

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

June 22, 2026

AGENDA

5:00 p.m. – Executive Session

5:30 p.m. Public Meeting

- I. Call to Order Mrs. Tennesen
- II. Pledge to the Flag
- III. Reading of the Sunshine Act Mrs. Tennesen
- IV. Roll Call Mr. Evans
- V. Appointment of **Secretary** effective July 6, 2026 for a four-year term ending July 2030.
- VI. Approval of Minutes of May 18, 2026 as received by email and in packets.
- VII. Communication from Citizens (Agenda Items Only)
- VIII. Treasurer’s Report Ms. Harris
- IX. Committee Reports:
 - a. Finance Committee Report. . . . Ms. Harris
 - b. Building Committee Report . . . Ms. McCurdy
 - c. Solicitor’s Report Atty. Dean
Atty. Wendolowski
 - d. Personnel Committee Report . . . Mr. Quinn
 - e. Practical Nursing Report. . . Mr. Quinn
 - f. Safety Committee Report Mr. Evans
- X. Administrative Director’s Report. . . . Dr. Makaravage
Acting Administrative Director
- XI. Old Business
- XII. New Business
- XIII. Communication from Citizens
- XIV. Adjournment

**WILKES-BARRE AREA CAREER & TECHNICAL CENTER
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AGENDA**

FINANCE COMMITTEE REPORT

1. Approval is requested 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 is requested 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 is requested 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.
4. Approval is requested to renew the PASBO Membership Manager for the 2026-2027 year for 4-7 members at a cost of \$800.00.
5. Approval is requested to renew with the Luzerne Intermediate Unit #18 the 2026-2027 NEPA WAN/Internet at a cost of \$8,668.36 (approx.).
6. Approval is requested 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 is requested 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 is requested 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 is requested 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 is requested 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.

FINANCE COMMITTEE REPORT CONTINUED

11. Approval is requested 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 is requested for Matthew Piazza, Assistant Business Manager as authorized user for the INVEST PA as per resolution in Board Members folders.
13. Approval is requested 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 is requested 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.

BUILDING COMMITTEE REPORT

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.

SOLICITOR'S REPORT

Items of Board interest.

PERSONNEL COMMITTEE REPORT

1. Approval is requested 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.

SAFETY COMMITTEE REPORT

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

PRACTICAL NURSING REPORT

1. Approval is requested 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 is requested 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.

ADMINISTRATIVE DIRECTOR'S REPORT

1. Approval is requested 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 is requested 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 is requested for the Acceptable Use Policy for Employees and Students as per hand-out in Board Members folders.

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.