

**WILKES BARRE AREA CAREER & TECHNICAL CENTER  
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE  
NOVEMBER 18, 2024  
AGENDA**

**4:30 p.m. Executive Session  
Safety Committee**

1) Call to Order

2) Pledge to the Flag

3) Reading of the Pennsylvania Sunshine Act

4) New Member

Wilkes-Barre Area: Arthur Breese

Appointed to replace/complete Rev. Walker's term which expires December 2025

5) Roll Call

6) Approval of the Minutes of October 21, 2024 as received in the mail and via email.

7) Communication from Citizens (agenda items only)

8) Treasurer's Reports:

a. Finance Committee Report

b. Solicitor's Report

c. Building Committee Report

d. Personnel Committee Report

e. Safety Committee Report

9) Practical Nursing Report

10) Administrative Director's Report

11) Old Business

12) New Business

13) Communication from Citizens

14) Adjournment

**5:30 p.m. Board of Education  
Public Meeting**

Mrs. Tennesen

Mrs. Tennesen

Mr. Evans

Mr. Atherton

Mr. Atherton

Attorney Bufalino  
Attorney Wendolowski

Mrs. McCurdy

Mr. M. Quinn

Mr. Evans

Mr. M. Quinn

Dr. Guariglia,  
Administrative Director

**WILKES BARRE AREA CAREER & TECHNICAL CENTER  
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE  
November 18, 2024**

**AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested to renew with NetSupport School Maintenance for 12 months from February 1, 2025 to January 31, 2026 in the amount of \$1,359.65.
2. Approval is requested to pay Elliott Greenleaf (Atty Bufalino/Atty Giarratano-Jeckell) for legal services rendered in the amount of \$602.76.

**SOLICITOR'S REPORT**

Items of Board Interest

**BUILDING COMMITTEE REPORT**

Building Superintendent's report:

- Masonry shop repaired the dock behind the warehouse.
- Reading Crane inspected the 3 hoist and 2 cranes in our auto shops.
- Dunmore Roofing repaired the roof over the A/C shop and also over the hallway by the Head-Start computer room.
- TriState McQuay shut down our chiller. They also winterized the chiller.

**Student Projects as an extension of the curriculum**

- The Horticulture shop cleaned the debris from around the old sign in the front of the property. They also decorated around the sign by the traffic light.

**PERSONNEL COMMITTEE REPORT**

1. Ratification is requested for approval since the last meeting for George Albright, Horticulture instructor to attend the Pesticide Conference for required credits on November 7, 2024 in Reading, PA. Cost is mileage only according to policy.
2. Approval is requested to appoint Pete Holland, Auto Mechanics Instructor as mentor teacher year two for Michael Nagy, Auto Mechanics instructor hired in October at \$1,300.00 as per the Professional Employees Collective Bargaining Agreement.
3. Approval is requested for a sabbatical leave for employee #618314 commencing on January 21, 2025 through June 4, 2025 as per request in Board Members folders.

**SAFETY COMMITTEE REPORT**

Items of Board Interest

**PRACTICAL NURSING REPORT**

1. Approval is requested for the renewal of our membership with the National League for Nursing from January 1, 2025, through December 31, 2025, at a cost of \$1,560.00. The National League for Nursing offers faculty professional development resources.
2. Approval is requested to hire Nikita Kraynak as part-time Clinical Faculty for the Practical Nursing Program starting in the 2024/2025 school year, pending clearances.
3. Approval is requested to hire Shaina Habrack as part-time Clinical Faculty for the Practical Nursing Program starting in the 2024/2025 school year, pending clearances.
4. Approval is requested to hire Shannon Talarico as part-time Clinical Faculty for the Practical Nursing Program starting in the 2024/2025 school year, pending clearances.
5. Approval is requested to hire Amanda Sikora as part-time Clinical Faculty for the Practical Nursing Program starting in the 2024/2025 school year, pending clearances.

**Informational Items:**

- Practical Nursing Program Class 130 graduated Friday, November 15th. This event was held at the WBACTC cafetorium. Invitations were distributed to JOC Board members in October.

**ADMINISTRATIVE DIRECTOR'S REPORT**

1. Approval is requested for the engagement letter for Design Feasibility Study between Miller Rosentel Associates, Inc. and the Wilkes-Barre Area Career & Technical Center in the amount of \$12,000.00 effective November 18, 2024.
2. Approval is requested for the Nondiscrimination Policy and Procedure that provides an equal opportunity for all students as per hand-out in Board Members folders.
3. Approval is requested for the Capital Outlay Equipment Plan 2024-2025 (Wishlist) and purchases as per printout in Board Members folders.
4. Approval was recommended for the Administrative Review for School Lunch and School Breakfast Program (NSLP/SBP) as per hand-out in Board Members folders.

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

- The WBACTC was awarded a Security Grant for 2024-2025 for \$70,000. The end date for the money to be spent is 8/31/2025.

**Informational Items-Student**

- On Wednesday, October 2, 2024 students from the six shops (**Masonry, Carpentry I & II, HVAC, Horticulture, Plumbing**) in the Pennsylvania Builders Association participated in the "Adopt-A-Highway" clean-up starting at Westminster Road and back down Jumper Road to end at the school. Mr. Rodzon, Carpentry Instructor and Y.E.S. Advisor organized the clean-up.
- **Cosmetology I** students, on October 01, 2024, participated in a presentation by Chelsea of Icon Scissors.
- On October 10, 2024 the **Culinary Arts** programs observed a presentation by Zachary Whalen, Culinary Institute.
- The **Law Enforcement** students participated in a presentation by PA State Police Trooper Dave Peters on opportunities in the State Police on October 18, 2024.
- On October 24, 2024 and November 14, 2024 the Cosmetology II students, along with the instructor Ms. Oko, volunteered their skills for the patients at the Allied Services Home in Wilkes-Barre.
- The H.V.A.C. students participated in a meet and greet on October 25, 2024 at the Lennox Warehouse in Pittston for potential employees.
- Cosmetology I students, along with the instructor and teacher associate, attended a hair show on October 28, 2024 at the Woodlands Inn and Resort.
- On November 1, 2024 three students from the Health Assistant Program attend a presentation at Wilkes University Nursing Program to learn about continuing education opportunities.
- Horticulture students participated in the annual tree planting in Wilkes-Barre City to help with the beautification of the curb area in the city on November 12, 2024.