

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

June 22, 2026

MINUTES

The Board of Education-Joint Operating Committee for the Wilkes-Barre Area Career & Technical Center met Monday, June 22, 2026, at 5:30 p.m., at the school. Ms. 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 convened for general purposes on June 22, 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

Mr. Evans, Secretary, called the roll. The following members were in attendance:

Lauren McCurdy	Crestwood	
Denise Chaytor-Zugarek	Crestwood	ZOOM
Jacob Hyder	Hanover Area	
Megan Tennesen	Gr. Nanticoke Area	
Martin Quinn	Pittston Area	
Beth Anne Harris	Wilkes-Barre Area	
Warren Faust	Wilkes-Barre Area	
Ned Evans	Wilkes-Barre Area	

Absent:

Joseph Salvo	Pittston Area
Dr. Corey Moore	Wilkes-Barre Area
Arthur Breese	Wilkes-Barre Area

Others:

Dr. Robert Makaravage, Acting Administrative Director
Jack Dean, Solicitor
Frank Majikes, Principal
Mark Kneeream, Business Consultant
Matt Piazza, Business Office
Joe Oliveri, IT Director
Gail Holby, Practical Nursing Director

APPOINTMENT OF SECRETARY

Ms. McCurdy moved to appoint Mr. Ned Evans to Secretary effective the first Monday of July (July 6, 2026) for a four-year term which will expire July 2030; Mr. Faust seconded and on a roll call vote the members voted as follows: Mr. Faust, “yes”, Ms. McCurdy, “yes”; Ms. Tennesen, “yes”; Mr. Hyder, “yes”; Mr. M. Quinn, “yes”; Ms. Chaytor-Zugarek, “yes”; Mr. Evans, “yes”; Ms. Harris, “yes.”.

The motion was unanimously approved.

APPROVAL OF MINUTES

Ms. Harris moved to accept the minutes of the Regular Meeting of May 18, 2026 as received via email and postal service mail and in packets; Mr. Faust seconded and on a roll call vote with all members present voting, “aye” the motion was unanimously approved.

TREASURER’S REPORT

Ms. Harris, Treasurer, presented the Treasurer’s Summary for the month ending May 31, 2026 as follows:

Opening balance for the General Fund as of May 1, 2026, was \$395,280.03, May receipts were \$2,084,072.01, May disbursements were \$2,088,875.87, and the ending balance as of May 31, 2026, was \$390,476.17. Opening balance for the Equipment Reserve Fund was \$15,852.10, receipts were \$149.79 and the ending balance was \$16,001.89. Opening balance for the Miscellaneous Funds was \$469,724.12, receipts were \$133,401.88, disbursements were \$122,058.52, and the ending balance was \$481,067.48. The Student Activities account’s opening balance was \$70,772.01, receipts were \$6,330.18, disbursements were \$5,841.20, and the ending balance was \$71,260.99. 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 May 31, 2026.

Ms. Harris moved to accept the Treasurer’s Report; Mr. Evans seconded and on a roll call vote the members voted as follows: Mr. Hyder, “yes”; Ms. Harris, “yes”; Mr. Evans, “yes”; Ms. McCurdy, “yes”; Ms. Chaytor-Zugarek, “yes”; Ms. Tennesen, “yes”; Mr. M. Quinn, “yes”; Mr. Faust, “yes.”

The motion was unanimously approved.

FINANCE COMMITTEE REPORT

Ms. Harris, presented the Finance Committee Report as follows:

1. Approval was recommended to renew Skyward Crystal Business Intelligence Maintenance and Crystal Reports for a term of one year 7/01/2026 to 6/30/2027 at a cost of \$1,490.00.
2. Approval was recommended to renew Skyward Financial Management Core License, Support Fee Business, True Time License and Business Professional Development License for a one-year term 7/1/2026 to 6/30/2027 at a cost of \$16,189.90.
3. Approval was recommended for the annual renewal of license and support fees with Skyward for the Student Management Suite for a one-year term 7/01/2026 to 6/30/2027 at a cost of \$10,619.00.

FINANCE COMMITTEE REPORT CONTINUED

4. Approval was recommended to renew the PASBO Membership Manager for the 2026-2027 year for 4-7 members at a cost of \$800.00.
5. Approval was recommended to renew with the Luzerne Intermediate Unit #18 the 2026-2027 NEPA WAN/Internet at a cost of \$8,668.36 (approx.).
6. Approval was recommended for the annual renewal of the Baracuda Spam filter updates for the 2026-2027 school year as follows:

Energize	\$2,040.00
Instant Replacement	<u>\$1,152.00</u>
Total	\$3,192.00

7. Approval was recommended for payment to Ray Wendolowski, Solicitor (Fellerman & Ciarimboli) for legal services through May 1, 2026 through May 31, 2026 in the amount of \$7,697.00.
8. Approval was recommended for the Cafeteria Policy for the 2026-2027 school year as per print-out in Board Members folders. This meets the requirement to announce that the CTC is a CEP. This constitutes a free breakfast and lunch and the non-discrimination statement from PDE.
9. Approval was recommended to pay the fee incurred in the matter of a grievance arbitration to Jane Rigler, Carlisle, PA in the amount of \$900.00.
10. Approval was recommended for payment to John Dean, Solicitor (Elliott Greenleaf & Dean) for legal services through May 1, 2026 through May 31, 2026 in the amount of \$2,224.30.
11. Approval was recommended for the auditing service agreement with Brian T. Kelly, CPA & Associates, LLC, Carbondale, PA for the year ended June 30, 2026 at a cost of \$38,000.00 which will be billed in five (5) monthly payments of \$7,600.00 as per agreement in Board Members folders.
12. Approval was recommended for Matthew Piazza, Assistant Business Manager as authorized user for the INVEST PA as per resolution in Board Members folders.
13. Approval was recommended to add Dr. Robert Makaravage, Jacob Hyder, Board Treasurer and Ned Evans, Board Secretary as authorized bank signers for the Wilkes-Barre Area CTC and Practical Nursing Program at the Wilkes-Barre Area CTC. Also, remove Dr. James Susek, former Board Member as authorized signer for the Practical Nursing Program.
14. Approval was recommended to enter into agreement for the 2026-2027 school year between the Luzerne Intermediate Unit and the Wilkes-Barre Area Career & Technical Center for room space at a cost of \$1,300.00.

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

The motion was unanimously approved.

BUILDING COMMITTEE REPORT

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

1. Building Superintendent's Report:

- Maintenance repaired the hallway lockers. We repaired the locking mechanism and some of the doors.
- Maintenance repaired the Clarke floor machine driver pads. We also fixed the driver pads on the Minuteman floor machine.

Student Projects as an extension of the Curriculum

- Horticulture and Welding students repaired the handicap hand rail in front of the building.

Ms. McCurdy moved to accept the Building Committee Report; Harris seconded and on a roll call vote with all members present voting "aye" the motion was approved.

SOLICITOR'S REPORT

Attorney Dean stated that he had no formal report.

PERSONNEL COMMITTEE REPORT

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

1. Approval was recommended to enter into a Memorandum of Understanding Grievance Settlement between the Wilkes-Barre Area Career and Technical Center, the Wilkes-Barre Area Career & Technical Center Educational Support Association and employee #251688 as per hand-out in Board Members folders.

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

The motion was unanimously approved.

SAFETY COMMITTEE REPORT

Mr. Evans, Safety Chairman, presented the Safety Committee Report as follows:

1. Approval was recommended for the School Safety Report (PCCD) as per print-out in Board Members folders.

Ms. Harris moved to accept the Safety Committee Report; Ms. McCurdy seconded and on a roll call vote with all members present voting "aye." The motion was approved.

PRACTICAL NURSING REPORT

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

1. Approval was recommended to renew the Independent Contract Employment Agreement between the Practical Nursing Program of the Wilkes-Barre Area Career & Technical Center and Morgan FA Services located in Dalton, PA in the amount of \$40,500.00 for the period of July 1, 2026 and ending June 30, 2027 as per agreement in Board Members folders.
2. Approval was recommended to hire Kathleen Ercolani as a part-time Clinical Faculty Instructor for the start of the 2026-2027 school year pending the submission of all required paperwork.

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

The motion was unanimously approved.

ADMINISTRATIVE DIRECTOR’S REPORT

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

1. Approval was recommended for the Policy as per hand-out in Board Member’s folder as follows:

Policy	Section	200	Pupils
	Title	245	Student Identification Card
	Section	200	Pupils
		237	Electronic Communication Devices

2. Approval was recommended for the Policy as per hand-out in Board Members folders as follows:

Policy	Section	300	Employees
	Title	339.1	Absence without Authorized Leave

3. Approval was recommended for the Acceptable Use Policy for Employees and Students as per hand-out in Board Members folders.

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

- Senior Recognition Graduation Book
- The Department of Labor and Industry has approved our application for Certification Renewal of our Workplace Safety Committee effective June 30, 2026. The renewal of the Safety Committee Certification is granted under Section 1002(b) of the Workers' Compensation Act and entitles the CTC to receive a 5% discount in the workers' compensation rates.
- Horticulture students attended the Longwood Gardens Flower Show on May 13, 2026 to learn about and see different types of flower arrangements.
- The Law Enforcement students on May 25, 2026 helped with traffic control at the Kingston Memorial Day Parade and served as Honor Guard at the Railriders Baseball game on May 27, 2026.

Ms. Harris moved to accept the Administrative Director's Report; Mr. Faust seconded and on a roll call vote with all members present voting "aye." The motion was unanimously approved.

Ms. Tennesen reminded all members that the next meeting will be on Monday, August 17, 2026.

ADJOURNMENT

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

Secretary