

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

**MINUTES**

**September 8, 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, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Absent: Randy Seitz, Joe Womer, Karen Woods

Also Present: Mario Fontanazza, Karen Jez

Mr. Proper requested approval of the August 3, 2015 meeting minutes.

Mr. Lytle, seconded by, Mr. Carson, moved to approve the Minutes of the August 3, 2015 meeting as submitted. Motion unanimously carried.

The Treasurer and Secretary's Report as of 9/8/2015 was submitted for information.

Mrs. Clarke, seconded by Mr. Lytle, moved to accept the Treasurer and Secretary's Report as of 9/8/15. Motion unanimously carried.

A list of bills in the amount of \$458,966.90 was presented for approval.

Mr. Lytle, seconded by Ms. Motzer moved to approve the list of bills as presented.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Under Communications, Mr. Fontanazza highlighted some things discussed in the Minutes of the Professional Advisory Committee Meeting of 9/4/15 and the enrollment report as of 9/8/15.

Mr. Proper called for an executive session for personnel matters at 7:20 p.m.

The meeting reconvened at 7:22 p.m.

Mr. Proper requested approval of the Adult Evening School Schedule for the 2015-2016 school year.

Mr. Lytle, seconded by Mrs. Clarke, moved to approve the Adult Evening School Schedule for the 2015-2016 as presented.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Mr. Proper requested approval of the student and employee handbook for 2015-2016 with no changes.

Mrs. Clarke, seconded by Mr. Carson, moved to approve the student and employee handbook for 2015-2016 with no changes.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Mr. Proper requested approval of Jessica Rudegear as Instructional Aide at \$12,000.00 annually prorated for the number of days worked.

Mr. Carson, seconded by Ms. Motzer, moved to approve Jessica Rudegear as Instructional Aide at \$12,000.00 annually prorated for the number of days worked.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Mr. Proper requested approval to amend the August 2015 motion to approve a long-term substitute for Protective Services and approve Mark Baughman as full-time permanent instructor of Protective Services instructor at step 1, column A of the collective bargaining agreement \$44,782.00 prorated for the number of days worked.

Mr. Lytle, seconded by Mr. Carson, moved to approve amending the August 2015 motion to approve a long-term substitute for Protective Services and approve Mark Baughman as full-time permanent instructor of Protective Services instructor at step 1, column A of the collective bargaining agreement \$44,782.00 prorated for the number of days worked.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Mr. Proper requested approval of the Occupational Advisory Committee members for 2015-2016.

Mr. Carbaugh, seconded by Mrs. Clarke, moved to approve the Occupational Advisory Committee members for 2015-2016.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Mr. Proper requested approval of a tuition increase for Practical Nursing for the 2016-2017 school year. This is a 2% and \$215.00 per year increase from 2015-2016 school year to \$10,965.00 annually.

Mr. Carbaugh, seconded by Mr. Carson, moved to approve the tuition increase for Practical Nursing for the 2016-2017 school year. This is a 2% and \$215.00 per year increase from 2015-2016 school year to \$10,965.00 annually.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Mr. Proper requested approval for Cindy Cornelius to attend the PA association of Practical Nursing Administrator's conference in Lewisburg on October 8-, 2015 at a cost not to exceed \$850.00 – Funding Practical Nursing.

Mr. Carson, seconded by Mrs. Clarke moved to approve Cindy Cornelius to attend the PA association of Practical Nursing Administrators conference in Lewisburg on October 8-, 2015 at a cost not to exceed \$850.00 – Funding Practical Nursing.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Mr. Proper to approve additions to substitute instructor list for 2015-2016.

Mr. Carbaugh, seconded by Mr. Carson, moved to approve additions to substitute instructor list for 2015-2016.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Mr. Fontanazza reviewed his activities.

Chairman Proper asked if there was any old business. None was noted.

Under New Business, Chairman Proper requested approval of a \$50.00 per day stipend for Jena Seidle to act as lead teacher on days when Mr. Fontanazza is out of the building.

Mr. Carbaugh, seconded by Mr. Graham, moved to approve a \$50.00 per day stipend for Jena Seidle to act as lead teacher on days when Mr. Fontanazza is out of the building.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Also under New Business, Chairman Proper requested approval of a revised organizational chart.

Mr. Carbaugh, seconded by Mr. Carson, moved to approve a revised organizational chart.

**Roll Call:** Ayes: Todd Carson, Ron Lytle, Susan Motzer, Hal Carbaugh, David Graham, Sue Clarke, Dwight Proper

Nayes: None, motion carried.

Upon motion by Mr. Carbaugh, seconded by Ms. Motzer, the meeting adjourned at seven twenty-seven (7:27) p.m.

Recorded by,

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

Patrick M. Adams  
Secretary, Joint Committee