

June 14, 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 7:00 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Director Donaher, Patrick, White, Dettmar, Makary, Gogel - six.
Absent: Directors Faccinetto, Schenkel, Eichfeld - three.

Others Present: Mr. Adam S. 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, and interested staff members.

An Executive Session was held before the regular meeting. The annual school safety and security report was presented and negotiations were discussed.

The minutes of the May 3, 2023 meeting were approved on motion of Directors Patrick and Makary and unanimous voice vote.

The Report of the Secretary/Treasurer for the period ending April 30, 2023, was approved on motion of Directors Patrick and Dettmar and unanimous voice vote.

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2023

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

FUND NAME	BALANCE			DISBURSEMENTS	BALANCE
	April 1, 2023				
General includes PLGIT/CD	2,466,355.73	1,557,499.48	(1,152,058.51)		2,871,796.70
House Project	173,336.48	3.18	(4,553.17)		168,786.49
Production	97,566.98	15,275.16	(9,278.51)		103,563.63
Capital Reserves includes PLGIT/CD	3,017,887.43	10,646.51	0.00		3,028,533.94
Payroll	8,872.26	447,194.28	(447,835.24)		8,231.30
Cafeteria	110,750.03	13,793.61	(10,891.08)		113,652.56
Adult Education includes PLGIT/CD	248,831.85	21,331.66	(19,688.45)		250,475.06
Student Activities	55,012.22	3,832.39	(9,913.83)		48,930.78
TOTALS	6,178,612.98	2,069,576.27	(1,654,218.79)		6,593,970.46

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

GENERAL, HOUSE PROJECT, PRODUCTION FUNDS - CASH ACCTS

April 1, 2023

1,875,994.01

RECEIPTS

Production	15,273.21	
Interest	38.44	
District Contrib.	1,038,519.00	
District Contrib./Auth.		
State / Fed Funds	214,999.39	
Tuition		
Other	32,925.87	
Transfers - PLGIT		
Inter-Fund Transfers	17,631.89	1,319,387.80

DISBURSEMENTS

Prepaid Bills	(101,859.79)	
Bill Listings	(374,157.02)	
Payroll	(426,987.67)	
Other--Authority Bond		
Fees	(130.03)	
Void Checks		
Transfers - PLGIT	(250,000.00)	(1,153,134.51)

April 30, 2023

ADJ BOOK BALANCE

2,042,247.30

BANK RECONCILIATION

April 30, 2023

Bank Balance	1,707,664.03
Memo	
Outstanding Checks	(46,229.84)
Deposit in Transit	380,813.11

April 30, 2023

ADJ BANK BALANCE

2,042,247.30

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2023

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

April 1, 2023		861,265.18
Transfers In	250,000.00	
Interest	3,390.02	
P Card purchases	(12,755.68)	
Transfers Out		
Transfers Out-CD purch		
April 30, 2023	ADJ BOOK BALANCE	1,101,899.52

BANK RECONCILIATION

April 30, 2023

Bank Balance	1,101,899.52	
Deposit in Transit		
Outstanding Checks		
April 30, 2023	ADJ BANK BALANCE	1,101,899.52

Average Yield for Apr 2023 is 4.66%

CAPITAL RESERVES - EMBASSY BANK

April 1, 2023		243,094.26
Receipts	0.00	
Interest	4.99	
Void Checks	0.00	4.99
Fees		
Disbursements	0.00	0.00
April 30, 2023	ADJ BOOK BALANCE	243,099.25

BANK RECONCILIATION

April 30, 2023

Bank Balance	243,099.25	
Memos		
Outstanding Checks	0.00	
Deposit in Transit	0.00	
April 30, 2023	ADJ BANK BALANCE	243,099.25

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

April 1, 2023		2,774,793.17
Transfers In	0.00	
Interest	10,641.52	
Transfers Out	0.00	
Transfers Out-CD purch	0.00	
April 30, 2023	ADJ BOOK BALANCE	2,785,434.69

BANK RECONCILIATION

April 30, 2023

Bank Balance	2,785,434.69	
Outstanding Checks	0.00	
April 30, 2023	ADJ BANK BALANCE	2,785,434.69

Average Yield for Apr 2023 is 4.66%

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2023

PAYROLL FUND - EMBASSY BANK

April 1, 2023			8,872.26
	Receipts	447,193.07	
	Interest	1.21	
	Void Checks		447,194.28
	Fees		
	Disbursements	(447,835.24)	(447,835.24)
April 30, 2023	ADJ BOOK BALANCE		8,231.30

BANK RECONCILIATION

	April 30, 2023		
Bank Balance		9,205.07	
Memos			
Outstanding Checks		(973.77)	
Deposit in Transit			
April 30, 2023	ADJ BANK BALANCE		8,231.30

CAFETERIA FUND - EMBASSY BANK

April 1, 2023			110,750.03
	Receipts	13,791.39	
	Transfers		
	Interest	2.22	13,793.61
	Disbursements	(10,891.08)	
	Void Check		(10,891.08)
April 30, 2023	ADJ BOOK BALANCE		113,652.56

BANK RECONCILIATION

	April 30, 2023		
Bank Balance		113,585.56	
Memos		0.00	
Outstanding Checks		0.00	
Deposit in Transit		67.00	
April 30, 2023	ADJ BANK BALANCE		113,652.56

ADULT EDUCATION FUND - EMBASSY BANK

April 1, 2023			248,831.85
	Receipts	21,326.49	
	PLGIT Transfers	0.00	
	Interest	5.17	21,331.66
	Disbursements	(19,688.45)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(19,688.45)
April 30, 2023	ADJ BOOK BALANCE		250,475.06

BANK RECONCILIATION

	April 30, 2023		
Bank Balance		251,496.30	
Memos		0.00	
Outstanding Checks		(1,183.00)	
Deposit in Transit		161.76	
April 30, 2023	ADJ BANK BALANCE		250,475.06

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2023

STUDENT ACTIVITY ACCT -EMBASSY BANK

April 1, 2023			55,012.22
	Receipts	3,831.33	
	Other		
	Interest	1.06	3,832.39
	Disbursements	(10,562.01)	
	Other--Ret'd Check		
	Voided Check	648.18	(9,913.83)
April 30, 2023	ADJ BOOK BALANCE		48,930.78

BANK RECONCILIATION

April 30, 2023

Bank Balance	48,268.73	
Outstanding Checks	(71.00)	
Deposit in Transit	733.05	
April 30, 2023	ADJ BANK BALANCE	48,930.78

REPORT OF DEPOSITORIES

April 30, 2023

EMBASSY BANK

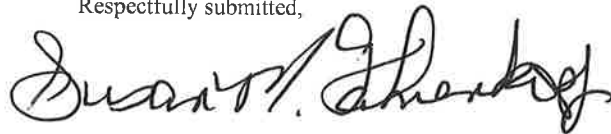
General Fund	1,707,664.03
Capital Reserve	243,099.25
Payroll Account	9,205.07
Cafeteria Fund	113,585.56
Adult Ed. Fund	251,496.30
Student Activity Fund	48,268.73

PLGIT

PLGIT General Fund	1,101,899.52	
PLGIT CD (General Fund)	0.00	1,101,899.52
PLGIT Capital Reserve	2,785,434.69	
PLGIT CD (Cap Reserve)	0.00	2,785,434.69
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 6,260,653.15

Respectfully submitted,



Susan M. Fahrenkopf
 Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 14, 2023

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through June 14, 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 Donaher
SECOND BY: Director Dettmar
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;
Nay: none

REPORT DATE
6/14/2023

BETHLEHEM AREA VOCATIONAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	CHECK AMOUNT	DESCRIPTION
5/4/2023	Y	31787	CANON SOLUTIONS AMERICA, INC.	\$ 219.89	COPIER MAINTENANCE
5/4/2023	Y	31788	HOME DEPOT CREDIT SVCS.	\$ 1,078.43	HOUSE PROJECT, SPORTS MED. & MAINT. SUPPLIES
5/4/2023	Y	31789	ONEGROUP NY, INC.	\$ 2,500.00	FOREIGN TRAVEL INSURANCE POLICY
5/4/2023	Y	31790	QUADIENT LEASING USA INC.	\$ 750.00	POSTAL MACHINE
5/4/2023	Y	31791	UGI UTILITIES	\$ 718.43	GAS SERVICE
5/4/2023	Y	31792	VERIZON WIRELESS	\$ 249.83	CELL PHONES
5/10/2023	Y	31793	DIRECT ENERGY BUSINESS	\$ 749.10	GAS SUPPLY
5/10/2023	Y	31794	PA. DEPT. OF EDUCATION	\$ 9,350.00	COMPETITIVE EQUIPMENT GRANT
5/10/2023	Y	31795	PP&L	\$ 17,234.99	ELECTRIC SERVICE
5/10/2023	Y	31796	UGI ENERGY SERVICES LLC	\$ 1,328.05	GAS SERVICE
5/10/2023	Y	31797	UGI UTILITIES	\$ 2,144.88	GAS SERVICE
5/10/2023	Y	31798	WORKHORSE LANDSCAPING & EXCAVATING	\$ 950.00	LAWN SERVICE
5/10/2023	Y	31799	KING SPRY HERMAN FREUND FAUL	\$ 7,985.67	SOLICITOR'S FEES - REPLACEMENT CHECK
5/11/2023	Y	31800	STAPLES	\$ 222.74	BUSINESS OFFICE SUPPIES
5/12/2023	Y	31801	EMBASSY BANK -	\$ 10,342.35	SUPPLIES, SOFTWARE, DUES, TRAVEL, MEALS
5/22/2023	Y	31802	DEBRA MILLER PETTY CASH	\$ 250.00	FOOD TRUCK - ADDITIONAL FUNDS FOR EVENTS
5/22/2023	Y	31803	BETHLEHEM TOWNSHIP	\$ 54.00	SEWER
5/22/2023	Y	31804	CITY OF BETHLEHEM	\$ 1,910.83	WATER BILL
5/22/2023	Y	31805	DANIEL BERARDESCA	\$ 415.00	OCA FEE REIMBURSEMENT
5/22/2023	Y	31806	EMILY HOUGH	\$ 3,012.00	TUITION REIMBURSEMENT
5/22/2023	Y	31807	KURTIS SAMSON	\$ 2,185.00	TUITION REIMBURSEMENT
5/22/2023	Y	31808	LOWES BUSINESS ACCOUNT	\$ 631.36	HOUSE PROJECT SUPPLIES
5/22/2023	Y	31809	ROBERT KULICK	\$ 438.00	TUITION REIMBURSEMENT
5/22/2023	Y	31810	SERVICE ELECTRIC CABLE TV	\$ 97.11	PHONES - POTS LINES
5/22/2023	Y	31811	SKILLS USA PENNSYLVANIA	\$ 956.00	NATIONAL CONFERENCE & STATE FEES
5/22/2023	Y	31812	SYSCO	\$ 3,951.84	CULINARY, CUL. EVENTS, BAKING SUPPLIES
5/26/2023	Y	31813	WEX BANK	\$ 33.86	GAS FOR VEHICLES
5/31/2023	Y	31814	CANDACE MAXWELL	\$ 984.65	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31815	CARRIE TASCHLER	\$ 984.66	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31816	ERIN GLINSKI	\$ 984.65	GERMANY TRIP DISBURSEMENT

5/31/2023	Y	31817	HOME DEPOT CREDIT SVCS.		\$	5,590.05	HOUSE PROJECT, MAINTENANCE SUPPLIES
5/31/2023	Y	31818	IAN MCCLOSKEY		\$	984.66	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31819	JENS VADELUND		\$	984.65	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31820	JESSICA MOSER		\$	984.65	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31821	KAREN COOK		\$	984.66	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31822	KARIN CIPRIANI		\$	984.65	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31823	MARILUZ EMELY BAEZ		\$	984.66	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31824	ROCHELLE GEIL		\$	984.66	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31825	ROSE DOPSOVIC		\$	984.65	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31826	SALLY WOLFE		\$	984.66	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31827	SHELLY MACENKA		\$	984.65	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31828	SOLITA KHELLAWAN		\$	984.65	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31829	STEPHANIE HORN		\$	984.66	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31830	TODD ROSENBERGER		\$	984.66	GERMANY TRIP DISBURSEMENT
5/31/2023	Y	31831	UGI UTILITIES		\$	358.08	GAS SERVICE
5/31/2023	Y	31832	WANDA HOPE KELLEY-MAHACHANH		\$	984.66	GERMANY TRIP DISBURSEMENT
6/7/2023	Y	31833	DIRECT ENERGY BUSINESS		\$	478.88	GAS SUPPLY
6/7/2023	Y	31834	PP&L		\$	18,873.98	ELECTRIC SERVICE
6/7/2023	Y	31835	VERIZON WIRELESS		\$	249.83	CELL PHONES
6/7/2023	Y	31836	WORKHORSE LANDSCAPING & EXCAVATING		\$	1,900.00	LAWN SERVICE
6/14/2023		31837	A.J. TRUNZO		\$	20,362.60	REPAIR WATER MAIN
6/14/2023		31838	ADVANCE AUTO PARTS		\$	952.26	AUTO TECH SUPPLIES
6/14/2023		31839	AIRGAS USA, LLC		\$	289.28	WELDING SUPPLIES
6/14/2023		31840	ALBARELL ELECTRIC INC.		\$	1,450.00	INSTALL METERS
6/14/2023		31841	ALEXANDRA POLANCO		\$	75.00	COSMO KIT REFUND
6/14/2023		31842	ALL-PHASE ELECTRIC SUPPLY CO.		\$	990.25	MAINTENANCE SUPPLIES SUMMER PROJECT
6/14/2023		31843	AMAZON CAPITOL SERVICES		\$	1,566.86	OFFICE, INSTRUCTIONAL, MAINTENANCE SUPPLIES
6/14/2023		31844	AMERICAN AIR FILTER COMPANY		\$	523.99	MAINTENANCE SUPPLIES
6/14/2023		31845	ARAMSCO INC DBA PENN VALLEY CHEMICAL		\$	586.66	MAINTENANCE SUPPLIES
6/14/2023		31846	ASL REFRIGERATION INC		\$	38,250.00	BAKE SHOP WALK IN/FREEZER
6/14/2023		31847	B & H FOTO-VIDEO		\$	65.00	VIDEO MEDIA SUPPLIES
6/14/2023		31848	BART DEREMER		\$	75.00	COSMO KIT REFUND
6/14/2023		31849	BAVTS BRIDGES FOUNDATION		\$	416.14	DONATION FOOD TRUCK PROFITS
6/14/2023		31850	BETH-HANOVER SUPPLY CO.		\$	289.46	MAINTENANCE SUPPLIES
6/14/2023		31851	BETHLEHEM TOWNSHIP		\$	46,688.07	22-23 RESOURCE OFFICER
6/14/2023		31852	BINDICS SCREEN PRINTING		\$	809.00	PLUMBING SHOP SHIRTS
6/14/2023		31853	BIT DIRECT INC.		\$	15,578.60	TECHNOLOGY SUPPLIES

6/14/2023	31854	CANON SOLUTIONS AMERICA, INC.	\$	350.04	COPIER MAINTENANCE
6/14/2023	31855	CARTRIDGE XCHANGE LL	\$	747.75	INK CARTRIDGES - VARIOUS AREAS
6/14/2023	31856	CHRIN HAULING, INC	\$	1,925.00	TRASH REMOVAL
6/14/2023	31857	CLARK SERVICE GROUP INC	\$	711.04	CULINARY FRYER REPAIR
6/14/2023	31858	CM REGENT LLC	\$	2,516.23	JUNE LIFE/LTD
6/14/2023	31859	CRISTAL ROSADO	\$	75.00	COSMO KIT REFUND
6/14/2023	31860	CROSSTEC CORP.	\$	227.50	TECHNOLOGY SOFTWARE/MAINTENANCE
6/14/2023	31861	D'HUY ENGINEERING INC.	\$	13,314.88	RETAINER FEES, PROFESSIONAL SERVICES
6/14/2023	31862	DARIO CHAVEZ	\$	48.48	REIMBURSEMENT SUPPLIES
6/14/2023	31863	DEAN RUCH	\$	98.32	MILEAGE REIMBURSEMENT
6/14/2023	31864	DIAMOND WEAR	\$	950.00	PROTECTIVE SERVICES CLASS SHIRTS
6/14/2023	31865	EAST LAWN SUPPLY	\$	10,455.06	PLUMBING SUPPLIES
6/14/2023	31866	EASTERN AUTOPARTS WAREHOUSE	\$	489.75	AUTO TECH SUPPLIES
6/14/2023	31867	EBTEP	\$	155,796.34	JUNE MEDICAL/DENTAL/RX DRUG
6/14/2023	31868	ECOLAB CO	\$	529.68	CULINARY & BAKING SUPPLIES
6/14/2023	31869	EDUCATIONAL SOLUTIONS ENTERPRISES	\$	14,395.00	MECHATRONICS TRAINING SYSTEM
6/14/2023	31870	ELAIHA PARRY	\$	75.00	COSMO KIT REFUND
6/14/2023	31871	EMILY HOUGH	\$	73.43	FIELD TRIP REIMBURSEMENT
6/14/2023	31872	ERICA GARCIA	\$	75.00	COSMO KIT REFUND
6/14/2023	31873	FULLER PAPER CO.	\$	1,727.02	MAINTENANCE SUPPLIES
6/14/2023	31874	G & L'S SIGN FACTORY	\$	678.00	BANNER FOR DISPLAY
6/14/2023	31875	GALLS, LLC	\$	1,385.67	PROTECTIVE SERVICES SUPPLIES
6/14/2023	31876	GLOBAL INDUSTRIAL	\$	33.49	RAINCOATS FOR DUTY ASSIGNMENTS
6/14/2023	31877	GREATER L.V. CHAMBER OF COMMERCE	\$	464.00	MEMBERSHIP DUES
6/14/2023	31878	GROFF TRACTOR & EQUIPMENT	\$	1,519.11	SERVICE BACKHOE
6/14/2023	31879	HIGHMARK BLUE SHIELD	\$	1,090.66	JUNE VISION
6/14/2023	31880	HOLLY WILDRICK	\$	75.00	COSMO KIT REFUND
6/14/2023	31881	INTEGRA ONE	\$	90,900.08	TECHNOLOGY SOFTWARE/EQUIPMENT
6/14/2023	31882	INTEGRITEC INC.	\$	215.00	WATER TREATMENT
6/14/2023	31883	ISANDRIA TORRES	\$	75.00	COSMO KIT REFUND
6/14/2023	31884	JEANETTE ROLLAND	\$	75.00	COSMO KIT REFUND
6/14/2023	31885	JEFFREY BOWER	\$	61.83	MILEAGE REIMBURSEMENT
6/14/2023	31886	JENNIFER VABDESLICE	\$	75.00	COSMO KIT REFUND
6/14/2023	31887	JOBSITE SOLUTIONS DBA PDQUIPMENT	\$	5,504.40	MASONRY EQUIPMENT
6/14/2023	31888	JOHNSON CONTROLS FIRE PROTECTION LP	\$	6,201.37	REPAIR FIRE PANEL
6/14/2023	31889	K & L SERVICES GROUP INC.	\$	870.00	REPAIRS FOR FABLICATORS
6/14/2023	31890	KARLA ORTIZ	\$	75.00	COSMO KIT REFUND

6/14/2023	31891	KELLEY BROS LOCKBOX	\$	559.20	MAINTENANCE SUPPLIES
6/14/2023	31892	KEYSTONE FIRE AND SECURITY	\$	6,627.90	TECHNOLOGY & MAINTENANCE SERVICES
6/14/2023	31893	KING SPRY HERMAN FREUND FAUL	\$	2,599.17	SOLICITOR'S FEES
6/14/2023	31894	KISTLER O'BRIEN CO.	\$	394.24	FOOD TRUCK INSPECTIONS
6/14/2023	31895	KURTIS SAMSON	\$	75.55	EOY PARTY REIMBURSEMENT
6/14/2023	31896	L.V. JANITORIAL SUPPLY	\$	3,595.78	MAINTENANCE SUPPLIES
6/14/2023	31897	LAFAYETTE COLLEGE	\$	7,250.00	SPRING TUITION 2023
6/14/2023	31898	LEHIGH CAREER & TECH INSTITUTE	\$	284.70	FLOWERS FOR CO-OP
6/14/2023	31899	LORI SCHIFFNER	\$	75.00	COSMO KIT REFUND
6/14/2023	31900	LUZ RIVERA	\$	75.00	COSMO KIT REFUND
6/14/2023	31901	MACGILL & CO.	\$	552.09	NURSE SUPPLIES
6/14/2023	31902	MAGALLY LUGO	\$	75.00	COSMO KIT REFUND
6/14/2023	31903	MAINSTREAM ENGINEERING	\$	265.10	HVAC SUPPLIES
6/14/2023	31904	MARK HILLIARD	\$	455.00	REPAIRS FOR VIDEO MEDIA ARTS
6/14/2023	31905	MCMASTER-CARR SUPPLY CO.	\$	78.85	ELECTRONICS SUPPLIES
6/14/2023	31906	MELBA FIGUEROA	\$	75.00	COSMO KIT REFUND
6/14/2023	31907	MOYER LUMBER & HARDWARE	\$	7,840.76	BUILDING TRADES SUPPLIES
6/14/2023	31908	MOYER PEST CONTROL	\$	252.76	PEST CONTROL
6/14/2023	31909	MSC INDUSTRIAL SUPPLY CO.	\$	267.49	INDUSTRIAL DESIGN SUPPLIES
6/14/2023	31910	NAPA AUTO PARTS	\$	2,822.12	AUTO TECH SUPPLIES
6/14/2023	31911	NAZARETH PRODUCE	\$	106.00	BAKING SUPPLIES
6/14/2023	31912	NICOLE WIGGINS	\$	75.00	COSMO KIT REFUND
6/14/2023	31913	NORALIZ SANCHEZ	\$	75.00	COSMO KIT REFUND
6/14/2023	31914	NORSTAR NETWORKS	\$	7,737.59	TECHNOLOGY SUPPLIES & SUPPORT
6/14/2023	31915	NORTHEAST JANITORIAL	\$	2,008.98	MAINTENANCE SUPPLIES
6/14/2023	31916	OVERHEAD DOOR CO.	\$	975.00	REPAIR GARAGE DOOR
6/14/2023	31917	PACTA	\$	1,316.00	MEMBERSHIP DUES
6/14/2023	31918	PARKLAND SCHOOL DISTRICT	\$	32.89	ADVERTISING COSTS - LENORCO
6/14/2023	31919	PATHFUL INC	\$	4,140.00	CAREER SOFTWARE
6/14/2023	31920	PEGGY I. FUEHRER	\$	8.97	MILEAGE REIMBURSEMENT
6/14/2023	31921	PENNSYLVANIA STEEL CO., INC.	\$	523.10	WELDING SUPPLIES
6/14/2023	31922	POCONO MOUNTAIN DAIRIES	\$	66.28	BAKING SUPPLIES
6/14/2023	31923	PREMIUM SIGN SUPPLIES INC.	\$	678.52	GRAPHICS SUPPLIES
6/14/2023	31924	QUILL CORP.	\$	1,261.79	OFFICE SUPPLIES - VARIOUS
6/14/2023	31925	R.E. MICHEL	\$	17,201.16	HVAC EQUIPMENT & SUPPLIES
6/14/2023	31926	R.J.WALKER	\$	223.47	PLUMBING SUPPLIES
6/14/2023	31927	REJEANA KING	\$	75.00	COSMO KIT REFUND

6/14/2023	31928	RUSSELL GAFFNEY III	\$	150.73	MILEAGE REIMBURSEMENT
6/14/2023	31929	SAFETY KLEEN	\$	335.97	MACHINE SERVICES
6/14/2023	31930	SAIMA OF NORTH AMERICA	\$	800.00	SPRAY BOOTH INSPECTION
6/14/2023	31931	SAN MAR CORPORATION	\$	628.84	GRAPHICS SUPPLIES
6/14/2023	31932	SCHOOL NURSE SUPPLY	\$	63.40	NURSE SUPPLIES
6/14/2023	31933	SHANI PAYTON	\$	75.00	COSMO KIT REFUND
6/14/2023	31934	SHAVON BRAGGS	\$	75.00	COSMO KIT REFUND
6/14/2023	31935	SINGER EQUIP CO.	\$	1,523.74	CULINARY SUPPLIES & REMOVAL SVCS
6/14/2023	31936	SKILLS USA COUNCIL	\$	2,967.43	QUARTERLY SERVICES
6/14/2023	31937	STATE CHEMICAL	\$	580.72	DRAIN MAINTENANCE
6/14/2023	31938	STOTZ & FATZINGER	\$	3,275.61	OFFICE FURNITURE
6/14/2023	31939	SYSCO	\$	96.96	STUDENT SERVICES SUPPLIES
6/14/2023	31940	TK ELEVATOR CORPORATION	\$	2,176.42	SERVICE AGREEMENT
6/14/2023	31941	TOYOTALIFT NORTHEAST LLC	\$	324.40	SERVICE FORKLIFT
6/14/2023	31942	TRI COUNTY MECHANICAL INC	\$	27,000.00	CHILLER PROJECT
6/14/2023	31943	ULINE	\$	3,466.22	MAINTENANCE, CLASSROOM SUPPLIES
6/14/2023	31944	UNIFORMS USA	\$	837.40	SENIOR CHEF JACKETS
6/14/2023	31945	UNITED SITE SERVICES	\$	340.00	PORT O POTTY HOUSE PROJECT
6/14/2023	31946	VALERIE RODRIGUEZ	\$	75.00	COSMO KIT REFUND
6/14/2023	31947	VALLEY SCRUBS	\$	177.00	SCRUBS FOR SIZING
6/14/2023	31948	VAN CLEEF ENGINEERING ASSOCIATES	\$	556.00	SURVEYOR
6/14/2023	31949	VERONICA RAMIREZ	\$	75.00	COSMO KIT REFUND
6/14/2023	31950	WAREHOUSE BATTERY OUTLET	\$	669.66	MAINTENANCE SUPPLIES
6/14/2023	31951	WILSON PRODUCTS	\$	990.23	CYLINDER RENTALS

\$ 674,782.81

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

IN-SERVICE – RECOGNITION OF STUDENT COMPETITORS AND AWARD WINNERS

SkillsUSA Advisor Mr. John Karb and State medalists Sophia Walker of the Health Careers Program and Noah Kapustic, a Precision Machining student, were in attendance. Sophia and Noah will be advancing to the SkillsUSA National competition. They introduced themselves to the Joint Committee members; the Joint Committee members congratulated the students and their advisor on their accomplishment and wished them luck as they advance to the National competition in Atlanta, Georgia next week.

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

June 14, 2023

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

The administration respectfully submits the following information and recommendations:

1. ELECTION OF SUPERINTENDENT OF RECORD

RECOMMENDATION:

That Joseph Kovalchik, Superintendent of the Northampton Area School District, be appointed as Superintendent of Record for Bethlehem Area Vocational-Technical School for the 2023-24 school term from July 1, 2023 through June 30, 2024.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

2. ELECTION OF SOLICITOR

RECOMMENDATION:

That the firm of King, Spry, Herman, Freund & Faul, LLC be elected as Solicitors for the Bethlehem AVTS for 2023-2024 beginning July 1, 2023 through June 30, 2024, and that Administration be authorized to execute the proposed agreement.

The attached agreement reflects an increase in litigation matters from \$160 to \$185 per hour and from \$90 to \$100 for paralegal services. The litigation and paralegal rates were last increased in 2019. The retainer and non-litigation rate remains the same. Some of the insurance rates have changed, but those rates are set by the insurance carriers. The municipal finance fees have also been updated.

MOTION BY: Director Donaher

SECOND BY: Director Dettmar

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;

Nay: none



KINGSPRY

June 8, 2023

JEROME B. FRANK
DONALD F. SPRY II
KIRBY G. UPRIGHT, LLM, CPA
KENT H. HERMAN
JOHN E. FREUND, III
GLENN M. HAZELTINE*
ALAN S. BATTISTI
KEVIN C. REID*
PAUL S. FRANK
BRIAN J. TAYLOR**
MICHAEL A. GAUL
ELIZABETH M. KELLY
KRISTINE RODDICK
REBECCA A. YOUNG
DOROTA GASIENICA-KOZAK*
JESSICA F. MOYER
MATTHEW T. TRANTER*
GRAIG M. SCHULTZ*
AVERY E. SMITH*
KARLEY BIGGS SEBIA*
JONATHAN M. HUERTA
RICHARD L. CAMPBELL, JR.
TAISHA K. TOLLIVER-DURAN*
RYAN K. FIELDS*
ALYSSA M. HICKS
PAIGE M. GROSS

VIA EMAIL

Ms. Susan Fahrenkopf,
Administrative Assistant for Executive Director
Bethlehem Area Vocational-Technical School
3300 Chester Avenue
Bethlehem, PA 18020

Re: Professional Services Agreement 2023-2024

Dear Susan:

Pursuant to your request, enclosed is a proposed Fee Agreement (Agreement) for the period July 1, 2023 to June 30, 2024. We propose an increase from \$160 to \$185/per hour for litigation matters and \$90 to \$100 for paralegal services. The litigation and paralegal rates were last increased in 2019. The retainer and non-litigation rate remains the same.

Some of the insurance rates have changed, but those rates are set by the insurance carriers. The municipal finance fees have also been updated.


Thank you for the opportunity to submit a proposal.

Please call if you have any questions.

Thank you.

Very truly yours,

KING, SPRY, HERMAN, FREUND & FAUL, LLC



Donald F. Spry, II, Esq.

DFSII/bod
Attachment

cc: Avery E. Smith, Esq.

OF COUNSEL:
E. DRUMMOND KING
DOMENIC P. SBROCCHI
TERENCE L. FAUL
JAMES J. RAVELLE, Ph.D., JD.
KATHLEEN CONN, Ph.D., JD., LL.M.
RICHARD J. SHIROFF

AFFILIATED WITH:
WEISS BURKARDT KRAMER, LLC
PITTSBURGH, PA 15219

*LICENSED IN PA AND NJ
**LICENSED IN PA AND NY

KING, SPRY, HERMAN, FREUND & FAUL, LLC • ATTORNEYS & COUNSELORS AT LAW
ONE WEST BROAD STREET • SUITE 700 • BETHLEHEM, PA 18018 • TEL: 610-332-0390 • FAX: 610-332-0314

{01151807}

ALLENTOWN ❖ BETHLEHEM ❖ STROUDSBURG

**AGREEMENT MADE BETWEEN THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
AND
KING, SPRY, HERMAN, FREUND & FAUL, LLC
ONE WEST BROAD STREET, SUITE 700
BETHLEHEM, PENNSYLVANIA**

SOLICITOR

AGREEMENT made this _____ day of _____ 2023, between **KING, SPRY, HERMAN, FREUND & FAUL, LLC**, (hereafter “KSHFF”), a professional law corporation, with offices at One West Broad Street, Suite 700, Bethlehem, Northampton County, Pennsylvania, hereinafter called “Solicitor” and **THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**, with offices at 3300 Chester Avenue, Bethlehem, Pennsylvania, hereinafter called “BAVTS”.

WHEREAS, King, Spry, Herman, Freund & Faul, LLC, is currently appointed Solicitor for BAVTS; and

WHEREAS, BAVTS wishes to retain the services of King, Spry, Herman, Freund & Faul, LLC, as Solicitor; and

NOW THEREFORE, IT IS AGREED THAT:

1. RETAINER:

The above-named Solicitor will perform legal services for an annual sum of EIGHT THOUSAND DOLLARS (\$8,000.00), as retainer and shall be paid on a monthly basis.

2. RETAINER SERVICES:

- a. Prepare for and attend all regular public meetings and executive sessions of the Joint Committee, render legal advice at these meetings and general legal advice to the Joint Committee and Administration on matters not involving research, administrative/Court proceedings, or extensive contract review and revisions.

3. BILLING:

The Solicitor shall make monthly billings for retainer and non-retainer services and for reimbursement of out-of-pocket expenses.

- a. **Services Outside of Retainer – Non-litigation:** For all other services above Retainer Fee and not involved in litigation, BAVTS shall be billed at the blended rate of \$155 per hour for professional tasks and \$90 per hour for paraprofessional tasks.

Services Outside of Retainer – Litigation: For matters where KSHFF represents BAVTS in litigation, billing will be charged at litigation rates consistent with hourly rates which shall be a blended rate of \$185 per hour for professional tasks and \$100 per hour for paraprofessional tasks or the current rate approved by BAVTS’s Errors & Omissions carrier, whichever is greater. Litigation rates may vary with changes in approved insurance rates or the current rate approved by BAVTS’s Errors and Omissions carrier. Current approved rates are as follows:

CM Regent	AIGP	WRM	CHUBB
\$195/Partner	\$210 Partner	\$165/Partner	\$250/Partner
\$195/Associate	\$185 Associate	\$165/Associate	\$200/Associate
\$100/Paralegal	\$90/Paralegal	\$80/Paralegal	\$125/Paralegal

PHIC	PHC2	Allied
\$160/Partner	\$220 Partner	\$175/Partner
\$140/Associate	\$195/Associate	\$175/Associate
\$85/Paralegal	\$100/Paralegal	\$95/Paralegal

ACE	Liberty Mutual
\$190/Partner	\$175/Partner
\$160/Associate	\$150/Associate
\$95/Paralegal	\$80/Paralegal

- b. Litigation rates apply whether or not insurance coverage applies. When KSHFF is approved defense counsel rates shall be consistent with those rates approved by the carrier, when KSHFF represents BAVTS before courts, administrative agencies or in arbitrations.

KSHFF represents to BAVTS that it is approved and qualified as defense counsel for the Pennsylvania School Boards Association Insurance Trust endorsed school leaders errors and omissions insurance, as well as other writers of educators liability and errors and omissions insurance. In the event of litigation, an administrative due process request, a claim, or suit within

the coverage of the Joint Committee's errors and omissions policy, BAVTS agrees to submit such claims for coverage and defense, and to request the designation of KSHFF as defense counsel for BAVTS. In the event of such designation, BAVTS agrees to accept the hourly rate approved by the insurance carrier.

We will submit itemized invoices on a monthly basis. Litigation matters subject to the approved insurance rate will be invoiced separately from school solicitor services. Bond counsel fees will be paid at closing and will be contingent upon a successful closing.

4. REIMBURSABLE EXPENSES:

BAVTS agrees to reimburse the Solicitor for out-of-pocket expenses advanced on behalf of BAVTS including, but not limited to, filing fees for legal documents, advertising, experts, exhibit preparation, extraordinary photocopying, and overnight delivery costs. Long distance telephone charges, ordinary photocopying and postage will not be charges.

5. MUNICIPAL FINANCE AND BOND COUNSEL SERVICES:

KSHFF represents and warrants that it is qualified and experienced in the handling of tax free municipal bonds and other municipal finance matters. In the event BAVTS elects to use the services of KSHFF for purposes of bond counsel in a general obligation financing, KSHFF's fee will be calculated as follows:

<u>Issue Amount</u>	<u>Fee Amount/Multiplier</u>
Up to \$5,000,000	\$7,500.00 – Flat
Between \$5,000,000 to 10,000,000	.0015 x total issue up to \$10,000,000
Over \$10,000,000 to 35,000,000 \$10,000,000	Above multiplier plus .0010 x. issue over \$10,000,000
Over \$35,000,000 \$35,000,000	Above multipliers plus .0005 x issue over \$35,000,000

Should the financing transaction present unusual issues or complexity, KSHFF will advise BAVTS and arrive at a mutually agreed fee before undertaking the assignment. All out-of-pocket expenses involving the transaction will be reimbursed to KSHFF. When KSHFF acts as bond counsel and local counsel, a separate local counsel fee will not be charged. In the event KSHFF is not Bond Counsel, KSHFF will receive a fee equal to fifty (50%) percent of Bond Counsel's fee for local counsel fees.

6. PERSONNEL ASSIGNED:

KSHFF represents that it has adequate personnel trained in school law and municipal finance to meet BAVTS's needs. The primary responsible attorney will be KSHFF partner Donald F. Spry, II, Esq. Time charges are based upon the professional nature of the task and not personnel assigned. Task assignments shall be at the sole discretion of the primary responsible attorney.

KSHFF represents that it has secured and upon request will provide BAVTS with evidence of Professional Liability Insurance.

7. CONFLICTS OF INTEREST:


KSHFF is governed by the Rules of Professional Conduct and will be guided by Rules 1.6 to 1.9 in the event of a conflict in representation.

8. EFFECTIVE DATE:

This Agreement shall be effective July 1, 2023 and terminate on June 30, 2024.

IN WITNESS WHEREOF, Solicitor has executed this Agreement and BAVTS has caused this Agreement to be signed by its Executive Director and attested by its Secretary, the day and year first above written.

KING, SPRY, HERMAN, FREUND & FAUL, LLC

By: 
Donald F. Spry, II, Esquire
Attorney I.D. 16156

ATTEST:

BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

By: _____
SECRETARY

By: _____
EXECUTIVE DIRECTOR

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

3. STAFFING

RECOMMENDATION:

- a. That the following appointments be approved:

Jalissa Kuehner

Position: Social Media Marketing Instructor

Salary/Benefits: \$70,918.11 (Column F, Step 11), for the 2023-2024 school year, with benefits in Accordance With the Professional Employee Benefit Package.

Effective: August 16, 2023, pending receipt of all required paperwork

Jordan Montague

Position: Building Trades Instructor
(replacement for Stan Dixon)

Salary/Benefits: \$66,353.23 (Column A, Step 10), for the 2023-2024 school year, with benefits in Accordance With the Professional Employee Benefit Package.

Effective: August 16, 2023, pending receipt of all required paperwork

Dana Huber

Position: Full-time Supervisor of Lifelong Learning

Salary/Benefits: \$94,008.24, for the 2023-2024 school year, with benefits in accordance with Employment Agreement

Effective: July 1, 2023

- b. That the Executive Director be authorized to execute the attached employment agreement with Dana Huber, Full-time Supervisor of Lifelong Learning.
- c. That Nicco Gonzalez be hired as Summer Technology Assistant through the Cooperative Education program, for the period June 12, 2023 through August 18, 2023, for up to 20 hours per week, at a rate of \$12.50 per hour, with no benefits.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

3. STAFFING, Cont'd.

RECOMMENDATION:

- d. That the following student workers be hired for construction assistance at the house project through the Cooperative Education program, for the period June 12, 2023 through August 18, 2023, for up to 28 hours per week, at a rate of \$12.50 per hour, with no benefits:

Matthew Aicher
Andrew Galvan-Rodriguez
Mikkel Greger
Alexa Rossetti

- e. That the following Summer Culinary Event student workers be hired through the school's Cooperative Education program, for the period June 7, 2023 through August 18, 2023, for up to 28 hours per week at a rate of \$12.50 per hour, with no benefits:

Lauren Celestin
Rodney Hochstrasser
Elizabeth Korpics
Daris Morgan

- f. That the following Automotive Technology student workers be hired through the school's Cooperative Education program for assistance with the electric vehicle project for the period June 19, 2023 through July 28, 2023, for up to 35 hours per week, at a rate of \$12.50 per hour, with no benefits:

Braiden Binder
Spencer Parker

- g. That the Executive Director be authorized to hire substitutes for the 2023-2024 school year, with ratification to be performed at the following meeting.

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;

Nay: none

**EMPLOYMENT AGREEMENT
BETWEEN DANA HUBER AND THE JOINT COMMITTEE OF
THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**

THIS EMPLOYMENT AGREEMENT (hereafter "Agreement") is made this 14th day of June, 2023 by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, with offices located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as "BAVTS") and Dana Huber (hereinafter referred to as "Employee"). The BAVTS and Employee may hereinafter be collectively referred to as the "Parties".

WHEREAS, the Joint Committee of BAVTS, at a regularly scheduled meeting duly and properly called upon this 14th day of June, 2023, did appoint the Employee to the full-time position of Supervisor of Lifelong Learning; and

WHEREAS, BAVTS desires to provide the Employee with a written employment contract to describe the relationship between the Parties.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained and intending to be bound hereby, the Parties hereto agree as follows:

SECTION 1. TERM

1.1 The term of this Agreement shall be for the period from July 1, 2023 through June 30, 2024, unless sooner terminated pursuant to the terms set forth herein.

1.2 **This Agreement is expressly conditioned upon the continued profitability of the Continuing Education Program. The Parties agree that this Employment Agreement will be nullified immediately upon the determination of a negative fund balance in the program, unless otherwise agreed, in writing, between BAVTS and the Employee.**

SECTION 2. DUTIES AND QUALIFICATIONS

2.1 Employee agrees to perform faithfully and professionally the duties of Supervisor of Lifelong Learning in accordance with the provisions of the School Code and the rules, regulations, and policies of the Board. The duties and responsibilities of the aforementioned positions have been set forth in the Job Description, a copy of which is attached as Exhibit "A".

2.2 Employee covenants that he/she possesses all of the qualifications that are required by the job description and as represented in his/her application. Any misrepresentation by the Employee, whether intentional or unintentional, of his/her credentials or qualifications shall be grounds for dismissal and termination of this Agreement.

2.3 BAVTS retains the right to reasonably request a recent criminal history record information and/or child abuse clearance from Employee at any time during the Term of this Agreement. For purposes of this paragraph, "recent" shall mean a criminal history record information and/or child abuse clearance that has been performed within one (1) year of

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Employee's submission of the criminal history record information and/or child abuse clearance to the BAVTS. Employee further agrees that if, during the Term of this Agreement, the Employee is arrested and/or convicted of an offense requiring notification to the BAVTS pursuant to 24 P.S. § 1-111, Employee shall so notify the BAVTS of such arrest or conviction within seventy-two (72) hours of the arrest or conviction.

SECTION 3. COMPENSATION

3.1 Effective July 1, 2023, the annual salary of the Employee shall be \$94,008.24. The salary is based upon 208 work days (or equivalent subject to the approval of the Executive Director) between the period July 1, 2023 through June 30, 2024.

3.2 The Employee will receive his/her wages in twenty-six (26) pay periods or twenty-seven (27) pay periods, depending on the scheduled biweekly pay dates occurring between August 2023 and July 2024.

3.3 The Employee will track time worked in a manner directed by the BAVTS Executive Director or designee. The Employee agrees to truthfully and accurately report all time worked. Furthermore, the Employee agrees that any work in excess of the 208 work days are not compensable.

3.4 The Employee will receive his/her salary, minus statutory deductions, as according to BAVTS's regular payroll.

3.5 Any inaccuracies in pay are to be communicated immediately to the Executive Director, or designee.

3.6 The Employee shall only be entitled to the paid leave and any other benefits as listed below:

- a. **Life Insurance.** Term Life Insurance, equal to two (2) times the Employees's then-current annual salary. The Employee shall be allowed to convert Group Life Benefits to a Personal Policy which will be issued without medical examination.
- b. **Medical Insurance.** Each Administrator shall receive group health insurance, dental insurance, prescription drug insurance, and vision care as defined in the then-current BAVTS Professional Association Contract. The Joint Committee will continue to provide these benefits at no cost to the Employee whenever he/she has an absence due to a verified illness or disability which exceeds his/her accumulated sick days and is on a leave of absence approved by the Joint Committee.
- c. **Disability Insurance.** The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for each Administrator. The policy shall have the following minimum provisions: monthly benefits of sixty percent (60%) of covered wages to a maximum of Six Thousand Dollars and 00/100 (\$6,000.00) per month, elimination period of the

greater of thirty (30) days or accumulated sick leave, and a maximum benefit duration of Social Security Normal Retirement age.

- d. **Sick Days.** The Employee shall receive ten (10) sick days per BAVTS fiscal year. The unused portion of such allowance of sick leave shall accrue year to year without limit.
- e. **Emergency Days.** The Employee shall be provided with two emergency (2) days in any one BAVTS fiscal year, which shall be deducted from sick leave; provided, however, emergency days may be permitted without deduction from sick leave for personal emergencies, subject to the approval of the Executive Director.
- f. **Personal Days.** Two unrestricted personal days per school year without loss of compensation or sick leave shall be allowed to the Employee, provided written notice has been given to the Executive Director at least 48 hours prior to the personal day requested. Up to 3 personal days may be accumulated and carried forward to the next school year. Personal days in excess of 3 days at the end of a school year will be converted to sick days.
- g. **Death in Family.** Up to five (5) working days absence, at full salary, shall be allowed in the event of a death in the immediate family of an employee covered by this Agreement. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the employee has made his/her home. The Executive Director and/or designee may extend the period of absence with pay, at his/her discretion, to accommodate special circumstances which must be explained in writing. Day 4 and Day 5, if taken, will be deducted from sick leave.
- h. **Death of Near Relative.** Up to two (2) working days absence, at full salary, shall be allowed to attend the funeral of a near relative of the employee, spouse or any person with whom the employee has made his/her home. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. The Executive Director and/or designee may extend the period of absence with pay at his/her discretion to accommodate special circumstances which must be explained in writing. The second day and each day thereafter, if taken, will be deducted from sick leave.
- i. **Retirement Severance.** Unused sick leave will be paid at One Hundred Dollars and 00/100 (\$100.00) per day for up to Two Hundred (200) days, regardless of years of service. The value of all unused sick leave payments and incentives accrued at the time of termination of employment shall be contributed as an employer contribution by the school district into a Section 403(b) tax sheltered account of the employee's choice up to the amount permissible by law. Any amounts in excess of the shelter limit

will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year. In no case will any unused sick leave payments and/or incentives be paid directly to the employee. Written notification of intended retirement date must be submitted to the Executive Director at least six (6) months prior to the intended retirement date in order to be eligible for sick leave retirement allowance. This notification requirement shall be waived if the Administrator is advised of a reduction in hours or the Administrator experiences one of the following qualifying events: Marriage, Divorce, Death of Spouse, Birth/Adoption of Child, or Spouse involuntarily losing employment.

- j. **Longevity Stipend.** Longevity compensation will be based on years of service to the Bethlehem Area Vocational-Technical School on the anniversary date of hire into this full-time Supervisor of Lifelong Learning position. The compensation will begin after the completion of five years full-time service as Supervisor of Lifelong Learning at BAVTS.

5yrs – 10yrs = \$1,750.00 annually

11yrs – 15yrs = \$2,000.00 annually

16yrs – 20yrs = \$2,250.00 annually

20yrs+ = \$2,500.00 annually

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

3.7 Reimbursement for expenses shall be as communicated by BAVTS to the Employee.

SECTION 4. RENEWAL AND TERMINATION

4.1 Prior to the expiration of this Agreement, the Agreement may be terminated only by: Resignation of the Employee upon two weeks' advance written notice to BAVTS; or written mutual agreement of the Parties; or discharge of the Employee, pursuant to the provisions of the School Code, after due notice and, if demanded, after a hearing.

4.2 Upon the expiration of this Agreement, BAVTS may, solely at its option, either: Renew this Agreement or offer a new employment to the Employee; or terminate this Agreement without notice, cause, or a hearing.

4.3 This Agreement will not be renewed, modified, or extended without an affirmative vote of the BAVTS Joint Operating Committee.

SECTION 5. MISCELLANEOUS

5.1 All references to Public School Code or any law or regulation contained herein shall also refer to any amendment or recodification of such Code.

5.2 This Agreement shall be interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date of execution 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.

5.3 The failure to enforce or require the performance at any time of the provisions of this Agreement shall in no way be construed to be a waiver of such provisions and shall not affect either the validity of this Agreement or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Agreement.

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

5.5 The provisions of this Agreement and amendments thereto may not be revised or modified except by written amendment upon mutual consent of both Parties. This Agreement sets forth the entire agreement and understanding between the Parties and supersedes any prior agreement or understanding, written or oral, relating to the subject matter of this Agreement.

5.6 This Agreement shall be binding on the heirs, successors, assigns, and legal representatives of the Parties hereto.

IN WITNESS THEREOF, the Parties hereto have executed this Agreement the date first above written.

Adam S. Lazarchak
Executive Director
Bethlehem Area Vocational-Technical School

Dana Huber
Supervisor of Lifelong Learning

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

4. 2023-2024 CAFETERIA SUBSTITUTE

RECOMMENDATION:

That the following individual be approved as cafeteria substitute for the 2023-2024 school term, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at the rates approved by the Joint Committee.

Pinelopi Alestas

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;
Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

5. 2023-2024 SUBSTITUTE EMPLOYEE SALARY SCHEDULE

RECOMMENDATION:

It is recommended that the Joint Committee approve the Substitute Employee Salary Schedule for 2023-2024. An increase of \$5.00 per day is recommended for the first set of Substitute Teacher rates; all others remain the same as the 2022-2023 school year.

**Bethlehem Area Vocational-Technical School
Substitute Employee Salary Schedule
2023-2024**

Substitute Teacher

Full Day

1-10 days \$120.00 per day

11 + days \$130.00 per day

Half Day

1-10 days \$70.00 per half day

11 + days \$80.00 per half day

Substitute Teacher - Consecutive Assignment (non-Long-Term Substitute)

Full Day

20-45 days \$155.00 per day

45+ days \$175.00 per day

Half Day

20-45 days \$77.50 per half day

45+ days \$87.50 per half day

Substitute Teacher - Licensed Cosmetology Instructor

Full Day \$175.00 per day

Half Day \$87.50 per half day

Substitute Construction Management Instructor

Full Day \$175.00 per day

Half Day \$87.50 per half day

Substitute Support

Substitute First Aide Officer \$22.50 per hour

Substitute Instructional Assistant \$13.50 per hour

Substitute Custodial \$13.50 per hour

Substitute Clerical \$13.50 per hour

Substitute Cafeteria \$12.50 per hour

MOTION BY: Director Patrick

SECOND BY: Director White

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

Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;

Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

6. SUMMER EMPLOYMENT – PROFESSIONAL STAFF

RECOMMENDATION:

That the following individuals be employed during the summer of 2023 at the rate specified:

Name	Description	Quantity	Rate	Total
Milositz, Glenn	Dean of Students	Not to exceed 35 hours (additional hours as authorized by administration)	\$38.70*	\$1,354.50

*Listed are 2022-23 rates. 2023-24 rates will apply when calculated, and will be effective July 1, 2023.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

7. 2023-2024 STIPEND POSITIONS

RECOMMENDATION:

That the following professional staff stipend positions for 2023-2024 be approved as presented:

DESCRIPTION	NAME	AMOUNT
SkillsUSA - Advisor A	Angela Thom	1,847.60
SkillsUSA - Advisor B	Brian Moser	1,847.60
SkillsUSA - Advisor C	John Karb	1,847.60
SkillsUSA - Advisor D	Emily Hough	1,847.60
HOSA - Advisor A	Jenifer Stilgenbauer	1,847.60
HOSA - Advisor B	Moreen Wheatley	1,847.60
National Tech Honor Society - Advisor	Dario Chavez	1,169.17
Assistant CTSO Advisor	Jennifer McGraw	1,100.00
Lead Teacher for Induction	Emily Hough	1,386.26
Committee Chair - Marketing	Heather Burkhart	1,410.35
Committee Chair - Wellness	Heather Chilcote	1,410.35
Culinary Arts Coordinator	Scott Ferry	1,410.35

MOTION BY:

Director Patrick

SECOND BY:

Director White

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;

Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

8. MEMORADUM OF UNDERSTANDING WITH ACT 93 GROUP

RECOMMENDATION:

It is recommended that the Joint Committee approve the attached Memorandum of Understanding with the BAVTS Administrative (Act 93) Group, to amend and restate the annual salary increases.

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;
Nay: none

MEMORANDUM OF UNDERSTANDING

**BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL
AND
BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL ADMINISTRATIVE
(ACT 93) GROUP**

This Memorandum of Understanding (“MOU”) between the Bethlehem Area Vocational Technical School (“BAVTS”) and the Act 93 Group (“Administrators”) is entered into this _____ day of _____, 2023.

WHEREAS, the BAVTS and the Administrators entered into an Administrative Compensation Plan, dated May 7, 2019 (the “Agreement”); and

WHEREAS, the BAVTS and Administrators wish to modify and amend Paragraph 1 of the Agreement, “Salaries”, subject to the terms and conditions set forth herein.

NOW, THEREFORE, IT IS AGREED:

1. Paragraph 1 of the Agreement is hereby modified to amend and restate subparagraph 1(a)(v) in its entirety with the following:

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

	<u>Educational Administrators</u>	<u>Support Administrators</u>
2019-2020	3.00%	3.00%
2020-2021	3.00%	3.00%
2021-2022	3.00%	3.00%
2022-2023	3.00%	3.00%
2023-2024	5.00%	5.00%

2. This MOU is not intended to and does not create any contractual rights or obligations other than as set forth herein. Except as specifically modified by this MOU, the Agreement shall in all other respects remain in full force and effect.

3. This MOU may be amended, expanded or modified any time only upon the written consent of both parties.

4. In the event of changes in State or Federal law which necessitate changes to this MOU, the BAVTS and the Administrators shall collaborate to promptly change this MOU to ensure compliance by the BAVTS and Administrators with State and Federal requirements.

5. All agreements and covenants contained in this MOU are severable, and in the event any of them are held to be invalid by any competent court, this MOU will be interpreted as if invalid agreements or covenants were not contained in this MOU.

6. The BAVTS and Administrators will actively work to resolve any differences in interpretation of this MOU or in fulfilling the terms thereof.

7. This MOU and the terms herein shall not apply to any BAVTS Administrators who have retired prior to the effective date of this MOU.

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

SEAL
Attest:

JOINT COMMITTEE OF THE BETHLEHEM
AREA VOCATIONAL-TECHNICAL SCHOOL

Secretary

By: _____
Chairperson

Date: _____

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

By: _____

Date: _____

By: _____

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

9. 2022-2023 CAREER-TECHNICAL ADVISOR STIPENDS

RECOMMENDATION:

That the stipend for the following faculty members be approved as presented:

Chavez, Dario	\$100.27
Sarina Hampton	\$167.12
Giamoni, Michael	\$ 33.42
Karb, John	\$635.07
Layoun, Khitam	\$ 33.42
Moser, Brian	\$568.22
Stilgenbauer, Jenifer	\$735.27
Thom, Angela	\$735.33
Wheatley, Moreen	\$736.92

MOTION BY:

Director Patrick

SECOND BY:

Director White

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;

Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

10. BUDGET TRANSFERS

RECOMMENDATION:

That the attached budget transfers for June, 2023 be approved as presented and additional budget transfers for the 2022-2023 year, based on year-end adjustments, be pre-approved.

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;
Nay: none

BUDGET TRANSFERS

#	Account	Description	To	From	REASON
1	10.5220.990.000.000	TRANSFER TO HOUSE PROJECT FUND	50,000.00		Summer wages & funds to finish/start new
	10.5251.939.000.000	TRANSFER TO FOOD SERVICE FUND		50,000.00	Reallocate unused funds
		Transfer requested to ensure additional funds are available to finish current house and start next house. This was an informational item on the May agenda.			
2	10.5230.931.000.000	CAPITAL PROJECT FUND TRANSFERS	82,280.00		
	10.5251.939.000.000	TRANSFER TO FOOD SERVICE FUND		25,000.00	Reallocate unused funds
	10.2620.430.000.000	REPAIRS AND MAINTENANCE		50,000.00	Mild winter & less 2022 summer projects
	10.2630.414.000.000	LAWN CARE SERVICES		6,000.00	Reduced costs with new vendor & dry conditions
	10.2650.522.000.000	AUTOMOTIVE INSURANCE		1,280.00	Lower expense than anticipated
		Transfer requested for purchase of rough terrain forklift utilizing remaining cafeteria transfer and available maintenance budgeted funds to offset proposed purchase. This was a May agenda informational item. Proposed purchase appears later in the agenda.			
3	10.5230.931.000.000	CAPITAL PROJECT FUND TRANSFERS	50,495.00		
	10.2840.438.000.000	REPAIR/MAINT. OF IS EQUIPMENT		11,495.00	Purchase IT switches - long lead time
	10.2840.538.000.000	TELECOMMUNICATION SERVICE		8,500.00	Less repair expenses than anticipated
	10.2840.650.000.000	TECHNOLOGY RELATED SUPPLIES & FEES		30,500.00	Phone vendor changes and cell plan changes
		Revised computer refresh cycle			

Transfer requested for purchase of computer switches utilizing available IT budgeted funds to offset proposed purchase. This was a May agenda informational item. Proposed purchase appears later in the agenda.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 14, 2023

11. BOARD POLICY 249 – THREATS/HARASSMENT/BULLYING

INFORMATION:

In accordance with the Safe Schools Act, Board Policy 249 Threats/Harassment/Bullying, has been reviewed by Administration; no revisions were necessary at this time. This policy is being presented for re-approval by the Joint Committee.

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



Book	Policy Manual
Section	200 Pupils
Title	Threats/Harassment/Bullying
Code	249
Status	Active
Adopted	November 4, 2009
Last Revised	November 15, 2012
Last Reviewed	June 14, 2023
Prior Revised Dates	Reviewed (NOT REVISED) September 6, 2016, August 2, 2022

Purpose

The Joint Committee is committed to providing a safe, positive learning environment for its students. The Joint Committee recognizes that threats/ harassment/bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Committee prohibits threats/harassment/bullying by students in a school setting. **School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. [1]

Definition

Threats/Harassment/Bullying:

1. Intentional behavior that results in trouble, worry, or torment to another individual for no beneficial purpose. This includes but is not limited to expressions of an intent, actual or attempts, to injure or harm an individual or his/her property.
2. Dependent on the actual or apparent nature and intent of the threat, the disciplinary action sequence may be modified in order to protect the health, safety, and welfare of the school community. The modification may include disciplinary action, up to and including recommendation for expulsion from school.
3. Students who express, in any manner, any statement(s) which indicates a planned intent to injure or harm another individual will, after consultation with the Dean of Students or designee, be referred to proper state or local authorities should the student behavior appear to violate local, state, or federal law.
4. Students who make threats to injure or harm others may be subject to a search of their person, personal belongings, or vehicles, as well as school-supplied lockers.[2]
5. Technology based harassment/bullying through computer, texting, cell phone communication, or other technologies shall also be subject to consequences under this policy.

6. Incidents of threats/harassment/bullying, as defined by the school's Harassment and Bullying Policy, will result in consequences determined to be appropriate within Code of Student Conduct guidelines defined by the administrator.[3][4]

Authority

The Joint Committee prohibits all forms of threats/harassment/bullying by students. [1]

The Joint Committee encourages students who have been bullied to promptly report such incidents to the administrator in charge or designee.

The Joint Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Executive Director or designee shall develop administrative regulations to implement this policy.

The Executive Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Executive Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Committee.[1]

The administration shall annually provide the following information with the Safe School Report:[1]

1. Joint Committee's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][5][6]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the web site, if available.

Education

The school may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[7][8][1]

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][6][9]

1. Counseling within the school.

2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion (referral to sending districts).
8. Counseling/Therapy outside of the school.
9. Referral to law enforcement officials.

Legal

1. 24 P.S. 1303.1-A

2. Pol. 226

3. Pol. 248

4. Pol. 249

5. 22 PA Code 12.3

6. Pol. 218

7. 24 P.S. 1302-A

8. Pol. 236

9. Pol. 233

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

12. PCCD SCHOOL MENTAL HEALTH & SAFETY AND SECURITY GRANT –
CONTRACTED MENTAL HEALTH COUNSELING SERVICES

INFORMATION:

BAVTS was approved through our PCCD School Mental Health & Safety and Security grant for \$70,000 for contracted mental health services. We have received three (3) proposals for services and would like to contract with Valley Youth House to provide services at a rate of \$79.00 per hour, per the attached proposal. The School's solicitor previously developed an agreement when we contracted with this organization for services in the 2021-2022 school year. Valley Youth House has previously worked with our students, providing counseling and case management services.

RECOMMENDATION:

We are recommending that the Joint Committee authorize the Executive Director to enter into an agreement with Valley Youth House to provide mental health counseling services for the 2023-2024 school year. Any material changes requested by Valley Youth House would be reviewed by the solicitor prior to entering into the agreement.

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

Bethlehem Area Vocational Technical School/ Valley Youth House

Proposal for School-Based Counseling Services

2023-2024

Description of Services: The School-Based Counseling Program at Valley Youth House provides in-school counseling services for students. The program ensures that school-based counseling is accessible to all students and strives to remove the barriers that often prevent students from receiving services. There is no referral criteria or diagnosis needed and insurance information is not collected. The referral process is simple and flexible: students are identified (oftentimes by school counselors, administrators, teachers, and/or a SAP team), consent is obtained, and the student is added to the school-based counselor's caseload and schedule.

Session modalities include individual, small group, and parent/ family counseling. For high school students aged 14 and older, the Valley Youth House counselor has communication with parents/guardians on an as-needed basis and with respect to the confidentiality of the student. Communication between the two parties will occur when the youth expresses concerns of safety and will be encouraged in order to provide meaningful treatment for the student. The Valley Youth House counselor will work with school personnel to identify appropriate times for sessions to take place so as to not interfere with academic obligations.

The length of the treatment period is flexible and individualized and such decisions are made between the Valley Youth House counselor, the school counselor and administration, parents/ guardians, and students. Valley Youth House counselors are able to participate on SAP/ child study teams to help guide referrals for services and advocate for their clients. Additionally, Valley Youth House counselors are able to intervene in crisis situations, which can include conducting emergency sessions, completing risk/ suicide assessments, developing safety plans, and utilizing verbal deescalation strategies to help with escalated behaviors.

Goals and Outcomes: Valley Youth House counselors utilize the *Children's Global Assessment Scale (CGAS)* and the *Current View* assessment tool to determine student outcomes as a result of their participation in the program. Valley Youth House counselors report on both of these measures at the beginning of the therapy process and also upon discharge. It is important to note that these measures are used to guide the direction of the therapeutic goals and help to identify specific areas of concern. The overall goal is for at least 85% of students receiving the minimum dosage (3 therapy sessions) to see an increase on the CGAS as well as an improvement within all reportable areas on the Current View. Outcomes are reported at the end of the school year in a comprehensive report.

Scope of Services: The School-Based Counseling Program at Valley Youth House is composed of masters-level therapists (many of whom are pursuing or who have already obtained a professional license) who provide a variety of mental health services in the school setting. At Bethlehem Area Vocational Technical School, these services will be delivered two school days a week between the hours of 8:00 a.m. and 2:30 p.m. It is understood that the number of days each week may be less in the beginning of the school year as students are referred and caseloads are developed.

Valley Youth House's School-Based Counselors are supervised by a Supervisor of School-Based Services and the Director of Prevention Services (who reports to a Senior Vice President and the President). Valley Youth House counselors meet

with their supervisor and/or other school-based counselors on a weekly basis to ensure quality of services. Valley Youth House counselors are responsible for completing paperwork (including progress notes) and submitting it on a bi-weekly basis. Client files are maintained by Valley Youth House.

Valley Youth House's School-Based Counseling Program is currently offered in over 50 K-12 schools throughout the Lehigh Valley. The program originated in the early 1990's as the Student Assistance Program and has evolved into one with a student-centered, counseling-focused, and trauma-informed approach, with approximately 40 school-based counselors employed by Valley Youth House. The program is designed to eliminate common barriers that often prevent students from receiving mental health services, like transportation (students are already at school), affordability (there is no cost to students for these services), and accessibility (insurance information is not collected and there is no referral criteria or qualifications). Valley Youth House's program is also unique in that its counselors serve as an extension of the school's guidance/ counseling staff, as they intervene/ assist in crisis situations, conduct emergency sessions as needed, and are encouraged to attend team meetings to provide input on referrals and overall mental health.

Project Requirements: In order to foster an environment for success, each Valley Youth House counselor should have a point of contact within their assigned school. Valley Youth House counselors are encouraged to meet with their point of contact on at least a bi-weekly basis to provide program and student updates. In addition, it is important that Valley Youth House counselors have a consistent and confidential space within the school that allows for them to meet with students in a socially-distanced manner.

Valley Youth House will invoice the school on a monthly basis for billable services, which include counseling sessions, parent and collateral contacts, other direct services, and administrative management. School-Based Counselors are expected to spend a minimum of 90% of their day providing billable services, and at least half of that time should be spent directly with students. The hourly/ unit rate is \$79.00. Please see below for an estimate for services being provided two days per week. The breakdown of the hourly/ unit rate is included as a separate document.

Point of Contact: Ashley Dallas, Director of Prevention Services
adallas@valleyyouthhouse.org
267-930-4092

School-Based Counseling Program

One counselor, 2 days per week

\$79.00 * 6.5 billable hours per day

\$513.50 per 7 hour day

\$79.00 * 3.5 billable hours per day

\$276.50 per 3.5 hour day

6.5 billable hours per day *36 weeks in 2023-2024 SY

\$36,972 Total Cost Projection/ Cap

Budget - Per Counselor/ 2 Days Per Week

School-Based Counseling Services

July 1, 2023-June 30, 2024

Supervisor	\$2,800.00
School Based Counselor	\$20,998.80
SR Vice President	\$120.00
Director	<u>\$800.00</u>
	\$24,718.80
Fringe	<u>\$7,910.02</u>
Total Salary and Benefits	\$32,628.82
Student supplies	\$67.00
Office supplies	\$67.00
Mileage	\$37.50
IT	\$97.73
Client Tracking system	\$152.74
Payroll	\$86.80
Audit	\$40.00
VYH training	\$200.00
Insurance	\$70.00
Occupancy	<u>\$60.00</u>
	\$878.76
Indirect Overhead @ 11%	\$3,464.80
TOTAL	\$36,972.38
Units	468.00 6.5 hrs x 2 days x 36 weeks
Rate	\$79.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

13. POSTAGE MACHINE LEASE

INFORMATION:

Our current postage machine lease is up for renewal. We have received pricing for a comparable machine from Document Systems Ltd. for a Quadiant IX-7 Mailing System. The pricing for a 60-month lease is \$240 per month under PA State Contract pricing. The expiring lease was \$250 per month. Administration recommends that the Joint Committee grant the Business Administrator and Executive Director the authority to enter into the agreement for the new postage machine and to sign any related documents associated with the new machine and removal of the old machine.

RECOMMENDATION:

It is recommended that the Joint Committee grant the Business Administrator and Executive Director the authority to enter into the agreement for the new postage machine 60-month lease and to sign any related documents associated with the new machine and removal of the old machine.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

14. ROUGH TERRAIN FORKLIFT (TELEHANDLER)

INFORMATION:

At the May meeting, Administration presented an informational item proposing a transfer to the Capital Reserve Fund for the future purchase of a rough terrain forklift (also known as a telehandler) for use by our facilities staff. The proposed equipment would be used by our facilities maintenance department to allow equipment and filters to be loaded onto the roof and permit us the ability to safely change our lighting on the building's exterior as well as parking lot poles rather than having to contract that work out.

Earlier on the agenda, a budget transfer for the Capital Reserve Fund Transfer was presented for approval utilizing available maintenance budget funds and the balance of the budgeted food service fund transfer.

Mr. Bower researched the cost of the requested item and obtained the attached quote utilizing PA State Contract pricing and administration is requesting approval for this purchase utilizing Capital Reserve Funds. The vendor has confirmed that pricing should be valid through today's meeting. In the event that pricing should change, we are requesting additional flexibility to proceed with the purchase.

RECOMMENDATION:

It is recommended that the Joint Committee approve the purchase of a rough terrain forklift (telehandler) as per the attached quotation from Best Line Equipment in the amount of \$82,279.05 utilizing Capital Reserve Funds and PA State Contract Pricing.

It is further recommended, that the Business Administrator and Executive Director have the authority to issue the purchase order in a revised amount deemed to be reasonable in the event of an increase in PA State Contract pricing.

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

G5-18A

TELEHANDLER

JLG
reaching out.



Performance

Rated Capacity	5,500 lb	2,495 kg
Maximum Lift Height	18 ft 4 in.	5.6 m
Load at Max Height	4,400 lb	1,996 kg
Maximum Forward Reach	10 ft 11 in.	3.3 m
Load at Max Reach	1,850 lb	839 kg
Lift Speed (boom retracted)		
Up	6.8 sec	
Down	4.6 sec	
Boom Speed		
Extended	6.7 sec	
Retracted	3.8 sec	
Top Travel Speed (4-Speed)	15 mph	25 kph
Drawbar Pull (loaded)	8,700 lb	3,946 kg
Outside Turning Radius	127 in.	3.2 m
Operating Weight	11,000 lb	4,990 kg

Standard Specifications

Engine

Make and Model	Deutz TD 2.9 L4	
No. of Cylinders	4	
Displacement	177 cu in.	2.9 L
Gross Power Basic	74 hp	55 kW
Maximum Torque @ 1800 rpm	192 lb-ft	260 Nm
Fuel Tank Capacity	24 gal	91 L

Transmission

Hydrostatic

Axles

High bias limited slip differential on front axle.
Planetary on front and rear axles.

Brakes

Service brakes are inboard wet disc brake on front axle.
Parking brakes are wet disc spring-applied hydraulic release.

Tires

Standard	12 x 16.5 Pneumatic
Optional	12 x 16.5 Foam-Filled
	14 x 17.5 Foam-Filled
	14 x 17.5 Pneumatic
	33 x 12 Solid

Cab

Certified ROPS/FOPS structure
Adjustable suspension seat
Horn

Steering 4-Wheel

Operator selectable 4-wheel circle, 4-wheel crab, 2-wheel front.

Instruments

Hourmeter	Parking brake indicator
Steering mode	Travel speed
Engine coolant temperature	Engine speed
Fuel gauge	Vehicle and engine system indicators, including fault codes
Alternator gauge	

Hydraulic System-Implement

Capacity	24 gal	91 L
----------	--------	------

- Single-section gear pump.
- Auxiliary hydraulics used for all attachments equipped with cylinders or other hydraulic components.

Accessories & Options

- Enclosed Cab
- Battery Disconnect Switch
- Road Light Package
- Work Light Package
- Skylight/Rear Wiper Package
- Radio Ready Kit (Enclosed Cab Only)
- Tow Hitch w/trailer plug
- Tow Hitch w/automatic pin & trailer plug
- Molded Floor Mat
- Fenders
- Brick Guard
- Air Conditioning
- Block Heater
- Tilt Steering
- Hydraulic Quick Switch
- Rear Auxiliary Hydraulics
- Universal Skid Steer Coupler
- Boom brushes
- Reversing fan
- Pre-cleaner

Attachments

Standard Carriage	50 in.	1.3 m
Side-Tilt Carriage	48 in.	1.2 m
Pallet Forks	2 in. x 4 in. x 48 in.	51 mm x 102 mm x 1.2 m
Lumber Forks	1.5 in. x 6 in. x 60 in.	38 mm x 152 mm x 1.5 m
Cubing Forks	2 in. x 2 in. x 48 in.	51 mm x 51 mm x 1.2 m
General Purpose Bucket	73 in., 1.0 cu yd	1.85 m, 0.76 m ³
Light Material Bucket	72 in., 1.7 cu yd	1.8 m, 1.29 m ³
Grapple Bucket	72 in., 1.0 cu yd	1.8 m, 0.76 m ³
Lifting Hook		

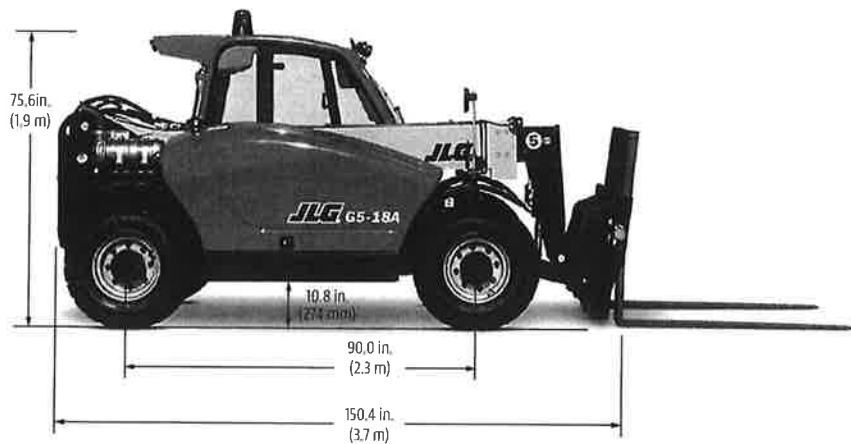
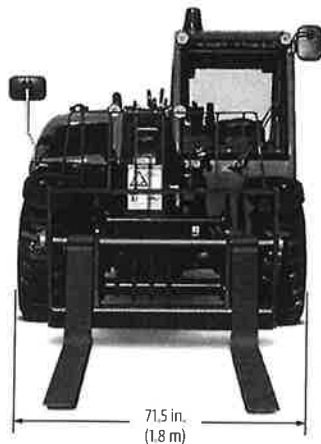
G5-18A

TELEHANDLER

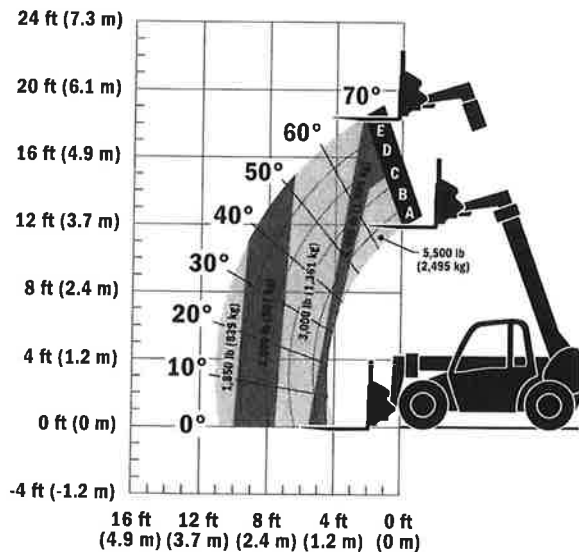
JLG
reaching out™

Dimensions

All dimensions are approximate.



Load Chart



The JLG "1, 2 & 5" Warranty

We provide coverage for one (1) full year on the entire machine, two (2) full years or 2,000 hours on the drivetrain and cover all specified major structural components for five (5) years. Due to continuous product improvements, we reserve the right to make specification and/or equipment changes without prior notification.

Form No. SS-G5-18A
Part No. 3132221
R021805
Printed in USA

JLG

JLG Industries, Inc.

1 JLG Drive
McConnellsburg, PA 17233-9533

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BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

15. IT SWITCHES

INFORMATION:

At the May meeting, the Administration presented an informational item proposing a transfer to the Capital Reserve Fund at the June meeting for the purchase of IT switches. Due to ongoing supply chain issues, we still have not received switches that were ordered in December 2021/January 2022. Due to the delay, these switches, when received, will be utilized by our IT department for the security camera project. As a result, Administration needs to re-order those switches and order an additional switch. Due to the long lead time, it is not currently feasible to order switches through the IT budget and receive them by the end of the fiscal year.

Earlier on the agenda, a budget transfer for the Capital Reserve Fund Transfer was presented for approval utilizing available IT budget funds to offset the cost of the purchase to the Capital Reserve Fund.

Mr. Nolen has researched the cost of the switches and had obtained the attached quote from IntegraOne utilizing COSTARS pricing.

RECOMMENDATION:

That the Joint Committee approve the purchase of 8 Aruba 6200F switches as per the attached quotation from IntegraOne in the amount of \$50,494.39 utilizing COSTARS pricing and Capital Reserve Funds.

MOTION BY: Director Patrick

SECOND BY: Director White

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

Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;

Nay: none



PREPARED FOR
Bethlehem Area Vocational-
Technical School

PREPARED BY
Shelby Flakker
Account Manager
Zach Herb
Inside Support Representative

Aruba 6200F (8)

Quote #037336 v2

June 07, 2023

66CV52J=LARMENJVGZ188=+9RSIJ1MWA9VQCCSE+6L8RAIKRFP321=+0MUK=JNEJVBHKNSTYNI21+ROJRMNFBACHWFOSS+101811AJ6E
JL590PNNIPES2=+0668R1Y8T07888A0=803A10K+R840933=OYL4E3AGNBN=IDY21E0JAKAG101N48KKLW04P+7JFGGQ2D33=



Project

Description		Price	Qty	Ext. Price
JL728A#ABA	Aruba 6200F 48G CL4 4SFP+740W Swch U.S. - English localization	\$5,301.48	8	\$42,411.84
HL2R9E	Aruba 1Y FC NBD Exch E/R 6200F48G740PSVC	\$265.62	8	\$2,124.96
J9150D	Aruba 10G SFP+ LC SR 300m MMF XCVR	\$713.78	8	\$5,710.24
J9281D	Aruba 10G SFP+ to SFP+ 1m DAC Cable	\$82.45	3	\$247.35
Subtotal:				\$50,494.39

per COSTARS contract # HW 003-E22-580 & SW #006-E23-252

Please note, service invoicing will be processed weekly or monthly, depending on size and scope of project.



Aruba 6200F (8)



Prepared by:
Allentown

Shelby Flakker
sflakker@integraone.com
484-223-3480 x1154

Zach Herb
zherb@integraone.com
484-223-3480 x1165

Prepared for:

Bethlehem Area Vocational-Technical School

3300 Chester Ave
Bethlehem, PA 18020
Dennis Nolen
(610) 866-8013 ext 110
nolend@bavts.org

Quote Information:

Quote #: 037336

Version: 2
Delivery Date: 06/07/2023
Expiration Date: 06/30/2023

Quote Summary

Description	Amount
Project	\$50,494.39
Total:	\$50,494.39

Pricing subject to change without advanced notice from the manufacturer. Leasing rates are subject to final configuration, pricing, and credit approval.

Restock fees will apply for any items returned. Returns must be made within 21 days of receipt of items unopened. Shipping fees not included. The information provided to you in this communication is regarded by integraONE to be Confidential and Proprietary Information. This includes the description of the materials/products for sale, the prices quoted, and any description of consulting services to be performed by integraONE. This information shall not be disclosed or made available to any party unrelated to this agreement without our express written consent. You must also exercise reasonable care to protect this information from the unauthorized disclosure by others.

Ship to Address:

Additional Information:

Allentown

Bethlehem Area Vocational-Technical School

Signature: Shelby C. Flakker

Signature: _____

Name: Shelby Flakker

Name: Dennis Nolen

Title: Account Manager

Date: _____

Date: 06/07/2023

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

16. BAVTS BUILDING EXPANSION OPTIONS

INFORMATION:

Over the past several months, the Joint Committee has been provided information and costs relating to the following building expansion options.

	Option A	Option B (previously referred to as A-1)	Option C (previously referred to as A-1 + B)
Summary of Work	No additional programs.	Culinary Arts Lab Vet Tech Assistant Lab Mechatronics Lab 4 Health Careers Labs Student Parking & Traffic Pattern Main building repurposed for Computer Networking, Cyber Security, Medical & Office Administration, and Social Media Marketing	All Items in Option B PLUS Automotive Tech Labs (2 Programs) Auto Collision Repair Lab Welding Lab Staff Parking Main building repurposed for Aviation Mechanics
Estimated Cost	\$0	\$22,141,250.00	\$43,191,050.00

RECOMMENDATION:

That the Joint Committee approve one of the above three options and recommend the approval of that option by the three participating school districts' Board of Directors so that the school may move forward with securing financing.

On a motion by Directory Makary, seconded by Director Donaher, and the following roll call vote, Option C (also referred to as A-1 + B) was approved as the option to be recommended to the three participating school district's Board of Directors.

MOTION BY: Director Makary
SECOND BY: Director Donaher
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Patrick, White, Makary, Gogel - five; Nay:
Dettmar - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

17. DONATED ITEMS

INFORMATION:

During 2022-2023, many individuals and organizations have donated items to BAVTS. As per Policy, the Joint Committee approves donations upon the recommendation of the Executive Director. Attached is a list of items donated in 2022-2023. If a value appears on the list, it was provided by the donor. Written acknowledgement is provided to each donor.

RECOMMENDATION:

It is recommended that the Joint Committee acknowledge and accept the attached list of items donated to BAVTS during 2022-2023.

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

Donations to BAVTS for 2022 - 2023				
Date	Donated By	Item Description	Recipient (Shop/Dept.)	Donation Value
6/10/22	GiveNKind	Magical Willow Branch Lights	N.T.H.S.	\$4,518.87
10/18/22	Stuffed Puffs	Stuffed marshmallows for Open House snacks	BAVTS	\$578.00
11/2/22	Deluxe Plumbing & Heating	Monetary donation for Navigation Nights	BAVTS	\$500.00
11/2/22	Jennifer McGraw	Monetary donation for Student Halloween Event	BAVTS	\$25.00
11/8/22	Matt Romanowski	Stabila Level Set	Masonry	\$288.75
11/15/22	Morning Star Senior Living	Monetary donation for Navigation Nights	BAVTS	\$500.00
12/2/22	Bob Hunsicker	Books for art students	Commercial Art	\$1,747.50
12/19/22	Abby Close	Mercedes Benz C class	Auto Tech	\$8,205.00
12/19/22	Lutron Foundation	Monetary donation	BAVTS	\$1,000.00
1/23/23	Lynn Schlager	2003 Ford Taurus	Auto Tech	\$800.00
1/25/23	B. Braun	Monetary donation for manufacturing trip to Germany	BAVTS	\$5,000.00
1/27/23	Posavek Construction	Fake stone, vinyl siding and vinyl soffit	Masonry	\$1,125.00
2/2/23	D. Koder Marketing	Monetary donation to help pay for students to attend SkillsUSA State competition	Web Design	\$1,000.00
2/6/23	Margaret Scott	Computer part	Computer Networking	\$300.00
2/7/23	Silvene Bracalente Memorial Foundation	Monetary donation for manufacturing trip to Germany	BAVTS	\$1,000.00
2/8/23	Bihler of America	Monetary donation for manufacturing trip to Germany	BAVTS	\$4,800.00
2/27/23	Brian & Ellin Bittlingmeyer	Permobile 2K Chairman Multipositional Standup Wheel Chair	Health Careers	\$22,000.00
3/1/23	L & L Construction	2001 Ford Ranger	Auto Tech	\$800.00
3/10/23	Carmela Swener	Student work boots	Any shop	\$245.00
3/24/23	Scott Weiss	Pre Finished hardwood flooring	Building Trades	\$2,100.00
3/24/23	William Montli	Mini Fridge	HVAC	\$100.00
3/29/23	Carmela Swener	Portfolios/art supplies	Commercial Art	\$60.00
4/19/23	OAC Members	Monetary donation for manufacturing trip to Germany	BAVTS	\$137.20
4/19/23	Mcarthy Masonry	Monetary donation for manufacturing trip to Germany	BAVTS	\$250.00
4/24/23	various donors	Monetary donation for manufacturing trip to Germany	BAVTS	\$80.00
4/28/23	OAC Member	Monetary donation for manufacturing trip to Germany	BAVTS	\$20.00
5/22/23	Just Born	Monetary donation for manufacturing trip to Germany	BAVTS	\$200.00
5/22/23	Miller Memorial Blood Bank	cash donation to fund HOSA trip to Internationals	HOSA	\$300.00
5/22/23	Stacie Dancho	cash donation teacher appreciation week	BAVTS	\$50.00
5/22/23	Heather Christein	cash donation teacher appreciation week	BAVTS	\$15.00
5/22/23	Denise Korpics	cash donation teacher appreciation week	BAVTS	\$25.00
5/26/23	Charles Williams	Two 1 1/2 ton heat pump condensers	HVAC	\$2,000.00
6/2/23	Lehigh Valley Health Network	Monetary donation for Navigation Nights	BAVTS	\$1,000.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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18. JULY 5, 2023 JOINT COMMITTEE MEETING

INFORMATION:

On the approved Joint Committee Meeting calendar, there is a July 5, 2023 Joint Committee Meeting scheduled, if needed.

RECOMMENDATION:

That the Joint Committee meeting scheduled for July 5, 2023, be cancelled. Should it become necessary for a meeting to be called prior to the scheduled August Joint Committee meeting, it will be decided by the Executive Director and/or Chairperson.

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;
Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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19. GENERAL BUDGET AND CAPITAL RESERVE ACCOUNTS

INFORMATION:

If the Joint Committee follows past practice and chooses not to have a July Joint Committee Meeting, it is requested that pre-approval for bills for the General Budget and Capital Reserve Fund be paid and presented at the August 2023 Joint Committee Meeting.

RECOMMENDATION:

That the bills for the General Budget and Capital Reserve Fund be pre-approved for payment and the list be presented at the August 2023 BAVTS Joint Committee Meeting.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

20. DESIGNATION OF DEPOSITORIES

RECOMMENDATION:

It is recommended that the Joint Committee approve the following list of financial institutions as approved depositories for BAVTS funds and temporary investments. All deposited funds are insured and/or collateralized and invested in accordance with all applicable laws.

Embassy Bank
P.L.G.I.T.

Checking Accounts
Liquid Asset Fund and CD purchase program

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;
Nay: none

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21. CAFETERIA LUNCH PRICE INCREASE FOR 2023-2024 SCHOOL TERM

RECOMMENDATION:

That the rates for the 2023-2024 school term for the cafeteria be increased as follows:

	2022-2023	Increase	2023-2024
Student Lunch	\$3.25	\$0.10	\$3.35
Milk	\$0.60	No change	\$0.60
Adult Lunch	\$4.40	\$0.15	\$4.55
Student Lunch – Second Meal	\$3.80	\$0.15	\$3.95

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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22. TEXTBOOKS

RECOMMENDATION:

That the Joint Committee approve the purchase of the following textbook for the Culinary Arts program.

Culinary Arts Principles and Applications 3rd Edition

Premium Access Package Consisting of Textbook and eTextbook
\$127.50 /package x 75 = \$9,562.50 (price reflects a 20% discount)
Complimentary Online Instructor Resources are provided with order of 20 or more textbooks, a \$360 value.

Published by American Technical Publishers
Copyright 2018

The above textbook has been approved by the Culinary Arts Occupational Advisory Committee. A sample of the proposed curriculum materials will be available for your review at the Joint Committee meeting.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
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23. CONTINUING EDUCATION

a. POLICY UPDATES
RECOMMENDATION:

That the attached Continuing Education policy be approved for the 2023-2024 school year.

b. 2023-2024 CONTINUING EDUCATION INSTRUCTORS
RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructors for the 2023-2024 school year, at the hourly rate listed:

Name	Course	Salary
Joanne McTague	Cosmetology Sub.	\$27.00
Robert Gotzon	Electrical/Renewable Energy	\$27.00
Nicole Meletiche	Nail Tech	\$27.00
Wanda Schutt	Esthetics	\$27.00
Edward Laky	Plumbing	\$27.00
Colleen Ciliberti	Phlebotomy	\$27.00
Dennis Henritzy	HVAC	\$27.00
Justin Weiss	Culinary	\$27.00
Logan Lees	Google Suite	\$27.00
Cindy Carson	Graphics	\$27.00
Eric Prostko	A+ Certification	\$27.00
Meri Lindenmuth	Graphics	\$31.00
Robert Kulick	Masonry	\$31.00
Kurtis Samson	Welding	\$31.00

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23. CONTINUING EDUCATION, Cont'd.

c. 2023-2024 COURSE LIST AND TUITION FEES

Course Name	Course Hours	Tuition & Material Fees
Automotive		
PA Safety Inspection	12	\$175.00
PA Emissions Inspection	10.5	\$165.00
CDL	40	\$5,500.00
Health		
CPR for Professionals	2.5	\$80.00
Clinical Nursing Skills	51	\$850.00
EKG	51	\$800.00
Pharmacy Tech	30	\$650.00
Phlebotomy	45	\$750.00
Medical Billing	45	\$700.00
Patient Care Tech	195	\$2,600.00
Medical Assistant	267	\$2,950.00
Construction		
Plumbing	105	\$2,000.00
Residential Electrician	148	\$2,500.00
Residential Electrical Test Prep	77	\$1,350.00
Renewable Energy	42	\$850.00
Electrical CEU Classes	4	\$75.00
Intro to Masonry	25	\$450.00
Construction	150	\$3,000.00
HVAC	132	\$3,100.00
EPA Certification	17.5	\$450.00
Building Maintenance	80	\$1,350.00

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23. CONTINUING EDUCATION, Cont'd.

c. 2023-2024 COURSE LIST AND TUITION FEES, Cont'd.

Course Name	Course Hours	Tuition & Material Fees
Cosmetology		
PA Cosmo Teacher License	500	\$3,500.00
Nail Technology	203	\$4,500.00
Esthetics	308	\$5,100.00
Cosmetology	1269	\$14,900.00
Cosmetology Completer Hours		\$13.00 per hr.
Computers & Design		
Graphics	36	\$550.00
A+ Certification/Networking	90	\$1,650.00
Cyber Security	80	\$1,350.00
Intro to Google Suites	25	\$400.00
MicroSoft Office	25	\$400.00
Social Media for Business	20	\$325.00
Web Design	80	\$1,350.00
QuickBooks	20	\$325.00
Manufacturing		
Machining	105	\$2,000.00
Welding	80	\$1,950.00
Mechatronics	120	\$2,000.00
CNC Programming	60	\$1,050.00
Enrichment Classes		
FUNDamentals of Cooking	3	\$55.00
Woodworking / Cutting Board	10	\$120.00
Greeting Cards	6	\$90.00

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23. CONTINUING EDUCATION, Cont'd.

c. 2023-2024 COURSE LIST AND TUITION FEES, Cont'd.

Course Name	Course Hours	Tuition & Material Fees
Culinary		
Sauces	12.5	\$250.00
Security & Maintenance		
Security Guard	40	\$750.00
Commercial Custodian	50	\$800.00
Surveying	70	\$1,250.00
Aviation		
Drone Part 107 License	90	\$1,850.00

d. COSMETOLOGY MAKE-UP HOURS

RECOMMENDATION:

That the Joint Committee approve the rate of \$13.00 an hour for graduating BAVTS seniors to complete any necessary hours required to sit for their licensing exam. These students would be enrolled in the Adult Ed Cosmetology class noted in agenda item 22.(c.)

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Donaher, Patrick, White, Dettmar, Makary, Gogel - six;

Nay: none



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

Division of Adult/Continuing Education

OFFICE INFORMATION:

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

WHO CAN ATTEND:

Individuals ages 18 years old and older are able to pursue a new interest, obtain valuable industry recognized certifications and credentials or update present skills with the latest techniques and technology being used within the industry. Some of the certification and/or credential courses may have a minimum age and/or education requirement that must be met.

REGISTRATION:

Since our programs are not semester-based, we keep registration open throughout the year. There is a \$25.00 non-refundable registration fee.

All courses have a maximum student capacity; early registration is highly recommended. All enrollment criteria such as pre-testing and prerequisites must be satisfied at the time of registration.

All registration needs to be completed online and you will not be able to complete the registration process without payment in full or enrollment into a payment plan if applicable. If you do not have access to a computer, you can make an appointment to come in and register online in the adult/continuing education office. (Cash or Check only payments).

PAYMENT METHODS:

Credit/Debit Card (Visa, MasterCard)
Payment Plan (for courses over \$300.00)

PAYMENT PLAN:

For courses over \$300.00, a monthly payment plan can be set-up at the time of registration.

1. All payment plans require a minimum deposit of \$300.00.
2. Students are responsible for all payments once classes begin.
3. Classes must be paid in full 7 days before the class ends.

DEFAULT of PAYMENT PLAN:

In the event that a monthly payment is unable to be processed, the student may be removed from the course until payment is made, plus an additional \$30.00 return payment fee. No course adjustments will be made for time missed.

STUDENT CANCELLATION/WITHDRAWAL and REFUND POLICY:

The Division of Adult/Continuing Education Department has established a series of refund policies applicable to the various situations encountered during the normal course of business. The approved refund policies are outlined below.

WITHDRAWAL from a COURSE:

Registration fees will NOT be refunded. You must withdraw from a course prior to the start of the third class to receive a partial refund. Failure to withdraw from a course will result in the loss of any refund and students are responsible for tuition to be paid in full.

REFUND POLICY:

1. Withdrawal from a course 2 weeks prior to the first scheduled class will result in a refund of tuition only. The registration fee is NON-refundable.
2. Withdrawal from a course less than 2 weeks prior to the first scheduled class or prior to the start of the third class, will result in a refund of 90% of the tuition only. The registration fee is NON-refundable.
3. Withdrawal from a course after the start of the third class will result in a refund of 75% of the tuition only. The registration fee is NON-refundable.
4. There will be NO refunds after the start of the third class and students are responsible for tuition to be paid in full.
5. No refund will be issued for courses that are 8 hours or less in length after the start of the first class.
6. If a course is canceled by us, a full refund will be issued, including the registration fee.
7. Refunds are processed after the monthly school board meeting.

COURSE CANCELLATION REFUND:

BAVTS reserves the right to cancel any program. Minimum and maximum class size will be determined by the administration. BAVTS reserves the right to limit enrollment and change instructors. We also reserve the right to cancel a class

due to low enrollment or due to the unavailability of instructor or facilities.

1. 100% refund, including the registration fee will be issued for courses canceled by BAVTS prior to the start of class.
2. Refunds will be prorated by the number of classes held if a course is canceled after the start of the course.
3. If a class date and time must be changed, tuition will be refunded on a prorated basis if the student is unable to attend due to the change.

NON-ENDORSEMENT:

Instructors hired by the Adult/Continuing Education Department are employed because of their skills and expertise. Please note, however that BAVTS does not endorse the opinions and business affiliations of our instructors.

BAVTS is not responsible for typographical errors. Costs of materials, books or other supplies are subject to change without notice.

SCHOOL CLOSINGS:

It will be announced and indicated that adult/continuing education classes will be closed by 3:00 p.m. on WFMZ Channel 69 web-site. Class cancellation due to inclement weather will be made up at the end of the session or at the discretion of the instructor.

CONCERNS, ISSUES or PROBLEMS:

For any concerns, issues or problems with Adult/Continuing Education matters please call 610-866-8013 Ext. 111. All communication with our office staff will be kept confidential.

BAVTS STAFF ADULT EDUCATION ENROLLMENT:

Upon written approval of Administration, staff members who wish to enroll in an adult education class being offered that will directly support their position at BAVTS will be allowed to take the class tuition free.

Staff members who wish to take a class for their personal enrichment may enroll in the class at a 50% discounted rate. (This does not apply to short-term classes).

COMPLIANCE STATEMENT:

The Bethlehem Area Vocational-Technical School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bethlehem Area Vocational Technical School's Business Administrator, Title IX and Section 504 Coordinator, at 3300 Chester Avenue, Bethlehem, PA 18020, via email at complianceofficer@bavts.org or by phone at 610-866-8013, ext. 105.

Revised 6/7/2023

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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24. BRIDGES FOUNDATION PART-TIME POSITION

INFORMATION:

Starting in the 2019-2020 fiscal year, BAVTS entered into a reimbursement agreement for the Part-Time Director of Development and Marketing position with the Bridges Foundation reimbursing BAVTS for the costs associated with the employee. The 2023-2024 budget contains an additional \$50,000 in expenditures associated with a part-time position for the Bridges Foundation. That increase in the budget is being offset by a corresponding revenue for the reimbursement from Bridges for the costs associated with the position. There is also a separate employment agreement for the position as well. It is time to renew the upcoming agreements for the 2023-2024 fiscal year.

RECOMMENDATIONS:

That the Joint Committee approve the attached reimbursement agreement with the BAVTS Bridges Foundation for costs associated with the Part-Time Director of Development and Marketing position for the period July 1, 2023 through June 30, 2024, This agreement was approved by the Bridges Foundation Executive Committee at it's meeting held on May 16, 2023. Board of Directors at its next meeting. This agreement remains the same as the previously executed agreement.

That the Joint Committee authorize the Executive Director to renew the solicitor-approved employment agreement with Madeline Sinkler, Part-time Director of Development and Marketing effective July 1, 2023 through June 30, 2024, subject to the approval of the Bridges Foundation Board of Directors at its next meeting, scheduled for June 20, 2023.

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

REIMBURSEMENT AGREEMENT
BETWEEN THE JOINT COMMITTEE OF THE BETHELEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL AND THE BETHELEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL BRIDGES FOUNDATION, INC.

THIS AGREEMENT is made this 14th day of June, 2023, by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, with offices located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as “BAVTS”), and the Bethlehem Area Vocational-Technical School Bridges Foundation, Inc., with a mailing address of 3300 Chester Avenue, Bethlehem, PA 18020 (hereinafter referred to as the “Foundation”). The BAVTS and the Foundation may hereinafter be collectively referred to as the “Parties”.

WHEREAS, the Parties wish to memorialize their respective rights and/or obligations with respect to the Parties’ Reimbursement Agreement (hereinafter “Agreement”) with respect to the position of Director of Development and Marketing (hereafter “Employee”).

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained and intending to be bound hereby, the Parties hereto agree as follows:

SECTION 1. TERM. The term of this Agreement shall be for the period from **July 1, 2023 through June 30, 2024**, unless sooner terminated pursuant to the terms set forth herein.

SECTION 2. REIMBURSEMENT OF COSTS.

2.1 The Foundation shall be solely responsible for One Hundred Percent (100%) of BAVTS’ costs associated with the Employee’s wages, benefits, and other costs of employment, including but not limited to wages, health care benefits, workers’ compensation, unemployment compensation, taxes, separation benefits, fringe benefits, insurance coverages, social security, mileage reimbursement at the IRS rate, and Public School Employees Retirement System (“PSERS”)¹ costs, if applicable (hereinafter collectively referred to as “Costs”). Nothing in this Paragraph shall be understood to require BAVTS to provide the Employee with any benefits that are not otherwise required by law.

2.2 BAVTS shall provide the Foundation with an itemized accounting of such Costs at least thirty (30) days following the end of each quarter of the term of this Agreement. The Foundation shall pay BAVTS’s invoice in full within thirty (30) days from the date of the invoice. Within thirty (30) days from the end of the final quarter of this Agreement, BAVTS shall submit to the Foundation, in addition to its regular invoice, a final itemized invoice of any costs that were not previously ascertainable, to the extent that any such costs exist.

¹ In the event it is determined by the Pennsylvania Department of Education (“PDE”) that BAVTS will receive a 50% retirement subsidy (subsidy) for employee and it is further determined by PDE that the subsidy may be provided to the Foundation for reimbursement, BAVTS shall promptly provide the subsidy to the Foundation.
{00661863}

2.3 The Foundation's obligation to reimburse Costs incurred during the course of this Agreement survives termination of this Agreement, including, but not limited to the ongoing cost of unemployment compensation as a result of the termination of the Agreement.

2.4 The Foundation agrees and acknowledges that this Agreement shall run with the position of Director of Development and Marketing, not any individual employee.

2.5 The Parties acknowledge and agree that nothing in this Agreement shall affect the Foundation's sole discretion and control over the Foundation's budget and finances, and all aspects of its operation.

SECTION 3. DIRECTOR OF DEVELOPMENT AND MARKETING.

3.1 BAVTS shall confer with the Foundation prior to hiring any applicant to the position that is the subject of this Agreement. BAVTS, however, as employer, shall retain sole discretion as to all final decisions with respect to hiring.

3.2 Nothing in this Agreement shall be understood to restrict or limit BAVTS' ability to eliminate the position of Director of Development and Marketing or terminate the employment of the individual holding the position.

3.3 The Parties acknowledge and agree that at all times during the term of this Agreement, the Employee shall be considered an employee of the BAVTS, and not of the Foundation. The Employee shall not be eligible to receive, nor shall receive, any compensation or benefits from the Foundation or any employment rights or entitlements as related to the Foundation.

3.4 As the employer, the BAVTS shall have sole discretion regarding the wages, benefits, terms of employment, oversight, management, supervision, and evaluation of the Employee. Additionally, as employer, the BAVTS shall (i) maintain all necessary personnel and payroll records for the Employee; (ii) calculate the Employee's wages and withhold taxes and other government mandated charges, if any; (iii) remit such taxes and charges to the appropriate government entity; (iv) pay net wages and fringe benefits, if any, (i.e., vacation and holiday pay) directly to Employee; and (v) provide such insurance coverage as required by law, including but not limited to workers' compensation insurance coverage.

3.5 BAVTS will consult with the Foundation prior to issuing the Employee's annual evaluation. However, BAVTS shall retain sole discretion concerning the ultimate outcome of the Employee's evaluation.

SECTION 4. TERMINATION.

4.1 Termination with Notice. Either party may terminate this Agreement for any reason, except for unlawful discrimination against the Employee, by providing thirty (30) days' notice to the other party.

4.2 Immediate Termination. This Agreement shall terminate upon BAVTS' elimination of the position of the Director of Development and Marketing.

SECTION 5. MISCELLANEOUS.

5.1 Nothing in this Agreement shall be construed to waive or reduce the immunities from civil liability granted by or to enlarge the limitations on immunity imposed by the Political Subdivisions Tort Claims Act.

5.2 All notices required or sought to be given under this Agreement shall be in writing and shall be deemed to have been made if (i) delivered personally, (ii) sent by certified or registered mail, postage prepaid, or (iii) sent by nationally recognized overnight courier, addressed as shown on the first page of this Agreement. Unless otherwise stated in this Agreement, notices, consents or other communications will be deemed received (a) on the date delivered, if delivered personally; (b) on the next business day after mailing or deposit with an overnight air courier; or (c) three business days after being sent, if sent by registered or certified mail. Either Party may at any time, in the manner set forth for giving notices to the other Party, designate a different name and/or address to which notices to it shall be sent.

5.3 The provisions of this Agreement and amendments thereto may not be revised or modified except by written amendment upon mutual consent of both Parties. This Agreement sets forth the entire agreement and understanding between the Parties and supersedes any prior agreement or understanding, written or oral, relating to the subject matter of this Agreement.

5.4 This Agreement shall be interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date of execution of this Agreement. The Parties agree to submit to the exclusive jurisdiction of the Northampton County Court of Common Pleas.

5.5 The failure to enforce or require the performance at any time of the provisions of this Agreement shall in no way be construed to be a waiver of such provisions and shall not affect either the validity of this Agreement or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Agreement.

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

5.7 Neither Party hereto may assign any of its rights and/or obligations hereunder without the prior written consent of the other Party.

5.8 This Agreement shall be binding on the heirs, successors, assigns, and legal representatives of the Parties hereto.

5.9 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

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they have duly and properly performed all acts required to authorize them to carry out this Agreement and the transactions contemplated by it.

IN WITNESS THEREOF, the Parties hereto have executed this Agreement the date first above written.

David Gogel, Chairperson
Joint Committee
Bethlehem Area Vocational-Technical School

Ron Jerdon, Interim Chairperson
Board of Directors
Bridges Foundation, Inc.

Susan M. Fahrenkopf, Secretary
Joint Committee
Bethlehem Area Vocational-Technical School

Curt Hoyak, Secretary
Board of Directors
Bridges Foundation, Inc.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

I. (1.) JC MEMBER INTERVIEW IN CONJUNCTION WITH ANNUAL AUDIT

Gorman & Company, the school's auditing firm, has asked Mrs. Miller to solicit a member of the Joint Committee to be interviewed via phone call or video conference in conjunction with this year's audit on July 10th. Directors Schenkel and Faccinetto have volunteered in the past. Please consider this request and advise Mrs. Miller prior to the meeting if you would be willing to volunteer. If you are unable to attend in person on the dates requested, alternate arrangements may be able to be made to coordinate the interview.

Director Dettmar volunteered to be interviewed by the auditors.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

I. (2.) WORK PROJECT REPORT

INFORMATION:

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

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

WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost
*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits								
INTERFUND TRANSFERS:								
23-1	Sue Fahrenkopf	BAKING	Baked Goods for JC Meeting	09/01/22	4	09/06/22	\$ 40.00	\$ 40.00
23-2	Heather Burckhart	BAKING	Baked Goods For Freedom Open House	09/02/22	4	09/07/22	\$ 200.00	\$ 200.00
23-3	Heather Burckhart	BAKING	Baked Goods For Liberty Open House	09/02/22	4	09/14/22	\$ 200.00	\$ 200.00
23-4	Heather Burckhart	BAKING	Baked Goods For Northampton Open House	09/02/22	4	09/15/22	\$ 200.00	\$ 200.00
23-5	Adam Lazarchak	CE	Light Continental Breakfast 09/30/22	09/15/22	4	10/01/22	\$ 35.00	\$ 35.00
23-6	Mike Galler	CE	Assistant Principal Breakfast (11/08/22)	09/28/22	4	11/08/22	\$ 60.00	\$ 60.00
23-7	Sue Fahrenkopf	CE	Lunch for 17 people for Adam's Local Advisory Comm	10/03/22	4	11/10/22	\$ 170.00	\$ 170.00
23-8	Sue Fahrenkopf	BAKING	Continental Breakfast for 7 for Adam - CTE Directors	10/03/22	4	02/24/23	\$ 14.00	\$ 14.00
23-9	Sue Fahrenkopf	BAKING	Continental Breakfast for 7 for Adam - CTE Directors	10/03/22	4			VOID
23-10	Mike Galler	CE	OAC Dinners 10/10/22 & 10/11/22	10/04/22	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	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	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	4	10/13/22	\$ 700.00	\$ 700.00
23-14	Navigation Nights/Thom	CE	Food and dessert for 100 people (10/26/22)	10/06/22	4	10/26/22	\$ 900.00	\$ 900.00
23-15	Skills/Thom	CE	Apple Cider Empanadas Doughnuts	10/06/22	4	10/27/22	\$ 800.00	\$ 800.00
23-16	HOSA/Stilgenbaur	BAKING	Baked goods for Opiod Symposium breakfast (10/06/22)	10/06/22	4	10/06/22	\$ 60.00	\$ 60.00
23-17	Sue Fahrenkopf	BAKING	Baked Goods for JC Meeting (October)	10/01/22	4	10/04/22	\$ 40.00	\$ 40.00
23-18	Dawn Sutter	CE	Simple lunch for Interview Day (10/25/22)	10/07/22	4	10/25/22	\$ 50.00	\$ 50.00
23-19	Mike Galler	BAKING	OAC Dinners 10/10/22 & 10/11/22	10/07/22	4	10/11/22	\$ 400.00	\$ 400.00
23-20	Sue Fahrenkopf	CE	Lunch meeting for Adam 3 sending districts superintendent	10/20/22	4	10/26/22	\$ 40.00	\$ 40.00
23-21	Navigation Nights/Thom	BAKING	Desserts for Navigation Nights	10/26/22	4	10/26/22	\$ 100.00	\$ 100.00
23-22	Skills/Thom	BAKING	Desserts for Skills	10/26/22	4	10/27/22	\$ 100.00	\$ 100.00
23-23	HOSA/Stilgenbaur	GRAPHICS	HOSA shirts for breast cancer	10/28/22	4	10/28/22	\$ 159.00	\$ 159.00

23-24	Vicky Haines	GRAPHICS	Clinic Business Cards	10/28/22	4	02/23/23	\$	8.00	\$	8.00
23-25	Mike Galler	CE	Lunch	10/28/22	4	10/28/22	\$	60.00	\$	60.00
23-26	Sue Fahrenkopf	BAKING	Baked goods for JC Meeting (November)	11/02/22	4	11/02/22	\$	40.00	\$	40.00
23-27	Adam Lazarchak	CE	Cater Dr. Roy's Freedom/Liberty Tailgate	10/29/22	4	10/29/22	\$	500.00	\$	500.00
23-28	Connie Muschko	CE	Veteran's Day Luncheon (11/17/22)	11/03/22	4	11/17/22	\$	255.00	\$	255.00
23-29	Dawn Sutter	CE	Lunch 4 people (11/22/22)	11/03/22	4	11/22/22	\$	40.00	\$	40.00
23-30	Navigation Nights/Thom (11/30/22)	CE	Food and dessert for 125 people (11/30/22)	11/16/22	4		\$	1,250.00	\$	1,250.00
23-31	Burkhart/Marketing	CE	Lunch for HS Counselors (12/9/22)	11/16/22	4	12/09/22	\$	540.00	\$	540.00
23-32	Khitam Layoun	GRAPHICS	Student Sweatshirts	11/22/22	4	04/12/23	\$	385.00	\$	385.00
23-33	Sue Fahrenkopf	CE	Lunch Meeting for Parent Advisory Comm. (12/06/22)	12/02/22	4	12/06/22	\$	330.00	\$	330.00
23-34	Burkhart/Marketing	BAKING	Assorted Baked Goods for Parent Night (1/11/23)	12/06/22	4	01/11/23	\$	200.00	\$	200.00
23-35	Burkhart/Adams	BAKING	Light refreshments for Fast Track Parent /Student night	12/06/22	4	01/12/23	\$	60.00	\$	60.00
23-36	Sue Fahrenkopf	BAKING	Holiday Cookie Trays for Gifts for Superintendents Se	12/09/22	4	12/21/22	\$	135.00	\$	135.00
23-37	Sue Fahrenkopf	CE	Continental Breakfast for 7 for CTE Directors (1/20/2	12/09/22	4	01/20/23	\$	49.00	\$	49.00
23-38	Moreen Wheatley	BAKING	100 Gingerbread men or sugar cookies & 2 tubs frost	12/09/22	4	12/19/22	\$	300.00	\$	300.00
23-39	Sue Fahrenkopf	BAKING	Baked Goods for JC Meeting (December)	12/01/22	4	12/07/22	\$	40.00	\$	40.00
23-40	Navigation Nights/Thom	CE	Food and dessert for 125 people (12/14/22)	12/05/22	4		\$	1,250.00	\$	1,250.00
23-41	Jen Mcgraw	BAKING	100 Sugar cookies & frosting (12/19/22)	12/14/2022	4	12/19/22	\$	300.00	\$	300.00
23-42	Navigation Nights/Thom (01/04/23)	CE	Food for Navigation Nights (01//04/23)	12/16/22	4	01/04/23	\$	1,250.00	\$	1,250.00
23-43	Angela Thom	CE	Breakfast, Lunch and afternoon snack (03/29/23)	01/09/23	4	03/29/23	\$	2,210.00	\$	2,210.00
23-44	Jeff Bower	CE	Lunch & Dessert LVFM Meeting (01/12/23)	01/09/22	4	01/12/23	\$	270.00	\$	270.00
23-45	Sue Fahrenkopf	CE	Lunch & Dessert- Buffet Non-Trad Students	01/09/22	4	01/27/23	\$	450.00	\$	450.00
23-46	Sue Fahrenkopf	GRAPHICS	Note pads for visitors	01/13/22	4	01/31/23	\$	180.00	\$	180.00
23-47	Navigation Nights (01/18/23)	CE	Food for Navigation Nights (01//18/23)	01/18/23	4	01/18/23	\$	1,250.00	\$	1,250.00
23-48	Navigation Nights (01/18/23)	BAKING	Dessert for Navigation Nights (01/18/23)	01/18/23	4	01/18/23	\$	125.00	\$	125.00
23-49	Burkhart/Adams	CE	Light refreshments for Fast Track Parent /Student nig	12/06/22	4	01/12/23	\$	120.00	\$	120.00
23-50	Navigation Nights/Thom (01/04/23)	BAKING	Food for Navigation Nights (01//04/23)	12/16/22	4	01/04/23	\$	125.00	\$	125.00

23-51	Sue Fahrenkopf	BAKING	Lunch & Dessert- Buffet Non-Trad Students	01/09/22	4	01/27/23	\$	60.00	\$	60.00
23-52	Dario Chavez- NTHS	CULINARY	Buffet for Induction Luncheon (2/15/23)	02/02/23	4	02/22/23	\$	260.00	\$	260.00
23-53	Dario Chavez- NTHS	Baking	Baked goods, rolls for Induction Luncheon (02/15/23)	02/02/23	4	02/22/23	\$	78.00	\$	78.00
23-54	Adult Ed	CE	Supplies for Adult Ed Cooking Class 01/31/23	01/31/23	4	01/31/23	\$	209.00	\$	209.00
23-55	Moreen Wheatley	Graphics	Smile Support Shirt	02/03/23	4	03/28/23	\$	126.40		\$152.68
23-56	Navigation Nights (02/08/23)	Baking	Dessert for Navigation Nights (02/08/23)	02/07/23	4	02/08/23		125.00		125.00
23-57	Navigation Nights (02/08/23)	CE	Food for Navigation Nights (02/08/23)	02/07/23	4	02/08/23		1,500.00		1,500.00
23-58	Navigation Nights (02/22/23)	BAKING	Dessert for Navigation Nights(02/22/23)	02/07/23	4	02/22/23		150.00		150.00
23-59	Navigation Nights (02/22/23)	CE	Food for Navigation Nights (02/22/23)	02/07/23	4	02/22/23		1,250.00		1,250.00
23-60	Heather Burckhart	BAKING	Baked Goods for Freedom Open House (02/15/23)	02/08/23	4	02/15/23		125.00		125.00
23-61	Sue Fahrenkopf	BAKING	Baked Goods for February JC Meeting	02/07/23	4	02/07/23		40.00		40.00
23-62	Mike Galler	CE	Lunch Event for IU20 & VIA (May 5, 2023)	02/08/23	4	05/05/23		450.00		450.00
23-63	Sue Fahrenkopf	CE	Brunch for Eastern PA Study Tour (02/28/23)	02/10/23	4	02/28/23		450.00		450.00
23-64	Sue Fahrenkopf	CE	Skills Prof. Cert. Reception (04/20/23)	02/10/23	4	04/20/23		350.00		350.00
23-65	Sue Fahrenkopf	CE	Continental Breakfast for 7 for Adam - CTE Directors	10/03/22	4				VOID	
23-66	Sue Fahrenkopf	BAKING	Brunch for Eastern PA Study Tour (02/28/23)	02/10/23	4	02/28/23		60.00		60.00
23-67	Stan Prodes	BAKING	End of year cookie tray for LVHN (05/15/23)	02/21/23	4	05/15/23		750.00		750.00
23-68	Judy Milositz	GRAPHICS	AMT Apparel design	03/07/23	4	05/30/23		68.00		68.00
23-69	Angela Thom	BAKING	Breakfast, Lunch and afternoon snack (03/29/23)	03/08/23	4			850.00		850.00
23-70	Sue Fahrenkopf	BAKING	Baked Good For March JC Meeting (03/07/23)	03/08/23	4			40.00		40.00
23-71	Sue Fahrenkopf	CE	Expansion Project Meeting Meal (03/08/23)	03/08/23	4			252.00		252.00
23-72	Angela Thom	CE	Food for Navigation Nights (03/08/23)	03/08/23	4	03/08/23		1,250.00		1,250.00
23-73	Angela Thom	CE	Baked Goods for Navigation Nights	03/08/23	4	03/08/23		125.00		125.00
23-74	Sue Fahrenkopf	CE	Lunch Meeting 4 people Superintendents (03/28/23)	03/09/23	4			40.00		40.00
23-75	Heather Burckhart	BAKING	3 baked goods trays for Beth. Christian School Career	03/20/23	4			75.00		75.00
23-76	Business Office	GRAPHICS	3 part receipts	03/22/23	4	05/03/23		200.00		200.00
23-77	Thom - Navigation Nights	CE	Food for Navigation Nights (03/29/23)	03/27/23				1,700.00		1,700.00

23-78	Thom - Navigation Nights	Baking	Desserts for Navigation Nights (03/29/23)	03/27/23			170.00	170.00
23-79	Sue Fahrenkopf	Baking	Expansion Project Meeting Dessert (03/08/23)	03/08/23			28.00	28.00
23-80	Sue Fahrenkopf	Baking	Baked goods for JC Meeting (April)	04/03/23	4			VOID
23-81	OAC	Baking	Baked goods for OAC Meeting (April 17)	04/03/23	4			VOID
23-82	OAC	Baking	Baked goods for OAC Meeting (April 17 & 18)	04/03/23	4		320.00	320.00
23-83	OAC	CE	Food for OAC Meeting (April 17 & 18)	04/03/23	4		2,080.00	2,080.00
23-84	OAC	CE	Food goods for OAC Meeting (April 18)	04/03/23	4			VOID
23-85	Dawn Sutter	CE	Food for Interviews	04/03/23	4		40.00	40.00
23-86	Angela Thom	CE	Food for Navigaion Nights (04/19/23)	04/03/23	4		1,500.00	1,500.00
23-87	Angela Thom	CE	Baked Goods for Navigaion Nights (04/19/23)	04/03/23	4		150.00	150.00
23-88	Angela Thom	CE	Food for Take your kid to work day	04/03/23	4		325.00	325.00
23-89	Adam Lazarchak	CE	Food for Professional Assistants	04/03/23	4		144.00	144.00
23-90	Adam Lazarchak	Baking	Baked Goods for Professional Assistants	04/03/23	4		24.00	24.00
23-91	Angela Thom	CE	Food for 5 daysof NOCTI	04/03/23	4		1,190.00	1,190.00
23-92	Angela Thom	Baking	Baked goods for 5 days of NOCTI	04/03/23	4		140.00	140.00
23-93	Jenifer Stilgenbauer	Baking	Lunch for 40 people for (04/11/23)	04/23/23	4		600.00	600.00
23-94	Dawn Sutter	CE	Lunch for 6 people	04/25/23	4		60.00	60.00
05/10/23	Angela Thom	GRAPHICS	Shirts for BAVTS Carnival	05/03/23	4		15.00	15.00
23-96	Adam Lazarchak	CE	Donation for BASD June 1st	05/10/23	4		200.00	200.00
23-97	Connie Muschko	CULINARY	Co-Op Breakfast	04/04/23	4		3,600.00	3,600.00
23-98	Sue Fahrenkopf	Baking	Baked Goods for May Meeting	05/02/23	4		40.00	40.00
23-99	Emily Hough	Graphics	Bumper Stickers	05/09/23	4		35.00	\$35.00
23-99-1	Adam Lazarchak (Marketing)	CE	Food Truck for Bridges Donation	05/23/23	4		1,000.00	1,000.00
23-99-2	Adam Lazarchak (Marketing)	CE	Food Truck Event for Freedom	05/30/23	4			
BAKING/CULINARY: not interfund								
23-100	Greta Wilmot	BAKING	8 dozen cupcakes	08/18/22	1		48.00	\$48.00
23-101	Heather Burkhart	BAKING	24 cake pops	09/13/22	1		24.00	\$24.00

23-102	Emily Hough	BAKING	6 dozen cupcakes	09/16/22	1		36.00	\$36.00
23-103	Dana Huber / Rotary	BAKING	100 Cookies for Oct. 2 event (No Charge)	09/19/22	6		0.00	\$0.00
23-104	Bridges	BAKING	Dessert for Meeting Sept. 20	09/19/22	6		45.00	\$45.00
23-105	Glen Milositz	BAKING	Small plate of desserts (10/07/22)	09/06/22	2	DONATION		\$0.00
23-106	Freedom Girls Soccer	BAKING	Desserts for Banquet (11/14/22)	10/31/22	3		210.00	\$210.00
23-107	Nina Pardoe	BAKING	Birthday cake for 30 people (11/11/22)	11/07/22	1	11/10/22	40.00	\$40.00
23-108	Jeff Bower	BAKING	Retirement Cake	12/16/22	1		25.00	\$25.00
23-109	Deb Miller	CULINARY	Charcuterie Trays	12/14/22	1	12/16/22	60.00	\$60.00
23-110	Susan Berardesca	CULINARY	Charcuterie Trays	12/22/22	3	12/22/22	100.00	\$106.00
23-111	Amy Hettel	Baking	Birthday Cake (1/20)	01/10/23	1	01/20/23	25.00	\$25.00
23-112	Nina Pardoe	BAKING	Surprise Birthday Cake	01/12/23	1	01/20/23	25.00	\$25.00
23-113	Charisse M Marino	BAKING	Cookies and Brownies (1/17/23)	01/13/23	3	01/17/23	48.00	\$48.00
23-114	Heather Burkhardt	BAKING	25 Disney Themed desserts	01/18/23	1	02/02/23	25.00	\$25.00
23-115	Karen Mustonen	BAKING	10 Mini Cheese Cakes & 1 dozen mini danishes	01/26/23	1	01/27/23	61.00	\$61.00
23-116	Jaydah Jones	BAKING	Cupcakes	02/01/23	2	02/01/23	20.00	\$20.00
23-117	Amy Hettel	BAKING	Half Sheet Cake	03/07/23	1	03/10/23	25.00	\$25.00
23-118	Karianne Gelinis	BAKING	2 cakes	03/07/23	3	03/10/23	50.00	\$50.00
23-119	Jamie McKeon	BAKING	1200 Black Bean Brownies St. Lukes 1/2 Marathon	03/09/23	6	04/21/23	480.00	\$480.00
23-120	Mikayla Stengel	BAKING	Freedom Academic Awards desserts (05/17/23)	03/10/23	5			\$0.00
23-121	Bridges Foundation	CULINARY	Food for Fundraising Event (04/13/23)	03/15/23	3	04/13/23	1,305.00	\$1,526.93
23-122	Bridges	BAKING	Desserts for Award Finalists luncheon	03/13/23	6	03/17/23	40.00	\$40.00
23-123	Bridges	BAKING	Dessert for Meeting 03/21/23	03/21/23	6	03/21/23	36.00	\$36.00
23-124	Heather Burkhardt	BAKING	Lunch for St. Anne's student and staff (04/14/23)	03/23/23	5	04/14/23	195.00	\$195.00
23-411	Rotary	BAKING	Desserts for meeting (03/22/23)	03/10/23	6	03/22/23	50.00	\$50.00
23-125	Bridges	BAKING	Desserts for Fundraising Event (04/13/23)	03/01/23		04/13/23	174.00	\$174.00
23-126	Jazmine Vargas	BAKING	Baked goods for 50 people (04/21/23)	04/18/23	3	04/21/23	25.00	\$25.00
23-127	Jennifer Klo	CULINARY	40 gold and maroon macarons	04/26/23	1	05/12/23	30.00	\$31.80

23-128	Nina Pardoe	BAKING	Desserts for Athletic Awards (May 24th)	05/03/23	5	05/24/23	2,200.00	\$2,200.00	
23-129	Heather Chilcote	BAKING	Bourbon Balls	05/04/23	1		75.00	\$75.00	
23-130	Jennifer Klo	CULINARY	Garlic Parm Wing Sauce	05/05/23	1	05/12/23	10.00	\$10.60	
23-131	Ted & Jill Schaffer	CULINARY	Wedding	05/11/23	3		2,803.84	\$3,380.57	
23-132	Tina Piscitello	BAKING	(8) dz cupcakes (5/25/23)	05/16/23	3	05/25/23	72.00	\$87.77	
23-133	Karen Mustonen	BAKING	1 small birthday cake	05/25/23	1	06/01/23	10.00	\$10.00	
AUTO TECH									
23-200	Mike Galler	Auto	Troubleshoot Electrical - 2008 Toyota Tundra	08/23/22	1	09/16/22	84.87	\$103.46	
23-201	Jennifer Klo	Auto	Troubleshoot Noise Possible Bearings - 2010 Mazda	08/23/22	1	09/16/22	455.58	\$536.51	
23-202	Ashley Brothers	Auto	New Tires and work on engine - 1972 Chevy C10	08/23/22	3		700.04	\$821.54	
23-203	Steve Mantz	Auto	Oil Change Vehicle Check - 2016 Grand Cherokee	09/06/22	1	09/22/22	0.00	\$5.30	
23-204	Maria Womer Stiffinella	Auto	Check driver side rear tire - 2021 Subaru Ascent	09/08/22	1	05/09/22			
23-205	Craig Mosser	Auto	Oil Change - 2015 Mazda CX5	09/07/22	1	09/14/22	0.00	\$5.30	
23-206	Robert Schlicher	Auto	Install and mount 4 new tires - 2014 Chevy Cruz	09/09/22	1			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	\$246.68	
23-208	Lori Kram	Auto	Pre inspection - Oil Change - 2013 Toyota Tacoma	09/09/22	1	10/03/22	0.00	\$5.30	
23-209	Alex Glassberg	Auto	Rotate tires, align & balance, check brakes - 2016 Au	09/12/22	1	11/30/22	254.09	\$301.57	
23-210	Alex Glassberg	Auto	Oil change, pre inspection - 2011 Jeep Wrangler	09/12/22	1	09/23/22	34.25	\$41.75	
23-211	Alex Glassberg	Auto	Oil change, pre inspection, 2018 Nissan Rogue	09/12/22	1	09/15/22	28.39	\$35.39	
23-212	Jennifer Klo	Auto	Oil change and check if leaks - 2015 Subaru Forrester	09/15/22	1	09/23/22	34.52	\$42.08	
23-213	Joshua Baer	Auto	Brakes - 1997 Dodge Ram 2500	09/14/22	2	11/14/22	2.94	\$8.42	
23-214	Lyubomir Toneu	Auto	Brakes - 2006 Hyandi Sonata	09/14/22	2	09/19/22	5.00	\$10.60	
23-215	A Read	Auto	Starter - 2003 Jeep Liberty	09/15/22	2	11/14/22	130.63	\$157.61	
23-216	Connor Drakely	Auto	Engine Misfire -2003 Hyundai Elantra	09/15/22	2	11/14/22	122.12	\$147.69	
23-217	Jeff Miller	Auto	Check air PSI, Check Oil, Adjust Chain - 2008 Yamaha	09/15/22	2			VOID	
23-218	Nick Bazzett	Auto	Fix cooling fan, fuel issue - 1991 Chevy Camaro	09/15/22	2	11/14/22	0.00	\$5.30	
23-219	Elliott Deily	Auto	Alignment - 2014 VW Jetta	09/15/22	2	11/14/22	182.93	\$218.59	

23-220	Connie Muschko	Auto	Check radiator, flush coolant	09/21/22	1		25.17	\$31.98
23-221	Paula Cuchran	Auto	Oil Change	09/22/22	1	10/06/22	34.82	\$42.44
23-222	Nina Pardoe	Auto	Front brakes, Speedometer stuck at 100.00	09/23/22	1	10/06/22	137.93	\$166.12
23-223	Alyssa Barash	Auto	Oil change, filter, brake fluid flush, rotors	09/23/22	3	09/29/22	238.59	\$283.50
23-224	Logan Lees	Auto	Oil Change	09/27/22	1	10/07/22	37.18	\$45.33
23-225	Michele Bracero	Auto	Check noise around wheel area	09/28/22	1	10/14/22	75.83	\$92.43
23-226	Khitam Layoun	Auto	Check engine light (2012 Infinity)	09/29/22	1	10/03/22	20.00	\$26.50
23-227	Brayden Heckman	Auto	Replace water pump and thermostat	09/29/22	2	10/24/22	133.66	\$161.15
23-228	Amy Knight	Auto	Check Brakes	10/03/22	1	10/03/22	98.78	\$120.42
23-229	Karen Mustonen	Auto	Oil Change	10/05/22	1			\$5.30
23-230	Brian Moser	Auto	Car lurches while accelerating	10/05/22	1	10/21/22	260.25	\$308.76
23-231	Connie Muschko	Auto	Oil change & driver side, passenger lock (Toyota Sienna)	10/05/22	1	10/12/22	23.79	\$30.52
23-232	Aidan Malone	Auto	Safety Check/Fluids	10/06/22	2	10/12/22	58.84	\$71.73
23-233	Lori Kram	Auto	Pre Inspection	10/06/22	1	10/18/22	0.00	\$5.30
23-234	Jazmine Vargas	Auto	Maintenance	10/06/22	2	10/12/22	29.67	\$36.75
23-235	Stacey Tirrell	Auto	Check engine light on	10/06/22	2	10/12/22	43.99	\$53.63
23-236	Nathaniel Guerrero	Auto	Mount new tires and rims	10/07/22	2	10/14/22	0.00	\$5.30
23-237	Alex Share	Auto	Replace axle	10/07/22	2		183.84	\$219.65
23-238	Karen Mustonen	Auto	Oil Change	10/11/22	1	10/14/22	0.00	\$5.30
23-239	Matthew Rosenberger	Auto	Catalytic Converter & fix alignment	10/11/22	2			VOID
23-240	Joan Dinbokowitz	Auto	Oil Change	10/11/22	1	10/19/22	36.13	\$44.04
23-241	Kevin Strawn	Auto	100.000 check up and oil change	10/12/22	1	10/17/22	216.13	\$257.30
23-242	Debra Peipher	Auto	Headlight changed	10/12/22	3	10/26/22	79.24	\$96.60
23-242-2	Debra Peipher	Auto	Socket replaced	10/12/22	3	11/01/22	37.30	\$45.47
23-243	Heather Chilcote	Auto	Oil change and brakes checked	10/13/22	1	10/17/22	75.84	\$92.45
23-244	Sean Etheridge	Auto	Oil change	10/13/22	2	10/21/22	0.00	\$5.30
23-245	Heather Hershey	Auto	Oil change	10/13/22	1	10/17/22	55.55	\$67.71

23-246	Glenn Milositz	Auto	Oil change, tire rotation, pre-inspection	10/03/22	1	10/03/22	202.77	\$241.73
23-247	Sara Praetorius	Auto	Mount and balance tires	10/14/22	2	10/18/22	0.00	\$5.30
23-248	Maria Womer Stiffinella	Auto	Key won't work	10/14/22	1			\$5.30
23-249	Amy Knight	Auto	ABS Light on	10/17/22	1	10/20/22	73.95	\$90.14
23-250	Anthony Rossetti	Auto	Oil change/alignment	10/17/22	2	10/20/22	0.00	\$5.30
23-251	Mike Galler	Auto	Install new tires	10/18/22	1			\$5.30
23-252	Michael Lopez	Auto	Power Steering	10/18/22	2			\$5.30
23-253	Connie Muschko	Auto	Repair door	10/21/22	1	10/21/22	87.44	\$106.59
23-254	Amiee Jo Muth	Auto	Check engine light on	10/24/22	1	12/21/22	12.46	\$18.51
23-255	Adam Lazarchak	Auto	Oil change, inspect coolant system & replace brake li	10/24/22	1	10/25/22	31.67	\$38.87
23-256	Nick Bazzett	Auto	Pre Inspection	10/25/22	2	11/14/22	299.90	\$354.98
23-257	Julian Briody	Auto	Replace co axles and brakes	10/26/22	2	11/01/22	286.75	\$339.66
23-258	Judah Antias	Auto	Coolant Leak	10/27/22	2	10/27/22	21.48	\$28.07
23-259	Nina Pardoe	Auto	Front end alignment	10/27/22	1	11/01/22		\$5.30
23-260	Angela Thom	Auto	Oil Change	10/28/22	1	11/03/22	36.13	\$44.04
23-261	Nina Pardoe	Auto	Replace motor on drivers side windo	10/31/22	1			VOID
23-262	Jennifer Klo	Auto	Pre-inspection, brakes, front passenger tire, windshie	10/31/22	1	11/02/22	142.23	\$171.14
23-263	Lyubomir Toneu	Auto	Power Steering	10/31/22	2		0.00	\$5.30
23-264	Dennis Nolan	Auto	Alignment	10/31/22	1		0.00	\$5.30
23-265	Jamie Quick	Auto	Replace tire pressure sensors, rotate tires, change oil	11/01/22	3	11/07/22	195.00	\$232.67
23-266	Stan Dixon	Auto	Change transmissio fluid	11/01/22	1			VOID
23-267	Brian Moser	Auto	Battery keeps dying	11/01/22	1	11/03/22	7.29	\$13.03
23-268	Chad Gable	Auto	Change temp. sensor and rotate tires, change diff flu	11/02/22	1	11/14/22	55.14	\$67.21
23-269	Tiffany Share	Auto	Headgasket & water pump	11/02/22	1			\$0.00
23-270	Randy Ziminsky	Auto	Install Engine	11/02/22	3		4,508.05	\$5,261.69
23-271	Robert Scorce	Auto	Oil Change, check struts	11/04/22	1	11/17/22	654.45	\$768.39
23-272	Jacob Janos	Auto	Replace fuel pump	11/07/22	2			VOID

23-273	Cameron Vaughn	Auto	Muffler	11/07/22	2				VOID
23-274	Mike Galler	Auto	Several items for repair on truck	11/07/22	1	12/08/22	3.57		\$9.08
23-275	Mike Galler	Auto	MPI Enclosed Trailer	11/07/22	1				\$0.00
23-276	Tyler Heft	Auto	Oil change and Tire Rotation	11/07/22	1	11/18/22	0.00		\$5.30
23-277	Angela Dorney	Auto	Tire Rotation	11/07/22	1	11/18/22	0.00		\$5.30
23-278	Mike Giamoni	Auto	Honda CRV DS Windo issue & Check engine light on	11/07/22	1	12/02/22	288.25		\$341.40
23-279	Mike Giamoni	Auto	Honda Accord OLF, check trans, check fluids	11/07/22	1	02/24/23	173.80		\$207.95
23-280	Mike Giamoni	Auto	Ford OLF, check fluids, change as needed, parking bra	11/07/22	1	11/14/22	160.33		\$192.24
23-281	Jen Stilgenbauer	Auto	Replace Transmission	11/07/22	1	12/02/22	701.51		\$823.26
23-282	Louis Temple	Auto	Oil Change	11/07/22	1	11/14/22	35.00		\$42.67
23-283	Jodi Williams	Auto	TPMS on 2 Wheels	11/14/22	3	12/07/22	80.00		\$97.52
23-284	Karen Mustonen	Auto	Change out tires, put on snow tires	11/14/22	1	12/06/22	0.00		\$5.30
23-285	Evan Moretz	Auto	Replace CV Axle	11/14/22	2	11/14/22	89.29		\$108.84
23-286	Eugene Tertel	Auto	Transmission case, fluid change	11/14/22	2			VOID	
23-287	Andrew Mantz	Auto	Replace O2 Sensor,Oil change, Lugnuts, AC , Running	11/15/22	3		276.97		\$328.25
23-288	Sudantha Vindanag	Auto	Front end, A/C Starter	11/21/22	3	02/09/23	417.01		\$491.53
23-289	Mike Galler	Auto	Front Brakes replaced,MPI	11/22/22	1	12/19/22	147.96		\$177.83
23-290	Elliott Deily	Auto	Front end and motor work	11/23/22	2		0.00	VOID	
23-291	Al Renn	Auto	Oil change, Check engine light	11/23/22	1	01/12/23	32.33		\$39.57
23-292	Connie Muschko	Auto	Car wheel shimmies	11/30/22	1	12/06/22	0.00		\$5.30
23-293	Paula Cuchran	Auto	Check exhaust and other things	12/01/22	1	01/27/23	953.28		\$1,116.81
23-294	Andrew Morgan	Auto	Maintenance issues and wheel replacement	12/01/22	2	12/13/22	157.55		\$189.01
23-295	Stephen Krupp	Auto	Front end noise	12/02/22	2			VOID	
23-296	Heather Chilcote	Auto	Oil Change and check tires	12/05/22	1	12/08/22	36.13		\$44.04
23-297	Alex Glassberg	Auto	replace turn signal & repair brakes as needed	12/05/22	1	12/07/22	151.42		\$181.85
23-298	Jennifer Klo	Auto	Tire keeps going flat	12/05/22	1	12/06/22	2.00		\$7.42
23-299	Steve Mantz	Auto	Spark plugs, engin misfires	12/08/22	1			VOID	

23-300	Michael Dellatore	Auto	Pre Inspection	12/12/22	2	01/23/23	441.61	\$520.22
23-301	Lori Kram	Auto	Mount, balance tires and alignment	12/14/22	1	12/20/22	0.00	\$5.30
23-302	Moreen Wheatley	Auto	Oil Change	12/17/22	1	12/19/22	47.68	\$58.12
23-303	John Karb	Auto	Oil Change	12/19/22	1	12/19/22	0.00	\$5.30
23-304	Mike Galler	Auto	Mount, balance tires and alignment	01/03/23	1	01/09/23	31.96	\$39.18
23-305	Meri Lindenmuth	Auto	Check Engine Light	01/04/23	1	01/05/23		\$5.30
23-305	Meri Lindenmuth	Auto	Check Engine Light	01/04/23	1	01/19/23	326.48	\$385.98
23-306	Angela Thom	Auto	Fuel Sensor Repair, Replace Air Filter	01/04/23	1	01/24/23	172.69	\$206.66
23-307	Karen Mustonen	Auto	Oil Change	01/05/23	1	01/12/23	0.00	\$5.30
23-308	Karen Mustonen	Auto	Oil filter change	01/05/23	1	01/12/23	0.00	\$5.30
23-309	Heather Hershey	Auto	Exhaust Manifold	01/05/23	1	01/19/23	0.00	\$5.30
23-310	Julian Briody	Auto	Change tires/ new exhaust	01/05/23	2	01/09/23	100.54	\$122.53
23-311	Heather Hershey	Auto	Oil Change	01/09/23	1	01/11/23	20.00	\$26.50
23-312	Russ Gaffney	Auto	Ball Joint, outer tire	01/09/23	1	01/24/23	195.56	\$233.33
23-313	Paula Cuchran	Auto	New tires and wheels	01/10/23	1	02/02/23	37.16	\$45.29
23-314	Rhonda Geiselman	Auto	Check transmission fluid and check engine light on.	01/10/23	1	01/11/23	0.00	\$5.30
23-315	Steve Mantz	Auto	Door handle on driver's side	01/10/23	1	01/27/23	79.50	\$96.92
23-316	Amy Knight	Auto	Oil Change	01/10/23	1	01/12/23	25.61	\$32.45
23-317	Heather Chilcote	Auto	Oil Change	01/10/23	1			VOID
23-318	Robert Kulick	Auto	Oil Change	01/10/23	1	01/11/23	47.68	\$58.12
23-319	Chad Gable	Auto	AWD, ABS & Brake Codes	01/11/23	2	01/27/23	459.59	\$541.18
23-320	Amy Joe Muth	Auto	Brakes & Oil Change	01/13/22	1	01/27/23	307.71	\$364.09
23-321	Joey Kiss	Auto	Oil Change & Coolant Flush	01/13/23	2	01/23/23	0.00	\$5.30
23-322	Heather Chilcote	Auto	Oil Change	01/17/23	1	01/23/23	45.98	\$56.05
23-323	Heather Chilcote	Auto	Service Light on (Jeep Wrangler)	01/17/23	1	01/27/23	40.67	\$49.58
23-324	John Karb	Auto	Fuel Filter Replacement	01/18/23	1	01/24/23	0.00	\$5.30
23-325	John Karb	Auto	Oil change, tire rotation	01/18/23	1	01/23/23	0.00	\$5.30

23-326	Sophia Nelson	Auto				01/18/23	2	01/19/23	25.00	\$31.80
23-327	Michael Giamoni	Auto	Shocks, Tie end rod, Muffler, Tail pipe			01/18/23	1	01/27/23	559.37	\$657.53
23-328	Mariah Plummer	Auto	Rotate & balance tires. Check tire pressure			01/19/23	2	01/23/23	0.00	\$5.30
23-329	Anthony Sottolare	Auto	Oil Change			01/19/23	2	02/06/23		\$5.30
23-330	Jodi Williams	Auto	Front End Work - see attached			01/23/23	3	02/06/23	607.35	\$713.48
23-331	Bettie Kichline	Auto	Oil Change			01/26/23	1		26.32	\$33.20
23-332	Brooks Murphy	Auto	Upper coolant line			01/27/23	2	01/27/23	33.55	\$40.89
23-333	Lori Kram	Auto	Repair Radio			01/27/23	1			VOID
23-334	Andrew Grier	Auto	Oil change, rotate tires			01/31/23	1			VOID
23-335	Heather Chilcote	Auto	Oil Leaking			02/02/23	1	03/06/23	443.68	\$522.63
23-336	Nick Bazzett	Auto	Brakes, MPI			02/06/23	2	02/13/23	213.13	\$253.81
23-337	Dario Chavez	Auto	Check Engine Light			02/07/23	1	02/09/23	288.34	\$341.50
23-338	Paula Cuchran	Auto	Oil change/filter			02/07/23	1	02/17/23	37.58	\$45.81
23-339	Jamison Barnhard	Auto	Oil Change/Tire Rotation			02/08/23	3	02/21/23	101.99	\$124.22
23-340	Jeff Cantrel	Auto	Oil Change, Brake Repairs, Front Springs, Wheel ligh			02/08/23	1	05/04/23	503.98	\$592.94
23-341	Jeff Cantrel	Auto	Replace Wiper Blades, Inpect Brakes			02/08/23	1	05/04/23	210.17	\$250.36
23-342	Angela Dorney	Auto	Fluid Pump			02/08/23	1	02/17/23	346.99	\$409.89
23-343	Cindy Carson	Auto	Driver's side window			02/08/23	1	03/24/23	125.43	\$151.55
23-344	Dazzcity Torres	Auto	Sway Bar Links			02/08/23	2	02/13/23	35.50	\$43.28
23-345	Russ Gaffney	Auto	Brakes			02/08/23	1	02/17/23	151.27	\$181.68
23-346	Caleb Goch	Auto	Fuel lines			02/09/23	2	03/06/23	90.26	\$110.03
23-347	Angel Lozada	Auto	Car brokedown			02/10/23	2			VOID
23-348	Nicole Cygan	Auto	Front brakes & rotairs			02/10/23	2	03/02/23	297.98	\$352.75
23-349	Dario Chavez	Auto	ABS Light on			02/10/23	2	03/07/23	433.02	\$510.20
23-350	Marina Maroney	Auto	Change oil, spark plugs			02/13/23	1	03/15/23	0.00	\$5.30
23-351	Dario Chavez	Auto	Diagnostic check engine light			02/17/23	1	03/06/23	663.77	\$779.26
23-352	Minerva Ochoa	Auto	Power Steering Pump			02/17/23	3	03/06/23	173.04	\$207.06

23-353	Sean Etheridge	Auto	Replace Shock Absorbers and bracket	02/17/23	1	02/24/23	167.64	\$200.76
23-354	Jennifer Klo	Auto	Pre Inspection, Gear shift sticks sometimes	02/21/23	1	02/22/23	25.00	\$31.80
23-355	Marina Maroney	Auto	Oil Change	02/22/23	1	03/15/23	0.00	\$5.30
23-356	Brayden Gable	Auto	Windows	02/22/23	2	02/24/23	38.27	\$46.65
23-357	Glenn Milositz	Auto	Repair brakes, tune up	02/22/23	1	03/06/23	210.13	\$250.31
23-358	Tyler Heft	Auto	Oil Change & tire rotation	02/23/23	1	03/01/23	0.00	\$5.30
23-359	Jamison Barnhard	Auto	4 wheel alignment, change, mount, balance tires	02/23/23	2	03/06/23	0.00	\$5.30
23-360	A. Read	Auto	Replace front brales	03/01/23	2	03/06/23	212.99	\$253.65
23-361	Julian Briody	Auto	Change wiper blades, replace trans fluid & hose & tir	03/01/23	2	03/15/23	40.18	\$48.98
23-362	Michael Giamoni	Auto	Pre Inspection	03/01/23	1			VOID
23-363	Steve Mantz	Auto	Oil change & Pre inspection	03/01/23	1	03/30/23	51.31	\$62.55
23-364	Mike Galler	Auto	Tune up & install new shocks	03/01/23	1	03/22/23	0.00	\$5.30
23-365	Mike Galler	Auto	Tune up & install shock relocation brackets	03/01/23	1	03/21/23	99.53	\$121.33
23-366	Mike Galler	Auto	Replace brake pads/rotors	03/01/23	1	03/15/23	12.62	\$18.68
23-367	Duane Murphy	Auto	Brakes	03/01/23	3	03/13/23	311.98	\$369.07
23-368	Colleen McCarthy	Auto	Replace & Install tire sensor	03/01/23	3	03/07/23	0.00	\$5.30
23-369	Khitam Layoun	Auto	Check brakes	03/02/23	1	03/13/23	322.99	\$381.91
23-370	Paula Cuchran	Auto	Brakes	03/02/23	1	03/06/23	266.68	\$316.25
23-371	Brian Bailey	Auto	Problems starting	03/02/23	2			VOID
23-372	Jennifer Klo	Auto	Pre Inspection, Oil change	03/02/23	1	03/15/23	25.00	\$31.80
23-373	Dana Huber	Auto	Replace Engine Cradle	03/07/23	1	05/09/23	878.80	\$1,029.98
23-374	Andrew Mantz	Auto	Check engine light, horn does not beep	03/07/23	2	04/06/23	6.99	\$12.71
23-375	Lyubomir Toneu	Auto	Oil Change, rotor check	03/08/23	2	03/30/23	47.02	\$57.31
23-376	Dario Chavez	Auto	Diagnostic on steering column	03/13/23	1	03/21/23	414.95	\$489.14
23-377	Amy Knight	Auto	Rear Brakes	03/13/23	1	03/15/23	173.07	\$207.10
23-378	Angela Dorney	Auto	Fuel pump module	03/14/23	1	03/15/23	439.67	\$517.96
23-379	Paige Hockenbury	Auto	Vehicle Maintenance	03/14/23	2	03/27/23	34.32	\$41.84

23-380	Brayden Gable	Auto	Exhaust install	03/14/23	2	03/29/23	12.99	\$19.07
23-381	Jeff Bower	Auto	Repair coolant leak	03/15/23	1	03/30/23	0.00	\$5.30
23-382	Heather Hershey	Auto	Replace wheel bearings	03/15/23	1	03/21/23	4.12	\$9.67
23-383	Robert Schlicher	Auto	Pre inspection and oil change	03/17/23	1	03/30/23	32.83	\$40.10
23-384	Karen Mustonen	Auto	2016 Acura oil change	03/17/23	1	03/29/23	0.00	\$5.30
23-385	Karen Mustonen	Auto	2011 Acura oil change	03/17/23	1	03/29/23	0.00	\$5.30
23-386	Andrew Morgan	Auto	Diagnose if problem can be fixed by Auto Tech	03/20/23	2	03/28/23	76.64	\$93.43
23-387	Mike Galler	Auto	Transmission rebuild	03/20/23	1	04/17/23	144.29	\$173.54
23-388	Robert Kulick	Auto	Catalytic Converter	03/20/23	1	03/24/23	268.27	\$318.11
23-389	Paula Cuchran	Auto	Tune up, check idle	03/21/23	1	04/18/23	132.66	\$159.99
23-390	Amy Knight	Auto	Car will not start	03/21/23	1	03/30/23	197.22	\$235.26
23-391	Lori Kram	Auto	Check engine light	03/21/23	1	03/30/23	54.93	\$66.96
23-392	Robert Scorce	Auto	Tans axle pan	03/22/23	1	03/31/23	148.39	\$178.32
23-393	Iris Vazquez	Auto	Front and back axle	03/22/23	3	04/03/23	352.32	\$416.10
23-394	Luis Santiago	Auto	Diag needed	03/23/23	2	04/06/23	80.00	\$97.52
23-395	Craig Mosser	Auto	Equinox - Oil Change	03/23/23	1	03/27/23	33.74	\$41.13
23-396	Craig Mosser	Auto	Mazda - Oil Change	03/23/23	1	03/24/23	30.00	\$37.10
23-397	Jennifer Klo	Auto	Front Brakes	03/23/23	1	03/29/23	129.99	\$156.87
23-398	Wallace Eisenhart	Auto	Front wheel noise & exhaust	03/28/23	2	04/17/23	0.00	\$5.30
23-399	Justin Turner	Auto	Sway bar links, axles, drive shaft, bearings engine mou	03/29/23	2	05/04/23	732.87	\$859.83
23-400-0	Jodi Williams	Auto	Shocks & TPMS Sensors	03/30/23	3	04/20/23	371.98	\$439.03
23-401-1	Dazzcity Torres	Auto	Tune up and oil change	03/31/23	3	04/14/23	54.28	\$66.17
23-402-2	Karen Mustonen	Auto	Redo headlights	03/31/23	1	05/09/23	49.99	\$60.94
23-403-3	Julian Briody	Auto	Front lower control arms	04/04/23	2	05/04/23	99.98	\$121.88
23-404-4	Aryana Lenner	Auto	4 tires	04/04/23	2	04/28/23	0.00	\$5.30
23-405-5	Connie Muschko	Auto	Oil change, filter, check tires	04/06/23	1	04/20/23	25.61	\$32.45
23-406-6	Dario Chavez	Auto	Tune up	04/06/23	1	04/17/23	185.76	\$221.90

23-407-7	Paige Hockenbury	Auto	Vehicle Maintenance	04/12/23	3	05/04/23	411.52	\$485.13
23-408-8	Paula Cuchran	Auto	Oil Change & Check Leak	04/12/23	1	04/18/23	70.00	\$85.33
23-409-9	Jacob Bogert	Auto	Replace Coils	04/13/23	2			VOID
23-410-10	Al Renn	Auto	Pre Inspection	04/13/23	1	04/20/23	0.00	\$5.30
23-411-11	Noah Valintin	Auto	Oil Change	04/14/23	2			VOID
23-412-12	John Karb	Auto	Tires, alignment, mirrors, oil change, wiper blades	04/14/23	1			VOID
23-413-13	Lori Kram	Auto	Check Brakes	04/17/23	1	04/18/23	121.99	\$147.54
23-414-14	Jennifer Klo	Auto	Oil Change	04/17/23	1	04/18/23	33.42	\$40.74
23-415-15	Alex Glassberg	Auto	Oil Change	04/17/23	1	04/017/23	31.58	\$38.77
23-416-16	Guiselle Dominguez	Auto	Right back door wire window	04/17/23	1			VOID
23-417-17	Heather Chilcote	Auto	Oil change and pre inspection	04/18/23	1	04/25/23	343.76	\$406.13
23-418-18	Jennifer Klo	Auto	Sway Bar	04/24/23	1	04/25/23	175.92	\$210.42
23-419-19	Bill Grushow	Auto	Replace tires	04/26/23	1	04/27/23	0.00	\$5.30
23-420-20	Mike Galler	Auto	Mount and balance tires	05/01/23	1			VOID
23-421-21	Mike Galler	Auto	Engine Tune Up	05/01/23	1	05/22/23	6.60	\$12.30
23-422-22	Howie Nonnamacher	Auto	Tire Sensors	05/03/23	1	05/23/23	80.00	\$97.52
23-423-23	Jeff Cantrel	Auto	Tune up and oil change	05/04/23	1	05/18/23	210.01	\$250.17
CULINARY EVENTS (FOOD TRUCK)								
23-400	Susan Fahrenkopf	CE	Luncheon for Bridges Board Meeting	09/01/22	1	09/20/22	165.00	\$174.90
23-401	Danielle Bevilacqua	CE	Deck Warming Party	09/13/22	3		849.06	\$900.00
23-402	Skills USA	CE	Off - Site Catering Event 9/23/22	09/14/22	6		1,000.00	\$1,000.00
23-403	Emily Hough	CE	4 dozen Empanadas (09/23/22)	09/23/22	1	09/23/22	72.00	\$87.77
23-404	Sally Crispo/Manufactures Resou	CE	Food for teachers training meeting.	09/26/22	3	09/23/22	400.00	\$424.00
23-405	Freedom High School (Laurie Sage)	CE	Boxed Lunch for teacher inservice	09/27/22	5		888.00	\$888.00
23-406	Spring Garden PTO (Cedilie Thibau	CE	Drop Off Food Event 10/16/22	09/28/22	5		500.00	\$500.00
23-407	Susan Fahrenkopf	CE	Luncheon for Bridges Board Meeting	09/01/22	1	01/17/23	156.00	\$165.36
23-408	Susan Fahrenkopf	CE	Luncheon for Bridges Excellence Award finalist (03/1	02/10/23	1	03/17/23	720.00	\$763.20

23-409	Susan Fahrenkopf	CE	Reception to recongize Bridges Award Winners (06/06/23)	02/10/23	1	06/06/23	2,436.00	\$2,845.68
23-410	Susan Fahrenkopf	CE	Luncheon for Bridges Board Meeting (03/21/23)	03/08/23	1	03/21/23	180.00	\$190.80
23-411	Dana Huber / Rotary	CE	Luncheon for Rotary (03/22/23)	03/10/23	6	03/22/23	325.00	\$325.00
23-412	East Hills Middle School	CE	Food Truck Event (05/09/23)	03/14/23	5	05/10/23	1,000.00	\$1,000.00
23-413	King Spry	CE	Food Truck Event (05/11/23)	04/21/23	3		566.04	\$600.00
OTHER								\$0.00
23-500	Bill Grushow	Welding	Build dog crate	03/11/22	1	05/26/23	60.00	\$73.14
23-501	Maria Womer Stiffinella	Auto Coll.	Remove rust from 2003 Toyota Corolla	06/02/22	1		150.00	\$180.20
23-502	Greta Wilmot	Graphics	2 banners and 2 signs	08/18/22	1	09/27/22	24.50	\$31.27
23-503	Ashley Brothers	Graphics	Shirts	08/23/22	6			VOID
23-504	Avery Forni	Welding	Bike repair	09/06/22	3			VOID
23-505	Meredith Chepolis	Graphics	T-shirts for Freedom Girls Soccer	09/06/22	5		140.00	\$148.40
23-506	Malak Sherif	Auto Coll.	Front End	09/20/22	1			\$5.30
23-507	Joan Dinbokowitz	Graphics	Baavts Decals	09/23/22	1		18.85	\$25.28
23-508	Dean Wilson	Welding	Replace steel hinge on trailer	09/29/22	3			\$5.30
23-509	Stephanie Berry	Auto Coll.	Fully Body Paint	09/29/22	3			VOID
23-510	Brayden Gable	Auto Coll.	Rust cut and repaired	09/29/22	3			VOID
23-511	Moreen Wheatley	Auto Coll.	Replace rear gate (Jeep Wrangler)	10/05/22	1		1,617.48	\$1,891.28
23-512	Lori Kram	Carpentry	Fix Chime Casing	10/10/22	1	10/19/22	0.00	\$5.30
23-513	Stan Prodes	Carpentry	Rip cut 4 - 2X8	10/13/22	1	10/19/22	0.00	\$5.30
23-514	Madeline Sinkler/Bridges	Graphics	Postcards	10/14/22	6	10/20/22	60.00	\$73.14
23-515	Jadelyn Moyer	Graphics	Screen Print T-Shirts	10/14/22	2	05/26/26	45.00	\$54.86
23-516	Heather Burkhardt	Graphics	Printing & cutting tickets	10/20/22	1	10/21/22	50.00	\$60.95
23-517	Mike Galler	Welding	Fabricate & Install 6 trailer tie down brackets	10/25/22	1			VOID
23-518	Jennifer Klo	Video Media	Transfer tapes	10/25/22	1	11/28/22	38.00	\$46.32
23-519	Just Born Quality Confections	Carpentry	Crate for PEEPS for PEEPFEST	10/26/22	3	12/02/22	559.52	\$657.70
23-520	Jamie Quick	Auto Coll.	Remove scratches	10/31/22	3			VOID

23-521	Alex Share	Auto Coll.	Paint match driver side door	11/01/22	2	12/01/22	187.97	\$224.48
23-522	Brian Moser	Auto Coll.	Repair dents and paint	11/02/22	1	02/10/23	1,144.60	\$1,339.90
23-523	Jennifer Klo	Graphics	Happy Anniversary Banner	11/07/22	1	11/16/22	18.75	\$25.18
23-524	Nina Pardoe	Graphics	Christmas Cards	11/07/22	1	11/11/22	24.00	\$30.74
23-525	Nina Pardoe	Auto Coll.	Replace motor on drivers side windo	11/15/22	1	01/30/23	65.00	\$79.24
23-526	Christal Vitko	Auto Coll.	Rust/scratch/dent on driver side. Replace center con	11/23/22	1			VOID
23-527	Skills USA	Graphics	Print envelopes, stuff and seal	11/23/22	1	01/05/23	5.00	\$10.00
23-528	Jennifer Klo	Graphics	80 Christmas cards	11/28/22	1	12/16/22	7.00	\$12.72
23-529	Marina Maroney	Graphics	14 T-shirts with design on front and back	12/08/22	1	02/08/23	22.80	\$29.47
23-530	Daniel Powell	Welding	Truck Trailer	12/12/22	2	01/05/23	21.00	\$27.56
23-531	Dana Huber	Graphics	80 duplex sheet cards	12/14/22	1		28.00	\$34.98
23-532	Adam Lazarchak	Graphics	Embroider 9 hats	12/19/22	1	12/20/22	9.00	\$14.84
23-533	Karen Mustonen	Graphics	Print Job, Thesis	01/12/23	1	02/13/23	48.00	\$58.51
23-534	Joan Dinbokowitz	Auto Coll.	Truck side dent	01/12/23	1	03/09/23	922.91	\$1,081.41
23-535	Lori Kram	Auto Coll.	Bumper Repair	01/12/23	1	03/29/23	140.00	\$168.54
23-536	Cindy Carson	Graphics	40 sheets printed on cardstock	01/24/23	1	01/27/23	8.00	\$13.78
23-537	Karen Mustonen	Auto Coll.	Replace front light	01/25/23	1	06/05/23	250.00	\$296.80
23-538	Logan Lees	Graphics	Printing cards & spiral books	01/25/23	1			VOID
23-539	Sally Crispo/Manufactures Resou	Graphics	VIP Passes	02/01/23	1	02/01/23	75.60	\$92.16
23-540	Sally Crispo/Manufactures Resou	Graphics	Student Certificates	02/01/23	1	02/24/23	46.00	\$56.07
23-541	Paula Cuchran	Auto Coll.	Rust/Paint	02/14/23	1			VOID
23-542	Jennifer Klo	Graphics	Print on t-shirts provided	02/14/23	1	03/30/23	35.50	\$43.28
23-543	John Karb	Auto Coll.	Rust repair on body of truck	02/17/23	1	04/11/23	434.44	\$511.85
23-544	Heather Hershey	Graphics	Printed postcard invitations	02/22/23	1	03/28/23	48.00	\$58.51
23-545	Amy Silvoy	Graphics	12 Vinyl Banners	03/09/23	1	03/22/23	144.00	\$173.20
23-546	Gabriel Torres-Quintana	Auto Coll.	Repair floor, window channels, rust repair	03/09/23	2	06/02/23	0.00	\$5.30
23-547	Dana Huber	Graphics	12 posters 12x18	03/10/23	1	03/24/23	5.00	\$10.60

23-548	Mark James BASD	Carpentry	Storywalk Project	03/14/23	5	04/13/23	908.82	\$1,004.70
23-549	Joan Dinbokowitz	Graphics	Decals	03/22/23	1			VOID
23-550	Bronwyn Hanley	Carpentry	Cutting boards	03/23/23	1	04/17/23	0.00	\$5.30
23-551	Jennifer Klo	Graphics	3 banners	03/31/23	1	04/11/23	36.00	\$43.88
23-552	Sergio Rivas	Graphics	Shirts for class	04/03/23	1			VOID
23-553	Bronwyn Hanley	Graphics	Shirts	04/04/23	1	04/04/23	23.60	\$30.32
23-554	Moreen Wheatley	Graphics	Banner for Bridal Shower	04/06/23	1	05/12/23	64.00	\$78.02
23-555	Russ Gaffney	Welding	Framing Brackets	04/12/23	1	06/05/23	250.00	\$296.80
23-556	Lori Kram	Graphics	Sign	04/13/23	1	05/24/23	126.00	\$152.22
23-557	Dawn Sutter	Video Media	Tapes transferred	04/14/23	1	05/18/23	0.00	\$5.30
23-558	Lou Temple	Carpentry	Cornhole board for Bridges Silent Auction	04/17/23	1			\$0.00
23-559	Christina Thrash	Graphics	2 signs for NAHS	04/19/23	3	04/20/23	0.00	\$0.00
23-560	Moreen Wheatley	Graphics	Invitations printed	04/18/23	1	04/20/23	7.00	\$12.72
23-561	Dawn Sutter	Graphics	Shirts embroidered	04/24/23	1	05/01/23	80.00	\$97.52
23-562	Freedom Lacrosse	Graphics	100 Program Books	04/24/23	5			\$0.00
23-563	Marina Maroney	Graphics	4 Tshirts printed	04/24/23	1	05/01/23	5.00	VOID
23-564	Sally Tresize	Graphics	Initials on Purse	05/03/23	1	06/02/23		\$5.30
23-565	Mike Galler	Auto Coll.	Remove spray paint from car	05/04/23	1	05/04/23		\$5.30
23-566	Hunter Tonnesen	Prec. Mac.	Rethread water pump	05/04/23	2			VOID
23-567	Al Renn	Graphics	Tshirts	05/04/23	1	05/17/23	316.00	\$373.76
23-568	Amy Silvoy	Graphics	Event Flyer	05/04/23	1	05/05/23	25.00	\$31.80
23-569	Angela Thom	Graphics	Plain blue t-shirts	05/05/23	1		45.00	\$50.50
23-570	Dominic Rodriguez	Auto Coll.	Hood Latch	05/09/23	2	05/04/23	61.00	\$74.36
23-571	Emily Hough	Graphics	Bumper Stickers	05/09/23	1		INTERFUND	\$35.00
23-572	Angela Dorney	Masonry	Concrete bench top	05/10/23	1	05/12/23	100.00	\$121.90
23-573	Emily Hough	Masonry	12 turtle shaped pavers	05/10/23	1	05/23/23	72.00	\$87.77
23-574	Skills USA	Graphics	t-shirts	06/05/23	6	06/05/23	113.60	\$129.96

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 14, 2023

I. (3.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending June 30, 2023.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
April 30, 2023

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	400.00	10,775.68	-10,375.68
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	5,550.00	-5,500.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	4,000.00	-3,750.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	1,071,482.30	-1,071,482.30
10.6946.001.000.000	RECEIPTS FROM BASD	7,016,786.00	6,278,168.00	738,618.00
10.6946.002.000.000	RECEIPTS FROM NASD	2,629,092.00	2,213,984.00	415,108.00
10.6946.003.000.000	RECEIPTS FROM SVSD	875,356.00	714,116.00	161,240.00
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	30,809.72	19,190.28
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	8,870.34	-6,870.34
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	925,000.00	811,271.00	113,729.00
10.7220.000.000.000	PDE EQUIPMENT GRANT	25,000.00	24,600.00	400.00
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	77,121.00	125,365.00
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	978,363.00	375,095.19	603,267.81
10.8521.000.000.000	FEDERAL	275,000.00	273,058.50	1,941.50
10.8742.000.988.000	GEER GRANT - COVID-19 CARES ACT	-	-	0.00
10.8745.000.991.000	GEER GRANT II	-	50,863.42	-50,863.42
10.8755.000.998.000	ARP ESSER GRANT	818,505.00	334,082.10	484,422.90
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	15,001.12	-15,001.12
	TOTALS FOR GENERAL FUND	13,848,288.00	12,298,848.37	1,549,439.63
	TOTAL REVENUES	13,848,288.00	12,298,848.37	1,549,439.63

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
April 30, 2023

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	706,147.00	-	480,536.29	191,024.50	34,586.21
10.1240.000.000.000	SPECIAL EDUCATION	628,357.00	(55,406.00)	386,093.16	138,486.85	48,370.99
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	498,036.00	2,920.00	348,964.61	126,050.76	25,940.63
10.1342.000.000.000	HOME ECONOMICS PROGRAM	885,083.00	65,990.00	637,183.35	215,914.93	97,974.72
10.1370.000.000.000	TECHNICAL PROGRAM	192,543.00	(29,500.00)	102,980.54	31,252.74	28,809.72
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,202,886.00	(122,453.00)	2,775,132.67	958,433.40	346,866.93
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,379,152.00	7,549.00	946,728.72	347,446.34	92,525.94
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	108,400.00	(5,600.00)	26,221.70	23,543.92	53,034.38
10.2310.000.000.000	BOARD SECRETARY	3,575.00	-	1,954.91	1,071.31	548.78
10.2320.000.000.000	BOARD TREASURER	1,599.00	-	790.60	642.79	165.61
10.2350.000.000.000	LEGAL SERVICES	45,000.00	-	32,884.07	3,343.93	8,772.00
10.2360.000.000.000	OFFICE OF THE DIRECTOR	419,801.00	-	338,787.19	57,915.44	23,098.37
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	440,915.00	-	329,533.08	55,498.60	55,883.32
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	98,244.00	-	63,086.33	25,902.67	9,255.00
10.2511.000.000.000	BUSINESS OFFICE	593,875.00	-	442,804.18	73,717.39	77,353.43
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,010,715.00	(42,725.00)	1,408,151.60	275,922.36	283,916.04
10.2660.000.000.000	SECURITY SERVICES	53,163.00	-	1,642.99	50,505.00	1,015.01
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	28,000.00	-	8,823.43	-	19,176.57
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	590,153.00	14,245.00	269,421.56	195,394.22	139,582.22
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	91,378.00	-	26,215.08	21,409.47	43,753.45
10.3390.000.000.000	COMMUNITY SERVICES	50,000.00	-	39,123.45	5,787.90	5,088.65
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	40,000.00	-	25,000.00	15,000.00
10.4600.000.000.000	IMPROVEMENT EXPENSES	611,266.00	124,980.00	319,093.94	392,497.43	24,654.63
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	1,171,482.30	-	(1,071,482.30)
10.5251.000.000.000	FOOD SERVICE TRANSFERS	75,000.00	-	-	75,000.00	-
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00
	TOTAL FOR GENERAL FUND	13,848,288.00	-	10,157,635.75	3,291,761.95	398,890.30
	TOTAL EXPENSES	13,848,288.00	-	10,157,635.75	3,291,761.95	398,890.30
	EXCESS OF REVENUE OVER EXPENSES			2,141,212.62		

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 14, 2023

I.(4.) HOUSE PROJECT REPORT

INFORMATION:

Mr. Lazarchak reported that we were granted the variance for the front porch, so we will not need to remove it. The students who were approved earlier this evening for construction on the house project have begun working on the insulation and hope to begin the dry wall work as well. The hope is to put the house on the market in the spring. We will be offering a tour of the house to Joint Committee members as we have done in the past, on the evening of a meeting, possibly in September, to view the progress that has been made.

UNFINISHED BUSINESS

Dana Huber, Supervisor of Lifelong Learning, shared information on the potential purchase of a 7 x 5 foot digital sign to replace the current signage located on the school's property along Hecktown Road. The cost of the sign was initially thought to be between \$20,000-\$30,000, but is actually more in the \$60,000-\$70,000. The reason for this increase is due to the size of the sign and quality of the images displayed.

NEW BUSINESS

Ms. Huber also advised the Joint Committee members present that she has been working with Chef Gurcsik, Culinary Event Instructor, to develop a food truck event that would run on Tuesday evenings in the months of September and October on the school's campus. Additional information will be shared as the project develops.

Mr. Lazarchak informed the Joint Committee that we currently have 17 of our students in Germany on a tour of manufacturing and historical sites.

Students from BAVTS will be competing at the SkillsUSA and HOSA National competitions within the next few weeks and we will share the results of those competitions with the Joint Committee.

The meeting adjourned at 7:52 p.m. on the motion of Director Patrick, seconded by Director Makary, and unanimous voice vote.