

PERSONNEL COMMITTEE REPORT

1. Approval is requested to enter into summer contracts at the summer rate of pay as follows (**if needed**):
 - a. Mr. Joseph Ladd, Graphic Arts Instructor, 200 hours
 - b. Mr. David Namey, Electrical Instructor, 30 hours
 - c. Mr. Chris Slusser, for Warehousing deliveries, 300 hours
 - d. Capstone Cooperative Ed. Instructor, 300 hours
 - e. Utilize the custodial substitutes for summer projects, 240 hours total
2. Approval is requested to **reappoint** Eileen Brislin as Special Education Aide, for the 2023-2024 school year, funded through the Special Education funds, at the rate of \$12.00 per hour and ten (10) annual sick days with no other benefits effective August 28, 2023 pending any revisions to the 2023-2024 school calendar.

PRACTICAL NURSING REPORT

1. Approval is requested to accept the 2023-2024 Practical Nursing Budget as distributed in members folders for the fiscal year ending June 30, 2024.
2. Approval is requested for testing with Harrington Onsite Drug Testing for the freshman class 129 at a cost of \$1,560.00. There will be a total of 28 students being tested.

Informational Items:

- The Practical Nursing Program will be hosting a Career Fair on Tuesday, May 16th. They are expecting a total of 25 different organizations. Examples of the type of organizations attending are: Hospitals, Nursing and Rehabilitation Centers, Prison, Maternal & Family Health Centers, US Navy, and Universities.
- The Practical Nursing Program will be celebrating the graduation of Class 127 Friday, May 26th. This event will be held at the WBACTC cafetorium. Invitations were distributed at the JOC meeting held on April 17th.

ADMINISTRATIVE DIRECTOR'S REPORT

1. Approval is requested to renew the CDX Auto MLR 2E 1 Year High School Preferred Curriculum Solution Tier 2 for the Auto Mechanics Shop at a cost of \$3,595.50 for the 2023-2024 school year.
2. Approval is requested to renew Police One Academy from Lexipol for 61 units at a cost of \$71.00 each for a total of \$4,331.00.
3. Approval is requested to renew the AgEDNet Subscription for one year (9/1/2023—8/31/2024) for the Horticulture Program at a cost of \$465.00.
4. Approval is requested to renew the Mitchell 1 Medium/Heavy Vehicle Online for twelve (12) months in the amount of \$3,317.00.
5. Approval is requested to purchase the following books for the Cosmetology I Program from Cengage Learning as follows.

20	Milady Standard Workbook	\$119.25		\$2,385.00
			Shipping	238.50
			Total	\$2,623.50

6. Approval is requested to purchase the following books for Law Enforcement from LexisNexis:

25	PA Crimes Code and Vehicle Law Handbook	\$83.00 each	\$2,075.00
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7. Approval is requested to purchase for the Computer Information Technology Program as follows:

23	Discovering Computers: Digital Technology Data	\$156.75	\$3,605.25
1	Instructor's Companion Website		Free
1	Cengage Testing, powered by Cognero		Free
		Shipping	\$360.53
		Total	\$3,965.78

8. Approval is requested to purchase for Health Assistant Program from Amazon as follows:

35	Human Anatomy Coloring Book: a Guide to the Human Body	\$4.99	\$174.65
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9. Approval is requested to renew the Cengage/Mindtap on-line program for all shops.
10. Approval is requested to renew on-line access to teacher resources of ATP and Pearson.

ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED

11. Approval is requested to purchase Marketing DECA 5th Edition for the Marketing Program from Cengage as follows:

10	Marketing DECA 5 th Edition	\$95.00 each	\$950.00
	Plus Teacher edition print/hard copy		
10	Essentials of Marketing Student Edition	\$164.60 each	\$1,646.00
1	Essentials of Marketing Teacher Edition		<u>157.52</u>
	Total		\$2,753.52

12. Approval is requested to purchase textbooks from Cengage for the Electrical Program as follows:

24	Residential Constr. Academy:		
	Electrical Principles 2E Herman	113.25	\$2,718.00
1	WB/LM Residential Construction Academy		
	House Wiring Fletcher	57.75	57.75
24	Residential Construction Academy		
	House Wiring Fletcher	121.50	<u>\$2,916.00</u>
	Shipping		569.18
	Total		\$6,260.93

Informational Item:

- **Awards Night will be on May 16, 2023 at 6:30 p.m. All Board Members are invited to attend**

Student News

- Child Care students participated in a presentation by Zabeen Saeed, Building Blocks on job opportunities and policies on April 14, 2023.
- Culinary Arts students attended the Mohegan Sun Junior Achievement Inspire Career Exploration Event for Career Paths on April 18, 2023.
- Auto Body students participated in a presentation/demonstration by Kyle Lavieri of Allegheny Education System on the 3D Virtual pointing system on April 20, 2023.

ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED

Informational Item:

Student News

- The Cosmetology Programs watch a demonstration by Deann Frazier and Jeni Bokhari from Icon Shears on April 20 & 21, 2023.
- **The Skills USA students participated in the State competition in Hershey on April 12, 13, 14, 2023.**

2nd Place Scarlett Torres – Cosmetology/Crestwood

Kansas Troy – Diesel/Northwest

Jacie Roebuck- Culinary/Wilkes-Barre Area

Sallynn Makavensky -Audio Visual/Greater Nanticoke Area

Carlos Concha -Audio Visual/Old Forge

Khalil Petty- Masonry/Wilkes-Barre Area

William Kucharski -Electrical/Old Forge

- On May 4, 2023 the Child Care Program visited the Building Blocks facility in Wilkes-Barre to tour and observe/participate in the day to day workings of a Child Care Center.