

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE
January 27, 2025
MINUTES**

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, January 27, 2025 at 5:30 p.m., at the school. Chairperson, Ms. 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

Ms. Tennesen stated that an executive session was held prior to the regular meeting of January 27, 2025 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 27, 2025, 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 5:33 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
Jacob Hyder	Hanover Area
Megan Tennesen	Gr. Nanticoke Area
Warren Faust	Wilkes-Barre Area
Ned Evans	Wilkes-Barre Area
Beth Ann Harris	Wilkes-Barre Area

Absent:

Arthur Breese	Wilkes-Barre Area
Mark Atherton	Wilkes-Barre Area
Martin Quinn	Pittston Area
John Adonizio	Pittston Area

Others:

Dr. Anthony Guariglia, Administrative Director
Mark Bufalino, Solicitor
Frank Majikes, Principal
Mark Kneeream, Business Consultant
Bill Christian, Technology Coordinator
Matt Piazza, Business Office

APPROVAL OF MINUTES

Mr. Hyder moved to accept the minutes of the Regular Meeting of December 16, 2024 as received by email and snail mail; Mr. Faust 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, Mr. Hyder, presented the Treasurer’s Summary for the month ending December 31, 2024 as follows:

Opening balance for the General Fund as of December 1, 2024, was \$466,087.33, December receipts were \$1,807,756.48, December disbursements were \$1,719,175.08, and the ending balance as of December 31, 2024, was \$554,668.73. Opening balance for the Equipment Reserve Fund was \$14,991.20, receipts were \$57.46, disbursements were \$0.00 and the ending balance was \$15,048.66. Opening balance for the Miscellaneous Funds was \$418,571.08, receipts were \$142,346.27, disbursements were \$192,861.42, and the ending balance was \$368,055.93. The Student Activities account’s opening balance was \$65,968.10, receipts were \$5,867.20, disbursements were \$9,635.79, and the ending balance was \$62,199.51. 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, 2024.

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

FINANCE COMMITTEE REPORT

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

1. Approval was recommended to renew the Barracuda Archiver 350 for one (1) year in the amount of \$5,000.00 effective from Feb. 17, 2025 through Feb. 16, 2026.
2. Approval was recommended for annual membership for Anthony Ciliberto, Masonry Instructor in the Masonry Instructors Association in the amount of \$100.00 from January 1, 2025 through December 31, 2025.
3. Approval was recommended for payment to Wilmington Trust Fee Collections for period December 15, 2024 to December 14, 2025 in the amount of \$2,500.00.
4. Approval was recommended to renew Interplay Learning LM EDU from Interplay Learning Inc. for a variety of the shops at a cost of \$13,216.00 for a period of December 2, 2024 to December 1, 2025.
5. Approval was recommended for payment to Raymond Wendolowski, Esq. (Fellerman & Ciarimboli) in the amount of \$1,715.00 for legal services from November 1, 2024 through November 30, 2024.

FINANCE COMMITTEE REPORT CONTINUED**Informational Items:****New Bid Thresholds**

The new bid thresholds established for 2025 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, 800 requires three written/telephonic quotations.

Purchases and contracts over \$23,800 require formal bidding.

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

BUILDING COMMITTEE REPORT

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

- Maintenance replaced a bad receptacle for Nutrition Inc. down at the Dodson school.
- Maintenance repaired the floor in the Childcare classroom.
- Maintenance replaced the hot water electronic control valve on J-18 air-handler unit.
- Maintenance installed a 208 volt/1 phase/20 amp. receptacle for the new machine in the Diesel shop.

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

SOLICITOR'S REPORT

Mr. Faust moved to approve the Collective Bargaining Agreement between The Joint Operating Committee of the Wilkes-Barre Area Career and Technical Center and the Wilkes-Barre Area Career and Technical Center Educational Support Professionals Association ESP-PSEA-NEA effective July 1, 2024 to June 30, 2029; Ms. Harris seconded and on a roll call vote the members voted as follows:

Ms. Tennesen, "yes"; Mr. Hyder, "yes"; Ms. Harris, "yes"; Mr. Faust, "yes"; Mr. Evans, "yes"; Ms. McCurdy, "yes"; Ms. Chaytor-Zugarek, "yes."
The motion passed.

PERSONNEL COMMITTEE REPORT

In the absence of Mr. M. Quinn, Personnel Committee Chairman, Ms. McCurdy presented to Personnel Committee Report.

1. Approval was recommended for George Albright to attend the Pesticide Conference on January 27, 2025 Reading, PA and on February 18, 2025 in Lancaster, PA. No cost.
2. Approval was recommended for George Albright, Horticulture Instructor to attend the PSEA Board Meeting on January 31, 2025 in Harrisburg, PA. No cost.

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

PRACTICAL NURSING REPORT

In the absence of Mr. M. Quinn, Practical Nursing/Health Careers Chairman, Mr. Evans presented the following report:

Informational Items:

- Per a letter received on January 15, 2025, by the State Board of Nursing (Board), the Practical Nursing Program at the Wilkes-Barre Area CTC remains on the Board's list of Approved Practical Nursing Education Programs, with **Full Approval** status.
- Spring 2025 class start date Monday, March 10th. New student orientation will be held Tuesday, February 25th.

Ms. Harris: Is this the first time we have gotten this letter for the approved practical nursing status or do we get this every year?

Dr. Guariglia: this is something that they look at every so often. You have your full certification and then you get follow-ups. This letter is to state that we are still in good standing.

Mr. Evans moved to accept the Practical Nursing Report; Ms. Harris seconded and with all members present voting "aye" the motion was approved.

SAFETY COMMITTEE REPORT

Mr. Evans, Safety Committee Chairperson presented the following report:

The WBACTC is getting a tractor/four-wheel vehicle to patrol the outside school grounds.
Still looking into a fence.
Waiting on a wish list from the Chief.

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

ADMINISTRATIVE DIRECTOR'S REPORT

Dr. Guariglia, Administrative Director presented the following report:

1. Approval was recommended for the First Reading of Three for the Finance Policy No. 626 as follows per hand-out in Board Members folders:

No. 626

Section: Finances

Title: Federal Fiscal Compliance

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 10, 2024 at Johnson College on January 9, 2025 at LCCC on January 16, 2025 at Lackawanna CTC and on January 23, 2025 the Team Works portion was held at the Wilkes-Barre Area CTC.

December 10, 2024**Johnson College****2nd Place**

Mathew Stoshick	Diesel Equipment Technology	12 th grade	Diesel/Pittston Area
Logan Farver	Welding Sculpture	11 th grade	Welding/North West Area
Wyatt Dane	Precision Machining	10 th grade	Machine/Crestwood Area
Sean Roxby	Masonry	11 th grade	Masonry/Old Forge

3rd Place

Alan Lane	Welding	11 th grade	Welding/North West Area
Reylis Hernandez	Computer Information Tech.	12 th grade	C.I.T./Wilkes-Barre Area

Luzerne County Community College**January 9, 2025****2nd Place**

Jacob Howell	11 th grade	Plumbing	Plumbing/Wilkes-Barre Area
Peyton Antal	12 th grade	Esthetics	Cosmetology I/Pittston Area
Ashlynn Vernon	12 th grade	Esthetics Model	Cosmetology I/Old Forge Area

3rd Place

Ivery Credle	12 th grade	Restaurant Service	Culinary II/Wilkes-Barre Area
Alicia Lutz	12 th grade	Criminal Justice	Law Enf./Gr. Nanticoke Area
Sydney Martin	11 th grade	Medical Terminology	Health Asst/Hanover Area
Sierra Ripka	11 th grade	Nurse Assisting	Health Asst/Gr. Nanticoke Area
Ella Rosiak	11 th grade	First Aid/CPR	Health Asst/Pittston Area

January 16, 2025**Lackawanna CTC****Collision****2nd Place**

Evan Rygielski	12 th grade	Collision Damage Appraisal/Total Evaluation Technology	Auto Body/Wilkes-Barre Area
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January 23, 2025 Wilkes-Barre CTC Hosted the Team Works Portion

ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED**Student Information**

- Cosmetology II students on December 5th, 19th, 2024 and on January 23, 2025 participated in a volunteering service of doing hair and nails for the residents at Allied Services locations in Wilkes-Barre.
- Law Enforcement students had a presentation by Old Forge FD, Jacpb Abplanalp on the opportunities for students.
- Cosmetology II students traveled to Salon Centric in Edwardsville to observe new techniques and products.
- Cosmetology I students observed a demonstration and opportunities by Alex Schwartz of Pretty In A Minute.
- Health Assistant students listened to job duties and opportunities from Tyler Jenkins an EMT in Hanover.

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

NEW BUSINESS

Mr. Evans moved to reschedule the March 17, 2025 to Monday, March 24, 2024 at 5:30 p.m.; Mr. Faust seconded and with all members present voting "aye" the motion passed.

Mr. Faust moved to advertise the scheduled change of meeting from March 17, 2025 to Monday, March 24, 2025; Ms. Harris seconded and on a roll call vote with all members present voting "aye" the motion passed.

Ms. Harris congratulated all the students who participated in the Skills USA Competitions and the Joint Board echoed her congratulations.

ADJOURNMENT

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

Secretary