

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE  
January 22, 2024  
MINUTES**

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, January 22, 2024 at 5:30 p.m., at the school and by ZOOM. Chairperson, Mrs. Megan Tennesen, presided and called the meeting to order.

**PLEDGE TO THE FLAG**

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

**EXECUTIVE SESSION**

Mrs. Tennesen stated that an executive session was held prior to the regular meeting of January 22, 2024 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 January 22, 2024, 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 5:34 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:

Denise Chaytor-Zugarek	Crestwood	
Lauren McCurdy	Crestwood	ZOOM
Jacob Hyder	Hanover Area	
Martin Quinn	Pittston Area	
Megan Tennesen	Gr. Nanticoke Area	
Warren Faust	Wilkes-Barre Area	ZOOM
Ned Evans	Wilkes-Barre Area	
Beth Ann Harris	Wilkes-Barre Area	
Absent:		
Rev. Shawn Walker	Wilkes-Barre Area	
John Adonizio	Pittston Area	
Mark Atherton	Wilkes-Barre Area	

Others:

Dr. Anthony Guariglia, Administrative Director  
Ray Wendolowski, Solicitor  
Frank Majikes, Principal  
Chuck Yasinkas, Melone Firm  
Bill Christian, Technology Coordinator  
Kevin Elmy, Maintenance Supervisor

**ELECTION**

Attorney Wendolowski stated that under school code a Board Member can not hold two positions at the same time. So, Mrs. McCurdy it is my understanding that you will resign as Treasurer this evening.

Mrs. McCurdy stated that yes, she will resign from the Treasurer position and stay as Vice-Chairperson.

Attorney Wendolowski opened the floor for nominations:

Are there any nominations?

Mr. Faust nominated Mr. Atherton; Mrs. Harris seconded.

Attorney Wendolowski closed nominations.

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

Mr. Evans, "**Mr. Atherton**"; Ms. Tennesen, "**Mr. Atherton**"; Mr. Hyder, "**Mr. Atherton**";

Mr. M. Quinn, "**Mr. Atherton**"; Mrs. Harris, "**Mr. Atherton**"; Mrs. McCurdy, "**Mr. Atherton**";

Mrs. Chaytor-Zugarek, "**Mr. Atherton**"; Mr. Faust, "**Mr. Atherton.**" Motion passes.

**All in favor of Mr. Mark Atherton**

**APPROVAL OF MINUTES**

Ms. Harris moved to accept the minutes of the Regular Meeting of December 18, 2024 as received in the mail; Mr. Evans seconded and on a roll call vote with all members present voting "aye," the motion was unanimously approved.

**TREASURER'S REPORT**

In the absence of Mr. Atherton, Treasurer, Mrs. Harris, presented the Treasurer's Summary for the month ending December 31, 2023 as follows:

Opening balance for the General Fund as of December 1, 2023, was \$817,818.10, December receipts were \$2,165,372.73, December disbursements were \$2,573,489.42, and the ending balance as of December 31, 2023, was \$409,701.41. Opening balance for the Equipment Reserve Fund was \$14,224.37, receipts were \$62.47, disbursements were \$0.00 and the ending balance was \$14,286.84. Opening balance for the Miscellaneous Funds was \$410,559.26, receipts were \$65,932.71, disbursements were \$104,633.51, and the ending balance was \$371,858.45. The Student Activities account's opening balance was \$53,843.39, receipts were \$17,001.15, disbursements were \$24,857.77, and the ending balance was \$45,986.77 along with all 10 pages listed in agenda. 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 December 31, 2023.

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

**FINANCE COMMITTEE REPORT**

In the absence of Mr. Atherton, Finance Committee Chairman, Mrs. McCurdy, presented the following report:

1. Approval was recommended to renew the Barracuda Archiver 350 for one (1) year in the amount of \$4,080.00 effective from Feb. 17, 2024 through Feb. 16, 2025.
2. Approval was recommended for annual membership for Anthony Ciliberto, Masonry Instructor in the Masonry Instructors Association in the amount of \$80.00 from January 1, 2024 through December 31, 2024.
3. Approval was recommended for payment to Wilmington Trust Fee Collections for period December 15, 2023 to December 14, 2024 in the amount of \$2,500.00.
4. Approval was recommended for the proposal from Stone Gate Associates, LLC to perform Emergency Management Consulting Services for Plan Development at a cost not to exceed \$7,000.00 as per print-out in Board Members folders.
5. Approval was recommended for the updated procurement plan for procuring goods and services for use in the Child Nutrition Programs. Purchases more than the Federal small purchase threshold (currently valued at \$250,000) these procurement procedures will be followed as per print-out in Board Members folders.

**Informational Items:****New Bid Thresholds**

The new bid thresholds established for 2024 are as follows:

- Purchases** and contracts below \$12,600 require no formal bidding or written/telephonic quotations.
- Purchases** and contracts between \$12, 600 and \$23, 200 requires three written/telephonic quotations.
- Purchases** and contracts over \$23,200 require formal bidding.

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

**BUILDING COMMITTEE REPORT**

Mrs. McCurdy, Building Committee Chairman, presented the following report:

- NRG changed the current transducer on the supply fan for the RTU-5 rooftop unit in the LPN department.
- Maintenance replace 2-120-volt receptacles and a 2-pole breaker for the Auto Body Shop.
- Maintenance installed new Teflon guides for the door on the dishwasher in the Culinary Arts kitchen.
- Maintenance replaced the squeegee rubbers and checked the operation on the floor scrubber machines.

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

**SOLICITOR’S REPORT**

Attorney Wendolowski stated that he had no formal report.

**PERSONNEL COMMITTEE REPORT**

Mr. M. Quinn, Personnel Committee Chairman presented to Personnel Committee Report.

1. Ratification was recommended for approval since the last Board Meeting for George Albright a salary grade change from Step 11 Column C to Step 11 Column D of the current Professional Employees Collective Bargaining Agreement Salary Schedule.
2. Approval was recommended to add Raymond Fedor, Wilkes-Barre to the approved teacher substitute list for the 2023-2024 school year.
3. Approval was recommended for George Albright to attend the Pesticide Conference on January 18, 2024 at the Woodlands and on February 8, 2024 at Shady Maple. Cost is \$95.00 registration and mileage according to policy.
4. Approval was recommended to accept the intent to retire from Cheryl Thomas, Teacher Associate in Child Care effective the last day of the 2023-2024 school year as per letter in Board Member folders.
5. Approval was recommended to accept the request for a sabbatical leave for John Quinn, instructor effective January 22, 2024 through June 3, 2024 according to the current Professional Employees Collective Bargaining Agreement.
6. Approval was recommended to add Erica Kogoy, Larksville to the approved 2023-2024 teacher substitute list with the submission of all required paperwork.

Mr. M. Quinn moved to approve the Personnel Committee Report; Mrs. Harris seconded and on a roll call vote the members voted as follows: Mrs. Tennesen, “yes”; Mr. Hyder, “yes”; Mrs. Harris, “yes” Mr. M. Quinn, “yes”; Mrs. McCurdy, “yes”; Mr. Faust, “yes”; Mr. Evans, “yes”; Mrs. Chaytor-Zagurek, “yes.”  
The motion passed.

**PRACTICAL NURSING REPORT**

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

1. Approval was recommended for the renewal of our membership with Simple Nursing from 02/01/2024-02/01/2025 for \$1,000.00. Simple Nursing is an online resource available to our 5 full-time instructors which provides nursing students with the knowledge and resources to support with NCLEX exam prep and e-learning.
2. Approval was recommended for the renewal of our student liability insurance offered by A.M.B.A (formerly Mercer Consumer). Total fee \$2,255.00 for a 1-year term running 04/01/2024-04/01/2025.

**Reporting Finances per approved budget**

**ATI Nursing Education Complete Package** payments are being processed. Payments 2 and 3 of 4. This annual testing software is part of the Practical Nursing Budget previously approved by the J.O.C. Board. Added to the agenda for reporting finances to the board.

**Cohort 130 Level II** – payment 2 of 4 for \$9,371.25

**Cohort 129 Level III** – payment 3 of 4 for \$8,478.75

Total: \$17,850.00

**Payment 2 of 2 for \$2,380.70 for Term 2 of our ExamSoft** contract is being submitted in January 2024. This is part of the contract renewal approved by the JOC board in August 2022. This is a 2-year contract/full support package with ExamSoft Worldwide LLC for \$10,398.20. Service dates are 08/29/2022 to 08/28/2024. Added to the agenda for reporting finances to the board.

**Informational Items:**

- Spring 2024 class start date Tuesday, March 5th. New student orientation will be held Monday, February 26th.

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

**ADMINISTRATIVE DIRECTOR'S REPORT**

Dr. Guariglia, Administrative Director presented the following report:

1. Ratification was recommended for approval since the last Board meeting to renew Interplay Learning LM EDU from Interplay Learning Inc. for a variety of the shops at a cost of \$12,600.00 for a period of December 2, 2023 to December 1, 2024.

**Informational Items**

- January is ***School Director Recognition Month*** in Pennsylvania, a time to recognize the valuable contributions of our school directors, and we should all be grateful for their public service.

**Student Information**

- The **Skills USA students** competed in the Skills Competition on December 8, 2023 in Hazleton for Team Works at Johnson College on December 12, 2023 and at LCCC on January 4-5, 2024 and the results are as follows:

**December 8, 2023                      Hazleton                      Team Works                      4<sup>th</sup> Place**

Bily Gil Acosta	Plumbing	Wilkes-Barre Area
Connor Anderton	Carpentry II	Crestwood
Gauge Burnett	Masonry	Crestwood
Logen Misiewicz	Electrical	Gr. Nanticoke Area

**December 13, 2022                      Johnson College****2<sup>nd</sup> Place**

Bethany Aberant	Diesel Equipment Technology	Diesel/Wilkes-Barre Area
Raymond Myers	Welding	Welding/Crestwood
Gavin Tommaselli-Wilson	Carpentry	Carpentry I/Wilkes-Barre Area

**5<sup>th</sup> Place**

Maxwell Davis	Cabinet Making	Carpentry I/Crestwood
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**Luzerne County Community College                      January 4/5, 2024****1<sup>st</sup> Place**

Noah Calloway	Criminal Justice	Law Enforcement/Pittston
Michael Giamber	Crime Scene Investigation	Law Enforcement/Pittston
Lindsey Gustas	Crime Scene Investigation	Law Enforcement/Crestwood
Yabdiel Velazquez-Figueroa	Crime Scene Investigation	Law Enforcement/Riverside
Kylie (Kai) Vanosdol	Masonry	Masonry/Pittston
Xavier Vargas -Murillo	Culinary Arts	Culinary Arts II/Wilkes-Barre Area

**ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED****Skills USA Continued****2<sup>nd</sup> Place**

Jeremy Cour	Electrical Construction Wiring	Electrical/Wilkes-Barre Area
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**3<sup>rd</sup> Place**

Stephanie Kucharski	Early Childhood Education	Child Care/Old Forge
Natalia Gonzales	Health Knowledge Bowl	Health Assistance/Old Forge
Kristene Hall	Health Knowledge Bowl	Health Assistance/Hanover
Sierra Ripka	Health Knowledge Bowl	Health Assistance/Gr. Nanticoke

**4<sup>th</sup> Place**

Ivery Credle	Baking and Pastry Arts	Culinary II/Wilkes-Barre Area
Dustin Burd	Plumbing	Plumbing/Wilkes-Barre Area

**5<sup>th</sup> Place**

Kayelynn Endrusick	Esthetics	Cosmetology II/Pittston
Lily Hughes	Esthetics	Cosmetology II/Crestwood

**All First Place Winners will now move on to the State Competition in Harrisburg**

Dr. Guariglia thanked all the Board Members for all their dedication and fine work they do throughout the year. Our students are excelling as you can see by all the Skills USA winners and six (6) will now go on to the State Competition. So, thank you all for providing the tools and the necessary things they need to succeed.

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

**OLD NEWS**

Mr. Faust stated that the trades are responding to the Building Trades Career Fair. I was on the phone with Dr. Guariglia today and we will take care of everything there; but we just wanted you to know that the trades are responding and when we get a final list I will let everyone know. We will put that out so that everyone has that information.

**NEW BUSINESS**

Mr. Faust stated that he appreciated that all the Skills USA winners were listed as to where they placed and their home school as we talked about and made it public record. Ms. Harris, Mr. Evans, and myself along with the rest of the Board will take this back to our home schools to share with the Boards.

**ADJOURNMENT**

On a motion by Mr. Evans; seconded by Mr. Hyder and with all members present voting “aye” the meeting was adjourned.

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Secretary