

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

**May 19, 2025**

**AGENDA**

**4:30 p.m. – Executive Session**

**5:30 p.m. – Public Meeting-J.O.C.**

**Safety Committee Meeting  
Budget Review**

- |       |  |  |
|-------|--|--|
| I.    | Call to Order  | Ms. Tennesen                             |
| II.   | Pledge to the Flag   |  |
| III.  | Reading of the Sunshine Act  | Ms. Tennesen                             |
| IV.   | Roll Call  | Mr. Evans                                |
| V.    | Appointment of <b>Treasurer</b> effective July 7, 2025 for a one-year term |  |
| VI.   | Approval of Minutes of April 28, 2025 as received by email and postal mail |  |
| VII.  | Communication from Citizens ( <b>agenda items only</b> )                   |  |
| VIII. | Treasurer's Report   | Mr. Atherton                             |
| IX.   | Committee Reports:   |  |
|       | A. Finance Committee Report.   | Mr. Atherton                             |
|       | B. Building Committee Report   | Ms. McCurdy                              |
|       | C. Solicitor's Report  | Atty. Bufalino<br>Atty. Wendolowski      |
|       | D. Personnel Committee Report  | Mr. M. Quinn                             |
|       | E. Safety Committee Report   | Mr. Evans                                |
|       | F. Practical Nursing   | Ms. McCurdy                              |
| X.    | Administrative Director's Report   | Dr. Guariglia<br>Administrative Director |
| XI.   | Old Business   |  |
| XII.  | New Business   |  |
| XIII. | Communication from Citizens  |  |
| XIV.  | Adjournment  |  |

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER  
BOARD OF EDUCATION-JOINT OPERATING COMMITTEE  
MAY 19, 2025  
AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested for the Business Manager/Office to forward the proposed 2025-2026 Wilkes-Barre Area Career & Technical Center Budget to all five districts for approval vote.
2. Approval is requested to renew the annual Jamf (cloud) in the amount of \$1,134.00 for one year 6/24/2025 through 6/23/2026.
3. Approval is requested to renew with the IU 13 for the Microsoft EES Agreement year two (2) of a five-year contract to expired 2028-2029 at a cost of \$8,421.30 which is based on the number of employees and students.
4. Approval is requested to renew into Adobe's VIP program for 12 months at \$4.92 per user minimum of 500 users, \$2,460.00 for adobe programs for Graphic Arts, Audio Visual, staff and other selected shops.
5. Approval is requested for the Wilkes-Barre Area Career and Technical Center plan for procuring goods and services for use in the Child Nutrition Programs. The procurement plan provides for full and open competition, transparency in transactions, comparability, and documentation of all procurement activities as per hand-out in Board members folders.
6. Approval is requested to establish the 2025-2026 breakfast and lunch prices as follows:
  - Student Breakfast – Free
  - Student Lunch – Free
  - Adult Breakfast - \$3.00/meal
  - Adult Lunch - \$4.85/meal
  - Ala Carte Prices as per listed in folders.
7. Approval is requested to renew the insurance policies with Risk Strategies Joyce Insurance Group effective July 1, 2025 through June 30, 2026 as per print out in Board folders.

|                  |              |
|------------------|--------------|
| Renewal Premium  | \$240,361.00 |
| Expiring Premium | \$247,349    |
8. Approval is requested to renew the membership for Association of Vocational Teachers Educating in Cosmetology (AVTEC) for Karen Montante and Michelle Oko in the of \$35.00 each (\$70.00) for the 2025-2026 school year.

**BUILDING COMMITTEE REPORT****Building Superintendent's Report:**

- Maintenance performed preventative maintenance on the zero turn and the John Deere lawn mowers. We changed the oil, greased the bearings and changed a drive belt on the zero-turn mower.
- Maintenance changed the air filters and changed the drive belts as needed.
- Maintenance repaired the toilet in the boy's bathroom down at the Dodson school.
- Maintenance repaired the panic bar on door number 62.

**Student Projects as an extension of the Curriculum**

Horticulture students helped with the clean-up and planting around the school grounds.

**SOLICITOR'S REPORT**

Items of Board interest.

**PERSONNEL COMMITTEE REPORT**

1. Ratification is requested for approval since the last meeting for David Joyce, Diversified Cooperative Education and Dave Zaykoski, Drafting to attend the Pittston Career Fair Day on April 25, 2025 at Pittston High School for recruitment. Cost is mileage only according to policy.
2. Approval is requested to enter into summer contracts at the summer rate of pay as follows (**if needed**):
  - a. Mr. Joseph Ladd, Graphic Arts Instructor, 220 hours.
  - b. Mr. Chris Slusser, Warehouse Instructor for Warehousing deliveries, 350 hours.
  - c. Capstone Cooperative Ed. Instructor, 330 hours (Dave Vnuk)
  - d. Utilize the custodial substitutes for summer projects, 200 hours total.

**PRACTICAL NURSING REPORT**

1. Approval is requested to accept the 2025-2026 Practical Nursing Budget for the fiscal year ending June 30, 2026 as per print out in Board Members folders.

**Informational Items:**

The Practical Nursing Program will be celebrating the graduation of Class 131 on Friday, May 23<sup>rd</sup>. This event will be held at the WBACTC cafetorium. Invitations were distributed via email by Mrs. Kim Quinn on April 29<sup>th</sup>.

**ADMINISTRATIVE DIRECTOR'S REPORT**

1. Approval is requested to renew the Jones and Bartlett Learning CDX Auto MLR 2E 1 Year High School Preferred Curriculum Solution Tier 2 for the Auto Mechanics Shop at a cost of \$3,595.50 for the 2025-2026 school year.
2. Approval is requested to renew Police One Academy from Lexipol for 60 units at a cost of \$73.13 each for a total of \$4,387.80.
3. Approval is requested to renew the AgEDNet Subscription for one year (9/1/2025—8/31/2026) for the Horticulture Program at a cost of \$465.00.
4. Approval is requested to renew the Diesel Mitchell 1 Medium/Heavy Vehicle Online for twelve (12) months in the amount of \$2,160.00.
5. Approval is requested to renew the Mitchell 1 Vehicle Online for the 2025-2026 school year twelve (12) months in the amount of \$1,589.00 for Auto Mechanics.
6. Approval is requested to purchase the following books for the Cosmetology I Program from Cengage Learning as follows.

|    |   |                 |                   |
|----|---|-----------------|-------------------|
| 12 | K12 1 Year Access: CIMA Milady Standard | \$131.25        | \$1,575.00        |
| 10 | Bundle Workbook for Milady Standard     |                 |                   |
|    | 14 <sup>th</sup> Workbook Milady        | \$124.25        | \$1,242.50        |
| 10 | Exam Prep Milady Standard               | \$44.25         | \$442.50          |
|    |   | <u>Shipping</u> | <u>324.80</u>     |
|    |   | <b>Total</b>    | <b>\$3,584.80</b> |

ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED

7. Approval is requested to purchase the following books for the Cosmetology II Program from Cengage Learning as follows.

|    |                                     |         |                   |
|----|-------------------------------------|---------|-------------------|
| 8  | Theory Workbook for Milady Standard | \$56.25 | \$450.00          |
| 12 | Practical Workbook                  | 56.25   | 675.00            |
| 40 | On-Line 1-year Access CIMA          | 130.25  | <u>5,210.00</u>   |
|    | <b>Total</b>                        |         | <b>\$6,335.00</b> |

8. Approval is requested to purchase CUMMINS Engine V5 software for the Diesel program in the amount of \$980.48 from Snap-On Industrial.

9. Approval is requested to purchase for Health Assistant Program from Amazon as follows:

40 Anatomy Coloring Book the 4<sup>th</sup> Edition    \$22.61 each                      **\$904.40**

10. Approval is requested to renew the Cengage/Mindtap, ATP, Pearson, SAM and CIMA from Milady on-line program for all shops. Based on last year the amount would be \$7,770.00 unless enrollment increases for these shops.

11. Approval is requested to purchase S/P2 Heavy-Duty/Diesel for Career Technical Education for the Diesel Shop for student certification in the amount of \$399.00 for one year.

12. Approval is requested to purchase SolidProfessor, Mountain View, CA as follows:

11-20 Students and 1 Instructor Membership                      \$1,250.00

13. Approval is requested to purchase from Cengage for the Carpentry I Program as follows:

|    |   |        |                   |
|----|---|--------|-------------------|
| 20 | Residential Construction Academy: Carpentry | 168.95 | \$3,379.00        |
| 20 | Student Workbook                            | 49.95  | 999.00            |
| 1  | Kahoot & Gold+ Access Pass                  |        | 156.00            |
| 1  | Quizlet Pluz for Teachers                   |        | <u>35.99</u>      |
|    | <b>Total</b>                                |        | <b>\$4,569.99</b> |

**ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED****Informational Item:**

- **Awards Night was held on May 20, 2025 at 6:30 p.m.**
- Geisinger Career Pathways Showcase presented by Pennsylvania CareerLink was held here at the Wilkes-Barre Area CTC on May 7, 2025 from 10:00 a.m. to 2:00 p.m. showcasing Career Opportunities for our students along with some sending school students such as nursing, respiratory therapy, nursing support, security, nutrition, food services and other departments as per print-out in Board Members folders.

**Student News**

- On April 29, 2025 the Child Care Program travelled to King's College/Building Blocks to visit the College and Early Learning Center.
- Cosmetology II students conducted volunteer beauty days for the elderly as follows:
  - May 1, 2025                      Meade Street Center                      Wilkes-Barre                      Elderly Patients
  - May 6, 2025                      Allied Services Center                      Wilkes-Barre                      Elderly Patients
  - May 15, 2025                      E. Northampton Street                      Wilkes-Barre                      Elderly Patients
- On May 6, 2025 the Auto Body and Diesel students participated in a presentation by Todd Haires of OTC on all opportunities.
- The Culinary Arts Programs observed a cheese demonstration by Erica Hollach from Wegmans on May 8, 2025. They, also, spoke about job opportunities.
- Auto Mechanics students met/interviewed with Jeffrey Dorazio of Bergey's Auto Group, Wilkes-Barre on career opportunities for work-study or the warehouse on May 8, 2025.