

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

**AGENDA**

**August 7, 2023**

**TO:** Venango Technology Center Joint Committee

**FROM:** Patrick M. Adams, Secretary

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1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Minutes of the June 5, 2023
5. Treasurer's and Secretary's Report as of 6/30/23 and 8/7/23
  - a) Special Account Report as of 6/30/23
6. Payment of Bills:
  - a) List of bills from 6/6/23 – 6/30/23
  - b) List of bills from 7/1/23 – 8/7/23
7. Communications:
  - a) Minutes of the Professional Advisory Committee Meeting – 7/27/23
  - b) Beginning enrollment report
8. Administrator's Report:
  - a) Action:
    - i. Appoint Mario Fontanazza as the School Safety and Security Coordinator.
    - ii. Approve Venango Technology Center Health and Safety plan.
    - iii. Approve the Title IX personnel; Coordinator – Mario Fontanazza, Investigator – Jena Seidle, Decision – Maker – Pat Adams and Bob Moore – Appeal resolution
    - iv. Approve Budget Transfers for 2022-2023.
    - v. Approve list of substitute instructors for 2023-2024.
    - vi. Approval of the 2023-2024 Bus Drivers.
    - vii. Accept resignation letter of Kelly Erwin as main office administrative assistant effective July 10<sup>th</sup>, 2023.
    - viii. Approve Shanda Kelly as administrative assistant for the main office at a salary of \$24,000.00.
    - ix. Approve List of courses for the 2023-2024 school year.
    - x. Approve advertising for an interim Technology assistant at a salary not to exceed \$35,000. This is a 12 month Position prorated based on the number of days worked..
    - xi. Approve hiring 3 instructional aides at a salary of \$12,500.00 for 182 days. Chris McFarland will be local funded and Melissa Scrivens and Tori Smith will be Perkins Funded.
    - xii. Approve Occupational Advisory Committee members for 2023-2024.
    - xiii. Approve Cindy Cornelius to attend the PASFAA and PAPNA conferences October 2 – 6, 2023 in Hershey and State College at a cost not to exceed \$2,500.00. Funding – Practical Nursing
    - xiv. Approve George Svolos as Administrative substitute at a rate of \$200.00 per day.
    - xv. Approve Electronics textbook online subscription NFPA 70®, National Electrical Code® (NEC®), 2023 edition Author: National Fire Protection Association (NFPA) 2023 updated
    - xvi. Approve Facility use contract with Commonwealth University for Adult Emergency Medical Technician (EMT) course beginning August 31, 2023.
    - xvii. Approve Student and Employee Handbooks for 2023-2024.
    - xviii. Approve Practical Nursing substitute instructor list for 2023-2024.
    - xix. Approve Director and Business Manager contracts for 2024-2025 through 2028-2029.
  - b) Report: Director's Report.
  - c) Report: 1<sup>st</sup> reading of board policy changes.
9. Old Business:
10. New Business: