

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

**REORGANIZATION MEETING
December 18, 2023
MINUTES**

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, December 18, 2023 in person and via ZOOM 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 in person and via ZOOM convened for general purposes on December 18, 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 5:37 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:

Lauren McCurdy
Re-appoint 3-year term expires December 2026

Denise Chaytor-Zugarek
Appointed to finish member Stacy Haddix term expires December 2024

Hanover Area:

Jacob Hyder
Appoint 3-year term expires December 2026

Pittston Area:

John Adonizio
Re-appoint 3-year term expires December 2026

Wilkes-Barre Area:

Warren Faust
Re-appoint to a 3-year term expires December 2026

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

Absent:

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

Others:

Anthony Guariglia, Administrative Director
 Ray Wendolowski, Esquire Co-Solicitor
 Chuck Yasinskas, Al Melone Firm
 William Christian, IT Coordinator
 Frank Majikes, Principal

ELECTION OF CHAIRPERSON

Attorney Wendolowski opened nominations for Chairperson.

Mr. John Adonizio moved to nominate Mrs. Megan Tennesen for **Chairperson**;

Mr. Martin Quinn seconded;

Mr. John Adonizio moved to close the nominations; Mr. Martin Quinn seconded; And on a roll call vote the members voted to close the nominations for Chairman as follows:

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

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

Ms. Chaytor-Zugarek, “**Mrs. Tennesen**”; Ms. Tennesen, “**Mrs. Tennesen**”; Mr. Hyder, “**Mrs. Tennesen**”;
 Mr. M. Quinn, “**Mrs. Tennesen**”; Ms. McCurdy, “**Mrs. Tennesen**”; Mr. M. Quinn, “**Mrs. Tennesen**”;
 Mr. Adonizio, “**Mrs. Tennesen**”; Mr. Faust, “**Mrs. Tennesen.**” Motion passes.

All in favor of Mrs. Megan Tennesen

ELECTION OF VICE-CHAIRPERSON

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

Mr. Martin Quinn nominated Ms. Lauren McCurdy for **Vice-Chairperson**; Mr. Evans seconded;

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

And on a roll call vote to close nominations the members voted as follows for **Vice-Chairman**: Ms. Chaytor-Zugarek, “yes”; Ms. Tennesen, “yes”; Mr. Hyder, “yes”; Mr. M. Quinn, “yes”; Ms. McCurdy, “yes”; Mr. Faust, “yes”; Mr. Adonizio, “yes”; Mr. Evans, “yes.” Motion passes.

And on a roll call vote with all members present voted as follows for **Vice-Chairperson**: Ms. Chaytor-Zugarek, “**Ms. McCurdy**”; Ms. Tennesen, “**Ms. McCurdy**”; Mr. Hyder, “**Ms. McCurdy**”; Mr. M. Quinn, “**Ms. McCurdy**”; Ms. McCurdy, “**Ms. McCurdy**”; Mr. Faust, “**Ms. McCurdy**”; Mr. Adonizio, “**Ms. McCurdy**”; Mr. Evans, “**Ms. McCurdy**” Motion passes.

All in favor of Ms. Lauren McCurdy

SOLICITOR FEE

Mr. Adonizio moved to establish the Solicitor’s fee rate at \$170.00 per hour same as last year; Mr. M. Quinn 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”; 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: 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 2022:

Approval of Calendar of Meetings for 2024:

**January 22, 2024	May 20, 2024	September 16, 2024
February (no meeting)	June 17, 2024	October 21, 2024
March 18, 2024	July (no meeting)	November 18, 2024
April 15, 2024	August 19, 2024	December 16, 2024

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

With all members present voting “aye” the motion for meetings was unanimously approved.

APPROVAL OF MINUTES

Mr. Faust moved to accept the minutes of November 20, 2023, as received via e-mail and postal mail; Mr. Adonizio seconded and with all members present voting “aye” the motion was unanimously approved.

TREASURER'S REPORT

Mrs. McCurdy, Treasurer presented the Treasurer’s Summary for the month ending November 30, 2023 as follows:

Opening balance for the General Fund as of November 1, 2023 was \$108,907.69, November receipts were \$2,057,172.38, November disbursements were \$1,348,261.97, and the ending balance as of November 30, 2023, was \$817,818.10. Opening balance for the Equipment Reserve Fund was \$14,160.59, receipts were \$63.78 and the ending balance was \$14,224.37. Opening balance for the Miscellaneous Funds was \$465,080.31, receipts were \$18,108.88, disbursements were \$72,629.94, and the ending balance was \$410,559.25. The Student Activities account’s opening balance was \$45,689.06, receipts were \$17,083.11, disbursements were \$8,928.78, and the ending balance was \$53,843.39. 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, 2023.

Mrs. McCurdy moved to accept the Treasurer’s Report; Mr. M. Quinn 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. Tennesen “yes”; Mr. Adonizio, “yes”; Mr. M. Quinn, “yes.” The motion was unanimously approved.

FINANCE COMMITTEE REPORT

Mrs. McCurdy presented the Finance Committee Report as follows:

1. Approval was recommended for Management Advisory Services between Albert B. Melone Co. and the Wilkes-Barre Area Career & Technical Center. The proposal is for one year as follows:

November 1, 2023 to October 31, 2024 \$83,506.97 = (\$81,074.73 Base x 3%)

2. Approval was recommended for payment to Raymond Wendolowski, Solicitor (Fellerman & Ciarimboli) in the amount of \$6,501.00 for legal services rendered from February 2023 through November 2023.
3. Approval was recommended to put out for bid the following foodservice equipment for the Cafeteria:
 - a) (2) Ojeda USA Alpa Open Display Merchandisers
 - b) True Mfg. – General Foodservice Mobile Milk Cooler
 - c) (2) Duke Manufacturing AeroServ™ Cold Pan Units

Ms. McCurdy moved to accept the Finance Committee Report; Mr. M. Quinn seconded and on a roll call vote the members voted as follows: Mr. Hyder, “yes”; Mrs. Tennesen, “yes”; Ms. Chatyor-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:

- Replaced the drive belt on the kitchen dishwasher exhaust fan.
- Replaced the door closer on the Electrical shop hallway door.
- Electrical students installed 4-120 volt, 20 amps. circuits for the refrigerators and milk coolers going into the Nutrition Inc. side of the kitchen.
- Maintenance removed the 2-door reach-in cooler and replaced it with a new 2 door refrigerator.

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

SOLICITOR’S REPORT

Attorney Wendolowski had no formal report but thanked the Committee on behalf of himself and Attorney Bufalino, for their appointment and vote of confidence and I can honestly say it is a pleasure to serve with this Board and I really commend the way you have this fine oiled machine running right now. I have been here for a long time and it is humming really well.

PERSONNEL COMMITTEE REPORT

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

1. Ratification was recommended for approval for a salary grade change for Jaymie Shuleski, Auto Body Instructor from Step 5 Column B to Step 5 Column C of the current Professional Employees Collective Bargaining Agreement effective November 9, 2023.
2. Approval was recommended for Joe Lakkis, Law Enforcement Instructor to attend the American Red Cross First Aid/CPR Re-certification on December 18, 2023 from 12:00 – 2:00 p.m. Cost is mileage only according to policy.
3. Approval was recommended for Phil Rodzon, Carpentry II instructor and Kyle Evans, Plumbing instructor to attend the 2024 PHRC Housing Conference to be held on March 27, 28, 2024 at the Penn Stater Hotel and Convention Center in State College. Cost is registration \$387.00/person, accommodations \$119.00/night per person, meals and mileage according to policy.
4. Motion was recommended to accept the six (6) month sabbatical request by Linda Yurkoski, pending the signed MOU, as outlined in executive session and in board members folders".

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

Mr. Faust stated that he likes that Phil Rodzon sent the letter about what they were going to get out of that course. It wasn’t necessary but it was nice to see it spelled out.

PRACTICAL NURSING REPORT

Mrs. Tennesen, Practical Nursing, Chairperson present the following report:

1. Approval was recommended for the hire of Tammy Gola, a part-time Clinical Instructor/Practical Nursing Program for December 2023 start with the submission of all required paperwork.
2. Approval was recommended to accept the letter of intent to retire from Sandra Miller, instructor effective with the last instructor day of the 2023-2024 school year as per letter in Board members folders.

Mr. Hyder asked about the hire position.

Dr. Guariglia stated that it is like substitute and paid a daily rate.

Mr. Evans moved to accept the Practical Nursing Committee Report; Mr. M. Quinn 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”; 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 2024 State Leadership Conference on March 12, 13, 2024 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:

- Law Enforcement students along with the instructor traveled to the F.M. Kirby Center of Performing Arts Kids Show on December 1, 2023 to assist with security services as an extension of their curriculum.
- The Law Enforcement students attended the Plains Santa Parade as representatives for the Wilkes-Barre Area CTC on November 25, 2023.
- On November 30, 2023 the Cosmetology II students traveled to Salon Centric in the Gateway Shopping Center to participate in an educational presentation on salon equipment and salon products.
- Culinary Arts students, on December 8, 2023, attended a presentation from Geisinger Wyoming Valley representative and Senior Recruiter Fred Pierantoni on job opportunities in the food service area.
- Cosmetology II students observed a nail demonstration on December 14, 2023 by Jamie Kaskey.
- On December 18, 2023, the Automotive Training Center representative Todd Haires conducted a presentation to the Auto Body, Diesel and Auto Mechanics students on the programs available for them at the facility.

Dr. Guariglia stated that he does have a nice story. We received a letter on behalf of Mr. Bartoli, from an adult student in his program, that he does after school state inspections. This gentleman owns his own company, his name is Manuel Pimentel, Pro Auto Repair from Hazelton, sent a donation to the school in the amount of \$300.00 to thank us for what we do for the students.

Mr. M. Quinn moved to accept the Administrative Director's Report; Mr. Adonizio seconded and on a roll call vote the members voted as follows: Mr. Hyder, "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.

OLD BUSINESS

Mr. Faust stated that I know Mr. Elmy is not here, but I like the report on what the guys are doing here.

NEW BUSINESS

Mr. Faust ask Dr. Guariglia if the school is still good for the Building Trades Career Fair on Tuesday, March 26, 2024. I will contact the sixteen (16) trades we had here and try to get some other sponsors. I don't know if I will be able to put the Governor on this one.

Mr. Faust, also to follow up from last year; where do we stand with that piece of equipment that was donated. Is it here?

Dr. Guariglia: yes, now we just have to set up a time and date to get it in place. The Shearer machine that was donated, a \$70, 000.00 machine.

Mr. Hyder asked; what is that?

Dr. Guariglia stated that it is a machine that the welding and machine will utilize for the students.

Mr. Faust stated that last year when the Governor was here, he said that his son was down in the welding program and they can use a new shear machine, so two gentlemen from Talen Energy donated the machine. So, when it is up and in place we will have to do a picture and send it to the Governor.

Dr. Guariglia; they are the same company that sponsors our dual enrollment class with Lackawanna College.

ADJOURNMENT

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

Secretary