

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

3300 Chester Avenue

Bethlehem, PA 18020

BAVTS Joint Committee Regular Meeting - March 4, 2025 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, February 4, 2025
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor – Agenda Items Only
- H. In-Services
 - 1. Recognition of SkillsUSA/HOSA Competitors
 - 2. Proposed Continuing Education LPN Program Presentation – Mrs. Jenifer Stilgenbauer
 - 3. 2025-2026 Preliminary Budget Presentation – Mr. Lazarchak
- I. Administrative Recommendations
 - 1. SkillsUSA State Conference – Revised Cost Estimate
 - 2. Job Description Updating
 - 3. 2024-2025 Substitutes
 - 4. Act 93 Employees Agreement
 - 5. Award of Bids – Main Building Cosmetology Renovations
 - 6. Award of Bids – Main Building Make-up Air Unit Replacements
 - 7. Award of Bids – Annex Building Roof Top Unit Replacements
 - 8. Award of Bids – Annex Building Exterior Door and Frame Replacement
 - 9. Award of Bids – Welding Equipment
 - 10. Budget Transfers
 - 11. Occupational Advisory Committee Members
 - 12. RWAN Internet and DDOS Monthly Cost Agreement
 - 13. Mac Lab Refresh
 - 14. Continuing Education
- J. Informational Items
 - 1. Upcoming Budget Transfers
 - 2. Work Project Report
 - 3. Condition of the Budget
 - 4. House Project Update (Verbal Report To Be Provided At Meeting)
- K. Unfinished Business
- L. New & Miscellaneous Business
- M. Courtesy of Floor to Visitors
- N. Adjournment

Next Meeting Date: Tuesday, April 1, 2025

Emergency/Alternate Date: Wednesday, April 2, 2025

To the Members of the Joint Committee
 Bethlehem Area Vocational-Technical School
Ladies and Gentlemen:

March 4, 2025

Your Treasurer respectfully submits the following report for the period ending

January 31, 2025

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL					
FUND NAME		BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
		January 1, 2025			January 31, 2025
General	includes PLGIT/CD	3,846,288.82	1,127,498.53	(2,300,306.16)	2,673,481.19
House Project		145,717.08	4.14	(1,575.56)	144,145.66
Production		178,669.47	9,551.58	(18,835.82)	169,385.23
Capital Reserves	includes PLGIT/CD	3,010,488.71	1,467,909.63	(89,878.36)	4,388,519.98
Payroll		240,145.18	495,023.51	(728,704.29)	6,464.40
Cafeteria		86,317.57	12,177.66	(15,298.56)	83,196.67
Adult Education	includes PLGIT/CD	303,578.61	97,212.34	(44,271.50)	356,519.45
Student Activities		57,206.57	8,937.21	(8,594.04)	57,549.74
TOTALS		7,868,412.01	3,218,314.60	(3,207,464.29)	7,879,262.32

GENERAL , HOUSE PROJECT, PRODUCTION FUNDS, CHECKING ACCOUNT - EMBASSY BANK
GENERAL, HOUSE PROJECT, PRODUCTION FUNDS - CASH ACCTS

January 1, 2025 3,283,209.26

RECEIPTS

Production	9,546.71	
Interest	60.74	
District Contrib.	1,055,318.86	
District Contrib./Auth.		
State / Fed Funds	46,316.64	
Tuition		
Other	5,752.81	
Transfers - PLGIT		
Inter-Fund Transfers	16,911.47	1,133,907.23

DISBURSEMENTS

Prepaid Bills	(551,755.74)	
Bill Listings	(280,554.68)	
Payroll	(474,496.76)	
Other--Authority Bond		
Fees	(1,069.27)	
Void Checks	3,825.34	
Transfers - PLGIT	(1,000,000.00)	(2,304,051.11)

January 31, 2025	ADJ BOOK BALANCE	2,113,065.38
------------------	------------------	--------------

BANK RECONCILIATION

January 31, 2025

Bank Balance	2,120,106.15	
Memo		
Outstanding Checks	(7,268.77)	
Deposit in Transit	228.00	
January 31, 2025	ADJ BANK BALANCE	2,113,065.38

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

January 31, 2025

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

January 1, 2025		887,466.11
	Transfers In	0.00
	Interest	3,147.02
	P Card purchases	(16,666.43)
	Transfers Out	
	Transfers Out-CD purch	
January 31, 2025	ADJ BOOK BALANCE	873,946.70

BANK RECONCILIATION

	January 31, 2025	873,946.70
	Bank Balance	
	Deposit in Transit	
	Outstanding Checks	
January 31, 2025	ADJ BANK BALANCE	873,946.70
	Average Yield for Jan 2025 is 4.24%	

CAPITAL RESERVES - EMBASSY BANK

January 1, 2025		311,150.45
	Receipts	457,025.48
	Interest	9.42
	Void Checks	0.00
		457,034.90
	Fees	
	Disbursements	(89,878.36)
		(89,878.36)
January 31, 2025	ADJ BOOK BALANCE	678,306.99

BANK RECONCILIATION

	January 31, 2025	678,306.99
	Bank Balance	
	Memos	
	Outstanding Checks	0.00
	Deposit in Transit	0.00
January 31, 2025	ADJ BANK BALANCE	678,306.99

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

January 1, 2025		2,699,338.26
	Transfers In	1,000,000.00
	Interest	10,874.73
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
January 31, 2025	ADJ BOOK BALANCE	3,710,212.99

BANK RECONCILIATION

	January 31, 2025	3,710,212.99
	Bank Balance	
	Outstanding Checks	0.00
January 31, 2025	ADJ BANK BALANCE	3,710,212.99
	Average Yield for Jan 2025 is 4.24%	

To the Members of the Joint Committee
Bethlehem Area Vocational-Technical School

March 4, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

January 31, 2025

PAYROLL FUND - EMBASSY BANK

January 1, 2025			240,145.18
	Receipts	495,022.08	
	Interest	1.43	
	Void Checks		495,023.51
	Fees		
	Disbursements	(728,704.29)	(728,704.29)
January 31, 2025	ADJ BOOK BALANCE		6,464.40

BANK RECONCILIATION

	January 31, 2025		
Bank Balance		28,092.01	
Memos			
Outstanding Checks		(21,627.61)	
Deposit in Transit			
January 31, 2025	ADJ BANK BALANCE		6,464.40

CAFETERIA FUND - EMBASSY BANK

January 1, 2025			86,317.57
	Receipts	12,175.84	
	Transfers		
	Interest	1.82	12,177.66
	Disbursements	(15,298.56)	
	Void Check	0.00	(15,298.56)
January 31, 2025	ADJ BOOK BALANCE		83,196.67

BANK RECONCILIATION

	January 31, 2025		
Bank Balance		82,925.47	
Memos		0.00	
Outstanding Checks		0.00	
Deposit in Transit		271.20	
January 31, 2025	ADJ BANK BALANCE		83,196.67

ADULT EDUCATION FUND - EMBASSY BANK

January 1, 2025			303,578.61
	Receipts	97,205.30	
	PLGIT Transfers	0.00	
	Interest	7.04	97,212.34
	Disbursements	(44,271.50)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(44,271.50)
January 31, 2025	ADJ BOOK BALANCE		356,519.45

BANK RECONCILIATION

	January 31, 2025		
Bank Balance		356,133.62	
Memos		0.00	
Outstanding Checks		(34.17)	
Deposit in Transit		420.00	
January 31, 2025	ADJ BANK BALANCE		356,519.45

To the Members of the Joint Committee
Bethlehem Area Vocational-Technical School

March 4, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

January 31, 2025

STUDENT ACTIVITY ACCT -EMBASSY BANK			
January 1, 2025			57,206.57
	Receipts	8,936.01	
	Other		
	Interest	1.20	8,937.21
	Disbursements	(8,594.04)	
	Other--Ret'd Check		
	Voided Check	0.00	(8,594.04)
January 31, 2025	ADJ BOOK BALANCE		57,549.74

BANK RECONCILIATION

January 31, 2025

Bank Balance	57,567.24	
Outstanding Checks	(17.50)	
Deposit in Transit	0.00	
January 31, 2025	ADJ BANK BALANCE	57,549.74

REPORT OF DEPOSITORIES

January 31, 2025

EMBASSY BANK

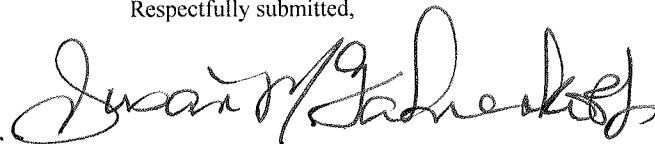
General Fund	2,120,106.15	
Capital Reserve	678,306.99	
Payroll Account	28,092.01	
Cafeteria Fund	82,925.47	
Adult Ed. Fund	356,133.62	
Student Activity Fund	57,567.24	

PLGIT

PLGIT General Fund	873,946.70	
PLGIT CD (General Fund)	0.00	873,946.70
PLGIT Capital Reserve	3,710,212.99	
PLGIT CD (Cap Reserve)	0.00	3,710,212.99
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 7,907,291.17

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 4, 2025

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through March 4, 2025 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY:
SECOND BY:
ROLL CALL

REPORT DATE
3/4/2025

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	DESCRIPTION	Amount
2/5/2025	Y	33820	CUTTING EDGE PROPERTY SERVICES	SNOW REMOVAL SERVICES	\$ 7,390.00
2/5/2025	Y	33821	NRG BUSINESS MARKETING	24-25 GAS SUPPLY	\$ 2,072.95
2/5/2025	Y	33822	PP&L	24-25 ELECTRIC	\$ 225.12
2/5/2025	Y	33823	QUADIANT LEASING USA INC.	POSTAGE MACHINE LEASE PAYMENT	\$ 720.00
2/5/2025	Y	33824	UGI UTILITIES	GAS SERVICE	\$ 1,299.82
2/5/2025	Y	33825	VERIZON WIRELESS	CELLULAR SERVICE	\$ 304.88
2/5/2025	Y	33826	WEX BANK	GAS FOR SCHOOL VEHICLES	\$ 145.65
2/10/2025	Y	33827	L.V. JANITORIAL SUPPLY	MAINTENANCE SUPPLIES	\$ 283.84
2/12/2025	Y	33828	CANON FINANCIAL SERVICES, INC.	COPIER LEASE RENTAL OF HARDWARE	\$ 2,028.59
2/12/2025	Y	33829	CANON SOLUTIONS AMERICA, INC.	COPIER MAINTENANCE	\$ 23.31
2/12/2025	Y	33830	CITY OF BETHLEHEM	WATER BILL	\$ 1,553.14
2/12/2025	Y	33831	JM SWANK LLC	BAKING SUPPLIES	\$ 1,172.52
2/12/2025	Y	33832	PP&L	24-25 ELECTRIC	\$ 21,066.37
2/19/2025	Y	33833	SERVICE ELECTRIC CABLE TV	PHONE SERVICE	\$ 98.50
2/19/2025	Y	33834	UGI ENERGY SERVICES LLC	GAS SERVICE	\$ 3,690.49
2/19/2025	Y	33835	UGI UTILITIES	GAS SERVICE	\$ 4,006.00
2/20/2025	Y	33836	EMBASSY BANK -	SUPPLIES, SOFTWARE, EQUIPMENT, FOOD, FEES	\$ 6,288.78
2/26/2025	Y	33837	BETHLEHEM TOWNSHIP	SEWER	\$ 55.75
2/26/2025	Y	33838	CUTTING EDGE PROPERTY SERVICES	SALTING & SNOW REMOVAL SERVICES	\$ 8,920.00
2/26/2025	Y	33839	HOME DEPOT CREDIT SVCS.	HOUSE PROJ., ELECTRONICS & MAINT. SUPPLIES	\$ 962.05
2/26/2025	Y	33840	LOWES BUSINESS ACCOUNT	HOUSE PROJECT SUPPLIES	\$ 321.00
3/4/2025		33841	ADVANCE AUTO PARTS	AUTO TECH SUPPLIES	\$ 842.53
3/4/2025		33842	ALBERT USTER IMPORTS INC.	BAKING SUPPLIES	\$ 813.32
3/4/2025		33843	ALL-PHASE ELECTRIC SUPPLY CO.	ELECTRICAL & HVAC SUPPLIES	\$ 4,449.94
3/4/2025		33844	AMAZON CAPITOL SERVICES	OFFICE, CLASSROOM, MAINTENANCE SUPPLIES	\$ 17,551.25
3/4/2025		33845	ARAMSCO INC DBA PENN VALLEY CHEMICAL	MAINTENANCE SUPPLIES	\$ 865.80
3/4/2025		33846	AUTOZONE	AUTO TECH SUPPLIES	\$ 525.64
3/4/2025		33847	AYKROYD HARDWARE	CARPENTRY SUPPLIES	\$ 39.94
3/4/2025		33848	BATH SUPPLY	HVAC SUPPLIES	\$ 149.16
3/4/2025		33849	BEAUTY SYSTEM GROUP LLC	COSMOTOLOGY SUPPLIES	\$ 208.00
3/4/2025		33850	BETHLEHEM FORD	AUTO TECH SUPPLIES	\$ 15.70

3/4/2025	33851	BILL FLANNERY AUTOMOTIVE		\$	8,695.53	AUTO COLLISION SUPPLIES
3/4/2025	33852	BINDIGS CUSTOM SCREEN PRINTING		\$	5,663.95	CLASS SHIRTS & HOODIES - VARIOUS PROGRAMS
3/4/2025	33853	BIT DIRECT INC.		\$	775.00	TECHNOLOGY SUPPLIES
3/4/2025	33854	BROOKAIRE COMPANY LLC		\$	355.79	MAINTENANCE SUPPLIES
3/4/2025	33855	BROWN DAUB CHRYSLER JEEP		\$	72.26	AUTO TECH SUPPLIES
3/4/2025	33856	BURMAX CO.		\$	1,135.99	COSMOTOLOGY & ESTHETICS SUPPLIES
3/4/2025	33857	CARTRIDGE XCHANGE LL		\$	1,783.50	INK CARTRIDGES/TONER
3/4/2025	33858	CHA CONSULTING INC.		\$	29,050.00	RETAINER FEES/ ENGINEERING FEES
3/4/2025	33859	CHRIN HAULING, INC		\$	2,295.00	TRASH REMOVAL
3/4/2025	33860	CLARK SERVICE GROUP INC		\$	752.34	CULINARY REPAIR SERVICES
3/4/2025	33861	CM REGENT LLC		\$	2,780.30	MARCH 2025 LIFE/LTD
3/4/2025	33862	CURTIS POWER SOLUTIONS LLC		\$	1,042.43	ANNUAL GENERATOR SERVICE
3/4/2025	33863	DEAN RUCH		\$	144.90	MILEAGE REIMBURSEMENT
3/4/2025	33864	DEPT OF LABOR & INDUSTRY E		\$	180.34	CERTIFICATE OPERATION RENEWAL-ELEVATOR
3/4/2025	33865	DUKE TRANSPORT		\$	2,535.51	BULK SALT DELIVERY
3/4/2025	33866	EASTERN AUTOPARTS WAREHOUSE		\$	109.68	AUTO TECH SUPPLIES
3/4/2025	33867	EBTEP		\$	165,863.61	MARCH 2025 MEDICAL/RX/DENTAL
3/4/2025	33868	FAULKNER SUBARU		\$	102.14	AUTO TECH SUPPLIES
3/4/2025	33869	FRONTLINE TECHNOLOGIES GROUP		\$	4,390.27	ABSENCE & SUBSTITUTE MANAGEMENT
3/4/2025	33870	G & S FASTENING SYSTEMS, INC.		\$	378.57	HVAC SUPPLIES
3/4/2025	33871	HAB-MISC		\$	12,120.21	STORMWATER MANAGEMENT FEE
3/4/2025	33872	HIGHMARK BLUE SHIELD		\$	1,080.96	MARCH 2025 VISION
3/4/2025	33873	HOSA - FUTURE HEALTH PROFESSIONALS		\$	2,780.00	HOSA MEMBERSHIPS
3/4/2025	33874	HSA MECHANICAL INC.		\$	4,014.71	MAINTENANCE REPAIR SERVICES
3/4/2025	33875	INTEGRITEC INC.		\$	235.00	WATER TREATMENT
3/4/2025	33876	JAMECO ELECTRONICS		\$	29.54	ELECTRONICS SUPPLIES
3/4/2025	33877	JASPER ENGINES & TRANSMISSIONS		\$	2,755.00	AUTO TECH SUPPLIES
3/4/2025	33878	KEYSTONE AUTOMOTIVE		\$	1,314.73	AUTO TECH SUPPLIES
3/4/2025	33879	KEYSTONE FIRE AND SECURITY		\$	1,141.00	MAINTENANCE SUPPORT SERVICES
3/4/2025	33880	KING SPRY HERMAN FREUND FAUL		\$	10,117.67	SOLICITOR'S FEES
3/4/2025	33881	KLECKNER & SONS		\$	145.00	COSMO REPAIR SERVICE
3/4/2025	33882	L.V. JANITORIAL SUPPLY		\$	2,392.17	MAINTENANCE SUPPLIES & SERVICE
3/4/2025	33883	LEGACY AUTOMATIC DOORS		\$	2,570.00	MAINTENANCE REPAIR SERVICES
3/4/2025	33884	MACGILL & CO.		\$	69.75	NURSE SUPPLIES
3/4/2025	33885	MAINSTREAM ENGINEERING		\$	371.14	HVAC SUPPLIES
3/4/2025	33886	MSC INDUSTRIAL SUPPLY CO.		\$	4,695.07	PREC. MACH. & WELDING SUPPLIES
3/4/2025	33887	NAPA AUTO PARTS		\$	2,266.23	AUTO TECH SUPPLIES

3/4/2025	33888	NAVIGATE 360	\$	1,092.73	SUBSCRIPTION - EMERGENCY MAN. SOFTWARE
3/4/2025	33889	PENN HOSA INC	\$	600.00	SLC REGISTRATION - ADVISORS
3/4/2025	33890	PERFORMANCE SCREEN SUPPLY	\$	238.82	GRAPHICS SUPPLIES
3/4/2025	33891	POCKET NURSE	\$	2,355.02	HEALTH CAREERS SUPPLIES
3/4/2025	33892	POCONO MOUNTAIN DAIRIES	\$	453.00	BAKING SUPPLIES
3/4/2025	33893	PRINCETON CRYOTECH	\$	550.00	WELDING REPAIRS
3/4/2025	33894	QUILL CORP.	\$	139.32	OFFICE SUPPLIES
3/4/2025	33895	R.E. MICHEL	\$	9,471.51	HVAC SUPPLIES
3/4/2025	33896	R.J.WALKER	\$	4,486.72	PLUMBING SUPPLIES
3/4/2025	33897	RESET OUTDOORS	\$	4,375.00	MENTAL HEALTH SERVICES
3/4/2025	33898	SAN MAR CORPORATION	\$	189.24	UNIFORMS - HEALTH CAREERS
3/4/2025	33899	SCHOOL NURSE SUPPLY	\$	95.40	HEALTH CAREERS SUPPLIES
3/4/2025	33900	SDIC	\$	1,379.51	WORKERS COMP BILLING
3/4/2025	33901	SSM GROUP INC.	\$	1,025.00	PROFESSIONAL SERVICES INSPECT & TRAINING
3/4/2025	33902	STATE CHEMICAL	\$	308.04	DRAIN MAINTENANCE
3/4/2025	33903	SYSCO	\$	2,907.99	CULINARY, STUDENT SVCS. & BAKING SUPPLIES
3/4/2025	33904	SYSCO ALLENTOWN	\$	612.09	BAKING SUPPLIES
3/4/2025	33905	TECHNICAL TRAINING CENTER	\$	4,600.00	CERTIFICATION - PROF DEVELOPMENT
3/4/2025	33906	THE MORNING CALL	\$	1,680.34	LEGAL AD
3/4/2025	33907	THE PALEY CENTER FOR MEDIA	\$	95.00	NYC TRIP - VIDEO MEDIA ARTS
3/4/2025	33908	UNITED SITE SERVICES	\$	170.00	PORT O POTTY HOUSE PROJECT
3/4/2025	33909	VASTEX INTERNATIONAL INC	\$	245.00	GRAPHICS SUPPLIES
3/4/2025	33910	WAREHOUSE BATTERY OUTLET	\$	229.13	MAINTENANCE SUPPLIES
3/4/2025	33911	WILSON PRODUCTS	\$	2,745.29	CYLINDER RENTALS & WELDING SUPPLIES
3/4/2025	33912	WYNDHAM RESORT AND CONVENTION CENTER	\$	3,220.00	HOSA COMPETITION

TOTAL

\$ 407,559.48

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
3300 Chester Avenue
Bethlehem, PA 18020

March 4, 2025

To the Members of the Bethlehem Area
Vocational-Technical School Joint Committee

The administration respectfully submits the following information and recommendations:

1. SKILLS USA STATE CONFERENCE – REVISED COST

INFORMATION:

At the February meeting, the Joint Committee approved the SkillsUSA Organization to send fourteen (14) students, and three (3) chaperones to Hershey, Pennsylvania for the SkillsUSA competition to be held April 2-4, 2025 at an estimated cost of \$8,000.

It is now necessary to revise the estimated cost by an additional \$2,000 to reflect registration fees and transportation costs. The estimated cost of the trip is now \$10,000.

RECOMMENDATION:

That the Joint Committee approve the revised estimated cost of \$10,000 for the SkillsUSA State competition trip to Hershey, PA from April 2-4, 2025.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

2. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the following job description, presented for a second and final reading:

- School Support Officer

MOTION BY:

SECOND BY:

ROLL CALL

**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOB DESCRIPTION**

Position Title: School Support Officer

GENERAL POSITION REQUIREMENTS

Education/Certification	High School diploma, Possess a valid Pennsylvania Driver's License, Must have or be able to obtain the CDL-Bus endorsement within six months of hire.
Machinery & Equipment	Computer, printer, copier, calculator, telephone, fax machine.
Other (skills)	Ability to facilitate and coordinate all school vehicle maintenance and usage; drive for all school transportation needs; understand and facilitate BAVTS behavior modification program as needed; excellent organizational skills; detail oriented; excellent communication skills (verbal and written); ability to multitask; excellent record keeping skills.
Reports to	School Safety Officer (Primary) and Supervisor of Building & Grounds (Secondary)

ESSENTIAL JOB FUNCTIONS

1. Facilitates the maintenance and upkeep of all school vehicles.
2. Provides driving support for all school transportation needs.
3. Tracks and maintains school vehicle records and reports to Administration upon request.
4. Coordinates vehicle requests from staff and maintains vehicle requests/schedule for all BAVTS areas.
5. Assists with BAVTS behavior modification program under the guidance of school administration and the Dean of Students
6. Provides substitute coverage as needed.
7. Provides outdoor and indoor duty coverage as assigned.
8. Performs additional duties as assigned.

Position Title: School Support Officer

TERMS OF EMPLOYMENT

10 month (217 days), 7.5 hour day, inclusive of a 30-minute lunch and two 15-minute breaks.
Benefits in accordance with the Clerical Employees agreement.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

Up to 10 lbs. Occasionally
11 to 20 lbs. Occasionally
Beyond 20 lbs. Occasionally

BODY MOVEMENTS

Bend/Stoop Occasionally
Climb Occasionally
Kneel Occasionally
Push Occasionally
Pull Occasionally
Twist Occasionally
Stand Frequently
Sit Frequently
Walk Frequently

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

3. 2024-2025 SUBSTITUTES

That the following individuals be approved as substitutes for the 2024-2025 school term, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at the rates approved by the Joint Committee, pending receipt of all required paperwork.

Stephanie Schleef

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

4. ACT 93 EMPLOYEES AGREEMENT

RECOMMENDATION:

That the Joint Committee approve the attached Administrative Compensation Plan Agreement with the Act 93 group for the period July 1, 2025 to June 30, 2027.

MOTION BY:

SECOND BY:

ROLL CALL

**BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL
3300 CHESTER AVENUE
BETHLEHEM, PA 18020**

ADMINISTRATIVE COMPENSATION PLAN

This Administrative Compensation Plan (“Agreement”) is made and entered into as of March 4, 2025, by and between the Joint Committee of the Bethlehem Area Vocational-Technical School (“BAVTS”) and the Bethlehem Area Vocational-Technical School Administrators, as defined below (collectively, “Administrators”; individually, “Administrator”). This Agreement is adopted pursuant to the Pennsylvania Public School Code of 1949 as amended, 24 P.S. Sec. 11-1164 (Act 93). The BAVTS Joint Committee recognizes the importance of maintaining an effective administrative team to strengthen the administration and educational programs of the school and to establish and improve communications, decision-making, and conflict resolution.

Nothing in this Agreement shall limit or contravene the authority of the BAVTS Joint Committee as provided by laws governing actions of the BAVTS Joint Committee.

I. Term of Agreement

This Agreement shall commence at 12:00 a.m. on July 1, 2025 and shall terminate at 11:59 p.m. on June 30, 2027.

II. Definitions

1. The term “Administrator” includes those positions designated for the supervision and administration of the educational and various support programs of BAVTS.
2. All Administrator positions shall include the following responsibilities/duties:
 - a. The use of independent judgment;
 - b. The administration of the BAVTS with regard to hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, and discipline of other employees;
 - c. Responding to grievances on behalf of the Joint Committee;
 - d. Those duties defined under Section 1801 of Act 195, as from time to time amended, at the direction of the Executive Director with Joint Committee approval.
3. All Administrators are classified in one (1) two (2) sub-groups:
 - a. Educational Administrators – Majority of duties are focused on the secondary education program.
 - b. Support Administrators – Majority of duties are focused on areas other than the secondary education program.

4. An Administrator shall not be a member of any non-administrative bargaining unit or association. Any such membership shall automatically an employee from continuing to occupy an administrative position with the BAVTS.

5. All Administrators are salaried employees of the BAVTS and the normal workweek for such Administrators shall a minimum forty (40) hours, exclusive of a one (1) hour duty free lunch per workday.

III. Compensation/Benefits

1. Salaries.

a. Salaries for Administrators shall be determined in accordance with the following system:

i. Each Administrator shall be evaluated at least annually.

ii. An Administrator’s rating of “satisfactory” or “unsatisfactory” shall be based on a written evaluation conducted by the Executive Director or his/her delegate by April 30 of each year of this Agreement with June Joint Committee action, using the Joint Committee-approved evaluation instrument and criteria.

iii. In the event of an “unsatisfactory” rating, the written evaluation shall describe, in reasonable detail, the instances of performance requiring improvement and an action plan defining the manner in which improvement may be achieved. Two (2) written evaluations shall be performed annually by October 30 and April 30 for Administrators with an annual rating of “unsatisfactory.” Two (2) consecutive annual ratings of “unsatisfactory” shall constitute grounds for termination of employment upon the recommendation of the Executive Director and approval by the Joint Operating Committee.

iv. Once finalized, a copy of the written evaluation shall be provided to the Administrator. The Administrator shall be permitted to respond in writing to the finalized evaluation within thirty (30) days of receipt and such response shall be attached to and made a permanent appendix to the evaluation.

v. Employees who have received a rating of “satisfactory’ during the prior school year will receive a salary increase for the next school year, effective July 1, as follows:

	<u>Educational Administrators</u>	<u>Support Administrators</u>
2025-2026	3.50%	3.50%
2026-2027	3.50%	3.50%

b. All Administrators must enroll in BAVTS direct payroll deposit.

2. **Fringe Benefits.** All Administrators shall be granted the following fringe benefits:

a. **Life Insurance.** Term Life Insurance, equal to two (2) times the Administrator's then-current annual salary. Administrators shall be allowed to convert Group Life Benefits to a Personal Policy which will be issued without medical examination.

b. **Vacation Days.**

i. Administrators with one (1) to ten (10) years of service with the BAVTS shall be entitled to twenty-two (22) vacation days in each BAVTS fiscal year; Administrators with more than ten (10) years of service with the BAVTS shall be entitled to twenty-three (23) vacation days in each BAVTS fiscal year. Vacation days shall be prorated in the Administrator's first year of employment with the BAVTS.¹

ii. Each Administrator will be given the opportunity to take his/her vacation each year.

iii. A maximum of ten (10) vacation days may be carried forward and used in the ensuing fiscal year.

- iv. Unused vacation days, in excess of 10, as of June 30 will be:
1. Paid at the Administrator's per diem rate, up to a maximum of three (3) days. Payment shall be in the form of an employer contribution by the school into a Section 403(b) tax sheltered account of the employee's choice up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year. In no case will the payment be made directly to the employee.
 2. Converted to sick days, for all unused vacation days in excess of 13.

v. Any vacation days carried forward from the prior fiscal year and remaining unused as of December 31 will be paid at the Administrator's per diem rate. Payment shall be in the form of an employer contribution by the school into a Section 403(b) tax sheltered account of the employee's choice up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year. In no case will the payment be made directly to the employee.

vi. Except in the event of an emergency, Administrators shall notify the Executive Director of the dates of his/her vacation days. All vacation days must be approved by the Executive Director.

¹ By way of example, if an Administrator is hired on January 1, the Administrator will be entitled to 11 vacation days.

c. **Sick Days.** Each Administrator shall receive twelve (12) sick days per BAVTS fiscal year. The unused portion of such allowance of sick leave shall accrue year to year without limit.

d. **Tuition Loan Program.** A tuition loan program is available for Administrators taking courses at two (2) year or four (4) year degree granting universities or colleges to improve professional competence. The Joint Committee offers the tuition loan program to eligible Administrators as follows:

i. Eligible Administrators shall be allowed reimbursement for a maximum of nine (9) credits per contract year at the then-current Fall semester Temple University graduate studies rate;

ii. A documented grade of "B-" or better must be earned;

iii. The Administrator must have received credit for the course; there shall be no reimbursement for non-credit courses or for audited courses; and

iv. Courses must be directly related to Vocational or Instructional Certification, a matriculated educational degree, or increased administrative competence, in the sole discretion of the Executive Director.

Tuition reimbursement shall be made to the Administrator within two (2) weeks of the Executive Director's approval of the above criteria. Tuition reimbursement shall be viewed as an educational loan to the Administrator which shall be relieved by twenty-five percent (25%) of the value of such loan for each full benefit contract year² of employment at BAVTS following the Executive Director's approval of payment. If the employee leaves the employ of BAVTS for any reason other than death, total disability, or retirement prior to the full relief of the tuition loan, said employee shall be responsible for the repayment of the unrelieved portion of the tuition loan.

e. **Medical Insurance.** Each Administrator shall receive group health insurance, dental insurance, prescription drug insurance, and vision care as defined in the then-current BAVTS Professional Association Contract. The Joint Committee will continue to provide these benefits at no cost to the Administrator whenever he/she has an absence due to a verified illness or disability which exceeds his/her accumulated sick days and is on a leave of absence approved by the Joint Committee.

f. **Retirement Severance.** Unused sick leave will be paid at One Hundred Dollars and 00/100 (\$100.00) per day for up to Two Hundred (200) days, regardless of years of service. The value of all unused sick leave payments and incentives accrued at the time of termination of employment shall be contributed as an employer contribution by the school district into a Section 403(b) tax sheltered account of the employee's choice up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year. In no case will any unused sick leave payments and/or incentives be paid directly to the employee. Written notification of intended retirement date must be submitted to the Executive

² The tuition loan relief of 25% per contract year shall not be prorated; the Administrator must be employed by the BAVTS for a full contract year for each annual 25% reduction to apply.

Director at least six (6) months prior to the intended retirement date in order to be eligible for sick leave retirement allowance. This notification requirement shall be waived if the Administrator is advised of a reduction in hours or the Administrator experiences one of the following qualifying events: Marriage, Divorce, Death of Spouse, Birth/Adoption of Child, or Spouse involuntarily losing employment.

g. **Disability Insurance.** The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for each Administrator. The policy shall have the following minimum provisions: monthly benefits of sixty percent (60%) of covered wages to a maximum of Six Thousand Dollars and 00/100 (\$6,000.00) per month, elimination period of the greater of thirty (30) days or accumulated sick leave, and a maximum benefit duration of Social Security Normal Retirement age.

h. **Workers' Compensation.** BAVTS shall provide workers' compensation insurance for each Administrator as required by the Commonwealth of Pennsylvania.

i. **Physical Examination.** The BAVTS will reimburse each Administrator for a physical examination as follows: Administrators under forty (40) years of age: once every two (2) contract years; Administrators forty (40) years of age and older: once every contract year.

j. **Emergency Days.** Each Administrator shall be provided with two emergency (2) days in any one BAVTS fiscal year, which shall be deducted from sick leave; provided, however, emergency days may be permitted without deduction from sick leave for personal emergencies, subject to the approval of the Executive Director.

k. **Early Retirement Incentive.**

i. **Current Administrators.** The BAVTS shall pay the cost of medical insurance, as defined in subparagraph 2(e) above, for each Administrator who:

- i. As of May 31, 2018, is currently employed by the BAVTS as an Administrator;
- ii. As of the Administrator's date of retirement:
 1. Is fifty-five (55) years of age or older;
 2. Has a minimum of fifteen (15) years of employment at the BAVTS; and
 3. Has met all the retirement criteria of PSERS.

ii. **Administrators Hired After 6/1/18.** The BAVTS shall pay the cost of medical insurance, as defined in subparagraph 2(e) above, for each Administrator who:

- A. Is hired/appointed as an Administrator on or after June 1, 2018;
- B. As of the Administrator's date of retirement:
 1. Is fifty-five (55) years of age or older;

2. Has a minimum of fifteen (15) years of employment at the BAVTS;
3. Has a minimum of five (5) years of employment as an Administrator with the BAVTS; and
4. Has met all the retirement criteria of PSERS.

iii. Upon such Administrator meeting the above requirements in either subparagraphs 2(k)(i) or (ii) above, the BAVTS shall pay the cost of medical insurance, as defined in subparagraph 2(e) above, for each such qualifying Administrator retiree and Administrator retiree's spouse³ as follows:

A. With respect to the Administrator retiree, until the earliest of the following to occur:

1. The death of the Administrator;
2. The Administrator attains age sixty-five (65);
3. The Administrator becomes eligible for Medicare; or
4. The Administrator is provided another similar insurance program, to be determined in the discretion of the BAVTS, by another employer or agency.

B. With respect to the Administrator retiree's spouse, until the earliest of the following to occur:

1. A final divorce decree has been entered between the Administrator and the spouse;
2. The spouse attains age sixty-five (65);
3. The death of the Administrator;
4. The death of the spouse;
5. The spouse becomes eligible for Medicare;
6. Five (5) years following termination of the Administrator retiree's coverage, for any reason; or
7. The spouse is provided another similar insurance program by another employer or agency (to be determined in the discretion of the BAVTS).

iii. In the event of the death or divorce of the Administrator retiree, the Administrator retiree's spouse or ex-spouse, as the case may be, may purchase medical insurance through the BAVTS plan until the earliest of the following to occur: a) the spouse/ex-spouse attains age sixty-five (65); b) the spouse/ex-spouse becomes Medicare eligible; or c) the spouse/ex-spouse is provided another similar insurance program by another employer or agency (to be determined in the discretion of the BAVTS).

³ Spouse shall be defined, for purposes of this subparagraph 2(k), as the legally-recognized spouse of the Administrator as of the date of the Administrator's retirement, and coverage hereunder shall specifically not extend to any spouse by reason of a legally recognized union following the date of the Administrator's retirement.

iv. Written notification of the Administrator's intended retirement date must be submitted to the Executive Director at least six (6) months prior to the intended retirement date in order to be eligible for the above BAVTS-paid benefit. This notification requirement shall be waived if the individual is advised of a reduction in hours or the individual experiences one of the following qualifying events: Marriage, Divorce, Death of Spouse, Birth/Adoption of Child, or Spouse involuntarily losing employment.

3. Longevity Stipend.

Longevity compensation will be based on years of service to the Bethlehem Area Vocational-Technical School on the anniversary date of hire into an administrative position. The compensation will begin after the completion of five years administrative service at BAVTS. In the event of broken service years at BAVTS while in an administrative capacity, the most recent rehire date will be used as the anniversary date, years will be cumulative from original BAVTS Administrative service.

5yrs – 10yrs = \$1,750.00 annually
11yrs – 15yrs = \$2,000.00 annually
16yrs – 20yrs = \$2,250.00 annually
20yrs+ = \$2,500.00 annually

The payment will be made in a single lump sum on the payroll following the anniversary date and is not added to salary.

4. Retirement Recognition of Years of Service Severance Payment

Upon retirement, BAVTS Administrators will be recognized for their years' service to the school. The Retirement Recognition of Service shall apply to BAVTS ACT 93 members who were hired prior to July 1, 2025. This payment will consist of a one-time amount, paid directly to the administrator and is not added to salary. The payment will be based on a percentage of their final year salary, as indicated below:

10yrs-14yrs	10%
15yrs-19yrs	15%
20yrs-24yrs	20%
25+yrs	25%

The single lump sum payment will be made on the payroll following the retirement date.

5. **Incorporation by Reference.** Except as otherwise specifically set forth herein, all Administrators shall be entitled to the following benefits and incentives provided to members of the BAVTS Professional Association as outlined in the then-current Collective Bargaining

Agreement between the Joint Committee and the BAVTS Professional Association, even though such benefits are not enumerated in this Agreement: group health insurance, dental service plan, income protection plan, life insurance, prescription drugs, dividends, rebates, allowance, retirement program, unused sick leave retirement allowance, sick leave, death in family, death of near relative, sabbatical and military leave, child bearing and child rearing leave, emergency days, personal days, travel expenses, posting of vacancies, additional competency examinations, meet and discuss, Joint Committee agenda and minutes, Association business, and educational assistance.

IN WITNESS WHEREOF, and intending to be legally bound thereby, the parties have caused this Agreement to be duly executed the day and year first above written.

SEAL
Attest:

JOINT COMMITTEE OF THE
BETHLEHEM AREA VOCATIONAL-
TECHNICAL SCHOOL

Secretary

By: _____
Chairperson

Date: _____

ACT 93 EMPLOYEES/ADMINISTRATORS
OF THE BETHLEHEM AREA VOCATIONAL-
TECHNICAL SCHOOL

By: _____

Date: _____

By: _____

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

5. AWARD OF BIDS – MAIN BUILDING COSMETOLOGY RENOVATIONS

INFORMATION:

The Administration had identified the need for renovations for the Cosmetology program. This project would not be addressed as part of the proposed expansion plan and was not included in that cost projection.

The Joint Committee previously approved the Administration to work with CHA to develop bid specifications and solicit bids for the project complete the work this summer. The estimated cost of the project was \$150,000 and capital reserve funds would be used for the project.

Attached is a summary of the bids received from CHA.

The following bids were received on February 19, 2025:

Vendor	Base Bid
CMG of Easton	\$207,000
NorthEast CM Group	\$231,903
Walter Brucker & Co.	\$293,000

RECOMMENDATION:

It is recommended that the Joint Committee award the base bid for the main building cosmetology renovations project to CMG of Easton in the amount of \$207,000 utilizing Capital Reserve Funds.

It is also recommended that the Joint Committee authorize the Executive Director to sign the agreements associated with the bid award.

MOTION BY:

SECOND BY:

ROLL CALL

MEMORANDUM

**TO: ADAM LAZARCHAK, EXECUTIVE DIRECTOR
BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL**

**FROM: BILL NISWENDER
CHA**

**RE: BAVTS MAIN BUILDING COSMETOLOGY RENOVATIONS
BAVTS MAIN BUILDING MAKE UP AIR UNIT REPLACEMENT
BAVTS ANNEX BUILDING ROOF TOP UNIT REPLACEMENT
BAVTS ANNEX BUILDING EXTERIOR DOOR & FRAME REPLACEMENT
BID RECOMMENDATION
CHA PROJECT NOS. 098786, 098787, 098788 & 098789**

DATE: FEBRUARY 20, 2025

As you are aware bids for the BAVTS Main Building Cosmetology Renovations, Main Building Make Up Air Unit Replacement, Annex Building Roof Top Unit Replacement and Annex Building Exterior Door & Frame Replacement Projects were received on February 19, 2025.

Competitive Bids were received for all projects. 3 Bids were received for the Main Building Cosmetology Renovations and Annex Exterior Door & Frame Replacement. 5 Bids were received for the Annex Roof Top Unit Replacement and 7 Bids were received for the Main Building Make Up Air Unit Replacement as shown on the attached Bid Tabulations.

The Main Building Cosmetology Renovations and Annex Exterior Door & Frame Replacement were Base Bid only. The Main Building Make Up Air Unit Replacement included an Alternate Bid of \$255,800 and Annex Roof Top Replacement included an Alternate Bid of \$300,000 for providing equipment manufactured by Annexair. The Alternate Bid equipment will have an equipment lead time of 25-30 weeks which would not allow the Projects to be completed this summer. Therefore, we do not recommend accepting the Alternate.

The apparent Low Bidders are as follows:

- Main Building Cosmetology Renovations – CMG of Easton, Inc.
Base Bid: \$ 207,000.00
- Main Building Make Up Air Unit Replacement – ASL Refrigeration, Inc.
Base Bid: \$ 157,400.00
- Annex Building Roof Top Unit Replacement – KC Mechanical Service, Inc.
Base Bid: \$ 387,000.00
- Annex Building Exterior Door & Frame Replacement – NorthEast Construction Management Group, LLC
Base Bid: \$ 57,559.00



February 20, 2025

Page 2 of 2

Total Construction Cost Including Base Bid **\$ 808,959.00**

Budget for the Projects as follows:

- Main Building Cosmetology Replacement \$ 150,000.00
- Main Building Make Up Air Unit Replacement \$ 450,000.00
- Annex Building Roof Top Unit Replacement \$ 650,000.00
- Annex Building Exterior Door & Frame Replacement \$ 75,000.00

Total Budget for Projects Including Fees & Contingencies **\$ 1,325,000.00**

Please advise if the BAVTS would like to proceed with the above recommendations that include all Base Bids.

If you have any questions, please let me know.

Attachments: Bid Tabulations



BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL
MAIN BUILDING
COSMETOLOGY RENOVATIONS



CHA PROJECT NO. 098786
BID TABULATION
FEBRUARY 19, 2025

	CMG of Easton	NorthEast CM Group	Walter Brucker & Co., Inc.
BASE BID	\$ 207,000.00	\$ 231,903.00	\$ 293,000.00
TOTAL	\$ 207,000.00	\$ 231,903.00	\$ 293,000.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

6. AWARD OF BIDS – MAIN BUILDING MAKE-UP AIR UNIT REPLACEMENTS

INFORMATION:

The Administration had identified the need to replace the main building cafeteria, culinary and bake shop make-up air units. This project would not be addressed as part of the proposed expansion plan and was not included in that cost projection.

The Joint Committee previously approved the Administration to work with CHA to develop bid specifications and solicit bids for the project complete the work this summer. The estimated cost of the project was \$450,000 (including alternate equipment from Annexair) and capital reserve funds will be used for the project.

Attached is a summary of the bids received from CHA.

The following bids were received on February 19, 2025:

Vendor	Base Bid	Alternate #1
ASL Refrigeration Inc.	\$157,400	\$255,800
Integrity Mechanical, Inc.	\$177,000	\$260,000
JBM Mechanical, Inc.	\$179,000	\$240,000
KC Mechanical, Inc.	\$244,000	\$236,000
Myco Mechanical, Inc.	\$208,000	\$300,000
Spotts Brothers, Inc.	\$217,000	\$235,000
Vision Mechanical, Inc.	\$189,079	\$268,194

RECOMMENDATION:

It is recommended that the Joint Committee award the base bid for the main building make-up air unit replacement project to ASL Refrigeration, Inc. in the amount of \$157,400 utilizing Capital Reserve Funds.

It is also recommended that the Joint Committee authorize the Executive Director to sign the agreements associated with the bid award.

MOTION BY:
SECOND BY:
ROLL CALL



BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL
 MAIN BUILDING
 MAKE UP AIR UNIT REPLACEMENT
 CHA PROJECT NO. 098787
 BID TABULATION
 FEBRUARY 19, 2025

	ASI Refrigeration Inc.	Integrity Mechanical Inc.	JBM Mechanical, Inc.	KC Mechanical, Inc.	Myco Mechanical Inc.	Spotts Brothers, Inc.	Vision Mechanical, Inc.
BASE BID	\$ 157,400.00	\$ 177,000.00	\$ 179,000.00	\$ 244,000.00	\$ 208,000.00	\$ 217,000.00	\$ 189,079.00
ALTERNATE #1 - Provide a cost to ADD / DEDUCT from the Base Bid amount to provide equipment as manufactured by Annexair	\$ 255,800.00	\$ 260,000.00	\$ 240,000.00	\$ 256,000.00	\$ 300,000.00	\$ 255,000.00	\$ 268,194.00
TOTAL	\$ 157,400.00	\$ 177,000.00	\$ 179,000.00	\$ 244,000.00	\$ 208,000.00	\$ 217,000.00	\$ 189,079.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

7. AWARD OF BIDS – ANNEX BUILDING ROOF TOP UNIT REPLACEMENTS

INFORMATION:

The Administration had identified the need to replace the annex building roof top air units. This project would not be addressed as part of the proposed expansion plan and was not included in that cost projection.

The Joint Committee previously approved the Administration to work with CHA to develop bid specifications and solicit bids for the project complete the work this summer. The estimated cost of the project was \$650,000 (including alternate equipment from Annexair) and capital reserve funds would be used for the project.

Attached is a summary of the bids received from CHA.

The following bids were received on February 19, 2025:

Vendor	Base Bid	Alternate #1
ASL Refrigeration Inc.	\$398,500	\$288,800
JBM Mechanical, Inc.	\$392,000	\$270,000
KC Mechanical Service, Inc.	\$387,000	\$300,000
Myco Mechanical, Inc.	\$565,000	\$200,000
Spotts Brothers, Inc.	\$607,000	\$281,000

RECOMMENDATION:

It is recommended that the Joint Committee award the base bid for the annex building roof top unit replacement project to KC Mechanical Service, Inc. in the amount of \$387,000 utilizing Capital Reserve Funds.

It is also recommended that the Joint Committee authorize the Executive Director to sign the agreements associated with the bid award.

MOTION BY:
SECOND BY:
ROLL CALL



BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL
 ANNEX BUILDING
 ROOF TOP UNIT REPLACEMENT
 CHA PROJECT NO. 098788
 BID TABULATION
 FEBRUARY 19, 2025

	ASL Refrigeration Inc.	JBM Mechanical, Inc.	KC Mechanical Service Inc.	Myco Mechanical Inc.	Spotts Brothers, Inc.
BASE BID	\$ 398,500.00	\$ 392,000.00	\$ 387,000.00	\$ 565,000.00	\$ 607,000.00
ALTERNATE #1 - Provide a cost to ADD/DEDUCT from Base Bid amount to provide equipment as manufactured by Annexair	\$ 288,800.00	\$ 270,000.00	\$ 300,000.00	\$ 200,000.00	\$ 281,000.00
TOTAL	\$ 398,500.00	\$ 392,000.00	\$ 387,000.00	\$ 565,000.00	\$ 607,000.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

8. AWARD OF BIDS – ANNEX BUILDING EXTERIOR DOOR AND FRAME REPLACEMENT

INFORMATION:

The Administration had identified the need for structural repairs of two (2) exterior column walls located in the Carpentry and Building Trades shop areas. This project would not be addressed as part of the proposed expansion plan and was not included in that cost projection.

The Joint Committee previously approved the Administration to work with CHA to develop bid specifications and solicit bids for the project complete the work this summer. The estimated cost of the project was \$75,000 and capital reserve funds would be used for the project.

Attached is a summary of the bids received from CHA.

The following bids were received on February 19, 2025:

Vendor	Base Bid
CMG of Easton	\$74,135
NorthEast CM Group	\$57,559
Walter Brucker & Co.	\$191,500

RECOMMENDATION:

It is recommended that the Joint Committee award the base bid for the annex building exterior door and frame replacement project to NorthEast Construction Management Group, LLC. in the amount of \$57,559 utilizing Capital Reserve Funds.

It is also recommended that the Joint Committee authorize the Executive Director to sign the agreements associated with the bid award.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL
ANNEX BUILDING
EXTERIOR DOOR & FRAME REPLACEMENT



CHA PROJECT NO. 098789
BID TABULATION
FEBRUARY 19, 2025

	CMG of Easton	NorthEast CM Group	Walter Brucker & Co.
BASE BID	\$ 74,135.00	\$ 57,559.00	\$ 191,500.00
TOTAL	\$ 74,135.00	\$ 57,559.00	\$ 191,500.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

9. AWARD OF BIDS - WELDING EQUIPMENT

INFORMATION:

BAVTS was approved to purchase five (5) pieces of equipment for our Welding Program through the Competitive Equipment Grant.

The bid is due on March 3, 2025.

A summary of the bids received and the award recommendation will be provided as a replacement page at the meeting on March 4, 2025.

RECOMMENDATION:

It is recommended that the Joint Committee award the welding equipment bid to _____ in the amount of \$_____.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

10. BUDGET TRANSFERS

RECOMMENDATION:

That the following budget transfers for March, 2025 be approved as presented.

BUDGET TRANSFERS

#	Account	Description	To	From	REASON
	10.2350.330.000.000	LEGAL SERVICES	\$ 12,500.00		Additional projected expenses Remaining funds
	10.2270.580.000.000	PROFESSIONAL DEVELOPMENT TRAVEL		\$ 12,500.00	available after scheduled activities
		Additional projected expenses associated with non-routine legal matters.			

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

11. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the following new members on the Occupational Advisory Committee (OAC) for the programs listed:

First Name	Last Name	Job Title	Company	Program/Shop
Jennifer	Bradley	Professor/ Presidential Fellow	Northampton Community College	Mental/Behavioral Health
Stephanie	Cain	District Manager	ADP	Social Media Marketing
Angelo	Fattore	Assistant Director of Graduate, Adult Admission & Partnership Development	Moravian University	Health Careers
Tamara	Faust	Cosmetology Instructor	LCTI	Cosmetology
Rachel	Fuehrer	Career Readiness Specialist	Northampton Community College	Health Careers
Dennis	Kennedy	President	Legacy Automatic Doors	Electronics Technology
Justin	Strasser	Owner	Campbell & Strasser	Carpentry
Thomas	Traupman	Sous Chef	Bolete Restaurant	Culinary

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

12. RWAN INTERNET AND DDOS MONTHLY COST AGREEMENT

INFORMATION:

Attached is the agreement with Colonial IU 20 for our internet access, along with the cyberattack (DDOS) prevention/mitigation service.

RECOMMENDATION:

That the Joint Committee approve the attached agreement between Bethlehem Area Vocational-Technical School and Colonial Intermediate Unit 20 for RWAN Internet and DDos Services effective July 1, 2025 - June 30, 2027 for Internet Access Charge and for DDoS (Cloudflare) Protection effective July 1, 2025 – June 30 2028.

MOTION BY:

SECOND BY:

ROLL CALL



Dedicated to your children and the people who serve them

6 Danforth Drive
 Easton PA 18045-7899
 p 610-252-5550
 f 610-252-5740
 www.ciu20.org

**Bethlehem Area Vocational Technical School RWAN Internet and DDoS Monthly Cost
 July 1, 2025 - June 30, 2027 - Internet Access Charge
 July 1, 2025 - June 30, 2028 - Distributed Denial of Service (Cloudflare) Protection**

Annual Internet Access Charge ¹ - (E-Rate Eligible)	\$1,566.07
PTD Internet (7/1/2025 - 6/30/2026) - \$917.62	
RCN Internet (7/1/2025 - 6/30/2027) - \$648.45	
Annual Distributed Denial of Service (Cloudflare) Protection (7/1/2025 - 6/30/2028)	\$3,309.21
The 3 year do not exceed amount is \$11,266.58	
Annual Internet and DDoS Sub Total	\$4,875.28

RWAN Member acknowledges and understands that CIU20 will execute master service agreements with third party vendors to facilitate the RWAN Member's receipt of Internet and Distributed Denial of Service (DDoS) services at the prices set forth above. In order to do so, CIU20 is contractually bound to PenTeleData for a one (1) year period through June 30, 2026 for the internet access service, to RCN for a two (2) year period through June 30, 2027 for internet access service, and to Central Susquehanna Intermediate Unit (CSIU) for a three (3) year period through June 30, 2028 for Cloudflare DDoS protection. In the event that RWAN Member seeks to terminate this Service Order for the internet access service with CIU20 prior to the expiration dates of any of these items, and/or seeks to terminate this Service Order for DDoS protection with CIU20 prior to June 30, 2028, RWAN Member agrees to pay for any early termination charges that CIU20 incurs from PenTeleData, RCN, and CSIU.

The purpose of this service order is to update the internet access charge for the next two (2) years, as the current RWAN agreement that is currently in place until June 30, 2030, only has pricing for internet access service from PAIUnet until June 30, 2025. CIU20 bids out internet service every few years to make sure that consortium members receive the best rate for internet service. In addition, this service order also updates the DDoS charge for the next one (1) year. If the consortium's average utilization increases during the term of the contract, it is possible that the charge associated with DDoS above could increase proportionally with the increase of bandwidth utilization.

¹ The specific quantity of Internet bandwidth being charged to each RWAN member is based on each LEAs # of students relative to the other RWAN members. The total quantity being purchased across the RWAN is 40 Gbps. CIU20 anticipates that there will be adequate capacity to enable each RWAN member to have access to ample bandwidth to meet your needs. CIU20 does not anticipate the need to rate limit the Internet usage at this time.



COLONIAL

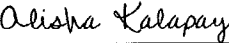
Intermediate Unit 20

Dedicated to your children and the people who serve them

6 Danforth Drive
Easton PA 18045-7899
p 610-252-5550
f 610-252-5740
www.ciu20.org

RWAN Member Name - Bethlehem Area Vocational Technical School

DocuSigned by:			
	01/22/2025	_____	_____
Dr. Christopher S. Wolfel	Date	Signature of Authorized Individual	Date

DocuSigned by:			
	1/24/2025	_____	
Ms. Alisha L. Kalapay	Date	Printed name of Authorized Signatory	

Title of Authorized Signatory

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

13. MAC LAB REFRESH

INFORMATION:

We regularly update our Mac computer labs for the Creative Cluster programs, including Commercial Art, Graphic Communications, Multimedia & Web Design, Social Media Marketing, and Video & Media Arts. Two programs need new hardware for the upcoming school year. The Joint Committee has previously approved our participation in the Chester County Joint Purchasing Board's Pennsylvania Apple Computer Bid. We will purchase directly from Apple while maintaining the Purchasing Board's pricing bid.

RECOMMENDATION:

That the Joint Committee approve the purchase of 52 computers from Apple for the total cost of \$91,936 per the attached proposal.

MOTION BY:

SECOND BY:

ROLL CALL



Proposal

Proposal Number

2112024143

Account Number/Name

43225

BETHLEHEM AREA VO-TECH SCHOOL

Created On

02/18/2025

Created By

Dennis Nolen Jr.

Thank you for creating your proposal, details are provided below. You can access this proposal from your Apple Store for Education Institution by searching proposal number 2112024143.

Comments from Proposer:

Replacement Desktops for Web Design & Commercial Arts

Item	Product / Description	Total Quantity	Unit Price	Total Price
1	MWUV3LL/A 24-inch iMac with Retina 4.5K display: Apple M4 chip with 10-core CPU and 10-core GPU, 16GB, 512GB SSD – Silver	52	1,599.00	83,148.00 USD
	Specifications			
	<ul style="list-style-type: none"> • Processor: Apple M4 chip with 10-core CPU, 10-core GPU, 16-core Neural Engine • Memory: 16GB unified memory • Storage: 512GB SSD storage • Mouse or Trackpad: Magic Mouse • Display: Standard glass • Ethernet: Gigabit Ethernet • Thunderbolt: Four Thunderbolt 4 ports • Pro Apps Bundle for Education Licenses: None • Keyboards: Magic Keyboard with Touch ID – US English • Accessory Kit: Accessory Kit 			
2	S7735LL/A 4-Year AppleCare+ for Schools – iMac	52	169.00	8,788.00 USD
			Subtotal	91,936.00 USD
			Estimated Tax	0.00 USD
			Total	91,936.00 USD

Please note that your order subtotal does not include sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed. Your order total may include estimated sales tax that is subject to change at the time your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into your Apple Store for Education Institution and select 'Proposal' from the pull-down menu. Search for this Proposal by entering the Proposal Number referenced above.

Note: A Purchaser login is required to order. Visit your Apple Store for Education Institution to login or create your Purchaser Apple ID.

The prices and specifications above correspond to those valid at the time the Proposal was created and are subject to change. Purchases are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Copyright © 2025 Apple Inc. All rights reserved.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

14. 2024-2025 CONTINUING EDUCATION INSTRUCTORS

RECOMMENDATION:

That the following individual be approved as Continuing Education Instructor for the 2024-2025 school year, at the hourly rate listed, pending receipt of all required paperwork:

Name	Course	Salary
Ariana Rice	Pharmacy Technician	\$28.00/hour

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

J.1. UPCOMING BUDGET TRANSFERS

INFORMATION:

For many years, BAVTS has asked instructional programs to finish their purchasing for the school year in March. Once purchase requests have been processed, Administration will review remaining funds and requests that were not funded in the 2024-25 or the proposed 2025-26 budget. This allows Administration to fund equipment, technology and other needs without increasing the upcoming budget. It is anticipated that budget transfers will be recommended at the April, May and June meetings to reallocate available funds.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 4, 2025

J.2. WORK PROJECT REPORT

INFORMATION:

The project control report is a list of work that the students complete as an educational experience within their respective shop area. The priority listing for acceptance/rejection of these work orders is as follows:

Projects for Bethlehem AVTS	1
Projects for participating school districts	2
Projects for non-profit organizations	3
Projects for persons who are not employees of BAVTS or sending districts..	4
Projects for BAVTS and attendance area employees and board members	5
Void	6
Pending Approval	7

*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits									
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date Paid Status
25-1	Glenn Milositz	Graphics	Visitor/Trespassing Signage	03/28/24		11/22/24	\$ 200.00	\$200.00	PAID
25-2	Glenn Milositz	Graphics	Vinyl Window Coverings for Identifies Program Areas	03/28/24		11/22/24	\$ 400.00	\$400.00	PAID
25-3	Glenn Milositz	Graphics	Reflective Room Letter/Number Vinyl Signage			09/23/24	\$ 200.00	\$200.00	PAID
25-4	Mike Galler	Culinary Event	End of Summer Luncheon	08/05/24	4	08/06/24	\$ 500.00	\$500.00	PAID
25-5	Marketing	Baking	Baked Goods for Northampton Open House	08/14/24	4	08/21/24	\$ 100.00	\$100.00	PAID
25-6	Mike Galler	Food Truck	Meals for Substitute Meeting (08/20/2024)	08/16/24	4	08/20/24	\$ 216.00	\$216.00	PAID
25-7	Karen Mustonen	Graphics	Business Cards	08/21/24	4	08/28/24	\$ 6.00	\$6.00	PAID
25-8	Susan Fahrenkopf	Culinary Event	Food for Sister City Roundtable (9/18/24)	08/29/24		09/30/24	\$ 300.00	\$300.00	PAID
25-9	Marketing	Baking	Baked Goods for Freedom Open House (9/4/24)	09/05/24	4	09/04/24	\$ 200.00	\$200.00	PAID
25-10	Directors Office	Graphics	2 signs for under clocks in Director's office "Every Second Counts"	09/05/24	4	10/11/24	\$ 5.00	\$5.00	
25-11	Business Office	Graphics	Push Door To Open sign	09/13/24	4	09/25/24	\$ 5.00	\$5.00	PAID
25-12	Marketing	Baking	Freedom Career & College Night (10/01/24)	09/13/24	4	10/01/24	\$ 50.00	\$50.00	PAID
25-13	Marketing	Baking	Baked Goods for Northampton Open House (09/12/24)	09/12/24	4	09/13/24	\$ 75.00	\$75.00	PAID
25-14	Jeff Bower	Auto Coll.	Repaint School Van	09/13/24	4	11/19/24	\$ 200.00	\$200.00	
25-15	Marketing	Baking	Desserts for Liberty Open House	09/12/24	4	09/16/24	\$ 200.00	\$200.00	PAID
25-16	NTHS	Baking	Baked goods for Induction Ceremony (10/10/24)	09/13/24	4	10/10/24		\$0.00	PAID ON PO
25-17	NTHS	Culinary Event	Finger Foods for Induction Ceremony (10/10/24)	09/13/24	4	10/10/24		\$0.00	PAID ON PO
25-18	Jalissa Kuehner	Graphics	Aprons (PM)	09/16/24	4	12/18/24	\$ 205.00	\$205.00	PAID
25-19	Angela Thom	Culinary Event	SkillsUSA Team Building Event (10/17/24)	09/16/24	4	10/17/24		\$0.00	PAID ON PO
25-20	Adam Lazarchak	Food Truck	Freedom/Liberty Tailgate (10/26/24)	09/16/24	4	10/26/24	#####	\$1,000.00	PAID
25-21	Jeff Bower	Graphics	Notpads for office	09/18/24	4	09/18/24	\$ 5.00	\$5.00	PAID
25-22	Don Heptner (HVAC)	Graphics	Sign in sheets, Inventory cards, notebooks	09/18/24	4	09/18/24	\$ 5.00	\$5.00	PAID
25-23	Dana Huber	Culinary Event	600 Cookies for Little Pink Dress Event (10/22/24)CE PRODUCTION	09/18/24	4	10/22/24		\$300.00	PAID
25-24	Dana Huber	Culinary Event	200 Cookies for Taste & Tunes (10/11/24) DONATION	09/18/24	4	10/11/24		\$0.00	DONATIONS

25-25	Susan Fahrenkopf	Culinary	Desserts for October Board Meeting	09/26/24	4	10/01/24	\$ 30.00	\$30.00	PAID
25-26	Lauryn Stauffer	Graphics	Shirts & hoodies for class uniforms	09/26/24	4	12/12/24	\$ 214.50	\$214.50	PAID
25-27	Culinary	Graphics	Hats & books	09/30/24	4	09/30/24	#####	\$1,173.00	PAID
25-28	Food Truck	Graphics	Hoodies	09/30/24	4	09/30/24	\$ 344.40	\$344.40	PAID
25-29	Bake Shop	Graphics	50 Blue and red equipment papers	10/01/24	4	10/02/24	\$ 35.00	\$35.00	PAID
25-30	Social Media Marketing	Graphics	3 Windo Graphics	10/03/24	4	10/11/24	\$ 54.00	\$54.00	PAID
25-31	Peggy Fuehrer	Culinary Event	150 OAC Meals 10/14, 10/15, & 10/22	10/03/24	4	10/22/24	#####	\$2,400.00	PAID
25-32	Peggy Fuehrer	Baking	Desserts for OAC 10/14, 10/15, & 10/22 150 people	10/03/24	4	10/22/24	\$ 300.00	\$300.00	PAID
25-33	Elspeth Sipple	Health Careers	100 brain cupcakes for Open House project	10/03/24	4	10/23/24	\$ 250.00	\$250.00	PAID
25-34	Susan Fahrenkopf	Graphics	42 shirts printed	10/04/24	4	10/07/24	\$ 21.00	\$21.00	PAID
25-35	Dean Ruch	Culinary	Lunch for 15 people in Bistro 10/24/24	10/08/24	4	10/24/24	\$ 180.00	\$180.00	PAID
25-36	Mike Galler	Culinary	Boxed Lunches for 10 people every Tuesday 10/29-12/7	10/08/24	4			\$0.00	VOID
25-37	Susan Fahrenkopf	Baking	Cupcakes for Mayor's Tree Lighting (11/21/24)	10/11/24	4	11/21/24	\$ 200.00	\$200.00	PAID
25-38	Susan Fahrenkopf	Baking	Apple Almond Tarts for November JC Meeting	10/11/24	4	11/06/24	\$ 36.00	\$36.00	PAID
25-39	Mental Health	Graphics	Forrest Green Hoodies	10/11/24	4			\$0.00	
25-40	Mechatronics	Baking	100 Halloween Themed Sugar Cookies	10/15/24	4	10/23/24	\$ 200.00	\$200.00	PAID
25-41	Social Media Marketing	Graphics	50 Printed Halloween theme shirts	10/18/24	4		\$ 382.10	\$382.10	PAID
25-42	Dawn Sutter	Culinary	Simple lunch for 5 people for interviews (11/13/24)	10/22/24	4	11/13/24	\$ 22.00	\$22.00	PAID
25-43	Marketing	Culinary	100 Sodas for Open House Volunteers	10/28/24	4	10/23/24	\$ 100.00	\$100.00	PAID
25-44	Bake Shop	Graphics	12 posters	10/28/24	4	12/11/24	\$ 160.50	\$160.50	PAID
25-45	Mechatronics	Graphics	100 business cards	10/28/24	4	12/18/24	\$ 6.00	\$6.00	PAID
25-46	HVAC	Graphics	200 business cards	10/29/24	4	12/18/24	\$ 12.00	\$12.00	PAID
25-47	Bake Shop	Graphics	150 stickers	11/08/24	4	11/19/24	\$ 12.00	\$12.00	PAID
25-48	SKILLS	Culinary	Lunch for 5 people	11/11/24	4	11/11/24	\$ 90.00	\$90.00	PAID BY PO
25-143	Adam Lazarchak	Culinary	1/2 of EA Invoice for staff cupcakes October	11/11/24	4	11/11/24	\$ 36.00	\$36.00	PAID
25-144	Adam Lazarchak	Baking	1/2 of EA Invoice for staff cupcakes November	11/13/24	4	11/13/24	\$ 24.00	\$24.00	PAID
25-49	Maria Womer Stiffinella	Graphics	Signs for bathroom stalls (feminine products)	11/12/24	4			\$0.00	

25-50	Jalissa Kuehner	Graphics	Aprons (AM)	11/18/24	4	01/30/25	\$ 310.50	\$310.50	PAID
25-147	Adam Lazarchak	Culinary	1/2 of EA invoice for staff cupcakes December	11/18/24	4	12/19/24	\$ 18.00	\$18.00	PAID
25-484	Emily Hough	Precis.Mach.	Headphone holders	09/10/24	4	11/18/24	5.00	\$5.00	PAID
25-51	Janelle Schaeffer	Culinary	CTE Administrator luncheon (12/12/24)	11/20/21	4	12/12/24	114.00	\$114.00	PAID
25-52	Kurt Samson	Welding	100 Decals	11/21/24		12/16/24	\$ 36.00	\$36.00	PAID
25-53	Heather Burkhardt	Baking	Coffee, Juice, baked goods for Fast Track Parent Night (1/8/25)	11/21/24	4	01/08/25	\$ 60.00	\$60.00	PAID
25-54	Susan Fahrenkopf	Culinary	12 Gingerbread people for December Board Meeting (12/04/24)	11/25/24	4	12/06/24	\$ 35.00	\$35.00	PAID
25-55	Susan Fahrenkopf	Culinary	Buffet Lunch for Local Advisory Committee (12/16/24)	11/25/24	4	12/16/24	\$ 360.00	\$360.00	PAID
25-56	Heather Burkhardt	Culinary	Luncheon for 40 people...Counselor Luncheon	12/03/24	4	12/11/24	720.00	\$720.00	PAID
25-57	Heather Burkhardt	Baking	Baked goods for 40 people...Counselor Luncheon	12/03/24	4	12/11/24	80.00	\$80.00	PAID
25-58	Scott Ferry	Culinary	Donation for Pediatric Cancer (PCFLU) 110 sugar cookies	12/05/24	4	12/18/24	60.00	\$60.00	PAID
25-59	Dan Berardesca	Graphics	Books for classroom	12/05/24	4	12/20/24	442.00	\$442.00	PAID
25-60	Angela Thom	Culinary	Lunch in Bistro for GLVADA (12/09/24)	09/09/24	4	12/09/24	216.00	\$216.00	PAID
25-61	Connie Muschko	Baking	Waffles & Toppings for CO-OP - (12/18 & 12/20)	12/09/24	4	12/20/24		\$0.00	PAID
25-62	Graphics	CULINARY	Food for Holiday Party	12/09/24	4	12/19/24	250.00	\$250.00	PAID
25-63	Aesthetics	CULINARY	Food for Holiday Party	12/09/24	4	12/19/24	100.00	\$100.00	PAID
25-64	Welding	CULINARY	Food for Holiday Party	12/12/24	4	12/19/24	100.00	\$100.00	PAID
25-150	Adam Lazarchak	Culinary	Cupcakes for January birthdays - EA pays half	12/12/24	4	01/22/24	18.00	\$18.00	PAID
25-65	Jesse Schneck	CULINARY	Food for Holiday Party	12/12/24	4		\$ 200.00	\$200.00	PAID
25-66	Melodie Bloszinsky	Baking	50 Sugar Cookies with frosting	12/12/24	4		100.00	\$100.00	VOID
25-67	Marketing	Baking	Baked Goods for 8th grade night @FHS (1/15/25)	12/13/24	4		200.00	\$200.00	PAID
25-68	Janelle Schaeffer	Baking	Baked goods for LV Principal's Meeting (1/9/25)	12/13/24	4	01/09/25	20.00	\$20.00	PAID
25-69	Daniel Berardesca	Bldg. Tradws	Cutting boards	12/16/24	4		20.00	\$20.00	PAID
25-70	Susan Fahrenkopf	Baking	Baked goods for Local Advisory Meeting	12/16/24	4	12/16/24	40.00	\$40.00	PAID
25-71	Angela Thom/Skills	Culinary	Skills paying for 150.00 of Welding classroom party	12/19/24	4	12/19/24	150.00	\$150.00	PAID BY PO
25-72	Culinary	Graphics	BEO WORK FOR DECEMBER	12/20/24	4		13.00	\$13.00	PAID
25-73	Janelle Schaeffer	Culinary	Breakfast for LV Principals Meeting	01/07/25	4	01/09/25	80.00	\$80.00	PAID

25-74	Web Design	Graphics	24 Hoodies & 1 Tee for uniforms	01/09/24	4			\$0.00	
25-75	Janelle Schaeffer	Culinary	Hoagies & Sides for 5 people (1/15/2025)	01/13/25	4	01/15/25	90.00	\$90.00	PAID
25-76	Susan Fahrenkopf	Baking	3 Mason jars with cake mix for holiday gifts for Superintendents	01/14/25	4	01/14/25	30.00	\$30.00	PAID
25-77	Susan Fahrenkopf	Baking	12 sets of 4 hot cocoa bombs for board meeting (02/04/25)	01/14/25	4	02/04/25	120.00	\$120.00	
25-78	BAVTS EA	BAKING	Cupcakes for February Staff Birthdays (02/19/25) 1/2 of charge	01/21/25	4			\$0.00	
25-79	Culinary	Graphics	75 saddle stitched books	02/03/25	4	02/07/25	1,050.00	\$1,050.00	
25-80	Mike Galler	Culinary	Staff Breakfast	01/17/25	4	01/17/25	500.00	\$500.00	PAID
25-81	Marketing	Baking	Baked goods for Liberty Open House	02/04/25	4	02/04/25	200.00	\$200.00	
25-82	Food Truck	Graphics	4 Food Truck Tuesday Banners	02/12/25	4			\$0.00	
25-83	Bake Shop	Graphics	2000 Black Bean Brownie Stickers	02/18/25	4	02/25/25	108.00	\$108.00	
25-158	BAVTS EA	Culinary	Cupcakes for March Staff Birthdays.	02/19/25	4			\$0.00	
25-84	Angela Thom	Food Truck	Breakfast & Lunch for Career Fair (03/29/25)	02/20/25	4			\$0.00	
25-85	Angela Thom	Baking	Baked goods for breakfast and lunch Career Fair (03/29/25)	02/20/25	4			\$0.00	
25-86	Connie Muschko	Culinary	Food for Co-Op Breakfast (5/14/25)	02/20/25	4			\$0.00	
25-87	Connie Muschko	Baking	Baked goods for Co-Op Breakfast (5/14/25)	02/20/25	4			\$0.00	
25-88	Susan Fahrenkopf	Food Truck	Professional Skills Reception (04/11/25)	02/20/25	4			\$0.00	
25-89	Electronics Tech.	Graphics	Hoodies & Shirts for class	02/25/25	4			\$0.00	
25-141	Heather Chilcote	Baking	24 Cream cheese cupcakes	09/10/24	1	09/17/24	24.00	\$24.00	PAID 09/17/24
25-142	Angela Dorney	Baking	Cake	10/15/24	1	10/18/24	50.00	\$50.00	PAID 10/21/24
25-143	BAVTS EA	Culinary	4 dozen birthday cupcakes (October)	10/15/24	1	10/30/24	36.00	\$36.00	PAID 11/11/24
25-144	BAVTS EA	Baking	Cupcakes for November birthdays (EA PAYS HALF)	10/15/24	1	11/13/24	24.00	\$24.00	PAID 11/19/24
25-145	Michelle Kesen	Baking	Full sheet birthday cake (12/6/24)	10/18/24	3			\$0.00	VOID
25-146	Bridges Foundation	Culinary	Luncheon for Board Meeting	11/18/24	6	12/17/24	420.00	\$420.00	PAID 01/09/25
25-147	BAVTS EA	Culinary	Cupcakes for December birthdays (EA PAYS HALF)	11/18/24	6		18.00	\$18.00	PAID 01/15/25
25-148	Angela Thom	Culinary	Charcuterie Board	11/22/24	1	11/22/24	41.02	\$41.02	PAID 11/22/24
25-149	Maria Musso (Sunshine C	Baking	Cake for Joan's retirement (12/20)	12/16/24	1	12/20/24	10.00	\$10.00	PAID 12/18/24
25-150	BAVTS EA	Culinary	Cupcakes for January birthdays (EA PAYS HALF)	12/12/24	1				

25-151	Bridges Foundation	Baking	Dessert for 12/17/24 meeting	12/17/24	6	12/17/24	42.00	\$42.00	PAID 01/09/25
25-152	BAVTS	Culinary	Food for 2024 Christmas Party	12/19/24	5	12/19/24	215.00	\$215.00	
25-153	Jennifer Klo	Baking	60 cupcakes (03/07/25)	01/14/25	1			\$0.00	
25-154	Trinity Hein	Baking	2 Dozen cupcakes for 2/7/25	01/21/25	1			\$0.00	
25-155	BAVTS EA	Baking	Cupcakes for February Staff Birthdays	01/21/25	1			\$0.00	
25-156	Aubrey Greb	Baking	Cupcakes	02/05/25	2		10.00	\$10.00	PAID 02/18/25
25-157	Bridges Foundation	Baking	Dessert for 03/18/25 meeting	02/05/25	6			\$0.00	
25-158	Bridges Foundation	Culinary	Lunch for 03/18/25 meeting	02/19/25	6			\$0.00	
25-159	BAVTS EA	Culinary	Cupcakes for March birthdays (EA PAYS HALF)	02/19/25	6			\$0.00	
25-160	James McKeon	Baking	Black Bean Brownies for St. Lukes Marathon	02/25/25	6			\$0.00	
25-176	Jennifer Klo	Auto Tech	Brakes not working properly	08/23/24	1			\$0.00	VOID
25-177	Connie Muschko	Auto Tech	Check ball joint, rod and sway bar	08/23/24	1	09/23/24	0.00	\$0.00	PAID 9/26/24
25-178	George Lockenbill	Auto Tech	Fuel pump replace & oil change	08/27/24	3			\$0.00	
25-179	Joan Dinbokowitz	Auto Tech	Jeep - Oil Change	08/29/24	1	09/16/24	48.46	\$48.46	PAID 9/16/24
25-180	Karen Mustonen	Auto Tech	Acura - 2017 Oil Change	08/29/24	1	09/10/24	38.13	\$38.13	PAID 9/10/24
25-181	Karen Mustonen	Auto Tech	Acura - 2011 Oil Change	08/29/24	1	09/06/24	39.77	\$39.77	PAID 9/10/24
25-182	Michael Giamoni	Auto Tech	Chevy - Noise in rear, balance tires	08/30/24	1			\$0.00	VOID
25-183	Michael Giamoni	Auto Tech	Ford - Oil, Trans Oil, Rear, Brakes, Flush brake fluid	08/30/24	1	12/03/24	864.00	\$864.00	PAID 12/05/24
25-184	Meri Lindenmuth	Auto Tech	Dashboard lights	08/30/24	1	11/18/24	185.00	\$185.00	PAID 11/19/24
25-185	Dario Chavez	Auto Tech	Dodge - Replace alternator	09/03/24	1	09/13/24	239.79	\$239.79	PAID 9/16/24
25-186	Daniel Berardesca	Auto Tech	Lexus - brakes & control arm	09/04/24	1	09/30/24	254.24	\$254.24	PAID 10/08/24
25-187	Daniel Berardesca	Auto Tech	Volkswagon - Oil change	09/04/24	1	05/24/24	0.00	\$0.00	PAID 9/25/24
25-188	Mike Galler	Auto Tech	Kawasaki - New soundbar, toggle switch, winch w/switch	09/04/24	1	09/23/24	10.00	\$10.00	PAID 9/23/24
25-189	Mike Galler	Auto Tech	Saturn - MPI, LOF, New lugs on rear wheels	09/04/24	1	10/24/24	448.74	\$448.74	PAID 10/28/24
25-190	Alex Glassberg	Auto Tech	Jeep - Needs horn, turn signal bulb, pre inspection, hazard button	09/05/24	1	11/19/24	503.18	\$503.18	PAID 11/20/24
25-191	Robert Gotzon	Auto Tech	Replace Spark Plugs	09/05/24	1	09/23/24	0.00	\$0.00	PAID 11/4/24
25-192	Steve Mantz	Auto Tech	Jeep - Oil filter change, flush & fill	09/05/24	1	11/07/24	219.15	\$219.15	PAID 11/11/24

25-193	Robert Kulick	Auto Tech	Chevy - Transmission	09/05/24	1	11/04/24	3,816.99	\$3,816.99	Paid 11/5/24
25-194	Michael Goch	Auto Tech	Chrysler - Replace exhaust flex pipe and valve cover gaskets	09/09/24	2	10/03/24	180.69	\$180.69	PAID 10/04/24
25-195	Alexa Madurski	Auto Tech	Hyundai - Oil change	09/09/24	2			\$0.00	VOID
25-196	Darian Caraballo	Auto Tech	Honda - front wheel bearing replacement, balance tires	09/10/24	2	09/30/24	95.81	\$95.81	PAID 10/16/24
25-197	Julian Muniz	Auto Tech	Nissan -	09/10/24	2	09/20/24	0.00	\$0.00	PAID 9/20/24
25-198	Dario Chavez	Auto Tech	Toyota - Neet front left rotor & all tires looked at	09/10/24	1	09/19/24	135.98	\$135.98	PAID 9/20/24
25-199	Heather Chilcote	Auto Tech	Toyota - Oil change & brakes	09/12/24	1	09/24/24	279.48	\$279.48	PAID 9/24/24
25-200	Julian Korpics	Auto Tech	Wheel nuts replaced	09/18/24	2	09/24/24	0.00	\$0.00	PAID 9/24/24
25-201	Nikhil Khellawan	Auto Tech	Oil change	09/19/24	2	10/10/24	45.41	\$45.41	PAID 10/16/24
25-202	Bill Grushow	Auto Tech	Replace 4 tires and align	09/19/24	1	10/04/24	0.00	\$0.00	PAID 10/04/24
25-203	Luis Santiago	Auto Tech	Tire sensor and passenger side noise when hit bump	09/19/24	1	10/10/204	113.25	\$113.25	PAID 10/10/24
25-204	Dennis Kassick	Auto Tech	Front brakes, rotate 2 tires	09/20/24	2	09/23/24	0.00	\$0.00	PAID 9/26/24
25-205	Jariel Brazoban	Auto Tech	Rotor	09/20/24	2	09/30/24	42.50	\$42.50	PAID 9/30/24
25-206	Jordan Montague	Auto Tech	Oil Change, check brakes	09/23/24	1	09/25/24	40.00	\$40.00	PAID 09/30/24
25-207	Brian Moser	Auto Tech	Subaru - trouble starting	09/24/24	1			\$0.00	VOID
25-208	Jeff Cantrel	Auto Tech	Toyota - Oil Change	09/24/24	1	05/26/24	30.00	\$30.00	PAID 09/30/24
25-209	Caleb Goch	Auto Tech	Mitsubishi - lookover, diag. A/C	09/26/24	2	09/26/24	0.00	\$0.00	PAID 09/27/24
25-210	Heather Chilcote	Auto Tech	Jeep - oil change	09/26/24	1			\$0.00	VOID
25-211	Melanie Sigley	Auto Tech	Volvo - L/F Axle, scan	09/30/24	2	10/08/24	213.35	\$213.35	PAID 10/14/24
25-212	Rhonda Geiselman	Auto Tech	Mitsubishi - Transmission Replaced	09/30/24	1			\$0.00	
25-213	Jeff Cantrel	Auto Tech	Toyota - Power Steering leak, fog light, noise in rear	10/01/24	1	10/23/24	737.38	\$737.38	PAID 10/24/24
25-214	Stephen Seil	Auto Tech	Jeep - Won't start	10/01/24	2	10/23/24	331.46	\$331.46	
25-215	Rebecca Sullivan	Auto Tech	Dodge	10/01/24	2	11/25/24	0.00	\$0.00	PAID 12/5/24
25-216	Karen Mustonen	Auto Tech	Acura - Tire Replacement	10/07/24	1	10/10/24	10.00	\$10.00	PAID 10/11/24
25-217	Mo Wheatley	Auto Tech	Tire Pressure, gas cap alert, check engine	10/07/24	1	12/16/24	275.96	\$275.96	PAID 12/20/24
25-218	Stephanie Flaherty	Auto Tech	Oil Change	10/07/24	2	10/08/24	32.10	\$32.10	PAID 10/11/24
25-219	Adam Lazarchak	Auto Tech	Oil Change	10/08/24	1	10/14/24	48.19	\$48.19	PAID 10/24

25-220	Connie Miuschko	Auto Tech	Toyota - Oil Change	10/10/24	1	10/29/24	26.79	\$26.79	Paid 11/04/24
25-221	Glenn Milositz	Auto Tech	Ford - Tire installation, oil change, check fluids	10/11/24	1	11/07/24	80.00	\$80.00	PAID 11/20/24
25-222	Jacob Schlittler	Auto Tech	GLI - Fron right ev axle	10/11/24	2	10/21/24	133.48	\$133.48	PAID 10/21/24
25-223	Lori Kram	Auto Tech	Chevy - Oil change, sensor, pre-inspection	10/15/24	1	10/21/24	40.00	\$40.00	PAID 10/22/24
25-224	Angela Thom	Auto Tech	Change cabin filter, engine air filter, leak in motor mount	10/18/24	1	10/18/24	125.28	\$125.28	PAID 10/23/24
25-225	Carly McKeon	Auto Tech	Engine light on, O2 sensor code, oil change	10/18/24	1	10/24/24	99.53	\$99.53	PAID 10/24/24
25-226	Bruce Gilbert	Auto Tech	Brake fluid leak	10/18/24	2			\$0.00	VOID
25-227	Howie Nonnamacher	Auto Tech	Heater blower motor intermittent	10/21/24	1	12/16/24	424.53	\$424.53	PAID 12/16/24
25-228	Joseph Kelhart	Auto Tech	Oil and filter change, front brake pad changed	10/21/24	1	10/25/24	0.00	\$0.00	PAID 10/25/24
25-229	Prestan Blewis	Auto Tech	Front Brakes	10/22/24	2	11/08/24	152.99	\$152.99	PAID 11/14/24
25-230	Randy Ziminsky	Auto Tech	Heater and wheel position sensor replaced	10/22/24	3	11/07/24	36.00	\$36.00	PAID 11/8/24
25-231	Alexis Ibaniez	Auto Tech	Electrical issue	10/24/24	2			\$0.00	VOID
25-232	Dario Chavez	Auto Tech	Ford - Universal joints, rear brakes, oil change	10/24/24	1	11/25/24	362.96	\$362.96	PAID 12/2/24
25-233	George Lockenbill	Auto Tech	Chevrolet - Fluid refresh, multi-point , replace fuel pump	10/25/24	2	02/05/25	184.27	\$184.27	PAID 2/5/25
25-234	Deanna Leibig	Auto Tech	Dodge - Oil Change, pre-check	10/25/24	3			\$0.00	VOID
25-235	Deanna Leibig	Auto Tech	Chevy - Oil change, pre-check - gift certificate winner	10/25/24	3	11/07/24	0.00	\$0.00	PAID 11/8/24
25-236	Nate Petraski	Auto Tech	Mitsubishi - Alignment, inspect front brake pads, rotors, flush fluids	10/28/24	2			\$0.00	VOID
25-237	Dave Gogel	Auto Tech	Ford - Intermittent no crank, intermittent stall	10/29/24	2	11/08/24	0.00	\$0.00	PAID 11/08/24
25-238	Craig Mosser	Auto Tech	Mazda - noise over bumps, front end	10/29/24	1	11/05/24	240.54	\$240.54	PAID 11/7/24
25-239	Sudantha Vidanage	Auto Tech	Volvo - Front brakes, oil change, required from Volvo	10/30/24	3	12/16/24	130.99	\$130.99	PAID 12/16/24
25-240	Jared Rohn	Auto Tech	Subaru - engine repair/replacement	11/04/24	2	01/30/25	3,149.98	\$3,149.98	PAID 01/30/25
25-241	Cesar Corvera	Auto Tech	Honda - Wheel alignment and tire balancing	11/04/24	2			\$0.00	VOID
25-242	Alex Glassberg	Auto Tech	Audi - Oil change	11/04/24	1	11/08/24	50.88	\$50.88	PAID 11/12/24
25-243	Michael Giamoni	Auto Tech	Honda - Oil change, fluids, rotate tires	11/05/24	1	11/08/24	30.64	\$30.64	PAID 11/08/24
25-244	Jennifer Klo	Auto Tech	Mazda - noise over bumps, back end	11/07/24	1	11/11/24	170.88	\$170.88	PAID 11/12/24
25-245	Stan Prodes	Auto Tech	Mazda - Install battery	11/07/24	1	11/08/24	0.00	\$0.00	PAID 11/11/24
25-246	Paula Curchran	Auto Tech	Subaru - check exhaust for leak, trans, brakes	11/08/24	1	12/16/24	0.00	\$0.00	PAID 12/20/24

25-247	Albert Renn	Auto Tech	Honda - Pre-inspection, oil change	11/08/24	1	12/09/24	165.99	\$165.99	PAID 12/09/24
25-248	Matt Bellis	Auto Tech	Jeep - oil change/tire rotation	11/11/24	2			\$0.00	VOID
25-249	Joel Schneider	Auto Tech	Dodge - pre inspectio, speedometer not working	11/13/24	2	01/16/25	0.00	\$0.00	PAID 01/16/25
25-250	Kevin Hams	Auto Tech	Work needed to clear codes	11/18/24	3	01/30/25	65.75	\$65.75	PAID 01/31/25
25-251	Meri Lindenmuth	Auto Tech	Oil change, replace spark plugs, air filter, 4 wheel drive service	11/18/24	1			\$0.00	
25-252	Kevin Strawn	Auto Tech	Transmission	11/18/24	1	12/02/24	327.45	\$327.45	PAID 12/03/24
25-253	Kimberly Applegate	Auto Tech	Add trans. Fluid	11/18/24	2	11/22/24	44.06	\$44.06	PAID 11/25/24
25-254	Lori Kram	Auto Tech	Toyota - Oil change, pre inspection	11/19/24	1			\$0.00	PAID 12/02/24
25-255	Christine Miskovich	Auto Tech	Chevy - Brakes, tire pressure sensor	11/19/24	1	11/25/24	321.98	\$321.98	PAID 11/25/24
25-256	Christopher Ponce Redon	Auto Tech	Infiniti - valve cover gasket	11/19/24	2	01/09/25	181.98	\$181.98	
25-257	Lauryn Staufer	Auto Tech	Chevy - Oil change	11/19/24	1	11/25/24	0.00	\$0.00	GIFT VOUCHER
25-258	Aida Rivera	Auto Tech	Kia - Oil Change, tire rotation	11/20/24	3	11/25/24	48.37	\$48.37	PAID 11/25/24
25-259	Dazzcity Torres	Auto Tech	Brake hose & clips	12/03/24	2	12/04/24	212.12	\$212.12	PAID 12/05/24
25-260	Alex Glassberg	Auto Tech	Replace fuel pump	12/06/24	1	12/16/24	164.34	\$164.34	PAID 12/16/24
25-261	Karen Muustonen	Auto Tech	Acura - Oil change, check timing belt	12/06/24	1	12/11/24	30.64	\$30.64	PAID 12/11/24
25-262	Jim Gurcsik	Auto Tech	Battery	12/04/24	1	01/05/24	151.99	\$151.99	PAID 12/05/24
25-263	Mike Galler	Auto Tech	Oil change, rotate tires, change air & cabin filters	12/09/24	1	01/06/25	61.99	\$61.99	PAID 1/30/25
25-264	Amelia Pagut	Auto Tech	Chevy - steering locking, hard time up hills...	12/09/24	2			\$0.00	
25-265	Christine Miskovich	Auto Tech	Chevy - Tire sensors	12/10/24	1	01/30/25	120.00	\$120.00	PAID 1/30/25
25-266	Bill Grushow	Auto Tech	Ford - R Axle & Axle seals	12/10/24	1	01/09/25	31.38	\$31.38	PAID 1/15/25
25-267	Dean Ruch	Auto Tech	Replace starter	12/12/24	1			\$0.00	VOID
25-268	Christine Miskovich	Auto Tech	Replace Throttle body hose	12/16/24	1	01/07/25	5.00	\$5.00	PAID 1/7/25
25-269	Daniel Berardesca	Auto Tech	Brakes, pads, air flow sensor	12/16/24	1	01/15/25	483.39	\$483.39	PAID 1/15/25
25-270	Craig Mosser	Auto Tech	Oil change	12/20/24	1	01/09/25	30.64	\$30.64	
25-271	Caleb Vogel	Auto Tech	Oil Change	01/07/25	2	01/14/25	55.98	\$55.98	PAID 1/15/25
25-272	Aaron Beete	Auto Tech	Alignment	01/07/25	2			\$0.00	VOID
25-273	Nathan Newcomer	Auto Tech	Level and Alignment	01/07/25	2	01/16/25	0.00	\$0.00	

25-274	Al Renn	Auto Tech	Oil change & tire pressure	01/08/25	1	01/16/25	35.21	\$35.21	
25-275	Howie Nonnamacher	Auto Tech	Oil Change	01/09/25	1	02/20/25	103.20	\$103.20	PAID 02/20/25
25-276	Greta Wilmot	Auto Tech	Oil Change	01/09/25	1	01/21/25	32.61	\$32.61	PAID 01-22-25
25-277	Karen Mustonen	Auto Tech	Oil change & put snow tires on	01/12/25	1			\$0.00	
25-278	Russell Gaffney	Auto Tech	Oil change & driver's side rear turn signal	01/14/25	1	01/21/25	40.00	\$40.00	PAID 02/03/25
25-279	Valerie Evner	Auto Tech	Jeep - Does not start	01/16/25	2	02/18/25	387.39	\$387.39	PAID 02/18/25
25-280	John Walsh	Auto Tech	Chevy - Replace Transmission	01/16/25	2			\$0.00	
25-281	Glenn Milositz	Auto Tech	Ford - Overheating	01/16/25	1	01/24/25	25.97	\$25.97	PAID 01/24/25
25-282	Jen Stiligenbauer	Auto Tech	Acura - Oil change, pre-inspection	01/16/25	1	01/21/25	30.64	\$30.64	PAID 01/22/25
25-283	Jeff Cantrel	Auto Tech	Toyota - Replace Exhaust	01/21/25	1	02/18/25	214.40	\$214.40	PAID 02/18/25
25-284	Jeff Cantrel	Auto Tech	Subaru - Oil change/Cabin Filter	01/21/25	1	02/18/25	184.77	\$184.77	PAID 02/18/25
25-285	Jeff Cantrel	Auto Tech	Jeep - Oil change / Replace Exhaust	01/21/25	1			\$0.00	
25-286	Ashley Share	Auto Tech	Rear brake - drums, tie rod, alignment	01/21/25	1	02/04/25	173.43	\$173.43	PAID 2/4/25
25-287	Alicia Schwartz	Auto Tech	Replace 2 struts	01/22/25	1	01/24/25	371.98	\$371.98	PAID 1/24/25
25-288	Connie Muschko	Auto Tech	Toyota - Replace switch in passenger door handle	01/24/25	1			\$0.00	
25-289	Michele Bracero	Auto Tech	Honda - Engine making noise	01/24/25	1	02/03/25	90.93	\$90.93	PAID 2/4/25
25-290	Alex Glassberg	Auto Tech	Chevy - Install Apple car play radion, camera, oil change	01/24/25	1	02/25/25	5.00	\$5.00	PAID 2/25/25
25-291	John Walsh	Auto Tech	Toyoto - Alignment & Oil Change	01/24/25	2	01/30/25	39.43	\$39.43	PAID 02/03/25
25-292	Sudantha Vidanage	Auto Tech	Steering Rack	01/27/25	2			\$0.00	
25-293	Sudantha Vidanage	Auto Tech	Replace main battery & Auxillary battery	01/27/25	2			\$0.00	
25-294	Jariel Brazoban	Auto Tech	Strut, battery terminal fuse	01/27/25	2			\$0.00	
25-295	Russell Gaffney	Auto Tech	Brakes & weird noise	01/27/25	1			\$0.00	
25-296	Adrian Marrero Jr.	Auto Tech	Rear drums, rotars, hub & bearings	01/28/25	1	02/20/25	308.40	\$308.40	PAID 02/20/25
25-297	Samuel Voges	Auto Tech	Clutch replacement/flywheel	01/28/25	2			\$0.00	
25-298	Scott Ferry	Auto Tech	Brakes	01/29/25	1			\$0.00	
25-299	Dario Chavez	Auto Tech	Ford - Fuel filter change, battery cable	01/29/25	1			\$0.00	
25-300	Braiden Binder	Auto Tech	Oil change	01/29/25	2			\$0.00	

25-301	Angela Thom	Auto Tech	See Attached		02/03/25	1				\$0.00	
25-302	Jim Gurcsik	Auto Tech	Broke - Ford		02/03/25	1				\$0.00	
25-303	Amy Knight	Auto Tech	Oil Change		02/03/25	1	02/04/25	2.65		\$2.65	
25-304	Mike Giamoni	Auto Tech	T-stat eplacement		02/04/25	1				\$0.00	
25-305	Heather Chilcote	Auto Tech	Oil change, check battery, hub cap		02/05/25	1				\$0.00	
25-306	Luis Santiago	Auto Tech	Equinox - Alignment, sound by muffler		02/05/25	1				\$0.00	
25-307	Luis Santiago	Auto Tech	Malibu - motor mount, alignment		02/05/25	1				\$0.00	
25-308	Ava D'Andrea	Auto Tech	Toyota - car won't start		02/05/25	2				\$0.00	VOID
25-309	Jennifer Klo	Auto Tech	Subaru - Oil change/filter, pre inspection		02/11/25	1				\$0.00	VOID
25-310	Craig Mosser	Auto Tech	Acura - oil change		02/18/25	1	02/21/00	52.51		\$52.51	PAID 02/21/25
25-311	Christine Miskovich	Auto Tech	Oil change & Tire rotation		02/19/25	1	02/19/25	39.71		\$39.71	PAID 02/20/25
25-312	Carly McKeon	Auto Tech	Brakes		02/20/25	1	02/20/25	271.98		\$271.98	PAID 02/20/25
25-313	Carly McKeon	Auto Tech	Exhaust brackets		02/25/25	1	02/26/25	84.31		\$84.31	
25-314	Gail Snyder	Auto Tech	Brake pads, oil change, noise		02/25/25	3				\$0.00	
25-315	Shawn Bream	Auto Tech	Suspension replacement, brake caliper, pads, axel		02/25/25	2				\$0.00	
25-316	Steve Mantz	Auto Tech	Oil change, headlight, pre inspection		02/25/25	1				\$0.00	
25-317	Heather Burkhardt	Auto Tech	Oil change, pre inspection		02/25/25	1				\$0.00	
25-318	Debra Miller	Auto Tech	Fill washer fluid		02/26/25	1				\$0.00	
25-319	Alex Glassberg	Auto Tech	Install 4 new tires		02/26/25	1				\$0.00	
25-376	The Arc of Lehigh Valley	Food Truck	Food Truck event		03/18/24	6	07/19/24	1,983.75		\$1,983.75	Paid 07/19/24
25-377	King Spry	Food Truck	Food Truck Event 09/17/2024		08/08/24	3	09/17/24	1,609.08		\$1,609.08	Paid 09/17/24
25-378	Bridges Foundation	Culinary Event	Luncheon for 09/17/2024 Board Meeting		08/08/24	6	09/17/24	300.00		\$300.00	PAID 9/27/24
25-379	Skills USA Clayshoot (Anc	Food Truck	Food Truck Event 09/06/2024		08/06/24	6	09/06/24	1,200.00		\$1,200.00	PAID 10/01/24
25-380	FAB Olympics	Food Truck	Food Truck Event 09/28/2024		08/08/24	6				\$0.00	VOID
25-381	Jesse Schneck	Culinary Event	08/30/2024 Rehearsal Dinner		08/21/24	1	08/30/24	300.00		\$300.00	Paid 09/04/2024
25-382	Bridges Foundation	Food Truck	Food Truck Event (11/07/24) Lost Tavern		11/07/24	6	11/07/24	1,320.75		\$1,320.75	Paid 11/11/24
25-383	Maintenance/Custodians	Food Truck	Food for Rob's retirement		12/12/24	1	12/27/24	225.00		\$225.00	PAID 01/03/25

25-384	Rotary Foundation	Food Truck	Luncheon for 03/19/25	01/13/25	6	02/19/25	420.00	\$420.00	PAID 02/19/25
25-385	Bridges Foundation	Food Truck	Reception for Excellence Awards (06/03/25)	01/29/25				\$0.00	
25-427	Maria Womer Stiffinella	Graphics	Business Cards	03/08/24	1		7.50	\$7.50	
25-428	Dawn Sutter	Graphics	Put BAVTS logo on shirts provided	08/01/24	1			\$0.00	PAID ON 25-447
25-429	Greta Wilmot	Graphics	Repair Book Binding	08/14/24	1	11/07/24		\$0.00	VOID
25-430	Jennifer Klo	Auto Collision	Replace hood	08/29/24	1	12/03/24	821.00	\$821.00	
25-431	Nikhil Khellawan	Auto Collision	Scratch on bumper	08/29/24	2	10/03/24	365.06	\$365.06	PAID 10/09/24
25-432	Jennifer Stilgenbauer	Graphics	Poster & sign	08/29/24	1	08/29/24	15.00	\$15.00	PAID 08/30/24
25-433	Dharvam Sookram	Graphics	Business banner & 500 business cards	09/12/24	3			\$0.00	VOID
25-434	Craig Mosser	Graphics	Paint mask for wall	09/20/24	1	09/20/24	35.00	\$35.00	PAID 10/09/24
25-435	Carly McKeon	Graphics	2 V-necks	09/26/24	1	11/07/24	15.00	\$15.00	PAID 11/11/24
25-436	Peggy Fuehrer	Graphics	1 V-neck	09/26/24	1	10/29/24	7.50	\$7.50	PAID 11/07/24
25-437	Holy Infancy	Graphics	3 18x24 signs	09/26/24	6			\$0.00	VOID
25-438	Jennifer Klo	Graphics	5 foot banner	09/26/24	1	11/22/24	10.50	\$10.50	PAID 11/22/24
25-439	Greta Wilmot	Graphics	2 V-necks	09/26/24	1	11/01/24	15.00	\$15.00	PAID 11/4/24
25-440	Karen Kurinovich	Graphics	2 V-necks (supplied)	09/30/24	1	10/29/24	23.00	\$23.00	PAID 11/5/24
25-441	Jennifer Klo	Graphics	1 V-neck	09/30/24	1	11/07/24	7.50	\$7.50	PAID 11/7/24
25-442	Christina Miskovich	Graphics	2 V-necks	09/30/24	1	11/07/24	15.00	\$15.00	PAID 11/7/24
25-443	Angela Thom	Graphics	2 V-necks	09/30/24	1	10/29/24	15.00	\$15.00	PAID 11/5/24
25-444	Justine Williams	Graphics	4 V-necks	09/30/24	1	11/01/24	30.00	\$30.00	PAID 11/01/24
25-445	Lauren Turkel	Graphics	1 V-neck	09/30/24	1	10/29/24	7.50	\$7.50	PAID 11/01/24
25-446	Michele Bracero	Graphics	5 V-necks	09/30/24	1	10/30/24	47.50	\$47.50	PAID 11/04/24
25-447	Dawn Sutter	Graphics	4 V-necks	09/30/24	1	11/07/24	32.00	\$32.00	PAID 11/7/24
25-448	Janelle Schaffer	Graphics	1 V-neck	10/02/24	1	10/29/24	7.50	\$7.50	PAID 12/04/24
25-449	Bridges Foundation	Graphics	Invitations for Donor Event	10/03/24	6	10/07/24	18.00	\$18.00	PAID 10/14/24
25-450	Aimee Jo Muth	Graphics	5 V-necks, one supplied	10/08/24	1	10/29/24	47.50	\$47.50	PAID 11/01/24
25-451	Justine Williams	Graphics	2x6 Banner	10/10/24	1	11/14/24	24.00	\$24.00	PAID 11/14/24

25-452	Michele Bracero	Graphics	Business cards	10/11/24	1	12/10/24	6.00	\$6.00	PAID 12/10/24
25-453	Carly McKeon	Graphics	7 Banners for the swim team	11/05/24	1	12/10/24	84.00	\$84.00	PAID 12/11/24
25-454	Angela Gable	Graphics	Screenprint t shirt	11/18/24	3	12/05/24	5.00	\$5.00	PAID 12/09/24
25-455	Nina Pardoe	Graphics	Small tablets for college visits	11/18/24	1	11/22/24	5.00	\$5.00	PAID 11/25/24
25-456	Lauren Stauffer	Graphics	V-neck	11/18/24	1	11/19/24	15.00	\$15.00	PAID 1/16/25
25-457	Jesse Schneck	Graphics	Thank you cards	11/18/24	1	11/21/24	20.00	\$20.00	PAID 11/25/24
25-458	Jennifer Klo	Graphics	60 Holiday cards	11/21/24	1	12/16/24	10.00	\$10.00	PAID 12/16/24
25-459	Heather Chilcote	Graphics	150 Photo cards	12/09/24	1	12/10/24	45.00	\$45.00	PAID 12/12/24
25-460	Dana Huber	Graphics	Printing	12/11/24	1	12/11/12	20.00	\$20.00	PAID 12/11/24
25-461	Robert Cain	Graphics	Poster	12/11/24	1	12/12/24	10.00	\$10.00	PAID 12/13/24
25-462	Mo Wheatley	Graphics	100 Christmas cards	12/12/24	1	12/16/24	15.00	\$15.00	PAID 12/17/24
25-463	Russ Gaffney	Graphics	Hoodies	12/19/24	1	12/20/24	177.00	\$177.00	PAID 12/20/24
25-464	Christal Vitko	Graphics	Printed apparel	12/20/24	1	12/20/24	22.00	\$22.00	PAID 12/20/24
25-465	Dana Huber	Graphics	Posters	01/08/25	1	01/10/25	20.00	\$20.00	PAID 01/13/25
25-466	Justine Williams	Graphics	Flyer	01/08/25	1	01/15/25	100.00	\$100.00	PAID 1/16/25
25-467	Emily Hough	Graphics	2 shirts to be printed with class design	01/09/25	1			\$0.00	
25-468	Rotary Foundation	Graphics	36x18 Check	01/13/25	6	01/16/25	20.00	\$20.00	PAID 1/16/25
25-469	Christina Carvalho	Graphics	Windo Perf as per supplied file	01/21/25	3	02/03/25	65.00	\$65.00	PAID 2/7/25
25-470	Skills USA Council	Graphics	850 Programs	01/21/25	6	01/28/25	1,347.00	\$1,347.00	
25-471	Joan Dinbokowitz	Graphics	6 American flags, 4 chess boards	01/22/25	1	02/18/25	26.00	\$26.00	PAID 02/19/25
25-472	Liberty Swim Team	Graphics	3 color design on 44 shirts	01/27/25	5	01/28/25	313.22	\$313.22	PAID 01/28/25
25-473	Whats So Cool	Graphics	500 VIP passes	02/03/25	3	02/18/25	300.00	\$300.00	PAID 02/19/25
25-474	Angela Dorney	Graphics	3 Banners	02/04/25	1	02/18/25	15.00	\$15.00	PAID 02/19/25
25-475	Karen Kurinovich	Graphics	T-shirt & hoodie	02/05/25	1		38.46	\$38.46	
25-476	Liberty Swim Team	Graphics	40 Booklets	02/10/25	3	02/10/25	76.00	\$76.00	PAID 2/11/25
25-477	Greta Wilmot	Graphics	See Work Order	02/18/25	1			\$0.00	
25-478	Albert Renn	Graphics	Note Pads	02/18/25	1			\$0.00	

25-479	Tyler Heft	Graphics	Hoodie and t-shirts		02/25/25	1				\$0.00	
25-480	Liberty Swim Team	Graphics	T-shirts		02/25/25	3				\$0.00	
25-480-1	Bridges Foundation	Graphics	100 Save the date		02/26/25	6					
25-481	Jennifer Klo	Bldg. Trades	Replace panel on 2 cabinet doors		09/03/24	1	01/16/25	20.00		\$20.00	PAID 1/16/25
25-482	Amber Lyn Hunsicker	Auto Coll.	Car doors fixed from accident		09/04/24	1	11/19/24	490.00		\$490.00	PAID 12/05/24
25-483	Emily Hough	Auto Coll.	Adjust bumper		09/04/24	1	10/01/24	578.00		\$578.00	PAID 10/3/24
25-484	Emily Hough	Precis.Mach.	Headphone holders		09/10/24	1	11/18/24	5.00		\$5.00	INTERFUND
25-485	Lori Kram	Bldg. Trades	Wooden Planter		09/20/24	1				\$0.00	
25-486	Dawn Sutter	Bldg. Trades	Jenga		09/24/24	1	11/19/24	40.00		\$40.00	PAID 11/20/24
25-487	Jennifer Klo	Bldg. Trades	Jenga		09/24/24	1	11/19/24	40.00		\$40.00	
25-488	Connor Moriary	Auto Coll.	Leak on dash		09/27/24	3				\$0.00	
25-489	Michael Jagggers	Auto Coll.	Repair Front Collision Damage		10/03/24	2		1,120.00		\$1,120.00	PAID 12/20/24
25-490	Jeff Bower	Auto Coll.	Prep & paint roof and possible rust on bottom		10/04/24	1	12/10/24	173.00		\$173.00	PAID 12/19/24
25-491	Karen Mustonen	Auto Coll.	Replace rear driver's side tail light		10/18/24	1	11/07/24	346.14		\$346.14	PAID 11/8/24
25-492	Kyle Miller	Auto Coll.	Paint & Buff		10/23/24	2	12/20/24	5.00		\$5.00	PAID 12/20/24
25-493	Daniel Lynn	Auto Coll.	Motorcycle fender		10/23/24	2	11/14/24	275.99		\$275.99	PAID 1/8/25
25-494	Michele Bracero	Carpentry	Build shelves		11/05/24	1	12/13/24	70.00		\$70.00	PAID 12/19/24
25-495	Michele Bracero	Electrical	Install lights		11/05/24	1				\$0.00	
25-496	Tyler Rocco	Auto Coll.	Truck cap re-weather sealing & re screen		11/06/24	2		0.00		\$0.00	PAID 12/20/24
25-497	Talia Matos-Keller	Welding	Material requested from class		11/08/24	2				\$0.00	VOID
25-498	Brian Hayes	Auto Coll.	Passenger side front fender		11/13/24	1				\$0.00	
25-499	Kevin Hams	Auto Coll.	Body work, painting		11/21/24	3	12/19/24	200.00		\$200.00	PAID 1/6/25
25-500	Talia Matos-Keller	Carpentry	3/4 sheet of Birch		11/21/24	3	12/13/24	65.95		\$65.95	VOID
25-501	Kathy Bevan	Auto Coll.	Repair front bumper cover		12/10/24	1	01/09/25	135.00		\$135.00	PAID 1/9/25
25-502	Dario Chavez	Web Design	Develop web page for company		12/11/24	1				\$0.00	
25-503	Bernadette Datis-Cordero	Welding	Repair trailers		12/16/24	2	02/25/25	60.00		\$60.00	PAIAD 02/25/25
25-504	Nancy Run Fire Company	Carpentry	Rip & cut 2x4s for training		12/17/24	6	01/10/25	5.00		\$5.00	PAID 1/13/25

25-505	Christina Miskovitch	Auto Coll.	Install splash shields	01/06/25	1	01/06/25	5.00	\$5.00	PAID 1/8/25
25-506	Tucker Drozd	Auto Coll.	Pillar	01/09/25	2			\$0.00	
25-507	Albert Renn	Bldg. Trades	Frame for stained glass window	01/22/25	1			\$0.00	
25-508	Shane Compagnola	Auto Coll.	Paint front end	02/03/25	2	02/19/25	55.00	\$55.00	
25-509	Russell Gaffney	Auto Coll.	Fix front end	02/18/25	1			\$0.00	
25-510	Jennifer Leon	Auto Coll.	Fuel Door	02/25/25	2			\$0.00	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 4, 2025

J. 3. CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending January 31, 2025.

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
January 31, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET		YEAR-TO-DATE		BUDGET BALANCE
		BUDGET	ACTIVITY	BUDGET	ACTIVITY	
10.6510.000.000.000	INTEREST ON INVESTMENTS	10,000.00	25,971.01	-15,971.01		
10.6720.000.000.000	BOOKSTORE SALES	-	-	0.00		
10.6821.000.000.000	RECEIPTS IU 13 - OTDA GRANT	-	-	0.00		
10.6910.000.000.000	RENTALS	6,000.00	2,500.00	3,500.00		
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	-	250.00		
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	1,357,025.48	-1,357,025.48		
10.6946.001.000.000	RECEIPTS FROM BASD	7,052,064.00	4,453,942.88	2,598,121.12		
10.6946.002.000.000	RECEIPTS FROM NASD	3,140,829.00	1,983,672.00	1,157,157.00		
10.6946.003.000.000	RECEIPTS FROM SVSD	1,080,587.00	767,799.00	312,788.00		
10.6949.000.000.000	TUITION - ADULT DAY REGULAR	-	-	0.00		
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00		
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	23,037.84	76,962.16		
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	1,458.45	541.55		
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,143,686.00	743,650.00	400,036.00		
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00		
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00		
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	-	2,315.25	0.00		
10.7362.000.360.000	PCCD ACT 55 GRANT	140,000.00	4,189.50	135,810.50		
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	-	300,000.00		
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	224,172.00	29,263.28	194,908.72		
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,027,329.00	139,901.55	887,427.45		
10.8521.000.663.000	FEDERAL	345,982.00	205,524.48	140,457.52		
10.8755.000.998.000	ARP ESSER GRANT	-	-	0.00		
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	211.00	-211.00		
	TOTALS FOR GENERAL FUND	14,597,899.00	9,740,461.72	4,859,752.53		
	TOTAL REVENUES	14,597,899.00	9,740,461.72	4,859,752.53		

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
January 31, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET			YEAR-TO-DATE			BUDGET	
		BUDGET	REVISIONS	ACTIVITY	ENCUMBRANCES	BALANCE			
10.1110.000.000.000	ACADEMIC PROGRAM	641,430.00	6,291.00	273,150.48	305,830.07	68,740.45			
10.1240.000.000.000	SPECIAL EDUCATION	671,226.00	6,291.00	296,272.72	252,548.74	128,695.54			
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	528,568.00	121,645.00	270,681.10	280,056.36	99,475.54			
10.1342.000.000.000	HOME ECONOMICS PROGRAM	922,443.00	9,606.00	401,090.70	371,814.99	159,143.31			
10.1370.000.000.000	TECHNICAL PROGRAM	158,257.00	1,305.00	71,748.04	56,528.57	31,285.39			
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,717,375.00	(97,566.00)	1,854,653.26	1,651,666.14	1,113,489.60			
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00			
10.2100.000.000.000	STUDENT SERVICES	1,510,698.00	69,180.50	686,692.52	673,000.92	220,185.06			
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,768.00	715.50	31,009.48	27.95	90,446.07			
10.2310.000.000.000	BOARD SECRETARY	3,631.00	-	1,167.34	876.75	1,586.91			
10.2320.000.000.000	BOARD TREASURER	1,655.00	-	853.45	1.97	799.58			
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	30,241.39	14,758.61	15,000.00			
10.2360.000.000.000	OFFICE OF THE DIRECTOR	459,370.00	-	252,818.68	131,999.30	74,552.02			
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	628,778.00	-	345,592.92	200,120.51	83,064.57			
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	105,901.00	-	43,830.82	41,220.51	20,849.67			
10.2511.000.000.000	BUSINESS OFFICE	631,795.00	-	323,635.92	177,884.09	130,274.99			
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,210,628.00	(124,020.00)	1,026,023.48	423,072.75	637,511.77			
10.2660.000.000.000	SECURITY SERVICES	57,628.00	2,532.00	2,235.19	53,555.00	4,369.81			
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	(4,500.00)	7,318.76	136.28	17,044.96			
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	657,615.00	-	278,102.31	113,787.34	265,725.35			
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	106,528.00	-	9,503.39	7,912.32	89,112.29			
10.3350.000.000.000	WELFARE ACTIVITIES	5,000.00	4,500.00	(29.10)	-	9,529.10			
10.3390.000.000.000	COMMUNITY SERVICES	109,605.00	-	60,896.20	32,423.01	16,285.79			
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	1,383.00	-	1,382.11	0.89			
10.4600.000.000.000	IMPROVEMENT EXPENSES	75,000.00	52,637.00	25,560.15	102,073.56	3.29			
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-			
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	1,457,025.48	-	(1,357,025.48)			
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	(50,000.00)	-	-	-			
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-			
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00			
	TOTAL FOR GENERAL FUND	14,597,899.00	-	7,750,074.68	4,892,677.85	1,955,146.47			
	TOTAL EXPENSES	14,597,899.00	-	7,750,074.68	4,892,677.85	1,955,146.47			
	EXCESS OF REVENUE OVER EXPENSES			1,990,387.04					