

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

**May 18, 2026**

**AGENDA**

**4:30 p.m. – Executive Session**

**Safety Committee Meeting**

**Budget Review**

**5:30 p.m. – Public Meeting-J.O.C.**

- |       |  |  |
|-------|--|--|
| 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 6, 2026 for a one-year term |  |
| VI.   | Approval of Minutes of April 20, 2026 as received by email and postal mail |  |
| VII.  | Communication from Citizens ( <b>agenda items only</b> )                   |  |
| VIII. | Treasurer’s Report   | TBD  |
| IX.   | Committee Reports:   |  |
|       | A. Finance Committee Report.   | TBD  |
|       | B. Building Committee Report   | Ms. McCurdy                                      |
|       | C. Solicitor’s Report  | Atty. Dean<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. Makaravage<br>Acting 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 18, 2026  
AGENDA**

**FINANCE COMMITTEE REPORT**

1. Approval is requested for the Resolution the Joint Operating Committee-Board of Education of the Wilkes-Barre Area Career & Technical Center, and it is hereby resolved by authority of the same, that Dr. Robert Makaravage, who is the Acting Administrative Director of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s) with the Pennsylvania Department of Education (Department) as per hand-out in Board Members folders.
2. Approval is requested for the Business Manager/Office to forward the proposed 2026-2027 Wilkes-Barre Area Career & Technical Center Budget to all five districts for approval vote.
3. Approval is requested to renew the annual Jamf (cloud based – for IMac mgmt..) in the amount of \$810.00 for one year 6/24/2026 through 6/23/2027.
4. Approval is requested to renew with the IU 13 for the Microsoft EES Agreement year three (3) 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.
5. Approval is requested to renew into Adobe’s VIP program for 12 months at \$4.77 per user minimum of 500 users, \$2,385.00 for adobe programs for Graphic Arts, Audio Visual, staff and other selected shops.
6. 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.
7. Approval is requested to establish the 2026-2027 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.
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 2026-2027 school year.

FINANCE COMMITTEE REPORT CONTINUED

9. Approval is requested to renew the insurance policies with Risk Strategies Joyce Insurance Group effective July 1, 2026 through June 30, 2026 as per print out in Board folders.

Renewal Premium	\$265,095.00
Expiring Premium	\$240,361.00

10. Approval is requested for the Wilkes-Barre Area Career and Technical Center to enter into an agreement with PrimeroEdge for the 2026-2027 school year for food service point of sale services and monthly claims reimbursement support. The agreement includes a one-time training and setup fee of \$1,995.00 and an annual cost of \$895.00.
11. Approval is requested to renew with Zoom (our main phone system) 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.
12. Approval is requested 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.
13. Approval is requested for payment for legal services for Ray Wendolowski, Solicitor (Fellerman & Ciarimboli) from April 1, 2026 through April 30, 2026 in the amount of \$8,363.50.
14. Approval is requested to approve an increase to the General Allocation rate for non-member school districts in an amount equal to one percent (1%) above the approved annual General Allocation increase established for member districts for the 2026–2027 fiscal year and each fiscal year thereafter unless otherwise amended by the Joint Operating Committee.

15. Approval is requested for the Memorandum of Understanding as follows:

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the Crestwood School District, the Greater Nanticoke Area School District, the Hanover Area School District, the Pittston Area School District, the Wilkes-Barre Area School District (collectively, the "Sending Districts"), and the Wilkes-Barre Area Career and Technical Center ("CTC").

WHEREAS, the CTC's Articles of Incorporation, to which the Sending Districts are parties, provide, inter alia, that if the CTC has a budget deficit in a fiscal year, the Sending Districts, pursuant to a formula involving the number of students, must pay their proportional share of the deficit to the CTC with the next scheduled Sending Districts' respective payments (see Articles of Incorporation at paragraphs 18 (b) (1), (3) at pp. 7-8);

WHEREAS, through no fault of the Sending Districts, for the CTC's 2024-2025 fiscal year, the CTC had a budget deficit;

**FINANCE COMMITTEE REPORT CONTINUED****Memorandum of Understanding Continued:**

WHEREAS, the deficit at issue was confirmed in March 2026 after the close of the 2024-2025 audit;

WHEREAS, pursuant to the Articles of Incorporation, the Sending Districts' proportional share of the 2024-2025 deficit is now due; and

WHEREAS, the parties have discussed this matter and agree as follows:

- 1) The Sending Districts and the CTC agree that for the 2024-2025 CTC budget deficit, the Sending Districts' repayment obligations will be payment of their proportional share over the next four (4) fiscal years, instead of in an entire lump sum payment, made in four (4) equal and annual installments, with one quarter (25%) or as near as may be possible of the total repayment obligation for the 2024-2025 CTC budget deficit to be made by each Sending District to CTC in each of the next four (4) years.
- 2) For example only, if a Sending District's proportional obligation is \$200,000.00, it shall pay CTC as follows:  

\$50,000.00 by June 30, 2026 and  
\$50,000.00 by June 30, 2027 and  
\$50,000.00 by June 30, 2028 and  
\$50,000.00 by June 30, 2029.
- 3) The Sending Districts and the CTC recognize and agree that this is a onetime agreement regarding repayment for the 2024-2025 deficit only, and the payment obligations under the CTC's Articles of Incorporation are in full force and effect for future deficits, if any.

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

- Maintenance unblocked the storm drain in E hallway.
- Maintenance repaired the rooftop RTU-4 a/c unit. We cleaned the CO2 sensor and adjusted the fan motor. The unit was tripped out on the CO2 sensor.
- Maintenance replaced 4 exhaust fan motors on the girl's and boy's bathrooms in H and G hallway.
- Maintenance cleaned the refrigeration condensing coils on the kitchen walk-in freezer, walk-in cooler, reach-in freezer and the a/c mini-split system.

**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. 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.
  
2. Approval is requested for Dr. Makaravage to attend the Pennsylvania Association of Career & Technical Administrators Conference at the Penn Stater Hotel and Conference Center in State College, PA, from July 28–30, 2026, at a cost not to exceed \$500.00.
  
3. Approval is requested for the retirement agreement between the Wilkes-Barre Area Career & Technical Center Education Support Professions Association, the Wilkes-Barre Area Career and Technical Center and employee #001273 as per hand-out in Board Members folders.

**PRACTICAL NURSING REPORT**

1. Approval is requested to accept the 2026-2027 Practical Nursing Budget for the fiscal year ending June 30, 2027 as per print out in Board Members folders.

**Informational Items:**

The Practical Nursing Program will be celebrating the graduation of Class 133 on Friday, May 22<sup>nd</sup>. This event will be held at the WBACTC cafetorium. Invitations were distributed via email by Mrs. Kim Quinn on April 16<sup>th</sup>.

**ADMINISTRATIVE DIRECTOR’S REPORT**

1. Approval is request for the Pennsylvania Department of Education, the Board of Education for the Wilkes-Barre Area Career and Technical Center for the Flexible Instructional Day Program.
2. 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 \$3,995.00 for the 2026-2027 school year.
3. 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.
4. 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.
5. Approval is requested to renew the Diesel Mitchell 1 Medium/Heavy Vehicle Online for twelve (12) months in the amount of \$2,232.00 approx.
6. 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 (approx) for Auto Mechanics.
7. Approval is requested to purchase the following books for the Cosmetology I Program from Cengage Learning as follows.

5	K12 1 Year Access: CIMA Milady Standard	\$335.95	\$1,343.80
10	Bundle Workbook for Milady Standard 14 <sup>th</sup> Workbook Milady	\$178.95	\$1,431.60
10	Exam Prep Milady Standard	\$70.95	\$567.60
		<u>Shipping</u>	<u>334.30</u>
		<b>Total</b>	<b>\$3,677.30</b>

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

15	Exam Prep Milady Standard	\$70.95	\$851.40
25	Bundle: Workbook	394.95	7,899.00
50	CIMA for Milady 1 year	167.95	6,718.00
		<b>Shipping</b>	<b>875.04</b>
		<b>Total</b>	<b>\$16,343.44</b>

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

**ADMINISTRATIVE DIRECTOR’S REPORT CONTINUED**

10. Approval is requested to purchase from Cengage for the Health Assistance Program as follows:

35 Simmer’s DHO Health Science Workbook	\$29.00 each	<b>\$1,015.00</b>
	<b>Shipping</b>	<b><u>101.50</u></b>
	<b>Total</b>	<b>\$1,116.50</b>

11. 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/decreases for these shops.

12. 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 \$485.00 for one year.

13. Approval is requested to purchase S/P2 Automotive Service Bundle: School Credential Edition for Career Technical Education for the Auto Mechanics Shop for student certification in the amount of \$485.00 for one year.

14. Approval is requested to purchase National Restaurant Solutions, LLC for the Culinary Arts Programs as follows:

50	FRMCA Level 1 Textbook	81.00	\$4,050.00
50	FRMCA Level 1 Student Activity Book	30.00	1,500.00
50	FRMCA Level 2 TextBook	81.00	4,050.00
50	FRMCA Level 2 Student Activity Book	30.00	1,500.00
2	FRMCA Level 1 Teacher Resources USB	181.50	363.00
2	FRMCA Level 2 Teacher Resources USB	181.50	363.00
		Shipping	<u>700.41</u>
		Total	\$12,526.41

**Informational Item:**

- The PA Department of Labor & Industry is pleased to inform the Wilkes-Barre Area Career & Technical Center’s Wilkes-Barre CTC Welding Pre-Apprenticeship project has been awarded \$249,952.16 under the Schools-to-Work Round 6 Grant as per letter in Board Members folders.
  
- **Pennsylvania Builders Association**—The final re-certification visit of the year for the Pennsylvania Builders Association’s Endorsed Trade Program concluded at the Wilkes-Barre Area Career & Technical Center, where an impressive 10 programs earned re-certification. The ten programs involved with the re-certification are: Carpentry, HVAC, Electrical, Masonry, Plumbing, Welding, Architectural Drafting, Horticulture & Landscaping, and Diesel.

**ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED**

- We have submitted a non-binding Letter of Intent to participate in the Northeastern Pennsylvania Wide Area Network (NEPA WAN) E-Rate Consortium procurement process for broadband and Internet services beginning July 1, 2027. While we currently utilize the LIU WAN, participation in the consortium allows the district to review future service options and pricing through a competitive E-Rate process with no financial obligation to the district.
- **Awards Night will be held tomorrow, May 19, 2026 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.
- David Joyce, Diversified Cooperative Education and Dave Zaykoski, Drafting attended the Pittston Career Fair Day on May 1, 2026 at Pittston High School as representatives for the Wilkes-Barre Area CTC.
- Recently, an incident was brought to my attention involving a student in Mr. Dave Zaykoski's drafting lab who began choking. Mr. Zaykoski quickly recognized the emergency and immediately performed the Heimlich maneuver. Thanks to his prompt and decisive actions, the student was able to breathe normally again. The student was then evaluated by our school nurse, Megan Bartuska, who confirmed the student was fine. I would also like to recognize Nurse Bartuska for her care and follow-up during the situation. Mr. Zaykoski's professionalism, preparedness, and quick response during a critical moment potentially prevented a much more serious outcome, and we are grateful for the care and commitment that our staff demonstrate toward our students every day.

**ADMINISTRATIVE DIRECTOR'S REPORT CONTINUED****Student News**

- The Culinary Arts Programs observed a baking demonstration by Erica Hollach from Wegmans and the Wegman's Baking Team on April 16, 2026. They, also, spoke about job opportunities.
- Horticulture students travelled to Wilkes-Barre City on April 17, 2026 to plant trees on the tree line and on May 4, 2026 to install planters.
- On April 21, 2026 the Child Care Program travelled to King's College/Building Blocks to visit the College and Early Learning Center.
- On April 24, 2026 the H.V.A.C. students participated in certification testing by Robert Bertram a representative from Gastite.
- Cosmetology II students observed an updo presentation by Kelsey Calpin, Ranae's Salon on April 28, 2026.
- Milwaukee Tools representative Jerry Mangan visited the Masonry Shop to demonstrate new concrete/masonry tools on April 30, 2026.
- The Cosmetology Programs listened to a presentation by Lori Sekelsky, Empire Beauty School on continuing education opportunities on May 4, 2026.
- On May 6, 2026, H.V.A.C. and Plumbing students participated in testing for certifications from Dan Curcio a presentative from TracPipe.
- The Auto Body, Auto Mechanics and Diesel students participated in a presentation from the Automotive Training Center representative Todd Haires on May 7, 2026 about the program and opportunities.
- Karlee Gilson a student in the Health Assistance Program and dual enrolled at Luzerne County Community College attained academic honors Dean's List for the Fall 2025.
- Community Project for the Duryea VFW pavilion/stage area addition. Materials provided by Lowe's and the skill and labor provided by WBACTC.
- Clean-up at the advertising sign at the Geisinger intersection is on-going by the construction trades shops.