

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

**April 20, 2026  
MINUTES**

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, April 20, 2026, 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 April 20, 2026, the Joint Operating Committee of the Wilkes-Barre Area Career & Technical Center went into closed or executive session on Monday, April 13, 2026 at 4:30 p.m. and April 20, 2026 at 5:00 p.m., and began the public meeting at 5:53 p.m. The subjects discussed in executive sessions 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
Megan Tennesen	Gr. Nanticoke Area
Jacob Hyder	Hanover Area
Martin Quinn	Pittston Area
Warren Faust	Wilkes-Barre Area (ZOOM)
Dr. Corey Moore	Wilkes-Barre Area
Arthur Breese	Wilkes-Barre Area
Beth Anne Harris	Wilkes-Barre Area (ZOOM)
Ned Evans	Wilkes-Barre Area
Lauren McCurdy	Crestwood
Joseph Salvo	Pittston Area

Absent: 0

Others:

Dr. Robert Makaravage, Acting Administrative Director  
Dr. Costello, Chief School Administrator  
Frank Majikes, Principal  
John Dean, Solicitor  
Raymond Wendolowski, Solicitor  
Kevin Elmy, Building/Maintenance Supervisor  
Joe Oliveri, IT Department  
Mark Kneeream, Business Consultant  
Matthew Piazza, Assistant Business Manager  
Gail Holby, Practical Nursing Director  
Annie Barsh, Asst. Practical Nursing Director

**APPROVAL OF MINUTES**

Ms. McCurdy moved to accept the minutes of the Regular Meeting of March 16, 2026 as received via email and postal service mail; Mr. Evans seconded and on a roll call vote with all members present voting, "aye," the motion was unanimously approved.

**TREASURER'S REPORT**

Ms. Harris, Treasurer, ZOOM into the meeting, Mr. Hyder presented the Treasurer's Summary for the month ending March 31, 2026 as follows:

Opening balance for the General Fund as of March 1, 2026, was \$612,896.90, March receipts were \$3,214,715.37, March disbursements were \$3,398,829.73, and the ending balance as of March 31, 2026, was \$428,782.54. Opening balance for the Equipment Reserve Fund was \$15,806.29, receipts were \$45.81 and the ending balance was \$15,852.10. Opening balance for the Miscellaneous Funds was \$195,478.30, receipts were \$191,745.71, disbursements were \$53,467.38, and the ending balance was \$333,756.63. The Student Activities account's opening balance was \$59,194.77, receipts were \$4,959.43, disbursements were \$6,880.50, and the ending balance was \$57,273.70. 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 March 31, 2026.

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

**FINANCE COMMITTEE REPORT**

Ms. Harris, Finance Committee Chairman, ZOOM into the meeting, Mr. Hyder presented the following report:

1. Approval was recommended to adopt the following Resolution concerning the 2025-2026 school year audit:

**RESOLUTION**

**Therefore, Be It Resolved, that the Business Manager be authorized to make the necessary budgetary transfers in conjunction with close out procedures of the prior fiscal year as a result of the adjustment made by the local auditors for the year ended, and to report said transfers to the Wilkes-Barre Area Career & Technical Center Board of Education-Joint Operating Committee upon completion of the audit.**

2. Approval was recommended for payment to Ray Wendolowski, Solicitor (Fellerman & Ciarimboli) for legal services from February 1, 2026 through March 31, 2026 in the amount of \$4,644.00.
3. Approval was recommended for payment to Jack Dean, Solicitor (Elliott Greenleaf & Dean) for legal services through February 28, 2026 in the amount of \$663.00.
4. Approval was recommended to renew with computer visionaries, Inc. (CVI) for Sophos Central Intercept X Advanced for server protection services for thirty-six (36) months from May 4, 2026 through May 3, 2029 in the amount of \$1,795.00.

**FINANCE COMMITTEE REPORT CONTINUED**

Mr. Hyder moved to accept **Items 1-4** of the Finance Committee Report; Mr. Faust seconded and on a roll call vote the members voted as follows: Mr. Evans, “yes”; Mr. Breese, “yes” Dr. Moore, “yes”; Ms. Harris, “yes”; Ms. Chaytor-Zugarek “yes”; Ms. Tennesen, “yes”; Mr. Hyder, “yes”; Ms. McCurdy, “yes”; Mr. M. Quinn, “yes”; Mr. Salvo, “yes”; Mr. Faust, “yes.” Motion passes.

5. **Tabled:** Approval is requested to renew with Zoom for a sixty (60) month term from May 18, 2026 through May 17, 2031, with pricing held consistent with the current agreement at \$1,499.40 annually and \$1,394.00 per month.
6. **Tabled:** Approval was recommended to enter into an agreement with Sergeant Laboratories, Inc. for Aristotlek12 Internet Content Filtering and student safety services for twelve (12) months in the amount of \$4,922.97.

Mr. Hyder moved to accept the Tabling of **Items 5-6** of the Finance Committee Report; Mr. Faust seconded and on a roll call vote the members voted as follows: Mr. Evans, “yes”; Mr. Breese, “yes” Dr. Moore, “yes”; Ms. Harris, “yes”; Ms. Chaytor-Zugarek “yes”; Ms. Tennesen, “yes”; Mr. Hyder, “yes”; Ms. McCurdy, “yes”; Mr. M. Quinn, “yes”; Mr. Salvo, “yes”; Mr. Faust, “yes.” Motion passed by unanimous vote.

**Informational items:**

- The 2025-2026 Supplemental Equipment Grant was awarded in the amount of \$246,486.32. Because the awarded amount is larger than the amount requested, additional items may be purchased in increments of \$3,000.00 or more for each item and must follow the other criteria used for the original grant. When purchasing leaves less than \$3,000.00, anything may be purchased but must still follow the criteria used for the original grant.

**BUILDING COMMITTEE REPORT**

Ms. McCurdy, Building Committee Chairperson, presented the following report:

- Maintenance repaired the main hot water line in the hallway of the LPN department.
- Maintenance changed the defrost timer controller on the walk-in freezer in the Nutrition Inc. kitchen.
- Maintenance replaced the condensing fan motor on the Nutrition Inc. walk-in cooler.

**Student projects as an extension of the curriculum**

- Plumbing students unblocked the drain on the water fountain for the Machine Shop.
- Horticulture students trimmed the bushes, cleaned the leaves and debris in front of the school.

Ms. McCurdy moved to accept the Building Committee Report; Mr. Hyder 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 since the last Board meeting to approve Anthony Cibello, Asst. Principal and John Kozerski, Guidance Counselor to attend the mandatory Eastern Perkins Meeting on April 15, 2026 at the Schuylkill Technical Center. Cost is mileage only according to policy.
2. Approval was recommended for the Resolution as follows:

Resolution of The Intent to Suspend of the Joint Operating committee of the Wilkes-Barre Area  
Career and Technical Center (CTC)  
Resolution #2025-2026

It is the recommendation of the Superintendent of the CTC that the following resolution be approved:

Whereas, the CTC Joint Operating Committee (the "JOC") is approving the 24 P.S. 11-1124 ("section 1124") and 24 P.S. 11-1125.1 ("section 1125.1") Economic Layoffs effective in the following fiscal year due to a substantial budget shortfall;

Whereas, the JOC is approving the intent to suspend professional employees by majority vote by this resolution;

Whereas, the CTC's final budget is to be submitted no later than June 30, 2026;

Whereas, the JOC is approving this resolution at least sixty (60) days prior to the adoption of a final budget;

Whereas, the JOC is proposing the suspensions to reduce a budget deficit of approximately \$552, 900.00 prior to suspensions;

Whereas, the JOC anticipates the total savings for the 2026-2027 budget after these suspensions to be approximately \$243,431.00;

Whereas, the JOC has undertaken or will undertake other cost saving measures such as:

- i. Eliminated the full-time position of Administrative Director
- ii. Eliminated daily substitute positions
- iii. Applied for multiple grants, including grants for the Welding Program
- iv. Furloughed (6) part-time employees
- v. Eliminated adult night school

Whereas, the JOC will expend \$12,896,557.00 in 2026-2027 with these suspensions and will expend \$13,139,988.00 in 2026-2027 without the proposed suspensions;

Whereas, the JOC projects total revenue and other financing sources in 2026-2027 to be \$12,896,557.00;

Whereas, for economic purposes the JOC projects 0 professional employees who provide instruction directly to students are intended to be suspended;

Whereas, the JOC intends to suspend 0 professional employees who are not assigned to provide instruction directly to students and who are not administrative staff;

Whereas, the JOC intends to suspend two (2) professional employees who are not assigned to provide instruction directly to students and who are administrative staff;

Whereas, the Board has reviewed the impact of the proposed suspensions on students and finds that students will continue to receive a full complement of academic programs and proposed suspensions will not have an impact on academic programs offered to students;

Whereas, the order of suspensions will be pursuant to sections 1124 and 1125.1 of the School Code:

Be It Therefore Resolved that the JOC hereby authorizes the intent to suspend professional employees due to economic reasons;

Be It Further Resolved that the JOC hereby authorizes and directs the Superintendent to take appropriate actions, including notifying affected employees of the intent to suspend the appropriate professional employees due to economic reasons as described above.

**PERSONNEL COMMITTEE REPORT CONTINUED**

- 3. Approval was recommended to furlough the following employees effective June 30, 2026;
  - a. Employee number 159836
  - b. Employee number 541779
  - c. Employee number 951796
  - d. Employee number 288421
  - e. Employee number 132346
  - f. Employee number 891799
  - g. Employee number 539362
  
- 4. Approval was recommended for the Contract between the Joint Operating Committee of the Wilkes-Barre Area Career and Technical Center and Dr. Robert Makaravage as follows effective immediately Acting Administrative Director until July 20, 2026; effective July 21, 2026 until April 19, 2027 Administrative Director as per hand-out in Board

CONTRACT between the JOINT OPERATING COMMITTEE  
 of the  
 WILKES-BARRE AREA CAREER AND TECHNICAL CENTER  
 and  
 Dr. Robert Makaravage  
 Administrative Director

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Joint Operating Committee ("JOC") of the Wilkes-Barre Area Career and Technical Center (hereinafter referred to as the "District") and Dr. Robert Makaravage (hereinafter referred to as the "Director").

WHEREAS, the JOC has appointed Dr. Robert Makaravage to serve as Acting Administrative Director of the District commencing on April 20, 2026 until July 20, 2026, and as Administrative Director from July 21, 2026 until April 19, 2027; and

WHEREAS, the parties desire to set forth the terms and conditions of employment;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

ARTICLE I – DURATION

1.01 The District hereby employs Dr. Robert Makaravage as described above for a term of one (1) year, commencing on April 20, 2026, and ending on April 19, 2027.

ARTICLE II – AUTHORITY

2.01 The Director shall have all powers, rights, duties, and responsibilities as provided by the laws of the Commonwealth of Pennsylvania and as assigned by the Joint Operating Committee.

ARTICLE III – PROFESSIONAL CERTIFICATION

3.01 Certification Compliance

In accordance with Act 47 of 2025 and Section 1221 of the Pennsylvania School Code, Dr. Makaravage has been issued a Superintendent’s Letter of Eligibility for appointment as Director of the Wilkes-Barre Area Career and Technical Center. Consistent with Section 1221(3), Dr. Makaravage agrees to complete a Department of Education–approved Career and Technical Education leadership program within three (3) years of appointment, as required under applicable law.

3.02 The Director affirms that he possesses all qualifications and certifications required by law and agrees to maintain such certification throughout the term of this Agreement.

ARTICLE IV – DUTIES

4.01 The Director shall be responsible for the administration of the school under the direction of the JOC, including but not limited to:

- Publishing regular reports outlining issues and progress of the District;

**PERSONNEL COMMITTEE REPORT CONTINUED**

CONTRACT between the JOINT OPERATING COMMITTEE  
of the  
WILKES-BARRE AREA CAREER AND TECHNICAL CENTER  
and  
Dr. Robert Makaravage  
Administrative Director

**Continued:**

- Recommending, organizing, supervising, and directing staff employment and assignments;
- Implement policies and procedures for efficient operation;
- Designing and implementing programs aligned with District goals;
- Establishing annual objectives consistent with District priorities;
- Establishing and maintaining financial controls in accordance with the approved budget;
- Providing information to the JOC for legislative and governance purposes;
- Preparing and submitting matters requiring legal or official action;
- Performing all duties incident to the office of Administrative Director as required by law and the JOC.

**ARTICLE V – COMPENSATION**

- 5.01 Salary: The Director shall receive total compensation of \$50,000.00 for the term of this Agreement.  
5.02 Benefits: The Director shall not be eligible for healthcare benefits under this Agreement.  
5.03 Retirement: This position shall qualify for participation in the Public School Employees' Retirement System (PSERS), and applicable contributions shall be made in accordance with law.

**ARTICLE VI – EVALUATION**

- 6.01 The JOC shall evaluate the performance of the Director at least once during the term of this Agreement.

**ARTICLE VII – TERMINATION**

- 7.01 This Agreement may be terminated by:
1. Resignation of the Director with appropriate notice;
  2. Mutual written agreement of the parties; or
  3. Discharge for cause in accordance with applicable law.

**ARTICLE VIII – PROFESSIONAL LIABILITY**

- 8.01 The District shall defend and indemnify the Director consistent with applicable law for actions taken within the scope of employment.

**ARTICLE IX – GENERAL PROVISIONS**

- 9.01 This Agreement shall be binding upon the parties and their successors.  
9.02 If any provision is found invalid, the remainder shall remain in full force and effect.  
9.03 This Agreement may be modified only by written agreement of both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

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. Chaytor-Zugarek, "yes"; Ms. McCurdy, "yes"; Ms. Tennesen, "yes"; Mr. Hyder, "yes"; Mr. Breese, "yes"; Mr. M. Quinn, "yes"; Mr. Salvo, "yes"; Ms. Harris, "yes"; Dr. Moore, "yes"; Mr. Faust, "yes"; Mr. Evans, "yes."

Motion passed.

**SOLICITOR'S REPORT**

Attorney Jack Dean stated that he responded to Right-to-Know requests and other than that he has no formal report.

**SAFETY COMMITTEE REPORT**

Mr. Evans, Safety Committee Chairperson stated that there was no meeting of the committee tonight, therefore he has no report. Next Safety Committee meeting will be on May 18, 2026 before the Board executive session at 4:30 p.m.

**PRACTICAL NURSING REPORT**

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

1. Approval was recommended for the Program Director, Assistant Director, and 4 faculty to attend the annual Pennsylvania Association of Practical Nursing Administrators (PAPNA) conference held at State College, PA, from 5/13/2026 to 5/15/2026. The cost includes a one-night hotel stay for 4 faculty members at \$713.06, a two-night hotel stay for the Assistant Director at \$330.78, a registration fee for 4 faculty at \$100.00 each, an Assistant Director at \$350.00, and the Director at \$300.00, totaling \$2,093.84. Reimbursement is requested for meals and mileage according to policy.

**Informational Item:**

The Practical Nursing Program will be hosting its Spring 2026 Career Fair on Monday, May 4, 2026, from 12:00 P.M. to 1:30 P.M. This event will take place at the Practical Nursing Program.

Mr. M. Quinn moved to accept the Practical Nursing Report; Mr. Evans 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"; Mr. Evans, "yes"; Ms. Harris, "yes"; Ms. Chaytor-Zugarek, "yes"; Mr. Breese, "yes"; Dr. Moore, "yes"; Mr. Salvo, "yes"; Ms. McCurdy, "yes."  
The motion passes.

**ADMINISTRATIVE DIRECTOR'S REPORT**

Dr. Makaravge, Acting Administrative Director, presented the following report:

**Student Educational Event**

Three Drafting and Design students competed in the 38<sup>th</sup> Annual Bridge Building Contest on March 14<sup>th</sup> at North Pocono High School. The top 2 bridges that capture highest efficiency, calculated by bridge mass and force/load supported will be invited to the International Bridge Contest held in Chicago, Illinois on Saturday, April 25<sup>th</sup>, 2026.

The three students have completed bridges and participated in this year's challenging event.

Randy Salus, Wilkes-Barre Area **placed 8<sup>th</sup>** in competition.

Monica Carlin, Wilkes-Barre Area tested as exhibition bridge (didn't meet criteria)

Megan Ceaser, Crestwood High School tested exhibition bridge (didn't meet criteria)

This experience will hopefully spark or ignite a lifetime career in engineering and design.

**ADMINISTRATIVE DIRECTOR'S REPORT****Informational Items:**

- The Department of Corrections representative Jason Emerick on March 16, 2026 spoke to the Law Enforcement students on opportunities after graduation.
- The Health Assistant students travelled to Wesley Village on March 18<sup>th</sup> and April 8<sup>th</sup>, 2026 to participate in activities with the Residents.
- Culinary Arts programs participated and observed a cheese making demonstration presented by the Wegman's Cheese Team with representative Erica Hollack on March 26, 2026.
- Law Enforcement students travelled to the Shrine Circus on April 6<sup>th</sup> through April 12<sup>th</sup>, 2026, both afternoon and evening shows to help with security of the event.
- On April 8, 2026 the Electrical students listened to a presentation by Robert Miller of the IBEW on opportunities and careers.
- Cement Masons & Plasterers Union representative Mike Carey spoke to the Masonry students on April 9, 2026 about different careers and opportunities.
- ❖ Pennsylvania CareerLink and Wilkes-Barre Area Career & Technical Center will host the "Geisinger Career Pathways Showcase" for students on April 29, 2026 from 8:45 a.m. – 2:00 p.m. in the cafeteria.

Mr. Majikes stated that representatives from Lackawanna College Gas & Petroleum spoke to our sophomores and juniors on the program/class for our students to participate in for credits to use after graduation.

Mr. Evans 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. Faust, "yes"; Mr. Hyder, "yes"; Mr. Salvo, "yes"; Mr. M. Quinn, "yes"; Ms. Chaytor-Zugarek, "yes"; Ms. McCurdy, "yes"; Ms. Harris, "yes"; Mr. Breese, "yes"; Mr. Evans, yes"; Dr. Moore, "yes." The motion passes.

**NEW BUSINESS**

Ms. Tennesen stated that the next meeting will be on May 18, 2026. There will be a Safety Committee Meeting.

**ADJOURNMENT**

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

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Secretary