

Lycoming Career & Technology Center  
Joint Operating Committee  
Regular Monthly Public Meeting

The Lycoming Career & Technology Center's Joint Operating Committee held their regular monthly public meeting on June 16, 2022.

Mr. Michael Mamrak, Board President called the meeting to order at 7:01 p.m.

**Roll Call:**

<u>MEMBER</u>	<u>P/A</u>	<u>ALTERNATE</u>	<u>P/A</u>	<u>DISTRICT</u>
Mr. Michael Mamrak	P	Mrs. Tara Buebendorf		East Lycoming
Mrs. Valerie Komarnicki	A	Dr. Carolyn Strickland	A	Loyalsock
Mr. Dave Shimmel	A	Mr. Dale Ulmer		Montoursville
Mr. David Messenger	P	Mr. Kim Walker		Muncy
Mr. Douglas Whitmoyer	P	Mr. Daniel Truckenmiller		Warrior Run

Others present: Mr. Nathan Minium, Christopher Kenyon, Heather Burke, and Patricia Kepner.

**MEETING MINUTES**

Mr. Whitmoyer moved and Mr. Messenger seconded the motion to accept the meeting minutes from the May 19, 2022 regularly scheduled meeting as presented. The motion carried 3-0.

**FINANCIAL REPORTS**

Mr. Shimmel moved and Mr. Whitmoyer seconded the motion to approve the financial reports for the period ending May 31, 2022 and the bills from May 13, 2022 to June 9, 2022 in the amount of the amount of \$ 85, 917.85 as presented. The motion carried 3-0.

**FORMAL ACTION**

Mr. Whitmoyer moved and Mr. Messenger seconded the motion to approve the following action items with amendments to letter E as presented:

- A. Second reading of LycoCTC policies 231,342,610,710, and 818.
- B. First reading of LycoCTC policies 336, 337, 338, 339, 340, and 827.
- C. Amanda Wallace for the position of Health Careers Instructor, pending clearances, beginning with the 2022-2023 school year, at step one, intern certificate, salary of \$ 48, 448.00, with an additional co-teaching flex period at \$4700.00 for the 22-23 school year, as presented.
- D. David Braun for the position of Computer Systems Instructor, pending clearances, beginning with the 2022-2023 school year, at step one emergency certificate, salary of \$38,500.00.
- E. Replace carpet in the office and Health Careers classroom with the use of capital reserve funds, as quoted for 7560.00. (amended to include True Reach refrigerator for the culinary arts kitchen at a cost of \$8328.89)
- F. Dawn Shaffer as an instructor mentor to Amanda Wallace and Cathy Farr as an instructor mentor to David Braun for the 2022-2023 school year at a stipend of \$800.00.
- G. A 3 % raise for Patricia Kepner, Secretary to the Director for the 2022-2023 school year.

- H. A 3 % raise for paraprofessionals and teaching assistants for the 2022-2023 school year.
- I. Muncy Bank and Trust as Point of Deposit for the 2022-2023 school year.
- J. McCormick Law Firm as School Solicitor for the 2022-2023 school year.
- K. Trip to Atlanta, Georgia on June 20, 2022 for three criminal justice students, and Mrs. Cooley, to participate in the Skills USA national competition at an approximate cost of \$8295.00 (covered by Perkins funds/fundraising).
- L. The 2022-2023 Local Advisory Committee member list as presented.
- M. The job descriptions for the Culinary Arts Instructor and the Early Childhood Education Instructor as presented.
- N. summer hours of Monday- Thursday 8:00-3:30 for the LycoCTC main office, from June 6, 2022 until August 13, 2022.
- O. Dr. Craig Skaluba, Muncy school district, as the Superintendent of Record from July 1, 2022 through June 30, 2025.
- P. Disposal of the culinary arts food warming/buffet table via auction or sealed bid.

The motions carried 3-0.

## ADMINISTRATIVE REPORTS

### Facilities/Operations:

Mr. Minium gave an update on and thanked Tim George and the maintenance staff for the upgrade to the floors in Criminal Justice, the new health classroom, and the adjacent hallways. The new Health Careers class will be in the old drafting classroom and the computer class will move back to its original space to allow room for hands-on learning and lab space for both classes and alleviates the necessity of having multiple teachers share lab space.

We have been awarded an \$120, 000 allotment for Perkins for the 22-23 school year. The stakeholders meeting was held on June 1<sup>st</sup> to share the targeted performance areas for the 22-23 and intended use of funds. Among other things, this money will continue to be used to support the staffing of three paraprofessionals who provide instructional support to students, concentrating on IEP students.

We continue to purge student records with plans of transitioning to electronic student record management in the near future.

### Curriculum /Programs/Enrollment:

There was a meeting held here on June 3<sup>rd</sup> with several area fire departments, along with instructors Dawn Shaffer (Health Careers), Brian Anstadt (Dean of Students) and Catherine Farr (Criminal Justice). This was a follow-up from previous discussions about how we could help to support their needs.

Several projected students were removed from the home schools due to academic deficiency. We will look at balancing out the PM automotive classes between the two instructors.

We are excited to expand our Health Careers program next year- our newly approved instructor, Mrs. Wallace will teach the level one students.

Mr. Minium held the Computer Systems Occupational Advisory meeting recently. Mrs. Laird, who was a former instructor here and has been subbing in the Computer Systems class for the last few weeks of the school year, gave her input and recommendations for next year. She was also willing to leave the curriculum, which she created over the course of 20 years teaching the course. This should be beneficial for the new instructor.

### Instruction / Professional Development:

We will continue to participate in the Technical Assistance Program (TAP) in the 22-23 school year.

Our new teacher induction plan that was approved by PDE 2020-2023 has been shared with our mentors (Mrs. Farr and Mrs. Shaffer) and is currently being reviewed. They will be establishing a Google classroom to organize resources and facilitate trainings, etc. for the new instructors. We have two induction days scheduled in August, prior to our professional development days for them.

**Upcoming Events:**

Skills USA National competition- Crime Scene Investigation – June 20-25<sup>th</sup>, Atlanta, GA

Local Advisory Committee meeting- July 21<sup>st</sup>- 5:00

**ADDITIONAL INFORMATION**

The next Joint Operating Committee Meeting will be held Thursday, July 21, 2022 at 7:00 pm at the Lycoming Career & Technology Center Café.

**ADJOURNMENT**

With no further business, Mr. Messenger moved and Mr. Whitmoyer seconded the motion to adjourn at 7:42 pm. The motion carried

3-0

Respectfully submitted,  
Lycoming Career & Technology Center



Patricia Kepner: Board Secretary