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

AGENDA

August 4, 2025

TO: Venango Technology Center Joint Committee

FROM: Melissa Sharp, Secretary

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1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Minutes of the June 2, 2025 meeting
5. Treasurer's and Secretary's Report as of 6/30/25 and 8/4/25
   a) Special Account Report as of 6/30/25
6. Payment of Bills:
   a) List of bills from 6/3/25 – 6/30/25
   b) List of bills from 7/1/25 – 8/4/25
7. Communications:
   a) Minutes of the Professional Advisory Committee Meeting – 7/30/25
   b) Beginning enrollment report
8. Administrator's Report:
   a) Action:
      i. Appoint Robert Moore as the School Safety and Security Coordinator.
      ii. Approve Robert Moore as the Title IX Coordinator.
      iii. Approve Budget Transfers for 2024-2025.
      iv. Approve list of substitute instructors for 2025-2026.
      v. Approve Practical Nursing substitute list 2025-2026.
      vi. Approval of the 2025-2026 Bus Drivers.
      vii. Approve Financial Aid contract with Melissa Heller for the 2025-2026 school year.
      viii. Approve List of courses for the 2024-2025 school year.
      ix. Approve Occupational Advisory Committee members for 2025-2026.
      x. Approve George Svolos as administrative substitute at a rate of $200.00 per day.
      xi. Approve Student and Employee Handbooks for 2025-2026.
      xii. Approve Mark Baughman as SkillsUSA advisor, retroactive to 6/16/25.
      xiii. Approve retroactively, Mark Baughman, to attend the SkillsUSA Advisor Training conference in Altoona on July 24, 2025, at a cost not to exceed $300.00. Funding –SkillsUSA
      xiv. Approve curriculum enhancement for first- and second-year Culinary Arts students, ProStart Program Third Edition, and textbook, "Professional Cooking" High School Edition 9th Edition by Wayne Gisslen. Funding - Local
      xv. Approve Susan Kase as the Main Office Administrative Assistant at a salary of $26,500.
      xvi. Approve Matthew Wagner as the HVAC Instructor at Step 1 of the collective bargaining agreement for the 2025-2026 school year at a salary of $53,890.
      xvii. Approve 4 per diem summer days for Matthew Wagner and Tyler Seelnacht.
      xviii. Approve advertising for the Cooperative Education Coordinator.
      xix. Approve Brian K. Cressman of MacDonald, Illig, Jones & Britton, LLP as Solicitor of the Joint Committee for 25-26 at a cost of $200 per hour.

b) Report: Director’s Report.

9. Old Business:

10. New Business: