

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 July 21, 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	P	Loyalsock
Mr. Dave Shimmel	P	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, Dr. Craig Skaluba, Mr. Gerald McLaughlin, Mr. Smith (McCormick Law), Heather Burke, and Patricia Kepner.

**PRESENTATION**

Mr. David Snodgrass gave the presentation on the annual local audit.

**MEETING MINUTES**

Mr. Whitmoyer moved and Mr. Shimmel seconded the motion to accept the meeting minutes from the June 16, 2022 regularly scheduled meeting as presented. The motion carried 5-0.

**FINANCIAL REPORTS**

Dr. Strickland moved and Mr. Shimmel seconded the motion to approve the financial reports for the period ending June 30, 2022 and the bills from June 10, 2022 to June 30, 2022 in the amount of the amount of \$514,252.27 and the bills from July 1, 2022 to July 14, 2022 in the amount of 158, 295.60 as presented. The motion carried 5-0.

**FORMAL ACTION**

Mr. Messenger moved and Mr. Shimmel seconded the motion to approve the following action items as presented:

- A. Second reading of LycoCTC policies 336, 337, 338, 339, 340, and 827.
- B. Memorandum of Understanding between LycoCTC and The Bureau of Career and Technical Education (BCTE) for the 2022-2023 school year.
- C. The local audit from July 1, 2020 to June 30, 2021.
- D. Salary increase of 3 % for Nathan Minium, Executive Director for the 2022-2023 school year, retroactive to July 1, 2022.
- E. Phillip Aiken for the position of the Construction Trades Instructor, pending clearances, beginning with the 2022-2023 school year, at step one emergency certificate, salary of \$38, 500. with an additional flex period at \$4700.00 for the 2022-2023 school year
- F. Brian Anstadt as a mentor teacher to Phillip Aiken for the 22-23 school year at a stipend of \$800.00.
- G. The resignation of Jackie Harer, paraprofessional as of July 14, 2022.

- H. The resignation of William Way, Construction Technology Instructor, effective August 12, 2022.
- I. The job description for the Office Secretary.
- J. The 2022-2023 Student Handbook. The motions carried 5-0.

## **ADMINISTRATIVE REPORTS**

### **Facilities/Operations:**

Mr. Minium discussed some projects that we have been working on. New carpet has recently been installed in the office and the health careers classroom. We purchased a new two door reach-in refrigerator for the kitchen for culinary arts. We continue to work on the student record management project.

### **Curriculum /Programs/Enrollment:**

Mr. Minium held the Local Advisory Committee meeting prior to the JOC meeting. There was representation from each program OAC, a parent, and a former student. Mr. Minium reported that it was a good meeting and some good connections were made. The members seemed very positive and supportive of Lyco. They discussed possibly meeting twice a year.

### **Instruction / Professional Development:**

The new teacher induction days are planned and ready for facilitation in collaboration with their mentors, who have been creating a Google classroom with resources that will support the teacher induction plan.

We will be participating in a collaborative professional development day with Northern Tier CTC and Susquehanna CTC at Northern Tier on August 24<sup>th</sup>. This will allow for our new instructors to share/gain resources, ideas, projects and build their professional network with program alike instructors. We will carpool from Lyco to Towanda, leaving at 8:00a.m. and returning at 3:00 p.m.

### **Upcoming Events:**

New teacher orientation days- August 9<sup>th</sup> and 11<sup>th</sup>

Teacher In-Service days- August 22<sup>nd</sup> -24<sup>th</sup>

First day of school- August 25<sup>th</sup>

## **ADDITIONAL INFORMATION**

The next Joint Operating Committee Meeting will be held Thursday, August 18, 2022 at 7:00 pm at the Lycoming Career & Technology Center Café.

## **ADJOURNMENT**

With no further business, Mr. Whitmoyer moved and Mr. Shimmel seconded the motion to adjourn at 7:56 pm. The motion carried

5-0

Respectfully submitted,

Lycoming Career & Technology Center

*Patricia L. Kepner*

Patricia Kepner: Board Secretary