

**MWILKES-BARRE AREA CAREER & TECHNICAL CENTER
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE
OCTOBER 21, 2024
MINUTES**

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, October 21, 2024, at 5:30 p.m., in person and by ZOOM. Mrs. 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

Chairperson, Mrs. 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 convened for general purposes on October 21, 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 6:15 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	(ZOOM)
Lauren McCurdy	Crestwood	
Megan Tennesen	Gr. Nanticoke Area	
Warren Faust	Wilkes-Barre Area	(ZOOM)
Beth Anne Harris	Wilkes-Barre Area	
Martin Quinn	Pittston Area	
Arthur Breese	Wilkes-Barre Area	(ZOOM)
Mark Atherton	Wilkes-Barre Area	
Ned Evans	Wilkes-Barre Area	

Absent:

Jacob Hyder	Hanover Area
John Adonizio	Pittston Area

Others:

Dr. Anthony Guariglia, Administrative Director
Ray Wendolowski, Solicitor (ZOOM)
Frank Majikes, Principal
William Christian, Technology Coordinator
Chuck Yasinkas, Albert B. Melone Company
Matthew Piazza, Business Office
Kevin Elmy, Building Maintenance Supervisor
Gail Holby, Practical Nursing Director

APPROVAL OF MINUTES

Ms. Harris moved to accept the minutes of the Meeting of September 16, 2024 and the Special Meeting of October 1, 2024 as received via email and postal mail; Mr. Evans seconded and with all members present voting "aye" the motion carried.

TREASURER'S REPORT

Mr. Atherton, Treasurer presented the Treasurer's Summary for the month ending September 30, 2024 as follows:

Opening balance for the General Fund as of September 1, 2024 was \$571,917.73 September receipts were \$2,344,253.27, September disbursements were \$2,616,948.96, and the ending balance as of September 30, 2024, was \$299,222.04. Opening balance for the Equipment Reserve Fund was \$14,799.17 receipts were \$67.93 and the ending balance was \$14,867.10. Opening balance for the Miscellaneous Funds was \$526,781.52, receipts were \$281,479.71, disbursements were \$272,779.07, and the ending balance was \$535,482.16. The Student Activities account's opening balance was \$70,895.25, receipts were \$22.26, disbursements were \$9,947.95, and the ending balance was \$60,969.56. 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 September 30, 2024.

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

FINANCE COMMITTEE REPORT

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

1. Approval was recommended for membership in the 2024-2025 Pennsylvania Cooperative Education Association (PCEA) for David Joyce, Diversified and David Vnuk, Capstone in the amount of \$50.00 each.
2. Approval was recommended for payment to Mark Bufalino, Solicitor (Elliott Greenleaf & Dean) for legal services through August 31, 2024 in the amount of \$510.00.

Informational Items

First National Community Bank because of a merger, will now be referred to as Peoples Security Bank and Trust as of October 15, 2024.

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

BUILDING COMMITTEE REPORT

Ms. McCurdy, Building Committee Chairperson, reported amended report as follows:

- Maintenance installed sound proofing 12"x12" blocks on the wall in classroom 124 for the LPN department.
- Cintas replaced (1) pull station and (1) audible device on the fire alarm system. These two devices failed during the fire alarm inspection.
- Maintenance installed shelving units in the Warehouse Program.
- Maintenance changed the flush valve and seals on the handle on the toilet in the Machine Shop bathroom.

Mrs. McCurdy moved to accept the Building Committee Report; Ms. Harris seconded and with all the members present voting "aye" the motion carried.

SOLICITOR'S REPORT

Attorney Wendolowski stated that other than what was discussed in executive session there is no formal report.

PERSONNEL COMMITTEE REPORT

Mr. M. Quinn, Personnel Chairman, presented the following report:

1. Approval was recommended for a salary grade change for Donna Richmond, Practical Nursing Instructor from Step 6 Column F to Step 6 Column I of the current Professional Employees Collective Bargaining Agreement Salary Schedule.
2. Approval was recommended for a salary grade change for Valerie Chittalia, Guidance Counselor from Step 18 Column L to Step 18 Column M of the current Professional Employees Collective Bargaining Agreement Salary Schedule.
3. Approval was recommended for a salary grade change for Amy Patton, ISS Instructor from Step 18 Column F to Step 18 Column G of the current Professional Employees Collective Bargaining Agreement Salary Schedule.
4. Approval was recommended for a salary grade change for Jaime Lisman, Culinary Arts Instructor from Step 6 Column A to Step 6 Column B of the current Professional Employees Collective Bargaining Agreement Salary Schedule.
5. Approval was recommended for a salary grade change for Michelle Oko, Cosmetology Instructor from Step 14 Column D to Step 14 Column E of the current Professional Employees Collective Bargaining Agreement Salary Schedule.

PERSONNEL COMMITTEE REPORT

6. Approval was recommended for a salary grade change for Chris Slusser, Warehouse Instructor from Step 6 Column B to Step 6 Column C of the current Professional Employees Collective Bargaining Agreement Salary Schedule.
7. Approval was recommended for Anthony Cibello, Assistant Principal, Chris George, Carpentry Instructor and Jill King, Special Education Instructor to attend the Conference on Integrated Learning: The School-to Career Connection on November 6, 7, 8, 2024 at the Penn Stater Hotel and Conference Center. Cost is registration, hotel and mileage paid with Perkins funds.
8. Approval was recommended for Joe Lakkis Law Enforcement Instructor to attend a Security Training Conference at the Luzerne County EMA on November 13th and 14th, 2024. Cost is mileage only according to policy.

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

SAFETY COMMITTEE REPORT

The safety committee report was not listed on the agenda. The next meeting will be on November 18, 2024 at 4:30 p.m. before the Board Meeting. This Committee will be adding to the agenda each month.

Mr. Evans, Chairman stated that we have a meeting every other month with the Chief, security and other personnel. At the first meeting we discussed bookbags coming into this building, personnel standing outside, do we have enough, do we need to add any. We even got a vehicle to go around the school like we have in Wilkes-Barre.

PRACTICAL NURSING REPORT

Mr. M. Quinn, Practical Nursing Chairman presented the following report:

1. Ratification was recommended for approval since the last Board meeting for Director Gail Holby, to attended the Administrator Day Conference of the Pennsylvania Association of Practical Nursing Administrators (PAPNA) held at State College, PA on 10/17/2024. The cost includes a registration fee of \$275.00. Reimbursement is requested for meals and mileage according to policy.
2. Approval was recommended for the annual accreditation fee in the amount of \$3,100.00 for the period January 1 – December 31, 2025, with ACEN (Accreditation Commission for Education in Nursing).
3. Approval was recommended to hire Amanda Murphy as a Practical Nursing Instructor at Step 1 Column F of the Professional Employees Collective Bargaining Agreement effective January 2, 2025 with the submission of all required paperwork.

PRACTICAL NURSING REPORT CONTINUED

4. Approval was recommended for testing with Harrington Onsite Drug Testing for freshman class #132 (37 students) for \$2,065.00.

Informational Items:

- The Practical Nursing Program will be hosting its Fall 2024 Career Fair on Wednesday, October 23, 2024, from 12:00 P.M. to 1:30 P.M. This event will be held at the Practical Nursing Program. There will be a total of 80 students attending. Flyer attached.
- The Practical Nursing Program will be celebrating the graduation of Class 130 on Friday, November 15th. This event will be held at the WBACTC Auditorium. Invitations are being distributed to JOC Board Members via email/mail.
- The Practical Nursing Program is hosting a clothing drive from October 7th to November 1, 2024, as part of a community health project. All proceeds will benefit Keystone Mission, a local agency that assists individuals in need from Wilkes-Barre and the surrounding areas. Flyer attached.

Mr. M. Quinn moved to accept the Practical Nursing/Health Careers Committee Report; Mr. Evans seconded and on a roll call vote the members voted as follows: Mr. Evans, "yes"; Mr. Breese, "yes"; Ms. Harris, "yes"; Mr. Atherton, "yes"; Mr. M. Quinn, "yes"; Ms. McCurdy, "yes"; Ms. Chaytor-Zugarek, "yes"; Ms. Tennesen, "yes"; Mr. Faust, "yes."

Motion passed by unanimous vote.

ADMINISTRATIVE DIRECTOR'S REPORT

Dr. Guariglia Administrative Director reported the following:

Informational Items:

- The first meeting of the Occupational Advisory Committees for the 2024-2025 school year will be held tonight with a dinner and then break-out meetings in the shop areas.

Dr. Guariglia stated that there are two meetings per year the second one is in March 2025. If you care to walk around the building each of our instructors are meeting with their current committees to discuss what is happening with the students and the task list for each student.
- Law Enforcement students participated in presentation by Sgt. Gannon of the United States Marine Corps on military opportunities.
- Diesel students participated in the Isuzu 2024 Mock Competition & Job Fair on October 17, 2024 at the Isuzu Center of Excellence Training Center, Pittston. They met Isuzu Dealer Representatives, learned about possible job opportunities and observed Team USA practice for Japan.

STUDENT PROJECTS

The Horticulture Program participated in the Bloomsburg Fair Competitions and the results are as follows:

All students competed in the Adult Class Level in Horticulture.

<u>Name</u>	<u>Sending School</u>	<u>Placing</u>	<u>Category</u>
Daniel Angel	Wilkes-Barre Area	2 nd Place	Geranium
Justin Rabe	Wilkes-Barre Area	1 st Place	Fiddle Leaf Fig
Reilly Mills	Pittston Area	1 st Place	Philodendron
Michael Rabe	Wilkes-Barre Area	1 st Place	Red Palm
Coraline			
Ashley Rodriguez	Hanover Area	3 rd Place	Shamrock Plant
Nebula Newhart	Nanticoke Area	3 rd Place	Big Leaf
Coleus			
Nathan Amagon	Wilkes-Barre Area	2 nd Place	Kalanchoe

ADJOURNMENT

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

Secretary