

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

**March 24, 2025**

**MINUTES**

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, March 24, 2025, in person and by ZOOM 5:30 p.m. Ms. Megan Tennesen, Chairperson, 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 and reported as follows: Pursuant to the Pennsylvania Sunshine Act, the chair wishes to announce that at its regular meeting by in-person and ZOOM convened for general purposes on March 24, 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 5:30 p.m. The subjects discussed in executive sessions related solely to matters of employee relations, labor negotiations, threatened and/or actual litigation.

**ROLL CALL**

In the absence of Mr. Evans, Secretary, Mr. Hyder called the roll. The following members were in attendance:

Lauren McCurdy	Crestwood
Denise Chaytor-Zugarek	Crestwood
Megan Tennesen	Gr. Nanticoke Area
Jacob Hyder	Hanover Area
Martin Quinn	Pittston Area
John Adonizio	Pittston Area
Warren Faust	Wilkes-Barre Area ZOOM
Mark Atherton	Wilkes-Barre Area
Arthur Breese	Wilkes-Barre Area ZOOM

Absent:

Beth Anne Harris	Wilkes-Barre Area
Ned Evans	Wilkes-Barre Area

Others:

Anthony Guariglia, Administrative Director  
Frank Majikes, Principal  
Mark Bufalino, Solicitor  
Kevin Elmy, Building & Grounds Superintendent  
Gail Holby, PN Director  
William Christian, IT Department  
Mark Kneeream, Business Consultant  
Matthew Piazza, Business Office

**APPROVAL OF MINUTES**

Mr. M. Quinn moved to accept the minutes of the Regular Meeting of January 27, 2025 as received via email and postal service mail; Mr. Faust seconded and on a roll call vote with all members present voting, “aye,” the motion was unanimously approved.

**TREASURER’S REPORT**

Mr. Atherton, Treasurer, presented the Treasurer’s Summary for the month ending January 31, 2025 and February 28, 2025 as follows:

Opening balance for the General Fund as of January 1, 2025, was \$554,668.73, January receipts were \$2,987,655.23, February disbursements were \$2,716,550.42, and the ending balance as of January 31, 2025, was \$825,773.54. Opening balance for the Equipment Reserve Fund was \$15,048.66, receipts were \$57.68 and the ending balance was \$15,106.34. Opening balance for the Miscellaneous Funds was \$368,055.93, receipts were \$196,122.39, disbursements were \$224,791.28, and the ending balance was \$339,387.04. The Student Activities account’s opening balance was \$62,199.51, receipts were \$3,925.33, disbursements were \$7,843.47, and the ending balance was \$58,281.37. 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 January 31, 2025.

Opening balance for the General Fund as of February 1, 2025, was \$825,773.54, February receipts were \$1,606,174.59, February disbursements were \$2,146,000.50, and the ending balance as of February 28, 2025, was \$285,947.63. Opening balance for the Equipment Reserve Fund was \$15,106.34, receipts were \$0 and the ending balance was \$15,106.34. Opening balance for the Miscellaneous Funds was \$339,387.04, receipts were \$6,945.14, disbursements were \$15,494.00, and the ending balance was \$330,838.18. The Student Activities account’s opening balance was \$58,281.37, receipts were \$6,535.08, disbursements were \$9,443.57, and the ending balance was \$55,372.88. 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 February 28, 2025.

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

**FINANCE COMMITTEE REPORT**

Mr. Atherton, Finance Committee Chairman, presented the following report:

1. Approval was recommended to authorize a transfer from the General Fund into the Capital Reserve Fund for year ended June 30, 2024 in the amount of \$10,827.00 contingent upon the completion of the final audit report from Brian T. Kelly CPA & Associates, LLC.
2. Approval was recommended to pay those teachers who request to receive their salary in a lump sum, according to the contract payable in June, 2025.
3. Approval was recommended to renew the participation in the PDE's Community Eligibility Program for the 2025-2026 school year. Eligible schools participating in the lunch and breakfast programs may choose to offer free breakfast and lunch to all students in high poverty areas.
4. Approval was recommended to renew the Food Service Management Contract to Nutrition Group for July 1, 2025 – June 30, 2026. Year two (2) or the four (4) year RFP. Cost per meal is \$3.8295 as per hand-out in Board Members folders.
5. Approval was recommended to enter into service agreement with Doron Precision Systems (DPS), Inc., Binghamton, NY for the school simulators in the amount of \$9,876.00 for a 12-month term commencing on November 1, 2024 through October 31, 2025.
6. Approval was recommended for the 2024-2025 audit report as submitted by Brian T. Kelly CPA & Associates, LLC. and included in Board Members folders.

**Informational Item:**

WBACTC received a Supplemental Equipment Grant award in the amount of \$229,803.09.

**Mr. Faust** asked what will this money be used for?

**Dr. Guariglia** stated that we will purchase two dental chairs to help with our partnership with Luzerne County Community College. Plus, a multitude of other supplies/equipment for the various shops.

Mr. Atherton moved to accept the Finance Committee Report; Mr. M. Quinn seconded and on a roll call vote the members voted as follows: Mr. Breese, "yes"; Mr. Atherton, "yes"; Ms. McCurdy, "yes"; Ms. Chaytor-Zugarek "yes"; Ms. Tennesen, "yes"; Mr. Hyder, "yes"; Mr. M. Quinn, "yes"; Mr. Adonizio, "yes"; Mr. Faust, "yes." Motion passes.

**BUILDING COMMITTEE REPORT**

Ms. McCurdy presented the following report:

- Mechanical Services replaced a rubber vibration eliminator pipe on the heating water loop.
- Maintenance repaired the urinal and unblocked the toilet in the girls and boy's bathroom down in the Dodson school.
- Dunmore Roofing repaired roof leaks over the Audio/Visual and Drafting classrooms. This repair was covered under the roof warranty.
- Maintenance removed the old stick welder and replaced it with a new MiG welder in the Plumbing shop. We also installed a 240 volt- 60 amp. fusible disconnect with a 40 amp. female receptacle.

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 approved.

**PERSONNEL COMMITTEE REPORT**

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

1. Ratification was recommended for approval since the last meeting for Anthony Ciliberto, Masonry Instructor to attend the Masonry Instructors Association meeting on March 10, 2025 at the Lebanon County CTC, Lebanon, PA. Cost is mileage only according to policy.
2. Approval was recommended to accept the intent to retire with the early retirement incentive of employee #1063 as per letter in Board Members folders.
3. Approval was recommended to accept the intent to retire with the early retirement incentive of employee #1034 as per letter in Board Members folders.

Mr. M. Quinn moved to accept the Personnel Committee Report; Mr. Hyder seconded; and on a roll call vote the members voted as follows: Ms. Chaytor-Zugarek, "yes"; Ms. Tennesen, "yes"; Mr. Hyder, "yes"; Mr. Atherton, "yes"; Mr. M. Quinn, "yes"; Mr. Faust, "yes"; Mr. Breese, "yes"; Mr. Adonizio, "yes"; Ms. McCurdy, "yes." Motion passed.

**SOLICITOR'S REPORT**

Attorney Mark Bufalino stated that he had no formal report.

**PRACTICAL NURSING REPORT**

Mr. M. Quinn, Practical Nursing Committee Chairman reported as follows:

There was no formal report for the Practical Nursing.

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

**ADMINISTRATIVE DIRECTOR'S REPORT**

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

1. Approval was recommended for the Second 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

2. Approval was recommended for the Comprehensive Plan 2025-2028 as per hand-out in Board Members folders and on file at the Wilkes-Barre Area CTC.
3. Approval was recommended for the policy titles as per hand-out in Board Members folders as follows.

000 LOCAL JOINT OPERATING COMMITTEE PROCEDURES

100 PROGRAMS

200 PUPILS

300 EMPLOYEES

600 FINANCES

700 PROPERTIES

800 OPERATIONS

900 COMMUNITY

4. Approval was recommended for the 2025-2026 School Calendar as per hand-out in Board Members folders.

Aug. 21 . . . In-Service Day	Dec. 24,25,26,29,30,31.
Aug. 25 . . . School Opens	Jan. 1, 2 . . . Christmas Vacation
Aug. 29 . . . School Closed	Jan. 19 . . . . . Martin L. King's Day
Sept. 1 . . . . . Labor Day	Feb. 9 . . . . . In-Service Day
Oct. 10 . . . . . In-Service Day	Feb. 16 . . . . . President's Day
Oct. 13 . . . . . Columbus Day	Apr. 2,3,6. . Spring Vacation
Nov. 11 . . . Veterans Day	May 25 . . . . . Memorial Day
Nov. 27,28, & Dec. 1 Thanksgiving	June 3. . . . . Last Day

**Informational Item**

The Northeast Building Trades Career Fair will be held on Tuesday, April 15, 2025. All are invited to attend.

**Student Information**

- Masonry students had a presentation by Dana Martini of Superior Clay Products on new products and techniques in the masonry field on February 19, 2025.
- Law Enforcement students had a presentation by Scranton University Police, David Kostiak on the opportunities for students.
- Law Enforcement students represented the WBACTC in the Wilkes-Barre City St. Patrick's Day Parade on March 9, 2025.
- Cosmetology II students traveled to Allied Services Northampton and Meade Street, Wilkes-Barre on March 6<sup>th</sup> and March 13<sup>th</sup> to volunteer services for the patients.
- Diesel students had a presentation by Richard Evans of NGC on March 7, 2025 on opportunities for Co-Op employments.
- Drafting students crossed another bridge to put a close to 2025 NEPA bridge building season. The results are officially calculated and we finished the contest with two official bridges competing.
  - 7th place Dylan Martin
  - 11th place Keira Shyblowski
  - DNF- Randy Salas

An award (Plaque) is dedicated in memory to Mr. Thomas Kovell; a long, long-time supporter and advocate of the NEPA bridge contest, structural engineering, and education.

This year I'm proud to announce Keira Shyblowski received 3rd place recognized for her Excellence in Architectural Design.

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

Ms. Tennesen stated that the next meeting will be on April 28, 2025. No Safety Committee Meeting

**ADJOURNMENT**

On a motion by Mr. Atherton; seconded by Mr. Hyder, the meeting was adjourned.

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Secretary