

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

**August 21, 2023**

**MINUTES**

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, August 21, 2023, at 5:30 p.m., at the school. (in person and ZOOM) Mrs. Megan Tennesen, Vice-Chairperson, presided and called the meeting to order.

**PLEDGE TO THE FLAG**

The meeting opened with the Pledge of Allegiance to the Flag.

**MOMENT OF SILENCE**

Moment of Silence was observed for the passing of Board Member Mr. John Mahle.

**EXECUTIVE SESSION**

Mrs. Tennesen stated that an executive session was held prior to the regular meeting and reported as follows: Pursuant to the Pennsylvania Sunshine Act, the chair wishes to announce that its regular meeting convened for general purposes on August 21, 2023, the Joint Operating Committee of the Wilkes-Barre Area Career & Technical Center went into closed or executive session at 5:00 p.m., and began the public meeting at 5:30 p.m. The subjects discussed in executive session related solely to matters of employee relations, labor negotiations, threatened and/or actual litigation.

**ROLL CALL**

Mr. Evans, Secretary, called the roll. The following members were in attendance:

Lauren McCurdy	Crestwood
John Adonizio	Pittston Area
Martin Quinn	Pittston Area
Megan Tennesen	Gr. Nanticoke Area
Ned Evans	Wilkes-Barre Area
Warren Faust	Wilkes-Barre Area (ZOOM)

Absent:

Stacy Haddix	Crestwood
Beth Anne Harris	Wilkes-Barre Area
Mark Atherton	Wilkes-Barre Area
Rev. Shawn Walker	Wilkes-Barre Area

Others:

Anthony Guariglia, Administrative Director  
Mark Bufalino, Esquire (for Solicitors)  
Frank Majikes, Principal  
Chuck Yasinskas, Al Melone Firm  
Kevin Elmy, Building Maintenance Supervisor  
Gail Holby, Nursing Director  
Bill Christian, IT Director

**NOMINATIONS FOR CHAIRPERSON**

Mr. Martin Quinn nominated Mrs. Megan Tennesen; Mr. Ned Evans seconded and on a roll call vote the members voted as follows: Ms. McCurdy, “yes”; Ms. Tennesen, “yes”; Mr. M. Quinn, “yes”; Mr. Adonizio, “yes”; Mr. Faust, “yes”; Mr. Evans, “yes.” Motion passed.

**APPROVAL OF MINUTES**

Mr. Adonizio moved to accept the minutes of June 19, 2023 as received in the mail and via email; Mr. Evans seconded and on a roll call vote with all members present voting, “aye,” the motion was unanimously approved.

**TREASURER’S REPORT**

Ms. McCurdy, Treasurer, presented the Treasurer’s Summary for the months ending June 30, 2023 and July 31, 2023 as follows:

Opening balance for the General Fund as of June 1, 2023, was \$1,053,680.69, June receipts were \$2,828,456.92, June disbursements were \$3,082,142.42, and the ending balance as of June 30, 2023, was \$799,995.19. Opening balance for the Equipment Reserve Fund was \$13,860.95, receipts were \$58.14, disbursements were \$0.0 and the ending balance was \$13,919.09. Opening balance for the Miscellaneous Funds was \$449,033.50, receipts were \$245,284.45, disbursements were \$51,654.42, and the ending balance was \$642,663.53. The Student Activities account opening balance was \$65,975.24, receipts were \$686.90, disbursements were \$250.00, and the ending balance was \$66,412.14. Also included in the members’ folders were a list of checks for approval and a list of cash receipts and cash disbursements for the month ending June 30, 2023.

Opening balance for the General Fund as of July 1, 2023, was \$799,995.19, June receipts were \$1,273,041.55, June disbursements were \$1,746,815.40, and the ending balance as of July 31, 2023, was \$326,221.34. Opening balance for the Equipment Reserve Fund was \$13,919.09, receipts were \$57.37, disbursements were \$0.0 and the ending balance was \$13,976.46. Opening balance for the Miscellaneous Funds was \$642,663.53, receipts were \$582.84, disbursements were \$150,654.75, and the ending balance was \$492,591.62. The Student Activities account opening balance was \$66,412.14, receipts were \$21.79, disbursements were \$1,787.71, and the ending balance was \$64,646.22. Also included in the members’ folders were a list of checks for approval and a list of cash receipts and cash disbursements for the month ending July 31, 2023.

Ms. McCurdy moved to accept the Treasurer’s Report; Mr. Adonizio seconded and on a roll call vote the members voted as follows: Ms. Tennesen, “yes”; Mr. Faust, “yes”; Ms. McCurdy, “yes”; Mr. Evans, “yes”; Mr. Adonizio, “yes”; Mr. M. Quinn, “yes.” The motion was unanimously approved.

**FINANCE COMMITTEE REPORT**

1. Ratification was recommended for approval since the last Board Meeting to approve the lone bid for the Boiler Tube Replacements from Mechanical Service Company, Pittston in the amount of \$65,525.00.
2. Approval was recommended to advance Nutrition Group \$38,459.00 for start-up of the cafeteria for 2023-2024.
3. Approval was recommended for small wares purchase for the cafeteria in the amount of \$1,165.75.
4. Approval was recommended 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
Ala Cart Price increase from \$.10 - \$.25 depending on item.	
5. Approval was recommended to renew for one year the Veeam Backup on-site and off-site with CVI for our computers as follows:
 

Veeam Cloud Offsite back-up solutions:	\$ 1,120.00/month (12)
Veeam Standard Support	<u>\$ 6,020.00</u>
Total	\$19,460.00
6. Approval was recommended to renew the contract with C K Alarm, Inc., MountainTop in the amount of \$66.00 per month.
7. Approval was recommended to renew the subscription for Pennsylvania Principals Association for Mr. Frank Majikes, Principal at a cost of \$595.00 effective August 1, 2023 through July 31, 2024.
8. Approval was recommended to renew the dues for the Pennsylvania Association of Career and Technical Administrators (PACTA) for Dr. Guariglia and Mr. Majikes in the amount of \$858.00 for the 2023-2024 school year.
9. Approval was recommended to renew the contract with Bayada Home Health Care for substitute school nurse as needed at a cost of \$52.00/hour from July 1. 2023 and will remain in effect until June 30. 2024.
10. Approval was recommended to renew the contract with Maxim Healthcare Services for substitute school nurse as needed at a cost of \$65.00-\$80.00/hour from August 1. 2023 and will remain in effect for the 2023-2024 school year.
11. Approval was recommended for Capital Expenditure in the amount of \$8,112.50 for the cafeteria, Barcode Laser Scanner ID badge software/equipment for point of service meal counts.

Ms. McCurdy moved to accept the Finance Committee Report; Mr. Adonizio seconded and on a roll call vote the members voted as follows: Ms. Tennesen, “yes”; Mr. Faust, “yes”; Mr. Evans, “yes”; Ms. McCurdy, “yes”; Mr. Adonizio, “yes”; Mr. M. Quinn, “yes.”  
 The motion passes.

**BUILDING COMMITTEE REPORT**

Ms. McCurdy, Building Committee Chairman, presented the Building Committee Report as follows:

- 1. Building Superintendent’s Report:
  - 1. Custodians are stripping, sealing and waxing the floors in the area’s they were assigned.
  - 2. Repaired the tile floor in the Childcare Center yellow room.
  - 3. Repaired the ceiling above the 3-door cooler in the Culinary Arts kitchen.
  - 4. Installed 4 pedicure stations in the Cosmetology 1 & 2 classrooms.
  - 5. Tested the backflow preventer’s and 3 fire hydrants around the school.
  - 6. Installed carpet in the School Nurse’s office.

Ms. McCurdy moved to accept the Building Committee Report; Mr. Adonizio seconded and on a roll call vote with all members present voting, “aye” the motion was unanimously accepted.

**SOLICITOR’S REPORT**

Mark Bufalino, Esquire stated that other than what was discussed in executive he had no formal report.

**PERSONNEL COMMITTEE REPORT**

Mr. M. Quinn, Personnel Committee Chairman presented the Personnel Committee Report as follows:

- 1. Approval was recommended for the budgeted reappointments of employees for the 2023-2024 school year for additional assignments as follows:
  - a. Anthony Cibello Perkins \$5,000.00 annual renewal
  - b. Phil Schoener Public Relations \$1,000.00 annual renewal
  - c. Brian Fisher (night) Supplies Distribution/Track \$1,200.00 annual renewal
- 2. Approval was recommended for the substitute employee list for the 2023-2024 school year pending submission of all required paperwork.

**Teacher**

Paulette Dougal	Shavertown
Cari Machulsky	Dallas

**Childcare**

Maribel Torres	Wilkes-Barre
Justus Simpson	Kingston
Lisbeth Ruiz	Pittston
Christiana Torres	Wilkes-Barre

**Custodian**

Frank Gattuso	Yatesville
Jordan Miller	Pittston
Nicholas Cortes	Dupont

- 3. Approval was recommended for Bill Christian, IT Coordinator and Joe Oliveri, IT to attend the A/CAPA three-day face-to-face fall conference at the Hotel Hershey on November 8, 9 & 10, 2023. Cost is membership (2) \$230.00; registration fees (2) \$730.00; room/board/meals (2) \$1,782.00 and mileage according to policy.

**PERSONNEL COMMITTEE REPORT CONTINUED**

4. Approval was recommended for Mentor Contracts as follows:

a. Jennifer Mills	Culinary Arts	Chris George
b. Kyle Evans	Plumbing	Kenny Valaitis
c. Paul Newhart	Health Assistant	Mike Pac

5. Approval was recommended to change the hourly rate for part-time WBACTC Child Care employees as follows:

Starting Rate year 1:	\$15.00
Starting Rate year 2:	\$16.00
Starting Rate year 3:	\$18.00
Starting Rate year 4:	\$21.00

6. Approval was recommended to enter into an MOU with the WBACTC Support Staff Union to rename the position of “Network Support Specialist/Programmer/LPN Technology Leader” to “Information Technology Assistant to the IT Director”. In the absence of the IT Director, the Information Technology Assistant to the IT Director will consult with the Administrative Director to help the Joint Operating Committee and Administrative Director make decisions related to WBACTC Networking and Information Technology.

7. Approval was recommended to increase the daily teacher substitute rate to \$130.00 per day.

Mr. M. Quinn moved to accept the Personnel Committee Report; Mr. Adonizio seconded and on a roll call vote the members voted as follows: Mr. Faust, “yes”; Mr. Evans, “yes”; Ms. McCurdy, “yes”; Mr. Adonizio, “yes”; Ms. Tennesen, “yes”; Mr. M. Quinn, “yes.” The motion passed.

**PRACTICAL NURSING REPORT**

Ms. Tennesen, Practical Nursing Chairman, presented the following report:

1. Approval was recommended for renewal of Survey Monkey annual subscription in the amount of \$2,700.00. Subscription runs until July 2024.

**Informational Items:**

- The Practical Nursing Program will be hosting new student orientation for class 130 on Thursday, August 17<sup>th</sup>. First day of class is Monday, August 28<sup>th</sup>.

Ms. Tennesen moved to accept the Practical Nursing Report; Ms. McCurdy seconded and on a roll call vote the members voted as follows: Ms. McCurdy, “yes”; Mr. Faust, “yes”; Mr. Adonizio, “yes”; Mr. M. Quinn, “yes”; Mr. Evans, “yes”; Ms. Tennesen, “yes.” The motion passed.

**ADMINISTRATIVE DIRECTOR'S REPORT**

Dr. Guariglia, Administrative Director; presented the following report:

1. Approval was recommended for Mr. Ned Evans, Wilkes-Barre Area Representative on the WBACTC Board to attend the 2022 School Leadership Conference on October 15, 16, 17, 2023 at Kalahari Resorts and Conventions. Cost includes full registration (\$475.00) plus room/board (approx. \$200.00 per night) for two nights according to policy.
2. Approval was recommended for the updates to the Student Handbook for the 2023-2024 School Year.
3. Approval was recommended for the updated Sexual Harassment Policy for the 2023-2024 school year as per hand-out in Board Members folders.

**Informational Items:**

- Received a grant on behalf of Coterra Energy, Commonwealth Charitable Management in the amount of \$63,000.00 to benefit the WBACTC Technology & Arts Program. Which will be for a Shearer for the Welding Program.
- The Wilkes-Barre Area CTC Operating Budget for the 2023-2024 school year was approved by majority member votes as follows.

<b><u>School District</u></b>	<b><u>For</u></b>	<b><u>Against</u></b>	<b><u>Absent</u></b>	<b><u>Abstain</u></b>
Crestwood	8	0	1	0
Gr. Nanticoke Area	8	0	1	0
Hanover Area	7	0	2	0
Pittston Area	9	0	0	0
W-B Area	8	0	1	0
<b>Totals</b>	<b>40</b>	<b>0</b>	<b>5</b>	<b>0</b>

- The school received the program endorsement certificates from the Pennsylvania Builders Association for the following shops:

Carpentry I & II  
 Electrical Construction  
 Heating/Venting/Air-Conditioning-HVAC  
 Masonry  
 Plumbing/Pipefitting

Mr. Faust: When is the Shearer coming?

Dr. Guariglia: They said in about 12 weeks.

Mr. Faust moved to accept the Administrative Director's Report; Mr. M. Quinn seconded and on a roll call vote the members voted as follows: Ms. McCurdy, "yes"; Mr. Faust, "yes"; Mr. Adonizio, "yes"; Mr. M. Quinn, "yes"; Mr. Evans, "yes"; Ms. Tennesen, "yes."; The motion passed.

**NEW BUSINESS**

Mr. Faust moved to post for a Night-Shift Custodian; Ms. Tennesen seconded and on a roll call the members voted as follows: Mr. Faust, “yes”; Mr. Evans, “yes”; Ms. Tennesen, “yes”; Ms. McCurdy, “yes”; Mr. Adonizio, “yes”; Mr. M. Quinn, “yes.” Motion passed.

**ADJOURNMENT**

On a motion by Mr. Adonizio, seconded by Mr. Evans, the meeting was adjourned.

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Secretary