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

MINUTES

September 8, 2026

The regular meeting of the Venango Technology Center Joint Committee was held this evening in the Main Conference Room of the Venango Technology Center, 1 Vo-Tech Drive, Oil City, PA 16301. Mrs. Neely called the meeting to order at two minutes past seven o'clock (7:02) 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, Ben Carbaugh (Zoom), Dennis Baker, Alesha Hartsfield (Zoom), Lynn Cressman, Monica Chatham (Zoom), Cindy Swendsen (Zoom), Shari Neely

Absent: Mark Marterella, Troy Johnston

Also Present: Mr. Robert Moore

Mrs. Neely stated the Joint Committee members had received copies of the Minutes of the August 3, 2026 meeting. She asked if there were any additions, corrections or deletions.

Mr. McFall, seconded by Mr. Baker, moved to approve the Minutes of the August 3, 2026 meeting as submitted.

Roll Call: Ayes: Justin McFall, Ben Carbaugh, Dennis Baker, Alesha Hartsfield, Lynn Cressman, Monica Chatham, Cindy Swendsen, Shari Neely

Nayes: None, motion carried.

The Treasurer's and Secretary's Report as of 9/8/2026 were submitted for information.

Mrs. Cressman wondered about the account labeled Applefest. Ms. Sharp explained that this is a comprehensive list of account codes for the Special Account and some haven't been used in quite some time. Efforts to clean up inactive accounts will be made when time allows.

Mr. Baker, seconded by Mr. McFall, moved to accept the Treasurer's and Secretary's Report as of 9/8/26 as submitted.

Roll Call: Ayes: Justin McFall, Ben Carbaugh, Dennis Baker, Alesha Hartsfield, Lynn Cressman, Monica Chatham, Cindy Swendsen, Shari Neely

Nayes: None, motion carried.

A list of bills from 8/3/26 – 9/8/26 in the amount of $506,474.05 was presented for approval.

Mrs. Cressman asked about payments to NOREBT, Central Susquehanna Intermediate Unit (CSIU), Cintas Distribution, LLC, and Oil Region Alliance. NOREBT, or Northwestern Region Employee Benefit Trust, is our insurance consortium and the payment was our monthly health insurance premium. CSIU is our software provider. SIS is our Student Information System and FIS is our Financial Information

System. The payment reflects the amount due for 26-27 services. VTC is still negotiating with Cintas to terminate the contract. The payment listed is the minimum required under our current terms. The payment to Oil Region Alliance is comprised of rent for the Practical Nursing program and payment for advertising in The Derrick online. PN is self-funded and pays its own rent. These funds do not come from VTC day school budget.

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

Roll Call: Ayes: Justin McFall, Ben Carbaugh, Dennis Baker, Alesha Hartsfield, Lynn Cressman, Monica Chatham, Cindy Swendsen, Shari Neely

Nayes: None, motion carried.

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

A brief explanation of the current transportation arrangements with each school was provided.

The Monthly Enrollment Report as of 9/8/26 was submitted.

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

i. Mrs. Cressman asked about the format of these textbooks. Mr. Moore explained that there was an online component to be used for several years and that it was recommended by the OAC.

iii. Mr. Moore explained that Mr. Leisher had completed the Train the Trainer regarding Tractor and Machinery Safety that had been requested under Mr. Fontanazza and that this supplemental material would be used to train the students.

ix. Mrs. Swendsen asked about the location of this trip. It is being hosted by Lincoln Electric at their headquarters in Cleveland, OH.

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

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

i. Approve curriculum enhancement for HVAC – Understanding Electrical Theory and textbook from Mike Holt Enterprises. Funding – Local.
ii. Approve list of equipment for disposal.
iii. Approve textbook for Natural Resources – National Safe Tractor & Machinery Operation Program, Revised Third Edition. Developed by Penn State Extension, Ohio State Extension, and the National Safety Council
iv. Approve changes to OAC members.
v. Approve two textbooks for Building Construction Technology: Principles of Residential Construction – Essential Skills and Practices by R. Jack Jones and Modern Masonry – Brick, Block, Stone, Concrete (10th Edition) by Timothy L. Andera and Clois E. Kicklighter
vi. Approve Non-Bargaining salary schedule for 2027-2028
vii. Approve Fall Adult Evening School Schedule for 2026-2027.
viii. Approve Travis Crate to attend the Coop Conference in State College, PA October 15-16, 2026 at a cost not to exceed $875.00. Funding – Local.

ix. Approve Travis Crate and one additional chaperone and 6 students to attend the AWS District 10 Leadership Summit October 7-9, 2026 at no cost to VTC. Funding – AWS.

x. Approve 5-year contract with Joe Muccio Transportation retroactive to 9/1/26, to provide transportation for Forest Area Schools.

Roll Call: Ayes: Justin McFall, Ben Carbaugh, Dennis Baker, Alesha Hartsfield, Lynn Cressman, Monica Chatham, Cindy Swendsen, Shari Neely

Nayes: None, motion carried.

Mrs. Neely asked if there was any old business.

Mrs. Swendsen wondered about the maintenance position that had been posted. Mr. Moore and Ms. Sharp noted that changes were made to the qualifications, it was readvertised, and is closing again on Friday, September 11. There are currently 6 applicants, with interviews to take place before the end of the month. We are hopeful that there will be a name for approval at our October meeting.

Mrs. Neely asked if there was any new business.

Mr. Baker shared that he had been questioned about the prospect of reopening the Cosmetology program. Mrs. Neely said that she was part of the VTC JOC when the decision was made to phase out that program and it was based on lack of student follow-through in the field. Students were not taking the State Boards to become licensed cosmetologists. Mr. Moore also explained that it would be cost-prohibitive with start-up costs estimated to be around $250,000. Mrs. Hartsfield shared that she attended the VTC Cosmetology program as a high school student and she could verify that her classmates did not follow through and become cosmetologists following graduation.

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

Recorded by

Melissa Sharp

Melissa Sharp
Secretary, Joint Committee