

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

AGENDA

June 1, 2015

TO: Venango Technology Center Joint Committee

FROM: Patrick M. Adams, Secretary

1. Moment of Silence
2. Pledge of allegiance
3. Roll Call
4. Approval of the Minutes of the May 4, 2015, Meeting
5. Treasurer's and Secretary's Report as of 6/1/15 and Special Account Report as of 6/1/15
6. Payment of Bills:
 - a) List of bills, enclosed
7. Communications:
 - a) Minutes of the Professional Advisory Committee Meeting – 5/29/15
 - b) Calendar of Events – June
 - c) Monthly Enrollment Reports

Executive session for personnel matters

8. Administrator's Report:
 - a) Action:
 - 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)
 - b) Report: Director's Review of Activities.

9. Old Business:
 - a) Approve Non-bargaining Salary schedule

10. New Business: