

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

**January 26, 2026
MINUTES**

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, January 26, 2026, at 5:30 p.m., by ZOOM and in person. 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

By approval of the Chairperson, Ms. Tennesen, Dr. Guariglia read and 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 January 26, 2026, 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

With the approval from Mr. Evans, Secretary and the members of the Board present, Dr. Guariglia called the roll. The following members were in attendance:

Denise Chaytor-Zugarek	Crestwood	ZOOM
Megan Tennesen	Gr. Nanticoke Area	ZOOM
Jacob Hyder	Hanover Area	ZOOM
Martin Quinn	Pittston Area	Phone
Joseph Salvo	Pittston Area	
Arthur Breese	Wilkes-Barre Area	ZOOM
Beth Anne Harris	Wilkes-Barre Area	ZOOM
Warren Faust	Wilkes-Barre Area	ZOOM
Ned Evans	Wilkes-Barre Area	Phone

Absent:

Mark Atherton	Wilkes-Barre Area
Lauren McCurdy	Crestwood

Others:

Dr. Anthony Guariglia, Administrative Director
Attorney Ray Wendolowski, Solicitor ZOOM
Joe Oliveri, Technology Coordinator
Mark Kneeream, Business Consultant
Gail Holby, Practical Nursing Director
Matt Piazza, Business Office Assistant
Annie Barsh, Asst. Practical Nursing Director

APPROVAL OF MINUTES

Mr. Evans moved to accept the minutes of the Meeting of December 15, 2025 as received via email and postal mail; Ms. Harris seconded and all members present voting “aye” the motion carried.

TREASURER'S REPORT

In the absence of Mr. Atherton, Treasurer, Mr. Faust presented the Treasurer's Summary for the month ending December 31, 2025 as follows:

Opening balance for the General Fund as of December 1, 2025 was \$781,108.17 December receipts were \$2,573,158.09, December disbursements were \$3,291,005.90, and the ending balance as of December 31, 2025, was \$63,260.36. Opening balance for the Equipment Reserve Fund was \$15,706.46 receipts were \$48.68 and the ending balance was \$15,755.14. Opening balance for the Miscellaneous Funds was \$197,984.37, receipts were \$142,179.01, disbursements were \$51,187.00, and the ending balance was \$288,976.38. The Student Activities account's opening balance was \$60,537.21, receipts were \$4,120.83, disbursements were \$7,553.12, and the ending balance was \$57,104.92. 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 December 31, 2025.

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

FINANCE COMMITTEE REPORT

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

1. Approval was recommended to renew the Barracuda Cloud Archiving Service & Email Protection for one (1) year in the amount of \$3,710.80 effective from Jan 31, 2026 through Jan. 30, 2027.
2. Approval was recommended for the annual renewal payment to PowerSchool for the School Messenger Communicate license and subscription for one year, covering 01/13/2026 to 01/12/2027, in the amount of \$2,108.91. This renewal is critical for sending automated phone calls to parents, staff, and others for important updates such as attendance and inclement weather notifications.
3. 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, 2026 through December 31, 2026.

FINANCE COMMITTEE REPORT CONTINUED

4. Approval was recommended for payment to Wilmington Trust Fee Collections for period December 15, 2025 to December 14, 2026 in the amount of \$2,500.00.
5. Approval was recommended to renew Interplay Learning LM EDU from Interplay Learning Inc. for a variety of the shops at a cost of \$9,000.00 for a period of December 1, 2025 to November 30, 2026.
6. Approval was recommended for payment to Raymond Wendolowski, Esq. (Fellerman & Ciarimboli) in the amount of \$5,869.50 for legal services from November 1, 2025 through December 31, 2025.
7. Approval was recommended for payment to Jack Dean, Esq. (Elliott Greenleaf & Dean) in the amount of \$5,678.00 for legal services through November 30, 2025.

Informational Items:**New Bid Thresholds**

The new bid thresholds established for 2026 are as follows:

Purchases and contracts below \$13,200 require no formal bidding or written/telephonic quotations.
Purchases and contracts between \$13,200 and \$24,500 requires three written/telephonic quotations.
Purchases and contracts over \$24,500 require formal bidding.

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

BUILDING COMMITTEE REPORT

In the absence of Ms. McCurdy, Building Committee Chairperson, Ms. Chaytor-Zugarek reported as follows:

- Maintenance changed the fan motor on the heating unit in the hen house for the Horticulture shop.
- Maintenance changed all of the filters on the HVAC units throughout the school.
- Maintenance changed 2 light timer switches for the canopy lights.
- Maintenance and the custodians removed snow on the sidewalks, parking lots and roadways around the building.

Ms. Chaytor-Zugarek 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 Joe Lakkis, Law Enforcement Instructor to attend the “Drone Assessment & Response Tactics” training at Luzerne County Community College EMA on April 22, 2026. There is no cost.

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

PRACTICAL NURSING REPORT

1. Approval was recommended to hire Nikitalynn Kraynak, Pittston at Step 1 Column B of the current Professional Employees Collective Bargaining Agreement Salary Schedule effective February 6, 2026, pending submission of clearances and other required paperwork.

Informational Items:

- Spring 2026 class start date is Monday, March 9th. New student orientation will be held on Monday, March 2nd.

Mr. M. Quinn moved to accept the Practical Nursing Committee Report; Mr. Faust seconded and on a roll call vote the members voted as follows: Ms. Tennesen, “yes”; Mr. Hyder, “yes”; Mr. Evans, “yes”; Ms. Chaytor-Zugarek, “yes”; Mr. Breese, “yes”; Mr. Salvo, “yes”; Ms. Harris, “yes”; Mr. Faust, “yes”; Mr. M. Quinn, “yes.” Motion passed by unanimous vote.

SAFETY COMMITTEE REPORT

Mr. Evans stated that there will be a formal meeting of the Safety Committee at the March meeting. He, also stated that Chief Parsnik is pleased with the equipment and materials purchased for the safety of the school. We believe that the school is safe and that the expense of the five security guards that cover the main school and the practical nursing area are well worth keeping the school safe.

ADMINISTRATIVE DIRECTOR'S REPORT

Dr. Guariglia Administrative Director reported the following:

1. Approval was recommended for the resolution that the Wilkes-Barre Area Career and Technical Center request a Public-School Facility Improvement Grant of \$1.2 million from the Commonwealth Financing Authority to be used for a partial HVAC-R replacement of antiquated systems, there is a 25% match for any grant monies received as per resolution in Board Members folders.

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.

Dr. Guariglia thanked all Board Members for their service especially for the students here at the Wilkes-Barre CTC.

Student Information

The **Skills USA students** competed in the Skills Competition on December 9, 2025 at Johnson College on January 8, 2026 at LCCC and the Team Works portion in January will be held at the Wilkes-Barre Area CTC.

Skills USA Competition @ Johnson College!

Twelve (12) students competed and three (3) win districts and will move on to the state competition in Hershey!

1st -Ethan Howe -	Cabinet Building	Pittston Area
1st -Alan Lane -	Welding Sculpture	Northwest Area
1st -Savannah Strickland-	Prepared Speech	Old Forge
2nd-Logan Farver -	Welding	Northwest Area
2nd-Dakota Scott-	Diesel Technology	Northwest Area
2nd- Dana Kistler -	Demonstration of Work	Pittston Area
2nd- Ethan Cholewa -	Precision Machining	Crestwood Area
3rd- Le'Kayle Constatine -	Masonry	Hanover Area
3rd- Megan Ceaser -	Technical Drafting	Crestwood Area

Our students also, competed in competitions at Luzerne County Community College (LCCC) on January 8th and had an amazing day showing their skills and bringing home the hardware!!

1st- Amani Royal-	Baking and Pastry Arts	Wilkes-Barre Area
1st-Kaiya Falkowski-	Criminal Justice	Pittston Area
2nd-Crystal Genao-Diaz-	Cosmetology	Greater Nanticoke Area
3rd-Austin Fisher	Crime Scene Investigation	Hanover Area
Noah Hardick -	Crime Scene Investigation	Greater Nanticoke Area
3rd-Torre Dimattia -	Nail Care	Old Forge
3rd-Sydney Martin -	Medical Terminology	Hanover Area
3 rd – Keianna Cardoza	Cosmetology	Greater Nanticoke Area

All first-place finishers will now move on to compete in Hershey, April 8-10, 2026.

Mr. Faust moved to accept the Administrative Director's Report; Mr. Hyder seconded and on a roll call vote the members voted as follows: Ms. Tennesen, "yes"; Mr. Hyder, "yes"; Mr. Evans, "yes"; Ms. Chaytor-Zugarek, "yes"; Mr. Breese, "yes"; Mr. Salvo, "yes"; Ms. Harris, "yes"; Mr. Faust, "yes"; Mr. M. Quinn, "yes." Motion passed by unanimous vote.

NEW BUSINESS

Attorney Wendolowski stated that Mr. Mark Atherton resigned from the WBACTC Board, therefore, a new Treasurer needs to be appointed. He asked for a nomination to amend the agenda to appoint a new Treasurer.

Mr. Evans motioned to **amend the agenda** to appoint a Treasurer; Mr. Breese seconded and with all members present voting "aye" the motion was approved to amend the agenda.

Mr. Faust moved to appoint Ms. Harris to Treasurer; Mr. Breese seconded and on a roll call vote the members voted as follows:

Ms. Tennesen, "yes"; Mr. Hyder, "yes"; Mr. Evans, "yes"; Ms. Chaytor-Zugarek, "yes"; Mr. Breese, "yes"; Mr. Salvo, "yes"; Ms. Harris, "yes"; Mr. Faust, "yes"; Mr. M. Quinn, "yes." Motion passed by unanimous vote.

ADJOURNMENT

On a motion by Mr. Breese and seconded by Mr. Faust, the meeting was adjourned.

Secretary