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

MINUTES

August 3, 2026

The regular meeting of the Venango Technology Center Joint Committee was held this evening in the Cafeteria of the Venango Technology Center, 1 Vo-Tech Drive, Oil City, PA 16301. Mrs. Neely called the meeting to order at seven o'clock (7:00) p.m.

Mrs. Neely asked the members to pause for a moment of silence.

Mrs. Neely asked the members to stand for the Pledge of Allegiance.

Roll Call: Present: Justin McFall, Mark Marterella, Troy Johnston (Zoom), Dennis Baker, Lynn Cressman, Monica Chatham (Zoom), Cindy Swendsen (Zoom), Shari Neely

Absent: Ben Carbaugh, Alesha Hartsfield

Also Present: Mr. Robert Moore, Dr. Lynda Weller

Mrs. Neely stated the Joint Committee members had received copies of the Minutes of the June 1, 2026 meeting. She asked if there were any additions, corrections or deletions.

Mr. Marterella, seconded by Mrs. Cressman, moved to approve the Minutes of the June 1, 2026 meeting as submitted.

Roll Call: Ayes: Justin McFall, Mark Marterella, Troy Johnston, Dennis Baker, Lynn Cressman, Monica Chatham, Cindy Swendsen, Shari Neely

Nayes: None, motion carried.

The Treasurer and Secretary's Reports as of 6/30/26 and 8/3/2026 were submitted for information.

Mr. Marterella, seconded by Mr. McFall, moved to accept the Treasurer and Secretary's Reports as of 6/30/26 and 8/3/26 as submitted.

Roll Call: Ayes: Justin McFall, Mark Marterella, Troy Johnston, Dennis Baker, Lynn Cressman, Monica Chatham, Cindy Swendsen, Shari Neely

Nayes: None, motion carried.

Mrs. Hartsfield joined the meeting by Zoom at 7:02 p.m.

A list of bills from 6/2/26 – 6/30/26 in the amount of $907,921.92, and a second from 7/1/26 – 8/3/26 in the amount of $1,522,710.48, were presented for approval.

Mrs. Cressman asked about payments to Tri-Star, several individuals, and J&S Screen Printing. Tri-Star is VTC's FSA provider, the individuals in question are Practical Nursing students that received tuition refunds, and shirts for Culinary Arts students were purchased from J&S using fundraising monies.

Mr. Marterella, seconded by Mr. McFall, moved to approve the list of bills as presented.

Roll Call: Ayes: Justin McFall, Mark Marterella, Troy Johnston, Dennis Baker, Lynn Cressman, Monica Chatham, Cindy Swendsen, Shari Neely, Alesha Hartsfield

Nayes: None, motion carried.

Under Communications, Mr. Moore discussed the Professional Advisory Committee.

The Monthly Enrollment Report as of 8/3/26 was submitted.

Each Action Item was read aloud to give an opportunity for discussion. Key points were:

i. Mr. Moore explained that ORA presented VTC with the opportunity to utilize the entire first floor as opposed to spaces on various floors of Montgomery Hall. The PN program will gain square footage, which will result in a rent increase. Mrs. Cressman asked about the increase. Ms. Sharp noted that square footage increased by approximately 1,850 sq ft and rent will increase by approximately $30,350 annually. The Energy CPI adjusted on July 1, coupled with the square footage increase, caused the significant rise in rent. Ms. Sharp also relayed to Dr. Weller that the program was self-funded and would not impact the VTC day school budget.

iii. Dr. Weller asked about the roles within the Title IX program at VTC:
Coordinator – Bob Moore
Investigator – Jena Seidle
Decision Maker – Melissa Sharp
Appeals – Travis Crate

v. Mrs. Swendsen wondered how one would become a sub at VTC. Mr. Moore said that we have an application packet to be completed by the interested individual and that we would collect their clearances. Once this information is obtained, their name is taken to the JOC for approval.

ix. Mrs. Cressman questioned the CIP Code – 32.0105, Job-Seeking/Changing Skills. Mr. Moore clarified that this is the Diversified Occupations Program.

xi. Mr. Moore explained that George Svolos has been the administrative substitute for several years. His clearances are set to expire, and he expressed gratitude for the consideration but decided not to renew them so he could officially retire.

xiv. Mrs. Cressman wondered teaching HVAC controls should be part of the secondary program. Several board members, as well as Mr. Moore agreed that the program was robust as is and controls should be covered after this curriculum.

Mrs. Neely requested approval of the action items as presented: Item 8. a) i. – xvi.

Mrs. Cressman, seconded by Mr. Marterella, moved to approve action Item 8. a) i. – xvi. in one motion as follows:

i. Retroactively approve amendments to the Oil Region Alliance lease agreement for the LPN program, effective July 1, 2026.
ii. Appoint Robert Moore as the School Safety and Security Coordinator.
iii. Approve Robert Moore as the Title IX Coordinator.
iv. Approve Budget Transfers for 2025-2026.
v. Approve list of substitute instructors for 2026-2027.
vi. Approve Practical Nursing substitute list 2026-2027.
vii. Approval of the 2026-2027 Bus Drivers.
viii. Approve Financial Aid contract with Melissa Heller for the 2026-2027 school year.
ix. Approve List of courses for the 2026-2027 school year.
x. Approve Occupational Advisory Committee members for 2026-2027.
xi. Approve Ritt Smith as administrative substitute at a rate of $200.00 per day.
xii. Approve Student and Employee Handbooks for 2026-2027.
xiii. Approve Kristy Nale as instructional aide at a salary of $17,500.
xiv. Approve a one-year maintenance contract with Tudi Mechanical Systems for HVAC preventative maintenance.
xv. Review and approve Cell Phone Policy
xvi. Approve supplemental industry credentialing curriculum for Auto Body Repair Technology students through I-CAR Academy. Funding – Local

Roll Call: Ayes: Justin McFall, Mark Marterella, Troy Johnston, Dennis Baker, Lynn Cressman, Monica Chatham, Cindy Swendsen, Shari Neely, Alesha Hartsfield

Nayes: None, motion carried.

Mrs. Neely asked if there was any old business.

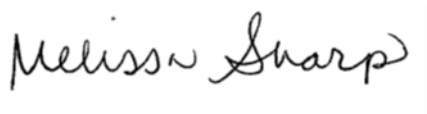
None was noted.

Mrs. Neely asked if there was any new business.

None was noted.

Upon motion by Mr. Marterella, seconded by Mr. McFall, the meeting adjourned at thirty-one minutes past seven (7:31) p.m.

Recorded by



Melissa Sharp
Secretary, Joint Committee