

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

**MINUTES**

**June 1, 2015**

The regular 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. Chairman Proper called the meeting to order at seven o'clock. (7:00) p.m.

Chairman Proper asked the members to pause for a moment of silence.

Chairman Proper asked the members to stand for the pledge of allegiance.

**Roll Call:** Present: Todd Carson, Ron Lytle, David Graham, Randy Seitz, Karen Woods, Dwight Proper

Absent: Hal Carbaugh, Susan Motzer, Joe Womer, Sue Clarke

Also Present: Mario Fontanazza, Ms. Karen Jez, Travis Crate

Mrs. Woods, seconded by, Mr. Carson, moved to approve the Minutes of the May 4, 2015 meeting as submitted. Motion unanimously carried.

The Treasurer and Secretary's Report as of 6/1/15 and the Special Account Report as of 6/1/15 were submitted for information.

Mrs. Woods, seconded by, Mr. Carson, moved to accept the Treasurer and Secretary's Report as of 6/1/15 and the Special Account Report as of 6/1/15 as submitted. Motion unanimously carried.

A list of bills totaling \$438,471.40 was presented for approval.

Mrs. Woods, seconded by, Mr. Carson, moved to approve the list of bills totaling \$438,471.40 as submitted.

Practical Nursing gift cards were questioned and Mr. Fontanazza said he would talk with Mr. Adams and get an answer for this expenditure and reply via email to the members.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, David Graham, Randy Seitz, Karen Woods, Dwight Proper

Nayes: None, motion carried.

Under Communications, the Minutes of the Professional Advisory Committee Meeting of 5/26/15, the Calendar of Events for the month of June and the Monthly Enrollment Reports as of 6/1/15 were submitted for information.

At 7:15 p.m. the Committee went into executive session for personnel matters.

The meeting reconvened at 7:30 p.m.

Mr. Proper requested approval of the action items in item 8. a. items i. – xi in one motion as follows:

- i. Approve Board Policies as presented.
- ii. Approve job descriptions for accounting assistant and Practical Nursing administrative assistant.
- iii. Accept retirement of Pam Fry administrative assistant with the Practical Nursing program effective June 26, 2015.
- iv. Accept retirement of Sue Confer accounting assistant effective June 30, 2015.
- v. Approve advertising for the administrative assistant position in Practical Nursing and authorize the Director and Practical Nursing coordinator to hire the most qualified candidate upon completion of the selection process. The salary is not to exceed \$25,000.00 for a 202 day schedule.
- vi. Approve advertising for the accounting assistant position and authorize the Director and Business Manager to hire the most qualified candidate upon completion of the selection process. The salary is not to exceed \$35,000.00 for a 12 month schedule.
- vii. Approve Louie Strawbridge as summer maintenance helper for 11 weeks at \$9.00 per hour.
- viii. Approve the Contract with Community Ambulance for the 2015-2016 School Year in the amount of \$300.00.
- ix. Approve two-year contract with Tri-county Industries for Trash removal.
- x. Approve 2015-2016 contract with CCL Technologies as presented.
- xi. Depositories 2015-2016 – PNC Bank, Citizens Bank and Pennsylvania Local Government Investment Trust (PLGIT)

Mrs. Woods, seconded by Mr. Carson moved to approve action items in item 8. a. items i. – xi as presented.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, David Graham, Randy Seitz, Karen Woods, Dwight Proper

Nayes: None, motion carried.

Mr. Fontanazza reviewed his activities.

Under old business, Chairman Proper asked for approval of the Non-bargaining salary schedule.

No motion was made.

Under new business, Chairman Proper requested the members Adopt Resolution:

Business Manager be authorized to remit routine expenditures and make necessary budget transfers during June and July 2015 to close budget accounts and bring all expenditures to the Joint Committee at their next regular meeting for ratification and cancelling the July 2015 regular meeting.

Mrs. Woods, seconded by Mr. Carson moved to approve the resolution to permit the Business Manager be authorized to remit routine expenditures and make necessary budget transfers during June and July 2015 to close budget accounts and bring all expenditures to the Joint Committee at their next regular meeting for ratification and cancelling the July 2015 regular meeting.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, David Graham, Randy Seitz, Karen Woods, Dwight Proper

Nayes: None, motion carried.

Also under new business, Chairman Proper requested approval to amend the 403 (b) plan to allow for an employer contribution as a retirement benefit of \$25 a day for each unused sick day up to a maximum of 125 days for Sue Confer and Pam Fry.

Mrs. Woods, seconded by Mr. Carson moved to approve an amendment to the 403 (b) plan to allow for an employer contribution for a retirement benefit of \$25 a day for each unused sick day up to a maximum of 125 days for Sue Confer and Pam Fry.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, David Graham, Randy Seitz, Karen Woods, Dwight Proper

Nayes: None, motion carried.

Upon motion by Mrs. Woods, seconded by Mr. Carson, the meeting adjourned at seven fifty-five (7:55) p.m.

Recorded by,

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

Patrick M. Adams  
Secretary, Joint Committee