

December 6, 2023

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
JOINT COMMITTEE  
REGULAR MEETING

The Regular Meeting of the Bethlehem Area Vocational-Technical School Joint Committee was held on the evening of the above date, beginning at 7:06 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Directors Shannon Patrick, Michael Recchiuti, Emily Schenkel, Silagh White, Vivian Demko, Cedric Dettmar, Ross Makary, Kristin Soldridge – eight. Absent: Director Michael Faccineto - one

Others Present: Mr. Adam S. Lazarchak, Executive Director of BAVTS; Mr. Donald F. Spry, II, Solicitor, Mrs. Susan Fahrenkopf, Secretary/Treasurer; Mrs. Debra Miller, Business Administrator; and interested staff members.

An Executive Session was held prior to the meeting regarding negotiations and personnel matters.

The following minutes were approved on motion of Directors Patrick and Dettmar and unanimous voice vote:

Regular Meeting

November 8, 2023

The Report of the Secretary/Treasurer for the period ending October 31, 2023 was approved on motion of Directors Patrick and Makary and unanimous voice vote.

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

December 6, 2023

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

October 31, 2023

| <b>BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL</b> |                     |                     |                       |                     |
|---|---------------------|---------------------|-----------------------|---------------------|
| <b>FUND NAME</b>                                  | <b>BALANCE</b>      | <b>RECEIPTS</b>     | <b>DISBURSEMENTS</b>  | <b>BALANCE</b>      |
|   | October 1, 2023     |                     |                       | October 31, 2023    |
| General includes PLGIT/CD                         | 2,942,845.34        | 1,144,794.46        | (1,055,812.09)        | 3,031,827.71        |
| House Project                                     | 178,277.41          | 3.26                | (529.32)              | 177,751.35          |
| Production  | 107,375.26          | 23,430.54           | (2,802.19)            | 128,003.61          |
| Capital Reserves includes PLGIT/CD                | 2,870,491.56        | 112,043.34          | (68,049.15)           | 2,914,485.75        |
| Payroll   | 7,626.39            | 483,795.80          | (485,451.31)          | 5,970.88            |
| Cafeteria   | 99,890.44           | 15,512.04           | (13,892.03)           | 101,510.45          |
| Adult Education includes PLGIT/CD                 | 258,706.78          | 43,039.27           | (46,850.12)           | 254,895.93          |
| Student Activities                                | 39,578.36           | 2,920.38            | (3,258.06)            | 39,240.68           |
| <b>TOTALS</b>                                     | <b>6,504,791.54</b> | <b>1,825,539.09</b> | <b>(1,676,644.27)</b> | <b>6,653,686.36</b> |

**GENERAL , HOUSE PROJECT, PRODUCTION FUNDS, CHECKING ACCOUNT - EMBASSY BANK**

**GENERAL, HOUSE PROJECT, PRODUCTION FUNDS - CASH ACCTS**

October 1, 2023

2,155,926.12

**RECEIPTS**

|                         |            |              |
|-------------------------|------------|--------------|
| Production              | 23,428.20  |              |
| Interest                | 41.65      |              |
| District Contrib.       | 904,596.00 |              |
| District Contrib./Auth. |            |              |
| State / Fed Funds       | 220,809.96 |              |
| Tuition                 | 0.00       |              |
| Other                   | 1,868.04   |              |
| Transfers - PLGIT       |            |              |
| Inter-Fund Transfers    | 12,828.85  | 1,163,572.70 |

**DISBURSEMENTS**

|                       |              |                |
|-----------------------|--------------|----------------|
| Prepaid Bills         | (135,125.38) |                |
| Bill Listings         | (348,787.62) |                |
| Payroll               | (461,438.16) |                |
| Other--Authority Bond |              |                |
| Fees                  | (275.69)     |                |
| Void Checks           | 45.00        |                |
| Transfers - PLGIT     | (100,000.00) | (1,045,581.85) |

October 31, 2023

**ADJ BOOK BALANCE**

**2,273,916.97**

**BANK RECONCILIATION**

October 31, 2023

|                    |              |
|--------------------|--------------|
| Bank Balance       | 2,284,467.24 |
| Memo               |              |
| Outstanding Checks | (11,360.17)  |
| Deposit in Transit | 809.90       |

October 31, 2023

**ADJ BANK BALANCE**

**2,273,916.97**

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

October 31, 2023

**PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)**

|                  |                        |              |
|------------------|------------------------|--------------|
| October 1, 2023  |                        | 1,072,571.89 |
|                  | Transfers In           | 0.00         |
|                  | Interest               | 4,655.56     |
|                  | P Card purchases       | (13,561.75)  |
|                  | Transfers Out          |              |
|                  | Transfers Out-CD purch |              |
| October 31, 2023 | ADJ BOOK BALANCE       | 1,063,665.70 |

**BANK RECONCILIATION**

October 31, 2023

|                    |                  |
|--------------------|------------------|
| Bank Balance       | 1,063,665.70     |
| Deposit in Transit |                  |
| Outstanding Checks |                  |
| October 31, 2023   | ADJ BANK BALANCE |
|                    | 1,063,665.70     |

Average Yield for Oct 2023 is 5.16%

**CAPITAL RESERVES - EMBASSY BANK**

|                  |                  |             |
|------------------|------------------|-------------|
| October 1, 2023  |                  | 127,083.71  |
|                  | Receipts         | 100,000.00  |
|                  | Interest         | 4.01        |
|                  | Void Checks      | 0.00        |
|                  |                  | 100,004.01  |
|                  | Fees             |             |
|                  | Disbursements    | (68,049.15) |
|                  |                  | (68,049.15) |
| October 31, 2023 | ADJ BOOK BALANCE | 159,038.57  |

**BANK RECONCILIATION**

October 31, 2023

|                    |                  |
|--------------------|------------------|
| Bank Balance       | 159,038.57       |
| Memos              |                  |
| Outstanding Checks | 0.00             |
| Deposit in Transit | 0.00             |
| October 31, 2023   | ADJ BANK BALANCE |
|                    | 159,038.57       |

**PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)**

|                  |                        |              |
|------------------|------------------------|--------------|
| October 1, 2023  |                        | 2,743,407.85 |
|                  | Transfers In           |              |
|                  | Interest               | 12,039.33    |
|                  | Transfers Out          | 0.00         |
|                  | Transfers Out-CD purch | 0.00         |
| October 31, 2023 | ADJ BOOK BALANCE       | 2,755,447.18 |

**BANK RECONCILIATION**

October 31, 2023

|                    |                  |
|--------------------|------------------|
| Bank Balance       | 2,755,447.18     |
| Outstanding Checks | 0.00             |
| October 31, 2023   | ADJ BANK BALANCE |
|                    | 2,755,447.18     |

Average Yield for Oct 2023 is 5.16%

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending October 31, 2023

**PAYROLL FUND - EMBASSY BANK**

|                  |                  |              |              |
|------------------|------------------|--------------|--------------|
| October 1, 2023  |                  |              | 7,626.39     |
|                  | Receipts         | 483,794.11   |              |
|                  | Interest         | 1.69         |              |
|                  | Void Checks      |              | 483,795.80   |
|                  | Fees             |              |              |
|                  | Disbursements    | (485,451.31) | (485,451.31) |
| October 31, 2023 | ADJ BOOK BALANCE |              | 5,970.88     |

**BANK RECONCILIATION**

|                  |                    |             |          |
|------------------|--------------------|-------------|----------|
|                  | October 31, 2023   |             |          |
|                  | Bank Balance       | 39,786.93   |          |
|                  | Memos              |             |          |
|                  | Outstanding Checks | (33,816.05) |          |
|                  | Deposit in Transit |             |          |
| October 31, 2023 | ADJ BANK BALANCE   |             | 5,970.88 |

**CAFETERIA FUND - EMBASSY BANK**

|                  |                  |             |             |
|------------------|------------------|-------------|-------------|
| October 1, 2023  |                  |             | 99,890.44   |
|                  | Receipts         | 15,510.00   |             |
|                  | Transfers        |             |             |
|                  | Interest         | 2.04        | 15,512.04   |
|                  | Disbursements    | (13,892.03) |             |
|                  | Void Check       |             | (13,892.03) |
| October 31, 2023 | ADJ BOOK BALANCE |             | 101,510.45  |

**BANK RECONCILIATION**

|                  |                    |            |            |
|------------------|--------------------|------------|------------|
|                  | October 31, 2023   |            |            |
|                  | Bank Balance       | 101,222.15 |            |
|                  | Memos              | 0.00       |            |
|                  | Outstanding Checks | (35.25)    |            |
|                  | Deposit in Transit | 323.55     |            |
| October 31, 2023 | ADJ BANK BALANCE   |            | 101,510.45 |

**ADULT EDUCATION FUND - EMBASSY BANK**

|                  |                  |             |             |
|------------------|------------------|-------------|-------------|
| October 1, 2023  |                  |             | 258,706.78  |
|                  | Receipts         | 43,033.91   |             |
|                  | PLGIT Transfers  | 0.00        |             |
|                  | Interest         | 5.36        | 43,039.27   |
|                  | Disbursements    | (46,850.12) |             |
|                  | Void Checks      | 0.00        |             |
|                  | PLGIT Transfer   | 0.00        | (46,850.12) |
| October 31, 2023 | ADJ BOOK BALANCE |             | 254,895.93  |

**BANK RECONCILIATION**

|                  |                    |            |            |
|------------------|--------------------|------------|------------|
|                  | October 31, 2023   |            |            |
|                  | Bank Balance       | 246,030.16 |            |
|                  | Memos              | 0.00       |            |
|                  | Outstanding Checks | (3.00)     |            |
|                  | Deposit in Transit | 8,868.77   |            |
| October 31, 2023 | ADJ BANK BALANCE   |            | 254,895.93 |

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

December 6, 2023

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

October 31, 2023

**STUDENT ACTIVITY ACCT - EMBASSY BANK**

|                    |                         |            |                  |
|--------------------|-------------------------|------------|------------------|
| October 1, 2023    |                         |            | 39,578.36        |
| Receipts           | 2,919.54                |            |                  |
| Other              |                         |            |                  |
| Interest           | 0.84                    | 2,920.38   |                  |
| Disbursements      | (3,258.06)              |            |                  |
| Other--Ret'd Check |                         |            |                  |
| Voided Check       | 0.00                    | (3,258.06) |                  |
| October 31, 2023   | <b>ADJ BOOK BALANCE</b> |            | <b>39,240.68</b> |

**BANK RECONCILIATION**

October 31, 2023

|                    |                         |  |                  |
|--------------------|-------------------------|--|------------------|
| Bank Balance       | 39,733.74               |  |                  |
| Outstanding Checks | (493.06)                |  |                  |
| Deposit in Transit | 0.00                    |  |                  |
| October 31, 2023   | <b>ADJ BANK BALANCE</b> |  | <b>39,240.68</b> |

**REPORT OF DEPOSITORIES**

October 31, 2023

**EMBASSY BANK**

|                       |              |  |  |
|-----------------------|--------------|--|--|
| General Fund          | 2,284,467.24 |  |  |
| Capital Reserve       | 159,038.57   |  |  |
| Payroll Account       | 39,786.93    |  |  |
| Cafeteria Fund        | 101,222.15   |  |  |
| Adult Ed. Fund        | 246,030.16   |  |  |
| Student Activity Fund | 39,733.74    |  |  |

**PLGIT**

|                         |              |              |      |
|-------------------------|--------------|--------------|------|
| PLGIT General Fund      | 1,063,665.70 |              |      |
| PLGIT CD (General Fund) | 0.00         | 1,063,665.70 |      |
| PLGIT Capital Reserve   | 2,755,447.18 |              |      |
| PLGIT CD (Cap Reserve)  | 0.00         | 2,755,447.18 |      |
| PLGIT Adult Fund        | 0.00         |              |      |
| PLGIT CD (Adult Fund)   | 0.00         |              | 0.00 |

**TOTAL BANK BALANCES 6,689,391.67**

Respectfully submitted,



Susan M. Fahrenkopf  
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
December 6, 2023

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through December 6, 2023 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: Director Recchiuti  
SECOND BY: Director Patrick  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,  
Makary, Soldridge - eight Nay: none

REPORT DATE  
12/6/2023

BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

| CHECK DATE | PREPAYS | CHECK NUMBER | VENDOR                                 | CHECK AMOUNT | DESCRIPTION                                     |
|------------|---------|--------------|--|--------------|---|
| 11/9/2023  | Y       | 32381        | PP&L                                   | \$21,752.35  | ELECTRIC  |
| 11/9/2023  | Y       | 32382        | UGI UTILITIES                          | \$2,109.16   | GAS SERVICE                                     |
| 11/9/2023  | Y       | 32383        | LIBERTY PAPER                          | \$0.00       | VOID  |
| 11/9/2023  | Y       | 32384        | LIBERTY PAPER                          | \$1,398.00   | COPY PAPER                                      |
| 11/16/2023 | Y       | 32385        | BETHLEHEM TOWNSHIP                     | \$54.00      | SEWER 23-24                                     |
| 11/16/2023 | Y       | 32386        | CITY OF BETHLEHEM                      | \$325.25     | 23-24 WATER BILL                                |
| 11/16/2023 | Y       | 32387        | SERVICE ELECTRIC CABLE TV              | \$98.16      | PHONE SERVICE                                   |
| 11/16/2023 | Y       | 32388        | UGI ENERGY SERVICES LLC                | \$1,358.73   | GAS SERVICE                                     |
| 11/16/2023 | Y       | 32389        | CITY OF BETHLEHEM                      | \$2,429.10   | 23-24 WATER BILL                                |
| 11/17/2023 | Y       | 32390        | EMBASSY BANK -                         | \$6,535.69   | VARIOUS AREA - SUPPLIES, FOOD, SOFTWARE, TRAVEL |
| 11/29/2023 | Y       | 32391        | HOME DEPOT CREDIT SVCS.                | \$3.67       | MAINTENANCE, HOUSE PROJECT SUPPLIES             |
| 11/29/2023 | Y       | 32392        | LOWES BUSINESS ACCOUNT                 | \$1,098.15   | BLDG. TRADES, CARPENTRY SUPPLIES                |
| 11/29/2023 | Y       | 32393        | UGI UTILITIES                          | \$29.38      | GAS SERVICE - HOUSE PROJECT                     |
| 11/29/2023 | Y       | 32394        | WEX BANK                               | \$500.93     | FUEL FOR VEHICLES                               |
| 11/30/2023 | Y       | 32395        | UNITED STATES TREASURY                 | \$2,377.77   | 941 PENALTY PAYMENT                             |
| 12/6/2023  |         | 32396        | ACTION PARTY RENTALS                   | \$100.24     | LINENS  |
| 12/6/2023  |         | 32397        | ADVANCE AUTO PARTS                     | \$3,183.46   | AUTO TECH SUPPLIES                              |
| 12/6/2023  |         | 32398        | ALBERT USTER IMPORTS INC.              | \$1,041.59   | BAKING SUPPLIES                                 |
| 12/6/2023  |         | 32399        | ALL-PHASE ELECTRIC SUPPLY CO.          | \$3,893.94   | ELECTRICAL & MAINTENANCE SUPPLIES               |
| 12/6/2023  |         | 32400        | ALTA ENTERPRISES INC                   | \$6,130.68   | PRECISION MACHINING REPAIRS                     |
| 12/6/2023  |         | 32401        | AMAZON CAPITOL SERVICES                | \$9,219.46   | INSTRUCT., OFFICE & MAINTENANCE SUPPLIES        |
| 12/6/2023  |         | 32402        | AYKROYD HARDWARE                       | \$595.04     | CARPENTRY & HVAC SUPPLIES                       |
| 12/6/2023  |         | 32403        | BATH SUPPLY                            | \$1,937.55   | PLUMBING SUPPLIES                               |
| 12/6/2023  |         | 32404        | BEST LINE LEASING DBA BEST LINE EQUIP. | \$130.80     | LIGHT TOWER RENTAL FOR OPEN HOUSE               |
| 12/6/2023  |         | 32405        | BETH-HANOVER SUPPLY CO.                | \$374.56     | MASONRY SUPPLIES                                |
| 12/6/2023  |         | 32406        | BILL FLANNERY AUTOMOTIVE               | \$323.52     | AUTO COLL. SUPPLIES                             |
| 12/6/2023  |         | 32407        | BINDICS CUSTOM EMBROIDERY              | \$958.00     | CLASS UNIFORMS - PLUMBING & HVAC                |
| 12/6/2023  |         | 32408        | BINDICS SCREEN PRINTING                | \$978.70     | CLASS SHIRTS - MASONRY                          |
| 12/6/2023  |         | 32409        | BROWN DAUB CHEVROLET                   | \$50.40      | AUTO TECH SUPPLIES                              |
| 12/6/2023  |         | 32410        | BURMAX CO.                             | \$3,478.64   | COSMOTOLOGY SUPPLIES                            |
| 12/6/2023  |         | 32411        | CAMILLE GIFT SHOP                      | \$740.00     | LVHN VOLUNTEER SHIRTS - ACAD MED SCIENCE        |
| 12/6/2023  |         | 32412        | CARTRIDGE XCHANGE LL                   | \$160.75     | INK SUPPLIES - DIRECTOR'S OFFICE                |

|           |       |   |              |  |
|-----------|-------|---|--------------|--|
| 12/6/2023 | 32413 | CASILIO CONCRETE                        | \$1,790.25   | MASONRY SUPPLIES                               |
| 12/6/2023 | 32414 | CDW GOVERNMENT                          | \$5,450.00   | IT SOFTWARE SUBSCRIPTION                       |
| 12/6/2023 | 32415 | CENGAGE LEARNING                        | \$994.13     | ESTHETICS BOOKS                                |
| 12/6/2023 | 32416 | CHRIN HAULING, INC                      | \$1,925.00   | TRASH REMOVAL                                  |
| 12/6/2023 | 32417 | CLARK SERVICE GROUP INC                 | \$599.89     | TROUBleshoot AND REPAIR SVCS - CULINARY        |
| 12/6/2023 | 32418 | CM REGENT LLC                           | \$2,573.22   | DEC 2023 LIFE/LTD                              |
| 12/6/2023 | 32419 | D'HUY ENGINEERING INC.                  | \$3,696.38   | RET. FEES, ENGINEERING FEES - VARIOUS PROJECTS |
| 12/6/2023 | 32420 | DEERFOOT AUTO PARTS INC.                | \$75.00      | AUTO TECH SUPPLIES                             |
| 12/6/2023 | 32421 | DUKE TRANSPORT                          | \$2,567.25   | DEICING SALT - MAINTENANCE SUPPLIES            |
| 12/6/2023 | 32422 | EASTERN AUTOPARTS WAREHOUSE             | \$1,752.22   | AUTO TECH SUPPLIES                             |
| 12/6/2023 | 32423 | EBTEP                                   | \$156,417.93 | DEC 2023 DENTAL/MEDICAL/PRESCRIPTION           |
| 12/6/2023 | 32424 | EDUCATIONAL SOLUTIONS ENTERPRISES       | \$11,571.00  | MECHATRONICS EQUIPMENT                         |
| 12/6/2023 | 32425 | GORMAN & ASSOCIATES P.C.                | \$3,000.00   | ANNUAL AUDIT 22-23 - SINGLE AUDIT              |
| 12/6/2023 | 32426 | HIGHMARK BLUE SHIELD                    | \$1,063.53   | DEC 2023 VISION                                |
| 12/6/2023 | 32427 | INTEGRITEC INC.                         | \$225.00     | WATER TREATMENT                                |
| 12/6/2023 | 32428 | INTRADO INTERACTIVE SERVICES CORP.      | \$3,546.38   | 23-24 SCHOOLMESSENGER RENEWAL                  |
| 12/6/2023 | 32429 | JASPER ENGINES & TRANSMISSIONS          | \$4,744.00   | AUTO TECH SUPPLIES - PRODUCTION                |
| 12/6/2023 | 32430 | JIM SWANK LLC                           | \$785.40     | BAKING SUPPLIES                                |
| 12/6/2023 | 32431 | KEYSTONE AUTOMOTIVE                     | \$104.87     | AUTO COLL. SUPPLIES                            |
| 12/6/2023 | 32432 | KING SPRY HERMAN FREUND FAUL            | \$2,296.17   | SOLICITOR'S FEES & DEI TRAINING                |
| 12/6/2023 | 32433 | KISTLER O'BRIEN CO.                     | \$233.38     | FOOD TRUCK INSPECTION                          |
| 12/6/2023 | 32434 | L.V. JANITORIAL SUPPLY                  | \$449.34     | MAINTENANCE SUPPLIES                           |
| 12/6/2023 | 32435 | L.V. SCHOOL FACILITIES MANAGERS         | \$20.00      | MEMBERSHIP DUES                                |
| 12/6/2023 | 32436 | LEHIGH VALLEY APPAREL CREATIONS         | \$817.00     | CLASS SHIRTS - ELECTRICAL                      |
| 12/6/2023 | 32437 | MACGILL & CO.                           | \$209.94     | FIRST AIDE SUPPLIES                            |
| 12/6/2023 | 32438 | MASTERMAN'S                             | \$11.64      | PRECISION MACH. SUPPLIES                       |
| 12/6/2023 | 32439 | MOUSER ELECTRONICS                      | \$540.32     | ELECTRONICS SUPPLIES                           |
| 12/6/2023 | 32440 | MOYER LUMBER & HARDWARE                 | \$6,311.85   | BLDG. TRADES, CARPENTRY SUPPLIES               |
| 12/6/2023 | 32441 | MOYER PEST CONTROL                      | \$126.38     | PEST CONTROL                                   |
| 12/6/2023 | 32442 | MSC INDUSTRIAL SUPPLY CO.               | \$572.67     | PRECISION MACH. SUPPLIES                       |
| 12/6/2023 | 32443 | NAPA AUTO PARTS                         | \$2,549.45   | AUTO TECH SUPPLIES                             |
| 12/6/2023 | 32444 | NAZARETH PRODUCE                        | \$229.00     | BAKING SUPPLIES                                |
| 12/6/2023 | 32445 | NORTHEAST COMMERCIAL SHARPENING SERVICE | \$38.16      | SHARPENING SERVICES - BAKING                   |
| 12/6/2023 | 32446 | P.S.PIBBS INC                           | \$260.00     | COSMOTOLOGY SUPPLIES                           |
| 12/6/2023 | 32447 | PERFORMANCE SCREEN SUPPLY               | \$244.44     | GRAPHICS SUPPLIES                              |
| 12/6/2023 | 32448 | PHILLIPS COMMERCIAL                     | \$1,659.45   | PRECISION MACH. REPAIRS                        |
| 12/6/2023 | 32449 | POCKET NURSE                            | \$2,613.72   | HEALTH CAREERS SUPPLIES                        |
| 12/6/2023 | 32450 | POCONO MOUNTAIN DAIRIES                 | \$91.35      | BAKING SUPPLIES                                |



|           |       |                      |            |  |
|-----------|-------|----------------------|------------|--|
| 12/6/2023 | 32451 | PRAXAIR DISTRIBUTION | \$346.08   | WELDING SUPPLIES                         |
| 12/6/2023 | 32452 | QUILL CORP.          | \$1,466.47 | INSTRUCTIONAL & OFFICE SUPPLIES          |
| 12/6/2023 | 32453 | R.E. MICHEL          | \$1,036.00 | HVAC SUPPLIES                            |
| 12/6/2023 | 32454 | R.J.WALKER           | \$5,383.02 | PLUMBING SUPPLIES                        |
| 12/6/2023 | 32455 | SAFETY KLEEN         | \$365.41   | PARTS CLEANING                           |
| 12/6/2023 | 32456 | SAN MAR CORPORATION  | \$640.21   | GRAPHICS & MARKETING PRODUCTION SUPPLIES |
| 12/6/2023 | 32457 | SDIC                 | \$358.70   | 22-23 FINAL SIR CLAIMS                   |
| 12/6/2023 | 32458 | SHARDA PAPER INC     | \$245.00   | GRAPHICS SUPPLIES - PRODUCTION           |
| 12/6/2023 | 32459 | STATE CHEMICAL       | \$290.36   | DRAIN MAINTENANCE                        |
| 12/6/2023 | 32460 | SYSCO                | \$7,097.52 | BAKING & CULINARY SUPPLIES               |
| 12/6/2023 | 32461 | ULINE                | \$834.97   | MAINTENANCE & BAKING SUPPLIES            |
| 12/6/2023 | 32462 | UNIFORMS USA         | \$1,188.13 | CULINARY UNIFORMS                        |
| 12/6/2023 | 32463 | UNITED SITE SERVICES | \$194.29   | PORT O POTTY HOUSE PROJECT               |
| 12/6/2023 | 32464 | VALLEY YOUTH HOUSE   | \$2,844.00 | 23-24 COUNSELING SERVICES - PCCD GRANT   |
| 12/6/2023 | 32465 | W.W. GRAINGER        | \$750.70   | HVAC SUPPLIES                            |
| 12/6/2023 | 32466 | WILSON PRODUCTS      | \$122.00   | HELIUM RENTAL                            |

TOTAL

\$318,686.24

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

December 6, 2023

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

The administration respectfully submits the following information and recommendations:

1. That the following individuals be granted a Family Medical Leave:

Employee #0429 – Intermittent leave up to 12 weeks as of 11/5/23

Employee #0027 – Intermittent leave effective 11/7/23 – 11/21/23

MOTION BY: Director Recchiuti

SECOND BY: Director Patrick

ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Patrick, Recciuti, Schenkel, White, Demko, Dettmar,  
Makary, Soldridge - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
December 6, 2023

2. 2023-2024 STIPEND POSITIONS:

RECOMMENDATION:

That the following stipend position for 2023-2024 be approved as presented:

| <b>STIPEND<br/>DESCRIPTION</b>  | <b>NAME</b>                             | <b>AMOUNT</b> | <b>EFFECTIVE<br/>DATE</b> |
|---------------------------------|---|---------------|---------------------------|
| Mentor<br>(1 year – procedural) | Jenifer Stilgenbauer<br>for Donna Irwin | \$762.93*     | 11/6/23                   |

\*pro-rated for the 2023-2024 school year

MOTION BY: Director Recchiuti  
SECOND BY: Director Patrick  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Patrick, Recciuti, Schenkel, White, Demko, Dettmar,  
Makary, Soldridge - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

December 6, 2023

3. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

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

| <b>First Name</b> | <b>Last Name</b> | <b>Job Title</b>          | <b>Company</b>            | <b>Shop/Program</b> |
|-------------------|------------------|---------------------------|---------------------------|---------------------|
| Kelly             | Vlasics          | Owner                     | Matties Strudel Haus, LLC | Baking              |
| Jim               | Goodwin          | Production Manager        | Bracalente Manufacturing  | Machining           |
| Tina              | Fitzgerald       | Respiratory Therapist     | NCC                       | Health Careers      |
| Hunter            | Woodring         | HVAC/ Plumbing Technician | Woodring Improvements     | HVAC                |

MOTION BY: Director Recchiuti

SECOND BY: Director Patrick

ROLL CALL Motion carried by the following roll call vote: Aye:

Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,  
Makary, Soldridge - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
December 6, 2023

4. CONTINUING EDUCATION

a. GRAPHIC DESIGN CUSTOMIZED TRAINING

RECOMMENDATION:

That Dana Huber be approved to provide instruction in graphic design to a student during her regularly scheduled work hours. The tuition rate is \$16.00 per hour; Ms. Huber will not receive any additional compensation.

b. 2023-2024 CONTINUING EDUCATION INSTRUCTORS

RECOMMENDATION:

That the following individual be approved as Continuing Education Instructor for the 2023-2024 school year, at the hourly rate listed, pending receipt of all required paperwork:

| <b>Name</b> | <b>Role/Course</b> | <b>Salary</b> |
|-------------|--------------------|---------------|
| Jeff Bower  | Industry Testing   | \$31.00/hour  |

MOTION BY: Director Recchiuti  
SECOND BY: Director Patrick  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Patrick, Recciuti, Schenkel, White, Demko, Dettmar,  
Makary, Soldridge - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

December 6, 2023

I.(1). 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 |
| <b>INTERFUND TRANSFERS:</b>   |                   |            |  |              |       |                 |                |            |                       |
| 24-1  | Mike Galler       | Culinary   | 12 Month Staff Luncheon - 35 people 8/17/23          | 08/01/23     | 4     | 08/17/23        | \$ 525.00      | \$525.00   | PAID                  |
| 24-2  | Heather Burkhardt | Baking     | 2-3 Trays of Baked Goods for Northampton OH 8/24/23  | 08/21/22     | 4     | 08/24/23        | \$ 100.00      | \$100.00   | PAID                  |
| 24-3  | Jim Gurcsik       | Graphics   | 65 shirts for food truck                             | 08/28/23     | 4     | 10/16/23        | \$ 370.00      | \$370.00   | PAID                  |
| 24-4  | Heather Burkhardt | Baking     | Liberty Open House 9/13/23                           | 08/30/23     | 4     |                 | \$ 100.00      | \$100.00   | PAID                  |
| 24-5  | Heather Burkhardt | Baking     | Freedom Open House 9/6/23                            | 08/30/23     | 4     | 09/06/23        | \$ 100.00      | \$100.00   | PAID                  |
| 24-6  | Karen Mustonen    | Graphics   | Uniforms Embroidered                                 | 08/31/23     | 4     |                 |                | \$0.00     | VOID                  |
| 24-7  | Jeff Bower        | Graphics   | Decals NOT INTERFUND                                 | 09/05/23     | 4     | 10/13/23        | \$ 18.00       | \$18.00    | PAID                  |
| 24-8  | Susan Fahrenkopf  | Baking     | Baked goods for Board Meeting 09/05/23               | 09/05/23     | 4     | 09/05/23        | \$ 40.00       | \$40.00    | PAID                  |
| 24-9  | Dana Huber        | Graphics   | Directional arrow signs                              | 09/07/23     | 4     |                 | \$ 18.00       | \$18.00    | VOID                  |
| 24-10   | Heather Burkhardt | Baking     | Baked goods for Northampton MS Open House (9/14/23)  | 09/11/23     | 4     |                 | \$ 200.00      | \$200.00   | PAID                  |
| 24-11   | Susan Fahrenkopf  | Baking     | Breakfast for CTE Meeting 9/29/23                    | 09/15/23     | 4     |                 | \$ 12.00       | \$12.00    | PAID                  |
| 24-12   | Susan Fahrenkopf  | Food Truck | Light refreshments for Electric Car reveal           | 09/18/23     | 4     | 09/20/23        | \$ 700.00      | \$700.00   | PAID                  |
| 24-13   | Student Services  | Graphics   | Window cling covering                                | 09/21/23     | 4     |                 |                | \$0.00     |                       |
| 24-14   | Jeff Bower        | Graphics   | Fire elevator signs                                  | 09/21/23     | 4     | 10/13/23        | \$ 10.00       | \$10.00    | PAID                  |
| 24-15   | Susan Fahrenkopf  | Graphics   | Screen Print Shirts                                  | 09/27/00     | 4     |                 |                | \$0.00     |                       |
| 24-16   | Susan Fahrenkopf  | Baking     | Baked goods for JC Meeting                           | 09/28/23     | 4     |                 | \$ 40.00       | \$40.00    | PAID                  |
| 24-17   | Mike Galler       | Baking     | Baked Goods for OAC Meetings 10/9 & 10/10            | 09/28/23     |       | 10/11/23        | \$ 480.00      | \$480.00   | PAID                  |
| 24-18   | Dario Chavez      | Baking     | Desserts for NTHS Induction Ceremony NOT INTERFUND   | 09/28/23     | 4     |                 |                | \$0.00     | PAID by PO            |
| 24-19   | Mike Galler       | Food Truck | OAC 10/9 & 10/10                                     | 09/28/23     | 4     | 09/11/23        | \$ 2,200.00    | \$2,200.00 | PAID                  |
| 24-20   | Dario Chavez      | Culinary   | Food for NTHS Induction Ceremony 10/12 NOT INTERFUND | 09/28/23     | 4     |                 |                | \$0.00     | PAID by PO            |
| 24-21   | Angela Thom       | Culinary   | Provide snacks for Skills USA Members                | 09/28/23     | 4     |                 |                | \$0.00     | PAID by PO            |
| 24-22   | Jalissa Kuehner   | Comm. Arts | Painting a mural in the School Store                 | 10/02/23     | 4     |                 |                | \$0.00     |                       |
| 24-23   | Heather Burkhardt | Baking     | Baked goods for Freedom Career Fair (10/04/23)       | 10/03/23     | 4     |                 | \$ 30.00       | \$30.00    | PAID                  |

|       |                           |              |  |          |   |          |           |          |            |
|-------|---------------------------|--------------|--|----------|---|----------|-----------|----------|------------|
| 24-24 | Glenn Milositz            | Graphics     | Windo coverings for classroom doors                    | 10/05/23 | 4 | 11/06/23 | \$ 420.00 | \$420.00 |            |
| 24-25 | Adam Lazarchak            | Food Truck   | Food Truck event for Freedom / Liberty game (10/28/23) | 10/06/23 | 4 | 10/28/23 | \$ 750.00 | \$750.00 | PAID       |
| 24-26 | Dario Chavez              | Culinary     | Taco Bar for winners of NTHS Field Day (10/06/23)      | 10/06/23 | 4 | 10/06/23 | \$ 225.00 | \$225.00 | Paid by PO |
| 24-27 | Heather Burkhardt         | Food Truck   | Food Truck for BBBS visit (10/17/23)                   | 10/06/23 | 4 | 10/17/23 | \$ 380.00 | \$380.00 | PAID       |
| 24-28 | Adam Lazarchak            | Food Truck   | Board Members that came to Food Truck on 10/03/23      | 10/03/23 | 4 | 10/03/23 | \$ 92.00  | \$92.00  | PAID       |
| 24-29 | Dean Ruch (School To Car) | Graphics     | 2 sets of NCR forms                                    | 10/11/23 | 4 | 10/16/23 | \$ 46.00  | \$46.00  | PAID       |
| 24-30 | Susan Fahrenkopf          | Baking       | Baked goods for Little Pink Dress Party (10/24/23)     | 10/11/23 | 4 | 10/24/23 | \$ 800.00 | \$800.00 | PAID       |
| 24-31 | Cops N Kids               | Baking       | Cupcakes (11/17/23)                                    | 10/11/23 | 4 | 11/17/23 | \$ 100.00 | \$100.00 |            |
| 24-32 | Susan Fahrenkopf          | Graphics     | Screen Print T Shirts for Open House (10/25/23)        | 10/11/23 | 4 | 10/20/23 | \$ 110.00 | \$110.00 | PAID       |
| 24-33 | Jaime Vlasaty             | Baking       | 600 Baked Goods (10/20/23)                             | 10/11/23 | 4 | 10/13/23 | \$ 600.00 | \$600.00 | PAID       |
| 24-34 | Heather Burkhardt         | Baking       | Baked goods for BBBS (10/17/23)                        | 10/04/23 | 4 | 10/17/23 | \$ 75.00  | \$75.00  | PAID       |
| 24-35 | Susan Fahrenkopf          | Baking       | Baked goods for November Board Meeting (11/8/23)       | 10/20/23 | 4 |          | \$ 40.00  | \$40.00  |            |
| 24-36 | Susan Fahrenkopf          | Baking       | Breakfast for CTE Directors (11/17/23)                 | 10/20/23 | 4 |          | \$ 12.00  | \$12.00  |            |
| 24-37 | Jesse Schneck             | Bldg. Trades | Safety Glass Holder                                    | 10/24/23 | 4 |          | \$ 10.00  | \$10.00  | PAID       |
| 24-38 | Karen Mustonen            | Graphics     | Tags for Cookies for Saucon                            | 10/11/23 | 4 | 10/26/23 | \$ 50.00  | \$50.00  | PAID       |
| 24-39 | Maria Womer Stiffinella   | Graphics     | Wall stickers  | 10/26/23 | 4 |          |           | \$0.00   |            |
| 24-40 | Jalissa Kuehner           | Graphics     |  | 10/26/23 | 4 | 10/25/23 | \$ 20.00  | \$20.00  | PAID       |
| 24-41 | Culinary                  | Graphics     | BEO Work For October                                   | 10/30/23 | 4 |          | \$ 3.00   | \$3.00   | PAID       |
| 24-42 | Food Truck                | Graphics     | BEO Work For October                                   | 10/30/23 | 4 |          | \$ 7.00   | \$7.00   | PAID       |
| 24-43 | Culinary                  | Masonry      | Pizza Oven   | 11/01/23 | 4 |          |           | \$0.00   |            |
| 24-44 | Connie Muschko            | Culinary     | Veterans Day Luncheon                                  | 11/07/23 | 4 |          | \$ 350.00 | \$350.00 |            |
| 24-45 | Heather Burkhardt         | Culinary     | Counselor Luncheon (12/7 & 12/8)                       | 11/07/23 | 4 |          |           | \$0.00   |            |
| 24-46 | HOSA                      | Graphics     | Basket Bingo Tickets                                   | 11/08/23 | 4 |          |           | \$0.00   |            |
| 24-47 | NTHS                      | Graphics     | Shirts printed   | 11/09/23 | 4 |          |           | \$0.00   |            |
| 24-48 | Jeff Bower                | Graphics     | 20 decals for towel dispensers                         | 11/13/23 | 4 | 11/21/23 | \$ 20.00  | \$20.00  |            |
| 24-49 | Karen Mustonen            | Graphics     | Pie Decals   | 11/20/23 | 4 | 11/21/23 | \$ 19.50  | \$19.50  |            |
| 24-50 | Susan Fahrenkopf          | Culinary     | Luncheon for stakeholders (12/12/23)                   | 11/21/23 | 4 |          |           | \$0.00   |            |



|        |                      |           |  |          |   |          |          |  |            |
|--------|----------------------|-----------|--|----------|---|----------|----------|--|------------|
| 24-51  | Dana Huber           | Graphics  | Business cards for Dana & Lauren                           | 11/21/23 | 4 |          |          |  | \$0.00     |
| 24-52  | Susan Fahrenkopf     | Baking    | Baked goods for JC Meeting                                 | 11/21/23 | 4 |          |          |  | \$0.00     |
| 24-53  | Susan Fahrenkopf     | Baking    | Baked goods for Directors Meeting (12/15/23)               | 11/01/23 | 4 |          |          |  | \$0.00     |
| 24-100 | Terry Wagner         | Culinary  | Catering for baby shower (09/09/2023)                      | 08/18/23 | 3 |          | 1,800.00 |  | \$1,800.00 |
| 24-101 | Mike Galler          | Culinary  | Wings for 25 People (09/01/23)                             | 08/24/23 | 1 | 09/01/23 | 50.00    |  | \$50.00    |
| 24-102 | Bethlehem Rotary     | Baking    | 200 wrapped logo cookies for Taste & Tunes (Oct. 20th)     | 09/07/23 | 6 | 10/19/23 |          |  | \$0.00     |
| 24-103 | Dana Huber           | Baking    | 150 wrapped embossed cookies (Oct. 12th)                   | 09/07/23 | 1 |          | 300.00   |  | \$300.00   |
| 24-104 | Dana Huber           | Culinary  | Ribs, Carrots, Potatoes, Rolls for approx. 40 (Oct. 12th)  | 09/07/23 | 1 | 10/12/23 | 480.00   |  | \$480.00   |
| 24-105 | Dawn Sutter          | Culinary  | Food for small party (12/01/23)                            | 09/08/23 | 1 |          |          |  | \$0.00     |
| 24-106 | Susan Fahrenkopf     | Culinary  | Bridges Luncheon (9/19/223) \$14.00x16people               | 09/05/23 | 3 | 09/19/23 | 224.00   |  | \$224.00   |
| 24-107 | Greta Wilmot         | Culinary  | No egg birthday cake                                       | 09/25/23 | 1 | 10/06/23 | 25.00    |  | \$25.00    |
| 24-108 | Emily Hough          | Baking    | 4 Dozen cupcakes for September Birthdays                   | 09/28/23 | 1 | 10/06/23 | 48.00    |  | \$48.00    |
| 24-109 | Emily Hough          | Baking    | 5 Dozen cupcakes for October Birthdays                     | 09/28/23 | 1 | 10/06/23 | 48.00    |  | \$48.00    |
| 24-110 | Heather Chilcote     | Baking    | 24 Cream Cheese Cupcakes (10/04/23)                        | 10/03/23 | 1 | 10/04/24 | 24.00    |  | \$24.00    |
| 24-111 | Debra Miller         | Culinary  | 4 dozen cookies with recipes                               | 10/05/23 | 1 |          |          |  | \$0.00     |
| 24-112 | Karen Tavares        | Baking    | 1/2 Sheet Cake   | 10/23/23 | 1 | 10/27/23 | 30.00    |  | \$30.00    |
| 24-113 | Unity Bank           | Baking    | 100 Cookies individually wrapped (10/25/23)                | 10/25/23 | 3 | 10/25/23 | 25.00    |  | \$25.00    |
| 24-114 | Emily Hough          | Baking    | Peanut Butter Chocolate cupcakes for November Birthday     | 11/02/23 | 1 | 11/03/23 | 48.00    |  | \$48.00    |
| 24-115 | Dawn Sutter          | Culinary  | Side dishes to be warmed later (12/7/23)                   | 11/07/23 | 1 |          |          |  | \$0.00     |
| 24-116 | Freedom Girls Soccer | Baking    | Desserts for banquet (12/7)                                | 11/13/23 | 6 |          |          |  | \$0.00     |
| 24-117 | Todd Egly GLVADA     | Culinary  | Breakfast for meeting (11/29/23)                           | 11/14/23 | 3 |          |          |  | \$0.00     |
| 24-118 | Meri Lindenmuth      | Culinary  | Cake   | 11/14/23 | 1 | 11/20/23 | 10.00    |  | \$10.00    |
| 24-119 | Barbara Clymer       | Baking    | Assorted Christmas tray for 30                             | 11/17/23 | 5 |          |          |  | \$0.00     |
| 24-200 | Paula Cuchran        | Auto Tech | New Engine   | 08/10/23 | 1 |          |          |  | \$0.00     |
| 24-201 | Mike Galler          | Auto Tech | Rav4 - Oil Change & Rotate Tires                           | 08/21/23 | 1 | 09/11/23 | 46.67    |  | \$46.67    |
| 24-202 | Mike Galler          | Auto Tech | Kia - Oil Change & Cabin Filter                            | 08/21/23 | 1 | 09/01/23 | 30.00    |  | \$30.00    |
| 24-203 | Steve Mantz          | Auto Tech | VW Beetle - Pre Inspection/ clicking noise in front brakes | 08/29/23 | 1 |          |          |  | \$0.00     |

|        |                   |           |  |          |   |          |        |          |               |
|--------|-------------------|-----------|--|----------|---|----------|--------|----------|---------------|
| 24-204 | Craig Mosser      | Auto Tech | Mazda CX5 - Oil Change                                   | 08/31/23 | 1 | 09/08/23 | 33.89  | \$33.89  | Paid 09/08/23 |
| 24-205 | Karen Mustonen    | Auto Tech | Acura TSX - Oil Change                                   | 08/31/23 | 1 | 09/14/23 |        | \$0.00   | Paid 09/14/23 |
| 24-206 | Karen Mustonen    | Auto Tech | Acura MDX - Oil Change                                   | 08/31/23 | 1 | 09/24/23 | 0.00   | \$0.00   | Paid 09/14/23 |
| 24-207 | Jodi Williams     | Auto Tech | Ford F150 - Pre Inspection                               | 08/31/23 | 3 | 01/13/00 | 0.00   | \$0.00   |               |
| 24-208 | Heather Chilcote  | Auto Tech | Toyota 4Runner - Oil Change/Alignment                    | 09/01/23 | 1 | 09/08/23 | 69.64  | \$69.64  | Paid 09/08/23 |
| 24-209 | Andrew Seepiak    | Auto Tech | Ford Mustang - Trans Fluid & Oil Change                  | 09/05/23 | 2 | 09/14/23 | 30.00  | \$30.00  | Paid 09/14/23 |
| 24-210 | Alexie Morales    | Auto Tech | Jeep - Tire Change and Balanced                          | 09/05/23 | 2 | 09/26/23 | 10.00  | \$10.00  | Paid 09/26/23 |
| 24-211 | Alexie Morales    | Auto Tech | Lexus - Transmission Service                             | 09/05/23 | 2 | 09/22/23 | 35.24  | \$35.24  | Paid 9/22/23  |
| 24-212 | Michael Giamoni   | Auto Tech | Ford E250 - OLF  | 09/05/23 | 1 | 09/29/23 | 30.00  | \$30.00  | Paid 09/29/23 |
| 24-213 | Michael Giamoni   | Auto Tech | Honda Accord - OLF                                       | 09/05/23 | 1 | 09/29/23 | 165.99 | \$165.99 | Paid 09/29/23 |
| 24-214 | Angela Dorney     | Auto Tech | Mazda CX5 - Oil Change                                   | 09/05/23 | 1 | 09/15/23 | 74.10  | \$74.10  | Paid 9/18/23  |
| 24-215 | Anthony Rossetti  | Auto Tech | Ford F150 - Oil Change                                   | 09/06/23 | 2 | 09/11/23 | 0.00   | \$0.00   | Paid 09/11/23 |
| 24-216 | Deb Miller        | Auto Tech | Honda Accord - Check rotors & do alignment               | 09/11/23 | 1 | 09/26/23 | 116.99 | \$116.99 | Paid 09/26/23 |
| 24-217 | Jeff Cantrel      | Auto Tech | Jeep - diagnose and repair vibrations                    | 09/11/23 | 1 | 11/17/23 | 585.38 | \$585.38 | Paid 11/17/23 |
| 24-218 | Dennis Green      | Auto Tech | Toyota Tacoma - Tire Rotation, spark plugs, coils,brakes | 09/11/23 | 3 | 09/22/23 | 112.20 | \$112.20 | Paid 9/22/23  |
| 24-219 | Connor Drakey     | Auto Tech | Hyundai Elantra - Check evap leak                        | 09/12/23 | 2 | 10/02/23 | 93.93  | \$93.93  | Paid 10/02/23 |
| 24-220 | Alex Glassberg    | Auto Tech | Audi - Oil change, air filter, check brakes and tires    | 09/12/23 | 1 | 09/22/23 | 46.17  | \$46.17  | Paid 9/22/23  |
| 24-221 | Luis Santiago     | Auto Tech | Check suspension noise                                   | 09/13/23 | 1 | 09/26/23 | 0.00   | \$0.00   | Paid 09/27/23 |
| 24-222 | Dario Chavez      | Auto Tech | Pads, rotors, front end links                            | 09/15/23 | 1 | 09/26/23 | 378.20 | \$378.20 | Paid 09/27/23 |
| 24-223 | Ashley Brothers   | Auto Tech | Chevy Tahoe - Hard time starting & smells of gas         | 09/18/23 | 3 |          | 393.05 | \$393.05 |               |
| 24-224 | Jacob Schlitter   | Auto Tech | VW Jetta - Oil change                                    | 09/18/23 | 2 | 09/22/23 | 0.00   | \$0.00   | Paid 09/22/23 |
| 24-225 | Jennifer Klo      | Auto Tech | Oil Change   | 09/19/23 | 1 | 09/22/23 | 37.91  | \$37.91  | Paid 09/22/23 |
| 24-226 | Jodi Williams     | Auto Tech | TPMS Light, Airbag & Pre - Inspection                    | 09/22/23 | 3 | 10/09/23 | 393.05 | \$393.05 | Paid 10/09/23 |
| 24-227 | George Liikenbill | Auto Tech | Oil Change   | 09/25/23 | 2 |          |        | \$0.00   |               |
| 24-228 | Landon Beckowski  | Auto Tech | Oil change, transmission flush                           | 09/25/23 | 2 | 09/29/23 | 25.00  | \$25.00  |               |
| 24-229 | Justin McCollum   | Auto Tech | Ball joints & tires                                      | 09/25/23 | 2 | 10/04/23 | 84.93  | \$84.93  |               |
| 24-230 | Joshua Weierbach  | Auto Tech | New Exhaust  | 09/25/23 | 2 |          |        | \$0.00   | VOID          |

|        |                   |           |   |  |          |   |          |        |          |               |
|--------|-------------------|-----------|---|--|----------|---|----------|--------|----------|---------------|
| 24-231 | Eric Wilmot       | Auto Tech | Oil Change                                    |  | 09/25/23 | 1 | 10/13/23 | 40.18  | \$40.18  | Paid 10/13/23 |
| 24-232 | Connie Muschko    | Auto Tech | Replace Starter                               |  | 09/25/23 | 1 | 09/26/23 | 156.47 | \$156.47 | Paid 09/26/23 |
| 24-233 | Matthew Morales   | Auto Tech | Tires Mounted, Balanced                       |  | 09/26/23 | 2 | 10/03/23 | 0.00   | \$0.00   | Paid 10/04/23 |
| 24-234 | Mariah Plumer     | Auto Tech | Oil Change                                    |  | 09/26/23 | 2 | 09/27/23 | 0.00   | \$0.00   | Paid 09/29/23 |
| 24-235 | Jordan Montague   | Auto Tech | Oil Change, tire rotation                     |  | 09/26/23 | 1 | 09/29/23 | 34.19  | \$34.19  | Paid 10/02/23 |
| 24-236 | Ryan Barnyak      | Auto Tech | Install Alternator                            |  | 09/27/23 | 2 | 10/02/23 | 0.00   | \$0.00   | Paid 10/02/23 |
| 24-237 | Russell Gaffney   | Auto Tech | Oil leak, misfire, ball joint replacement     |  | 09/28/23 | 1 | 11/07/23 | 722.68 | \$722.68 | Paid 11/08/23 |
| 24-238 | Alexie Morales    | Auto Tech | Change tires                                  |  | 09/29/23 | 2 | 10/02/23 | 10.00  | \$10.00  | Paid 10/02/23 |
| 24-239 | Andrew Szeplaki   | Auto Tech | Rotors & Pads                                 |  | 09/29/23 | 2 | 10/06/23 | 0.00   | \$0.00   | Paid 10/06/23 |
| 24-240 | Aiden Malone      | Auto Tech | Oil change & Pre Inspection                   |  | 09/29/23 | 2 | 10/17/23 | 279.83 | \$279.83 | Paid 10/20/23 |
| 24-241 | Kevin Strawn      | Auto Tech | Brakes  |  | 09/29/23 | 1 | 10/10/23 | 456.35 | \$456.35 | Paid 10/11/23 |
| 24-242 | Dario Chavez      | Auto Tech | Change tire rod ends, Pre inspection          |  | 10/03/23 | 1 | 10/09/23 | 337.95 | \$337.95 | Paid 10/09/23 |
| 24-243 | Jacob Schlitter   | Auto Tech | Bleed brake lines, change air filter          |  | 10/04/23 | 2 |          |        | \$0.00   |               |
| 24-244 | Heather Chilcote  | Auto Tech | Oil change                                    |  | 10/04/23 | 1 | 10/13/23 | 30.21  | \$30.21  | Paid 10/16/23 |
| 24-245 | Rafael S          | Auto Tech | Noise inspection in rear of car               |  | 10/04/23 | 3 | 10/27/23 | 672.96 | \$672.96 | Paid 10/30/23 |
| 24-246 | Debra Miller      | Auto Tech | Rotors & Pads                                 |  | 10/05/26 | 1 |          |        | \$0.00   | Void          |
| 24-247 | Sundanta Vidanage | Auto Tech | 40,000 mile check                             |  | 10/05/23 | 3 | 11/08/23 | 93.71  | \$93.71  | Paid 11/08/23 |
| 24-248 | Stan Prodes       | Auto Tech | Oil Change (Will provide filter and oil)      |  | 10/11/23 | 1 | 10/19/23 | 0.00   | \$0.00   | Paid 10/19/23 |
| 24-249 | Deb Miller        | Auto Tech | Oil Change, Tire Rotation, Air Filter         |  | 10/11/23 | 1 |          |        | \$0.00   | Void          |
| 24-250 | Dominic Pinho     | Auto Tech | Weld Flex-pipe in                             |  | 10/11/23 | 2 |          |        | \$0.00   | Void          |
| 24-251 | Connor Drakely    | Auto Tech | Alignment and wipers                          |  | 10/11/23 | 2 | 11/21/23 | 41.18  | \$41.18  | Paid 11/21/23 |
| 24-252 | Dario Chavez      | Auto Tech | Ignition coil, spark plugs                    |  | 10/11/23 | 1 | 10/11/23 | 42.18  | \$42.18  | Paid 10/13/23 |
| 24-253 | Al Renn           | Auto Tech | Pre Inspection                                |  | 10/11/23 | 1 | 11/01/23 | 85.79  | \$85.79  | Paid 11/01/23 |
| 24-254 | Michael Giamoni   | Auto Tech | Pre Inspection, tune,fluits fuels line repair |  | 10/11/23 | 1 |          |        | \$0.00   |               |
| 24-255 | Jordan Montague   | Auto Tech | Oil Change, tire rotation                     |  | 10/11/23 | 1 | 10/30/23 | 35.00  | \$35.00  | Paid 10/31/23 |
| 24-256 | Logan Lees        | Auto Tech | Oil change, headlight bulb replacement        |  | 10/12/23 | 1 | 10/13/23 | 57.25  | \$57.25  | Paid 10/13/23 |
| 24-257 | Jeremy Srogi      | Auto Tech | Replace heater core                           |  | 10/12/23 | 2 |          |        | \$0.00   |               |

|        |                    |           |   |          |   |          |        |          |               |
|--------|--------------------|-----------|---|----------|---|----------|--------|----------|---------------|
| 24-258 | Marcia Smith       | Auto Tech | Brakes, rotors, oil change                                | 10/13/23 | 3 | 10/19/23 | 15.00  | \$15.00  | Paid 10/19/23 |
| 24-259 | Bryan Gonzalez     | Auto Tech | Radiator  | 10/13/23 | 2 | 10/17/23 | 183.03 | \$183.03 | Paid 10/17/23 |
| 24-260 | Craig Mosser       | Auto Tech | Belt noise  | 10/16/23 | 1 | 10/17/23 | 31.57  | \$31.57  | Paid 10/17/23 |
| 24-261 | Thomas Vbriaco     | Auto Tech | Rear camber arms and rear brake rotors                    | 10/16/23 | 2 |          |        | \$0.00   |               |
| 24-262 | Jim Gurcsik        | Auto Tech | head gasket   | 10/16/23 | 1 |          |        | \$0.00   |               |
| 24-263 | Grimaldi Gonzalez  | Auto Tech | Routine maintenance & tune up                             | 10/16/26 | 1 |          |        | \$0.00   |               |
| 24-264 | Alexie Morales     | Auto Tech | Lexus - Coolant Leak                                      | 10/17/23 | 2 |          |        | \$0.00   | VOID          |
| 24-265 | Alexie Morales     | Auto Tech | Jeep - Alignment  | 10/17/23 | 2 |          |        | \$0.00   | VOID          |
| 24-266 | Lori Kram          | Auto Tech | Chevy - oil change & overall check                        | 10/17/23 | 1 |          |        | \$0.00   | Paid 10/31/23 |
| 24-267 | Lori Kram          | Auto Tech | Toyota - Oil chage, overall check, muffler                | 10/17/23 | 1 | 11/10/23 | 369.10 | \$369.10 | Paid 11/14/23 |
| 24-268 | Hope Green         | Auto Tech | Oil change  | 10/17/23 | 2 |          |        | \$0.00   | Paid 10/20/23 |
| 24-269 | Howie Nonnmacher   | Auto Tech | 4 tires install motor mounts                              | 10/17/23 | 1 | 11/02/23 | 40.00  | \$40.00  | Paid 11/03/23 |
| 24-270 | Sarah Miller       | Auto Tech | 2010 Suburban - Brakes                                    | 10/18/23 | 3 |          |        | \$0.00   | Paid 11/06/23 |
| 24-271 | Sarah Miller       | Auto Tech | 2006 Silverado - Alignment                                | 10/18/23 | 3 | 10/25/25 | 5.00   | \$5.00   | Paid 10/25/23 |
| 24-272 | Kevin Hams         | Auto Tech | Brakes, Inspection Pre Check                              | 10/19/23 | 3 |          |        | \$0.00   |               |
| 24-273 | Jim Gurcsik        | Auto Tech | Sway bar links  | 10/19/23 | 1 | 10/27/23 | 53.92  | \$53.92  | Paid 10/30/23 |
| 24-274 | Daniel Beradesca   | Auto Tech | Passenger headlight & gas cap                             | 10/19/23 | 1 | 10/31/23 | 10.74  | \$10.74  | Paid 11/03/23 |
| 24-275 | Kristine Wagner    | Auto Tech | Front brakes & warning lamp, minor leak                   | 10/20/23 | 3 |          | 135.99 | \$135.99 | Paid 11/02/23 |
| 24-276 | Landon Silfies     | Auto Tech | Wheel alignment   | 10/20/23 | 2 | 11/06/23 | 0.00   | \$0.00   | Paid 11/06/23 |
| 24-277 | John Reppert       | Auto Tech | Alignment, front rotors, oil change                       | 10/20/23 | 2 | 11/06/23 | 0.00   | \$0.00   | Paid 11/06/23 |
| 24-278 | Paula Cuchran      | Auto Tech | Subaru - Check exhaust fo rleak and ingnition not working | 10/20/23 | 1 | 11/17/23 | 29.47  | \$29.47  | Paid 11/17/23 |
| 24-279 | Randy Ziminsky     | Auto Tech | Honda - Oil leaking                                       | 10/20/23 | 3 |          |        | \$0.00   |               |
| 24-280 | Greta Wilmot       | Auto Tech | Tire Rotation   | 10/23/23 | 1 | 11/03/23 | 0.00   | \$0.00   |               |
| 24-281 | Nathaniel Grerrero | Auto Tech | Alignment   | 10/23/23 | 2 |          |        | \$0.00   | Void          |
| 24-282 | Glenn Milositz     | Auto Tech | Pre Inspection  | 10/23/23 | 1 | 11/01/23 | 278.79 | \$278.79 | Paid 11/01/23 |
| 24-283 | Randy Ziminsky     | Auto Tech | Jeep - replace rear passenger windo                       | 10/25/23 | 3 |          | 215.93 | \$215.93 | Paid 11/01/23 |
| 24-284 | Heather Burkhart   | Auto Tech | Oil Change  | 10/27/23 | 1 | 10/27/23 | 30.00  | \$30.00  | Paid 10/27/23 |

|        |                   |           |   |          |   |          |        |          |               |
|--------|-------------------|-----------|---|----------|---|----------|--------|----------|---------------|
| 24-285 | Meri Lindenmuth   | Auto Tech | Car overheating   | 10/30/23 | 1 | 11/02/23 | 253.41 | \$253.41 | Paid 11/03/23 |
| 24-286 | Dario Chavez      | Auto Tech | Pre inspection & repair if needed                         | 10/30/23 | 1 | 11/17/23 | 994.13 | \$994.13 | Paid 11/17/23 |
| 24-287 | Mike Galler       | Auto Tech | Inspect, repack bearing on trailer                        | 10/31/23 | 1 | 11/21/23 | 0.00   | \$0.00   |               |
| 24-288 | Jim Gurcsik       | Auto Tech | Driver front Axle Shaft                                   | 10/31/23 | 1 |          |        | \$0.00   |               |
| 24-289 | Stephanie Kish    | Auto Tech | Check Enging Light on                                     | 11/01/23 | 2 |          |        | \$0.00   |               |
| 24-290 | Landon Silfies    | Auto Tech | Wheel alignment, tie rods, tires                          | 11/01/23 | 2 |          |        | \$0.00   |               |
| 24-291 | Craig Mosser      | Auto Tech | Check Enging Light on                                     | 11/01/23 | 1 |          |        | \$0.00   |               |
| 24-292 | Aaron Beete       | Auto Tech | Replace rotors and brakes                                 | 11/01/23 | 2 | 11/21/23 | 25.00  | \$25.00  | Paid 11/21/23 |
| 24-293 | Robert Scorce     | Auto Tech | Not running - Honda Pilot                                 | 11/02/23 | 1 |          |        | \$0.00   |               |
| 24-294 | Jesse Schneck     | Auto Tech | Oil Change & Coolant flush                                | 11/02/23 | 1 | 11/21/23 | 71.69  | \$71.69  | Paid 11/22/23 |
| 24-295 | Joan Dinbokowitz  | Auto Tech | Oil change  | 11/03/23 | 1 | 11/16/23 | 35.00  | \$35.00  | Paid 11/17/23 |
| 24-296 | Heather Hershey   | Auto Tech | Oil change  | 11/03/23 | 1 | 11/09/23 | 0.00   | \$0.00   | Paid 11/09/23 |
| 24-297 | Heather Chilcote  | Auto Tech | Fan loud  | 11/03/23 | 1 |          |        | \$0.00   |               |
| 24-298 | Heather Burkhardt | Auto Tech | Oil change  | 11/03/23 | 1 | 11/08/23 | 35.00  | \$35.00  | Paid 11/8/23  |
| 24-299 | Steve Mantz       | Auto Tech | Oil and filter change                                     | 11/03/23 | 1 | 11/09/23 | 39.81  | \$39.81  | Paid 11/9/23  |
| 24-300 | Nathan DeLong     | Auto Tech | Oil change, front end noise                               | 11/03/23 | 2 |          |        | \$0.00   | Void          |
| 24-301 | Brian Moser       | Auto Tech | Rear main seal  | 11/07/23 | 1 |          |        | \$0.00   |               |
| 24-302 | Karen Mustonen    | Auto Tech | Oil change  | 11/07/23 | 1 | 11/14/23 | 0.00   | \$0.00   | Paid 11/14/23 |
| 24-303 | Rhonda Geiselman  | Auto Tech | Oil Change, Tire Rotation                                 | 11/08/23 | 1 | 11/15/23 | 37.56  | \$37.56  | Paid 11/16/23 |
| 24-304 | Dario Chavez      | Auto Tech | Brake lines   | 11/09/23 | 1 |          |        | \$0.00   |               |
| 24-305 | Jennifer Korpics  | Auto Tech | Drive belt, Induction Service, Alignment, Struts          | 11/09/23 | 2 |          |        | \$0.00   |               |
| 24-306 | Dazzcity Torres   | Auto Tech | Oil change  | 11/09/23 | 3 | 11/10/23 | 0.00   | \$0.00   | Paid 11/10/23 |
| 24-307 | Nina Pardoe       | Auto Tech | Oil change  | 11/10/23 | 1 | 11/14/23 | 35.00  | \$35.00  | Paid 11/14/23 |
| 24-308 | Meri Lindenmuth   | Auto Tech | Tire Pressue Sensor                                       | 11/13/23 | 1 | 11/14/23 | 40.00  | \$40.00  | Paid 11/14/23 |
| 24-309 | Adam Ghazi        | Auto Tech | Spark plugs, oil change, rear brake pads, rotor & Caliper | 11/13/23 | 2 |          |        | \$0.00   |               |
| 24-310 | Mike DiBilio      | Auto Tech | Mount and balance tires, alignment                        | 11/14/23 | 3 |          |        | \$0.00   |               |
| 24-311 | Mike Giamoni      | Auto Tech | Brakes and fluids   | 11/14/23 | 1 |          |        | \$0.00   |               |

|        |                          |              |  |          |   |          |          |            |               |
|--------|--------------------------|--------------|--|----------|---|----------|----------|------------|---------------|
| 24-312 | Tyler Heft               | Auto Tech    | Mount & balance tires and alignment                        | 11/14/23 | 1 | 11/21/23 | 0.00     | \$0.00     | Paid 11/22/23 |
| 24-313 | Nina Pardoe              | Auto Tech    | Blower, Light, sunroof                                     | 11/16/23 | 1 |          |          | \$0.00     |               |
| 24-314 | Heather Hershey          | Auto Tech    | Oil change   | 11/16/23 | 1 | 11/16/23 | 0.00     | \$0.00     | Paid 11/17/23 |
| 24-315 | Landon Siffies           | Auto Tech    | Wheel alignment  | 11/16/23 | 2 |          |          | \$0.00     | Void          |
| 24-316 | Jeff Cantrel             | Auto Tech    | Diagnose grinding and rattling noises                      | 11/17/23 | 1 |          |          | \$0.00     |               |
| 24-317 | Julian Muniz             | Auto Tech    | Car been sitting for years needs to be started             | 11/17/23 | 2 |          |          | \$0.00     |               |
| 24-318 | Jariel Brazoban          | Auto Tech    | Oil Change   | 11/17/23 | 2 |          |          | \$0.00     |               |
| 24-319 | Lori Drozd               | Auto Tech    | Replace thermostat, flush coolant, tire rotation & balance | 11/17/23 | 2 |          |          | \$0.00     |               |
| 24-320 | Michael Jagers           | Auto Tech    | Oil Change   | 11/17/23 | 2 |          |          | \$0.00     |               |
| 24-321 | Matthew Morales          | Auto Tech    | O2 sensor replaced   | 11/20/23 | 2 |          |          | \$0.00     |               |
| 24-322 | Connie Muschko           | Auto Tech    | 3 cylinder misfire check                                   | 11/21/23 | 1 |          |          | \$0.00     |               |
| 24-323 | Russell Gaffney          | Auto Tech    | Front Axel   | 11/21/23 | 1 |          |          | \$0.00     |               |
| 24-500 | Jerdon Construction Serv | Food Truck   | Food Truck Event for 40 people                             | 09/19/23 | 3 | 09/19/23 | 754.72   | \$754.72   | Paid 10/02/23 |
| 24-501 | Skills USA               | Food Truck   | Food Truck Event for Clay Shoot                            | 09/26/23 | 6 | 10/29/23 | 1,000.00 | \$1,000.00 | Paid 10/03/23 |
| 24-600 | Joan Dinbokowitz         | Graphics     | Decals   |          |   |          |          | \$0.00     |               |
| 24-601 | Mark James (BASD)        | Carpentry    | Storywalk Project  |          |   |          | 946.30   | \$946.30   |               |
| 24-602 | Sergio Rivas             | Graphics     | Shirts for class   |          |   |          |          | \$0.00     |               |
| 24-603 | Michael Faccinnetto      | Auto Coll.   | Remove Rust and Repair Front Bumper                        | 08/23/23 | 3 |          |          | \$0.00     |               |
| 24-604 | Jennifer Klo             | Auto Coll.   | Hatch leaking  | 08/28/23 | 1 | 09/25/23 | 5.00     | \$5.00     | Paid 09/25/23 |
| 24-605 | Angela Thom              | Graphics     | 25 Descendants themed coloring books                       | 08/31/23 | 1 | 09/27/23 | 125.00   | \$125.00   | Paid 09/28/23 |
| 24-606 | Jane Butz                | Auto Coll.   | Clearcoat/Painting   | 08/31/23 | 3 |          |          | \$0.00     | VOID          |
| 24-607 | David Pinos              | Auto Coll.   | Paint bike black   | 09/05/23 | 1 |          | 5.00     | \$5.00     | Paid 10/31/23 |
| 24-608 | Dana Huber               | Graphics     | Wedding Invites & Responses                                | 09/07/23 | 2 | 09/08/23 | 18.00    | \$18.00    | Paid 09/11/23 |
| 24-609 | Lori Kram                | Carpentry    | Repair candle holder                                       | 09/07/23 | 2 | 09/11/23 | 5.00     | \$5.00     | Paid 09/11/23 |
| 24-610 | Brandon Word             | Auto Coll.   | Damage Inspection  | 09/08/23 | 2 |          |          | \$0.00     |               |
| 24-611 | Karen Mustonen           | Building Tr. | Build a cover for Koi Pond                                 | 09/13/23 | 1 |          |          | \$0.00     |               |
| 24-612 | Maria Womer Stiffinella  | Graphics     | 2 Banners  | 09/21/23 | 1 |          |          | \$0.00     |               |

|        |                           |             |                             |  |          |   |          |       |         |
|--------|---------------------------|-------------|-----------------------------|--|----------|---|----------|-------|---------|
| 24-613 | Tracy Kleintop            | Graphics    | Shirts                      |  | 09/21/23 | 1 | 11/14/23 | 25.00 | \$25.00 |
| 24-614 | Shirley Gehman            | Graphics    | Shirts                      |  | 09/21/23 | 1 | 11/14/23 | 29.75 | \$29.75 |
| 24-615 | Pinilope Alestas          | Graphics    | Shirts                      |  | 09/21/23 | 1 | 11/14/23 | 31.90 | \$31.90 |
| 24-616 | Jennifer Klo              | Graphics    | Recreate poster             |  | 09/25/23 | 1 |          |       | \$0.00  |
| 24-617 | Bronwyn Hanley            | Auto Coll.  | Pull dent out of truck      |  | 09/28/23 | 1 | 11/02/23 | 25.00 | \$25.00 |
| 24-618 | Joe Biondo                | Masonry     | Cut 60 bricks for a project |  | 10/02/23 | 3 | 10/24/23 | 0.00  | \$0.00  |
| 24-619 | Nina Pardoe               | Auto Coll.  | Side view mirror            |  | 10/03/23 | 1 | 10/12/23 | 58.00 | \$58.00 |
| 24-620 | Kevin Hams                | Auto Coll.  | Remove rust, remove dent    |  | 10/03/23 | 3 |          |       | \$0.00  |
| 24-621 | Bill Grushow              | Auto Coll.  | Replace front splash shield |  | 10/03/23 | 3 |          |       | \$0.00  |
| 24-622 | Jon Sullivan              | Carpentry   | Build a casket              |  | 10/05/23 | 1 | 10/05/23 | 0.00  | \$0.00  |
| 24-623 | Jennifer Klo              | Carpentry   | Fix a wooden frame          |  | 10/05/23 | 1 | 10/06/23 |       | \$0.00  |
| 24-624 | Tracy Snyder (Liberty Hig | Graphics    | Flow Chart                  |  | 10/11/23 | 5 | 10/20/23 | 9.00  | \$9.00  |
| 24-625 | Pauline Vigilanti         | Auto Coll.  | Repair collision damage     |  | 10/11/23 | 3 |          |       | \$0.00  |
| 24-626 | Michele Bracero           | Graphics    | 3 Foot Astronaut            |  | 10/11/23 | 1 | 10/30/23 | 25.00 | \$25.00 |
| 24-627 | Dana Huber                | Megatronics | Cookie Embosser             |  | 09/06/23 | 1 | 10/12/23 | 0.82  | \$0.82  |
| 24-628 | Rotary - Dana Huber (INT  | Megatronics | Cookie Embosser             |  | 09/06/23 | 6 | 10/12/23 | 6.72  | \$6.72  |
| 24-629 | Bettie Kichline           | Graphics    | 8x10 picture imposing       |  | 10/16/23 | 1 | 10/26/23 | 5.00  | \$5.00  |
| 24-630 | Ingrid Hill               | Graphics    | T shirts screen printed     |  | 10/18/23 | 3 |          |       | \$0.00  |
| 24-631 | Bronwyn Hanley            | Graphics    | 4 coroplast signs           |  | 10/18/23 | 1 |          | 20.00 | \$20.00 |
| 24-632 | Jennifer Klo              | Graphics    | 5 etched glass jars         |  | 10/24/23 | 1 | 11/09/23 | 20.00 | \$20.00 |
| 24-633 | Jennifer Klo              | Comm. Arts  | Paint Corn Hole Boards      |  | 10/25/23 | 1 | 11/20/23 | 0.00  | \$0.00  |
| 24-634 | Peggy Fuehrer             | Graphics    | 100 postcards               |  | 10/26/23 | 1 | 11/03/23 | 16.00 | \$16.00 |
| 24-635 | Joseph Spengler           | Auto Coll.  | Replace Bed on Truck        |  | 10/30/23 | 3 | 11/17/26 | 25.00 | \$25.00 |
| 24-636 | Angel Vasquez             | Auto Coll.  | Full Body Work              |  | 11/03/23 | 3 |          |       | \$0.00  |
| 24-637 | Mike Galler               | Graphics    | Business Cards              |  | 11/07/23 | 1 | 11/09/23 | 6.50  | \$6.50  |
| 24-638 | Jeff Bower                | Graphics    | 4x4 canvas print            |  | 11/14/23 | 1 |          |       | \$0.00  |
| 24-639 | Alex Glassberg            | Graphics    | 16 5.5x8.5 notepads         |  | 11/14/23 | 1 |          |       | \$0.00  |





BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

December 6, 2023

I.(2.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending October 31, 2023.

Respectfully submitted,



Adam S. Lazarchak  
Executive Director

/sf

CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
October 31, 2023

| ACCOUNT NUMBER      | DESCRIPTION                             | ORIGINAL BUDGET | YEAR-TO-DATE ACTIVITY | BUDGET BALANCE |
|---------------------|---|-----------------|-----------------------|----------------|
| 10.6510.000.000.000 | INTEREST ON INVESTMENTS                 | 2,000.00        | 18,485.30             | -16,485.30     |
| 10.6720.000.000.000 | BOOKSTORE SALES                         | -               | -                     | 0.00           |
| 10.6821.000.000.000 | RECEIPTS IU 13 - OTDA GRANT             | -               | -                     | 0.00           |
| 10.6910.000.000.000 | RENTALS                                 | 6,000.00        | 1,000.00              | 5,000.00       |
| 10.6920.000.000.000 | CONTRIBUTIONS AND DONATIONS             | 250.00          | 250.00                | 0.00           |
| 10.6946.000.000.000 | PRIOR YEAR EXCESS REVENUES FOR TRANSFER | -               | -                     | 0.00           |
| 10.6946.001.000.000 | RECEIPTS FROM BASD                      | 6,943,128.00    | 2,740,710.00          | 4,202,418.00   |
| 10.6946.002.000.000 | RECEIPTS FROM NASD                      | 2,878,422.00    | 984,724.00            | 1,893,698.00   |
| 10.6946.003.000.000 | RECEIPTS FROM SVSD                      | 1,015,792.00    | 267,310.00            | 748,482.00     |
| 10.6949.000.000.000 | TUITION - ADULT DAY REGULAR             | -               | -                     | 0.00           |
| 10.6950.000.000.000 | TUITION FROM OTHER DISTRICT             | -               | -                     | 0.00           |
| 10.6980.000.000.000 | REV. FROM COMMUNITY SERVICE ACTIVITIES  | 50,000.00       | 10,275.66             | 39,724.34      |
| 10.6990.000.000.000 | MISCELLANEOUS REVENUE                   | 2,000.00        | 59.10                 | 1,940.90       |
| 10.7220.000.000.000 | VOCATIONAL EDUC. SUBSIDY                | 1,100,000.00    | 330,192.00            | 769,808.00     |
| 10.7220.000.240.000 | PDE EQUIPMENT GRANT                     | 25,000.00       | -                     | 25,000.00      |
| 10.7230.000.000.000 | OTHER STATE GRANTS                      | -               | -                     | 0.00           |
| 10.7362.000.360.000 | PCCD ACT 55 GRANT                       | 140,000.00      | -                     | 140,000.00     |
| 10.7509.000.219.000 | SUPPLEMENTAL EQUIPMENT GRANT            | 150,000.00      | -                     | 150,000.00     |
| 10.7810.000.000.000 | SOC. SEC. REIMBURSEMENT                 | 212,173.00      | -                     | 212,173.00     |
| 10.7820.000.000.000 | RETIREMENT REIMBURSEMENT                | 983,660.00      | -                     | 983,660.00     |
| 10.8521.000.663.000 | FEDERAL                                 | 340,600.00      | 151,263.75            | 189,336.25     |
| 10.8742.000.988.000 | GEER GRANT - COVID-19 CARES ACT         | -               | -                     | 0.00           |
| 10.8745.000.991.000 | GEER GRANT II                           | -               | -                     | 0.00           |
| 10.8755.000.998.000 | ARP ESSER GRANT                         | 507,721.00      | 40,901.71             | 466,819.29     |
| 10.9400.000.000.000 | PROCEEDS FROM SALE OF FIXED ASSETS      | -               | 9,850.00              | -9,850.00      |
|                     | <b>TOTALS FOR GENERAL FUND</b>          | 14,356,746.00   | 4,555,021.52          | 9,801,724.48   |
|                     | <b>TOTAL REVENUES</b>                   | 14,356,746.00   | 4,555,021.52          | 9,801,724.48   |

CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
October 31, 2023

| ACCOUNT NUMBER      | DESCRIPTION                            | ORIGINAL BUDGET | BUDGET REVISIONS | YEAR-TO-DATE ACTIVITY | ENCUMBRANCES | BUDGET BALANCE |
|---------------------|--|-----------------|------------------|-----------------------|--------------|----------------|
| 10.1110.000.000.000 | ACADEMIC PROGRAM                       | 630,953.00      | -                | 107,413.76            | 424,132.14   | 99,407.10      |
| 10.1240.000.000.000 | SPECIAL EDUCATION                      | 656,429.00      | -                | 110,022.16            | 342,925.53   | 203,481.31     |
| 10.1330.000.000.000 | HEALTH OCCUP. PROGRAM                  | 517,194.00      | -                | 98,839.91             | 235,977.66   | 182,376.43     |
| 10.1342.000.000.000 | HOME ECONOMICS PROGRAM                 | 876,396.00      | 35,413.00        | 146,239.33            | 511,979.17   | 253,590.50     |
| 10.1370.000.000.000 | TECHNICAL PROGRAM                      | 164,042.00      | -                | 27,883.66             | 83,139.66    | 53,018.68      |
| 10.1380.000.000.000 | TRADE & INDUSTRY PROGRAM               | 4,526,275.00    | (19,718.00)      | 791,873.29            | 2,305,976.52 | 1,408,707.19   |
| 10.1700.000.000.000 | HIGHER EDUCATION                       | 10,000.00       | -                | -                     | -            | 10,000.00      |
| 10.2100.000.000.000 | STUDENT SERVICES                       | 1,525,994.00    | (19,695.00)      | 297,402.69            | 889,162.36   | 319,733.95     |
| 10.2270.000.000.000 | STAFF DEVELOPMENT - INSTRUCTIONAL      | 105,066.00      | -                | 10,278.41             | -            | 94,787.59      |
| 10.2310.000.000.000 | BOARD SECRETARY                        | 3,633.00        | -                | 106.67                | 1,184.32     | 2,342.01       |
| 10.2320.000.000.000 | BOARD TREASURER                        | 1,586.00        | -                | 146.32                | 672.52       | 767.16         |
| 10.2350.000.000.000 | LEGAL SERVICES                         | 45,000.00       | -                | 6,550.34              | 38,449.66    | -              |
| 10.2360.000.000.000 | OFFICE OF THE DIRECTOR                 | 437,795.00      | -                | 135,307.91            | 212,783.07   | 89,704.02      |
| 10.2380.000.000.000 | OFFICE OF THE PRINCIPAL                | 433,942.00      | -                | 119,646.93            | 214,267.08   | 100,027.99     |
| 10.2440.000.000.000 | PUPIL HEALTH - FIRST AID               | 103,455.00      | -                | 16,536.49             | 57,536.60    | 29,381.91      |
| 10.2511.000.000.000 | BUSINESS OFFICE                        | 601,230.00      | -                | 186,638.55            | 265,763.72   | 148,827.73     |
| 10.2600.000.000.000 | OPERATIONS & MAINTENANCE               | 2,166,535.00    | -                | 558,183.36            | 532,762.13   | 1,075,589.51   |
| 10.2660.000.000.000 | SECURITY SERVICES                      | 57,597.00       | 4,000.00         | -                     | 51,719.00    | 5,878.00       |
| 10.2830.000.000.000 | STAFF DEVELOPMENT - NON-INST.          | 28,500.00       | -                | 1,169.15              | 1,255.36     | 26,075.49      |
| 10.2840.000.000.000 | DATA PROCESSING - TECHNOLOGY           | 656,963.00      | -                | 148,999.62            | 173,405.06   | 334,558.32     |
| 10.3210.000.000.000 | SCHOOL SPONSORED ACTIVITIES            | 97,554.00       | -                | 3,045.56              | 9,002.29     | 85,506.15      |
| 10.3350.000.000.000 | WELFARE ACTIVITIES                     | -               | -                | -                     | -            | 4,000.00       |
| 10.3390.000.000.000 | COMMUNITY SERVICES                     | 53,951.00       | -                | 15,891.03             | 4,226.62     | 33,833.35      |
| 10.4300.000.000.000 | IMPROVEMENT PROJECTS                   | -               | 3,380.00         | 1,997.89              | 1,382.11     | -              |
| 10.4600.000.000.000 | IMPROVEMENT EXPENSES                   | 481,656.00      | (3,380.00)       | 50,407.52             | 66,877.72    | 360,990.76     |
| 10.5100.000.000.000 | REFUND OF PRIOR YEAR RECEIPTS          | -               | -                | -                     | -            | -              |
| 10.5230.000.000.000 | CAPITAL RESERVE TRANSFERS              | 100,000.00      | -                | 100,000.00            | -            | -              |
| 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      |
|                     | <b>TOTAL FOR GENERAL FUND</b>          | 14,356,746.00   | -                | 2,934,580.55          | 6,424,580.30 | 4,997,585.15   |
|                     | <b>TOTAL EXPENSES</b>                  | 14,356,746.00   | -                | 2,934,580.55          | 6,424,580.30 | 4,997,585.15   |
|                     | <b>EXCESS OF REVENUE OVER EXPENSES</b> |                 |                  | 1,620,440.97          |              |                |

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

December 6, 2023

I.(3.) HOUSE PROJECT REPORT

INFORMATION:

Mr. Lazarchak reported that students are continuing work on the dry wall and should be finishing that soon. Director Makary had posed a question regarding the cabinetry to be installed; Mr. Lazarchak responded that the cabinets have already been selected.

NEW BUSINESS

Mr. Galler welcomed the new Joint Committee members. He was asked if there would be an opportunity for the new members to get a tour. Mrs. Fahrenkopf will provide Mr. Galler with the contact info for the members and he will reach out in this regard.

Mr. Galler updated the Joint Committee on some of the activities that have been happening here at the school. He informed the group that WFMZ and The Morning Call had both provided excellent coverage on the annual holiday food drive. Staff and students distributed 112 meals this year; the original goal was 90 and we were then made aware of some additional families approximately a week before Thanksgiving. Due to the generosity of our students' families, alumni and staff who rallied at the last minute, we were able to provide the 112 meals needed and still had leftover items and donations. These will be used to stock the "essentials pantry" we have set up at the school for those in need. Mr. Karb, our Protective Services Instructor, began this drive 10 years ago in his program, delivering 20 meals. The initiative has since spread school-wide and a goal of 150 meals has been set for next Thanksgiving, which will be Mr. Karb's last, as he plans to retire in 2025.

Mr. Galler informed the Joint Committee members present that the school has applied for \$385,000 in equipment grants. He will provide updates at future meetings.

SkillsUSA District 11 competition is scheduled for Wednesday January 24, 2024. Additional information regarding the competition and VIP luncheon will be sent via e-mail.

Mr. Galler recently conducted annual observations of the faculty and expressed how impressed he has been with the new teachers that have been hired over the last two years.

Mr. Lazarchak informed the Joint Committee members of some activities and events coming up. Today students got to have their picture taken with Jack Frost; we have a hot cocoa day planned for next week and caroling on the last full day before the break. We also had our first Holiday Bazaar this evening from 4-7 where our parents and students could shop for items created by our programs. All of the profits go to the individual program's production accounts for the students to use on items and activities they choose with their instructor. As of 7:00 when we reported to the meeting, over \$2,000 had been taken in.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

December 6, 2023

NEW BUSINESS, Cont'd.

The Bridges Foundation will be reaching two milestones in 2024 – it will be the 25<sup>th</sup> anniversary of giving awards and scholarships to students, and with this year's awards, the Foundation will have awarded over \$1 million to deserving students. A fundraising gala is planned for Thursday, March 28<sup>th</sup> at Hotel Bethlehem. We will be striving to get the endowment amount to \$1million; it is currently between \$700,000-\$800,000. It was asked if any discussion had been had regarding a capital campaign; Mr. Lazarchak responded that it had been brought up previously, but is presently on hold, as is the expansion project.

Director Makary took the opportunity to thank David Gogel, as Mr. Gogel was present at tonight's meeting, for all that he has done for fellow members of the individual school boards, Joint Committee and the school in general over his many years of service. Director Makary recalled Mr. Gogel taking him aside as a new member and providing him with much needed information and he appreciated that.

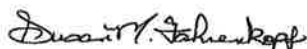
Director Patrick took the opportunity to address the new members: "I came on the board seven or eight years ago, before you (*acknowledging Mr. Lazarchak*) took over. You're (*the new members*) a part of a really awesome thing here. There is a new energy in this building – there is a new excitement. The amount of things that the administration and the teachers do for their students is unparalleled. It's amazing how much these folks care about these kids and they just want to see them succeed. It's exciting...we have good stuff ahead. You're gonna see a lot of great things."

Director Makary then shared: "I teach at Liberty High School and interact with many of the students that attend this place. They are well behaved. I don't know what you guys are doing, but just keep doing it. They are organized, nice, well educated and I thank you for that.

Mr. Lazarchak responded by saying that "the students are passionate about being here and they celebrating being here." He is "very, very lucky to be a part of this organization."

The meeting was adjourned at 7:24 p.m.on a motion by Director White, seconded by Director Patrick, and all present voting in favor.

Attest,



Susan M. Fahrenkopf  
Joint Committee Secretary