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

MINUTES

January 5, 2012

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 Mehalic called the meeting to order at seven o'clock (7:00) p.m.

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

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

Roll Call: Present: Patty Feroz, Michael Port, Ronald Lytle, Todd Carson, Karen Woods, Dwight Proper, Sue Barthen, John Mehalic

Absent: Randy Seitz, William Deal

Also Present: Mario Fontanazza, Kevin Sprong

Chairman Mehalic recognized the presence of the Tech Center's Culinary Arts instructor, Mrs. Dottie Haggerty.

Chairman Mehalic stated the Joint Committee members had received copies of the Minutes of the December 8, 2011 meeting in the mail. He asked if there were any additions, corrections or deletions.

Mr. Lytle, seconded by Mrs. Feroz, moved to approve the Minutes of the December 8, 2011 meeting as submitted.

Motion unanimously carried.

The Treasurer's and Secretary's Report as of January 5, 2012 and the Special Account Report as of January 5, 2012 were submitted for approval.

Mrs. Woods, seconded by Mr. Port, moved to approve the Secretary's Report as of January 5, 2012 and the Special Account Report as of January 5, 2012 as submitted.

Motion unanimously carried.

A list of bills totaling $512,993.64 was submitted for approval.

Chairman Mehalic asked if there were any questions. Mr. Adams indicated that since there were new members, he would discuss many of the items on the list of bills.

Mrs. Woods, seconded by Mr. Port, moved to approve the list of bills totaling $512,993.64 as submitted.

Roll Call: Ayes: Patty Feroz, Michael Port, Ronald Lytle, Todd Carson, Karen Woods, Dwight Proper, Sue Barthen, John Mehalic

Nayes: None, motion carried.

Under Communications, copies of the Calendar of Events for the month of January, the Monthly Enrollment Report as of 1/5/12, and the minutes from the 1/4/12 meeting of the Professional Advisory Committee were submitted for information.

Mrs. Woods, seconded by Mrs. Feroz, moved to combine and approve the next four action items as one motion:

a) Approve the Adult Evening School Schedule for Spring 2012
b) Approve additions to the substitute instructor list
c) Approve additions to PN substitute instructor list
d) Accept the letter of intent to retire of Clint Sharrar, maintenance supervisor, effective June 29, 2012

Roll Call: Ayes: Patty Feroz, Michael Port, Ronald Lytle, Todd Carson, Karen Woods, Dwight Proper, Sue Barthen, John Mehalic

Nayes: None, motion carried.

Chairman Mehalic stated the next item on the agenda was a report on the VTC Budget for 2012-2013. Mr. Fontanazza indicated that the superintendents had a few items that they would like to be addressed before final approval and the budget would be brought back for action at the February 2012 meeting.

Mr. Lytle spoke up and requested that a discussion of the Capital Reserve fund be included under new business.

Chairman Mehalic stated the next item on the agenda was a report on the tentative school calendar for the 2012-2013. Mr. Fontanazza and Mr. Sprong indicated that the calendar had not been finalized and would be discussed by the Professional Advisory Committee and brought back to the Joint Committee in March 2012.

Mr. Fontanazza reviewed the Director's Activities for the period 12/9/11 – 1/5/12.

Chairman Mehalic asked if there was any Old Business. None was noted.

Under new business, Chairman Mehalic requested approval for Rosemary Conti and Debbie Best to escort 4 students to the DECA state competition on February 22-24, 2012 in Hershey, PA, at a cost not to exceed $2,000.00 – Funding Local

Mrs. Woods, seconded by Mrs. Barthen, moved to approve Rosemary Conti and Debbie Best to escort 4 students to the DECA state competition on February 22-24, 2012 in Hershey, PA, at a cost not to exceed $2,000.00 – Funding Local

Roll Call: Ayes: Patty Feroz, Michael Port, Ronald Lytle, Todd Carson, Karen Woods, Dwight Proper, Sue Barthen, John Mehalic

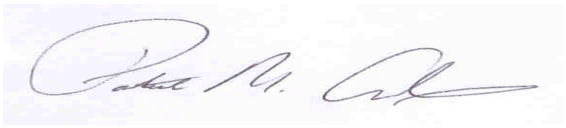
Nayes: None, motion carried.

Also under new business, Chairman Mehalic asked to have a discussion about the Capital Reserve fund. Mr. Lytle inquired if there were a need to cap the amount of funds contributed to this fund and asked if this contribution percentage needed to be limited in any manner. Mr. Fontanazza indicated that the Professional Advisory Committee discussed this matter and the majority of them felt that until this fund had a much larger balance, there was no need to cap this fund. Mr. Lytle then asked how much was currently in this fund. Mr. Adams responded with approximately $500,000. Mr. Fontanazza also indicated that the sentiment from the PAC meeting was that if there be a future need for a roof or HVAC issue that was of a significant magnitude, none of the schools were in a position to write a check for their piece of the improvement. Mr. Adams added that the cost of the roof was $1,300,000 and the cost of the Energy Project was $3,500,000. Mr. Fontanazza indicated that there was a belief that this fund should be capped in the future, but that we are not at the place where this is yet necessary. Mr. Lytle then asked that there be a committee set up to address the capital needs for this fund. Mrs. Woods stated that there was no need to set up a separate committee for this matter. She suggested that the administrators put together a long range plan for capital needs and that the Joint Committee could all review this plan without a separate committee. She also asked that the administration inform the Joint Committee far enough in advance, of upcoming capital expenditures, so that there would be no surprises. The other Joint Committee members agreed with this suggestion.

Mr. Lytle then asked what plans there were for the retirement of the maintenance supervisor. Mr. Fontanazza indicated that until the official intent to retire was approved, there was nothing to take to the PAC Committee. He did indicate that he and Mr. Adams were developing a plan that would address this opportunity for reorganization.

Upon motion by Mr. Mehalic, seconded by Mrs. Woods, the meeting adjourned at seven-forty (7:40) p.m.

Recorded by



Patrick M. Adams
Business Manager