

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

September 15, 2025

AGENDA

5:00 p.m. - Executive Session

4:30 p.m. - Safety Committee

5:30 p.m. - Public Meeting

- I. Call to Order Mrs. Tennesen
- II. Pledge to the Flag
- III. Reading of the Pennsylvania Sunshine Act Mrs. Tennesen
- IV. Roll Call Mr. Evans
- V. Approval of Minutes of August 18, 2025 as received by email, packets and postal mail
- VI. Communication from Citizens **(agenda items only)**
- VII. Treasurer's Report Mr. Atherton
- VIII. Committee Reports:
 - A. Finance Committee Report Mr. Atherton
 - B. Building Committee Report Ms. McCurdy
 - C. Solicitor's Report Atty. Dean
Atty. Wendolowski
 - D. Personnel Committee Report Mr. M. Quinn
 - E. Safety Committee Report Mr. Evans
- IX. Practical Nursing Report. Mr. M. Quinn
- X. Administrative Director's Report Dr. Guariglia
- XI. Old Business
- XII. Communication from Citizens
- XIII. Adjournment

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

September 15, 2025

AGENDA

FINANCE COMMITTEE REPORT

1. Approval is requested to renew membership affiliation dues in the Pennsylvania FFA Association for the Horticulture Program for the 2025-2026 school year in the amount of \$200.00.
2. Approval is requested to renew the consulting actuary services with Conrad Siegel in the amount of \$5,000.00 as per proposal in Board folders.
3. Approval is requested for membership in the Association of Vocational Teacher's Educating (AVTEC) in Cosmetology for Ms. Karen Montante and Ms. Michelle Oko, Cosmetology Instructors in the amount of \$35.00 each for one year.
4. Approval is requested to pay dues for the Pennsylvania School Boards Association, Inc. as follows:

Standard Membership	\$1,575.00
Policy Maintenance	<u>\$1,250.00</u>
Total	\$2,825.00
5. Approval is requested to pay Elliott Greenleaf & Dean for legal services through July 31, 2025 in the amount of 663.00.
6. Approval is requested to pay Attorney Raymond Wendolowski, (Fellerman & Ciarimboli) for services from July 1, 2025 through July 31, 2025 in the amount of 3,461.50.
7. Approval is requested to renew the agreement with Tristate HVAC Equipment, LLC for three (3) years from October 1, 2025 through September 30, 2028 as per hand-out in Board Members folders:

1 st Year	\$6,600.00
2 nd Year	\$6,800.00
3 rd Year	\$7,200.00

BUILDING COMMITTEE REPORT

Building Superintendent Report:

- Maintenance replaced the single phase on/off switch on the welder for booth #20 in the Welding Shop.
- Custodians painted several bathrooms throughout the building.
- Summer students pulled weeds and cleaned debris from around the building. They, also, painted the 2 bathrooms in the Culinary Arts kitchen and the School Nurse's Office.
- PP&L repaired the main power lines on Jumper Road and the 3 main lines to the school's power pole. Wright's Electric and Noto Electric repaired the insulators, main wires and fuses on the pole a long side the exit road. This power pole is our responsibility to repair any damage to the pole. This was caused by a dump truck from Geisinger.

SOLICITOR'S REPORT

Items of Board Interest

PERSONNEL COMMITTEE REPORT

1. Approval is requested to **re-appoint/appoint** the student organization advisors for the 2025-2026 school year at a stipend of \$1,450.00 as set in the current Collective Bargaining Agreement and **a monthly report is required to present to the J.O.C. Board of activities/programs** from all club advisors as follows:

<i>Family, Career and Community Leaders of America (FCCLA)</i>	<i>Nicole Barletta</i>
<i>Distributive Education Clubs of America (DECA)</i>	<i>Kate Reynolds</i>
<i>Driver's Certification</i>	<i>George Albright</i>
<i>Future Farmers of America (FFA)</i>	<i>George Albright</i>
<i>Health Occupations Students of America (HOSA)</i>	<i>Dr. Paul Newhart</i>
<i>Skills USA</i>	<i>Kyle Evans</i>
<i>Students Against Destructive Decisions (SADD)</i>	<i>Megan Bartuska</i>
<i>National Technical Honor Society</i>	<i>John Kozerski</i>
<i>Future Business Leaders of America</i>	<i>David Joyce</i>
<i>National Association of Home Builders (NAHB)</i>	<i>Phil Rodzon</i>
<i>YES Program</i>	<i>Phil Rodzon</i>

2. Approval is requested for Joe Lakkis, Law Enforcement Instructor to attend re-certification for baton, handcuffing & pepper spray from October 22, 2025 through October 24, 2025 in Hatfield, PA. Cost is \$900.00 registration, room/board/meals, two nights, \$272.00 and mileage according to policy.

PERSONNEL COMMITTEE REPORT CONTINUED

3. Approval is requested to appoint mentor teachers for the 2025-2026 school year at stipend of \$1,500.00 as per the Collective Bargaining Agreement as follows:

a. John Delucca, Electrical Instructor	Kenny Valaitis, Welding Instructor
b. Joe DeMuro, Audio Visual Instructor	John Kozerski, Guidance
c. Kyle Evans, Plumbing Instructor	Anthony Ciliberto, Masonry Instructor
4. Approval is requested for Karen Montante, Cosmetology Instructor to attend the 2025 PCEA Conference on October 16 & 17, 2025 in State College, PA. Cost is \$280.00 registration, room/board/meals for two nights at \$149.00 and mileage according to policy.
5. Approval is requested to meet the incentive requirement of maintaining Keystone Stars status for the Child Care Center employees who achieve nine (9) or more years of continuous satisfactory service will receive an additional \$5.00 hourly increase and ten (10) sick days per academic year.
6. Approval is requested to appoint _____ to Assistant to the I.T. Director according to the Collective Bargaining Agreement effective September 16, 2025 with the submission of all required paperwork.
7. Approval is requested to appoint _____ to the Accounts Payable Clerk according to the Collective Bargaining Agreement effective _____ with the submission of all required paperwork.

PRACTICAL NURSING REPORT

Items of Board interest

ADMINISTRATIVE DIRECTOR'S REPORT

1. Wilkes Barre Area Career & Technical Center received \$617,524.00 from Perkins Funding for the 2025-2026 and request as follows:

ACTION REQUESTED: Motion: *Approval for Administration to submit proposals to PDE for Perkins for the 2026-2027 school year. Funds will be distributed according to agreement of the five participating districts.*

2. Approval is requested to appoint the designated Trustees and the alternates to represent the WBACTC on the Northeast Pennsylvania School Districts Health Trust as follows:

Jennifer Haas, Business/Office Manager, Trustee Administration
Mathew Piazza, Business Office Alternate

John Kozerski, Instructor, Trustee Labor Representative
Justin Wall, Instructor Alternate

ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED

3. Approval is requested for the updated Student Handbook for the 2025-2026 school year as per the school website www.wbactc.org under student/parent resources.
4. Approval is requested for the 2025-2026 Occupational Advisory Committee Members per shop as per print-out in Board Members folders.