

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

**September 18, 2023  
AGENDA**

**5:00 p.m. - Executive Session**

**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. Seating of New Member:

**Hanover Area**

Mr. Stephen Mahle

Complete Term of Mr. John Mahle, Jr. expires December 2023

- V. Roll Call . . . . . Mr. Evans
- VI. Approval of Minutes of August 21, 2023 as received by email and postal mail
- VII. Communication from Citizens (**agenda items only**)
- VIII. Treasurer's Report . . . . . Mrs. McCurdy
- IX. Committee Reports:
  - A. Finance Committee Report . . . . . Mrs. McCurdy
  - B. Building Committee Report . . . . . Ms. McCurdy
  - C. Solicitor's Report . . . . . Atty. Bufalino  
Atty. Wendolowski
  - D. Personnel Committee Report . . . . . Mr. M. Quinn
- X. Practical Nursing Report. . . . . Ms. Tennesen
- XI. Administrative Director's Report . . . . . Dr. Guariglia
- XII. Old Business
- XIII. New Business
- XIV. Communication from Citizens
- XV. Adjournment

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BOARD OF EDUCATION-JOINT OPERATING COMMITTEE**

**September 18, 2023**

**AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested to renew membership for the International Association of Electrical Inspectors (IAEI) for the Electrical Shop in the amount of \$120.00 for one year which will expire on July 31, 2024.
2. Approval is requested to renew membership affiliation dues in the Pennsylvania FFA Association for the Horticulture Program for the 2023-2024 school year in the amount of \$165.00.
3. 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.
4. 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 \$30.00 each for one year.
5. 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
6. Approval is requested to put out for bid a CS2520 Tractor with 3 attachments, a 48" loader, backhoe and a 60" mid mount mower for the Horticulture Shop approved by Perkins funds.

**BUILDING COMMITTEE REPORT**

**Building Superintendent Report:**

1. Cintas Fire Protection inspected our fire suppression systems in the kitchen and in our Auto Body spray paint booth.
2. TriState McQuay repaired the chiller. They replaced the VFD on the #1 fan.
3. Custodians finished stripping, sealing and waxing the floors in their areas.
4. Maintenance unblocked the garbage disposal drain in the kitchen area.
5. Maintenance and custodians removed the old bending machine in the Welding shop.

**SOLICITOR'S REPORT**

Items of Board Interest

**PERSONNEL COMMITTEE REPORT**

1. Approval is requested to **re-appoint/appoint** the student organization advisors for the 2023-2024 school year at a stipend of \$1,300.00 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>Anthony Ciliberto</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 the Fall/Winter Meetings of the PSEA Board of Directors for David Namey, Electrical Instructor as follows:

September 8, 2023	Board Meeting	Oct. 19-20, 2023	PSEA/Tech Conf.
September 29, 2023	PSEA CTE Dept. Mtg	Oct. 27, 2023	PSEA CTE Dept. Mtg
October 13, 2023	Board Meeting	Nov. 29, 30, Dec. 1.	PSEA Board Mtg

3. Approval is requested for Anthony Cibello, Instructor and John Kozerski, Guidance Counselor to attend the mandatory Perkins Regional Workshop on Oct. 4, 2023 at Johnson College. Cost is mileage only according to policy.
4. Approval is requested to appoint \_\_\_\_\_ as night-shift custodian at Step \_\_\_\_ of the Collective Bargaining Agreement effective \_\_\_\_\_ with the submission of all required paperwork.

**PRACTICAL NURSING REPORT**

1. Approval is requested for the annual accreditation fee in the amount of \$2,975.00 for the period January 1 – December 31, 2024 with ACEN (Accreditation Commission for Education in Nursing).
2. Approval is requested for ATI Nursing Education Complete Packages (testing software) as follows:
  - a. Cohort 128 Level IV – payment 4 of 4 - \$ 7,140.00
  - b. Cohort 129 Level II – payment 2 of 4 – \$10,710.00
  - c. Cohort 130 Level I – payment 1 of 4 – \$17,850.00

**Total: \$35,700.00**

**PRACTICAL NURSING REPORT CONTINUED**

3. Approval is requested to accept the intent to retire from Denise Zacher, Instructor as of December 2, 2023.
4. Approval is requested for Gail Holby to attend the Pennsylvania Association of Practical Nursing Administrators (PAPNA) conference on October 5th, 2023, at the Country Inn & Suites State College, PA. Cost includes registration fee of \$150.00, meals and mileage according to policy.

**ADMINISTRATIVE DIRECTOR'S REPORT**

1. Wilkes Barre Area Career & Technical Center received \$433,201.00 from Perkins Funding for the 2023-2024 and request as follows:

**ACTION REQUESTED: Motion:** *Approval for Administration to submit proposals to PDE for Perkins for the 2024-2025 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  
Joy Tetak-Adelstein, Business Office Alternate

John Kozerski, Instructor, Trustee Labor Representative  
Anthony Cibello, Instructor

3. Resolution in Memorandum of Mr. John Mahle, Jr.
4. Approval is requested for the Occupational Advisory Committee Members per shop as per print-out in Board Members folders.

**Informational Items:**

- Joe Lakkis, Law Enforcement instructor attended an active shooter training program at the F.M. Kirby Center on August 30, 2023 for training of the Law Enforcement Students.