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

MINUTES

October 5, 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 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 (Zoom), Dennis Baker, Alesha Hartsfield (Zoom), Lynn Cressman, Monica Chatham (Zoom), Cindy Swendsen (Zoom), Shari Neely

Absent: Ben Carbaugh, Troy Johnston

Also Present: Mr. Robert Moore, Mr. Dan Keefer

Mrs. Neely stated the Joint Committee members had received copies of the Minutes of the September 8, 2026 meeting. She asked if there were any additions, corrections or deletions.

Mr. McFall, seconded by Mrs. Cressman, moved to approve the Minutes of the September 8, 2026 meeting as submitted.

Roll Call: Ayes: Justin McFall, Mark Marterella, 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 10/5/2026 were submitted for information.

Mr. McFall, seconded by Mr. Baker, moved to accept the Treasurer's and Secretary's Report as of 10/5/26 as submitted.

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

Nayes: None, motion carried.

A list of bills from 9/9/26 – 10/5/26 in the amount of $790,801.51 was presented for approval.

Mrs. Cressman asked about payments to Agway, Lincoln Electric Company, and Oil Region Alliance. The payment to Agway was for seed, which is part of the Natural Resources curriculum. Lincoln Electric Company provides welding supplies, which are used mainly in our Welding and Heavy Equipment programs. The payment to Oil Region Alliance is for rent for our OC campus of the Practical Nursing program. PN is completely self-funded self-sustaining. These funds do not come from VTC day school budget.

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

Roll Call: Ayes: Justin McFall, Mark Marterella, 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.

The Monthly Enrollment Report as of 10/5/26 was submitted.

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

ii. Mrs. Cressman asked about the A/CAPA acronym. Mr. Moore explained that it was for student account.

iii. Ms. Sharp noted that Andrew had turned in his completed paperwork on 10/5/26 and would be ready to start on 10/6/26 pending board approval.

iv. Mr. Moore clarified that the purpose of withholding an additional amount was to increase the existing fund balance for future large-scale projects.

v. Mrs. Cressman wondered if this increase was related to the Oil Region Alliance. Ms. Sharp explained that this increase happens annually to take into account standard cost of living increases.

vi. Mrs. Cressman asked about ROVA. Mr. Moore noted that it is a Rotary leadership activity that VTC has been participating in since before Covid.

viii. Mr. Moore added that this training will provide the opportunity for our students to earn an additional industry credential and that it is grant-funded, sponsored by Pennsylvania College of Technology.

x. Mr. Marterella asked about the PASBO acronym. It is Pennsylvania Association of School Business Officials.

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

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

i. Approve changes to OAC members.
ii. Approve Tammy Botts to attend the A/CAPA conference in Hershey, PA November 4 – 6, 2026 at a cost not to exceed $1,600.00. Funding – Local.
iii. Approve Andrew Prichard as Custodian at a salary of $34,775 prorated to the number of days worked, pending receipt of clearances. Start date to be determined.
iv. Approve Capital Reserve Fund retention rate to 15%, effective with the 26-27 school year.
v. Approve tuition increase of $300.00 for Practical Nursing for the 2027-2028 school year, to $17,250.00.
vi. Approve Tammy Botts and up to 8 students to attend the ROVA conference at Camp Nazareth in Mercer, PA November 1 – 2, 2026 at no cost to VTC.
vii. Approve Bob Moore to attend the PDE 339 review at Mon Valley CTC October 20 – 22, 2026 at no cost to VTC.
viii. Approve Chad Hoobler and Matt Wagner to attend Building Science Principles – Train the Trainer training in Pittsburgh, PA October 19 – 20, 2026 at a cost not to exceed $300.00. Funding – Local.

ix. Approve Melissa Sharp and Jim Woodworth to attend the PASBO conference in Hershey, PA March 9 - 12, 2027 at a cost not to exceed $2,500.00. Funding – Local.

x. Approve Jim Woodworth to attend the PASBO Facilities & Transportation conference in State College, PA October 22 - 23, 2026 at a cost not to exceed $1,200.00. Funding – Local.

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

Nayes: None, motion carried.

Budget Timeline for 2027-2028

Ms. Sharp noted that budget preparations are underway for 2027-2028, with the budget presentations for the sending schools to take place the second week of November.

Audit Progress Report 2025-2026

Ms. Sharp relayed that the 2025-2026 Audit was nearing completion and that final reconciliations would be sent to the districts in the near future.

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 Mrs. Cressman, seconded by Mr. Marterella, the meeting adjourned at twenty-six minutes past seven (7:26) p.m.

Recorded by



Melissa Sharp
Secretary, Joint Committee