

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

**REORGANIZATION MEETING
December 16, 2024
MINUTES**

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, December 16, 2024 at 5:30 p.m., at the school. Mrs. Megan Tennesen, Chairperson, presided and called the reorganization meeting to order.

PLEDGE TO THE FLAG

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

EXECUTIVE SESSION

Mrs. Tennesen, Chairperson read the following and 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 at its regular meeting convened for general purposes on December 16, 2024, the Joint Operating Committee of the Wilkes-Barre Area Career & Technical Center went into closed or executive session at 4:30 p.m. and began the public meeting at 5:33 p.m. The subjects discussed in executive session related solely to matters of employee relations, labor negotiations, threatened and/or actual litigation.

SEATING OF MEMBERS

Crestwood:

Denise Chaytor-Zugarek
Re-appointed 3-year term expires December 2027

Greater Nanticoke Area:

Megan Tennesen
Re-appoint 3-year term expires December 2027

Wilkes-Barre Area:

Beth Anne Harris
Re-appoint to a 3-year term expires December 2027

Ned Evans
Re-appoint to a 3-year term expires December 2027

Dr. Guariglia welcomed and congratulated all members.

ROLL CALL

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

Denise Chaytor-Zugarek	Crestwood
Lauren McCurdy	Crestwood
Megan Tennesen	Gr. Nanticoke Area
Jacob Hyder	Hanover Area
John Adonizio	Pittston Area
Martin Quinn	Pittston Area
Ned Evans	Wilkes-Barre Area
Warren Faust	Wilkes-Barre Area
Beth Anne Harris	Wilkes-Barre Area
Absent:	
Arthur Breese	Wilkes-Barre Area
Mark Atherton	Wilkes-Barre Area
Others:	
Anthony Guariglia, Administrative Director	
Mark Bufalino, Esquire Co-Solicitor	
Mark Kneeream, Business Consultant	
William Christian, IT Coordinator	
Frank Majikes, Principal	
Kevin Elmy, Building Super	
Matt Piazza, Business Office	
Gail Holby, PN Director	

ELECTION OF CHAIRPERSON

Attorney Bufalino opened nominations for Chairperson.

Ms. Harris moved to nominate Ms. Megan Tennesen for **Chairperson**;
Ms. McCurdy seconded;

Mr. Adonizio moved to close the nominations; Mr. M. Quinn seconded; And on a roll call vote with all members present voting “aye” the nominations were closed:

And on a roll call vote with all members present voting for **Chairperson** as follows:

Ms. Chaytor-Zugarek, “yes”; Ms. McCurdy, “yes”; Ms. Tennesen, “yes”; Mr. Evans, “yes”;
Mr. Hyder, “yes”; Mr. M. Quinn, “yes”; Ms. Harris, “yes”; Mr. Adonizio, “yes”; Mr. Faust, “yes”;
Motion passes.

All in favor of Ms. Megan Tennesen

ELECTION OF VICE-CHAIRPERSON

Ms. Tennesen opened nominations for **Vice-Chairperson**:

Ms. Harris nominated Ms. Lauren McCurdy for **Vice-Chairperson**; Mr. Adonizio seconded;

Mr. Adonizio moved to **close nominations** for Vice-Chairperson; Mr. M. Quinn seconded;

And on a roll call vote with all members present voting “aye” the nominations for Vice-Chairperson were closed.

And on a roll call vote with all members present voted as follows for **Vice-Chairperson**:

Ms. Chaytor-Zugarek, “yes”; Ms. McCurdy, “yes”; Ms. Tennesen, “yes”; Mr. Evans, “yes”; Mr. Hyder, “yes”; Mr. M. Quinn, “yes”; Ms. Harris, “yes”; Mr. Adonizio, “yes”; Mr. Faust, “yes”; Motion passes.

All in favor of Ms. Lauren McCurdy

SOLICITOR FEE

Ms. McCurdy moved to establish the Solicitor’s fee rate at \$210.00 per hour; Mr. Hyder seconded and on a roll call vote the members voted as follows:

Ms. Chaytor-Zugarek, “yes”; Mr. Hyder, “yes”; Mr. M. Quinn, “yes”; Mr. Faust, “yes”; Ms. Tennesen, “yes”; Ms. McCurdy, “yes”; Mr. Adonizio, “yes”; Ms. Harris, “yes”; Mr. Evans, “yes.”

The motion was unanimously approved.

APPOINTMENT OF A SOLICITOR

Mr. Faust moved to reappoint Mark Bufalino, Esquire and Raymond Wendolowski, Esquire as co-solicitors; Mr. M. Quinn, seconded; and on a roll call vote the members voted as follows:

Ms. Harris, “yes”; Mr. Faust, “yes”; Ms. McCurdy, “yes”; Mr. Evans, “yes”; Ms. Chaytor-Zugarek, “yes”; Mrs. Tennesen, “yes”; Mr. Adonizio, “yes”; Mr. M. Quinn, “yes”; Mr. Hyder, “yes.”

The motion was unanimously approved.

APPROVAL OF CALENDAR OF MEETINGS FOR 2025:

Approval of Calendar of Meetings for 2025:

**January 27, 2025	May 19, 2025	September 15, 2025
February (no meeting)	June 16, 2025	October 20, 2025
March 17, 2025	July (no meeting)	November 17, 2025
**April 28, 2025	August 18, 2025	December 15, 2025

**Meetings are scheduled for the third Monday of each month at 5:30 p.m. except in January and April, which is the fourth Monday due to a holiday.

Ms. McCurdy moved to approve the Calendar of Meetings; Ms. Harris seconded and with all members present voting “aye” the motion for meetings was unanimously approved.

APPROVAL OF MINUTES

Mr. Hyder moved to accept the minutes of November 18, 2024, as received via e-mail and postal mail; Mr. Evans seconded and with all members present voting “aye” the motion was unanimously approved.

TREASURER’S REPORT

In the absence of Mr. Atherton, Treasurer Mr. Hyder presented the Treasurer’s Summary for the month ending November 30, 2024 as follows:

Opening balance for the General Fund as of November 1, 2024 was \$325,612.83, November receipts were \$2,130,018.94, November disbursements were \$1,989,544.44, and the ending balance as of November 30, 2024, was \$466,087.33. Opening balance for the Equipment Reserve Fund was \$14,929.53, receipts were \$61.67 and the ending balance was \$14,991.20. Opening balance for the Miscellaneous Funds was \$130,465.43, receipts were \$364,755.25, disbursements were \$76,649.60, and the ending balance was \$418,571.08. The Student Activities account’s opening balance was \$65,188.92, receipts were \$7,668.76, disbursements were \$6,889.58, and the ending balance was \$65,968.10. 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 ended November 30, 2024.

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

FINANCE COMMITTEE REPORT

In the absence of Mr. Atherton, Mr. Hyder presented the Finance Committee Report as follows:

1. Approval was recommended to renew the membership for the Pennsylvania Principals Association for Mr. Frank Majikes for the 2024-2025 school year at a cost of \$605.00.

Mr. Hyder moved to accept the Finance Committee Report; Ms. Harris seconded and on a roll call vote the members voted as follows: Mr. Hyder, "yes"; Ms. Tennesen, "yes"; Ms. Harris, "yes"; Ms. Chaytor-Zugarek, "yes"; Mr. Faust, "yes"; Ms. McCurdy, "yes"; Mr. Evans, "yes"; Mr. Adonizio, "yes"; Mr. M. Quinn, "yes." The motion was unanimously approved.

BUILDING COMMITTEE REPORT

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

- Maintenance cut three (3) dead trees down behind the Horticulture shop.
- Maintenance fixed the leaking drain under the 3 compartments sink in the Nutrition Inc. kitchen. We replaced the old drain pipe with new drain pipe.
- Maintenance replaced the defrost timer and added a refrigerant charge to the refrigeration system for the walk-in freezer.
- Maintenance replaced 14 light bulbs in the roadway and parking lot light standards.

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.

Mr. Faust stated that the building looks very nice with the lights and decorations; Ms. Tennesen and the rest of the Board agreed.

SOLICITOR'S REPORT

Attorney Bufalino stated that there was no report.

PERSONNEL COMMITTEE REPORT

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

1. Approval was recommended to adopt the Early Retirement Incentive for Act 93. Any interested employees must notify Dr. Anthony Guariglia and the Joint Operating Committee in writing by February 14, 2025 as outlined in Board folders.
2. Approval was recommended for Phil Rodzon, Carpentry II Instructor and John DeLucca, Electrical Instructor to attend the 2025 PHRC Housing Conference to be held on March 26, 27, 2025 at the Central Hotel & Conference Center in Harrisburg. Cost is registration \$400.00/person, accommodations \$120.00/night per person, meals and mileage according to policy.

Mr. M. Quinn moved to accept the Personnel Committee Report; Mr. Faust seconded and on a roll call vote the members voted as follows: Ms. Chaytor-Zugarek, "yes"; Mr. Faust, "yes"; Mr. Evans, "yes"; Ms. Harris, "yes"; Ms. Tennesen, "yes"; Mr. Adonizio, "yes"; Ms. McCurdy, "yes"; Mr. Hyder, "yes"; Mr. M. Quinn, "yes." The motion was approved.

SAFETY COMMITTEE REPORT

The Safety Committee met at 4:15 p.m. Administration gave their report and there are no outstanding issues at this time. The only other discussion was about having a four-wheel vehicle to roam the outside of the building. The next Safety Committee meeting will be at the March meeting.

Mr. Evans moved to accept the Safety Committee Report; Ms. Harris seconded and with all members present voting "aye" the motion passed.

PRACTICAL NURSING REPORT

Mr. M. Quinn, Practical Nursing, Chairperson present the following report:

1. Approval was recommended for the Gramm-Leach-Bliley Act (GLBA) Safeguards Policy for Information Security/Technology as per handout in Board Members folders.
2. Approval was recommended to accept the letter of intent to retire from employee number 236486, effective October 31, 2025 as per letter in Board members folders.
3. Approval was recommended to accept the letter of intent to retire from employee number 374147, effective the last day of the 2024-2025 school year as per letter in Board members folders.

Mr. M. Quinn moved to accept the Practical Nursing Committee Report; Mr. Hyder seconded and on a roll call vote the members voted as follows: Ms. Chaytor-Zugarek, "yes"; Mr. Evans, "yes"; Mr. Faust, "yes"; Ms. Tennesen, "yes"; Mr. Adonizio, "yes"; Ms. McCurdy, "yes"; Ms. Harris, "yes"; Mr. Hyder, "yes"; Mr. M. Quinn, "yes." The motion was approved.

ADMINISTRATIVE DIRECTOR'S REPORT

Dr. Guariglia presented the following report:

1. Approval was recommended for the HOSA Club to attend the 2025 State Leadership Conference on March 26, 27, 28, 2025 at the Wyndham Lancaster Resort and Convention Center, Lancaster. Cost would be one-night stay for \$2,500.00 (approx.), meals and transportation for 8 students and 2 adult chaperones (Dr. Paul Newhart).

Informational Items:

- The Law Enforcement students participated in the Wilkes-Barre City Christmas Parade on November 23, 2024 and the Plains Santa Parade as representatives for the Wilkes-Barre Area CTC on November 30, 2024.
- On November 22, 2024, the U.S. M.C. representative SSgt. Buck Zachary E. conducted a presentation to the Diesel students on the opportunities available for them.

Dr. Guariglia handed out a list of students who participated in the Skills USA Competition at Johnson College and their placement. A full list will be placed in the minutes when the Skills USA Competitions are all completed by the end of January 2025.

Dr. Guariglia stated that we are doing good, Kyle Evans took it over and things are running smooth. Mr. Evans stated, not just because he is my son, that he ask how it going up there or how was your day and Kyle response "great."

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

NEW BUSINESS

Mr. Faust stated that, if it is o.k. with the Board, he would like to continue the Northeast Builders Trades Career Fair on Tuesday, April 15, 2025. If it is o.k. I would like to start planning. The Northeast Builders will donate the gift cards again that the students can win after they hand in the required questionnaire.

Ms. Tennesen and the Board thanked the Horticulture Shop for the poinsettias, whoever takes care of the grounds and Culinary/Nutrition for all the food.

Ms. Tennesen wished everyone a Merry Christmas and Happy/Healthy New Year. All members echoed the same.

ADJOURNMENT

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

Secretary