November 1, 2022

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 7:02 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar, – eight; Absent: Director Faccinetto – one.

Others Present: Mr. Adam Lazarchak, Executive Director of BAVTS; Mr. Donald F. Spry, II, Solicitor, Mrs. Jaime Vlasaty, Superintendent of Saucon Valley School District and BAVTS Superintendent of Record, Mrs. Susan Fahrenkopf, Secretary/ Treasurer; Mrs. Debra Miller, Business Administrator (via telephone); and interested staff members.

An Executive Session was held before the regular meeting regarding personnel matters.

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

Regular Meeting October 4, 2022

The Report of the Secretary/Treasurer for the period ending August 31, 2022, was approved on motion of Directors White and Patrick and unanimous voice vote.

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

November 1, 2022

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending September 30, 2022

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

FUND NAME		BALANCE September 1, 2022	RECEIPTS	DISBURSEMENTS	BALANCE September 30, 2022
General	includes PLGIT/CD	2,760,474.08	1,130,742.41	(1,296,635.02)	2,594,581.47
House Project		189,830.28	4.04	(1,984.08)	187,850.24
Production		91,190.25	2,433.74	(2,247.32)	91,376.67
Capital Reserves	includes PLGIT/CD	2,066,676.32	3,112.36	(37,599.08)	2,032,189.60
Payroll		210,540.33	947,707.66	(1,149,206.84)	9,041.15
Cafeteria		103,031.73	5,440.71	(25,940.52)	82,531.92
Adult Education	includes PLGIT/CD	258,269.00	30,549.41	(32,769.58)	256,048.83
Student Activities		41,886.55	1,896.37	0.00	43,782.92
TOTALS		5,721,898.54	2,121,886.70	(2,546,382.44)	5,297,402.80

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

GENERAL, HOUSE PROJECT,PRODUCTION FUNDS - CASH ACCTS

September 1, 2022				2,875,897.31
RECEIPTS				
	Production	2,431.77		
	Interest	58.33		
	District Contrib.	876,982.00		
	District Contrib./Auth.			
	State / Fed Funds	245,107.59		
	Tuition			
	Other	7,664.43		
	Transfers - PLGIT			
	Inter-Fund Transfers	628.00	1,132,872.12	
DISBURSEMENTS				
	Prepaid Bills	(51,259.21)		
	Bill Listings	(332,603.49)		
	Payroll	(918,577.70)		
	Other--Authority Bond Fees	(164.95)		
	Void Checks	4,537.96		
	Transfers - PLGIT		(1,298,067.39)	
September 30, 2022	ADJ BOOK BALANCE			2,710,702.04

BANK RECONCILIATION September 30, 2022

Bank Balance		2,714,505.53	
Memo			
Outstanding Checks		(3,803.49)	
Deposit in Transit		0.00	
September 30, 2022	ADJ BANK BALANCE		2,710,702.04

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

November 1, 2022

Your Treasurer respectfully submits the following report for the period ending September 30, 2022

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

September 1, 2022				165,597.30
	Transfers In	0.00		
	Interest	308.07		
	P Card purchases	(2,799.03)		
	Transfers Out			
	Transfers Out-CD purch			
September 30, 2022	ADJ BOOK BALANCE			163,106.34

BANK RECONCILIATION September 30, 2022

Bank Balance	163,106.34	
Deposit in Transit		
Outstanding Checks		
September 30, 2022	ADJ BANK BALANCE	163,106.34

Average Yield for Aug 2022 is 2.27%

CAPITAL RESERVES - EMBASSY BANK

September 1, 2022				407,383.29
	Receipts	0.00		
	Interest	8.81		
	Void Checks	0.00	8.81	
	Fees			
	Disbursements	(37,599.08)	(37,599.08)	
September 30, 2022	ADJ BOOK BALANCE			369,793.02

BANK RECONCILIATION September 30, 2022

Bank Balance	369,793.02	
Memos		
Outstanding Checks	0.00	
Deposit in Transit	0.00	
September 30, 2022	ADJ BANK BALANCE	369,793.02

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

September 1, 2022			1,659,293.03
	Transfers In	0.00	
	Interest	3,103.55	
	Transfers Out	0.00	
	Transfers Out-CD purch	0.00	
September 30, 2022	ADJ BOOK BALANCE		1,662,396.58

BANK RECONCILIATION September 30, 2022

Bank Balance	1,662,396.58	
Outstanding Checks	0.00	
September 30, 2022	ADJ BANK BALANCE	1,662,396.58

Average Yield for Aug 2022 is 2.27%

To the Members of the Joint Committee — November 1, 2022
Bethlehem Area Vocational-Technical School
Ladies and Gentlemen:
Your Treasurer respectfully submits the following report for the period ending — September 30, 2022

PAYROLL FUND - EMBASSY BANK

September 1, 2022				210,540.33
	Receipts	947,706.30		
	Interest	1.36		
	Void Checks		947,707.66	
	Fees			
	Disbursements	(1,149,206.84)	(1,149,206.84)	
September 30, 2022	ADJ BOOK BALANCE			9,041.15

BANK RECONCILIATION — September 30, 2022

Bank Balance	71,165.10	
Memos		
Outstanding Checks	(62,123.95)	
Deposit in Transit		
September 30, 2022	ADJ BANK BALANCE	9,041.15

CAFETERIA FUND - EMBASSY BANK

September 1, 2022				103,031.73
	Receipts	5,438.79		
	Transfers			
	Interest	1.92	5,440.71	
	Disbursements	(25,940.52)		
	Void Check	0.00	(25,940.52)	
September 30, 2022	ADJ BOOK BALANCE			82,531.92

BANK RECONCILIATION — September 30, 2022

Bank Balance	82,363.92	
Memos	0.00	
Outstanding Checks	(59.50)	
Deposit in Transit	227.50	
September 30, 2022	ADJ BANK BALANCE	82,531.92

ADULT EDUCATION FUND - EMBASSY BANK

September 1, 2022				258,269.00
	Receipts	30,544.05		
	PLGIT Transfers	0.00		
	Interest	5.36	30,549.41	
	Disbursements	(32,769.58)		
	Void Checks	0.00		
	PLGIT Transfer	0.00	(32,769.58)	
September 30, 2022	ADJ BOOK BALANCE			256,048.83

BANK RECONCILIATION — September 30, 2022

Bank Balance	256,165.83	
Memos	0.00	
Outstanding Checks	(1,682.33)	
Deposit in Transit	1,565.33	
September 30, 2022	ADJ BANK BALANCE	256,048.83

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

November 1, 2022

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending September 30, 2022

STUDENT ACTIVITY ACCT -EMBASSY BANK

September 1, 2022				41,886.55
	Receipts	1,895.50		
	Other			
	Interest	0.87	1,896.37	
	Disbursements	0.00		
	Other--Ret'd Check	0.00		
	Voided Check	0.00	0.00	
September 30, 2022	ADJ BOOK BALANCE			43,782.92

BANK RECONCILIATION September 30, 2022

Bank Balance	43,782.92	
Outstanding Checks	0.00	
Deposit in Transit	0.00	
September 30, 2022 ADJ BANK BALANCE		43,782.92

REPORT OF DEPOSITORIES September 30, 2022

EMBASSY BANK		
General Fund	2,714,505.53	
Capital Reserve	369,793.02	
Payroll Account	71,165.10	
Cafeteria Fund	82,363.92	
Adult Ed. Fund	256,165.83	
Student Activity Fund	43,782.92	
PLGIT		
PLGIT General Fund	163,106.34	
PLGIT CD (General Fund)	0.00	163,106.34
PLGIT Capital Reserve	1,662,396.58	
PLGIT CD (Cap Reserve)	0.00	1,662,396.58
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00
TOTAL BANK BALANCES	**5,363,279.24**	

Respectfully submitted,

Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through November 1, 2022 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 Makary
SECOND BY:	Director Donaher
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - eight Nay: none

REPORT DATE
11/1/2022

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	CHECK AMOUNT	DESCRIPTION
10/5/2022	Y	31120	DIRECT ENERGY BUSINESS	$ 198.54	GAS SERVICE
10/5/2022	Y	31121	PP&L	$ 45.85	ELECTRIC SERVICE
10/5/2022	Y	31122	SYSCO	$ 511.00	CULINARY/CULINARY EVENTS/BAKING SUPPLIES
10/5/2022	Y	31123	UGI UTILITIES	$ 150.78	GAS SERVICE
10/5/2022	Y	31124	VERIZON WIRELESS	$ 239.55	CELL PHONES
10/12/2022	Y	31125	AMAZON CAPITOL SERVICES	$ 2,878.63	REPLACEMENT OF CHECK #30965
10/12/2022	Y	31126	PP&L	$ 17,417.51	ELECTRIC SERVICE
10/12/2022	Y	31127	SEAROCK'S LAWN CARE	$ 3,200.00	LAWN MOWING SERVICE
10/12/2022	Y	31128	STAPLES	$ 620.85	HEALTH CAREERS SUPPLIES
10/12/2022	Y	31129	SYSCO	$ 6,140.22	CULINARY/CULINARY EVENTS/BAKING SUPPLIES
10/12/2022	Y	31130	ANASTACIO NALES	$ 75.00	COSMO REFUND - REPLACEMENT CHECK
10/17/2022	Y	31131	EMBASSY BANK -	$ 14,847.82	SUPPLIES, REPAIRS, PERMITS, SOFTWARE, FOOD ETC.
10/19/2022	Y	31132	CANON FINANCIAL SERVICES,INC.	$ 1,579.89	COPIERS LEASE
10/19/2022	Y	31133	CITY OF BETHLEHEM	$ 2,014.00	WATER BILL
10/19/2022	Y	31134	J & J LUXURY TRANSPORTATION	$ 846.73	FIELD TRIP TRANSPORTATION - BAKING
10/19/2022	Y	31135	SERVICE ELECTRIC CABLE TV	$ 97.81	TELEPHONE SERVICE - POTS LINES
10/19/2022	Y	31136	UGI ENERGY SERVICES LLC	$ 1,843.51	GAS SERVICE
10/19/2022	Y	31137	UGI UTILITIES	$ 1,874.64	GAS SERVICE
10/26/2022	Y	31138	LOWES BUSINESS ACCOUNT	$ 75.20	HOUSE PROJECT SUPPLIES
11/1/2022		31139	A.J. TRUNZO	$ 4,900.00	INSURANCE COVERED REPLACEMENT OF BOLLARDS
11/1/2022		31140	ACTION PARTY RENTALS	$ 186.45	RENTAL LIGHT TOWER FOR OPEN HOUSE
11/1/2022		31141	ADVANCE AUTO PARTS	$ 1,802.18	AUTO TECH SUPPLIES
11/1/2022		31142	ALBERT USTER IMPORTS INC.	$ 2,006.30	BAKING SUPPLIES
11/1/2022		31143	ALL-AMERICA GRAPHICS	$ 1,530.40	AUTO TECH STUDENT WORK SHIRTS/UNIFORMS
11/1/2022		31144	ALL-PHASE ELECTRIC SUPPLY CO.	$ 11.74	ELECTRICAL SUPPLIES
11/1/2022		31145	ALLIED CONTROLS	$ 120.74	MAINTENANCE SUPPLIES
11/1/2022		31146	AMAZON CAPITOL SERVICES	$ 13,562.61	OFFICE/INSTRUCT/MAINT/NURSE/TECH SUPPLIES
11/1/2022		31147	AR TECHNOLOGY SOLUTIONS LLC	$ 5,800.00	VAPE SENSORS - MAINTENANCE SUPPLIES
11/1/2022		31148	ARAMSCO INC DBA PENN VALLEY CHEMICAL	$ 640.00	MAINTENANCE SUPPLIES
11/1/2022		31149	ASL REFRIGERATION INC	$ 64,908.00	BAKE SHOP WALK IN/FREEZER
11/1/2022		31150	B & H FOTO-VIDEO	$ 279.00	VIDEO MEDIA SUPPLIES
11/1/2022		31151	BETH-HANOVER SUPPLY CO.	$ 636.99	MASONRY & HOUSE PROJECT SUPPLIES

11/1/2022	31152	BETHLEHEM STAR AUTO GLASS EXPRESS	$	85.00	WINDHSHIELD REPAIRS
11/1/2022	31153	BILL FLANNERY AUTOMOTIVE	$	114.50	AUTO COLLISION SUPPLIES
11/1/2022	31154	BIT DIRECT INC.	$	1,101.20	TECHNOLOGY SUPPLIES
11/1/2022	31155	BURMAX CO.	$	295.32	ESTHETICS SUPPLIES
11/1/2022	31156	CARTRIDGE XCHANGE LL	$	105.00	TONER SUPPLIES - VARIOUS AREAS
11/1/2022	31157	CENGAGE LEARNING	$	1,280.00	ESTHETICS EXAM PREP BOOKS
11/1/2022	31158	CHRIN HAULING, INC	$	2,431.12	TRASH REMOVAL
11/1/2022	31159	CLARK SERVICE GROUP INC	$	1,162.39	FREEZER REPAIRS - COLD PREP KITCHEN
11/1/2022	31160	CM REGENT LLC	$	2,514.56	NOV LIFE/LTD
11/1/2022	31161	COL. NORTH. I.U. 20	$	6,870.94	QUARTERLY WAN/INTERNET/FIREWALL SERVICES
11/1/2022	31162	COMMERCIAL KITCHEN REPAIRS	$	400.00	MAINTENANCE SERVICE
11/1/2022	31163	CONNIE MUSCHKO	$	339.01	MILEAGE/MEAL REIMBURSEMENT
11/1/2022	31164	CURTO TOY MFG. CO. LTD.	$	332.50	SPIRIT ITEMS FOR MARKETING
11/1/2022	31165	D'HUY ENGINEERING INC.	$	1,340.62	RETAINER AND ENGINEERING FEES
11/1/2022	31166	DAWN SUTTER	$	12.50	MILEAGE REIMBURSEMENT
11/1/2022	31167	DEAN RUCH	$	317.98	MILEAGE & MEAL REIMBURSEMENT
11/1/2022	31168	DEBRA MILLER	$	124.38	MILEAGE REIMBURSEMENT
11/1/2022	31169	DEERFOOT AUTO PARTS INC.	$	1,000.00	AUTO TECH SUPPLIES
11/1/2022	31170	DELL MARKETING L.P.	$	1,052.51	TECHNOLOGY SUPPLIES
11/1/2022	31171	EAST LAWN SUPPLY	$	1,141.64	PLUMBING SUPPLIES
11/1/2022	31172	EASTERN AUTOPARTS WAREHOUSE	$	237.15	AUTO TECH SUPPLIES
11/1/2022	31173	EBTEP	$	153,708.84	NOV DENTAL/MEDICAL/PRESCRIPTION
11/1/2022	31174	F.W. WEBB COMPANY	$	10,597.50	PLUMBING SUPPLIES
11/1/2022	31175	GLOBAL INDUSTRIAL	$	152.94	CARPENTRY SUPPLIES
11/1/2022	31176	HERPEL'S AUTO & TRUCK LIFTS	$	222.72	AUTO TECH REPAIR SERVICE
11/1/2022	31177	HIGHMARK BLUE SHIELD	$	1,062.89	NOV VISION
11/1/2022	31178	HSA MECHANICAL INC.	$	5,810.95	MAINTENANCE, REPAIR & REPLACEMENT SERVICES
11/1/2022	31179	INTEGRITEC INC.	$	215.00	WATER TREATMENT
11/1/2022	31180	INTERSTATE TAX SERVICE INC.	$	156.60	UNEMPLOYMENT COMPENSATION
11/1/2022	31181	KEITH FRY INC.	$	409.03	AUTO TECH REPAIRS
11/1/2022	31182	KING SPRY HERMAN FREUND FAUL	$	1,477.67	SOLICITOR'S FEES
11/1/2022	31183	KOCH 33 FORD	$	35.06	AUTO TECH SUPPLIES
11/1/2022	31184	L.V. JANITORIAL SUPPLY	$	452.10	MAINTENANCE SUPPLIES
11/1/2022	31185	LEHIGH VALLEY BUSINESS	$	199.00	SUBSCRIPTION RENEWAL
11/1/2022	31186	MACINTOSH LINEN SERVICE	$	349.68	CULINARY SUPPLIES
11/1/2022	31187	MAPLE STREET WOODWORKING LLC	$	1,112.50	BUILDING TRADES SUPPLIES
11/1/2022	31188	MOYER LUMBER & HARDWARE	$	732.00	CARPENTRY SUPPLIES

11/1/2022	31189	MOYER PEST CONTROL	$	120.36	PEST CONTROL
11/1/2022	31190	NAPA AUTO PARTS	$	1,793.45	AUTO TECH SUPPLIES
11/1/2022	31191	NATIONAL RESTAURANT ASSOC. SOLUTIONS	$	2,368.89	SERVSAFE BOOKS/COURSE FOR CULINARY & BAKING
11/1/2022	31192	NAZARETH PRODUCE	$	62.00	BAKING SUPPLIES
11/1/2022	31193	NJ ADVANCE MEDIA	$	414.20	LEGAL AD
11/1/2022	31194	NORSTAR NETWORKS	$	2,007.08	LICENSES & CABLES FOR PHONE SYSTEM
11/1/2022	31195	PA CO-OP ED ASSN.	$	50.00	MEMBERSHIP
11/1/2022	31196	PENNSYLVANIA COLLEGE OF TECHNOLOGY	$	105.00	LUNCHES FOR PENN COLLEGE TRIP
11/1/2022	31197	PERFORMANCE SCREEN SUPPLY	$	38.20	GRAPHIC ARTS SUPPLIES
11/1/2022	31198	PRAXAIR DISTRIBUTION	$	2,725.80	WELDING SUPPLIES
11/1/2022	31199	PREMIUM SIGN SUPPLIES INC.	$	120.26	GRAPHIC ARTS SUPPLIES
11/1/2022	31200	QUILL CORP.	$	653.14	OFFICE/CLASSROOM SUPPLIES
11/1/2022	31201	R.E. MICHEL	$	2,082.14	HVAC SUPPLIES
11/1/2022	31202	S. AGENTIS & MR. ROOTER	$	875.00	UNCLOG MASONRY DRAIN
11/1/2022	31203	SAN MAR CORPORATION	$	234.92	T-SHIRTS - GRAPHIC ARTS SUPPLIES
11/1/2022	31204	SDIC	$	405.70	SEPTEMBER SIR
11/1/2022	31205	SINGER EQUIP CO.	$	7,416.18	ELECTRIC RANGE FOR CULINARY
11/1/2022	31206	SKILLS USA COUNCIL	$	2,967.43	QUARTERLY SERVICES
11/1/2022	31207	SNAP-ON	$	114.41	AUTO TECH SUPPLIES
11/1/2022	31208	ST LUKE'S HOSPITAL & HEALTH NETWORK	$	90.00	EMPLOYEE SCREENING
11/1/2022	31209	STATE CHEMICAL	$	281.89	DRAIN MAINTENANCE PROGRAM
11/1/2022	31210	STOTZ & FATZINGER	$	3,836.00	COPY PAPER
11/1/2022	31211	SYSCO	$	1,161.11	CULINARY/CULINARY EVENTS/BAKING SUPPLIES
11/1/2022	31212	TRANE OF NORTHEASTERN PA.	$	32,103.00	ANNUAL SERVICE AGREEMENT
11/1/2022	31213	UNITED SITE SERVICES	$	170.00	PORT O POTTY HOUSE PROJECT
11/1/2022	31214	VAN CLEEF ENGINEERING ASSOCIATES	$	338.55	SURVEYOR/PROFESSIONAL SERVICES
11/1/2022	31215	WARD'S NATURAL SCIENCE	$	66.88	COSMO SUPPLIES
11/1/2022	31216	WAREHOUSE BATTERY OUTLET	$	110.42	MAINTENANCE SUPPLIES
11/1/2022	31217	WEX BANK	$	72.24	GAS FOR SCHOOL VEHICLES
11/1/2022	31218	WILSON PRODUCTS	$	1,804.90	CYLINDER RENTALS & WELDING SUPPLIES
11/1/2022	31219	WURTH USA INC.	$	258.32	AUTO TECH SUPPLIES
11/1/2022	31220	YOURNEWSCHOOL	$	1,245.92	COSMO SUPPLIES
		TOTAL		$416,088.13	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

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

The administration respectfully submits the following information and recommendations:

1. STAFFING

RECOMMENDATION:

That the following appointment be approved:

Carly McKeon

Position:	Part-Time Instructional Assistant (replacement for Peggy Fuehrer)
Salary/Benefits:	$21.50 per hour, with no health benefits. All other terms in accordance with the Instructional Assistants Agreement
Effective:	November 3, 2022, pending receipt of all required paperwork

MOTION BY:	Director Patrick
SECOND BY:	Director Schenkel
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

2. JOB DESCRIPTION UPDATING

RECOMMENDATION

That the Joint Committee approve the attached job descriptions as presented. This is the first reading of this job description.

- Assistant CTSO Advisor
- Navigation Nights Instructor
- Navigation Nights Instructional Assistant
- Navigation Nights Facilitator

That the Joint Committee approve the attached job descriptions as presented. This is the required second reading of these job descriptions.

- Instructional Assistant
- School Lunch Program Utility Person

MOTION BY:	Director Patrick
SECOND BY:	Director Schenkel
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOB DESCRIPTION

Position Title: **Assistant CTSO Advisor**

GENERAL POSITION REQUIREMENTS

Employee Group Professional Staff Member

Reports to Career & Technical Administrator

ESSENTIAL JOB FUNCTIONS

- Work cooperatively with other BAVTS HOSA and NTHS Advisor(s) to assist with the organization and coordination of all HOSA and NTHS functions.

TERMS OF EMPLOYMENT

School year stipend position appointed annually as needed. Stipend equal to 50% of funds allocated for Future Health Professionals (HOSA) Advisor position **plus** 50% of funds allocated for National Technical Honor Society (NTHS) Advisor. Work hours concurrent with, and in addition to, the normal school day. Payment for on-site supervision at competitions and events is covered under the Career-Technical Student (CTSO) Advisor Stipend.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All	Occasionally	Frequently	Constantly
0%	1 – 33%	24 – 66%	67 – 100%

LIFTING

Up to 10 lbs.	Occasionally
11 to 20 lbs.	Occasionally
Beyond 20 lbs.	Not at all

BODY MOVEMENTS

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

Created: October, 2022

Joint Committee Action:

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
Job Description

Job Title: Navigation Nights Instructor

Classification: Professional Employee – 100% ARP ESSER CTC Set Aside Grant Funded

Reports to: Executive Director and Navigation Nights Facilitator(s)

Qualifications:
- Current BAVTS professional employee
- Current clearances as per BAVTS school policy

Work Conditions:
- Navigation Nights Dates – Beyond regular contracted days
- Salary and benefits in accordance with the current Collective Bargaining Agreement

Primary Responsibilities:
- Provide instruction of the BAVTS educational program to CTE students attending the Navigation Nights program in order to improve student academic achievement and employability skills

Primary Tasks:
- Complete ARP ESSER CTC Set Aside Semi-Annual Certification for all payroll hours
- Plan and provide educational activities to the students attending the Navigation Nights extended day program

Training Requirements:
- Grant procedures

Evaluation:
- No formal evaluation of this position will be required.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date:_____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
Job Description

Job Title: Navigation Nights Instructional Assistant

Classification: Instructional Assistant Employee – 100% ARP ESSER CTC Set Aside Grant Funded

Reports to: Executive Director and Navigation Nights Facilitator(s)

Qualifications:

- Current BAVTS instructional assistant employee
- Current clearances as per BAVTS school policy

Work Conditions:

- Navigation Nights Dates – Beyond regular contracted days
- Salary and benefits in accordance with the current Instructional Assistant agreement

Primary Responsibilities:

- Provide educational support to CTE students attending the Navigation Nights program in order to improve student academic achievement and employability skills

Primary Tasks:

- Complete ARP ESSER CTC Set Aside Semi-Annual Certification for all payroll hours
- Provide support for the educational activities to students attending the Navigation Nights extended day program

Training Requirements:

- Grant procedures

Evaluation:

- No formal evaluation of this position will be required.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date:_____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
Job Description

Job Title: Navigation Nights Facilitator

Classification: Professional Employee – 100% ARP ESSER CTC Set Aside Grant Funded

Reports to: Executive Director

Qualifications:

- Current BAVTS professional employee
- Current clearances as per BAVTS school policy

Work Conditions:

- Navigation Nights Dates – Beyond regular contracted days
- Salary and benefits in accordance with the current Collective Bargaining Agreement

Primary Responsibilities:

- Provide coordination of the BAVTS educational program for CTE students attending the Navigation Nights program in order to improve student academic achievement and employability skills
- Provide guidance counselor and/or dean of students services as needed

Primary Tasks:

- Complete ARP ESSER CTC Set Aside Semi-Annual Certification for all payroll hours
- Provide coordination of the educational activities to the students attending the Navigation Nights extended day program

Training Requirements:

- Grant procedures

Evaluation:

- No formal evaluation of this position will be required.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOB DESCRIPTION

Position Title: Instructional Assistant

GENERAL POSITION REQUIREMENTS

Education/Certification	High School Diploma with Highly Qualified Certification received prior to July 1, 2010 or Associates Degree or 60 post-secondary credits.
Experience	Work experience academically assisting high school students and in trade area.
Other (Skills)	Ability to maintain high level of confidentiality. Knowledge of Microsoft Office Suite products.
Machinery & Equipment	Computer, printer, copier, telephone, fax, calculator, and laminator.
Reports to	Principal/Supervisor

ESSENTIAL JOB FUNCTIONS

Paraprofessional

- Monitors and provides support to students.
- Assists in the implementation of the specially designed instruction within the Individual Educational Plan (IEP) for all identified students.
- Assists in the vocational assessment of students, as necessary.
- Maintains accurate records as required.
- Provides assistance to staff, students and community members as directed.
- Attends applicable meetings as assigned.

General

- Performs assigned duties during non-instructional time periods.
- Additional duties as assigned.

Position Title: Instructional Assistant

TERMS OF EMPLOYMENT

188 day teacher work year. 7 hours and 20 minutes per day inclusive of a 30-minute duty free lunch. Pre-day, mid-day and post-day general duties account for up to 60 minutes per day. Paraprofessional duties account for 5 hours and 50 minutes per day. Benefits in accordance with the Instructional Assistant agreement.

Up to 70% of the cost position may be funded by the Perkins Grant in support of the paraprofessional duties. Loss of Perkins funding may affect the number of Instructional Assistants that continue to be funded from year to year.

PHYSICAL REQUIREMENTS OF JOB:

MEASURED IN TERMS OF FREQUENCY

Not At All	Occasionally	Frequently	Constantly
0%	1 - 33%	34 - 66%	67 - 100%

LIFTING:

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

BODY MOVEMENTS:

Bend/Stoop:	Frequently
Climb:	Frequently
Kneel:	Frequently
Push:	Frequently
Pull:	Frequently
Twisting:	Frequently
Standing:	Frequently
Sitting:	Frequently
Walking:	Frequently

I have read and understand the responsibilities and requirements of this position and I can perform the essential functions and physical requirements of this job either with ☐ or without ☐ reasonable accommodations. If accommodations are needed, I will provide appropriate documentation to the Executive Director's Office.

_____ _____

Signature **Date**

_____ _____

Supervisor Signature **Date**

Updated Sept 2022

Joint Committee Action:

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOB DESCRIPTION

Position Title: **School Lunch Program Utility Person**

GENERAL POSITION REQUIREMENTS

Education/Certification	High school graduate or related food service experience
Machinery & Equipment	Stoves, ovens, microwave, steamer, slicer, dishwasher, cash register
Reports to	School Lunch and Breakfast Program Coordinator (under the supervision of the Business Administrator)

ESSENTIAL JOB FUNCTIONS

- Set-up, breakdown, and cleaning of serving lines.
- Food preparation, as needed.
- Retrieving food items from freezers, refrigerator, and storage room for food preparation.
- Run equipment in dishroom.
- Wash pots and clean sink area.
- Clean cafeteria after lunch service.
- Oversee student helpers, if necessary.
- Other duties as assigned by School Lunch and Breakfast Program Coordinator.

TERMS OF EMPLOYMENT

10 months, up to 5.75 hours per day, inclusive of a 30-minute lunch. No benefits.

MEASURED IN TERMS OF FREQUENCY

Not At All	Occasionally	Frequently	Constantly
0%	1 – 33%	24 – 66%	67 – 100%

LIFTING

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

BODY MOVEMENTS

Bend/Stoop	Occasionally
Climb	Occasionally
Kneel	Occasionally

Push	Occasionally
Pull	Occasionally
Twist	Frequently
Stand	Frequently
Sit	Occasionally
Walk	Frequently

	BUDGET TRANSFERS				
#	Account	Description	To	From	REASON
1	10.4600.330.000.000	EXISTING BLDG IMPROVE SVC	5,560.00		Reclassify Engineering Services for Improvement Projects
	10.2620.330.000.000	SVCS - ENGINEER		5,560.00	Reallocate available engineering services funds
	Reclassify budget for engineering services associated with ongoing construction projects to proper account.				
2	10.1342.762.219.070	EQUIP GRANT - BAKE - CAPITAL EQ	19,290.00		Transfer funds for culinary equipment - 21-22 grant CO
	10.1380.752.219.000	EQUIP GRANT - CAPITAL		19,290.00	Reallocate available Supplemental Equipment Grant funds
	Reallocate budgeted Supplemental Equipment Grant funds to 21-22 carryover culinary equipment grant purchases				
3	10.1380.122.998.000	ARP ESSER WAGES	11,673.00		Reclassify funds to align with grant budget
	10.1380.220.998.000	ARP ESSER SOCIAL SECURITY	893.00		Reclassify funds to align with grant budget
	10.1380.230.998.000	ARP ESSER RETIREMENT	4,116.00		Reclassify funds to align with grant budget
	10.1380.260.998.000	ARP ESSER WORKERS COMP	125.00		Reclassify funds to align with grant budget
	10.2120.122.998.000	ARP ESSER WAGES		11,673.00	Reclassify funds to align with grant budget
	10.2120.220.998.000	ARP ESSER SOCIAL SECURITY		893.00	Reclassify funds to align with grant budget
	10.2120.230.998.000	ARP ESSER RETIREMENT		4,116.00	Reclassify funds to align with grant budget
	10.2120.260.998.000	ARP ESSER WORKERS COMP		125.00	Reclassify funds to align with grant budget
	10.2840.330.998.000	ARP ESSER - PROFESSIONAL SERVICES		70,520.00	Reallocate available grant funds
	10.2840.650.998.000	ARP ESSER - TECHNOLOGY RELATED SUPPLIES & FEES		11,735.00	Reallocate available grant funds
	10.4600.450.998.000	ARP ESSER CONSTRUCTION	41,855.00		Reclassify funds to align with approved grant projects
	10.4600.752.998.000	ARP ESSER EQUIP NEW	40,400.00		Reclassify funds to align with approved grant projects
	Reallocate ARP ESSER grant funds per the approved working budget.				

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

3. 2022-2023 TUITION RATE FOR NON-RESIDENT STUDENTS

INFORMATION:

The Pennsylvania School Code section, #24 PS 18-1847, addresses the attendance and billing of non-participating pupils at Area Vocational-Technical Schools and Technical Institutes. The tuition rate is based on the total general fund budget plus debt service payments divided by the full-time equivalent number of students. The Bethlehem Area Vocational-Technical School Policy states that the Joint Committee is to approve the tuition rate for billings on an annual basis.

RECOMMENDATION:

It is recommended that the tuition rate of $11,583.68 be approved for full-time non-resident students who attend Bethlehem Area Vocational-Technical School for the 2022-2023 school term.

MOTION BY:	Director Patrick
SECOND BY:	Director Schenkel
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

4. TUITION-PAID STUDENTS

INFORMATION:

The following is a list of tuition-paid students for the 2022-2023 school term. Enrollment is pending receipt by BAVTS of the school district's acceptance of financial responsibility.

STUDENT ID #	GRADE	STATUS (New/Returning)	PROGRAM/ SHOP	TUITION PAID BY
400754	11	New	Video Media Arts	Nazareth Area School District

RECOMMENDATION:

That the student(s) listed above be enrolled at BAVTS for the 2022-2023 school term.

MOTION BY: Director Patrick
SECOND BY: Director Schenkel
ROLL CALL Motion carried by the following roll call vote: Aye: Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

5. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS RECOMMENDATION:

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

First Name	Last Name	Job Title	Company	Program/Shop
Cody	Eckhart	Laborer	Blue Mountain Evergreen	Masonry
Aron	Esterly	Student	Bloomsburg University	Intro to Sports Medicine Careers
Courtney	Evans	Account Manager and Engagement Specialist	3Seed Marketing	Social Media Mktg.
Brianna	Frable	Athletic Trainer	St. Luke's University Health Network	Intro to Sports Medicine Careers
Glenda	Gerena	CEO and Esthetician Coach	Leegerem Advance Aesthetic Techinquest	Esthetics
Christopher	Hall	Assistant Professor Physician Assistant Program	DeSales University	Academy for Medical Sciences
Jacob	Jardel	Operations Manager	Eastern Engineered Wood Products	Masonry
Owen	Karlousk	Owner/Operator	Standout Landscaping	Masonry
Angela	Kilburg	Lead Graphic Designer	Alloy5 Architecture	Social Media Mktg.
Katie	Knopf	Recruiting Manager	Dorney Park	Culinary Arts, Protective Services, Welding
Eric	Lamm	President	Lamm's Machine, Inc.	Industrial Design/Advanced Mfg.
Meghan	McGraw	Advanced EMT	Foxwall EMS	Health Careers
Karissa	Mitch	RN Clinical Educator	Lehigh Valley Physician Group	Health Careers
Bekah	Rusnock	Director of Development	Alloy5 Architecture	Social Media Mktg.
Robert	Shobes	Mfg. Supervisor	Tyber Medical	Industrial Design/Advanced Mfg.
Dylan	Sloss	Plasterer Apprentice	Union 592	Masonry
George	Wacker	Lehigh Valley with Love Media	Owner	Social Media Mktg.

MOTION BY: Director Patrick
SECOND BY: Director Schenkel
ROLL CALL Motion carried by the following roll call vote: Aye: Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

6. BID AWARD - AUTOMOTIVE TECHNOLOGY ELECTRIC VEHICLE CONVERSION KIT

INFORMATION:

During the 2021-22 fiscal year, the Joint Committee approved the transfer of $50,000 to the Capital Reserve Fund for the purchase of an electric vehicle conversion kit for the Automotive Technology program. The EV kit will be used to power our 1971 Fiat.

The following bid for Electric Vehicle Conversion Kit was opened on October 24, 2022:

Vendor	Amount of Bid
Electric GT	$35,500.00

RECOMMENDATION:

It is recommended that the Joint Committee award the bid for the purchase of an Electric Vehicle Conversion Kit in the amount of $35,500.00 to Electric GT, as they were the sole bidder.

It is recommended that the Joint Committee approve the use of Capital Reserve Funds for this purchase and authorize the administration to process any pre-payments as required by the bidder.

MOTION BY: Director Patrick
SECOND BY: Director Schenkel
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

7. BUDGET TRANSFERS
RECOMMENDATION:

That the attached budget transfers for November, 2022 be approved as presented.

MOTION BY:	Director Patrick
SECOND BY:	Director Schenkel
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - eight Nay: none

8. CONTINUING EDUCATION

a. LEASE AGREEMENT WITH DIADEM NURSING INSTITUTE

The Joint Committee members were informed at the October meeting that the Administration is exploring entering into an agreement with Dr. Doris Ezomo, founder of Diadem Nursing Institute and Allied Health LLC to lease space at BAVTS in order for her to run a CNA program at a fee of $1500 per session. Classes will run within the school calendar year; the classroom will only be occupied for approximately 20 days per session. Each session will run for 120 hours; however, 50% of the time will be spent in a clinical setting off campus.

RECOMMENDATION:

That the Joint Committee authorize the Executive Director to enter into the attached two-year lease agreement with Diadem Nursing Institute and Allied Health. This agreement was prepared by the BAVTS solicitor.

b. CLINIC MENUS

RECOMMENDATION:

That the attached menus of services and pricing for Nail Technician and Esthetician clinic be approved.

MOTION BY:	Director Patrick
SECOND BY:	Director Schenkel
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - eight Nay: none

LEASE AGREEMENT

THIS AGREEMENT, made this _____ day of _____ 2022, by and between the Bethlehem Area Vocational-Technical School, with a business address of 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter called "Lessor"), and Diadem Nursing Institute and Allied Health LLC, with a business address of 1 Beaumont Terrace, West Orange, NJ 07052 (hereinafter called the "Lessee"). Lessor and Lessee may hereinafter be collectively referred to as the "Parties'".

WHEREAS, Lessee wishes to lease space located on the premises of 3300 Chester Avenue, Bethlehem, Pennsylvania, which is property owned by Lessor; and

WHEREAS, Lessor is agreeable to leasing space to Lessee, subject to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, and intending to be legally bound hereby, the Parties agree as follows:

Section 1. Leased Premises:

(1) Lessor hereby leases to Lessee space located within Lessor's building located at 3300 Chester Avenue, Bethlehem, Pennsylvania (the "Building"), that is no less than 1248 square feet and which shall not exceed 1450 square feet, plus the nonexclusive use of restrooms, parking, sidewalk and driveway areas on the premises of the Building (the "Leased Premises"). Lessor reserves the right to relocate the Leased Premises to another area of the Building in its sole discretion upon reasonable prior written notice to Lessee.

(2) Lessee specifically acknowledges that it has inspected the Leased Premises and all fixtures contained therein and accepts the same, without reservation, in an "as is" condition.

Section 2. Term:

The term shall be for two (2) years beginning on the 1st day of November, 2022, and ending on the 31st day of October, 2024, unless sooner terminated pursuant to this Agreement (the "Term"). This Agreement may be renewed for additional one (1) year terms, at the mutual written agreement of the Parties; provided, however, that Lessee must provide Lessor notice of intent to renew by July 1, 2024, and Lessor must respond within sixty (60) days thereafter.

Section 3. Possession:

It is understood and agreed that Lessee shall operate its certified nursing assistant program sessions within the Leased Premises, at such dates and times that shall be agreed upon by the Parties. With the prior consent of Lessor, which shall not be unreasonably withheld, Lessee will be provided with limited access to the Leased Premises prior to the commencement of each session for set up and transition purposes. Lessee shall not have access to the Leased Premises except as specifically set forth herein (i.e., during sessions and with prior approval for set up/transition purposes).

Section 4. Use of Premises:

(1) The Leased Premises may be used only for the direct purpose of Lessee operating its certified nursing assistant program.

(2) Except as otherwise permitted by prior written consent of Lessor, Lessee shall only access and use the Leased Premises pursuant to this Agreement on such dates and times as when Lessor's property at 3300 Chester Avenue, Bethlehem, Pennsylvania is otherwise open to its employees and/or students.

(3) Lessee shall not use or suffer or permit to be used the Leased Premises or any part thereof for any purpose or use in violation of any law or ordinance or any regulation of any governmental authority or in any manner that will constitute an unreasonable annoyance to any occupant of Lessor's property, or a nuisance, or for any hazardous purpose, or in any manner that will violate, suspend, void or serve to increase the premium rate of, or make inoperative, any policy or policies of insurance on Lessor's premises.

Section 5. Rental Payments:

Lessee agrees to pay the Lessor the sum of One Thousand, Five Hundred Dollars and 00/100 ($1,500.00) per session, at least one (1) month prior to each session during the Term of this Agreement. Lessee shall also pay as additional rent the sums described in Section 12 of this Lease if applicable.

Section 6. Security Deposit:

The Lessor has waived this requirement; however, Lessee hereby agrees to accept responsibility for payment to Lessor for any and all damages caused to the Leased Premises by the Lessee that would be considered beyond normal wear and usage.

Section 7. Payment of Taxes:

Lessor represents that the Leased Premises are currently exempt from real estate taxes. Lessor will cooperate in any effort to maintain the property as exempt from real estate taxes. If Lessee's use and/or occupancy of the Leased Premises causes any change in this tax-exempt status, Lessor may terminate the Lease upon thirty (30) days prior written notice to Lessee.

Section 8. Subletting:

Lessee may not assign or sublet the Leased Premises or any part thereof without Lessor's prior written consent, which shall not be unreasonably withheld.

Section 9. Improvements:

The Leased Premises is leased in "as-is" condition and no improvements are therefore required by Lessor or Lessee during the term of this Lease. If Lessee desires for any additions, alterations, and/or improvements to be made to the Leased Premises, Lessee shall submit a written request to Lessor and Lessor, in its sole and absolute discretion, may deny such request. Under circumstances where Lessor approves the request, Lessor and/or its contractors shall complete the additions, alterations, and/or improvements and issue an invoice to Lessee for all costs associated therewith.

Section 10. Utilities:
During the Term of this Lease Agreement, Lessor shall be responsible for payment of one hundred percent (100%) of the metered charges for electric, gas, trash and recycling, water and sewer, and for providing and paying for telephone and Internet service. Cable is not available in the Leased Premises. If Lessor has computers available, it may also offer the use of the computers to Lessee during the Term of this Lease Agreement. Lessor shall not be responsible for any break in any of the aforementioned services that are not the direct result of Lessor's actions and/or failure to act.

Section 11. Furniture and Copy Machine: Lessor may provide Lessee with furniture for the Leased Premises, at Lessor's discretion and Lessee shall have reasonable use of the Lessor's copy machine.

Section 12. Maintenance and Repairs:
Lessee will, at its cost and expense throughout the Term of this Lease Agreement, maintain in good condition the interior of the Leased Premises, and will keep the same in good order and condition and will make necessary repairs thereto. If maintenance required to be made to the Leased Premises by Lessee hereunder is not made within ten (10) days after written notice delivered to Lessee by Lessor, Lessor may, at its own option, make such repairs and/or maintenance, and Lessee shall pay to Lessor, upon demand, the cost such repairs and/or maintenance as additional rent hereunder.

Lessor shall be responsible for all preventative maintenance associated with the Leased Premises. Lessor shall be solely responsible for replacement of mechanical systems and all related costs. Lessor shall maintain in good condition and keep in good repair the exterior and structural components of the building, including the roof, foundation, walkways, sidewalks, and parking areas, and shall keep the walkways, sidewalks, and parking areas clear of all obstructions. Any repairs that have to be made will be made promptly upon notification in writing by the Lessee. Lessor shall be responsible for snow removal from all designated walkways, sidewalks, and parking areas.

Lessor shall be responsible for the provision of custodial and garbage removal services upon the Leased Premises to the extent that Lessor regularly provides such services on Lessor's property.

Section 13. Insurance:
Lessee, at its expense, shall comply with all laws, orders, and regulations of federal, state, and local authorities and, as set forth above, obtain necessary permits to conduct the business contemplated by this Lease Agreement. During the Term of this Lease and for any further time the Lessee shall hold the Leased Premises, Lessee shall obtain and maintain at its expense the following types and amounts of insurance:

(1) Fire Insurance - Lessee shall keep its interest in and to all equipment and property in the Leased Premises insured against loss or damage by fire and other hazards. Lessor shall, similarly, keep its interest in the Leased Premises insured.

(2) Personal Injury and Property Damage Insurance - Lessee shall maintain a policy of insurance with a limit of no less than Two Million Dollars ($2,000,000.00) covering

liability for bodily injury, property damage, and machinery insurance during the Term of this Lease.

(3) Commercial General Liability Insurance: Lessee shall maintain a policy of insurance with a limit of no less than One Million Dollars ($1,000,000.00) each occurrence and Two Million Dollars ($2,000,000.00) aggregate.

(4) Workers Compensation Insurance: Lessee shall maintain a policy of insurance as required by the laws of the Commonwealth of Pennsylvania. The workers' compensation insurance must contain a waiver of subrogation in the customary form.

(5) Other Insurance - Lessee shall provide and keep in force other insurance in amounts that may from time to time be required by Lessor against other insurable hazards as are commonly and reasonably insured against for the type of business activity that Lessee will conduct. Lessee shall name the Lessor as an additional insured on its policies of insurance or otherwise provide a waiver of subrogation in the customary form.

(6) All insurance required hereunder shall be written with responsible companies licensed to do business in the Commonwealth of Pennsylvania. Upon Lessor's request, a Certificate of Insurance evidencing Lessee's property/casualty insurance, provided by the company issuing the policy, shall be provided to the Lessor, or when appropriate, to the holder of any mortgage. The company issuing Lessor's policy shall provide a Certificate of Insurance evidencing Lessor's Property/Liability insurance to Lessee.

Lessee, within fifteen (15) days of receipt of written notice from Lessor, shall be responsible for paying Lessor for the cost of any increase in Lessor's insurance premiums, which occur as a direct result of Lessee's occupancy and use of the Leased Premises. Lessor's written notice shall include a statement from Lessor's insurance carrier detailing the nature and amount of insurance premium cost increase.

Section 14. Indemnity:

(1) By Lessor - Lessor shall indemnify and save harmless from and against any and all expenses, liabilities, and claims of every kind, including reasonable counsel fees, arising from: (i) any failure of the Lessor to perform any of the terms or conditions of this Lease which are the Lessor's obligations to perform; (ii) any act of omission of Lessor ; and (iii) the failure of the Lessor to comply with any law of any governmental authority with which it is the legal obligation of the Lessor to comply.

(2) By Lessee - Lessee shall indemnify and save harmless from and against any and all expenses, liabilities, claims of every kind, including reasonable counsel fees, arising from: (i) any failure of the Lessee to perform any of the terms or conditions of this Lease which are the Lessee's obligations to perform; (ii) any act or omission of Lessee; (iii) the failure of Lessee to comply with any law of any governmental authority with which it is the legal obligation of the Lessee to comply; (iv) any mechanics' liens or security interest filed against the Leased Premises by reason of any labor or materials contracted for by Lessee.

Nothing in this Lease shall serve to waive the immunity or lessen the protections provided by the Pennsylvania's Political Subdivisions Tort Act for either party beyond which amounts they could be alone liable.

Notwithstanding the foregoing, if such expense, liability, or claim is caused by the joint or concurring negligence or fault of Lessor and Lessee, the same shall be borne by them to the extent of their respective fault or negligence.

Section 15. Damage by Casualty:
In the event that any casualty damage occurs to the Leased Premises, then this Lease Agreement shall be terminated at the option of either party hereto and advance rent paid by Lessee shall be repaid to Lessee. Notice of such terminations shall be in writing by the party electing to terminate and must be given within thirty (30) days after such destruction occurs.

Section 16. Signs:
The Lessee shall have the right to affix or display on the Leased Premises, including the exterior of the building upon the Leased Premises any signage permitted under local zoning laws; provided, however, that Lessee must first obtain written consent from Lessor, which may be withheld for any reason. Lessee shall provide Lessor with the proposed sign location, size, content, and manner of attachment to the building and/or property. Concerns of the Lessor shall be sent to the Lessee within ten (10) business days after receipt of the signage information. Failure to respond in a timely manner will indicate that no concerns exist.

Section 17. Condemnation:
In the event that all or a substantial part of the Leased Premises shall be acquired or condemned by eminent domain, for any public use or purpose, so as to materially affect its use by Lessee, in the reasonable judgment of the Lessee, then this Lease Agreement shall cease and be terminated and Lessor shall have no claim against Lessee for the value of any unexpired term of this Lease, and any rental paid by Lessee in advance of the date of condemnation for any portion of the Lease term subsequent to the date of condemnation shall be repaid by Lessor to Lessee.

Section 18. Surrender of Premises:
At the expiration of this Lease Agreement, Lessee shall surrender the Leased Premises to Lessor in good order and condition, ordinary wear and tear accepted, and shall surrender all keys and access cards for the Leased Premises to Lessor and shall inform Lessor of all combinations of locks, if any, on the Leased Premises. Lessee's obligation to observe or perform this covenant shall survive the expiration or other termination of this Lease Agreement.

Section 19. Defaults of Lessee:
Any one or more of the following shall constitute a default by the Lessee hereunder: If the Lessee, during the term of this Lease Agreement or any renewal thereof:

(1) Does not pay in full when due and payable all rent, minimum and additional, herein agreed to be paid by Lessee; or

(2) Violates or fails to perform or otherwise breaches in a material fashion any

covenant or provision hereof; or

(3) Abandons the Leased Premises; or

(4) Becomes bankrupt or insolvent, or files any debt or proceedings, or takes or has taken against Lessee in any court pursuant to any statue, either of the United States or any state, a petition in bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee of all or a portion of Lessee's property, or if it makes an assignment; provided, however, that if an involuntary proceeding shall be swayed or dismissed within sixty (60) days of filing, the same shall not constitute a default by Lessee under this Section; or

(5) This Lease may be terminated by Lessee if Lessee's governing body approves a discontinuance and complete cessation of the programming and services offered by Lessee in or on the Leased Premises and does not provide for such services elsewhere in its plan of services. Lessor shall receive thirty (30) days written notice of such action by the Lessee's governing body. In such event Lessee shall surrender the Leased Premises no later than July 1 of any Lease year.

Should Lessee ever be in default, Lessee shall in that case, have fifteen (15) days after written notice by Lessor of such default to cure the default, if said default is for non-payments of monies; and a commercially reasonable length of time to cure if the said default is pursuant to any other provision of this Lease.

Section 20. Remedies of Lessor:

In the event of default by the Lessee as provided in Section 19 hereof, and in any or either of such events of default at the sole options of the Lessor:

(i) Termination:
This Lease and the Term hereby created, or renewal term hereof, shall, at the sole option of Lessor, terminate and become absolutely void without any right on the part of the Lessee to save the forfeiture by payment of any sum due or by performance of any provision of this Lease Agreement.

(ii) Entry and Possession:
After notice of default has been given to Lessee by Lessor, and after the expiration of the period within which Lessee may cure any default as provided herein, Lessor may enter the Leased Premises for such purposes as may be permitted by law and may, after ten (10) days written notice to Lessee, remove the property and personnel of Lessee, and store the property in a public warehouse at the expense of the Lessee. Lessor shall give oral and written notice to the Lessee of the location of said public warehouse within twenty-four (24) hours of said removal. Entry and possession pursuant to this subsection shall constitute terminations of the Lease and upon termination, Lessor may recover from the Lessee all damages resulting from the breach including the cost of recovering the Leased Premises.

(iii) Lease:
Lessor may lease the Leased Premises, or any part or parts thereof, to such person or persons as may be in Lessor's reasonable business judgment be deemed best suited, and Lessee shall be liable for any loss of minimum or additional rent, for the balance of then current Term; and

(iv) Remedies Cumulative:
All of the remedies hereinbefore given to Lessor and all rights and remedies given to them by law and equity shall be at Lessor's option cumulative and concurrent. No termination of this Lease Agreement or taking or recovering of the Leased Premises shall deprive Lessor of any of its remedies or actions against Lessee for rent due at the time. Notwithstanding the above, Lessor agrees to give written notice to Lessee to cure any default within fifteen (15) days of any breach if said default is for nonpayment of monies, and a commercially reasonable length of time to cure if the said default is pursuant to any other provision of the Lease.

Section 21. Notices:
Any notice required or permitted to be delivered hereunder shall be deemed received when sent by Federal Express, United Parcel Service, or United States mail, postage prepaid, certified mail, return receipt requested, addressed to Lessor or Lessee, as the case may be, at the address set forth in the introduction to this Agreement, or such other address which the Parties may hereafter designate in writing.

Section 22. Successors:
Except as herein otherwise provided, all rights and liabilities herein given to or imposed upon the respective Parties hereto shall extend to and be binding upon the several heirs, legal representatives, successors, and assigns of the said parties.

Section 23. Waiver:
The waiver of Lessor or Lessee of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of future breaches, if any, or such term, covenant or condition herein contained. The subsequent acceptance of rent herein under by Lessor shall not be deemed to have been waived unless such waiver is in writing by Lessor or Lessee.

Section 24. Recording:
Lessee shall not record this Lease without the prior written consent of Lessor.

Section 25. Entire Agreement:
This Agreement sets forth all the covenant promises, agreements, conditions, and understanding between the Parties hereto. Except as herein otherwise provided, no subsequent alteration, amendment, change, or addition to this Lease Agreement shall be binding upon Lessor or Lessee unless reduced to writing and duly executed.

Section 26. Severability:
All agreements and covenants contained in this Lease Agreement are severable, and in the event any of them are held to be invalid by any competent court, this Lease Agreement will be interpreted as if invalid agreements or covenants were not contained in this Lease Agreement.

Section 27. Discrimination: Each of the Parties hereto covenant and agree that where applicable respectively, they shall not discriminate against any person for any reason by reason of gender, race, creed, color, sexual preference, national origin, disability, ancestry, age or other legally protected status.

Section 28. Force Majeure: Neither party shall be deemed in default or otherwise liable under this Agreement due to its inability to perform its obligations by reason of any fire, earthquake, flood, hurricane, tornado, snowstorm, epidemic, pandemic, accident, explosion, casualty, virus or other malicious software, strike, lockout, labor controversy, riot, civil disturbance, act of public enemy, embargo, war, act of God, act of terrorism, or any municipal, county, state or national ordinance or law, or any executive, administrative or judicial order (which order is not the result of any act or omission which would constitute a default hereunder), or any failure or delay of any transportation, power, or communications system or any other or similar cause beyond that party's reasonable control.

Section 29. Clearances/Background Checks: Lessee represents that it has in its respective possession and will at all times while this Agreement is in effect have in its respective possession copies of criminal history record[1] information and child abuse clearances[2] (collectively, "Eligibility Report"), which Eligibility Report shall never be older than five (5) years from date of issuance, for Lessee's then-current employees, volunteers, and/or independent contractors who may, in his/her capacity as an employee, volunteer, and/or independent contractor, have direct contact with children on the Leased Premises and/or on surrounding Lessor's property while utilizing the Leased Premises hereunder ("Personnel"). At any time during the Term of this Agreement, in the event that Lessor has a reasonable suspicion that Lessee's Personnel has been charged with, arrested for or convicted of any statute covered by the Eligibility Report or named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated child abuse report, Lessor retains the right to reasonably request that Lessee have an Eligibility Report conducted within two (2) weeks of such request, and forward the results thereof to Lessor promptly upon receipt of the results of the Eligibility Report by Lessor. Notwithstanding the foregoing, Lessor may request that the Personnel who is the subject of the request not enter onto the Leased Premises until the Eligibility Report is obtained and reasonably approved by Lessor. Lessee further agrees that it shall notify Lessor immediately upon (and within seventy-two (72) hours of) becoming aware that any of its Personnel have been charged with, arrested for or convicted of any statute covered by the Eligibility Report or named in the Statewide database an alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated child abuse report.

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[1] Indicating that such individual has not been arrested for or convicted of any "Reportable Offense" as enumerated in 24 P.S. §§ 1-111(e) and/or 1-111(f.1).

[2] Indicating that such individual is not named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated child abuse report.

Section 30. Authority: The parties executing this Agreement represent and warrant to each other that they have the full right, power, capacity and authority to execute and deliver this Agreement, and that they have duly and properly performed all acts required to authorize them to carry out this Agreement and the transactions contemplated by it.

Section 31. Choice of law; Jurisdiction: This Agreement will be interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date of this Agreement. The Parties agree to submit to the exclusive jurisdiction of the Northampton County Court of Common Pleas for any action in law or equity to interpret, enforce, or defend a breach thereof or action seeking a declaratory judgment or injunction.

IN WITNESS WHEREOF, Lessor and Lessee have hereunto set hands and seals this day first above written.

WITNESS:

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

Name: _____
Susan M. Fahrenkopf
Joint Committee Secretary

Name: _____
Cedric Dettmar
Joint Committee Chairperson

WITNESS:

DIADEM NURSING INSTITUTE AND ALLIED HEALTH

Name: _____

Title: _____

BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL
Division of Adult & Continuing Education

3300 Chester Ave., Bethlehem, PA 18020-2870 | 610-866-8013 Ext. 111 | turkell@bavts.org

Esthetics Menu

Facial Services

European Facial $20.00
Deep cleanses hydrates, purifies, and rebalances.

Men's Facial $15.00
Deep cleanses, rebalances and moisturizes.

Specialty Facials

Anti-Aging Facials

Renewal Facial $20.00
Helps minimize fine lines and hydrates skin, giving it a healthy glow.

4 Layer Facial $30.00
This facial is designed to re-hydrate, remineralize, and rebalance, suitable for all skin types.

Vita Cura Facial $30.00
Combination of natural marine and herbal ingredients to invigorate, lift and firm mature skin.

Acne Facial

Hydra Medic $25.00
Controls oil production while maintaining skin moisture balance.

Sensitive Skin Facial

Hydra 4 ..... $20.00
Soothes and detoxifies sensitive skin.

Hydra 4 Get the Red Out $25.00
Soothes, calms and detoxifies sensitive skin.

Microdermabrasion Facial $25.00
Exfoliation for silky smooth skin.

LED Facial $25.00
Light-activated, facial rejuvenation.

Hydrating Facial

Mini Seaweed $20.00
This treatment is rich in vitamins, minerals, and amino acids. Suitable for all skin types.

Paraffin Facial $20.00
This treatment produces an occlusive, warm mask in order to infuse nutrients. The skin is rendered soft and hydrated.

Bio Light Miracle Facial

Glyco-Sea Peel $30.00
Powerful anti-oxidants, natural botanicals and the latest peptide research, works to give skin a glowing radiant complexion.

Facial Add Ons

LED $5.00

Peel $5.00

Enzyme $5.00

Body Treatment Services

Salt Glow $15.00
The skin smoothing body treatment exfoliates and hydrates in one-step with sugar crystals and hydrating gel.

Seaweed Wrap $20.00
An aromatic, stimulating, and detoxifying body treatment.

Eye Treatment

Opti Firm Eye Contour Treatment $20.00
For dark circles, puffiness, and wrinkles, this eye treatment is an add-on to any facial.

Waxing Services

Eyebrow Arch or Wax $5.00

Eyebrow Tint & Shape $15.00

Lip or Chin $5.00

Underarm $5.00

Payment Methods: *Cash or Check (sorry no credit cards or electronic payments).*

Please remember this is an educational service and not a professional salon. Requests for specific students will not be accepted, as each of our students need to practice all skills to prepare for licensing exams.

BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL
Division of Adult & Continuing Education

3300 Chester Ave., Bethlehem, PA 18020-2870 | 610-866-8013 Ext. 111 | turkell@bavts.org

Manicure/Pedicure Menu

Manicure

Manicure	$10.00
French Manicure	$15.00
Sculptured Nails w/ Tips	$25.00
Acrylic Pink and White	$20.00
Acrylic or Gel Overlay	$20.00
Gel w/ Tips	$30.00
PolyGel Overlay	$25.00
PolyGel w/ Tips	$30.00
Gel Manicure	$20.00
Gel Polish Change	$25.00
Basic Nail Art	$5.00

Nail Repair

Nail Repair	$5.00
Nail Fill	$10.00

Masks

Hand or Foot Mask	$5.00
Hand and Foot Mask	$10.00

Pedicure

Pedicure	$20.00
Pedicure w/ Gel Polish	$30.00
Mani/Pedi	$25.00
Mani/Pedi w/ Gel Polish	$45.00

Payment Methods: *Cash or Check (sorry no credit cards or electronic payments).*

Please remember this is an educational service and not a professional salon. Requests for specific students will not be accepted, as each of our students need to practice all skills to prepare for licensing exams.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

9. SKILLS USA PROFESSIONAL DEVELOPMENT CONFERENCE

INFORMATION:

The Ambassador Training and Professional Development Conference for students will be held at Camelback Resorts, Tannersville, PA on November 9-11, 2022. This training institute has provided leadership training for numerous Bethlehem AVTS students desiring to become actively involved in the leadership roles of SkillsUSA.

The eight (8) officers and ambassadors will be paid in full from the SkillsUSA student activity account. The estimated cost is $1,400.00

The twenty-four (24) students attending PDC (non-officers and ambassadors) will each contribute $75 to attend; the expected student contribution is $1,800; the remaining portion will be paid from the SkillsUSA student activity account. The estimated cost is $2,400.00

The four (4) chaperones/advisors will be paid from the General Fund. The estimated cost is $1,040.

RECOMMENDATION:

That four (4) chaperones and thirty-two (32) students be permitted to participate in the SkillsUSA Ambassador Training and Professional Development Conference at Camelback Resorts, Tannersville, PA on November 9-11, 2022.

MOTION BY:	Director Patrick
SECOND BY:	Director Schenkel
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

10. CONFERENCE REQUESTS

RECOMMENDATION:

That Judy Milositz, Instructor for the Automated Manufacturing Technology program, be permitted to attend the National Coalition of Certification Centers (NC3) Train-the-Trainer Intro to Mechatronics and Fundamentals of Electricity courses in Maineville, OH from November 13 – 18. Once certified, Mrs. Milositz will be able to provide certification to students at no cost. The approximate cost is $1,875.

Any conference requests listed above are in the budget.

MOTION BY:	Director Patrick
SECOND BY:	Director Schenkel
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Donaher, Patrick, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

I. (1.) INFORMATION ITEM – ARP ESSER GRANT UPDATE

At the September and October meetings, Administration reviewed the progress on the Sport Medicine HVAC project. The project was originally approved utilizing GEER II funding; however, it wasn't able to be completed on time. As a result, BAVTS received approval from PDE to pay for a portion of the Annex classroom project utilizing GEER II funding and pay for the Sports Medicine Project through the ARP ESSER grant. The Administration will submit a grant revision to reflect this change.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

I. (2.) INFORMATION ITEM - CLOSE OF FISCAL YEAR 2021-2022

The audit of the fiscal year ended June 30, 2022 is almost complete; the auditors need to complete the Single Audit. The revenues in excess of expenditures for the general fund have been calculated at a net of $1,071,482.30. We are recommending that the Joint Committee approves 100% of the excess funds be transferred into BAVTS Capital Reserve fund for future building expansions and renovations. We will request this approval at an upcoming meeting following receipt of the audit report.

The 2018 Capital Plan contained $13.8M in recommendations. There is a projected balance of $1.3M in the Capital Reserve Fund remaining after existing projects are completed. Given the age of our building and the time since our last major renovation project, many of our critical infrastructure systems are approaching end of life. While we have been able to do a few projects over the past few years, several capital projects are needed in the next few years. The anticipated projects include:

Paving Repairs	$ 750,000.00
Added student parking & traffic improvements *based on costs from 5+ years ago	$1,200,000.00*
Wi-Fi Upgrades	TBD
Security Camera Upgrades	$ 150,000.00
Masonry Project- PDE Chapter 339 Review	$ 100,000.00
Auto Body Dust Vacuum System	$ 380,000.00
Potential Cooling Tower repairs	TBD
Renovations for new program/expansion project**	TBD
Repairs for Maintenance Garage- various	$ 215,000.00
Replace Cosmetology HRU-1	$ 150,000.00
Replace Annex Supply Air & Return Ductrwork, Exhaust Fans & Relief Air Hood	$ 222,000.00

** In the event of an expansion project, Capital Reserve funds may be used to offset costs or address other areas within our aging buildings.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

I.(3). 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	Est Cost	*Type	Deposit Date	Completion Date	Materials Cost	Total Cost	Paid Date Paid Status
23-1	Sue Fahrenkopf	BAKING	Baked Goods for JC Meeting	09/01/22	$ 40.00	4		09/06/22	$ 40.00	$ 40.00	PAID BY JE
23-2	Heather Burckhart	BAKING	Baked Goods For Freedom Open House	09/02/22	$ 200.00	4		09/07/22	$ 200.00	$ 200.00	PAID BY JE
23-3	Heather Burckhart	BAKING	Baked Goods For Liberty Open House	09/02/22	$ 200.00	4		09/14/22	$ 200.00	$ 200.00	PAID BY JE
23-4	Heather Burckhart	BAKING	Baked Goods For Northampton Open House	09/02/22	$ 200.00	4		09/15/22	$ 200.00	$ 200.00	PAID BY JE
23-5	Adam Lazarchak	CE	Light Continental Breakfast 09/30/22	09/15/22	$ 35.00	4		10/01/22	$ 35.00	$ 35.00	
23-6	Mike Galler	CE	Assistant Principal Breakfast (11/08/22)	09/28/22		4					
23-7	Sue Fahrenkopf	CE	Lunch for 17 people for Adam's Local Advisory Committee	10/03/22		4					
23-8	Sue Fahrenkopf	CE	Continental Breakfas for 7 for Adam - CTE Directors (2/24/23)	10/03/22		4					
23-9	Sue Fahrenkopf	CE	Continental Breakfas for 7 for Adam - CTE Directors (2/24/23)	10/03/22		4					
23-10	Mike Galler	CE	OAC Dinners 10/10/22 & 10/11/22	10/04/22	$1,800.00	4		10/11/22	$ 1,800.00	$ 1,800.00	
23-11	NTHS	CE	Appetizers for 300 people for Induction Ceremony (10/13/22)	10/05/22	$ 300.00	4		10/13/22	$ 300.00	$ 300.00	
23-12	NTHS	BAKING	Dessert for 300 people for Induction Ceremony (10/13/22)	10/05/22	$ 500.00	4		10/13/22	$ 500.00	$ 500.00	
23-13	NTHS	CULINARY	Food and drinks for 300 people for Induction Ceremony (10/13/22)	10/05/22	$ 700.00	4		10/13/22	$ 700.00	$ 700.00	
23-14	Navigation Nights	CE	Food and dessert for 100 people (10/26/22)	10/06/22	$ 900.00	4					
23-15	Skills	CE	Apple Cider Empanadas Doughnuts	10/06/22	$ 800.00	4					
23-16	HOSA	BAKING	Baked goods for Opiod Symposium breakfast (10/06/22)	10/06/22	$ 60.00	4		10/06/22	$ 60.00	$ 60.00	
23-17	Sue Fahrenkopf	BAKING	Baked Goods for JC Meeting (October)	10/01/22	$ 40.00	4		09/04/22	$ 40.00	$ 40.00	
23-18	Dawn Sutter	CE	Simple lunch for Interview Day (10/25/22)	10/07/22	$ 50.00	4					
23-19	Mike Galler	BAKING	OAC Dinners 10/10/22 & 10/11/22	10/07/22	$ 400.00	4		10/11/22	$ 400.00	$ 400.00	
23-20	Sue Fahrenkopf	CE	Lunch meeting for districts superintendents (10/26/22)	10/20/22							
23-100	Greta Wilmot	BAKING	8 dozen cupcakes	08/18/22		1			48.00	$48.00	Paid 10/10/22
23-101	Heather Burkhart	BAKING	24 cake pops	09/13/22	24.00	1			24.00	$24.00	Paid 09/19/22
23-102	Emily Hough	BAKING	6 dozen cupcakes	09/16/22		1			36.00	$36.00	Paid 9/23/22
23-103	Dana Huber	BAKING	100 Cookies for Oct. 2 event (No Charge)	09/19/22	0.00	6			0.00	$0.00	
23-104	Bridges	BAKING	Dessert for Meeting Sept. 20	09/19/22	45.00	6			45.00	$45.00	Paid 9/23/22
23-105	Glen Milositz	BAKING	Small plate of desserts (10/07/22)	09/06/22	1.00	2				$0.00	Donation
23-200	Mike Galler	Auto	Troubleshoot Electrical - 2008 Toyota Tundra	08/23/22		1		09/16/22	84.87	$84.87	Paid 9/20/22
23-201	Jennifer Klo	Auto	Troubleshoot Noise Possible Bearings - 2010 Mazda 3	08/23/22		1		09/16/22	455.58	$455.58	Paid 9/19/22
23-202	Ashley Brothers	Auto	New Tires and work on engine - 1972 Chevy C10	08/23/22		3				$0.00	
23-203	Steve Mantz	Auto	Oil Change Vehicle Check - 2016 Grand Cherokee	09/06/22	30.00	1		09/22/22	0.00	$0.00	Paid 9/22/22
23-204	Maria Womer Stiff	Auto	Check driver side rear tire - 2021 Sibaru Ascent	09/08/22	0.00	1				$0.00	
23-205	Craig Mosser	Auto	Oil Change - 2015 Mazda CX5	09/07/22	0.00	1		09/14/22	0.00	$0.00	Paid 9/15/22
23-206	Robert Schlicher	Auto	Install and mount 4 new tires - 2014 Chevy Cruz	09/09/22		1				$0.00	VOID
23-207	Dana Huber	Auto	Rear tire leak, A/C does not work, check engine light -	09/09/22		1		10/07/22	207.02	$207.02	Paid 10/10/22
23-208	Lori Kram	Auto	Pre Inspection - Oil Change - 2013 Toyota Tacoma	09/09/22	30.00	1		10/03/22	0.00	$0.00	Paid 10/04/22
23-209	Alex Glassberg	Auto	Rotate tires, align & balance, check brakes - 2016 Audo A3	09/12/22	5.00	1				$0.00	

23-210	Alex Glassberg	Auto	Oil change, pre inspection - 2011 Jeep Wrangler	09/12/22	30.00	1		09/23/22	34.25	$34.25	
23-211	Alex Glassberg	Auto	Oil change, pre inspection, 2018 Nissan Rogue	09/12/22	30.00	1		09/15/22	28.39	$28.39	
23-212	Jennifer Klo	Auto	Oil change and check if leaks - 2015 Subaru Forrester	09/15/22	30.00	1		09/23/22	34.52	$34.52	Paid 9/23/22
23-213	Joshua Baer	Auto	Brakes - 1997 Dodge Ram 2500	09/14/22	5.00	2				$0.00	
23-214	Lyubomir Toneu	Auto	Brakes - 2006 Hyandi Sonata	09/14/22		2		09/19/22	5.00	$5.00	Paid 9/23/22
23-215	A Read	Auto	Starter - 2003 Jeep Liberty	09/15/22	120.00	2				$0.00	
23-216	Connor Drakely	Auto	Engine Misfire -2003 Hyundai Elantra	09/15/22	85.00	2				$0.00	
23-217	Jeff Miller	Auto	Check air PSI, Check Oil, Adjust Chain - 2008 Yamaha R6	09/15/22	0.00	2				$0.00	
23-218	Nick Bazzett	Auto	Fix cooling fan, fuel issue - 1991 Chevy Camaro	09/15/22	0.00	2				$0.00	
23-219	Elliott Deily	Auto	Alignment - 2014 VW Jetta	09/15/22	0.00	2				$0.00	
23-220	Connie Muschko	Auto	Check radiatior, flush coolant	09/21/22		1			25.17	$25.17	Paid 10/05/22
23-221	Paula Cuchran	Auto	Oil Change	09/22/22		1		10/06/22	34.82	$34.82	Pain 10/12/22
23-222	Nina Pardoe	Auto	Front brakes, Speedometer stuck at 100.00	09/23/22		1		10/06/22	137.93	$137.93	Paid 10/07/22
23-223	Alyssa Barash	Auto	Oil change, filter, brake fluid flush, rotors	09/23/22		3		09/29/22	238.59	$238.59	Paid 10/3/22
23-224	Logan Lees	Auto	Oil Change	09/27/22		1		10/07/22	37.18	$37.18	Paid 10/10/22
23-225	Michele Bracero	Auto	Check noise around wheel area	09/28/22		1		10/14/22	75.83	$75.83	
23-226	Khitam Layoun	Auto	Check engine light (2012 Infinity)	09/29/22	20.00	1		10/03/22	20.00	$20.00	Paid 10/4/22
23-227	Brayden Heckman	Auto	Replace water pump and thermostat	09/29/22		2		10/24/22	133.66	$133.66	
23-228	Amy Knight	Auto	Check Brakes	10/03/22	diag. needed	1		10/03/22	98.78	$98.78	Paid 10/04/22
23-229	Karen Mustonen	Auto	Oil Change	10/05/22		1				$0.00	Paid 10/10/22
23-230	Brian Moser	Auto	Car lurches while accellerating	10/05/22	diag. needed	1		10/21/22	260.25	$260.25	Paid 10/21/22
23-231	Connie Muschko	Auto	Oil change & driver side, passenger lock (Toyota Sienna)	10/05/22		1		10/12/22	23.79	$23.79	Paid 10/21/22
23-232	Aidan Malone	Auto	Safety Check/Fluids	10/06/22		2		10/12/22	58.84	$58.84	
23-233	Lori Kram	Auto	Pre Inspection	10/06/22		1		10/18/22	0.00	$0.00	Paid 10/19/22
23-234	Jazmine Vargas	Auto	Maintenance	10/06/22		2		10/12/22	29.67	$29.67	
23-235	Stacey Tirrell	Auto	Check engine light on	10/06/22		2		10/12/22	43.99	$43.99	Paid 10/18/22
23-236	Nathaniel Guerrero	Auto	Mount new tires and rims	10/07/22		2		10/14/22	0.00	$0.00	Paid 10/19/22
23-237	Alex Share	Auto	Replace axle	10/07/22		2				$0.00	
23-238	Karen Mustonen	Auto	Oil Change	10/11/22		1		10/14/22	0.00	$0.00	
23-239	Matthew Rosenbe	Auto	Catalytic Converter & fix alignment	10/11/22		2				$0.00	
23-240	Joan Dinbokowitz	Auto	Oil Change	10/11/22		1		10/19/22	36.13	$36.13	Paid 10/19/22
23-241	Kevin Strawn	Auto	100.000 check up and oil change	10/12/22		1		10/17/22	216.13	$216.13	Paid 10/18/22
23-242	Debra Peipher	Auto	Headlight changed	10/12/22		3				$0.00	
23-243	Heather Chilcote	Auto	Oil change and brakes checked	10/13/22		1		10/17/22	75.84	$75.84	Paid 10/20/22
23-244	Sean Etheridge	Auto	Oil change	10/13/22		2		10/21/22	0.00	$0.00	
23-245	Heather Hershey	Auto	Oil change	10/13/22		1		10/17/22	55.55	$55.55	Paid 10/20/22
23-246	Glenn Milositz	Auto	Oil change, tire rotation, pre-inspection	10/03/22		1				$0.00	
23-247	Sara Praetorius	Auto	Mount and balance tires	10/14/22		2		10/18/22	0.00	$0.00	
23-248	Maria Womer Stiff	Auto	Key won't work	10/14/22		1				$0.00	
23-249	Amy Knight	Auto	ABS Light on	10/17/22	73.95	1		10/20/22	73.95	$73.95	
23-250	Anthony Rossetti	Auto	Oil change/alignment	10/17/22		2		10/20/22	0.00	$0.00	Paid 10/21/22

23-251	Mike Galler	Auto	Install new tires	10/18/22	0.00	1				$0.00	Paid 10/25/22
23-252	Michael Lopez	Auto	Power Steering	10/18/22		2				$0.00	
23-253	Connie Muschko	Auto	Repair door	10/21/22		1		10/21/22	87.44	$87.44	Paid 10/21/22
23-254	Amiee Jo Muth	Auto	Check engine light on	10/24/22		1				$0.00	
23-255	Adam Lazarchak	Auto	Oil change, inspect coolant system & replace brake light	10/24/22		1				$0.00	
23-256	Nick Bazzett	Auto	Pre Inspection	10/25/22		2				$0.00	
23-400	Susan Fahrenkopf	CE	Luncheon for Bridges Board Meeting	09/01/22		1		09/20/22	165.00	$165.00	Paid 9/23/22
23-401	Danielle Bevilacqua	CE	Deck Warming Party	09/13/22	900.00	3			849.06	$849.06	VOID
23-402	Skills USA	CE	Off - Site Catering Event 9/23/22	09/14/22	1,000.00	6			1,000.00	$1,000.00	Paid 9/29/22
23-403	Emily Hough	CE	4 dozen Empanadas (09/23/22)	09/23/22	72.00	1		09/23/22	72.00	$72.00	Paid 9/23/22
23-404	Sally Crispo	CE	Food for teachers training meeting.	09/26/22	400.00	3		09/23/22	400.00	$400.00	Paid 10/21/22
23-405	Freedom High Sch	CE	Boxed Lunch for teacher inservice	09/27/22	888.00	5			888.00	$888.00	*Tax Exempt
23-406	Spring Garden PTC	CE	Drop Off Food Event 10/16/22	09/28/22	500.00	5			500.00	$500.00	Paid 10/07/22
23-500	Bill Grushow	Welding	Build dog crate	03/11/22	140.00	1				$0.00	
23-501	Maria Womer Stiff	Auto Coll.	Remove rust from 2003 Toyota Corolla	06/02/22	TBD	1				$0.00	VOID
23-502	Greta Wilmot	Graphics	2 banners and 2 signs	08/18/22		1		09/27/22	24.50	$24.50	Paid 9/27/22
23-503	Ashley Brothers	Graphics	Shirts	08/23/22	TBD	6				$0.00	VOID
23-504	Avery Forni	Welding	Bike repair	09/06/22	5.00	3				$0.00	
23-505	Meredith Chepolis	Graphics	T-shirts for Freedom Girls Soccer	09/06/22	150.00	5				$0.00	
23-506	Malak Sherif	Auto Coll.	Front End	09/20/22	TBD	1				$0.00	
23-507	Joan Dinbokowitz	Graphics	Baavts Decals	09/23/22	18.85	1				$0.00	
23-508	Dean Wilson	Welding	Replace steel hinge on trailor	09/29/22		3				$0.00	
23-509	Stephanie Berry	Auto Coll.	Fully Body Paint	09/29/22		3				$0.00	
23-510	Brayden Gable	Auto Coll.	Rust cut and repaired	09/29/22		3				$0.00	
23-511	Moreen Wheatley	Auto Coll.	Replace rear gate (Jeep Wrangler)	10/05/22		1				$0.00	
23-512	Lori Kram	Carpentry	Fix Chime Casing	10/10/22	0.00	1		10/19/22	0.00	$0.00	Paid 10/19/22
23-513	Stan Prodes	Carpentry	Rip cut 4 - 2X8	10/13/22	5.30	1		10/19/22	0.00	$0.00	Paid 10/20/22
23-514	Madeline Sinkler/B	Graphics	Postcards	10/14/22		6		10/20/22	60.00	$60.00	
23-515	Jadalyn Moyer	Graphics	Screen Print T-Shirts	10/14/22	45.00	2				$0.00	
23-516	Heather Burkhart	Graphics	Printing & cutting tickets	10/20/22		1		10/21/22	50.00	$50.00	Paid 10/24/22
23-517	Mike Galler	Welding	Fabricate & Install 6 trailer tie down brackets	10/25/22		1				$0.00	
23-518	Jennifer Klo	Video Mec	Transfer tapes	10/25/22	36.00	1				$0.00	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

I.(4.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending September 30, 2022.

Respectfully submitted,

Adam S. Lazarchak
Executive Director

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CONDITION OF BUDGET

REVENUE/EXPENSE REPORT

September 30, 2022

ACCOUNT NUMBER	DESCRIPITION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	400.00	904.45	-504.45
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	50.00	2,500.00	-2,450.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	-	250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	-	0.00
10.6946.001.000.000	RECEIPTS FROM BASD	7,016,786.00	2,215,824.00	4,800,962.00
10.6946.002.000.000	RECEIPTS FROM NASD	2,629,092.00	691,870.00	1,937,222.00
10.6946.003.000.000	RECEIPTS FROM SVSD	875,356.00	207,324.00	668,032.00
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	-	50,000.00
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	724.80	1,275.20
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	925,000.00	185,742.00	739,258.00
10.7220.000.000.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7509.000.000.000	SUPPLEMENTAL EQUIPMENT GRANT	50,000.00	-	50,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	202,486.00	-	202,486.00
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	978,363.00	-	978,363.00
10.8521.000.000.000	FEDERAL	275,000.00	-	275,000.00
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	818,505.00	45,556.65	772,948.35
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	-	0.00
	TOTALS FOR GENERAL FUND	13,848,288.00	3,350,445.90	10,497,842.10
	TOTAL REVENUES	13,848,288.00	3,350,445.90	10,497,842.10

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
September 30, 2022

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	706,147.00	-	83,100.83	494,013.63	129,032.54
10.1240.000.000.000	SPECIAL EDUCATION	628,357.00	(5,000.00)	75,745.62	343,454.48	204,156.90
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	498,036.00	(1,500.00)	61,188.62	320,018.57	115,328.81
10.1342.000.000.000	HOME ECONOMICS PROGRAM	885,083.00	(2,500.00)	117,680.55	552,814.61	212,087.84
10.1370.000.000.000	TECHNICAL PROGRAM	192,543.00	(29,500.00)	21,859.14	78,989.85	62,194.01
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,202,886.00	(82,356.00)	467,742.51	2,285,586.27	1,367,201.22
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,379,152.00	24,356.00	211,311.67	933,512.82	258,683.51
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	108,400.00	-	6,913.43	483.64	101,002.93
10.2310.000.000.000	BOARD SECRETARY	3,575.00	-	105.80	-	3469.20
10.2320.000.000.000	BOARD TREASURER	1,599.00	-	145.75	-	1,453.25
10.2350.000.000.000	LEGAL SERVICES	45,000.00	-	1,210.67	33,589.33	10,200.00
10.2360.000.000.000	OFFICE OF THE DIRECTOR	419,801.00	-	101,549.81	229,248.06	89,003.13
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	440,915.00	-	97,041.89	228,095.24	115,777.87
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	98,244.00	-	11,342.74	58,845.56	28,055.70
10.2511.000.000.000	BUSINESS OFFICE	593,875.00	-	129,188.69	293,670.07	171,016.24
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,010,715.00	-	427,620.81	578,838.13	1,004,256.06
10.2660.000.000.000	SECURITY SERVICES	53,163.00	-	475.00	-	52,688.00
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	28,000.00	-	2,586.78	1,639.78	23,773.44
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	590,153.00	96,500.00	86,775.99	194,903.62	404,973.39
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	91,378.00	-	62.47	-	91,315.53
10.3390.000.000.000	COMMUNITY SERVICES	50,000.00	-	10,782.34	1,929.30	37,288.36
10.4600.000.000.000	IMPROVEMENT EXPENSES	611,266.00	-	108,461.71	504,412.86	(1,608.57)
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	0.00
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	-	-	100,000.00
10.5251.000.000.000	FOOD SERVICE TRANSFERS	75,000.00	-	-	-	75,000.00
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	0.00
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00
	TOTAL FOR GENERAL FUND	13,848,288.00	-	2,022,892.82	7,134,045.82	4,691,349.36
	TOTAL EXPENSES	13,848,288.00	-	2,022,892.82	7,134,045.82	4,691,349.36
	EXCESS OF REVENUE OVER EXPENSES			1,327,553.08		

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 1, 2022

I. (5.) HOUSE PROJECT REPORT

Mr. Lazarchak reported that the punch list is being fnished; PPL will be installing a light pole soon; we have received two quotes for the HVAC work; the Electrical class is finishing their work in the kitchen/foyer; the pavers have been delivered – work on the patio will be starting; there are issues regarding the placement of the front porch which may require a variance from Bethlehem Township.

NEW BUSINESS

Mr. Galler reported that we have been provided names of families in our sending districts who could benefit from a free Thanksgiving meal. These will be delivered by staff and students from our CTSO's on Wednesday, November 23rd.

Director Schenkel commented on the Open House which was held recently at the school. She expressed what an excellent event it was and how well attended it was. She also commented on the food provided at the recent BASD Superintendent's tailgate party prior to the Liberty/Freedom football game by the BAVTS Food truck. Both the brisket and mac 'n cheese received rave reviews.

Director Dettmar advised that this will be his last Joint Committee meeting serving as Chairperson. Those in attendance thanked him for his service in that role.

The meeting was adjourned at 7:25 p.m.on a motion by Director Makary, seconded by Director Patrick, and all present voting in favor.