

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

**June 19, 2023
MINUTES**

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, June 19, 2023, at 5:30 p.m., at the school. Mr. Mahle, Chairman, presided and called the meeting to order. Some Board Members attended in person and some members attended by ZOOM due to COVID.

PLEDGE TO THE FLAG

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

EXECUTIVE SESSION

Mr. Mahle 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 June 19, 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:

John Mahle	Hanover Area	
Megan Tennesen	Gr. Nanticoke Area	
Martin Quinn	Pittston Area	
Beth Anne Harris	Wilkes-Barre Area	ZOOM
Mark Atherton	Wilkes-Barre Area	ZOOM
Warren Faust	Wilkes-Barre Area	

Absent:

Stacy Haddix	Crestwood
Lauren McCurdy	Crestwood
Ned Evans	Wilkes-Barre Area
Rev. Shawn Walker	Wilkes-Barre Area
John Adonizio	Pittston Area

Others:

Anthony Guariglia, Administrative Director
Mark Bufalino, Solicitor
Frank Majikes, Principal
Chuck Yasinkus, Al Melone Company
Gail Holby, PN/Health Director
Kevin Elmy, Building Grounds Superintendent
Joe Oliveri, IT Department

APPROVAL OF MINUTES

Mrs. Tennesen moved to accept the minutes of the Regular Meeting of May 15, 2023 as received via email and postal service mail; Mr. Quinn seconded and on a roll call vote with all members present voting, “aye” the motion was unanimously approved.

TREASURER’S REPORT

Mr. M. Quinn, Treasurer, presented the Treasurer’s Summary for the month ending May 31, 2023 as follows:

Opening balance for the General Fund as of May 1, 2023, was \$452,051.74, May receipts were \$1,995,533.49, May disbursements were \$1,393,904.64, and the ending balance as of May 31, 2023, was \$1,053,680.59. Opening balance for the Equipment Reserve Fund was \$13,806.91, receipts were \$54.04 and the ending balance was \$13,860.95. Opening balance for the Miscellaneous Funds was \$442,225.55, receipts were \$11,892.46, disbursements were \$5,084.51, and the ending balance was \$449,033.50. The Student Activities account’s opening balance was \$64,038.71, receipts were \$8,100.39, disbursements were \$6,163.86, and the ending balance was \$65,975.24. 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 May 31, 2023.

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

FINANCE COMMITTEE REPORT

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

1. Approval was recommended to renew the sonic firewall from BlueAlly formerly Virtual Graffiti at a cost of \$9, 621.89 for two (2) years.
2. Approval was recommended to renew the VM Ware licensing from Connection Solutions for one year at a cost of \$9,927.09.
3. Approval was recommended to renew Skyward Crystal Business Intelligence Maintenance and Crystal Reports for a term of one year 7/01/2023 to 6/30/2024 at a cost of \$1,490.00.
4. Approval was recommended to renew Skyward Financial Management Core License, Support Fee Business, True Time License and Business Professional Development License for a one-year term 7/1/2023 to 6/30/2024 at a cost of \$8,990.99.
5. Approval was recommended to renew the following annual license fees with Skyward as follows for a one-year term 7/01/2023-06/30/2024:

Student Management Annual License Fee	\$2,454.00
Student Professional Development Center License	1,568.00
Educator Gradebook Annual License Fee	745.00
Food Service Annual License Fee	703.00
Health Records Annual License Fee	455.00
LMS/ONE Roster API Annual License Fee	240.00
Family & Student Access Annual License Fee	184.00
Total	\$6,349.00

FINANCE COMMITTEE REPORT CONTINUED

6. Approval was recommended to renew the insurance policies with Joyce Insurance Group effective July 1, 2023 through June 30, 2024 as per print out in Board folders as follows:

Renewal Premium	\$235,843.00
Expiring Premium	\$204,790.00

7. Approval was recommended to renew the PASBO Membership Manager for the 2023-2024 year for 1-3 members at a cost of \$400.00.

8. Approval was recommended to renew with the Luzerne Intermediate Unit #18 the 2023-2024 NEPA WAN/Internet at a cost of \$8,668.36.

9. Approval was recommended for Skyward Tune Up Service for seven (7) data bases at a cost of \$4,830.00.

10. Approval was recommended to renew Skyward Summer 2023 Security and OpenEdge Updates at a cost of \$1,800.00.

11. Approval was recommended for the annual renewal of the Baracuda Spam filter updates for the 2023-2024 school year as follows:

Energize	\$1,320.00.00
Instant Replacement	\$ 792.00
Total	\$2,112.00 (approx.)

12. Approval was recommended to do an RFP for furnishing and installing 86 tubes to replace deteriorating tubes for the #2 Cleaver Brooks hot water boiler with a hydrotest performance upon completion of the replacements.

13. Approval was recommended, per recommendation of the insurance company, for two emergency stops for the two Cleaver Brooks Boilers in the amount of \$5,960.00.

14. Approval was recommended to renew the service agreement with NRG Controls North, Inc. for 3-years as follows.

Year #1	\$12,940.00
Year #2	12,940.00
Year #3	13,290.00

Mr. M. Quinn moved to accept the Finance Committee Report; Mrs. Tennesen seconded and on a roll call vote the members voted as follows: Mrs. Tennesen, "yes"; Mr. Mahle, "yes"; Mr. Atherton, "yes"; Ms. Harris, "yes"; Mr. Faust, "yes"; Mr. M. Quinn, "yes." The motion passed.

BUILDING COMMITTEE REPORT

In the absence of Ms. McCurdy, Building Committee Chairman, Mr. Faust presented the following report:

1. Building Superintendent's Report:

- Maintenance replaced the water fountain in the Health Assistance classroom.
- Maintenance repaired the domestic hot water line going to the dishwasher in the culinary arts kitchen.
- Horticulture students cleaned and spread mulch in the front of the building.
- Custodians set up the cafetorium for our students and LPN student graduation.
- Maintenance cleaned the condensers for the 2 freezers and walk-in cooler.

Mr. Faust moved to accept the Building Committee Report; Mr. Atherton seconded and on a roll call vote with all members present voting "aye" the motion was approved.

SOLICITOR'S REPORT

Attorney Bufalino stated that he had no formal report.

PERSONNEL COMMITTEE REPORT

Mr. M. Quinn, Personnel Chairman, stated that there was no formal report.

PRACTICAL NURSING REPORT

Ms. Tennesen presented the Practical Nursing Committee reported as follows:

1. Approval was recommended for renewal of the Financial Aid contract with Hill Associates for the 2022/2023 school year at a cost of \$40,500.00 same as last year.
2. Approval was recommended to appoint Carl Pekol as Nursing Instructor at Step 1 Column B of the Professional Employees Collective Bargaining Agreement effective August 24, 2024 with the submission of all required documents.
3. Approval is requested to contract with Audacy Operations, Inc. for advertising from June -August as part of the advertising budget for the 2022-2023 school year in the amount of \$6,200.00.

Ms. Tennesen moved to accept the Practical Nursing Report; Mr. Faust seconded; and on a roll call vote the members voted as follows: Before the roll call was taken.

Attorney Bufalino stated that the dates on the Practical Nursing Report were typed in wrong therefore all members voted "no." The motion failed. The report will be re-presented.

Mrs. Tennesen, "no"; Mr. Mahle, "no"; Mr. Atherton, "no"; Ms. Harris, "no"; Mr. Faust, "no"; Mr. M. Quinn, "no." The motion passed.

PRACTICAL NURSING REPORT CONTINUED

Mrs. Tennesen re-read the Practical Nursing Report with the corrected dates as follows:

1. Approval was recommended for renewal of the Financial Aid contract with Hill Associates for the 2023/2024 school year at a cost of \$40,500.00 same as last year.
2. Approval is requested to appoint Carl Pekol as Nursing Instructor at Step 1 Column B of the Professional Employees Collective Bargaining Agreement effective August 24, 2023 with the submission of all required documents.
3. Approval is requested to contract with Audacy Operations, Inc. for advertising from June -August as part of the advertising budget for the 2023-2024 school year in the amount of \$6,200.00.

Mr. Faust moved to accept the Corrected Practical Nursing Report; Mrs. Tennesen seconded; and on a roll call vote the members voted as follows: Mrs. Tennesen, "yes"; Mr. Mahle, "yes"; Mr. Atherton, "yes"; Ms. Harris, "yes"; Mr. Faust, "yes"; Mr. M. Quinn, "yes." The motion passed.

ADMINISTRATIVE DIRECTOR'S REPORT

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

1. Approval was recommended for the Capital Outlay Equipment Plan 2023-2024 as per Board Members folders.

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER
CAPITAL OUTLAY EQUIPMENT PLAN 2023-2024
June 2023**

AIR-CONDITIONING

- | | |
|--------------------------|--------------------|
| 1. Meter Certificate Kit | \$11,000.00 |
|--------------------------|--------------------|

AUDIO VISUAL COMMUNICATIONS

- | | |
|-------------------------------------|--------------------|
| 1. CR6 Radio Station Studio Package | \$12,999.00 |
| 2. Assorted AV Supplies | 600.00 |
| Total | \$13,599.00 |

AUTO BODY

- | | |
|--------------------------------|------------------|
| 1. 3 Millermatic Welders | 6,000.00 |
| 2. Mechanics Tool Set | 2,200.00 |
| 3. 4-Sided Mix Room | 24,000.00 |
| 4. SimSpray Go | 16,000.00 |
| 5. Assorted Auto Body Supplies | 1,100.00 |
| Total | 49,300.00 |

ADMINISTRATIVE DIRECTOR'S REPORT**AUTO MECHANICS**

1.	Verus Pro 15.2		\$7,311.75
2.	Modis Ultra Euro Activ W Acces		771.75
3.	PLSMA Ctr 50A 208/230V 50/60HZ		3,416.25
4.	2 Tilt-Back Tire Changers (\$10,000.00 each)		20,000.00
5.	Coded Toolbox		27,339.00
6.	Toolbox with tools		21,801.00
7.	Premium Scissor Rack		35,425.00
		Total	\$116,064.75

COMPUTER INFORMATION TECHNOLOGY

1.	Microsoft Office Vouchers and Site License		\$978.00
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COOPERATIVE EDUCATION

	All In One Printer, Scanner, Copier, Fax		\$1,000.00
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COSMETOLOGY

1.	15 Collins #1610 Kiva Hydraulic All Purpose Styling	Chairs	\$10,100.00
2.	20 Collins Headrest for Kiva A/P Chair		1,840.00
3.	20 Collins S02 Simulator Manequin Head Platform . w/bracket to attach to headrest assembly		1,260.00
4.	6 Collins #1620 Kiva Dryer Chair		2,334.00
5.	15 Student Stations (\$871)		13,065.00
6.	4 Dryer Chairs (\$682.)		2,729.00
7.	8 Quad Stations (\$3,472.)		27,776.00
8.	2 Monte backwash shuttles w/bowls (\$1,354.)		2,708.00
9.	12 Wall Mounted Stations (\$759.00 each)		9,108.00
10.	Amelia Electric Massage Table w/tilting back		1,391.00
11.	4 Styling Stations	(4,379.00)	17,516.00
12.	7 Hydraulic Chairs w/Head Rest & Mannequin Simulator	(839.00)	5,792.00
13.	2 QSE Education model hydraulic chair With simulator (850 ea)		8,500.00
14.	Assorted Supplies		3,000.00
		Total	\$107,119.00

CULINARY ARTS

1.	Assorted Culinary Supplies		5,500.00
2.	2 Roll-in Refrigerator (2 sections)	10,000.00 each	20,000.00
3.	2 Roll-in Refrigerator (1 section)	6,200.00 each	12,400.00
4.	Reach-in Refrigerator		7,000.00
5.	Dishwasher		10,000.00
		Total	54,900.00

ADMINISTRATIVE DIRECTOR'S REPORT**DIESEL**

1.	Heavy Duty Transmission Jack	\$ 3,000.00
2.	TransSim Driver Simulator	132,000.00
3.	Hand Held Gas Analyzer	1,200.00
4.	Prolink Edge Trade Tran	3,500.00
	Total	\$139,700.00

DRAFTING

1.	Laser Engraver with Accessories	36,000.00
2.	Makerbot 3D Printer	5,500.00
	Total	\$41,500.00

ELECTRICAL

1.	PDF Instructor/student manual license	\$995.00
	Total	\$995.00

GRAPHIC ARTS

1.	Magnet Cutter/Paper Cutter	\$13,745.00
2.	Ink Pouches	4,378.00
3.	Paper Cutter	35,000.00
4.	RYOBI water Form Roller	5,029.00
5.	Laser Engraver and Cutter	62,000.00
6.	DFT Printer and Powder Applicator (\$19,000.00)	26,000.00
	Total	\$146,152.00

HEALTH ASSISTANT

1.	1 Exam table	\$1,435.00
2.	1 Geriatric Mannequins	(842.00 each) 842.00
3.	2 Digital Blood Pressure Devices	1,700.00
	Total	\$3,977.00

HORTICULTURE

1.	John Deere PR15 – Gator TS Plus attachments	\$9,013.55
2.	Cub Cadet Challenger tractor	8,500.00
3.	NOCTI pre-test	126.00
4.	Mahindra Max 26XL 4WD plus accessories	19,250.00
5.	2017 Mahindra XTV750 S-Flexhauler	12,900.00
6.	1 Stihl Trimmer	199.95
7.	1 Stihl Yard Boss tiller/Cultivator With attachments for Stihl Yard Boss	379.95
8.	1 Cultivator	70.00
9.	1 Dethatcher	230.00

ADMINISTRATIVE DIRECTOR'S REPORT**HORTICULTURE**

10.1	Aerator	70.00
11.1	Handheld Blower-Stihl	139.95
12.1	Stihl Handheld Battery Blower	200.00
13.1	Stihl trimmer battery w/charger	199.95
14.1	Stihl High Pressure Washer	469.95
15.1	Gravely Heavy Duty Zero-turn lawn mower	3,000.00
16.1	Garden Tractor 2 wheel drive	5,000.00
17.1	Honda Lawn Mower	599.00
18.2	Four Wheel Hose Reel \$214.00 each	428.00
19.	Assorted Tools and Supplies	9,191.00
20.6	Commercial Rubber Hose \$65 each	390.00
21.	Kioti Tractor w/Loader, backhoe and mower	25,000.00
	Total	\$80,627.30

LAW ENFORCEMENT

1.	Police Report Software	\$ 8,866.37
2.	40X80X12 Steel Building	\$43,170.00
	Total	\$52,036.37

MARKETING

1.	Slushy Machine	2,500.00
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Masonry

1.	Floor Grinder and Polisher with Accessories	15,600.00
2.	Bobcat Excavator	40,000.00
3.	Dustless control tile saw system	6,500.00
	Total	\$62,100.00

PLUMBING

1.	Mini Excavator	\$49,250.00
2.	Assorted Plumbing Supplies	6,000.00
	Total	\$55,250.00

RESIDENTIAL CONSTRUCTION/CARPENTRY

1.	Adaptor assemble for dust collection	213.00
2.	Dewalt 20-Volt max XR Lithium-Ion Cordless brushless 2 speed framing nailer	499.00
3.	Tiny House Package	Approx. 7,150.00
	Total	7,862.00

ADMINISTRATIVE DIRECTOR'S REPORT**WAREHOUSE**

1.	2012 Yale GLC050LXNUAE087 Lift Truck	\$22,995.00
2.	Forklift	15,000.00
3.	Electronic Pallet jack	300.00
4.	2 Stack Racks (150 ea)	750.00
5.	Inventory Software and equipment	4500.00
	Total	\$43,545.00

WELDING

1.	1	Miller Dynasty 210 Stick Welders (2,918)	\$2,918.00
2.	3	Remote Amperage Foot Controls (650)	1,950.00
3.	1	Handheld Plasma Cutter	2,511.00
4.	1	Hypertherm Leather Torch Cover	89.00
5.	1	Hypertherm Air Filter Kit 65 Plasma Cutter	188.00
6.	1	Hypertherm Powermax Starter Kit	104.00
7.	1	Radnor Wet Tungsten Grinder	1,506.00
8.	4	30 AMP 480U 3 Pole 4 Wire Receptacles (49)	196.00
9.	4	30 AMP 480U Connectors (29)	113.00
10.	1	Radnor Grinding Liquid	15.00
11.	2	TIG/Stick Welding Machine Package (\$5,100)	10,200.00
12.	1	Plasma metal Cutter Package	3,000.00
13.	1	Miller XMT 350 series mig/stick machine package	7,217.90
14.	1	Hypertherm Powermax 65 plasma metal cutter pack	2,965.85
15.	2	Miller Syncrowave 250 DX Tig/stick package (5,097.52)	10,195.04
16.		Precision Bandsaw with Accessories	4,520.00
17.		Piranha Ironworker	34,000.00
		Total	\$81,687.04

Grand Total \$1,071,892.46

- Approval was recommended for the Wilkes-Barre Area CTC Comprehensive School Counseling Program Plan for the 2023-2024 school year as per Board Members folders.
- Approval was recommended for the report from the School Safety and Security Coordinators and School Administrators as per report in Board Members folders.
- Approval was recommended to purchase books from Cengage for the Cosmetology II Program as follows:

25	Theory Workbook for Milady Standard	52.25 each	\$1,306.25
22	Practical Workbook/Milady Standard	52.25 each	1,306.25
	K12 1 yr. access: CIMA Cosmetology		<u>120.00</u>
	Total		\$2,732.50

ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED

5. Approval was recommended to purchase books/software from Savvas Learning Company for the Culinary Arts I Program as follows:

1	On Cooking -Student Edition	79.99
1	On Cooking-Teachers Edition	84.99
	Teachers Resource Download	
1	Introduction to Culinary Arts 4 th Edition	79.99
1	Teachers Wrap Around Edition Intro Culinary Arts 4 th Edition	
	Total	\$244.97

Informational Items:

- Senior Recognition Updated-Graduation Book
- The Department of Labor and Industry has approved our application for Certification Renewal of our Workplace Safety Committee effective June 30, 2023. The renewal of the Safety Committee Certification is granted under Section 1002(b) of the Workers' Compensation Act.

Student Educational Extension of Curriculum

- Cosmetology II students along with their instructor Ms. Oko celebrated Nurse's Week by traveling to Geisinger Wilkes-Barre South and Geisinger Wyoming Valley to pamper nurse's with manicures on May 10th & 11th.
- The Diversified Co-operative Education 12th grade graduate students from Wilkes-Barre Area were celebrated by The Nutrition Group with grant scholarships through the TNG Charities of \$2,700.00 to begin their journey toward college or career trade/vocational school.
 - Elisandro Frias
 - Eniyah Cruz
 - Mayby Suero
 - Shondell Hinton
 - Yameiri Rosario
- The Culinary Arts student experienced educational presentations as follows:

May 25 th	Kieran's Bakehouse	by Kieran Rinish
May 26 th	Minooka Bakery	by Cassidy Bledsoe

ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED**Informational Items:****Residential Construction Projects**

Skill Games for the new Wilkes-Barre High School Open House
 Picnic Tables for the new Wilkes-Barre High School
 Picnic Tables for Plains Municipal Park
 Portable Pitching Mounds and Batter Helmet storage for WVV Baseball
 Benches and Plaque for Nursing Home to assist Eagle Scout student
 Trail Marker requests for Mountain Top Trail Society
 Wilkes-Barre Fire Department, Fire Safety House repair and rebuild
 Lockers for Plains/Solomon Field House
 Adopt-A-Highway for Jumper Road
 Modify footers and erect steel for Lighted Display Sign at the base of Jumper Road
 Renovations to Nurse's Room to provide a safety area for students needing monitoring
 Storage shed for Ornamental Horticulture
 Classroom sized gazebo for Ornamental Horticulture
 Enclosure for salt pile outside of maintenance garage
 339 cubicle cabinets for the Guidance Office

District 16/31 Little League Baseball Championships

Mr. Schoener, Audio/Visual Instructor will be heading up producing the District 16/31 Little League Baseball Championships game LIVE on WQMY-TV on Monday July 10th from 5:30-to-10:00 pm. We are working with FOX 56 Sports Productions for the game night productions. We have other elements of pre-production we do for the game which I use former students of WBACTC to complete these elements. This provides them with some extra money and valuable experience.

The Ken Pollock Auto Group is our presenting sponsor, they pay the bill for the use of the FOX 56 Production Crew and Truck on game day and the air-time on WQMY-TV. In the past we held a Pre-Production Media Event at some of the Ken Pollock Dealerships, which required use to find spots in the dealerships to set up green screens, lights, camera's etc. This was a challenge because it's a car dealership not a studio.

So, this year, I would like to request the use of the WBACTC facility for our Pre-Production Media Events. My class room studio has everything we need to make this work. I think WBACTC would benefit from hosting the event, great exposure for the school.

- 60 12-year-olds will see and have exposure to WBACTC
- WBACTC have 4 readers during the game promoting WBACTC with the school logo on the screen
- WBACTC will be the SPONSOR for the Meet the Team Element during the game. That gets 4 runs
- Former WBACTC students valuable experience working on this project

REQUESTED DATES FOR USE OF FACILITY:

Friday July 7th- 5:30 pm-to-8:30 pm

Saturday July 8th- 9:30am-to-12:30pm

WHO:

13-to-15 Little League Players
 3 Coaches
 4 District 16/31 Staff
 3 Production Crew Staff

23 Total at a time for an hour--then they clear and 23 more in for an hour

ADMINISTRATIVE DIRECTOR’S REPORT CONTINUED

Informational Items:

Little League Continued

WHAT: Below is what will be produced at WBACTC

1. Meet the Team Video Intro (every player)
2. Team Player Bumps (select players)
3. Thank You Bumps for game (select players)
4. Team Thank You Bump (every player and coaches)
5. Manager and Player meet with On-Air Game Announcers

District 16/31 Little League is a non-for-profit organization.

Mr. M. Quinn moved to accept the Administrative Director’s Report; Mr. seconded; and on a roll call vote the members voted as follows: Mr. Faust, “yes”; Ms. Harris, “yes”; Mrs. Tennesen, “yes”; Mr. M. Quinn, “yes”; Mr. Mahle, “yes”; Mr. Atherton, “yes.” The motion passed.

NEW BUSINESS

Mr. Faust: I know you, and I speaking with our Superintendent that there are quite a few students coming to the Career & Tech next year; Are we all scheduled, are we good?

Dr. Guariglia: Yes, we are filling and we are cautiously optimistic. It is a wonderful problem to have. We will be reaching out if we have questions or concerns and we are very excited about it. We are very glad to have this challenge to schedule. We are happy that so many students are taking advantage of what we offer here at this school. Thank you and with your help I’m sure it will all work out.

ADJOURNMENT

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

Secretary