

**VENANGO TECHNOLOGY CENTER
JOINT COMMITTEE
1 Vo-Tech Drive
Oil City, Pennsylvania 16301**

MINUTES

December 5, 2013

The annual reorganization meeting of the Venango Technology Center Joint Committee was held this evening in the Conference Room of the Venango Technology Center, 1 Vo-Tech Drive, Oil City, PA 16301. Mr. Carson called the meeting to order at seven o'clock (7:00) p.m.

Mr. Carson asked the members to pause for a moment of silence.

Mr. Carson asked the members to stand for the pledge of allegiance.

Roll Call: Present: Karen Woods, Hal Carbaugh, Ronald Lytle, John Mehalic, Randy Seitz, Dwight Proper, Sue Clarke, Todd Carson

Absent: Joe Womer, Franklin 2nd representative

Also Present: Mr. Mario Fontanazza, Mr. Jeff Clark, Dr. Joe Carrico

Mrs. Woods, seconded by Mr. Proper, moved to nominate Todd Carson as Temporary Chairman of the Joint Committee. Mrs. Clarke, seconded by Mr. Seitz, moved to close the nominations.

The motion unanimously carried.

Temporary Chairman Carson stated that nominations were open for Chairman of the Joint Committee.

Mr. Mehalic, seconded by Mr. Carbaugh moved to nominate Karen Woods as Chairman of the Joint Committee. Mrs. Clarke, seconded by Mr. Seitz, moved to close the nominations.

The motion unanimously carried.

Mrs. Woods took the Chair.

Chairman Woods stated that nominations were open for Vice Chairman of the Joint Committee.

Mr. Mehalic, seconded by Mrs. Clarke, moved to nominate Dwight Proper as Vice Chairman of the Joint Committee. Mr. Seitz, seconded by Mrs. Clarke, moved to close the nominations.

The motion unanimously carried.

Chairman Woods stated the following meeting schedule for 2014 for the Joint Committee was presented:

Monday, January 6, 2014
Monday, February 3, 2014
Monday, March 3, 2014
Monday, April 7, 2014
Monday, May 5, 2014
Monday, June 2, 2014

Monday, July 7, 2014
Monday, August 4, 2014
Tuesday, September 2, 2014
Monday, October 6, 2014
Monday, November 3, 2014
Thursday, December 4, 2014

Mr. Carson, seconded by Mr. Seitz, moved to adopt the 2014 Joint Committee Schedule as presented.

The motion unanimously carried.

Chairman Woods stated the next item on the agenda was the appointment of the Solicitor for the Joint Committee for 2014. He requested approval of Carl Moore of the Knox, McLaughlin, Gornall & Sennett law firm at a rate for general solicitor of \$125.00 an hour with no retainer.

Mr. Proper, seconded by Mr. Seitz, moved to appoint Carl Moore of the Knox, McLaughlin, Gornall & Sennett law firm at a rate for general solicitor of \$125.00 an hour with no retainer.

Roll Call: Ayes: Karen Woods, Hal Carbaugh, Ronald Lytle, John Mehalic, Randy Seitz, Dwight Proper, Sue Clarke, Todd Carson

Nayes: None, motion carried.

Chairman Woods stated the Joint Committee members had received copies of the Minutes of the November 4, 2013 meeting in the mail. He asked if there were any additions, corrections or deletions.

Mr. Mehalic, seconded by Mr. Lytle, moved to approve the Minutes of the November 4, 2013 meeting as submitted.

Roll Call: Ayes: Karen Woods, Hal Carbaugh, Ronald Lytle, John Mehalic, Randy Seitz, Dwight Proper, Sue Clarke, Todd Carson

Nayes: None, motion carried.

The Treasurer's and Secretary's Report as of December 5, 2013 were submitted for information.

Mrs. Clarke, seconded by Mr. Carson, moved to approve the Treasurer's and Secretary's Report as of December 5, 2013 and the Special Account Report as of December 5, 2013.

Mr. Adams discussed the composition of these two reports for the new member.

Motion unanimously carried.

A list of bills totaling \$865,137.26 was presented for approval.

Chairman Woods asked if there were any questions.

Mr. Adams made comments on several items for the new member to display what to look for in future meetings.

Mr. Seitz, seconded by Mrs. Clarke moved to approve the list of bills totaling \$865,137.26 as presented.

Roll Call: Ayes: Karen Woods, Hal Carbaugh, Ronald Lytle, John Mehalic, Randy Seitz, Dwight Proper, Sue Clarke, Todd Carson

Nayes: None, motion carried.

Under Communications, the Calendar of Events for the month of December and the Monthly Enrollment Report as of 12/05/13 were submitted.

During the context of the information Mr. Fontanazza was covering, he referred to the budget meetings that he and Mr. Adams had attended with the Superintendents and Business Managers.

At 7:14 p.m. the Committee called an executive session for personnel matters.

At 7:38 p.m. the Committee reconvened.

Mrs. Woods requested that in the future all action items be comprised as one motion. Mr. Adams indicated that he would make that happen.

Mr. Carson, seconded by Mr. Seitz, moved to combine and approve action items a through e on the agenda as one motion:

- a) Action: Approve conference request for Larry Baughman and Tammy Botts to attend the Attendance/Child Accounting Professional conference in Hershey from March 19 – 21, 2014 at a cost not to exceed \$1,800.00. Funding – Local
- b) Action: Approve conference request for three Tech Center employees to attend the PA Educational Technology Expo and Conference in Hershey from February 9 – 12, 2014 at a cost not to exceed \$2,600.00. Funding – Local
- c) Action: Approve additions to the substitute bus driver list.
- d) Action: Approve additions to advisory committees.
- e) Action: Hire Dee Ann Reed as Instructional Aide at a pro-rated salary of \$11,951 annually starting January 16, 2014.

Roll Call: Ayes: Karen Woods, Hal Carbaugh, Ronald Lytle, John Mehalic, Randy Seitz, Dwight Proper, Sue Clarke, Todd Carson

Nayes: None, motion carried.

Mr. Fontanazza reviewed his Issues/Activities for the period 11/5/13 through 12/5/13.

Mr. Adams gave a report on the 2014-2015 proposed budget. He presented a bar graph that indicated the nature of the increases and decreases. He also gave a narrative review with enrollment data to support the bar graph and mentioned that the members would have this information for review and would approve this at the January 2014 meeting. Mr. Lytle requested a spreadsheet be sent to the members showing the rate of salary increase for the different employee groups. Mr. Adams said he would get that information out.

Chairman Woods asked if there was any old business.

None was noted.

Under new business, Mr. Seitz, seconded by Mrs. Clarke, moved to approve action items a & b as one motion as follows:

- a) Action: Approve Susan McDowell as part-time instructor at 98 days for the Practical nursing program in Warren at step 1, column 2, 44,207.00 prorated for the number of days worked through year end.

b) Action: Approve additions to the Substitute Instructor list for 2013-14.

Roll Call: Ayes: Karen Woods, Hal Carbaugh, Ronald Lytle, John Mehalic, Randy Seitz, Dwight Proper, Sue Clarke, Todd Carson

Nayes: None, motion carried.

Upon motion by Mr. Mehalic, seconded by Mrs. Clarke, the meeting adjourned at forty seven minutes past seven (7:47) p.m.

Recorded by

A handwritten signature in dark ink, appearing to read "Patrick M. Adams", is written on a light blue background.

Patrick M. Adams
Secretary, Joint Committee