

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

**AGENDA**

**September 3, 2013**

**TO:** Venango Technology Center School 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 August 5, 2013, Meeting
5. Treasurer's and Secretary's Report as of 9/03/13
6. Payment of Bills:
  - a) List of bills enclosed
  - b) Final Report 2012 - 2013
7. Communications:
  - a) Minutes of the Professional Advisory Committee Meeting – 8/30/13
  - b) Calendar of Events - September
  - c) Enrollment Report
8. Administrator's Report:
  - a) Action: Recommend approval of the Adult Evening School Schedule for the 2013-2014 school year. (available at the meeting)
  - b) Action: Approve student and employee handbook for 2013-2014 with no changes.
  - c) Action: Accept resignation letter of Debra Best effective August 22, 2013.
  - d) Action: Approve advertising for the position of instructional aide.
  - e) Action: Approve Occupational Advisory Committee members for 2013-2014.
  - f) Action: Approve tuition increase for Practical Nursing for the 2014-2015 school year. This is a 2% and \$200.00 per year increase from 2013-2014 school year to \$10,550.00 annually.
  - g) Action: Approve request for Cindy Cornelius to attend the PA association of Practical Nursing Administrators conference in Lewisburg on October 10-11, 2013 at a cost not to exceed \$750.00 – Funding Practical Nursing; Permission for Robert Moore to attend the 2013 PCEA conference October 15 – 16, 2013, in State College at a cost not to exceed \$700.00 – Funding - local
  - h) Action: Approve additions to substitute instructor list for 2013-2014.
  - i) Report: Director's Review of Activities 8/6/13 – 9/3/13
9. Old Business:
10. New Business: