

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 January 20, 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. Kim Walker	P	Mr. Steven Hill		Muncy
Mr. Douglas Whitmoyer	P	Mr. Daniel Truckenmiller		Warrior Run

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

**MEETING MINUTES**

Mr. Shimmel moved and Mr. Messenger seconded the motion to accept the meeting minutes from the December 16, 2021 regularly scheduled meeting as presented. The motion carried 5-0.

**FINANCIAL REPORTS**

Mr. Shimmel moved and Dr. Strickland seconded the motion to approve the financial reports for the period ending December 31, 2021 and the bills from December 10, 2021 to January 13, 2022 in amount of the amount of \$229,516.62 as presented. The motion carried 5-0.

**FORMAL ACTION**

Mr. Shimel moved and Dr. Strickland seconded the motion to approve the following action items as presented:

- A. The 2022 Comprehensive Career Services Plan.
- B. Instructors and students to participate in Skills USA state competition in Hershey, PA in April 2022.

The motions carried 5-0.

**ADMINISTRATIVE REPORTS**

See Attached

**ADDITIONAL INFORMATION**

The next Joint Operating Committee Meeting will be held Thursday, February 20, 2022 at 7:00 pm at the Lycoming Career & Technology Center Café.

**ADJOURNMENT**

With no further business, Mr. Shimmel moved and Mr. Messenger seconded the motion to adjourn at 7:15 pm. The motion carried 5-0.

Respectfully submitted,  
Lycoming Career & Technology Center

*Patricia Kepner*

Patricia Kepner: Board Secretary



## Executive Director Report

1/20/22

- On January 3rd I held a faculty meeting to review the staff survey results presentation with all teachers and staff. I also shared my entry plan goals:
  - 1st 90-Days
    - 1) establish positive relationships with all stakeholders
    - 2) enhance communications with the students, faculty, staff, principals, superintendents, and joint operating committee of LycoCTC
    - 3) foster community partnerships that support the mission and vision of LycoCTC
  - 1st Year
    - Identify strengths and areas for improvement that will lead to a comprehensive plan and vision development
    - Incorporate the 12 elements of high quality CTE programs into professional learning goals and system improvement initiatives
  - Long-Term Goals
    - Integration of all 12 elements of high quality CTE programs
    - Capacity building of faculty and staff
    - Alignment of curriculum and high priority occupations
    - Marketing and promotion of LycoCTC
- On January 4th I met with all students in each program during the morning, mid, and afternoon sessions to introduce myself and share my expectations.
- The January PAC meeting (professional advisory committee) was held on Thursday, January 6th - the minutes from the meeting are in your board packet
- I met with Adam Creasy to discuss plans for training our teachers on how to use the promethean interactive boards in their classrooms and general technology integration and work orders.
- The week of January 10th senior students in our Criminal Justice program were provided the opportunity to take the First Aid/CPR test. In total, 13 students completed the course and took the exam.

- **Monthly meetings with individual teachers have been scheduled and began the week of January 10th. These 30 minute meetings will be focused on specific topics such as instructional planning, student achievement and performance, and programmatic needs and goals. This is a great way for me to learn more about each program, our faculty, and how to best support all of them.**
- **On January 11th I met with Kurt Adams who is a recently retired CTC administrator who's under contract to PDE for the technical support of 8 regional CTC's, one of which is Lycoming CTC. He is a valuable resource to assist in my transition and possible professional development opportunities. I also met virtually with Kathy McNally who is a professional support consultant from TAP (Technical Assistance Program) about ways they can provide professional development for our teachers in the future.**
- **Our SkillsUSA Team had a day to practice their build together this past week and will have another day to practice this week before the Regional Competition at Penn College Thursday, January 27th and Friday, January 28th.**
- **We have conducted recruitment presentations at Muncy, Hughesville, and Warrior Run and have dates scheduled to visit Montoursville, Loyalsock, and Benton to share with 9th graders the amazing opportunities that LycoCTC offers.**
- **On January 17th our professional staff have a professional development in-service day scheduled. We have planned a training on using the promethean interactive boards, a self review of task lists skills in each program from the 1st semester, and an audit of the 339 documents that will be required for our on-site audit by PDE which is February 22nd-24th. In the event the winter weather conditions do not allow us to meet in-person on Monday, January 17th I have planned and communicated with the faculty that we will have a virtual in-service day with a focus on 339 document review and preparation.**