

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

3300 Chester Avenue
Bethlehem, PA 18020

BAVTS Joint Committee Regular Meeting - May 6, 2025 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, April 1, 2025
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor – Agenda Items Only
- H. In-Services

Recognition of Student Competitors
Expansion Project/Main Building Renovations – Mr. Lazarchak

I. Administrative Recommendations –

- 1. Staffing
- 2. Column/Salary Adjustments
- 3. Summer Custodial Substitutes
- 4. Summer Employment
- 5. Election of Secretary
- 6. Election of Treasurer
- 7. CTSO National Competitions/Conferences
- 8. Conference Request
- 9. Health Insurance Rates for 2025-2026
- 10. Occupational Advisory Committee Members
- 11. Bid Award – Precision Machining Equipment
- 12. Expansion Project
- 13. Contract For Services With Colonial IU 20 – Phone Services
- 14. Staff Laptop Refresh
- 15. 2025-2026 Proposed School Calendar

J. Informational Items

- 1. 2024-2025 Bethlehem AVTS Budget
- 2. Bridges Agreements
- 3. Request For Budget Transfer For EBTEP Reserves
- 4. Request For Budget Transfer For School Bus
- 5. Request For Budget Transfer For Food Trailer
- 6. Request For Budget Transfer For Food Service Fund
- 7. Work Project Report
- 8. Condition of the Budget
- 9. House Project Update (verbal report to be provided at meeting)

K. Unfinished Business

L. New Business

M. Courtesy of Floor to Visitors

N. Adjournment

Next Meeting Date: Wednesday, June 11, 2025

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

May 6, 2025

Your Treasurer respectfully submits the following report for the period ending

March 31, 2025

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL				
FUND NAME	BALANCE March 1, 2025	RECEIPTS	DISBURSEMENTS	BALANCE March 31, 2025
General includes PLGIT/CD	3,061,507.04	1,580,325.59	(1,370,521.70)	3,271,310.93
House Project	143,439.23	2.52	(2,542.42)	140,899.33
Production	171,443.27	17,050.51	(15,824.44)	172,669.34
Capital Reserves includes PLGIT/CD	4,394,184.08	13,164.17	0.00	4,407,348.25
Payroll	9,396.77	1,015,533.70	(1,018,422.01)	6,508.46
Cafeteria	77,492.28	11,099.11	(19,629.10)	68,962.29
Adult Education includes PLGIT/CD	334,930.90	27,134.07	(39,708.25)	322,356.72
Student Activities	62,392.00	17,615.67	(23,735.12)	56,272.55
TOTALS	8,254,785.57	2,681,925.34	(2,490,383.04)	8,446,327.87

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

March 1, 2025 2,509,561.56

RECEIPTS

Production	17,047.42	
Interest	48.83	
District Contrib.	910,287.72	
District Contrib./Auth.		
State / Fed Funds	656,975.00	
Tuition		
Other	6,522.85	
Transfers - PLGIT		
Inter-Fund Transfers	3,474.80	1,594,356.62

DISBURSEMENTS

Prepaid Bills	(69,843.53)	
Bill Listings	(344,930.72)	
Payroll	(971,960.17)	
Other--Authority Bond		
Fees	(362.40)	
Void Checks	11,899.67	
Transfers - PLGIT		(1,375,197.15)

March 31, 2025	ADJ BOOK BALANCE	2,728,721.03
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BANK RECONCILIATION

March 31, 2025

Bank Balance	2,733,453.08
Memo	
Outstanding Checks	(4,732.05)
Deposit in Transit	

March 31, 2025	ADJ BANK BALANCE	2,728,721.03
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Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

March 31, 2025

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

March 1, 2025		866,827.98
	Transfers In	0.00
	Interest	3,022.00
	P Card purchases	(13,691.41)
	Transfers Out	
	Transfers Out-CD purch	
March 31, 2025	ADJ BOOK BALANCE	856,158.57

BANK RECONCILIATION

March 31, 2025

Bank Balance	856,158.57	
Deposit in Transit		
Outstanding Checks		
March 31, 2025	ADJ BANK BALANCE	856,158.57
Average Yield for Mar 2025 is 4.15%		

CAPITAL RESERVES - EMBASSY BANK

March 1, 2025			672,019.94
	Receipts	0.00	
	Interest	14.25	
	Void Checks	0.00	14.25
	Fees		
	Disbursements		0.00
March 31, 2025	ADJ BOOK BALANCE		672,034.19

BANK RECONCILIATION

March 31, 2025

Bank Balance	672,034.19	
Memos		
Outstanding Checks	0.00	
Deposit in Transit	0.00	
March 31, 2025	ADJ BANK BALANCE	672,034.19

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

March 1, 2025		3,722,164.14
	Transfers In	0.00
	Interest	13,149.92
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
March 31, 2025	ADJ BOOK BALANCE	3,735,314.06

BANK RECONCILIATION

March 31, 2025

Bank Balance	3,735,314.06	
Outstanding Checks	0.00	
March 31, 2025	ADJ BANK BALANCE	3,735,314.06
Average Yield for Mar 2025 is 4.15%		

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

May 6, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

March 31, 2025

PAYROLL FUND - EMBASSY BANK

March 1, 2025			9,396.77
	Receipts	1,015,530.72	
	Interest	2.98	
	Void Checks		1,015,533.70
	Fees		
	Disbursements	(1,018,422.01)	(1,018,422.01)
March 31, 2025	ADJ BOOK BALANCE		6,508.46

BANK RECONCILIATION

March 31, 2025

Bank Balance	30,745.51	
Memos		
Outstanding Checks	(24,237.05)	
Deposit in Transit		
March 31, 2025	ADJ BANK BALANCE	6,508.46

CAFETERIA FUND - EMBASSY BANK

March 1, 2025			77,492.28
	Receipts	11,097.52	
	Transfers		
	Interest	1.59	11,099.11
	Disbursements	(19,629.10)	
	Void Check	0.00	(19,629.10)
March 31, 2025	ADJ BOOK BALANCE		68,962.29

BANK RECONCILIATION

March 31, 2025

Bank Balance	68,885.29	
Memos	0.00	
Outstanding Checks	0.00	
Deposit in Transit	77.00	
March 31, 2025	ADJ BANK BALANCE	68,962.29

ADULT EDUCATION FUND - EMBASSY BANK

March 1, 2025			334,930.90
	Receipts	27,127.05	
	PLGIT Transfers	0.00	
	Interest	7.02	27,134.07
	Disbursements	(40,139.48)	
	Void Checks	431.23	
	PLGIT Transfer	0.00	(39,708.25)
March 31, 2025	ADJ BOOK BALANCE		322,356.72

BANK RECONCILIATION

March 31, 2025

Bank Balance	322,438.72	
Memos	0.00	
Outstanding Checks	(382.00)	
Deposit in Transit	300.00	
March 31, 2025	ADJ BANK BALANCE	322,356.72

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

May 6, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

March 31, 2025

STUDENT ACTIVITY ACCT -EMBASSY BANK

March 1, 2025			62,392.00
	Receipts	17,614.44	
	Other		
	Interest	1.23	17,615.67
	Disbursements	(23,735.12)	
	Other--Ret'd Check		
	Voided Check	0.00	(23,735.12)
March 31, 2025	ADJ BOOK BALANCE		56,272.55

BANK RECONCILIATION

March 31, 2025

Bank Balance	56,362.95	
Outstanding Checks	(90.40)	
Deposit in Transit	0.00	
March 31, 2025	ADJ BANK BALANCE	56,272.55

REPORT OF DEPOSITORIES

March 31, 2025

EMBASSY BANK

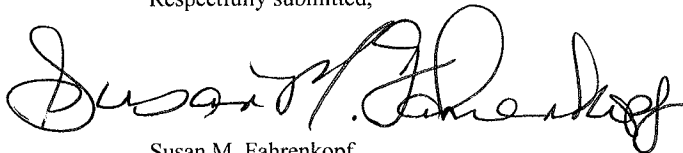
General Fund	2,733,453.08
Capital Reserve	672,034.19
Payroll Account	30,745.51
Cafeteria Fund	68,885.29
Adult Ed. Fund	322,438.72
Student Activity Fund	56,362.95

PLGIT

PLGIT General Fund	856,158.57	
PLGIT CD (General Fund)	0.00	856,158.57
PLGIT Capital Reserve	3,735,314.06	
PLGIT CD (Cap Reserve)	0.00	3,735,314.06
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 8,475,392.37

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 6, 2025

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through May 6, 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
5/6/2025

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	Amount	DESCRIPTION
4/2/2025	Y	34009	ALTEK BUSINESS SYSTEMS INC	\$ 3,887.09	COPIER MAINTENANCE FEES
4/2/2025	Y	34010	CANON SOLUTIONS AMERICA, INC.	\$ 355.01	COPIER MAINTENANCE
4/2/2025	Y	34011	HOME DEPOT CREDIT SVCS.	\$ 12,913.23	MAINT, INSTRUCTIONAL & HOUSE PROJ SUPPLIES
4/2/2025	Y	34012	QUADIENT FINANCE USA INC.	\$ 3,000.00	POSTAGE FOR METER
4/2/2025	Y	34013	UGI UTILITIES	\$ 1,317.23	GAS SERVICE
4/2/2025	Y	34014	VERIZON WIRELESS	\$ 304.88	CELL PHONES
4/2/2025	Y	34015	WEX BANK	\$ 313.42	GAS FOR VEHICLES
4/3/2025	Y	34016	NRG BUSINESS MARKETING	\$ 1,489.88	24-25 GAS SUPPLY
4/9/2025	Y	34017	CITY OF BETHLEHEM	\$ 25.00	FOOD TRUCK BUSINESS TAX
4/9/2025	Y	34018	PP&L	\$ 18,049.72	24-25 ELECTRIC
4/9/2025	Y	34019	UGI ENERGY SERVICES LLC	\$ 1,889.07	GAS SERVICE
4/9/2025	Y	34020	UGI UTILITIES	\$ 1,773.33	GAS SERVICE
4/16/2025	Y	34021	CANON FINANCIAL SERVICES, INC.	\$ 2,028.59	LEASE RENTAL OF COPIERS
4/16/2025	Y	34022	CITY OF BETHLEHEM	\$ 1,726.95	WATER BILL
4/16/2025	Y	34023	JIM GURCSIK	\$ 880.20	TUITION REIMBURSEMENT
4/16/2025	Y	34024	SERVICE ELECTRIC CABLE TV	\$ 98.55	PHONE SERVICE
4/21/2025	Y	34025	EMBASSY BANK -	\$ 21,586.44	MAINT, OFFICE & CLASSROOM SUPPLIES, TRAVEL
4/23/2025	Y	34026	CITY OF BETHLEHEM	\$ 25.75	WATER BILL
4/30/2025	Y	34027	HOME DEPOT CREDIT SVCS.	\$ 2,134.33	MAINTENANCE, HOUSE PROJECT & ELECTRONICS SUPPLIES
5/6/2025		34028	ABE AREA GLASS LLC	\$ 585.00	MAINTENANCE REPAIRS
5/6/2025		34029	ADVANCE AUTO PARTS	\$ 1,716.20	AUTO TECH & MAINTENANCE SUPPLIES
5/6/2025		34030	ALBARELL ELECTRIC INC.	\$ 440.05	MAINTENANCE PARTS
5/6/2025		34031	ALL-PHASE ELECTRIC SUPPLY CO.	\$ 588.87	HOUSE PROJECT SUPPLIES
5/6/2025		34032	ALLEGHENY EDUCATIONAL SYSTEMS INC.	\$ 24,065.43	3D PRINTER FOR PRECISION MACHINING
5/6/2025		34033	AMAZON CAPITOL SERVICES	\$ 23,763.37	CLASSROOM, OFFICE, MAINTENANCE SUPPLIES & BOOKS
5/6/2025		34034	AMERICAN FLAGS EXPRESS	\$ 905.36	FLAGS - PROTECTIVE SERVICE SUPPLIES
5/6/2025		34035	ANGELA WALTERS	\$ 50.00	SERVSAFE REIMBURSEMENT
5/6/2025		34036	ARTHOFFER TOWING & TRANSPORT LLC	\$ 9,486.45	FOOD TRUCK INSPECTION, REPAIRS & LEVELING SYSTEM
5/6/2025		34037	ATLAS COPCO	\$ 4,760.26	MAINTENANCE SERVICE - AIR COMPRESSOR & AIR DRYER
5/6/2025		34038	AUTOZONE	\$ 91.45	AUTO TECH SUPPLIES

5/6/2025	34039	BILL FLANNERY AUTOMOTIVE	\$	980.79	AUTO COLLISION SUPPLIES
5/6/2025	34040	BURMAX CO.	\$	232.99	ESTHETICS SUPPLIES
5/6/2025	34041	CARDIAC DIRECT	\$	4,620.00	HEALTH CAREERS SUPPLIES
5/6/2025	34042	CARTRIDGE XCHANGE LL	\$	670.75	INK & TONER
5/6/2025	34043	CHRIN HAULING, INC	\$	2,045.00	TRASH REMOVAL
5/6/2025	34044	CLARK SERVICE GROUP INC	\$	817.60	DISHWASHER REPAIRS
5/6/2025	34045	CM REGENT LLC	\$	2,781.36	MAY LIFE/LTD BENEFITS
5/6/2025	34046	COL. NORTH. I.U. 20	\$	12,567.06	24-25 IT PHONE QUARTERLY SERVICES & PROF. DEVELOPMENT
5/6/2025	34047	EAST LAWN SUPPLY	\$	2,158.28	PLUMBING SUPPLIES
5/6/2025	34048	EASTERN AUTOPARTS WAREHOUSE	\$	1,188.91	AUTO TECH SUPPLIES
5/6/2025	34049	EBTEP	\$	164,861.51	MAY 2025 MEDICAL, DENTAL & PRESCRIPTION
5/6/2025	34050	EDUCATIONAL SOLUTIONS ENTERPRISES	\$	9,448.59	MECHATRONICS EQUIPMENT
5/6/2025	34051	GLOBAL INDUSTRIAL	\$	47.19	DEAN OF STUDENTS SUPPLIES
5/6/2025	34052	GRANT GRAPHICS	\$	21,428.00	COLD LAMINATOR
5/6/2025	34053	HIGHMARK BLUE SHIELD	\$	1,097.75	MAY VISION BENEFITS
5/6/2025	34054	INTEGRITEC INC.	\$	290.00	WATER TREATMENT
5/6/2025	34055	INTERSTATE TAX SERVICE INC.	\$	156.60	UNEMPLOYMENT COMPENSATION
5/6/2025	34056	JEFFREY CANTREL	\$	79.99	CERTIFICATION REIMBURSEMENT
5/6/2025	34057	JIM GURCSIK	\$	81.20	MILEAGE REIMBURSEMENT
5/6/2025	34058	K & L SERVICES GROUP INC.	\$	230.00	ELECTRONICS SUPPLIES
5/6/2025	34059	KAREN MUSTONEN	\$	127.80	TRAVEL REIMBURSEMENT
5/6/2025	34060	KEYSTONE AUTOMOTIVE	\$	731.85	AUTO COLLISION SUPPLIES
5/6/2025	34061	KIM FRANKENFIELD	\$	50.00	SERVSAFE REIMBURSMENT
5/6/2025	34062	KING SPRY HERMAN FREUND FAUL	\$	3,801.17	SOLICITOR'S FEES
5/6/2025	34063	KIRIPOSKI & SONS	\$	505.16	PORT O POTTY HOUSE PROJECT/FOOD TRUCK
5/6/2025	34064	L.V. JANITORIAL SUPPLY	\$	1,266.63	MAINTENANCE SUPPLIES
5/6/2025	34065	LEGACY AUTOMATIC DOORS	\$	1,875.00	DOOR REPAIRS
5/6/2025	34066	MORE MILES AUTOMOTIVE LLC	\$	216.96	VEHICLE INSPECTIONS
5/6/2025	34067	MOYER LUMBER & HARDWARE	\$	157.16	BLDG. TRADES & CARPENTRY SUPPLIES
5/6/2025	34068	MOYER PEST CONTROL	\$	134.00	PEST CONTROL
5/6/2025	34069	MSC INDUSTRIAL SUPPLY CO.	\$	1,089.32	PREC. MACH. SUPPLIES
5/6/2025	34070	NAPA AUTO PARTS	\$	2,565.45	AUTO TECH SUPPLIES
5/6/2025	34071	NASCO	\$	734.16	HEALTH CAREERS SUPPLIES
5/6/2025	34072	NAZARETH PRODUCE	\$	60.00	BAKING SUPPLIES
5/6/2025	34073	NOCTI	\$	170.00	NOCTI SUPPLIES
5/6/2025	34074	NORSTAR NETWORKS	\$	5,022.05	TECHNOLOGY MAINTENANCE AGREEMENT
5/6/2025	34075	NORTHAMPTON COMMUNITY COLLEGE	\$	561.20	BLS COURSE

5/6/2025	34076	NORTHEAST JANITORIAL	\$	2,800.84	MAINTENANCE SUPPLIES
5/6/2025	34077	PA. SCHOOL BOARD ASSOC. INC.	\$	3,732.43	MEMBERSHIP RENEWAL & POLICY SERVICE
5/6/2025	34078	PENN JERSEY PAPER CO.	\$	7,393.80	MAINTENANCE SUPPLIES & BAKING EQUIPMENT
5/6/2025	34079	PERFORMANCE FOOD GROUP	\$	10,035.77	FOOD TRUCK & CULINARY SUPPLIES
5/6/2025	34080	POCKET NURSE	\$	7,238.99	HOSPITAL BED & GERI CHAIR - HEALTH CAREERS
5/6/2025	34081	PREFERRED EAP	\$	477.75	EMPLOYEE ASSISTANCE PROGRAM
5/6/2025	34082	QUADIENT LEASING USA INC.	\$	720.00	POSTAGE MACHINE LEASE PAYMENT
5/6/2025	34083	QUILL CORP.	\$	1,157.08	OFFICE SUPPLIES
5/6/2025	34084	R.J.WALKER	\$	6,795.26	PLUMBING SUPPLIES
5/6/2025	34085	RADIOEPOT.COM	\$	528.80	MAINTENANCE SUPPLIES
5/6/2025	34086	RESET OUTDOORS	\$	6,750.00	MENTAL HEALTH SERVICES
5/6/2025	34087	ROTARY CLUB OF BETHLEHEM	\$	495.00	MEMBERSHIP DUES
5/6/2025	34088	SABRINA MERUNKA	\$	50.00	SERVSAFE REIMBURSEMENT
5/6/2025	34089	SAFETY KLEEN	\$	368.44	MACHINE CLEANING
5/6/2025	34090	SAN MAR CORPORATION	\$	974.10	GRAPHICS SUPPLIES
5/6/2025	34091	SCHOOL GATE GUARDIAN INC.	\$	475.00	ANNUAL SERVICE AGREEMENT
5/6/2025	34092	SDIC	\$	848.88	PAYROLL AUDIT & SIR BILLING
5/6/2025	34093	STATE CHEMICAL	\$	308.04	DRAIN MAINTENANCE
5/6/2025	34094	SYSCO ALLENTOWN	\$	3,643.58	CULINARY, CULINARY EVENTS & BAKING SUPPLIES
5/6/2025	34095	THE MORNING CALL	\$	1,653.87	LEGAL & CLASSIFIED ADS, SUBSCRIPTION
5/6/2025	34096	TIMES NEWS LLC	\$	266.25	LEGAL ADS
5/6/2025	34097	TK ELEVATOR CORPORATION	\$	2,585.84	SERVICE AGREEMENT
5/6/2025	34098	TRANE OF NORTHEASTERN PA.	\$	1,452.38	MAINTENANCE SUPPLIES
5/6/2025	34099	UGI UTILITIES	\$	28.72	GAS SERVICE
5/6/2025	34100	ULINE	\$	1,299.95	MAINTENANCE & PREC. MACH. SUPPLIES
5/6/2025	34101	W.W. GRAINGER	\$	66.88	MAINTENANCE SUPPLIES
5/6/2025	34102	WAREHOUSE BATTERY OUTLET	\$	1,315.48	MAINTENANCE SUPPLIES
5/6/2025	34103	WILSON PRODUCTS	\$	41,169.29	WELDING SUPPLIES, EQUIPMENT & CYLINDER RENTALS
5/6/2025	34104	WOODCRAFT	\$	715.23	CARPENTRY SUPPLIES
5/6/2025	34105	CHA CONSULTING INC.	\$	10,834.64	RETAINER FEES AND PROJECT SERVICE FEES - VARIOUS
5/6/2025	34106	KING SPRY HERMAN FREUND FAUL	\$	3,052.12	SOLICITOR'S FEES
5/6/2025	34107	ALPHAGRAPHS	\$	2,105.00	SENIOR SIGNS
5/6/2025	34108	NRG BUSINESS MARKETING	\$	1,281.71	24-25 GAS SUPPLY
5/6/2025	34109	POCONO MOUNTAIN DAIRIES	\$	136.95	MILK FOR NOCTI
5/6/2025	34110	WEX BANK	\$	831.75	GAS FOR VEHICLES
TOTAL			\$ 508,692.41		

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

May 6, 2025

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

The administration respectfully submits the following information and recommendations:

1. STAFFING
RECOMMENDATION:
 - a. That the following individual be granted a Family Medical Leave:
Employee #0067: Effective 3/11/25 up to 12 weeks – 5/23/24
 - b. That the Executive Director be authorized to hire Summer Culinary Events Student Worker(s) through the school's Cooperative Education program, for the period June 7, 2025 through August 24, 2025, for up to 28 hours per week at a rate of \$12.50 for first year summer Food Truck workers and \$13.50 per hour for returning summer Food Truck workers, with no benefits with ratification at the June 11, 2025 meeting.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 6, 2025

2. COLUMN/SALARY ADJUSTMENTS

RECOMMENDATION:

The following instructors have completed educational requirements to qualify for the following contractual salary schedule change for the 2024-2025 school year.

	<u>CHANGE FROM</u>	<u>CHANGE TO</u>	<u>EFFECTIVE</u>
James Gursik	Column F (Masters)	Column G (Masters + 15)	April 14, 2025

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 6, 2025

3. SUMMER CUSTODIAL SUBSTITUTES

RECOMMENDATION:

That the individuals listed below be approved as summer custodial substitutes for the summer of 2025, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at a rate of \$13.50 per hour, pending receipt of all required paperwork.

Carol Boscia
Shirley Gehman

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

4. SUMMER EMPLOYMENT

a. SUMMER EMPLOYMENT – NON-PROFESSIONAL STAFF
RECOMMENDATION:

That the following individuals be employed during the summer of 2025 at the rate specified:

Name	Description	Quantity	2024-2025 Hourly Rate	2025-2026 Hourly Rate
Turkel, Lauren	Part-time Continuing Education Program Specialist	Effective June 9, 2025 Up to 25 hours per week with prior administrative approval	\$21.65	\$22.50
Fuehrer, Peggy	AESOP rollover	Up to 25 hours (additional hours subject to administrative approval)	\$22.62	\$22.87
Cain, Robert	Part-time Instructional Assistant	Up to 15 hours for TACT2 Training	\$24.00*	TBD

2024-2025 rate effective through June 30, 2025. 2025-2026 rate will apply effective July 1, 2025.

*2024-2025 rate is listed. 2025-2026 rate will apply when calculated, effective July 1, 2025.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

4. SUMMER EMPLOYMENT, Cont'd.

b. SUMMER EMPLOYMENT – PROFESSIONAL STAFF
RECOMMENDATION:

That the following individuals be employed during the summer of 2025 at the rate specified:

Name	Description	Quantity	2024-2025 Hourly Rate	2025-2026 Hourly Rate
Burkhart, Heather	Counselor			
Chilcote, Heather	Counselor			
Glassberg, Alex	Counselor			
Thom, Angela	Counselor			
Total Combined	Counselors	Up to 150 Hours (additional hours subject to administrative approval)	\$41.50	\$42.50
Gaffney, Russell	Special Education	15 Hours	\$41.50	\$42.50
Muschko, Connie	Cooperative Education			
Ruch, Dean	Cooperative Education			
Total Combined	Cooperative Education	Up to 100 hours (additional hours subject to administrative approval)	\$41.50	\$42.50
Schneck, Jesse	Industrial Design/Advanced Manufacturing Instructor - Auto CAD building plan updating	Up to 15 hours (additional hours subject to administrative approval)	\$41.50	\$42.50
Lindenmuth, Meri	Summer Printing	Not to exceed 75 hours (additional hours subject to administrative approval)	\$41.50	\$42.50
Milositz, Glenn	Dean of Students	Up to 15 hours (additional hours subject to administrative approval)	\$41.50	\$42.50
Gurcsik, James	Culinary Event Management Instructor	Up to 28 hours per week with prior administrative approval	\$66.10	\$67.50
Thom, Angela	Counselor	Up to 15 hours for TACT2 Training	\$41.50	\$42.90
Milositz, Glenn	Dean of Students	Up to 30 hours for TACT2 Training	\$41.50	\$42.90

2024-2025 rate effective through June 30, 2025. 2025-2026 rate will apply effective July 1, 2025.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

5. ELECTION OF SECRETARY

INFORMATION:

Section 1850.3 (d) of the Public School Code states: "Each year during the month of December, the Joint Committee shall choose from its members a chairman and vice-chairman, each to serve for one year; and shall, annually, during the month of May, elect a treasurer to serve for one year, beginning the first Monday in July following such election; and **shall, during the month of May, once every four years, elect a secretary, who may or may not be a member of the area vocational-technical school board, to serve for a term of four years, beginning the first Monday of July following such election.**"

RECOMMENDATION:

- a.) That the salary of the Joint Committee Secretary of the Bethlehem AVTS be fixed at \$1,900.00. This amount represents a \$400 increase from the previous four-year term and is significantly lower than the other area CTE's; the last increase was in 2021.
- b.) That Susan M. Fahrenkopf be elected Secretary of the Bethlehem AVTS for a term of four years beginning July 1, 2025.
- c.) That the bond of the Secretary be fixed at \$10,000.00, premium to be paid by the Joint Committee.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

6. ELECTION OF TREASURER

INFORMATION:

Section 1850.3 (d) of the Public School Code states: "Each year during the month of December, the Joint Committee shall choose from its members a chairman and vice-chairman, each to serve for one year; and **shall, annually, during the month of May, elect a treasurer to serve for one year, beginning the first Monday in July following such election;** and shall, during the month of May, once every four years, elect a secretary, who may or may not be a member of the area vocational-technical school board, to serve for a term of four years, beginning the first Monday of July following such election."

RECOMMENDATION:

- a.) That the salary for the Treasurer of the Bethlehem AVTS be fixed at \$1,100.00. This amount is a \$100 increase from the previous school year and is significantly lower than the other area CTE's.
- b.) That Susan M. Fahrenkopf be elected Treasurer of the Bethlehem AVTS for a term of one year beginning July 1, 2025.
- c.) That the bond of the Treasurer be fixed at \$50,000.00, premium to be paid by the Joint Committee.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

7. CTSO CONFERENCES

a. HOSA INTERNATIONAL LEADERSHIP CONFERENCE

RECOMMENDATION:

The Bethlehem Area Vocational-Technical School HOSA-Future Health Professionals chapter is requesting to take seven (7) students and two (2) advisors/chaperones to the International Leadership Conference in Houston, Texas June 17-22, 2025. The students placing first through third at the State Competition will be competing. The approximate cost to the school for the three (3) gold medalists and two (2) chaperones, is \$5,000.00. The cost for the two (2) silver medalists and two (2) bronze medalists to attend will be paid with money raised through fundraising and parent contributions.

b. SKILLS USA NATIONAL LEADERSHIP AND SKILLS CONFERENCE

INFORMATION:

The Bethlehem Area Vocational-Technical School SkillsUSA Organization would like to send two (2), two (2) advisors and one (1) administrator to Atlanta, Georgia for the 2025 National Leadership and Skills Conference (NLSC) to be held June 23-28, 2025. The approximate cost for the trip is not to exceed \$14,000.00.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

8. CONFERENCE REQUESTS

RECOMMENDATION:

That Dana Huber, Supervisor of Lifelong Learning, be granted permission to attend the 2025 Aerium Summit from May 28-29, 2025 at the Johnstown-Cambria Airport in Johnston, PA. The purpose of this trip is to network and gain knowledge about the aviation field and to establish articulation agreements with colleges. The approximate cost is \$607.60.

Any conference request listed above is in the budget.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

9. HEALTH INSURANCE RATES FOR 2025-2026

INFORMATION:

Previously our health insurance composite, COBRA and self-pay rates were approved by the Employee Benefit Trust of Eastern Pennsylvania (EBTEP). After further review by EBTEP, several years ago it was determined that our individual school boards should approve the rates. The composite rates were incorporated into the 2025-26 budget. The retiree, self-pay and COBRA rates were calculated by Conrad Siegel.

RECOMMENDATION:

That the Joint Committee approve the attached 2025-2026 composite, retiree, self-pay and COBRA rates as presented.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

Rates effective 7/1/25

COMPOSITE RATES	Medical	Rx	Dental	TOTAL
	1,710.00	288.00	93.50	2,091.50
	4.52%	-19.33%	-1.06%	0.19%

RETIREE and SELF-PAY RATES - PPO

	Medical & Rx	Dental	Vision	Total
Single	998.76	55.24	5.81	1,059.81
Husband/Wife	2,197.27	108.63	16.79	2,322.69
Parent + Child	1,797.76	108.63	16.79	1,923.18
Family	2,796.52	108.63	16.79	2,921.94
Parent + Children	2,097.41	108.63	16.79	2,222.83

COBRA RATES (Retiree rate plus 2%) - PPO

	Medical & Rx	Dental	Vision	Total
Single	1,018.74	56.34	5.93	1,081.01
Husband/Wife	2,241.22	110.80	17.13	2,369.15
Parent + Child	1,833.72	110.80	17.13	1,961.65
Family	2,852.45	110.80	17.13	2,980.38
Parent + Children	2,139.36	110.80	17.13	2,267.29

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

10. 2024-2025 OCCUPATIONAL ADVISORY COMMITTEE MEMBERS
RECOMMENDATION:

That the Joint Committee approve the following Occupational Advisory Committee (OAC) members for the 2024-2025 school year.

First Name	Last Name	Job Title	Company	Shop/Program
Ginger	Campbell	Esthetician/ Nail Tech	Mia Bella Hair Studio	Esthetics
Zackary	CesaneK	Specialist Technical Assistant	Lutron Electronics	Electronic Technology
Carla	Day	Human Resources Manager	Lehigh Heavy Forge Company	Precision Machining
Ashley	Donner	Recruiter	Cedarbrook Senior Care	Health Career
Geoff	Grosvenor	Electronics Mechanic Supervisor	Tobyhanna Army Depot	Auto Collision
Joseph	Spadafora, Jr.	Auto Program Manager	Northampton Community College	Auto Tech
Shari	Smith	Allied Health Instructor	Berks Technical Institute	Health Careers
Brian	Sozzi	Director of Continuing Education	Myco Mechanical	Plumbing
Lucius	Stull	apprentice	BAC Local 5	Masonry
Kaitlin	Worthington			Esthetics

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

11. BID AWARD – PRECISION MACHINING EQUIPMENT

INFORMATION:

BAVTS was approved to purchase three (3) geared head precision lathes for our Precision Machining Program through the Supplemental Equipment Grant.

The following bid was received on April 28, 2025 from LeBlond LTD for the geared head lathes:

Item	Quantity	Amount
LeBlond Model RKL-1332 Geared Head Lathe	3	\$76,379.00
	Total	\$76,379.00

RECOMMENDATION:

It is recommended that the Joint Committee award the bid for the purchase of three (3) geared head lathes to LeBlond LTD in the amount of \$76,379.00.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

12. EXPANSION PROJECT – THE FACTORY CAMPUS RENOVATIONS AND MAIN BUILDING IMPROVEMENTS

INFORMATION:

Per the approved Memorandum of Understanding to the Articles of Agreement, BAVTS shall oversee and coordinate all design and construction activities associated with The Factory building location. Also included in the final project funding are improvements to BAVTS main campus location.

- **Factory Building**

The Factory Building scope includes creating a New Welding Shop within the confines of the west metal building. The scope for the welding shop includes a classroom, locker rooms, and a bathroom associated with the welding program. Other work at the building includes a new secure vestibule for the building's main entry, toilet rooms, and a new elevator for ADA compliance. There is no work being done to the exterior aesthetics of the building. The existing building fits our needs very well, and the scope for the repurposing of spaces for new program space is as follows: Aviation Mechanics, Sports Medicine, Health Careers, Electronics, Future IT Networking, and Administrative. The scope of work for this includes some limited interior renovations, new electric, data, and HVAC modifications to serve the new programs.

The majority of the Factory Building scope is MEP infrastructure, and therefore, it may be more efficient and cost-effective to contract directly with CHA Solutions, including all services, instead of the RFP process. CHA Solutions' responsibilities would include preconstruction activities, design, testing, and developing bid documents needed to solicit bids for the project as soon as possible to open The Factory for the August, 2026. CHA's proposal is attached for approval if the Joint Committee chooses to proceed with this process.

- **Main Building**

The work is limited to site improvements for safety and parking lot improvements, including stormwater and land development improvements. We are also doing limited program work that includes a new Vet Tech Lab, with dog runs, repurposing some existing rooms to support Health Careers, Co-op, Medical/Office Administration, Cyber Security and IT Networking programs. The scope of work for this is limited to some interior renovations and new electric and data required for program needs. This work is primarily site, civil, and infrastructure, with very limited architectural design required.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

12. EXPANSION PROJECT – THE FACTORY CAMPUS RENOVATIONS AND MAIN BUILDING IMPROVEMENTS, Cont'd.

INFORMATION, Cont'd.:

In order to move forward, the Joint Committee will need to determine if they want to request proposals for professional services (Architect, Civil Engineer and Geotechnical Engineer) or contract directly with their current engineering company, CHA Solutions (CHA) for the project.

If the Joint Committee wishes to move forward with requesting proposals for the required design professionals, the administration recommends utilizing CHA to coordinate the RFP process. An agreement for CHA's services will need approval. **This option will target a December 2026 completion of the Factory Building with an opening for the 2027-2028 school year.**

If the Joint Committee decides to contract directly with CHA for the design, testing and preconstruction activities needed to develop bid specifications and solicit bids for the project as soon as possible, an agreement for CHA's services will need approval. **This option will target an August 2026 opening for the Factory Building.**

All agreements are attached for consideration.

RECOMMENDATION:

That the Joint Committee authorize CHA to proceed with the Design & Bidding of The Factory Scope of Work as per the attached Presentation and Fee Proposal (*Attachment 1*) and authorize the Executive Director to sign all necessary documents associated with the project.

OR

That the Joint Committee authorize CHA to proceed with issuing and managing the RFP process and the Design & Bidding by separate Design Professionals for The Factory Scope of Work as per the attached Presentation and Fee Proposal (*Attachment 2*) and authorize the Executive Director to sign all necessary documents associated with the project.

AND

That the Joint Committee authorize CHA to proceed with the Design & Bidding of the Main Building Scope of Work as per the attached Presentation and Fee Proposal (*Attachment 3*) and authorize the Executive Director to sign all necessary documents associated with the project.

MOTION BY:

SECOND BY:

ROLL CALL



May 1, 2025

Debra Miller, Business Administrator
Bethlehem Area Vocational-Technical School
3300 Chester Avenue
Bethlehem, PA 18018
Email: millerd@bavts.org

RE: Design Services Proposal for Repurposing 315 Columbia Street

Dear Deb:

We are pleased to provide you with a fee proposal for Design Services for the Renovations to the Bethlehem Area Vocational-Technical School building located at 315 Columbia Street. Construction Phase Services will be outlined in a separate proposal once bids are received and BAVTS is prepared to make bid awards. An overview of the Services provided are as follows:

A. SCOPE OF SERVICES

GENERAL

1. Attendance at Board or Facilities Committee meeting at the Client's request to discuss engineering issues as they relate to Capital Improvements.
2. Assistance to Client in scheduling for the project and establishing budgets.
3. Prepare milestone project schedule.

SECTION 1: SCHEMATIC DESIGN PHASE:

- 1.1 Visit the Project Site to survey existing conditions.
- 1.2 Field measure and prepare As-Built Plan in Revit (3D).
- 1.3 Provide Schematic Design Site Plan and Building Floor Plans.
- 1.4 Provide Construction Budget based on Schematic Design.
- 1.5 Review Code Requirements and Scope required for change in occupancy.

SECTION 2: DESIGN PHASE

- 2.1 Design and specify all components for the construction of the Repurposing of Spaces.
 - a. Demolition and Proposed Floor Plan.
 - b. Prepare Civil Site Plan for any City Improvements and signage.
 - c. Provide Architectural Site Plan.
 - d. Finish Schedules.
 - e. Casework Plans and Elevations.
 - f. Sections and Details.

- 2.2 Provide Electrical Engineering Services.
 - a. Lighting Plans.
 - b. Power and Communications Plans.
 - c. Power Distribution Plans as required for new programs.
- 2.3 Provide Mechanical Engineering Services.
 - a. Modification to existing system plans.
 - b. Plans and details for new systems required for new programs.
- 2.4 Provide Plumbing Engineering Services.
 - a. Plumbing Plans showing modifications to existing systems and proposed installations.
- 2.5 Provide Fire Protection Engineering Services.
 - a. Review and modify Sprinkler System for New Fit Out.
 - b. Develop Fire Protection Plans.
- 2.6 Provide Structural Engineering Services.
 - a. Provide Structural Plans and Details as required for proposed new construction.
- 2.7 Provide Survey and Site Plan required for approvals.
 - a. Prepare Boundary, Utility and Topo Survey for Zoning Submission.

SECTION 3: BIDDING PHASE

- 3.1 Prepare bid drawings, specifications, and other contract documents for bid package, advertisement for bids, and assist in soliciting bids from contractors.
- 3.2 File for prevailing wages and incorporate wage requirements into future contract(s).
- 3.3 Conduct a pre-bid conference, respond to contractor questions, and issue any necessary addendum.
- 3.4 Review bids, prepare contracts, including review of bonds and insurance for conformance with contract requirements.

SECTION 4: CONSTRUCTION ADMINISTRATION SERVICES

- 4.1 Construction Phase Services will be outlined in a separate proposal once bids are received and BAVTS is prepared to make bid awards.

Exclusions

The Services outlined in the Proposal excludes the following list of items:

- (1) Geotechnical investigations/soil testing are excluded and a supplementary proposal will be provided if required for the Project.
- (2) Costs to prepare and submit county, state, or federal approvals, including preparation of site survey, land development plans, and Conservation District (NPDES) approvals will be billed separately on a time and expenses basis or by proposal.



- (3) Investigation which requires destructive testing (i.e., masonry probes, concrete/asphalt cores, etc.) performed by a third party would also be excluded and completed under a supplementary proposal or as a reimbursable expense.
- (4) Environmental investigations.
- (5) Technical reports and studies.
- (6) Construction contract administration services other than those listed.
- (7) Certified construction inspections, material testing, and commissioning of mechanical and electrical systems.
- (8) HVAC commissioning services.
- (9) LEED Design/Documentation Services.

B. SCHEDULE OF DELIVERABLES

The preliminary Project timelines as defined for this Agreement are as follows. The actual timelines will be determined by the actual design and approval process. If the Project timelines are extended through no fault of the CHA, CHA will submit a proposal with specific hours and fees for review by Client. No additional costs will be incurred by CHA without prior written approval of Client.

Phase	Period	No. of Months
Design and Approvals	5/1/25 to 11/1/25	6
Bidding and Award	11/2/25 to 1/2/26	2
Construction	1/3/26 to 7/15/26	6
Project Closeout	7/16/26 to 8/16/26	1

C. PAYMENT FOR SERVICES

The methods of Payment for Services and Expenses of CHA shall be as follows:

- 2.1 For Basic Services. Client shall pay CHA for Basic Services rendered under Section A, Scope of Services, the following amounts:
- Programming, Scope, Budget, Schedule & Value Engineering (CHA)
 - Project Coordination, Administration and Bid Documents (CHA)
 - Architectural Services (Alloy 5)
 - Civil Engineering (Terraform Engineering)
 - MEP Engineering (CHA)
 - Structural Engineering (CHA)

Total For Design & Bidding Phase: \$590,000.00



BAVTS
315 Columbia Street

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May 1, 2025

- Design Phase Testing Allowance: \$30,000.00
- Construction Phase and Administration: \$ TO BE DETERMINED

*Fees shown are for months of service shown in Section B. Additional fees may be required should any Phase extend beyond the number of months stated in Section B.

- 2.2 For Additional Services. Client shall pay CHA for Additional Services in accordance with the terms stated in the written authorization to perform such Additional Services.
- 2.3 For Reimbursable Expenses. In addition to payments provided for in Paragraphs 2.1 and 2.2, Client shall pay CHA the actual costs of all Reimbursable Expenses reasonably incurred in connection with all Basic and Additional Services. Reimbursable expenses for project-related expenses such as printing, mileage, etc., will not exceed \$10,000.00 without prior approval of Client. Reimbursable Expenses are defined as actual expenses reasonably incurred by CHA or CHA's independent professional associates or consultants, directly or indirectly in connection with the Project, but such Reimbursable Expenses shall only be paid in accordance with this Paragraph 2.3, at cost.
- 2.4 Times of Payments. CHA shall submit monthly invoices for Basic and Additional Services rendered pursuant to the fees and schedules listed above, and for Reimbursable Expenses incurred. Invoicing is based upon the schedule identified in Section B and the fee identified in Section 2.1 on a prorated basis per month. The Client shall make prompt monthly payments in response to CHA's invoices.
- 2.5 The included hourly rate fee schedule in Section 2.6 below shall apply for any additional or hourly rate services billed. The annual inflation increase for all professional fees is 2%.
- 2.6 FEE SCHEDULE (For Additional or Hourly Services):

<u>Effective January 1, 2025</u>	<u>Hourly Rate</u>
Intern	\$50.00
Research Assistant/Data Processor	\$70.00
Project Administrator	\$90.00
Assistant Project Manager	\$85.00
CAD Operator	\$90.00
Project Controls Manager	\$125.00
Senior CAD Designer	\$110.00
Engineer in Training	\$105.00
Engineer	\$130.00
On-Site Representative	\$120.00
Senior On-Site Representative	\$150.00
Cost Estimator	\$105.00
Certified Cost Estimator	\$150.00
Civil Engineer	\$145.00



BAVTS
315 Columbia Street

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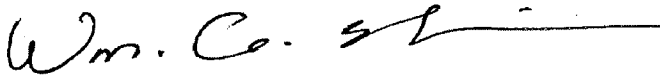
May 1, 2025

Technical Specialists	\$150.00
Engineering Designer	\$125.00
Senior Engineering Designer	\$150.00
Project Manager	\$150.00
Architectural Engineer	\$170.00
Senior Engineer	\$160.00
Senior Project Manager	\$175.00
Principal Engineer	\$200.00
Principal	\$205.00
Senior Principal Engineer	\$240.00

D. ACKNOWLEDGEMENT & APPROVAL

We thank you for the opportunity to submit on this opportunity and assist you, and we look forward to contributing as a member of your team. If you are in agreement with this proposal, please notify me directly at the email provided below or via phone call and we will forward a formal agreement for execution. Please do not hesitate to contact us with any questions that you may have.

Sincerely,



William Niswender
Senior Project Manager
wniswender@chasolutions.com
Contact Phone: 484-357-2863

V:\Proposals_Quals\PMCM\Proposals_25\PMCM Pennsylvania\X93496.000_BAVTS Columbia Street Building Reno\3. Working Documents\2. Word Files\Proposal\Proposal_Design Services_25-04_X93496.docx





May 1, 2025

Debra Miller, Business Administrator
Bethlehem Area Vocational-Technical School
3300 Chester Avenue
Bethlehem, PA 18018
Email: millerd@bavts.org

RE: Proposal for Resident Project Engineer Services for the 315 Columbia Street Repurposing.

Dear Deb:

We are pleased to provide you with a fee proposal for Resident Project Engineer (RPE) Services for the 315 Columbia Street building.

An overview of the Services we will provide for the Project are as follows:

A. SCOPE OF SERVICES

SECTION 1: GENERAL:

- 1.1 General: Client plans to Renovate the existing Factory Building to provide the BAVTS with a new Educational Facility (the "Project"). The Project consists of interior renovations to repurpose the existing space for new educational programs that will include modifications to existing spaces for new programs, modifications to existing HVAC systems as required for new spaces, modifications to electrical and communication systems and the renovations for a new welding lab.
- 1.2 CHA will serve as Client's professional engineering representative for the Project and provide professional engineering consultation and advice through completion of the Project.

SECTION 2: PRE-DESIGN PHASE SERVICES:

During this phase, CHA will work closely with Client's personnel to investigate and develop Project criteria and program requirements.

- 2.1 Develop program criteria. CHA will work in conjunction with the Client's administration personnel and building representatives to define clearly the program for the facility which can then be used to establish preliminary design information for the design professionals. This effort will define the Client's desires with regard to the criteria for the Project, i.e., educational requirements, space needs, mechanical systems of the building, audio-visual provisions, future expansion, computer networking, building security, etc.

- 2.2 Scheduling. Overall preliminary scheduling for the Project, including pre-design, design, and construction phases will be prepared.
- 2.3 Perform preliminary investigation of local and state agency requirements, such as local zoning requirements, land development and Planning Commission, DEP, etc., for establishing schedules and submittal requirements.
- 2.4 Assist with planning for phased construction sequence including planning for any temporary buildings or site features.
- 2.5 Cost analysis. Develop budget estimates for planning the Project using estimates from similar projects and based on current market conditions and using the estimates developed in the preliminary planning phase.
- 2.6 Value Engineering. Identify systems and opportunities for value engineering considering first costs, operation, maintainability, and life cycle.
- 2.7 Assist the Client in establishing criteria for design professionals, including scope of work, scope of services, time schedule, budget, and Project criteria.
- 2.8 Prepare scope, issue RFPs, and manage all Pre-Design phase work.
- 2.9 Assist the Client in preparing RFP's, draft contract for Client's review and approval, and other materials required to define and evaluate scope, select, and contract with Architect and other design professionals.

SECTION 3: DESIGN, APPROVALS, AND CONSTRUCTION DOCUMENT PHASE SERVICES

CHA will be the Client's representative and will serve as liaison between the Client, the design professionals, and approval agencies.

- 3.1 Review with design professionals the criteria and program requirements established during pre-design phases. Review design for conformance with Project criteria and established budget, including conformance with Client scope and criteria.
- 3.2 Participate in design meetings with the Architect and the Client's design committee.
- 3.3 Attend municipal agency review meetings with Architect and Client.
- 3.4 Review approval agency submittals prepared by the Architect.
- 3.5 Assist Client and Architect in making presentations as requested by the Client for approvals, but not limited to, Act 34 Hearing, Board Meetings, school informational meeting, and hearings before municipalities, authorities, zoning boards, planning commissions, and other reviewing bodies having jurisdiction over the Project, etc.
- 3.6 Perform one value engineering study that includes building systems such as a code conformance options, framing systems, construction materials, HVAC systems, lighting,



- constructability, phasing with technical input from Architect and consultants. Provide one value engineering report to the Client containing suggestions. Collaborate with the Client and Design Team for the value engineering items to be implemented in the Project. CHA shall provide continuous value engineering for all aspects of the Project and maintain a running spreadsheet of value engineering suggestions and costs for the Project.
- 3.7 Prepare up to two (2) overall system by system budget estimates for the Project at different stages of the design completion and review conformance of design with established budget.
 - 3.8 Prepare and update the Project schedule, phasing plan, and milestone schedule including formal milestone schedule and phasing plan that will be part of the bid documents. Prepare detailed drawings and other construction documents required to manage the project phasing and schedule for the Project. CHA is responsible to prepare the detailed phasing and staging drawings and other details necessary for both site and building phasing procedures. The drawings will be incorporated into the Architect's bid documents and the timelines will become a part of the contractual milestone dates. The CHA will advise the Design Team regarding the incorporation of scheduling requirements of the Client.
 - 3.9 Advise Client regarding design progress, schedule, and budget.
 - 3.10 Advise Client regarding submittals to governmental agencies and any perceived impact on Project schedules.
 - 3.11 Assist in coordination of utility services required for the Project.
 - 3.12 Advise Architect in developing alternates in bid documents to ensure competitive bidding and allow for flexibility in selecting alternates prior to award, i.e., terrazzo floors versus vinyl tile, roof systems, wall finishes, mechanical systems, etc.
 - 3.13 Review bid documents for conformance with Project criteria, including PDE and municipal requirements. Perform a Constructability Review at the end of Design Development and 90% Construction Documents with full team of professionals, architectural, structural, mechanical, electrical, etc. Provide a constructability report to the Client.
 - 3.14 Coordinate and document regular Design Phase meetings and prepare meeting notes.
 - 3.15 Attend architectural and consultant design team meetings when required for coordination of bid documents as Client's representative.
 - 3.16 Review construction options; i.e., material selection, constructability, and specification conformance with Client's standards.
 - 3.17 Prepare all Division 00 and 01 bid documents based on input and requirements of Client. This includes preparation of draft Contractor agreements for Client's review and approval, temporary facilities requirements including staging and phasing requirements and drawings, Project Bid forms, unit prices, and alternates.
 - 3.18 Prepare RFPs and obtain proposals for Construction Testing, Commissioning, Waste



Management, Testing, Adjusting, and Balancing, and any other specialty services required for the Project.

- 3.19 Provide Client with draft contract templates for their consideration to use for all professional services.

SECTION 4: BIDDING AND PROCUREMENT PHASE SERVICES

CHA will manage the bidding process with the Client and its professionals.

- 4.1 Review bid documents near the end of Construction Documents phase for conformance with municipal, PDE, and overall Project criteria, including municipal requirements and in particular for constructability, coordination between primes, phasing, and project milestones.
- 4.2 Assist Client in acquiring multiple bidders by promoting the Project through emails directly to qualified contractors, posting on website, and sending information to construction data clearing houses.
- 4.3 Distribute bid documents and addenda.
- 4.4 Conduct the pre-bid conference in conjunction with the Architect and Engineers. Assist in managing and responding to questions from contractors.
- 4.5 Assist Client in reviewing bids, prepare and provide bid tabulations and comparison sheets, and assist in making recommendations.
- 4.6 Assist in reviewing contractor qualifications in conjunction with the Client's legal counsel prior to bid award.
- 4.7 Attend Team Meetings, Facilities Meeting, and Board Meeting to review bids.

SECTION 5: CONSTRUCTION PHASE and CLOSEOUT SERVICES: TBD

- 5.1 Construction Phase Services will be outlined in a separate proposal once bids are received and BAVTS is prepared to make bid awards.

Exclusions

The Services outlined in the Proposal excludes the following list of items:

- (1) Civil Engineering services and design, complete site boundary/topographic/utility surveys, and geotechnical investigations/soil testing are excluded from "field survey" and a supplementary proposal will be provided if required for the Project.
- (2) Costs to prepare and submit county, state, or federal approvals, including preparation of site survey, land development plans, and Conservation District (NPDES) approvals will be billed separately on a time and expenses basis or by proposal.



BAVTS
315 Columbia Street

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May 1, 2025

- (3) Investigation which requires destructive testing (i.e., masonry probes, concrete/asphalt cores, etc.) performed by a third party would also be excluded and completed under a supplementary proposal or as a reimbursable expense.
- (4) Environmental investigations.
- (5) Technical reports and studies.
- (6) Construction contract administration services other than those listed.
- (7) Certified construction inspections, material testing, and commissioning of mechanical and electrical systems.
- (8) HVAC commissioning services.
- (9) LEED Design/Documentation Services.

B. SCHEDULE

- 6.1 The preliminary Project timelines as defined for this Agreement are as follows. The actual timelines will be determined by the actual design and approval process.

Phase	Period	No. of Months
Prepare RFP's and Receive Proposals	5/1/25 to 6/13/25	1.5
Design Team Selection and Award	6/14/25 to 8/14/25	2
Design and Approvals	7/27/25 to 1/27/26	6
Bidding and Award	2/16/26 to 4/28/26	2
Construction	4/29/26 to 10/29/26	6
Project Closeout	10/30/26 to 11/30/26	1

- 6.2 If the Project timelines are extended through no fault of the CHA, CHA will submit a proposal with specific hours and fees for review by Client. No additional costs will be incurred by CHA without prior written approval of Client.

C. PAYMENT FOR SERVICES

The methods of Payment for Services and Expenses of CHA shall be as follows:

- 7.1 For Basic Services. Client shall pay CHA for Basic Services rendered under Section A, Scope of Services, the following amounts:
- Prepare RFP's, Design Team Selection and Award: \$ 30,000.00
 - Design and Approvals: \$ 170,000.00
 - Bidding and Award: \$ 50,000.00
 - Construction: \$ TBD
 - Project Closeout: \$ TBD

Grand Total (Not Including Construction & Project Closeout): \$250,000.00



*Fees shown are for months of service shown in Section B. Additional fees may be required should any Phase extend beyond the number of months stated in Section B.

- 7.2 For Additional Services. Client shall pay CHA for Additional Services in accordance with the terms stated in the written authorization to perform such Additional Services.
- 7.3 For Reimbursable Expenses. In addition to payments provided for in Paragraphs 7.1 and 7.2, Client shall pay CHA the actual costs of all Reimbursable Expenses reasonably incurred in connection with all Basic and Additional Services. Reimbursable expenses for project-related expenses such as printing, mileage, etc., will not exceed \$20,000 without prior approval of Client. Reimbursable Expenses are defined as actual expenses reasonably incurred by CHA or CHA's independent professional associates or consultants, directly or indirectly in connection with the Project, but such Reimbursable Expenses shall only be paid in accordance with Paragraph 7.3, at cost.
- 7.4 Times of Payments. CHA shall submit monthly invoices for Basic and Additional Services rendered pursuant to the fees and schedules listed above, and for Reimbursable Expenses incurred. Invoicing is based upon the schedule identified in Section B and the fees identified for each Phase in Section 6.1 on a prorated basis per month. The Client shall make prompt monthly payments in response to CHA's invoices.
- 7.5 The included hourly rate fee schedule in Section 7.6 shall apply for any additional or hourly rate services billed. The annual inflation increase for all professional fees is 2%.
- 7.6 FEE SCHEDULE (For Additional or Hourly Services):

<u>Effective January 1, 2025</u>	<u>Hourly Rate</u>
Intern	\$50.00
Research Assistant/Data Processor	\$70.00
Project Administrator	\$90.00
Assistant Project Manager	\$85.00
CAD Operator	\$90.00
Project Controls Manager	\$125.00
Senior CAD Designer	\$110.00
Engineer in Training	\$105.00
Engineer	\$130.00
On-Site Representative	\$120.00
Senior On-Site Representative	\$150.00
Cost Estimator	\$105.00
Certified Cost Estimator	\$150.00
Civil Engineer	\$145.00
Technical Specialists	\$150.00
Engineering Designer	\$125.00
Senior Engineering Designer	\$150.00



BAVTS
315 Columbia Street

Page 7 of 7

May 1, 2025

Project Manager	\$150.00
Architectural Engineer	\$170.00
Senior Engineer	\$160.00
Senior Project Manager	\$175.00
Principal Engineer	\$200.00
Principal	\$205.00
Senior Principal Engineer	\$240.00

D. ACKNOWLEDGEMENT & APPROVAL

We thank you for the opportunity to submit on this opportunity and assist you, and we look forward to contributing as a member of your team. If you are in agreement with this proposal, please notify us directly at the emails provided below or via phone call and we will forward a formal agreement for execution. Please do not hesitate to contact us with any questions that you may have.

Sincerely,



William Niswender
Senior Project Manager
wniswender@chasolutions.com
Contact Phone: 484-357-2863

V:\Proposals_Quals\PMCM\Proposals_25\PMCM Pennsylvania\X93496.000_BAVTS Columbia Street Building Reno\3. Working Documents\2. Word Files\Proposal\Proposal_RPE Services_25-04_X93496.docx





May 1, 2025

Debra Miller, Business Administrator
Bethlehem Area Vocational-Technical School
3300 Chester Avenue
Bethlehem, PA 18018
Email: millerd@bavts.org

RE: BAVTS Main Building Capital Improvements Proposal

Dear Deb:

We are pleased to provide you with this fee proposal for the Design and Construction Observation for Capital Improvements Projects at the BAVTS Main Building.

This proposal includes Design, Engineering and Construction Administration Services related to the Repurposing of Interior Spaces for New Program Needs as well as Site Improvements that include Additional Student Parking and Driveway Modifications. This proposal requires a Scope of Work that is not typical of a Capital Improvements Project since it requires Site Plan and Land Development approvals as well as Construction Documents and Designs of multiple systems.

PROJECT DESCRIPTION

The Repurposing portion of the project includes Capital Improvements and Repurposing of interior spaces as required for new student programs that include Veterinary Technician, Health Careers, Medical Office Administration, Cyber Security, Computer Networking, Conference room and Future Co-Op at the BAVTS Main Building. The work will include new interior finishes, new casework, and new electrical and communications devices as required for each new program. The Repurposing will also include modifications for a Secure Entrance Vestibule and Improvements to the Main Entrance Facade.

The Site Improvements portion of the Project will include a New Student Parking Area and Modifications to Existing Driveways to provide additional traffic separations and flow for students and staff. These improvements will require Township Approvals including Land Development, Planning Commission and the Board of Commissioners.

The applicable building code for this project will be the PA Uniform Construction Code, based on the International Building Code (IBC) 2018.

Based on the above Project the following Services will be provided:

A. SCOPE OF SERVICES**GENERAL**

1. Attendance at Board or Facilities Committee meeting at the Client's request to discuss engineering issues as they relate to Capital Improvements.
2. Assistance to Client in scheduling for the project and establishing budgets.
3. File for prevailing wages and incorporate wage requirements into contract(s).
4. Prepare milestone project schedule.

SECTION 1: SCHEMATIC DESIGN PHASE:

- 1.1 Visit the Project Site to Survey existing conditions.
- 1.2 Provide Schematic Design Site Plan and Building Floor Plans.
- 1.3 Provide Construction Budget based on Schematic Design.

SECTION 2: DESIGN PHASE

- 2.1 Design and specify all components for the construction of the Repurposing of Spaces.
 - a. Demolition and Proposed Floor Plan.
 - b. Finish Schedules.
 - c. Casework Plans and Elevations.
 - d. Sections and Details.
- 2.2 Provide Civil Engineering Services required to obtain approvals from Bethlehem Township.
 - a. Preliminary and Final Land Development Plans.
 - b. Grading and Utility Plans.
 - c. Drainage Area Map and Drainage Report.
 - d. Landscape and Lighting Plans.
 - e. Soil Erosion and Sediment Control Plans.
 - f. Civil Construction Details.
- 2.3 Provide Electrical Engineering Services.
 - a. Lighting Plans.
 - b. Power and Communications Plans.

SECTION 3: BIDDING PHASE

- 3.1 Prepare bid drawings, specifications, and other contract documents for bid package, advertisement for bids, and assist in soliciting bids from contractors.
- 3.2 Conduct a pre-bid conference, respond to contractor questions, and issue any necessary addendum.
- 3.3 Review bids, prepare contracts, including review of bonds and insurance for conformance with contract requirements.

SECTION 4: CONSTRUCTION ADMINISTRATION SERVICES

- 4.1 Review construction shop drawings and submittals.
- 4.2 Prepare design-related construction change sketches.
- 4.3 Visit site two times a week to verify construction activities meet the requirements of the construction documents.



- 4.4 Attend weekly construction meetings as required, through Project construction to observe general conformance with construction documents and to address design related construction issues.
- 4.5 Review and analyze contractors' requests for change orders or field modifications.
- 4.6 Respond to contractors' RFI's.
- 4.7 Prepare a final punchlist upon substantial completion of construction.

SECTION 5: EXCLUSIONS

These fees do not include the following items:

- 5.1 Environmental investigations and hazardous material abatement procedures.
- 5.2 Technical reports and studies.
- 5.3 Certified construction inspections and material testing.
- 5.4 LEED Design/Documentation Services.
- 5.5 Solar engineering design.
- 5.6 Design of emergency power generation and distribution systems.
- 5.7 Documentation of as-built conditions.

B. SCHEDULE OF DELIVERABLES

- 6.1 It is anticipated that design work will commence immediately and progress continuously. Our fee is based on the following anticipated timelines:

Phase	Period	No. of Months
Design and Approvals	5/25 to 2/26	9
Bidding and Award	2/26 to 4/26	2
Construction	6/26 to 9/26	3
Project Closeout	9/26 to 10/26	1

- 6.2 If the above timelines are exceeded though no fault of CHA, the fee proposal will be modified as Additional Services with prior written approval from BAVTS.

C. PAYMENT FOR SERVICES

- 7.1 The Scope of Services defined in Section A will be performed for a lump sum fee of \$405,800.00. The fee is broken down into the following phase amounts:

- Design & Approval Phase (Including Land Development and Related Township Site Approvals) \$ 295,000.00
- Bidding & Award Phase \$ 24,000.00
- Construction Administration Phase \$ 76,800.00
- Project Closeout Phase \$ 10,000.00

Additional services will be billed on an hourly basis in accordance with the Fee Schedule listed in Item 7.3 below.



7.2 Reimbursable expenses are not included in the estimated fee indicated above. Reimbursable expenses include photographs, reproductions, construction prints, travel, and overnight mail. Such expenses would be itemized and billed as additional costs with no mark-up.

7.3 FEE SCHEDULE (For Additional or Hourly Services):

<u>Effective January 1, 2025</u>	<u>Hourly Rate</u>
Intern	\$50.00
Research Assistant/Data Processor	\$70.00
Project Administrator	\$90.00
Assistant Project Manager	\$85.00
CAD Operator	\$90.00
Project Controls Manager	\$125.00
Senior CAD Designer	\$110.00
Engineer in Training	\$105.00
Engineer	\$130.00
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Project Manager	\$150.00
Architectural Engineer	\$170.00
Senior Engineer	\$160.00
Senior Project Manager	\$175.00
Principal Engineer	\$200.00
Principal	\$205.00
Senior Principal Engineer	\$240.00



BAVTS Main Building
Capital Improvements Proposal

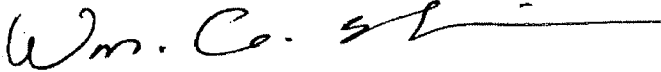
Page 5 of 5

May 1, 2025

D. ACKNOWLEDGEMENT & APPROVAL

We thank you for the opportunity to submit on this opportunity and assist you, and we look forward to contributing as a member of your team. If you are in agreement with this proposal, please notify me directly at the email provided below or via phone call and we will forward a formal agreement for execution. Please do not hesitate to contact us with any questions that you may have.

Sincerely,



William. A. Niswender
Senior Project Manager
wniswender@chasolutions.com
Contact Phone: 484-357-2863

V:\Proposals_Quals\PMCM\Proposals_25\PMCM Pennsylvania\X93496.000_BAVTS Columbia Street Building Reno\3. Working Documents\2. Word Files\Proposal\Proposal_BAVTS Capital_25-04_X93496.docx



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

13. CONTRACT FOR SERVICE WITH COLONIAL IU 20 – PHONE SERVICE

INFORMATION:

Colonial IU 20, in partnership with Ironton Telephone Company, currently provides telephone services to BAVTS. Under this agreement, Colonial IU 20 delivers the phone service and offers support for any service-related issues. The proposed renewal would extend the agreement for an additional three-year period.

RECOMMENDATION:

It is recommended that the Joint Committee approve the renewal of the phone service agreement with Colonial IU 20, at a total cost not to exceed \$17,320.08 over the three-year term of July 1, 2025 through June 30, 2028.

MOTION BY:

SECOND BY:

ROLL CALL

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

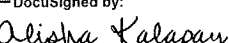
This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA 18020, (610) 866-8013.

Colonial Intermediate Unit 20 will provide and maintain the phone system installed at the Bethlehem Area Vocational-Technical School.

The fee for this service is \$478.53 per month for 36 months, plus a one-time fee of \$93.00. This contract shall not exceed \$17,320.08 and is in effect from July 1, 2025 through June 30, 2028.

Bethlehem Area Vocational-Technical School will be billed for services rendered by Colonial Intermediate Unit 20.

The signed contract and all attachments must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.

DocuSigned by:  Dr. Christopher S. Wolfel Executive Director	04/23/2025 Date	Bethlehem Area Vocational- Technical School Executive Director	Date
DocuSigned by:  Ms. Alisha Kalapay Secretary to the Board	4/24/2025 Date	Federal ID Number	

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

14. STAFF LAPTOP REFRESH

INFORMATION:

Many of our staff laptops are now five to seven years old and have exceeded their expected operational life. These devices are increasingly experiencing hardware and performance issues, resulting in decreased productivity and requiring regular attention to resolve performance-based issues. Because they are out of warranty, repairs are often not cost-effective, and replacement becomes the only viable option when failures occur.

This proposal includes updated laptops for current staff and replacements for several staff members still using desktop computers. Providing these staff members with laptops will offer greater flexibility, enabling them to work remotely when needed and be more mobile throughout the school day. This aligns with our broader goals of increasing efficiency and adaptability in daily operations.

The quote was obtained through the COSTARS cooperative purchasing program (Contract #: COSTARS-003-E22-603), ensuring competitive pricing and compliance with state procurement requirements. This purchase was planned within the 2024-2025 Information Technology budget.

RECOMMENDATION:

The Joint Committee approves purchasing 52 Dell laptops from BIT Direct at a total cost of \$78,196, as detailed in the attached proposal.

MOTION BY:

SECOND BY:

ROLL CALL

Quote: 1054029 THIS IS NOT AN INVOICE
Date: 04/22/2025

BIT DIRECT

Account Name: Bethlehem Area Vocational Technical School
Account Number: 29892
Payment Terms: NET 30
Shipping Method: FedEx Ground
Description: Dell w/ asset tags

Account Representative
Robert Daly
201.360.9564
robert.daly@bitdirect.com

Bill To

Bethlehem Area Vocational Technical School
3300 Chester Ave
Bethlehem, PA 18020

Ship To

Bethlehem Area Vocational Technical School
ATTN: Dennis Nolen / 610-866-8013
3300 Chester Ave
BAVTS Business Office
Bethlehem, PA 18020-2870

	Item Description	Unit Cost	Qty	Total
001	New Dell Pro 16 Laptop - 16, Non-Touch, FHD+, 300 nit, 45% NTSC, Anti-Glare, FHD Cam; Ultra 7 255U; 16 GB: 1 x 16 GB, DDR5; 512 GB SSD; Windows 11 Pro; 3 YR ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support - Manufacturer: DELL, INC - Part Number: XCTO_PC16250_USR	\$1,398.00	42	\$58,716.00
002	Precision 5690 Workstation - 16 FHD+ Non-touch, 1920 x 1200, 60Hz, 500 nits, IPS, 100% DCI-P3, Low Blue Light, IR Camera and Mic; Ultra 7 155H; 32GB LPDDR5x 7467 MT/s; 512 GB M.2 PCIe NVMe Gen 4 2280 SSD, Class 40; 100W E5 Type C Power Adapter; Windows 11 Pro; 3 YR ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support - Manufacturer: DELL, INC - Part Number: XCTOP5690USRVP	\$1,898.00	7	\$13,286.00
003	New Dell Pro 14 Laptop - 14, Non-Touch, FHD+, 300 nit, 45% NTSC, Anti-Glare, FHD Cam; Ultra 7 255U; 16 GB: 1 x 16 GB, DDR5; 512 GB SSD; Windows 11 Pro; 3 YR ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support - Manufacturer: DELL, INC - Part Number: XCTO_PC14250_USR	\$1,298.00	1	\$1,298.00
004	Precision 5490 Workstation - 14 FHD+ Non-touch, 1920 x 1200, 60Hz, 500 nits, WLED, 100% sRGB, Low Blue Light, IR Camera and Mic; Ultra 7 165H; 32 GB: LPDDR5x; 1 TB, M.2 2280, Gen 4 PCIe NVMe, SSD, Class 40; RTX 2000; Windows 11 Pro; 130W E5 Type C Power Adapter (V3); 3 YR ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support - Manufacturer: DELL, INC - Part Number: XCTOP5490USRVP	\$2,448.00	2	\$4,896.00

Subtotal \$78,196.00

Quote: 1054029
Date: 04/22/2025

THIS IS NOT AN INVOICE

BIT DIRECT

Shipping \$0.00

Total \$78,196.00

Notes

FREE SHIPPING
COSTARS-3 IT Hardware
COSTARS-003-E22-603

Disclaimer

- Quotes are valid for 30 days unless stated otherwise
- Pricing and availability are subject to change
- Sales tax will not be charged if you are tax exempt (certificate required)
- Terms of Sale are posted on www.bitdirect.com

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

15. PROPOSED 2025-2026 SCHOOL CALENDAR

INFORMATION:

BAVTS administration has been working closely with representatives of the three districts attempting to develop a calendar for the 2025-2026 school term that mirrors the districts. Attached is the proposed calendar for 2025-2026 as well as a matrix indicating the remaining conflicting days within the three school districts and BAVTS.

The proposed calendar detailing paid holidays for 12-month employees, per the respective employee agreements, for the 2025-2026 school year is also presented for review and approval.

RECOMMENDATION:

That the 2025-2026 school calendars be approved as presented.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

2025-2026 School Calendar

- 18 New Teacher In-Service
 19 New Teacher In-Service
 20 In-Service (1 of 6)
 21 In-Service (2 of 6)
 22 NO SCHOOL FOR 10 MONTH
 INSTRUCTIONAL STAFF
 25 FIRST DAY FOR ALL STUDENTS

B - 5 N - 5 SV - 5

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 13 SVSD Open
 BASD, NASD - In-Service
 BAVTS - In-Service (5 of 6)
 16 Presidents' Day
 ALL CLOSED

B - 18
 N - 18
 SV - 18

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- 1 Labor Day
 ALL CLOSED

B - 21
 N - 21
 SV - 21

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 16 SVSD In-Service

B - 22
 N - 22
 SV - 21 (In-Service on 3/16)

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 Yom Kippur
 BASD - Closed
 NASD, SVSD, BAVTS - Open
 13 Columbus Day
 BASD - Open
 NASD, SVSD - In-Service
 BAVTS - Open
 B - 22 (Yom Kippur on 10/2)
 N - 22 (In-Service on 10/13)
 SV - 22 (In-Service on 10/13)

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 2 Spring Recess Begins
 3 GOOD FRIDAY
 ALL CLOSED
 6 Last Day of Spring Recess
 For BASD, NASD, BAVTS
 SV Open on 4/6/26
 ALL SCHOOLS OPEN
 B - 19
 N - 19
 SV - 19

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 4 Election Day
 BASD - In-Service
 NASD, SVSD - Open
 BAVTS - In-Service (3 of 6)
 26 Thanksgiving Recess Begins
 BASD - Closed, NASD In-Svc
 SVSD-In Svc./Act 80 - 11/24-26
 BAVTS - In-Service (4 of 6)
 B - 16
 N - 16
 SV-14 (In Service on 11/25,11/26)

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 25 MEMORIAL DAY
 ALL CLOSED

B - 19 (Primary Day TBD)
 N - 20
 SV - 20

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Last Day of Thanksgiving Recess
 For BAVTS, BASD, NASD
 SV Open
 22 SVSD In-Svc., BASD Closed
 NASD, BAVTS - Open
 23 SVSD Act 80, BASD, BAVTS - Closed
 NASD - Open
 B - 14 (Closed 12/22)
 N - 15
 SV - 14 (In-Svc/Act 80 12/22)

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 4 Last Day For Students
 5 Last Day For Teachers
 In-Service (6 of 6)

B - 4
 (Last Student Day - 6/8)
 N - 1
 (Last Student Day - 6/1)
 SV - 4
 (Last Student Day - 6/5)

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 5 ALL SCHOOLS RE-OPEN
 19 M.L. KING DAY
 SVSD - In-Service
 BASD, NASD, BAVTS - Closed

B - 19
 N - 19
 SV - 19

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- BAVTS IN-SERVICE DAYS (6):**
 Wed., 8/20 Wed., 11/26
 Thurs., 8/21 Fri., 2/13
 Tues., 11/4 Fri., 6/5

TOTAL DISTRICT DAYS:
 B-179 N-178 SV-177

BAVTS STUDENT/TEACHER DAYS			
Aug.	5/7	Feb.	18/19
Sept.	21/21	Mar.	22/22
Oct.	23/23	Apr.	19/19
Nov.	16/18	May	20/20
Dec.	15/15	June	4/5
Jan.	19/19	TOTAL	182/188

CALENDAR COMPARISONS FOR 2025-2026					
CATEGORY	DATE	BETHLEHEM	NORTHAMPTON	SAUCON VALLEY	BAVTS
In-Service/Teacher Prep		8/13-8/18 (New Teachers)	8/18 – 8/21	8/19 – 8/21	8/18–8/19 (New Teachers)
		Wednesday-Monday	Monday-Thursday	Tuesday-Thursday	Monday - Tuesday
		8/19-8/22			8/20 – 8/21 (All)
		Tuesday-Friday			Wed. – Thurs.
First Day for Students	Mon., 8/25/25	Open	Open	Open	Open
Labor Day Holiday	Mon., 9/1/25	Closed	Closed	Closed	Closed
Yom Kippur	Thurs., 10/2/25	Closed	Open	Open	Open
Columbus Day	Mon., 10/13/25	Open	In-Service	In-Service	Open
Election Day	Tues., 11/4/25	In-Service	Open	Open	In-Service
In-Service (SV Only)	Mon., 11/24–Tues., 11/25	Open	Open	In-Service	Open
In-Service/Act 80	Wed., 11/26/25	Closed	In-Service	Act 80 Day – No Students	In-Service
Thanksgiving Holiday		Closed 11/27 – 12/1	Closed 11/27 – 12/1	Closed 11/27 – 11/28	Closed 11/27 – 11/28
		Thurs. – Mon.	Thurs. – Mon.	Thurs. - Fri.	Thurs. – Mon.
		Re-Open Tues., 12/2	Re-Open Tues., 12/2	Re-Open Mon., 12/1	Re-Open Tues., 12/2
In-Service/Act 80	Mon. 12/22/25	Closed	Open	In-Service	Open
In-Service/Act 80	Tues., 12/23/25	Closed	Open	Act 80 Day – No Students	Closed
Winter Holiday/Christmas Break		Closed 12/22/25-1/2/26	Closed 12/24/25-1/2/26	Closed 12/22/25 – 1/2/26	Closed 12/23/25-1/2/26
		Mon., 12/22-Fri., 1/2	Wed., 12/24-Fri., 1/2	Mon., 12/22 -Fri., 1/2	Tues., 12/23-Fri., 1/2
		Re-Open Mon., 1/5/25	Re-Open Mon., 1/5/25	Re-Open Mon., 1/5/25	Re-Open Mon., 1/5/25
Martin Luther King Holiday	Mon., 1/19/26	Closed	Closed	Act 80 Day – No Students	Closed
In-Service	Fri., 2/13/26	In-Service	In-Service	Open	In-Service
Presidents' Day Holiday	Mon., 2/16/26	Closed	Closed	Closed	Closed
In-Service (SV Only)	Mon., 3/16/26	Open	Open	In-Service	Open
Spring Recess/Easter Break	Thurs., 4/2–Mon., 4/6	Closed Thurs.4/2-Mon.4/6	Closed Thurs.4/2-Mon.4/6	Closed Thurs., 4/2-Fri., 4/3	Closed Thurs.4/2-Mon.4/6
		Re-Open Tues., 4/7	Re-Open Tues., 4/7	Re-Open Mon., 4/6	Re-Open Tues., 4/7
In-Service Day(Primary Day-BASD Only)	Date TBD	Closed	Open	Open	Open
Memorial Day Holiday	Mon., 5/25/26	Closed	Closed	Closed	Closed
Last Day for Students		Mon., 6/8/26	Mon., 6/1/26 (1/2 day)	Fri., 6/5/26 (1/2 day)	Thurs., 6/4/26
Teachers' Last Day		Thurs., 6/11/26	Tues., 6/2/26	Fri., 6/5/26	Fri., 6/5/26
Total Days		181/190	180/188	184/192	182/188



BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

HOLIDAY SCHEDULE FOR 2025-2026 FOR THE FOLLOWING EMPLOYEE GROUPS:

ADMINISTRATION
ADMINISTRATIVE SUPPORT
CLERICAL

2025

Friday	July 4, 2025	Independence Day
Monday	September 1, 2025	Labor Day
Thursday	November 27, 2025	Thanksgiving Day
Friday	November 28, 2025	Thanksgiving Break
Thursday	December 25, 2025	Christmas Holiday

2026

Thursday	January 1, 2026	New Year's Holiday
Monday	January 19, 2026	MLK Day
Monday	February 16, 2026	President's Day
Friday	April 3, 2026	Good Friday
Monday	May 25, 2026	Memorial Day

In addition to the above holidays, employees in the above-stated groups will be entitled to an additional three (3) flex/paid holidays.

JC Approved _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 6, 2025

J.(1.) 2025-2026 BETHLEHEM AVTS BUDGET

INFORMATION:

Administration has received, from all three participating school districts, the acceptance of the Bethlehem AVTS 2025-2026 budget in the amount of \$15,555,038.

At the Regular Meeting of the Board of School Directors of the Bethlehem Area School District held on March 17, 2025, with a vote of 9 Yes, 0 No, 0 Absent, and 0 Abstaining, the budget was approved with BASD contribution at \$7,232,236.

At the Regular Meeting of the Board of School Directors of the Northampton Area School District held on April 14, 2025, with a vote of 7 yes, 0 No, 1 Absent, and 0 Abstaining, the budget was approved with NASD contribution at \$3,339,635.

At the Regular Meeting of the Board of School Directors of the Saucon Valley School District held on April 22, 2025, with a vote of 8 Yes, 0 No, 1 Absent, and 0 Abstaining, the budget was approved with SVSD contribution at \$1,147,742.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 6, 2025

J. (2.) BRIDGES AGREEMENTS

INFORMATION:

Included in the budgets since 2019-2020 is the Director of Development and Marketing Director Position that is reimbursed by the Bridges Foundation. The current agreements with Bridges and the employee expire June 30, 2025. The agreements will be presented at the June 2025 meeting for approval for a one-year term for the 2025-2026 fiscal year.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

J. (3.) REQUEST FOR BUDGET TRANSFER FOR EBTEP RESERVES

INFORMATION:

At the June meeting, the administration may request a reallocation of funds associated with personnel, benefit and other savings to transfer additional funds into its EBTEP reserves. We based our 25-26 budget on Fall rating increase of 0.2% received from Conrad Siegel. The updated 25-26 rate recommendations contained an increase of 5.0% due to increased claims activity. We will be looking for an additional transfer to allow for composite funding rate stability going forward.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

J. (4.) REQUEST FOR BUDGET TRANSFER FOR SCHOOL BUS

INFORMATION:

The 25-26 BAVTS General Fund Budget included the new position of School Support Officer. The approved job description requires that the person have a CDL-Bus Endorsement or obtain one within six months of hire. The administration will be looking for a transfer to Capital Reserve at the June meeting to fund the purchase of a school bus to be used to transport students to various offsite activities. The estimated bus cost is \$100,000. We would need to issue an RFP/RFB to solicit pricing due to the proposed cost.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

J. (5.) REQUEST FOR BUDGET TRANSFER FOR FOOD TRAILER

INFORMATION:

Last year, BAVTS purchased a 2023 Ford F-350 for the purpose of towing the Fiat as well as a proposed food trailer. When paired with a food trailer, the Ford provides greater flexibility for offsite events with the ability to transport student food truck workers. As we look forward to the new Factory Building location, we would keep the food truck at that location. The administration will be looking for a transfer to Capital Reserve at the June meeting to fund the purchase of a food trailer. The estimated cost is \$100,000. We would need to issue an RFP/RFB to solicit pricing due to the proposed cost.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

J. (6.) REQUEST FOR BUDGET TRANSFER FOR FOOD SERVICE FUND

INFORMATION:

In recent years, BAVTS has received Supply Chain Assistance Funding for its food service program. The funding was not received in the current fiscal year and it is not expected to be received again. The administration may be requesting a transfer to Food Service Fund at the June meeting to replace the lost funding.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 6, 2025

J. (7.) 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/Tresspassing Signage	03/28/24	4	11/22/24	\$ 200.00	\$200.00	PAID
25-2	Glenn Milositz	Graphics	Vinyl Window Coverings for Identifies Program Areas	03/28/24	4	11/22/24	\$ 400.00	\$400.00	PAID
25-3	Glenn Milositz	Graphics	Reflective Room Letter/Number Vinyl Signage		4	09/23/24	\$ 200.00	\$200.00	PAID
25-4	Mike Galler	Culinary Events	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 Events	Food for Sister City Roundtable (9/18/24)	08/29/24	4	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	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 Events	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 Events	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	\$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 Events	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 Events	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

	*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	
25-26	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	\$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 Marketi	Graphics	3 Windo Graphics	10/03/24	4	10/11/24	\$ 54.00	\$54.00	PAID	
25-31	Peggy Fuehrer	Culinary Events	150 OAC Meals 10/14, 10/15, & 10/22	10/03/24	4	10/22/24	\$ 2,400.00	\$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	03/07/25	\$ 179.00	\$179.00	PAID	
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 Marketi	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	

*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
25-49	Maria Womer Stiffine	Graphics	Signs for bathroom stalls (feminine products)	11/12/24	4	03/07/25	\$ 50.00	\$50.00	PAID
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	\$10.60	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	4	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

*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
25-71	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	03/14/25	433.66	\$433.66	PAID
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	PAID
25-78	BAVTS EA	BAKING	Cupcakes for February Staff Birthdays (02/19/25) 1/2 of charge	01/21/25	4	02/19/25	18.00	\$18.00	PAID
25-79	Culinary	Graphics	75 saddle stitched books	02/03/25	4	02/07/25	1,050.00	\$1,050.00	PAID
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	PAID
25-82	Food Truck	Graphics	4 Food Truck Tuesday Banners	02/12/25	4	03/06/25	156.00	\$156.00	PAID
25-83	Bake Shop	Graphics	2000 Black Bean Brownie Stickers	02/18/25	4	02/25/25	108.00	\$108.00	PAID
25-159	BAVTS EA	Culinary	Cupcakes for March Staff Birthdays.	02/19/25	4	03/19/25	18.00	\$18.00	PAID
25-84	Angela Thom	Food Truck	Breakfast & Lunch for Career Fair (03/29/25)	02/20/25	4	03/26/25	2,500.00	\$2,500.00	PAID
25-85	Angela Thom	Baking	Baked goods for breakfast and lunch Career Fair (03/29/25)	02/20/25	4	03/26/25	625.00	\$625.00	PAID
25-86	Connie Muschko	Food Truck	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	Culinary	Professional Skills Reception (04/11/25)	02/20/25	4	04/11/25	500.00	\$500.00	
25-89	Electronics Tech.	Graphics	Hoodies & Shirts for class	02/25/25	4			\$0.00	
25-90	Susan Fahrenkopf	Baking	12 Mardi Gras cakes for Board Meeting (03/04/25)	02/27/25	4	03/04/25	60.00	\$60.00	PAID
25-91	Janelle Schaeffer	Culinary	Lunch for NASD English Teacher Curriculum (03/12/25)	02/28/25	4	03/12/25	90.00	\$90.00	PAID
25-92	Janelle Schaeffer	Baking	Dessert for NASD English Teacher Curriculum (03/12/25)	02/28/25	4	03/12/25	12.00	\$12.00	PAID
25-93	Connie Muschko	Graphics	Interview NCR Forms	03/06/25	4	04/01/25	25.00	\$25.00	
25-94	Peggy Fuehrer	Food Truck	OAC dinners for 4/7, 4/8 & 4/22 (150 ppl total)	03/13/25	4	04/22/25	2,700.00	\$2,700.00	

	*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						
25-95	Peggy Fuehrer	Baking	OAC desserts for 4/7, 4/8 & 4/22 (150 ppl total)	03/13/25	4	04/22/25	300.00	\$300.00							
25-165	BAVTS EA	Culinary	Cupcakes for April birthdays	03/17/25	4	04/16/25	18.00	\$18.00	VOID						
25-96	Angela Thom	Food Truck	Food For NOCTI Proctors 4 days 125 people total	03/21/25	4	04/23/25	1,250.00	\$1,250.00							
25-97	Angela Thom	Baking	Baked Goods For NOCTI Proctors 4 days 125 people total	03/21/25	4	04/23/25	500.00	\$500.00							
25-98	Angela Thom	Baking	Baked Goods for Take Your Child To Work Day	03/21/25	4	04/24/25	300.00	\$300.00							
25-99	Angela Thom	Food Truck	Food for Take Your Child To Work Day	03/21/25	4	04/24/25	800.00	\$800.00							
25-100	Russell Gaffney	Culinary	Lunch in Bistro for Perkins (05/15/25)	03/21/25	4			\$0.00							
25-101	Mike Galler	Food Truck	Sub Appreciation Dinner (05/13/25)	03/21/25	4			\$0.00							
25-102	Karen Mustonen	Graphics	Banner	03/31/25	4	04/01/25	24.00	\$24.00							
25-103	Stan Prodes	Baking	Cookie trays for LVHN	03/31/25	4			\$0.00							
25-104	Susan Fahrenkopf	Culinary	Desserts for April Board Meeting	04/01/25	4	04/01/25	105.00	\$105.00							
25-105	Dawn Sutter	Food Truck	Lunch for 6 for Interviews (5/8,5/9,5/16)	04/07/25	4			\$0.00							
25-106	Marketing	Culinary Events	Hoagie platter for FHS Orientation (04/07/25)	04/07/25	4	04/07/25	100.00	\$100.00							
25-171	BAVTS EA	Baking	Cupcakes for May Birthdays	04/11/25	4			\$0.00							
25-107	Glenn Milositz	Food Truck	Assistant Principal Meeting (04/22/25)	04/16/25	4	04/22/25	240.00	\$240.00							
25-108	Glenn Milositz	Baking	Assistant Principal Meeting (04/22/25)	04/16/25	4	04/22/25	24.00	\$24.00							
25-109	Michael Giamoni	Food Truck	Wings for class	04/16/25	4			\$0.00							
25-110	HOSA	Graphics	10 shirts for carnival	04/17/25	4			\$0.00							
25-110	SKILLS	Graphics	14 shirts for carnival	04/17/25	4										
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	\$445.20	PAID 01/09/25						

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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	Charchuterie Board	11/22/24	1	11/22/24	41.02	\$50.00	PAID 11/22/24						
25-149	Maria Musso (Sunshin	Baking	Cake for Joan's retirement (12/20)	12/16/24	1	12/20/24	10.00	\$10.60	PAID 12/18/24						
25-150	BAVTS EA	Culinary	Cupcakes for January birthdays (EA PAYS HALF)	12/12/24	1	01/22/25	18.00	\$19.08	PAID 03/03/25						
25-151	Bridges Foundation	Baking	Dessert for 12/17/24 meeting	12/17/24	6	12/17/24	42.00	\$44.52	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	03/07/25	120.00	\$120.00	PAID 03/12/25						
25-154	Trinity Hein	Baking	2 Dozen cupcakes for 2/7/25	01/21/25	1	02/07/25	10.00	\$10.00	paid 03/07/25						
25-155	BAVTS EA	Baking	Cupcakes for February Staff Birthdays	01/21/25	1	02/19/25	18.00	\$18.00	PAID 03/03/25						
25-156	Aubrey Greb	Baking	Cupcakes	02/05/25	2		10.00	\$10.60	PAID 02/18/25						
25-157	Bridges Foundation	Baking	Dessert for 03/18/25 meeting	02/05/25	6	03/18/25	36.00	\$36.00	PAID 03/21/25						
25-158	Bridges Foundation	Culinary	Lunch for 03/18/25 meeting	02/19/25	6	03/18/25	216.00	\$228.96	PAID 03/21/25						
25-159	BAVTS EA	Culinary	Cupcakes for March birthdays (EA PAYS HALF)	02/19/25	6	03/19/25	18.00	\$18.00	PAID 04/09/25						
25-160	James McKeon	Baking	Black Bean Brownies for St. Lukes Marathon	02/25/25	6			\$0.00							
25-161	Angela Dorney	Baking	Cupcakes	02/27/25	1	02/28/25	30.00	\$30.00	PAID 03/4/25						
25-162	Stan Prodes	Baking	4 dozen cupcakes	02/28/25	1	02/28/25	48.00	\$48.00	PAID 02/28/25						
25-163	Freedom High School	Baking	Desserts for event 500 ppl (04/07/2025)	03/11/25	5	04/07/25	1,000.00	\$1,000.00							
25-164	Freedom High School	Baking	Desserts for Academic Awards (05/07/25)	03/12/25	5			\$0.00							
25-165	BAVTS EA	Culinary	Cupcakes for April Birthdays	03/17/25	6			\$0.00	VOID						
25-166	Jadah Jones	Baking	Small birthday cake (03/21/25)	03/20/25	3	03/24/25	10.00	\$10.00	PAID 03/24/25						
25-167	Bridges Foundation	Baking	Desserts for Fundraising event (05/01/25)	03/21/25	6			\$0.00							
25-168	Bridges Foundation	Culinary	Food for Fundraising event (05/01/25)	03/21/25	6			\$0.00							
25-169	FHS Athletics	Baking	500 Pastries for Athletic Awards Ceremony	03/26/25	6			\$0.00							
25-170	FHS Class of 2026	Baking	Desserts for Prom	04/01/25	6			\$0.00							
25-171	BAVTS EA	Baking	Cupcakes for May Birthdays	04/11/25	1			\$0.00							

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25-172	Saucon Valley Middle	Baking	Cupcakes for Moving Up ceremony (6/4/25)	04/24/25	5			\$0.00	
25-173	Freedom High School	Baking	Cookies for Military Signing Day (05/21/25)	04/25/25	5			\$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	\$5.00	PAID 9/26/24
25-178	George Lockenbill	Auto Tech	Fuel pump replace & oil change	08/27/24	3	04/25/25	295.11	\$359.74	PAID 04/25/25
25-179	Joan Dinbokowitz	Auto Tech	Jeep - Oil Change	08/29/24	1	09/16/24	48.46	\$59.07	PAID 9/16/24
25-180	Karen Mustonen	Auto Tech	Acura - 2017 Oil Change	08/29/24	1	09/10/24	38.13	\$46.48	PAID 9/10/24
25-181	Karen Mustonen	Auto Tech	Acura - 2011 Oil Change	08/29/24	1	09/06/24	39.77	\$48.48	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	\$1,053.22	PAID 12/05/24
25-184	Meri Lindenmuth	Auto Tech	Dashboard lights	08/30/24	1	11/18/24	185.00	\$225.52	PAID 11/19/24
25-185	Dario Chavez	Auto Tech	Dodge - Replace altinator	09/03/24	1	09/13/24	239.79	\$292.31	PAID 9/16/24
25-186	Daniel Berardesca	Auto Tech	Lexus - brakes & control arm	09/04/24	1	09/30/24	254.24	\$309.92	PAID 10/08/24
25-187	Daniel Berardesca	Auto Tech	Volkswagon - Oil change	09/04/24	1	05/24/24	0.00	\$5.30	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	\$15.90	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	\$547.01	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	\$613.38	PAID 11/20/24
25-191	Robert Gotzon	Auto Tech	Replace Spark Plugs	09/05/24	1	09/23/24	0.00	\$5.30	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	\$267.14	PAID 11/11/24
25-193	Robert Kulick	Auto Tech	Chevy - Transmission	09/05/24	1	11/04/24	3,816.99	\$4,652.44	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	\$220.26	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	\$116.79	PAID 10/16/24
25-197	Julian Muniz	Auto Tech	Nissan -	09/10/24	2	09/20/24	0.00	\$5.30	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	\$165.76	PAID 9/20/24

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25-199	Heather Chilcote	Auto Tech	Toyota - Oil change & brakes	09/12/24	1	09/24/24	279.48	\$340.68	PAID 9/24/24
25-200	Julian Korpics	Auto Tech	Wheel nuts replaced	09/18/24	2	09/24/24	0.00	\$5.30	PAID 9/24/24
25-201	Nikhil Khellawan	Auto Tech	Oil change	09/19/24	2	10/10/24	45.41	\$55.35	PAID 10/16/24
25-202	Bill Grushow	Auto Tech	Replace 4 tires and align	09/19/24	1	10/04/24	0.00	\$5.30	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	\$138.05	PAID 10/10/24
25-204	Dennis Kassick	Auto Tech	Front brakes, rotate 2 tires	09/20/24	2	09/23/24	0.00	\$5.30	PAID 9/26/24
25-205	Jariel Brazoban	Auto Tech	Rotor	09/20/24	2	09/30/24	42.50	\$51.81	PAID 9/30/24
25-206	Jordan Montague	Auto Tech	Oil Change, check brakes	09/23/24	1	09/25/24	40.00	\$48.76	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	\$37.10	PAID 09/30/24
25-209	Caleb Goch	Auto Tech	Mitsubishi - lookover, diag. A/C	09/26/24	2	09/26/24	0.00	\$5.30	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	\$260.07	PAID 10/14/24
25-212	Rhonda Geiselman	Auto Tech	Mitsubishi - Transmission Replaced	09/30/24	1			\$0.00	VOID
25-213	Jeff Cantrel	Auto Tech	Toyota - Power Steering leak, fog light, noise in rear	10/01/24	1	10/23/24	737.38	\$898.87	PAID 10/24/24
25-214	Stephen Seil	Auto Tech	Jeep - Won't start	10/01/24	2	10/23/24	331.46	\$404.05	
25-215	Rebecca Sullivan	Auto Tech	Dodge	10/01/24	2	11/25/24	0.00	\$5.30	PAID 12/5/24
25-216	Karen Mustonen	Auto Tech	Acura - Tire Replacement	10/07/24	1	10/10/24	10.00	\$15.90	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	\$336.39	PAID 12/20/24
25-218	Stephanie Flaherty	Auto Tech	Oil Change	10/07/24	2	10/08/24	32.10	\$39.33	PAID 10/11/24
25-219	Adam Lazarchak	Auto Tech	Oil Change	10/08/24	1	10/14/24	48.19	\$58.75	PAID 10/24
25-220	Connie Muschko	Auto Tech	Toyota - Oil Change	10/10/24	1	10/29/24	26.79	\$33.70	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	\$97.52	PAID 11/20/24
25-222	Jacob Schlittler	Auto Tech	GLI - Fron right ev axle	10/11/24	2	10/21/24	133.48	\$162.71	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	\$48.76	PAID 10/22/24

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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	\$152.71	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	\$121.33	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	\$517.50	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	\$5.30	PAID 10/25/24
25-229	Prestan Blewis	Auto Tech	Front Brakes	10/22/24	2	11/08/24	152.99	\$186.50	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	\$43.88	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	\$442.44	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	\$224.62	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	\$5.30	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	\$5.30	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	\$293.22	PAID 11/7/241
25-239	Sudantha Vidanage	Auto Tech	Volvo - Front brakes, oil change, required from Volvo	10/30/24	3	12/16/24	130.99	\$159.68	PAID 12/16/24
25-240	Jared Rohn	Auto Tech	Subaru - engine repair/replacement	11/04/24	2	01/30/25	3,149.98	\$3,839.83	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	\$62.02	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	\$37.78	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	\$208.30	PAID 11/12/24
25-245	Stan Prodes	Auto Tech	Mazda - Install battery	11/07/24	1	11/08/24	0.00	\$5.30	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	\$5.30	PAID 12/20/24
25-247	Albert Renn	Auto Tech	Honda - Pre-inspection, oil change	11/08/24	1	12/09/24	165.99	\$202.34	PAID 12/09/24
25-248	Matt Bellis	Auto Tech	Jeep - oil change/tire rotation	11/11/24	2			\$0.00	VOID

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25-249	Joel Schneider	Auto Tech	Dodge - pre inspectio, speedometer not working	11/13/24	2	01/16/25	0.00	\$5.30	PAID 01/16/25
25-250	Kevin Hams	Auto Tech	Work needed to clear codes	11/18/24	3	01/30/25	65.75	\$80.15	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	04/09/25	137.77	\$167.95	PAID 04/11/25
25-252	Kevin Strawn	Auto Tech	Transmission	11/18/24	1	12/02/24	327.45	\$399.16	PAID 12/03/24
25-253	Kimberly Applegate	Auto Tech	Add trans. Fluid	11/18/24	2	11/22/24	44.06	\$53.71	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	\$392.50	PAID 11/25/24
25-256	Christopher Ponce Re	Auto Tech	Infiniti - valve cover gasket	11/19/24	2	01/09/25	181.98	\$221.84	
25-257	Laurnyn 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	\$58.97	PAID 11/25/24
25-259	Dazzcity Torres	Auto Tech	Brake hose & clips	12/03/24	2	12/04/24	212.12	\$258.58	PAID 12/05/24
25-260	Alex Glassberg	Auto Tech	Replace fuel pump	12/06/24	1	12/16/24	164.34	\$200.33	PAID 12/16/24
25-261	Karen Mustonen	Auto Tech	Acura - Oil change, check timing belt	12/06/24	1	12/11/24	30.64	\$37.78	PAID 12/11/24
25-262	Jim Gursik	Auto Tech	Battery	12/04/24	1	01/05/24	151.99	\$185.28	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	\$75.57	PAID 1/30/25
25-264	Amelia Pagut	Auto Tech	Chevy - steering locking, hard time up hills...	12/09/24	2	02/28/25	125.99	\$153.58	PAID 02/28/25
25-265	Christine Miskovich	Auto Tech	Chevy - Tire sensors	12/10/24	1	01/30/25	120.00	\$146.28	PAID 1/30/25
25-266	Bill Grushow	Auto Tech	Ford - R Axle & Axle seals	12/10/24	1	01/09/25	31.38	\$38.56	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	\$10.60	PAID 1/7/25
25-269	Daniel Berardesa	Auto Tech	Brakes, pads, air flow sensor	12/16/24	1	01/15/25	483.39	\$589.25	PAID 1/15/25
25-270	Craig Mosser	Auto Tech	Oil change	12/20/24	1	01/09/25	30.64	\$37.78	PAID 1/10/25
25-271	Caleb Vogel	Auto Tech	Oil Change	01/07/25	2	01/14/25	55.98	\$68.24	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	\$5.30	

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25-274	Al Renn	Auto Tech	Oil change & tire pressure	01/08/25	1	01/16/25	35.21	\$42.92							
25-275	Howie Nonnamacher	Auto Tech	Oil Change	01/09/25	1	02/20/25	103.20	\$125.80	PAID 02/20/25						
25-276	Greta Wilmot	Auto Tech	Oil Change	01/09/25	1	01/21/25	32.61	\$39.87	PAID 01-22-25						
25-277	Karen Mustonen	Auto Tech	Oil change & put snow tires on	01/12/25	1	02/26/25	100.00	\$121.90	PAID 02/27/25						
25-278	Russell Gaffney	Auto Tech	Oil change & driver's side rear turn signal	01/14/25	1	01/21/25	40.00	\$48.76	PAID 02/03/25						
25-279	Valerie Evner	Auto Tech	Jeep - Does not start	01/16/25	2	02/18/25	387.39	\$472.23	PAID 02/18/25						
25-280	John Walsh	Auto Tech	Chevy - Replace Transmission	01/16/25	2	03/14/25	2,379.32	\$2,900.39	PAID 03/14/25						
25-281	Glenn Milositz	Auto Tech	Ford - Overheating	01/16/25	1	01/24/25	25.97	\$32.83	PAID 01/24/25						
25-282	Jen Stilgenbauer	Auto Tech	Acura - Oil change, pre-inspection	01/16/25	1	01/21/25	30.64	\$37.78	PAID 01/22/25						
25-283	Jeff Cantrel	Auto Tech	Toyota - Replace Exhaust	01/21/25	1	02/18/25	214.40	\$261.35	PAID 02/18/25						
25-284	Jeff Cantrel	Auto Tech	Subaru - Oil change/Cabin Filter	01/21/25	1	02/18/25	184.77	\$225.24	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	\$211.41	PAID 2/4/25						
25-287	Alicia Schwartz	Auto Tech	Replace 2 struts	01/22/25	1	01/24/25	371.98	\$453.45	PAID 1/24/25						
25-288	Connie Muschko	Auto Tech	Toyota - Replace switch in passenger door handle	01/24/25	1	03/03/25	5.99	\$11.65	PAID 3/3/25						
25-289	Michele Bracero	Auto Tech	Honda - Engine making noise	01/24/25	1	02/03/25	90.93	\$110.84	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	\$10.60	PAID 2/25/25						
25-291	John Walsh	Auto Tech	Toyoto - Alignment & Oil Change	01/24/25	2	01/30/25	39.43	\$48.06	PAID 02/03/25						
25-292	Sudantha Vidanage	Auto Tech	Steering Rack	01/27/25	2	03/05/25	362.94	\$442.42	PAID 03/05/25						
25-293	Sudantha Vidanage	Auto Tech	Replace main battery & Auxillary battery	01/27/25	2			\$0.00	VOID						
25-294	Jariel Brazoban	Auto Tech	Strut, battery terminal fuse	01/27/25	2	03/31/25	123.67	\$150.75	PAID 03/31/25						
25-295	Russell Gaffney	Auto Tech	Brakes & weird noise	01/27/25	1	11/13/25	743.53	\$906.36	PAID 03/14/25						
25-296	Adrian Marrero Jr.	Auto Tech	Rear drums, rotars, hub & bearings	01/28/25	1	02/20/25	308.40	\$375.94	PAID 02/20/25						
25-297	Samuel Voges	Auto Tech	Clutch replacement/flywheel	01/28/25	2	03/25/25	15.00	\$21.20	PAID 03/28/25						
25-298	Scott Ferry	Auto Tech	Brakes	01/29/25	1	04/01/25	5.00	\$10.60	PAID 04/08/25						

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25-299	Dario Chavez	Auto Tech	Ford - Fuel filter change, battery cable	01/29/25	1	03/14/25	89.38	\$108.96	PAID 3/19/25
25-300	Braiden Binder	Auto Tech	Oil change	01/29/25	2	04/25/25	89.84	\$109.51	PAID 04/25/25
25-301	Angela Thom	Auto Tech	See Attached	02/03/25	1	03/14/25	83.98	\$102.37	PAID 03/14/25
25-302	Jim Gurcsik	Auto Tech	Broke - Ford	02/03/25	1	03/03/25	5.00	\$10.60	PAID 03/12/25
25-303	Amy Knight	Auto Tech	Oil Change	02/03/25	1	02/04/25	2.65	\$8.11	
25-304	Mike Giamoni	Auto Tech	T-stat replacement	02/04/25	1	03/14/25	140.75	\$171.57	PAID 03/14/25
25-305	Heather Chilcote	Auto Tech	Oil change, check battery, hub cap	02/05/25	1	03/07/25	206.80	\$252.09	
25-306	Luis Santiago	Auto Tech	Equinox - Alignment, sound by muffler	02/05/25	1	03/08/25	11.99	\$18.01	PAID 04/09/25
25-307	Luis Santiago	Auto Tech	Malibu - motor mount, alignment	02/05/25	1	03/17/25	171.11	\$208.59	PAID 03/20/25
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	\$64.01	PAID 02/21/25
25-311	Christine Miskovich	Auto Tech	Oil change & Tire rotation	02/19/25	1	02/19/25	39.71	\$48.41	PAID 02/20/25
25-312	Carly McKeon	Auto Tech	Brakes	02/20/25	1	02/20/25	271.98	\$331.55	PAID 02/20/25
25-313	Carly McKeon	Auto Tech	Exhaust brackets	02/25/25	1	02/26/25	84.31	\$102.78	PAID 02/26/25
25-314	Gail Snyder	Auto Tech	Brake pads, oil change, noise	02/25/25	3	03/07/25	60.89	\$74.22	PAID 03/27/25
25-315	Shawn Bream	Auto Tech	Suspension replacement, brake caliper, pads, axel	02/25/25	2	03/26/25	163.29	\$199.05	
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	03/06/25	62.97	\$76.77	PAID 03/06/25
25-318	Debra Miller	Auto Tech	Fill washer fluid	02/26/25	1	02/26/25	2.00	\$7.42	PAID 02/26/25
25-319	Alex Glassberg	Auto Tech	Install 4 new tires	02/26/25	1	03/06/25	20.00	\$26.50	PAID 03/07/25
25-320	Dario Chavez	Auto Tech	O2 sensor needs to be changed	02/28/25	1			\$0.00	
25-321	Rodney Sigley	Auto Tech	Diagnose & Repair	03/05/25	2	04/11/25	554.71	\$676.20	
25-322	Steve Sell	Auto Tech	Running light, condenser, oil change	03/06/25	2	03/17/25	125.85	\$153.41	PAID 03/27/25
25-323	Jennifer Klo	Auto Tech	Check parking brake and check suspension	03/07/25	1	03/14/25	0.00	\$5.30	PAID 03/14/25

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25-324	Adam Ghazi	Auto Tech	Suspension, remote start, frame coating	03/11/25	2	04/01/25	127.40	\$155.30	PAID 04/01/25								
25-325	Matthew Hartzell	Auto Tech	Control arms, axle, belts	03/12/25	2	03/19/25	604.57	\$736.98	PAID 03/24/25								
25-326	Nicholas Lentz	Auto Tech	Rebuild rear diff	03/14/25	2	03/26/25	95.98	\$117.00	PAID 03/26/25								
25-327	Greta Wilmot	Auto Tech	Tire Rotation	03/17/25	1	03/19/25	5.00	\$10.60	PAID 03/19/25								
25-328	Michael Giamoni	Auto Tech	Springs, stabilizers sway bar, blower motor resistor	03/19/25	1	04/09/25	360.83	\$439.85	PAID 04/11/25								
25-329	Karen Mustonen	Auto Tech	Oil change	03/19/25	1	03/24/25	38.13	\$46.48	PAID 03/24/25								
25-330	Josh Linsenbigler	Auto Tech	Suspension	03/20/25	2			\$0.00									
25-331	Rob Gotzon	Auto Tech	Timing belt replaced	03/26/25	3	04/02/25	30.00	\$37.10	PAID 04/03/25								
25-332	Dana Huber	Auto Tech	Swap mounted tires	03/26/25	1	03/26/25	0.00	\$5.30	PAID 03/26/25								
25-333	Tess Wenger	Auto Tech	Inspection results services	03/16/25	2	03/27/25	242.40	\$295.49	PAID 03/28/25								
25-334	Paula Curchran	Auto Tech	Replace rear brakes / rotors	03/31/25	1	04/03/25	130.17	\$158.68	PAID 04/08/25								
25-335	Logan Lees	Auto Tech	Replace rear left wheel speed sensor	04/01/25	1	04/11/25	147.60	\$179.92	PAID 04/14/25								
25-336	Gavin Walsh	Auto Tech	Power mirrors don't work	04/01/25	2	04/08/25	187.54	\$228.61	PAID 04/10/25								
25-337	Dario Chavez	Auto Tech	Belt & sensor	04/02/25	1			\$0.00									
25-338	Jennifer Klo	Auto Tech	Front & rear brakes and rotors	04/07/25	1		332.60	\$405.44	PAID 04/15/25								
25-339	Heather Chilcote	Auto Tech	Pre - Inspection	04/10/25	1	04/15/25	0.00	\$5.30	PAID 04/16/25								
25-340	Jesse Schneek	Auto Tech	Wheel bearing / axle	04/11/25	1	04/15/25	82.63	\$100.72	PAID 04/24/25								
25-341	Kristina Bosques	Auto Tech	Oil change & tire rotation	04/11/25	2	04/15/25	0.00	\$0.00									
25-342	Heather Chilcote	Auto Tech	Oil change	04/15/25	1			\$0.00									
25-343	Albert Renn	Auto Tech	Pre - Inspection, Rotate tires possible leak	04/16/25	1			\$0.00									
25-344	Karen Mustonen	Auto Tech	Oil Change	04/16/25	1	04/25/25	56.45	\$68.82	PAID 04/28/25								
25-345	Dean Ruch	Auto Tech	Tire Rotation	04/22/25	1	04/24/25	5.00	\$10.60	PAID 04/24/25								
25-346	Christine Miskovich	Auto Tech	Oil change & tire rotation	04/22/25	1	04/24/25	39.29	\$47.89	PAID 04/24/25								
25-347	Meri Lindenmuth	Auto Tech	Oil Change	04/22/25	1	04/25/25	28.78	\$35.81									
25-348	Alex Glassberg	Auto Tech	Oil change, license plate change, wiper blades	04/25/25	1			\$0.00									

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25-349	Carly Mckeon	Auto Tech	Oil change, tire rotation	04/25/25	1	04/28/25	35.53	\$43.31									
25-350	Russell Gaffney	Auto Tech	Universal Joint	04/25/25	1			\$0.00									
25-351	Alex Glassberg	Auto Tech	Install soft top roof, fluids, speakers	04/25/25	1			\$0.00									
25-352	Jennifer Klo	Auto Tech	Driver side outer tired & alignment	04/28/25	1			\$0.00									
25-353	Bob Kulick	Auto Tech	Muffler repair	04/28/25	1			\$0.00									
25-354	Sergio Rivas	Auto Tech	Wheel alignment & Tire rotation	04/29/25	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	\$2,102.78	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	\$1,705.62	Paid 09/17/24								
25-378	Bridges Foundation	Culinary Events	Luncheon for 09/17/2024 Board Meeting	08/08/24	6	09/17/24	300.00	\$318.00	PAID 9/27/24								
25-379	Skills USA Clayshoot (	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 Events	08/30/2024 Rehearsal Dinner	08/21/24	1	08/30/24	300.00	\$318.00	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	\$1,400.00	Paid 11/11/24								
25-383	Maintenance/Custodial	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	6			\$0.00									
25-386	Saucon Valley Performing Arts	Food Truck	Catered Event (4/10/25)	03/11/25	6		1,620.00	\$1,974.78	PAID 04/11/25								
25-387	Saucon Valley PTO	Food Truck	Catered Event (05/06/25)	04/15/25	5		2,000.00	\$2,300.00									
25-388	LVHN	Food Truck	Catered Event (5/22/25)	04/25/25	6			\$0.00									
25-427	Maria Womer Stiffine	Graphics	Business Cards	03/08/24	1		7.50	\$13.25									
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	\$1,000.80									
25-431	Nikhil Khellawan	Auto Collision	Scratch on bumper	08/29/24	2	10/03/24	365.06	\$445.01	PAID 10/09/24								
25-432	Jennifer Stilgenbauer	Graphics	Poster & sign	08/29/24	1	08/29/24	15.00	\$21.20	Paid 08/30/24								

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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	\$42.67	PAID 10/09/24					
25-435	Carly McKeon	Graphics	2 V-necks	09/26/24	1	11/07/24	15.00	\$21.20	PAID 11/11/24					
25-436	Peggy Fuehrer	Graphics	1 V-neck	09/26/24	1	10/29/24	7.50	\$13.25	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	\$16.43	PAID 11/22/24					
25-439	Greta Wilmot	Graphics	2 V-necks	09/26/24	1	11/01/24	15.00	\$21.20	PAID 11/4/24					
25-440	Karen Kurinovich	Graphics	2 V-necks (supplied)	09/30/24	1	10/29/24	23.00	\$29.68	PAID 11/5/24					
25-441	Jennifer Klo	Graphics	1 V-neck	09/30/24	1	11/07/24	7.50	\$13.25	PAID 11/7/24					
25-442	Christina Miskovich	Graphics	2 V-necks	09/30/24	1	11/07/24	15.00	\$21.20	PAID 11/7/24					
25-443	Angela Thom	Graphics	2 V-necks	09/30/24	1	10/29/24	15.00	\$21.20	PAID 11/5/24					
25-444	Justine Williams	Graphics	4 V-necks	09/30/24	1	11/01/24	30.00	\$37.10	PAID 11/01/24					
25-445	Lauren Turkel	Graphics	1 V-neck	09/30/24	1	10/29/24	7.50	\$13.25	PAID 11/01/24					
25-446	Michele Bracero	Graphics	5 V-necks	09/30/24	1	10/30/24	47.50	\$57.91	PAID 11/04/24					
25-447	Dawn Sutter	Graphics	4 V-necks	09/30/24	1	11/07/24	32.00	\$39.22	PAID 11/7/24					
25-448	Janelle Schaffer	Graphics	1 V-neck	10/02/24	1	10/29/24	7.50	\$13.25	PAID 12/04/24					
25-449	Bridges Foundation	Graphics	Invitations for Donor Event	10/03/24	6	10/07/24	18.00	\$24.38	PAID 10/14/24					
25-450	Aimee Jo Muth	Graphics	5 V-necks, one supplied	10/08/24	1	10/29/24	47.50	\$57.91	PAID 11/01/24					
25-451	Justine Williams	Graphics	2x6 Banner	10/10/24	1	11/14/24	24.00	\$30.74	PAID 11/14/24					
25-452	Michele Bracero	Graphics	Business cards	10/11/24	1	12/10/24	6.00	\$11.66	PAID 12/10/24					
25-453	Carly McKeon	Graphics	7 Banners for the swim team	11/05/24	1	12/10/24	84.00	\$102.40	PAID 12/11/24					
25-454	Angela Gable	Graphics	Screenprint t shirt	11/18/24	3	12/05/24	5.00	\$10.60	PAID 12/09/24					
25-455	Nina Pardoe	Graphics	Small tablets for college visits	11/18/24	1	11/22/24	5.00	\$10.60	PAID 11/25/24					
25-456	Lauren Stauffer	Graphics	V-neck	11/18/24	1	11/19/24	15.00	\$21.20	PAID 1/16/25					
25-457	Jesse Schneck	Graphics	Thank you cards	11/18/24	1	11/21/24	20.00	\$26.50	PAID 11/25/24					

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25-458	Jennifer Klo	Graphics	60 Holiday cards	11/21/24	1	12/16/24	10.00	\$15.90	PAID 12/16/24
25-459	Heather Chilcote	Graphics	150 Photo cards	12/09/24	1	12/10/24	45.00	\$54.86	PAID 12/12/24
25-460	Dana Huber	Graphics	Printing	12/11/24	1	12/11/12	20.00	\$26.50	PAID 12/11/24
25-461	Robert Cain	Graphics	Poster	12/11/24	1	12/12/24	10.00	\$15.90	PAID 12/13/24
25-462	Mo Wheatley	Graphics	100 Christmas cards	12/12/24	1	12/16/24	15.00	\$21.20	PAID 12/17/24
25-463	Russ Gaffney	Graphics	Hoodies	12/19/24	1	12/20/24	177.00	\$215.76	PAID 12/20/24
25-464	Christal Vitko	Graphics	Printed apparel	12/20/24	1	12/20/24	22.00	\$28.62	PAID 12/20/24
25-465	Dana Huber	Graphics	Posters	01/08/25	1	01/10/25	20.00	\$26.50	PAID 01/13/25
25-466	Justine Williams	Graphics	Flyer	01/08/25	1	01/15/25	100.00	\$121.90	PAID 1/16/25
25-467	Emily Hough	Graphics	2 shirts to be printed with class design	01/09/25	1	03/14/25	22.38	\$29.02	
25-468	Rotary Foundation	Graphics	36x18 Check	01/13/25	6	01/16/25	20.00	\$25.00	PAID 1/16/25
25-469	Christina Carvalho	Graphics	Windo Perf as per supplied file	01/21/25	3	02/03/25	65.00	\$79.24	PAID 2/7/25
25-470	Skills USA Council	Graphics	850 Programs	01/21/25	6	01/28/25	1,347.00	\$1,549.05	PAID 3/3/25
25-471	Joan Dinbokowitz	Graphics	6 American flags, 4 chess boards	01/22/25	1	02/18/25	26.00	\$32.86	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	\$360.20	PAID 01/28/25
25-473	Whats So Cool	Graphics	500 VIP passes	02/03/25	3	02/18/25	300.00	\$365.70	PAID 02/19/25
25-474	Angela Dorney	Graphics	3 Banners	02/04/25	1	02/18/25	15.00	\$21.20	PAID 02/19/25
25-475	Karen Kurinovich	Graphics	T-shirt & hoodie	02/05/25	1	03/14/25	38.46	\$46.88	PAID 03/14/25
25-476	Liberty Swim Team	Graphics	40 Booklets	02/10/25	3	02/10/25	76.00	\$87.40	PAID 2/11/25
25-477	Greta Wilmot	Graphics	See Work Order	02/18/25	1	02/07/25	28.00	\$34.98	PAID 3/10/25
25-478	Albert Renn	Graphics	Note Pads	02/18/25	1	03/17/25	42.00	\$51.20	PAID 3/21/25
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	03/10/25	141.99	\$163.29	PAID 3/11/25
25-480-1	Bridges Foundation	Graphics	400 Save the date	02/26/25	6	03/07/25	60.00	\$68.90	PAID 03/14/25
25-480-2	Nina Pardoe	Graphics	Invitations, Insert cards, Recipe cards,	03/04/25	3	03/05/25	35.00	\$42.67	PAID 03/05/25

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25-480-3	April Krempasky	Graphics	Shirts for GAPP Program	03/12/25	3		486.00	\$592.43	PAID 03/20/25
25-480-4	Aaron Gadsby	Graphics	Screen print 28 shirts	03/20/25	3			\$0.00	
25-480-5	Nina Pardoe	Graphics	175 Menu cards 5x7	03/26/25	3	04/07/25	26.40	\$33.28	PAID 04/07/25
25-480-6	Nina Pardoe	Graphics	70 4x6 Wish cards	03/26/25	3	04/07/25	12.00	\$18.02	PAID 04/07/25
25-480-7	Bridges Foundation	Graphics	350 invitations & RSVP cards	03/26/25	6	04/01/25	103.80	\$126.53	PAID 04/10/25
25-480-8	Dharam Sookram	Graphics	Banner	03/26/25	2	04/07/25	52.00	\$63.39	PAID 04/08/25
25-480-9	Stan Prodes	Graphics	2 supplies shirts printed	03/28/25	1			\$0.00	
25-480-10	Liberty Softball Team	Graphics	4 banners	04/07/25	5	04/28/25	48.00	\$55.20	
25-480-11	Michael Tillotson	Graphics	Business cards	04/07/25	2	04/09/25	7.00	\$12.72	PAID 04/25/25
25-480-12	Rhonda Geiselman	Graphics	Banner & Yard Sign	04/16/25	1				
25-481	Jennifer Klo	Bldg. Trades	Replace panel on 2 cabinet doors	09/03/24	1	01/16/25	20.00	\$26.50	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	\$597.31	PAID 12/05/24
25-483	Emily Hough	Auto Coll.	Adjust bumper	09/04/24	1	10/01/24	578.00	\$704.58	PAID 10/3/24
25-484	Emily Hough	Precis.Mach.	Headphone holders	09/10/24	1	11/18/24	5.00	\$10.60	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	\$48.76	PAID 11/20/24
25-487	Jennifer Klo	Bldg. Trades	Jenga	09/24/24	1	11/19/24	40.00	\$48.76	
25-488	Connor Moriary	Auto Coll.	Leak on dash	09/27/24	3			\$0.00	
25-489	Michael Jaggars	Auto Coll.	Repair Front Collision Damage	10/03/24	2		1,120.00	\$1,365.28	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	\$210.89	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	\$421.94	PAID 11/8/24
25-492	Kyle Miller	Auto Coll.	Paint & Buff	10/23/24	2	12/20/24	5.00	\$10.60	PAID 12/20/24
25-493	Daniel Lynn	Auto Coll.	Motorcycle fender	10/23/24	2	11/14/24	275.99	\$336.43	PAID 1/8/25
25-494	Michele Bracero	Carpentry	Build shelves	11/05/24	1	12/13/24	70.00	\$85.33	PAID 12/19/24
25-495	Michele Bracero	Electrical	Install lights	11/05/24	1			\$0.00	VOID

*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
25-496	Tyler Rocco	Auto Coll.	Truck cap re-weather sealing & re screen	11/06/24	2		0.00	\$5.30	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	\$243.80	PAID 1/6/25
25-500	Talia Matos-Keller	Carpentry	3/4 sheet of Birch	11/21/24	3	12/13/24	65.95	\$75.21	VOID
25-501	Kathy Bevan	Auto Coll.	Repair front bumper cover	12/10/24	1	01/09/25	135.00	\$164.57	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-Cor	Welding	Repair trailers	12/16/24	2	02/25/25	60.00	\$73.14	PAID 02/25/25
25-504	Nancy Run Fire Comp	Carpentry	Rip & cut 2x4s for training	12/17/24	6	01/10/25	5.00	\$5.30	PAID 1/13/25
25-505	Christina Miskovitch	Auto Coll.	Install splash shields	01/06/25	1	01/06/25	5.00	\$10.60	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	02/28/25	10.00	\$15.90	PAID 03/03/25
25-508	Shane Compagnola	Auto Coll.	Paint front end	02/03/25	2	02/19/25	55.00	\$67.05	SUND
25-509	Russell Gaffney	Auto Coll.	Fix front end	02/18/25	1	04/25/25	1,318.00	\$1,606.64	
25-510	Jennifer Leon	Auto Coll.	Fuel Door	02/25/25	2	04/15/25	0.00	\$5.30	
25-511	Jennifer Klo	Auto Coll.	Lights defogged and Interior detailed	03/07/25	1			\$0.00	
25-512	Stephanie Lukeman	Auto Coll.	Prep & paint 3 pieces of bumper	03/11/25	2			\$0.00	
25-513	Nina Pardoe	Auto Coll.	Replace outside exterior sliding door handle on drivers side	03/21/25	2	04/15/25	0.00	\$5.30	PAID 04/21/25
25-514	Karen Buck (MRC)	Precis.Mach.	14 trophies	03/26/25	3	03/26/25	700.00	\$853.30	PAID 04/25/25
25-515	Kurt Samson	Carpentry	Dog house	03/28/25	1			\$0.00	
25-516	Bronwyn Hanley	Auto Coll.	Replace passenger side mirror	04/02/25	1			\$0.00	
25-517	Janelle Schaeffer	Auto Coll.	Replace glass & housing on passenger side mirror /paint	04/07/25	1	04/15/25	0.00	\$5.30	PAID 04/22/25
25-518	Mike Galler	Precis.Mach.	Brackets	04/09/25	1	04/09/25	5.00	\$10.60	PAID 04/15/25

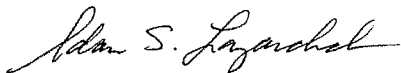
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 6, 2025

J. (8.) CONDITION OF THE BUDGET

INFORMATION:

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Adam S. Lazarchak".

Adam S. Lazarchak
Executive Director

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CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
March 31, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	10,000.00	31,865.51	-21,865.51
10.6910.000.000.000	RENTALS	6,000.00	4,000.00	2,000.00
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	5,753,009.46	1,299,054.54
10.6946.002.000.000	RECEIPTS FROM NASD	3,140,829.00	2,314,284.00	826,545.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,080,587.00	909,984.00	170,603.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	45,092.05	54,907.95
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	1,734.48	265.52
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,143,686.00	991,408.00	152,278.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	48,679.00	-23,679.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	-	2,315.25	-2,315.25
10.7362.000.360.000	PCCD ACT 55 GRANT	140,000.00	5,294.55	134,705.45
10.7362.000.360.001	PCCD ACT 55 GRANT	-	3,341.18	-3,341.18
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	328,205.95	-28,205.95
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	224,172.00	82,734.81	141,437.19
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,027,329.00	382,396.34	644,932.66
10.8521.000.663.000	FEDERAL	345,982.00	274,032.64	71,949.36
10.8749.000.987.000	PCCD GRANT	-	23,570.50	-23,570.50
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	12,559,184.20	2,038,714.80
TOTAL REVENUES		14,597,899.00	12,559,184.20	2,038,714.80

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
March 31, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	641,430.00	3,091.00	369,032.45	228,830.64	46,657.91
10.1240.000.000.000	SPECIAL EDUCATION	671,226.00	5,291.00	398,173.93	197,049.47	81,293.60
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	528,568.00	128,185.00	365,658.46	245,103.25	45,991.29
10.1342.000.000.000	HOME ECONOMICS PROGRAM	922,443.00	23,498.00	534,869.59	282,102.27	128,969.14
10.1370.000.000.000	TECHNICAL PROGRAM	158,257.00	(1,695.00)	91,251.18	50,610.07	14,700.75
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,717,375.00	(90,613.00)	2,537,044.60	1,380,074.66	709,642.74
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,510,698.00	67,180.50	912,213.89	490,519.43	175,145.18
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,768.00	(18,784.50)	35,797.62	518.80	65,667.08
10.2310.000.000.000	BOARD SECRETARY	3,631.00	-	1,844.50	199.59	1,586.91
10.2320.000.000.000	BOARD TREASURER	1,655.00	-	855.42	-	799.58
10.2350.000.000.000	LEGAL SERVICES	60,000.00	12,500.00	40,198.56	19,801.44	12,500.00
10.2360.000.000.000	OFFICE OF THE DIRECTOR	459,370.00	-	317,888.79	84,157.46	57,323.75
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	628,778.00	-	446,299.69	125,891.72	56,586.59
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	105,901.00	-	58,964.39	33,882.14	13,054.47
10.2511.000.000.000	BUSINESS OFFICE	631,795.00	-	417,447.30	105,415.41	108,932.29
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,210,628.00	(124,020.00)	1,320,822.46	381,306.33	384,479.21
10.2660.000.000.000	SECURITY SERVICES	57,628.00	2,532.00	5,088.92	53,555.00	1,516.08
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	(6,500.00)	7,994.04	-	14,505.96
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	657,615.00	(9,185.00)	329,419.75	171,506.02	147,504.23
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	106,528.00	-	26,200.49	12,070.86	68,256.65
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	-	77,220.06	20,234.57	12,150.37
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	71,724.73	50,874.14	5,038.13
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	-	9,823,007.20	3,935,085.38	839,806.42
TOTAL EXPENSES		14,597,899.00	-	9,823,007.20	3,935,085.38	839,806.42
EXCESS OF REVENUE OVER EXPENSES				2,736,177.00		