

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 December 16, 2021.

Mr. Michael Mamrak, Board President called the meeting to order at 7:07 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		Loyalsock
Mr. Dave Shimmel	P	Mr. Dale Ulmer		Montoursville
Mr. David Messenger	P	Mr. Kim Walker	P	Muncy
Mr. Douglas Whitmoyer	P	Mr. Daniel Truckenmiller		Warrior Run

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

FORMAL ACTION- ELECTION OF OFFICERS

Mr. Whitmoyer moved and Mr. Shimmel seconded the motion to appoint Mr. Kenyon as President Pro Temp for the purpose of conducting the election of the Board President for 2022. The motion carried 4-0.

Mr. Whitmoyer nominated Mike Mamrak for Board President. With no other nominations, Mr. Shimmel moved and Mr. Whitmoyer seconded the motion to approve Mr. Mamrak as Board President for the 2022 calendar year. The motion carried 4-0.

Mr. Whitmoyer nominated Dave Shimmel for Board Vice-President. With no other nominations, Mr. Whitmoyer moved and Mr. Messenger seconded the motion to approve Mr. Shimmel as board vice-president for the 2022 calendar year. The motion carried 4-0.

MEETING MINUTES

Mr. Whitmoyer moved and Mr. Shimmel seconded the motion to accept the meeting minutes from the November 18, 2021 regularly scheduled meeting as presented. The motion carried 4-0.

FINANCIAL REPORTS

Mr. Whitmoyer moved and Mr. Shimmel seconded the motion to approve the financial reports for the period ending November 30, 2021 and the bills from November 12, 2021 to December 9, 2021 to in amount of the amount of \$115,127.85 as presented. The motion carried 4-0.

FORMAL ACTION

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

- A. The 2022 Joint Operating Committee meeting schedule.
- B. The Resolution to accept e-signatures for Nathan Minium in the Pennsylvania Department of Education E-grant system.
- C. The LycoCTC job descriptions for Paraprofessional and Teaching Assistant.

The motions carried 4-0.

ADMINISTRATIVE REPORTS

See Attached

ADDITIONAL INFORMATION

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

ADJOURNMENT

With no further business, Mr. Whitmoyer moved and Mr. Walker seconded the motion to adjourn at 8:07 pm. The motion carried

4-0.

Respectfully submitted,
Lycoming Career & Technology Center

A handwritten signature in black ink, appearing to read "Patricia Kepner". The signature is written in a cursive style with a large initial "P".

Patricia Kepner: Board Secretary



Interim Executive Director Report

12/16/21

Find below a summary of the activities and actions of the Interim Executive Director for the period of 11/8/21 through 11/16/21.

- We have been in touch with Jean Kelleher at PDE. The 339 monitoring will take place February 22-24th. It will be on-site with three reviewers. Since the certification problems have been largely addressed, (I will articulate that in Exec. Session) the audit will proceed as scheduled. Both Brian Anstadt and Dawn Shaffer will make themselves available to prepare for the audit. I recommend securing coverage for them for two days to help Nate complete the needed documentation. Brian has already begun to purge the electronic folders of outdated material.
- Find attached graduation survey data that was shared with the CTC's Principals and guidance staff. This is a preliminary survey and will be further refined second semester.
- The survey of teachers was completed and the results shared with you via PowerPoint. This was a great exercise and I want to reiterate my appreciation to staff for their input.
- The Position Descriptions for both Paraprofessionals and Classroom Assistants were revised and updated. This was done with staff input and the draft versions distributed to all faculty.
- Convened the CTC Principal's meeting on 12/9/21.
- Daily email correspondence with N. Minium
- In the interest of "housekeeping", we have been addressing the storage issues brought to our attention by the District's maintenance staff. KVS was here today, the 16th, to haul away the outdated computer hardware that had been stored upstairs. Trish Kepner has been in touch with CSIU about converting our paper-based student directory information into electronic files. Instructors have also been upstairs organizing supplies stored there. This is an ongoing process, but we're making progress. Like many of us, teachers labor under the assumption that "I could maybe use that someday...". Nate and his staff will continue to consolidate, organize and toss items.
- At Nate's direction, I've met with the Business office staff to begin the process of finalizing equipment and supply purchases under the GEERS II (335) Grant. Instructors and

Kelli Finck are in the process of requisitioning items through the grant for use in their classrooms. We are prioritizing those acquisitions at the advice of the grant auditors.

- **In an effort to expedite this process, an email outlining an updated requisition process was distributed to staff.**
- **To that end, we are in the process of mounting three new Promethean Boards in Classrooms; Culinary Arts, Criminal Justice and Health Careers. We hope to have those board operational and staff trained in that technology during the January 17th, inservice.**
- **This will be the last JOC meeting of my short tenure here. I would like to thank the Board, and Jerry McLaughlin for the opportunity to serve as the Interim Director here. This is a great environment and the staff here are dedicated to their students' success. I'm certain Nate Minium will lead the CTC to great success in the future.**