

June 15, 2022

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOINT COMMITTEE
REGULAR MEETING

The Regular Meeting of the Bethlehem Area Vocational-Technical School Joint Committee was held on the evening of the above date, beginning at 7:07 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

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

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

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

The minutes of the May 3, 2022 meeting were approved on motion of Directors Gogel and Eichfeld and unanimous voice vote.

The Report of the Secretary/Treasurer for the period ending April 30, 2022, was approved on motion of Directors White and Makary and unanimous voice vote.

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

June 15, 2022

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2022

| BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL | | | | |
|---|---------------------|---------------------|-----------------------|---------------------|
| FUND NAME | BALANCE | RECEIPTS | DISBURSEMENTS | BALANCE |
| | April 1, 2022 | | | April 30, 2022 |
| General includes PLGIT/CD | 2,218,148.22 | 1,471,190.97 | (954,982.60) | 2,734,356.59 |
| House Project | 197,158.11 | 3.47 | (667.64) | 196,493.94 |
| Production | 79,087.42 | 13,223.11 | (9,878.96) | 82,431.57 |
| Capital Reserves includes PLGIT/CD | 2,955,371.74 | 287.30 | (68,983.40) | 2,886,675.64 |
| Payroll | 8,058.42 | 449,684.37 | (448,089.62) | 9,653.17 |
| Cafeteria | 40,711.81 | 19,942.50 | (12,462.58) | 48,191.73 |
| Adult Education includes PLGIT/CD | 229,913.78 | 7,351.35 | (7,435.78) | 229,829.35 |
| Student Activities | 45,409.39 | 6,063.21 | (6,657.96) | 44,814.64 |
| TOTALS | 5,773,858.89 | 1,967,746.28 | (1,509,158.54) | 6,232,446.63 |

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

GENERAL, HOUSE PROJECT, PRODUCTION FUNDS - CASH ACCTS

April 1, 2022

2,287,099.30

RECEIPTS

| | | |
|-------------------------|--------------|--------------|
| Production | 6,749.65 | |
| Interest | 49.81 | |
| District Contrib. | 1,229,067.00 | |
| District Contrib./Auth. | | |
| State / Fed Funds | 212,799.84 | |
| Tuition | | |
| Other | 15,880.51 | |
| Transfers - PLGIT | | |
| Inter-Fund Transfers | 19,848.26 | 1,484,395.07 |

DISBURSEMENTS

| | | |
|-----------------------|--------------|--------------|
| Prepaid Bills | (68,048.19) | |
| Bill Listings | (449,181.34) | |
| Payroll | (438,996.74) | |
| Other--Authority Bond | | |
| Fees | (102.90) | |
| Void Checks | 2,459.00 | |
| Transfers - PLGIT | | (953,870.17) |

April 30, 2022

ADJ BOOK BALANCE

2,817,624.20

BANK RECONCILIATION

April 30, 2022

| | |
|--------------------|--------------|
| Bank Balance | 2,827,864.38 |
| Memo | |
| Outstanding Checks | (10,240.18) |
| Deposit in Transit | 0.00 |

April 30, 2022

ADJ BANK BALANCE

2,817,624.20

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2022

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

| | | | |
|----------------|------------------------|-------------|------------|
| April 1, 2022 | | | 207,294.45 |
| | Transfers In | 0.00 | |
| | Interest | 22.48 | |
| | P Card purchases | (11,659.03) | |
| | Transfers Out | | |
| | Transfers Out-CD purch | | |
| April 30, 2022 | ADJ BOOK BALANCE | | 195,657.90 |

BANK RECONCILIATION

| | | | |
|------------------------------------|------------------|------------|------------|
| | April 30, 2022 | | |
| Bank Balance | | 195,657.90 | |
| Deposit in Transit | | | |
| Outstanding Checks | | | |
| April 30, 2022 | ADJ BANK BALANCE | | 195,657.90 |
| Average Yield for Apr 2022 is .12% | | | |

CAPITAL RESERVES - EMBASSY BANK

| | | | |
|----------------|------------------|-------------|-------------|
| April 1, 2022 | | | 204,977.57 |
| | Receipts | 0.00 | |
| | Interest | 4.41 | |
| | Void Checks | 0.00 | 4.41 |
| | Fees | | |
| | Disbursements | (68,983.40) | (68,983.40) |
| April 30, 2022 | ADJ BOOK BALANCE | | 135,998.58 |

BANK RECONCILIATION

| | | | |
|--------------------|------------------|------------|------------|
| | April 30, 2022 | | |
| Bank Balance | | 135,998.58 | |
| Memos | | | |
| Outstanding Checks | | 0.00 | |
| Deposit in Transit | | 0.00 | |
| April 30, 2022 | ADJ BANK BALANCE | | 135,998.58 |

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

| | | | |
|----------------|------------------------|--------|--------------|
| April 1, 2022 | | | 2,750,394.17 |
| | Transfers In | 0.00 | |
| | Interest | 282.89 | |
| | Transfers Out | 0.00 | |
| | Transfers Out-CD purch | 0.00 | |
| April 30, 2022 | ADJ BOOK BALANCE | | 2,750,677.06 |

BANK RECONCILIATION

| | | | |
|------------------------------------|------------------|--------------|--------------|
| | April 30, 2022 | | |
| Bank Balance | | 2,750,677.06 | |
| Outstanding Checks | | 0.00 | |
| April 30, 2022 | ADJ BANK BALANCE | | 2,750,677.06 |
| Average Yield for Apr 2022 is .12% | | | |

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2022

PAYROLL FUND - EMBASSY BANK

| | | | |
|----------------|------------------|--------------|--------------|
| April 1, 2022 | | | 8,058.42 |
| | Receipts | 449,683.25 | |
| | Interest | 1.12 | |
| | Void Checks | | 449,684.37 |
| | Fees | | |
| | Disbursements | (448,089.62) | (448,089.62) |
| April 30, 2022 | ADJ BOOK BALANCE | | 9,653.17 |

BANK RECONCILIATION

April 30, 2022

| | | |
|--------------------|------------------|----------|
| Bank Balance | 25,464.80 | |
| Memos | | |
| Outstanding Checks | (15,811.63) | |
| Deposit in Transit | | |
| April 30, 2022 | ADJ BANK BALANCE | 9,653.17 |

CAFETERIA FUND - EMBASSY BANK

| | | | |
|----------------|------------------|-------------|-------------|
| April 1, 2022 | | | 40,711.81 |
| | Receipts | 19,941.76 | |
| | Transfers | | |
| | Interest | 0.74 | 19,942.50 |
| | Disbursements | (12,462.58) | |
| | Void Check | 0.00 | (12,462.58) |
| April 30, 2022 | ADJ BOOK BALANCE | | 48,191.73 |

BANK RECONCILIATION

April 30, 2022

| | | |
|--------------------|------------------|-----------|
| Bank Balance | 48,173.83 | |
| Memos | 0.00 | |
| Outstanding Checks | 0.00 | |
| Deposit in Transit | 17.90 | |
| April 30, 2022 | ADJ BANK BALANCE | 48,191.73 |

ADULT EDUCATION FUND - EMBASSY BANK

| | | | |
|----------------|------------------|------------|------------|
| April 1, 2022 | | | 229,913.78 |
| | Receipts | 7,346.65 | |
| | PLGIT Transfers | 0.00 | |
| | Interest | 4.70 | 7,351.35 |
| | Disbursements | (7,435.78) | |
| | Void Checks | | |
| | PLGIT Transfer | 0.00 | (7,435.78) |
| April 30, 2022 | ADJ BOOK BALANCE | | 229,829.35 |

BANK RECONCILIATION

April 30, 2022

| | | |
|--------------------|------------------|------------|
| Bank Balance | 229,829.35 | |
| Memos | 0.00 | |
| Outstanding Checks | 0.00 | |
| Deposit in Transit | 0.00 | |
| April 30, 2022 | ADJ BANK BALANCE | 229,829.35 |

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

June 15, 2022

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2022

STUDENT ACTIVITY ACCT - EMBASSY BANK

| | | | |
|----------------|--------------------|------------|------------|
| April 1, 2022 | | | 45,409.39 |
| | Receipts | 6,062.24 | |
| | Other | | |
| | Interest | 0.97 | 6,063.21 |
| | Disbursements | (6,657.96) | |
| | Other--Ret'd Check | 0.00 | |
| | Voided Check | | (6,657.96) |
| April 30, 2022 | ADJ BOOK BALANCE | | 44,814.64 |

BANK RECONCILIATION

| | | | |
|--------------------|------------------|-----------|-----------|
| | April 30, 2022 | | |
| Bank Balance | | 45,167.24 | |
| Outstanding Checks | | (397.60) | |
| Deposit in Transit | | 45.00 | |
| April 30, 2022 | ADJ BANK BALANCE | | 44,814.64 |

REPORT OF DEPOSITORIES

April 30, 2022

EMBASSY BANK

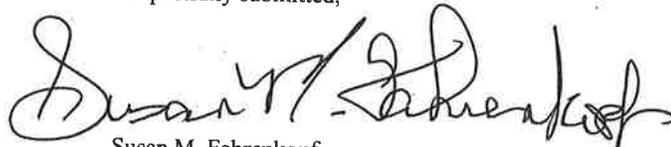
| | |
|-----------------------|--------------|
| General Fund | 2,827,864.38 |
| Capital Reserve | 135,998.58 |
| Payroll Account | 25,464.80 |
| Cafeteria Fund | 48,173.83 |
| Adult Ed. Fund | 229,829.35 |
| Student Activity Fund | 45,167.24 |

PLGIT

| | | |
|-------------------------|--------------|--------------|
| PLGIT General Fund | 195,657.90 | |
| PLGIT CD (General Fund) | 0.00 | 195,657.90 |
| PLGIT Capital Reserve | 2,750,677.06 | |
| PLGIT CD (Cap Reserve) | 0.00 | 2,750,677.06 |
| PLGIT Adult Fund | 0.00 | |
| PLGIT CD (Adult Fund) | 0.00 | 0.00 |

TOTAL BANK BALANCES 6,258,833.14

Respectfully submitted,



Susan M. Fahrenkopf
 Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through June 15, 2022 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY: Director Faccinetto

SECOND BY: Director Gogel

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

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

REPORT DATE
6/15/2022

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

| CHECK DATE | PREPAY | CHECK NUMBER | VENDOR | CHECK AMOUNT | DESCRIPTION |
|------------|--------|--------------|---|--------------|---------------------------------------|
| 5/4/2022 | Y | 30644 | DIRECT ENERGY BUSINESS | \$ 1,124.75 | GAS SERVICE |
| 5/4/2022 | Y | 30645 | HOME DEPOT CREDIT SVCS. | \$ 834.78 | MAINTENANCE SUPPLIES |
| 5/4/2022 | Y | 30646 | PP&L | \$ 220.32 | ELECTRIC SERVICE |
| 5/4/2022 | Y | 30647 | QUADRIENT LEASING USA INC. | \$ 750.00 | POSTAGE MACHINE & METER LEASING |
| 5/4/2022 | Y | 30648 | UGI UTILITIES | \$ 1,037.13 | GAS SERVICE |
| 5/4/2022 | Y | 30649 | VERIZON WIRELESS | \$ 349.35 | CELL PHONES |
| 5/11/2022 | Y | 30650 | DIRECT ENERGY BUSINESS | \$ 758.84 | GAS SERVICE |
| 5/11/2022 | Y | 30651 | JENNIFER MCGRAW | \$ 2,941.00 | TUITION REIMBURSEMENT |
| 5/11/2022 | Y | 30652 | PP&L | \$ 17,828.96 | ELECTRIC SERVICE |
| 5/11/2022 | Y | 30653 | SCOTT FERRY | \$ 2,104.00 | TUITION REIMBURSEMENT |
| 5/11/2022 | Y | 30654 | SEAROCK'S LAWN CARE | \$ 1,600.00 | LAWN SERVICE |
| 5/11/2022 | Y | 30655 | UGI UTILITIES | \$ 1,525.19 | GAS SERVICE |
| 5/17/2022 | Y | 30656 | BETHLEHEM TOWNSHIP | \$ 54.00 | SEWER |
| 5/17/2022 | Y | 30657 | CITY OF BETHLEHEM | \$ 2,102.48 | WATER/SEWER |
| 5/17/2022 | Y | 30658 | DONALD HEPTNER | \$ 2,104.00 | TUITION REIMBURSEMENT |
| 5/17/2022 | Y | 30659 | EMILY HOUGH | \$ 2,941.00 | TUITION REIMBURSEMENT |
| 5/17/2022 | Y | 30660 | SARINA HAMPTON | \$ 2,941.00 | TUITION REIMBURSEMENT |
| 5/17/2022 | Y | 30661 | WINDSTREAM, FORMERLY EARTHLINK BUSINESS | \$ 959.54 | PHONE SERVICE |
| 5/18/2022 | Y | 30662 | CANON FINANCIAL SERVICES, INC. | \$ 6,019.94 | LEASE PAYMENT & COPIER FEES |
| 5/18/2022 | Y | 30663 | EMBASSY BANK | \$ 6,877.28 | SUPPLIES, FOOD, TRAVEL EXP, ETC. |
| 5/25/2022 | Y | 30664 | JENIFER STILGENBAUER | \$ 2,898.00 | TUITION REIMBURSEMENT |
| 5/25/2022 | Y | 30665 | LOWES BUSINESS ACCOUNT | \$ 329.78 | HOUSE PROJECT SUPPLIES |
| 5/25/2022 | Y | 30666 | WEX BANK | \$ 353.65 | GAS |
| 6/1/2022 | Y | 30667 | HOME DEPOT CREDIT SVCS. | \$ 5,011.48 | MAINT/INSTRUCT/HOUSE PROJECT SUPPLIES |
| 6/1/2022 | Y | 30668 | UGI UTILITIES | \$ 431.93 | GAS SERVICE |
| 6/7/2022 | Y | 30669 | DIRECT ENERGY BUSINESS | \$ 433.77 | GAS SERVICE |
| 6/7/2022 | Y | 30670 | PP&L | \$ 18,239.87 | ELECTRIC |
| 6/7/2022 | Y | 30671 | SEAROCK'S LAWN CARE | \$ 3,200.00 | LAWN SERVICE |
| 6/7/2022 | Y | 30672 | VERIZON WIRELESS | \$ 349.14 | CELL PHONES |
| 6/15/2022 | | 30673 | A.J. TRUNZO | \$ 7,518.75 | WATER MAIN REPAIR |
| 6/15/2022 | | 30674 | ACTION PARTY RENTALS | \$ 563.25 | LINEN SUPPLIES |
| 6/15/2022 | | 30675 | ADVANCE AUTO PARTS | \$ 10,474.43 | AUTO TECH SUPPLIES |

| | | | | | |
|-----------|-------|--|----|----------|---|
| 6/15/2022 | 30713 | GREATER L.V. CHAMBER OF COMMERCE | \$ | 424.00 | MEMBERSHIP FEE |
| 6/15/2022 | 30714 | HIGHMARK BLUE SHIELD | \$ | 1,101.64 | JUNE 2022 VISION |
| 6/15/2022 | 30715 | HOSA - FUTURE HEALTH PROFESSIONALS | \$ | 20.00 | ADVISOR AFFILIATION FEE |
| 6/15/2022 | 30716 | INTEGRA ONE | \$ | 277.40 | TECHNOLOGY SERVICES |
| 6/15/2022 | 30717 | INTEGRITEC INC. | \$ | 210.00 | WATER TREATMENT |
| 6/15/2022 | 30718 | JACK WILLIAMS TIRE | \$ | 453.00 | FIAT TIRES |
| 6/15/2022 | 30719 | JAMECO ELECTRONICS | \$ | 317.02 | ELECTRONICS SUPPLIES |
| 6/15/2022 | 30720 | JAMF SOFTWARE LLC | \$ | 2,000.00 | TECHNOLOGY PROFESSIONAL DEVELOPMENT |
| 6/15/2022 | 30721 | JEFFREY BOWER | \$ | 47.40 | MILEAGE REIMBURSEMENT |
| 6/15/2022 | 30722 | JENNINGS TRANSPORTATION CORP | \$ | 519.40 | BUS TRANSPORTATION - FIELD TRIP MED SCI |
| 6/15/2022 | 30723 | KELLEY BROS LOCKBOX | \$ | 917.00 | MAINTENANCE SUPPLIES - DOOR PARTS |
| 6/15/2022 | 30724 | KEYSTONE AUTOMOTIVE | \$ | 119.60 | AUTO COLLISION SUPPLIES |
| 6/15/2022 | 30725 | KING SPRY HERMAN FREUND FAUL | \$ | 2,730.17 | SOLICITORS FEES |
| 6/15/2022 | 30726 | KNOWBE4 INC | \$ | 6,867.30 | TECHNOLOGY SECURITY TRAINING |
| 6/15/2022 | 30727 | KURTIS SAMSON | \$ | 41.49 | REIMBURSEMENT - CLASS SUPPLIES |
| 6/15/2022 | 30728 | L.V. JANITORIAL SUPPLY | \$ | 169.40 | MAINTENANCE SUPPLIES |
| 6/15/2022 | 30729 | LAFAYETTE COLLEGE | \$ | 2,175.00 | SPRING TUITION - ENGINEERING STUDENTS |
| 6/15/2022 | 30730 | LUCRECIA SANTIAGO | \$ | 75.00 | COSMO KIT REFUND |
| 6/15/2022 | 30731 | MACGILL & CO. | \$ | 326.69 | HEALTH CAREERS SUPPLIES |
| 6/15/2022 | 30732 | MACINTOSH LINEN SERVICE | \$ | 814.20 | CULINARY SUPPLIES |
| 6/15/2022 | 30733 | MOYER PEST CONTROL | \$ | 240.72 | PEST CONTROL |
| 6/15/2022 | 30734 | MYBINDING | \$ | 470.00 | GRAPHICS - REPAIR PERFECT BINDING MACHINE |
| 6/15/2022 | 30735 | NAPA AUTO PARTS | \$ | 149.32 | AUTO TECH SUPPLIES |
| 6/15/2022 | 30736 | NATIONAL RESTAURANT ASSOC. SOLUTIONS LLC | \$ | 2,631.93 | CULINARY BOOKS |
| 6/15/2022 | 30737 | NAZARETH PRODUCE | \$ | 60.00 | BAKING SUPPLIES |
| 6/15/2022 | 30738 | NCC | \$ | 261.00 | HEALTH CAREERS CERTIFICATIONS |
| 6/15/2022 | 30739 | NOCTI | \$ | 189.00 | EVALUATION GUIDES |
| 6/15/2022 | 30740 | NORTHEAST JANITORIAL | \$ | 3,611.45 | MAINTENANCE SUPPLIES |
| 6/15/2022 | 30741 | PACTA | \$ | 1,016.00 | MEMBERSHIP DUES |
| 6/15/2022 | 30742 | PASBO | \$ | 75.00 | EVENT REGISTRATION - PROF. DEVELOPMENT |
| 6/15/2022 | 30743 | PENN HOSA | \$ | 425.00 | STUDENT REGISTRATION - HOSA ILC |
| 6/15/2022 | 30744 | PENN JERSEY PAPER CO. | \$ | 824.10 | MAINTENANCE SUPPLIES |
| 6/15/2022 | 30745 | PENN STATE -- | \$ | 713.00 | NOCTI TESTS |
| 6/15/2022 | 30746 | POCONO MOUNTAIN DAIRIES | \$ | 144.48 | BAKING SUPPLIES |
| 6/15/2022 | 30747 | PRAXAIR DISTRIBUTION | \$ | 4,567.02 | WELDING SUPPLIES |
| 6/15/2022 | 30748 | PRINT GRAPHICS INC. | \$ | 2,478.44 | LASER CHECKS |
| 6/15/2022 | 30749 | QUALITY FINISH SERVICES | \$ | 386.05 | AUTO COLLISION SUPPLIES |

| | | | | | |
|-----------|-------|-------------------------------------|----|----------------------|--------------------------------------|
| 6/15/2022 | 30750 | QUILL CORP. | \$ | 2,894.77 | INST. PROGRAMS AND OFFICE SUPPLIES |
| 6/15/2022 | 30751 | READY REFRESH | \$ | 190.05 | BOTTLED WATER |
| 6/15/2022 | 30752 | S. AGENTIS & MR. ROOTER | \$ | 314.00 | ANNEX DRAIN LINE SERVICE |
| 6/15/2022 | 30753 | SAFETY KLEEN | \$ | 339.41 | SHOP MACHINE CLEANING |
| 6/15/2022 | 30754 | SAN MAR CORPORATION | \$ | 1,273.72 | TIE-DYED SHIRTS & UNIFORMS |
| 6/15/2022 | 30755 | Void | \$ | - | Void |
| 6/15/2022 | 30756 | SDIC | \$ | 63.87 | WORKER'S COMP |
| 6/15/2022 | 30757 | SHERATON HOTEL | \$ | 5,090.69 | HOTEL FOR HOSA NATIONALS |
| 6/15/2022 | 30758 | ST LUKE'S HOSPITAL & HEALTH NETWORK | \$ | 45.00 | EMPLOYEE SCREENING |
| 6/15/2022 | 30759 | STATE CHEMICAL | \$ | 281.89 | DRAIN MAINTENANCE PROGRAM |
| 6/15/2022 | 30760 | STEPHANIE MILLER | \$ | 75.00 | COSMO KIT REFUND |
| 6/15/2022 | 30761 | STOTZ & FATZINGER | \$ | 677.98 | SCHOOL NURSE SUPPLIES |
| 6/15/2022 | 30762 | STRIVVEN MEDIA LLC | \$ | 3,925.00 | CAREER SOFTWARE |
| 6/15/2022 | 30763 | THE MORNING CALL | \$ | 1,172.39 | LEGAL AD |
| 6/15/2022 | 30764 | TK ELEVATOR CORPORATION | \$ | 575.00 | MAINTENANCE SERVICE |
| 6/15/2022 | 30765 | TYLER TECHNOLOGIES INC. | \$ | 11,149.70 | ANNUAL SOFTWARE FEES |
| 6/15/2022 | 30766 | U.S. FOODSERVICE | \$ | 1,827.32 | CULINARY & BAKING SUPPLIES |
| 6/15/2022 | 30767 | UHRIG CONSTRUCTION INC. | \$ | 4,500.00 | ANNEX CLASSROOM EXPANSION |
| 6/15/2022 | 30768 | ULINE | \$ | 9,104.23 | INSTRUCTIONAL & MAINTENANCE SUPPLIES |
| 6/15/2022 | 30769 | UNGER | \$ | 470.69 | BAKING SUPPLIES |
| 6/15/2022 | 30770 | UNIFORMS USA | \$ | 797.04 | CULINARY UNIFORMS |
| 6/15/2022 | 30771 | UNITED SITE SERVICES | \$ | 340.00 | PORTABLE TOILET |
| 6/15/2022 | 30772 | UNIVERSAL AIR SYSTEMS | \$ | 9,385.00 | WELDING EQUIPMENT |
| 6/15/2022 | 30773 | VALLEY YOUTH HOUSE | \$ | 2,762.50 | MENTAL HEALTH SERVICES |
| 6/15/2022 | 30774 | W.W. GRAINGER | \$ | 6,278.42 | MAINTENANCE SUPPLIES |
| 6/15/2022 | 30775 | WAREHOUSE BATTERY OUTLET | \$ | 625.86 | MAINTENANCE SUPPLIES |
| 6/15/2022 | 30776 | WILSON PRODUCTS | \$ | 894.00 | CYLINDER RENTALS |
| 6/15/2022 | 30777 | BAVTS AUTHORITY | \$ | 5,863.08 | DISBURSE REMAINING FUNDS |
| 6/15/2022 | 30778 | CENTRAL SUSQUEHANNA I.U. | \$ | 1,900.00 | SOFTWARE SUBSCRIPTION |
| 6/15/2022 | 30779 | CHRIN HAULING, INC | \$ | 1,244.50 | TRASH REMOVAL AND RECYCLING |
| 6/15/2022 | 30780 | PSBA/CO ACCOUNTS RECEIVABLE | \$ | 2,825.00 | MEMBERSHIP DUES & POLICY MAINTENANCE |
| | | TOTAL | | \$ 534,160.47 | |

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

June 15, 2022

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 Jaime Vlasaty, Superintendent of the Saucon Valley School District, be appointed as Superintendent of Record for Bethlehem Area Vocational-Technical School for the 2022-23 school term from July 1, 2022 through June 30, 2023.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 15, 2022

2. ELECTION OF SOLICITOR

RECOMMENDATION:

That the firm of King, Spry, Herman, Freund & Faul, LLC be elected as Solicitors for the Bethlehem AVTS for 2022-2023 beginning July 1, 2022 through June 30, 2023, and that Administration be authorized to execute the proposed agreement.

The attached agreement reflects an increase in non-litigation matters from \$145 to \$155. All other terms are the same as the current Agreement other than insurance rates which are set by the insurance companies.

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



June 5, 2022

JEROME B. FRANK
DONALD F. SPRY II
KIRBY G. UPRIGHT, LLM, CPA
KENT H. HERMAN
JOHN E. FREUND, III
GLENN A. 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 2022-2023

Dear Susan:

Pursuant to your request, enclosed is a proposed Fee Agreement (Agreement) for the period July 1, 2022 to June 30, 2023. We propose an increase from \$145 to \$155/per hour for non-litigation matters. The retainer and litigation rate remains the same.

Some of the insurance rates have changed, but, those rates are set by the insurance companies.

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., LLM
RICHARD J. SHIROFF

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

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

**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 _____ 2022, 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 \$170 per hour for professional tasks and \$90 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 | AIGP | WRM | CHUBB |
|-----------------|-----------------|-----------------|-----------------|
| \$185/Partner | \$ 210 Partner | \$165/Partner | \$250/Partner |
| \$185/Associate | \$185 Associate | \$165/Associate | \$200/Associate |
| \$90/Paralegal | \$90/Paralegal | \$80/Paralegal | \$125/Paralegal |

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

| ACE | Ohio Casualty |
|-----------------|-----------------|
| \$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 \$3,500,000 | \$5,000.00 - Flat |
| Between \$3,500,000 to 10,000,000 | .0015 x total issue up to \$10,000,000 |
| Over \$10,000,000 to 35,000,000 | Above multiplier plus .0010 x issue over \$10,000,000 |
| Over \$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. KSHFF acts as bond counsel. 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.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

3. STAFFING

RECOMMENDATION:

a. That the following appointments be approved:

James Gurcsik

Position: Culinary Event Management Instructor
(replacement for Thomas Rutherford)
Salary/Benefits: \$83,864.96 (Column F, Step 2), for the 2022-2023
school year, with benefits in Accordance with
the Professional Employee Benefit Package.
Effective: TBD to accommodate summer hours, pending
receipt of all required paperwork; salary and
benefits effective start of 2022-2023 school year

Meri Lindenmuth

Position: Graphic Communications Instructor
(replacement for Dana Huber)
Salary/Benefits: \$65,792.53 (Column A, Step 9), for the 2022-2023
school year, with benefits in accordance with the
Professional Employee Benefit Package.
Effective: August 1, 2022 to accommodate summer
hours, pending receipt of all required paperwork;
salary and benefits effective start of 2022-2023
school year

Reece Anderson

Position: Summer Technology Assistant
Salary/Benefits: \$12.50 per hour, no benefits
Effective: June 13, 2022 – August 19, 2022, pending receipt of
all required paperwork

Dana Huber

Position: Full-time Supervisor of Lifelong Learning
Salary/Benefits: \$91,270.14, for the 2022-2023 school year, with
benefits in accordance with Employment
Agreement
Effective: July 1, 2022

b. That the Executive Director be authorized to execute the attached
employment agreement with Dana Huber, Full-time Supervisor of
Lifelong Learning.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

3. STAFFING, Cont'd.

RECOMMENDATION, Cont'd.:

- c. That the Executive Director be authorized to hire substitutes for the 2022-2023 school year, with ratification to be performed at the following meeting.
- d. That the following individual be granted a Family Medical Leave:

Employee #0362: Effective 4/26/22 - 6/7/22 (6 weeks)
- e. That Employee #0465 be reinstated, effective December 8, 2021.
- f. That the settlement agreement between Bethlehem Area Vocational-Technical School and Employee #0465 be approved. This agreement has been reviewed by the solicitor and approved by all parties. The agreement will be made available to the Joint Committee members at the meeting.
- g. That the resignation of Daniel Mirza, Automotive Technology Instructor, be accepted, effective June 15, 2022.
- h. That the termination of Employee #0354 be effective June 16, 2022.
- i. That the effective date for Dean Ruch, incoming School-to-Career Coordinator, be adjusted to July 1, 2022 to accommodate summer hours for training and curriculum planning. As previously approved, salary and benefits will be effective at the start of the 2022-2023 school year. (The Executive Director was authorized to adjust this date at the May meeting; however, the exact date had not yet been determined).

MOTION BY: Director Faccinetto
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
 Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
 Dettmar - seven; 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 15th day of June, 2022 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 15th day of June, 2022, 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, 2022 through June 30, 2023, 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
{00661867}

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, 2022, the annual salary of the Employee shall be \$91,270.14. The salary is based upon 208 work days (or equivalent subject to the approval of the Executive Director) between the period July 1, 2022 through June 30, 2023.

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 2022 and July 2023.

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

{00661867}

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 15, 2022

4. SUPPORT STAFF SALARY ADJUSTMENTS

RECOMMENDATION:

That the Cafeteria Staff wages for 2022-23 school year be approved as follows:

| | | |
|----------------|--|---------|
| Shirley Gehman | School Lunch/Breakfast Program Coordinator | \$23.01 |
| Tracy Kleintop | Cafeteria Lunch Utility Person | \$12.75 |

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

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

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

5. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the attached update to the Supervisor of Lifelong Learning job description as presented.

This is the first reading of this job description.

- Supervisor of Lifelong Learning

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

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

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

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

Position Title: Supervisor of Lifelong Learning

GENERAL POSITION REQUIREMENTS

Education/Certification Bachelor's degree in related field; Masters degree or Program Planning Certification (CPP) for Continuing Education preferred.

Machinery/Equipment Computer, printer, copier, telephone, fax, calculator

Other (skills) Microsoft Office mastery (Word, Excel, PowerPoint, Access, and Outlook), excellent organizational skills, excellent communication skills (verbal and written), effective personnel management skills required. Adult vocational program coordination experience preferred; minimum three years experience as business/education liaison and/or program/curricula developer for adult vocational technical training programs preferred.

Reports to Executive Director

JOB SUMMARY

Supervise and administer all aspects of Continuing Education training programs including general evening/weekend options, business/industry customized training, community agency contracts and individual agreements; develop and market training options leading to employment/ professional certification. Oversee coordination of adult student data required by state/local funding sources.

Supervises Continuing Education Clerical Staff, and Instructors.

Position Title Supervisor of Lifelong Learning

Updated: 6/9/22

Joint Committee Action:

ESSENTIAL JOB FUNCTIONS

- Supervises the daily operation of adult educational activities in the school.
- Oversees registration, payment, data management, transcripts, PIMS and IRS reporting
- Implements and nurtures relationships with regional workforce development and employment agencies.
- Coordinates training partnerships with local companies, professional organizations and agencies.
- Oversees the monitoring of adult industry credential testing when warranted.
- Oversees annual state and local agency reporting requirements for adult programs.
- Oversees the quality and delivery of all adult instructional programs.
- Works with staff to ensure that lab safety is practiced and documentation is provided.
- Supervises the maintenance of adult student attendance and evaluation system and procedures.
- Oversees program marketing activities and expenses.
- Researches, develops, plans and maintains instructional programs that meet regional workforce demands.
- Creates opportunities for secondary students to participate in adult programming.
- Aligns adult training programs with recognized industry certifications.
- Authors, executes, monitors and finalizes all contract training offered through the department.
- Authors and monitors equipment-related grants offered through various entities.
- Coordinates appropriate budgets and expenditures of funds with the Business Administrator for all adult instructional programs.
- Generate instructional contracts for adult program.
- Prepare instructor materials for start and end of classes.
- Assist instructors with set-up of room and/or equipment as needed.
- Reviews and authorizes purchase requisitions.
- Authors, executes, and/or monitors all training-related invoices.
- Recommends candidates for instructional positions to the Joint Committee.
- Supervises the hiring/termination of all departmental staff.
- Performs all departmental personnel evaluations.
- Other duties as assigned by the Executive Director.

TERMS OF EMPLOYMENT

10-month plus employee. Benefits in accordance with the employment agreement. Continued employment/annual appointment subject to the continued profitability of the Continuing Education program and satisfactory evaluation.
Expected Annual Term of Employment (if re-appointed) – July 1 through June 30
Performance will be evaluated by the Executive Director.

Position Title

Supervisor of Lifelong Learning

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF
FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

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

BODY MOVEMENTS

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

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

Signature

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

6. SUMMER CUSTODIAL SUBSTITUTES

RECOMMENDATION:

That the individuals listed below be approved as summer custodial substitutes for the summer of 2022, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at a rate of \$12.50 per hour, pending receipt of all required paperwork.

Riley Bingaman
Dominic Pinho

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

7. SUMMER EMPLOYMENT – PROFESSIONAL STAFF

RECOMMENDATION:

That the following individuals be employed during the summer of 2022 at the rate specified:

| Name | Description | Quantity | Rate |
|----------------------|--------------------------------------|--|--------|
| Emily Hough | Computer Camp | Not to exceed 38 hours | 38.10* |
| Sarina Hampton | Computer Camp | Not to exceed 38 hours | 38.10* |
| Scott Ferry | Computer Camp | Not to exceed 20 hours | 38.10* |
| Heather Burkhart | Computer Camp | Not to exceed 20 hours | 38.10* |
| Jenifer Stilgenbauer | Curriculum | Up to 20 hours (with prior approval by Administration) | 38.10* |
| Meri Lindenmuth | Training/Summer Printing | Not to exceed 120 hours (additional hours with prior approval of Executive Director) | 38.10* |
| James Gursik | Culinary Event Management Instructor | Up to 28 hours per week | 38.10* |

*Listed is 2021-22 rate. 2022-23 rate will apply when calculated. Hourly rate for professional staff is based on 2021-2022 salary schedule in the event work is performed in June. Actual hourly rate paid will be based on appropriate salary schedule when available and work is performed.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15 2022

8. 2022-2023 STIPEND POSITIONS

RECOMMENDATION:

That the following professional staff stipend positions for 2022-2023 be approved as presented:

| STIPEND DESCRIPTION | NAME | AMOUNT |
|---------------------------------------|----------------------|---------------|
| SkillsUSA - Advisor A | Angela Thom | 1,784.61 |
| SkillsUSA - Advisor B | John Karb | 1,784.61 |
| SkillsUSA - Advisor C | Sarina Hampton | 1,784.61 |
| SkillsUSA - Advisor D | Brian Moser | 1,784.61 |
| HOSA - Advisor A | Moreen Wheatley | 1,784.61 |
| HOSA - Advisor B | Jenifer Stilgenbauer | 1,784.61 |
| National Tech Honor Society - Advisor | Dario Chavez | 1,129.31 |
| Lead Teacher for Induction | Glenn Milositz | 1,338.99 |
| Committee Chair - Marketing | Heather Burkhart | 1,362.26 |
| Committee Chair - Wellness | Heather Chilcote | 1,362.26 |
| Supplemental First Aid Officer | Jenifer Stilgenbauer | 500.00 |
| Supplemental First Aid Officer | Melodie Bloszinsky | 500.00 |

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

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

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

9. 2022-2023 SUBSTITUTE EMPLOYEE SALARY SCHEDULE
RECOMMENDATION:

It is recommended that the Joint Committee approve the Substitute Employee Salary Schedule for 2022-2023.

**Bethlehem Area Vocational-Technical School
Substitute Employee Salary Schedule
2022-2023**

Substitute Teacher

| | | |
|-----------|----------|--------------|
| Full Day | | |
| 1-10 days | \$115.00 | per day |
| 11 + days | \$125.00 | per day |
| Half Day | | |
| 1-10 days | \$65.00 | per half day |
| 11 + days | \$75.00 | 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 Aid 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 Faccinetto
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

10. 2022-2023 CAFETERIA SUBSTITUTE

RECOMMENDATION:

That the following individual be approved as cafeteria substitute for the 2022-2022 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 Faccinetto

SECOND BY: Director Makary

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,

Dettmar - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

11. ADMINISTRATIVE SUPPORT AGREEMENT

RECOMMENDATION:

That the Administrative Support Agreement for the period July 1, 2022 to June 30, 2026, be approved by the Joint Committee.

The Agreement will be made available to the Joint Committee members at the meeting.

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

**AGREEMENT BETWEEN THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
AND
THE ADMINISTRATIVE SUPPORT EMPLOYEES OF THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
July 1, 2022 – June 30, 2026**

TABLE OF CONTENTS

| | |
|--|----|
| TABLE OF CONTENTS | 1 |
| ARTICLE I - AGREEMENT | 2 |
| ARTICLE II - TERM OF AGREEMENT | 2 |
| ARTICLE III – MEET AND DISCUSS | 2 |
| ARTICLE IV – SAVINGS CLAUSE | 2 |
| ARTICLE V – RIGHTS OF EMPLOYEES | 2 |
| ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES | 3 |
| ARTICLE VII – COMPENSATION..... | 4 |
| ARTICLE VIII – PAYROLL DEDUCTIONS..... | 5 |
| ARTICLE IX – VACANCIES | 5 |
| ARTICLE X – WORKING CONDITIONS | 6 |
| ARTICLE XI – PERSONAL FREEDOM | 6 |
| ARTICLE XII – INSURANCE AND OTHER EMPLOYEE BENEFITS..... | 7 |
| ARTICLE XIII – LEAVES OF ABSENCE..... | 8 |
| ARTICLE XIV – VACATIONS-HOLIDAYS | 10 |
| ARTICLE XV – COMPLAINT PROCEDURE..... | 12 |
| ARTICLE XVI – TUITION REIMBURSEMENT..... | 13 |
| ARTICLE XVII – RETIREMENT BONUS | 14 |

ARTICLE I — AGREEMENT

This Agreement entered into this ____ day of _____, 2022 by and between the Joint Committee, hereinafter called the "Board", of the Bethlehem Area Vocational-Technical School, Bethlehem, Pennsylvania, hereinafter called the "School", and the Administrative Support Employees of the Bethlehem Area Vocational-Technical School, hereinafter called " Employee" or "Employees", singularly or collectively. The Administrative Support Employee Group includes the Administrative Assistants (to the Executive Director and to the Business Administrator), the SIS/Data Coordinator, and the First Aid Officer.

ARTICLE II - TERM OF AGREEMENT

The term of this Agreement will begin on July 1, 2022, and will continue in full force and effect until June 30, 2026, or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended ending date will be evidenced by an amendment to this Agreement. To this amendment, both parties will signify their approval by affixing their signatures thereto.

ARTICLE III — MEET AND DISCUSS

The Board agrees to meet and discuss with representatives of the Employees concerning the term and conditions of employment for the Employees.

ARTICLE IV – SAVINGS CLAUSE

If any provision of this Agreement, or any application of this Agreement to any Employee or groups of Employees, is held to be contrary to law, then such provision or application will not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

ARTICLE V — RIGHTS OF EMPLOYEES

- A. No Employee will be disciplined, discharged or reduced in position or compensation without due process as provided by law.
- B. Whenever any Employee is required to appear before the Superintendent of Record, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that Employee in his/her position

or employment, or the salary pertaining thereto, he/she will be given, where feasible, notice of the reasons for such meeting or interview and will be entitled, if he/she so desires, to have a representative of the Employees present to advise and represent the Employee during such meeting or interview. If the Board has legal counsel present, the Employee also will be entitled to have legal counsel present.

- C. No reprisals of any kind will be taken by the Board or any members of the administration against any party in interest, any representatives or any member of the Employees, by reason of participation in such a meeting or interview, or the Complaint Procedure.
- D. Nothing contained herein will be construed to deny or restrict to any Employee, or to the Board, such rights as they may have under the Public School Code of 1949 as amended, or other applicable laws.
- E. Seniority is the length of service with the School. Each position covered by the Agreement maintains separate and distinct seniority. Any Employee laid off will retain his/her seniority for a one (1) year period. In case of layoff, or return to work following layoff, the principle of seniority will prevail.
- F. Any employee discharged will be paid in full all wages owed him/her by the Joint Committee, including earned vacation pay, if any, on or before the next regularly scheduled payday.

ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES

- A. Whenever an Employee, as the Complainant, is mutually scheduled by the parties to participate in Complaint proceedings during working hours, the Employee will suffer no loss in pay.
- B. The Board will permit the Employees, upon request, reasonable use of school buildings for meetings, and reasonable use of school computers, fax, copiers, e-mail and mailboxes. The School will charge the Employees the cost of supplies consumed for personal use or the Employees will provide their own supplies.
- C. The provisions of this Agreement will be applied without regard to race, creed, religion, color, national origin, age, sex, or disability.

ARTICLE VII - COMPENSATION

- A. Employees shall be evaluated, at a minimum, once per year in the month of May by their immediate supervisor. Employees receiving a Satisfactory rating are entitled to an increase in annual salary, as follows:

2022 – 2023 increase incorporated into annual salary effective July 1, 2022 as listed below:

\$57,584.48 – Administrative Assistant to Business Administrator
\$56,892.30 – Administrative Assistant to Executive Director
\$55,021.44 – SIS/Data Coordinator
\$44,278.34 – First Aid Officer

| | |
|-------------|------|
| 2023 – 2024 | 3.0% |
| 2024 – 2025 | 3.0% |
| 2025 – 2026 | 3.0% |

- B. **Travel Expenses** - Employees required, in the course of their work, to drive personal vehicles from one (1) school building to another, will receive reimbursement at the prevailing IRS rate. This same allowance will be given for the use of personal vehicles for other business of the School.
- C. **Method of payment** — Each 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.

All Employees are required to enroll in direct deposit of paychecks at the time of hire.

- D. **Overtime** — Any Employee required to work beyond forty (40) hours per week will be paid one and one-half (1½) times his/her hourly wage for such overtime. Overtime work can either be compensated at the agreed to rate, or taken as compensatory time at the discretion of the Employee with three (3) days prior notice submitted to the Administrator in Charge of Employees. Compensatory time will be at the rate of one (1) hour worked equals one and one-half (1½) hour of compensatory time. A maximum of twenty-four (24) earned compensatory hours may be used within 30 days of earning them, and any unused compensatory hours will be paid as overtime pay at one and one-half (1½) times the hourly rate for each hour of overtime worked.

If no election of compensatory time is made within five (5) days, the Employee will receive his or her additional hours, above those of forty (40) hours per week, as overtime pay.

- E. **Accumulated Sick Leave** — Upon retirement or death and with a minimum of ten (10) years of service at the School, Employee or Employee's estate will receive a payment for each day of accumulated unused sick days up to a maximum of 275 days. The rate per day shall be equal to the rate in the current Teachers' Bargaining Unit (BAVTSEA) agreement. The sum total of these dollars will be placed into a special employer contributed 403(b) plan.

The value of all unused sick leave payments accrued at the time of separation from employment (other than disciplinary termination) payable after July 1, 2008, will be contributed as an employer contribution by the School into a Section 403(b) account 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.

Each Employee will be responsible for determining and notifying the School of the amount permissible by law. Except as may be required by law, the School's sole responsibility will be to follow the Employee's directive.

ARTICLE VIII— PAYROLL DEDUCTIONS

The Board agrees to make payroll deductions to the Bethlehem Teachers' Federal Credit Union available for all Employees on a voluntary basis. A payroll deduction authorization form for this purpose will be submitted by the Employee to the School's Business Office.

ARTICLE IX — VACANCIES

- A. Notices of all vacancies will be e-mailed to Employees and will be posted for five (5) working days. Employees will have an opportunity to apply for said vacancies. The appointment will be made at the discretion of the Board, but will consider experience, competency, and seniority, within ninety (90) days. Any new position will be posted with accompanying job description, qualifications, and salary, and a copy of same will be provided to the Employees' President or designee on or before the date of posting.
- B. In the event that short-term vacancies occur, or that duties arise which are of a temporary nature, the Board has the right to hire substitutes to perform the required duties. Short-term will be defined as less than ninety (90) work days.

ARTICLE X — WORKING CONDITIONS

- A. Employees will not be required to work under unsafe or hazardous conditions, or to perform tasks which are unhealthy or unsafe.
- B. Employees will not be required to transport students in the Employee's personal vehicle.
- C. For **Administrative Assistant** Employees and the **SIS/Data Coordinator**, a normal working day is seven and one-half (7 1/2) hours, including a duty-free thirty (30) minute paid lunch and two (2) fifteen (15) minute paid breaks, or a one (1) hour paid lunch break.

For the **First Aid Officer**, a normal working day is seven hours and twenty minutes (7:20), including a duty-free thirty (30) minute paid lunch.

- D. Inclement Weather - When school is closed due to snow or other inclement weather, **Administrative Assistant** Employees and the **SIS/Data Coordinator** covered by this Agreement will be expected to report to work unless otherwise directed to do so by the Executive Director or designee. The **First Aid Officer** will follow the directions given by the Executive Director or designee for Instructional Assistants. Employees will suffer no loss of pay for cancelled days.

In the event of an early dismissal due to inclement weather, Employees will receive a full day's pay.

- E. The work year for **Administrative Assistants** and the **SIS/Data Coordinator** is defined as July 1 through June 30 excluding Saturday and Sunday. The work year is 259, 260, 261 or 262 days depending on the year.

The work year for the **First Aid Officer** is defined as the professional staff year defined by the Agreement with the BAVTSEA.

- F. A normal work day for an **Administrative Assistant** and the **SIS/Data Coordinator** assigned to work a 4-day week, instead of a 5-day week, will be calculated as described in the agreement with the BAVTS Clerical Group.

ARTICLE XI — PERSONAL FREEDOM

- A. The personal life of an Employee is not an appropriate concern of the Board, unless such personal activity is detrimental to the school.
- B. Employees are entitled to full rights of citizenship, and no religious or political activities of an Employee, or lack thereof, will be grounds for any discipline or discrimination with respect to employment of such Employee, providing said

activities do not violate any local, state, or federal law, and providing said activities do not interfere with the performance of duties.

ARTICLE XII — INSURANCE AND OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

The Joint Committee will provide Group Health Insurance as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section A.

B. Life Insurance

Each full-time Employee will be provided during the term of this Agreement with a group-term life insurance with Accidental Death & Dismemberment, the premium of which will be paid by the School. Coverage Employees will be in the amount of fifty thousand dollars (\$50,000.00) or an amount equal to the employee's annual salary, whichever is higher, effective November 1, 2018.

The School will provide to each Employee a description of the plan.

C. Income Protection Plan

The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for all Employees. The policy shall have the following minimum provisions: monthly benefits of 60% of covered wages to a maximum of \$5,000 per month, elimination period of the greater of 30 days or accumulated sick leave, and a maximum benefit duration of Social Security Normal Retirement age.

D. Dental Service Plan

The Joint Committee will provide Dental Service Plan as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section B.

E. Prescription Drugs

The Joint Committee will provide Prescription Drugs as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section E.

F. Vision Insurance Program

The Board will provide a vision insurance program for each Employee identical to the program for the BAVTSEA Bargaining Unit.

G. Longevity

A longevity payment of \$500 will be paid to each Employee in the first payroll of their 6th, 11th, 16th, 21st, 26th, etc. year of service. The payment shall be in a single lump sum and is not added to salary.

H. Group Health, Dental, Prescription Drug, and Vision Insurance during Unpaid Leave.

Employees will reimburse the School for the cost of Group Health, Dental, Prescription Drug, and Vision Insurance on days of absence not covered by paid leave or FMLA. The daily cost of Group Health, Dental, Prescription Drug and Vision Insurance is calculated as (Annual Cost – Employee’s Annual Premium Share)/ Number of Days in Work Year. The reimbursement will be deducted from the Employee’s paycheck. If the Employee is not receiving a paycheck then the Employee must pay the monthly cost by the first of the month in order for coverage to be extended for the month.

ARTICLE XIII — LEAVES OF ABSENCE

A. Sick Leave

1. For each year of continuous service with the School, **Administrative Assistant** Employees and the **SIS/Data Coordinator** will receive twelve (12) days and the **First Aid Officer** will receive ten (10) days of sick leave with full pay according to the following schedule, whenever prevented from performing his or her occupation by illness or accidental injury.

Any unused sick leave will be cumulative from year to year, without limitation.

2. During the first year of employment commencing on the date of hire and ending on the next succeeding June 30th, the Employee will receive one (1) sick day for each whole month of completed service.

3. Employees will be given a written accounting of accumulated sick leave days upon request.

4. No Employee's salary will be paid if the accidental injury is incurred while the Employee is engaged in remunerative work unrelated to school duties.

5. No payments of any disability, sick leave, or other Employee benefits will be made to any Employee covered by this Agreement as a result of intentionally self-inflicted or voluntarily inflicted illness, disability, or injury.

6. **Administrative Assistants** and the **SIS/Data Coordinator** assigned to work a 4-day week, instead of a 5-day week, will be charged 1.25 days for 1 day of sick leave used or .625 day for ½ day of sick leave used.

B. Death in Family

Up to five (5) days absences, at full pay, will be allowed in the event of a death in the immediate family of an Employee covered by this Agreement. Members of the immediate family are defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-relative or other near relative who resides in the same household, or any person with whom the Employee has made his or her home.

The Board may, upon recommendation of the Administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances which must be explained in writing. Any days taken in excess of 5 days will be deducted from sick leave.

C. Death of Near Relative

Up to two (2) days absence, at full pay, will be allowed for the purpose of attending the services in the event of the death of a near relative. A near relative is defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The Board may, upon recommendation of the Administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances which must be explained in writing. Any days taken in excess of 2 days will be deducted from sick leave.

D. Military Leave

The provisions of applicable laws governing members of the uniformed services will apply in the case of leaves of absence for involuntary military service.

E. Extended Illness Leave

An Employee who is unable to work because of illness or disability which does not result from engaging in remunerative work unrelated to school duties, and who has exhausted all paid leave available, will be granted a leave of absence without pay for the duration of such illness or disability, except that such leave of absence may not exceed one hundred twenty (120) work days.

1. The job position will remain open for up to one hundred twenty (120) work days after exhaustion of all accumulated and available leave.

2. The School will not pay medical insurance and life insurance premiums during Extended Illness Leave beyond the period covered by FMLA. Employees will be responsible for employee contributions.
3. The School will advise the Employee of their right to file an application for long-term disability in accordance with Article XIIC, subject to eligibility requirements.

In order to qualify for the extended illness leave as described above, an employee must have been employed for a minimum of one (1) year. Any additional uncompensated extended illness leave beyond the leave described above will be subject to the approval of the BAVTS Joint Committee in accordance with Policy 539. Uncompensated Leave.

F. Leave for Good Reason

Other leaves of absence without pay or benefits may be granted at the sole discretion of the Board for good reason. The length of time permissible for such leaves will be determined at the sole discretion of the Board in each instance.

ARTICLE XIV— VACATIONS-HOLIDAYS

- A. **Administrative Assistant** Employees and the **SIS/Data Coordinator** covered by this Agreement will be granted vacation with pay according to the following schedule:

| <u>Completed Years of Service</u> | <u>Vacation</u> |
|-----------------------------------|--|
| 1-5 | Thirteen (13) Days |
| 6-15 | Thirteen (13) days plus one (1) additional day for each year completed beyond the 5 th year. |
| At the Completion of year 15 | Twenty-three (23) Days |

If a paid holiday falls within an Employee's vacation, the Employee will receive an additional vacation day in lieu of the holiday. In the event of the termination of employment by Employer for any reason, the Employee or his/her beneficiary will receive compensation for earned and unused vacation days payable within thirty (30) days.

Employees assigned to work a 4-day week, instead of a 5-day week, will be charged 1.25 days for 1 day of vacation leave used or .625 day for ½ day of vacation leave used.

Each Employee will be given the opportunity to take his/her vacation each year. A maximum of ten (10) days vacation may be carried forward and used in the ensuing fiscal year. However, only five (5) of those days may be accumulated in that fiscal year. The Employee has the option of taking five (5) of the ten (10) days as vacation on or prior to September 1 of the ensuing fiscal year or cashing out those five (5) days. In instances of unforeseeable, extenuating circumstances which affect an administrator's ability to utilize all vacation time allotted, the Director may reconsider parameters for carrying over and/or cashing out vacation days.

- B. The **First Aid Officer** will be granted 2 vacation days per year. Unused days may be accumulated from year to year; however, no more than 5 vacation days may be used in any one school year. In the event of the termination of employment by Employer for any reason, the Employee or his/her beneficiary will receive compensation for earned and unused vacation days payable within thirty (30) days.
- C. All vacation schedules will be cleared by the Director.
- D. **Administrative Assistant** Employees and the **SIS/Data Coordinator** covered by this Agreement will be granted ten (10) holidays and three (3) flex/paid holidays per year. In the event a paid holiday should fall on a non-working day, an appropriate day, based on the school calendar will be substituted. The holidays classified as paid holidays are as follows:

| | | |
|----------------|------------------|------------------------|
| New Years' Day | Memorial Day | Day after Thanksgiving |
| ML King Day | Fourth of July | Presidents' Day |
| Labor Day | Christmas Day | |
| Good Friday | Thanksgiving Day | |

In the event the school calendar is changed by Administration or Joint Committee action, the Administration will have the right to substitute another day for any holiday lost as a result of such change.

- E. The **First Aid Officer** does not receive paid holidays or flex days.

ARTICLE XV - COMPLAINT PROCEDURE

A. Definitions

"Complaint" means an alleged violation of the terms and conditions of employment set forth in a specific article or section of this Agreement.

1. A “party in interest” is one or more Employees involved in a Complaint and any person who might be required to take action or against whom action may be taken in order to resolve the Complaint.
2. The term “days” shall mean working days; thus, weekend or vacation days during the school year are excluded. Complaints which extend beyond the normal school year will continue to be processed with “week days” (except Saturdays, Sundays, and holidays) being substituted in the procedure for all references to days.

B. Procedure

To process complaints as rapidly as possible, the number of days indicated at each step will be considered as a maximum and every effort will be made to expedite the process. The time limit specified may, however, be extended by mutual written agreement of the parties in interest at any given step of the Complaint Procedure.

1. Failure at any step of this procedure to communicate the decision on a Complaint within the specified time limits will permit the Complainant to proceed to the next step, except when mutually agreed in writing.
2. Failure at any step of the procedure to appeal a decision on a Complaint to the next step within the specified time limits will be considered as acceptance of the decision rendered at that step.
3. It is understood that the Complainant shall, pending the processing of any complaint, continue to observe all assignments and applicable rules and regulations until such complaint has been concluded.

C. Steps

A complaint to be considered under this procedure must be initiated by the Complainant(s) within fifteen (15) days of the alleged violation or when the Complainant first becomes aware of the alleged violation of the Agreement but in no event later than ninety (90) days thereafter.

- Step 1. Any Employee who has a Complaint may at his/her option discuss it first with the appropriate administrative personnel in an attempt to resolve the matter at that step.
- Step 2. If Step 1 is utilized and, as a result of the discussion, the Complaint is not resolved to the satisfaction of the Complainant(s), the Complainant(s) shall set forth the Complaint in writing to the Executive Director or designee within ten (10) days of the decision at Step 1. Otherwise, all other Complaints will start at this step in accordance with the time limits above

The written complaint on the approved form (Formal Complaint) shall specify:

- a. Nature of complaint and section of Agreement allegedly violated
- b. The results of previous discussions
- c. Dissatisfaction with decisions previously rendered
- d. Date of occurrence
- e. Date filed
- f. Action requested

The Executive Director or designee will communicate the decision to the Complainant in writing within ten (10) days after receipt of the written complaint.

If the Complaint is not resolved to the Complainant's satisfaction, he/she may, no later than ten (10) days after receipt of the written decision of the Executive Director and/or designee, request a review by the Joint Committee. The request will be submitted in writing through the Executive Director and/or designee, who shall attach all related papers and forward the request to the Joint Committee. The Joint Committee may hold a meeting with the Complainant and will render a decision in writing to the Complainant no later than ten (10) days following its next regularly scheduled monthly meeting, which decision will be final.

D. Miscellaneous

All meetings under this procedure will be private unless otherwise agreed to in writing by the parties in interest.

ARTICLE XVI — TUITION REIMBURSEMENT

In order to be eligible for tuition reimbursement, an Employee must have been employed in the School for at least one school year, or equivalent thereof, and must have received at least a satisfactory performance review rating on their most recent rating.

There will be no double reimbursement for credits. This will include federal grants, state grants, scholarships, G.I. Bill reimbursements, etc.

No payment will be made for courses where the grade received is below B, not completed, or for courses for which credit is not received. Payments will not be made to personnel who have terminated service with the School and have not yet completed the course. Persons on Board-approved leave may receive payment for approved courses completed before the start of the leave. Such payment will be made upon receipt of a written declaration of intent to return.

Tuition Reimbursement will be viewed as an educational loan to the employee which will be reduced by twenty-five percent (25%) for each twelve (12) calendar months (one year) of employment at the School following the Executive Director's approval of

payment. If the Employee leaves the employ of the School for any reason other than death, total disability, or Joint Committee mandated furlough (RIF), said Employee will be responsible for the repayment of the remaining portion of the assistance.

No tuition reimbursement will be paid unless the Executive Director receives the official transcript, itemized receipt showing cost of tuition, and tuition reimbursement form within a two-month period after the completion of the course.

An Employee may be reimbursed for a maximum of twelve (12) college credits and a maximum of three (3) BAVTS Continuing Education courses per school year. Courses authorized by the Executive Director and taken outside of the work schedule may be reimbursed to maintain certification or license for a position used at the School.

Eligible Employees will receive reimbursement as follows:

- a) the Employee must submit the Educational Assistance Documentation Form requesting preapproval, tuition cost and a description of the course at least thirty (30) days in advance of the starting date.
- b) the maximum amount for credit reimbursement will be based on the resident undergraduate rate at Northampton Community College until the Employee provides written verification that he/she has attained an Associate's Degree or a minimum of 60 credits toward a Bachelor's Degree Program or above, then the rate will be based on the resident undergraduate or graduate rate, as applicable, at East Stroudsburg University.
- c) The Executive Director has the sole discretion to approve courses with no legal recourse within or outside the Agreement, including the Complaint Procedure, by Employees.

ARTICLE XVII – RETIREMENT BONUS

Upon retirement from the School and meeting the requirements listed below, the School will pay the premium cost for health, prescription drug, vision, and dental plans, for the qualifying Administrative Support retiree and Administrative Support retiree's spouse (only the legally-recognized spouse at date of retirement is eligible) as follows:

- A. With respect to the Administrative Support retiree, until the earliest of the following to occur:
 1. The death of the Administrative Support retiree;
 2. The Administrative Support retiree attains age sixty-five (65);
 3. The Administrative Support retiree becomes eligible for Medicare; or
 4. The Administrative Support retiree is provided another similar insurance program, to be determined in the discretion of the BAVTS, by another employer or agency.

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

The plans shall be the same as the plans offered to active Employees, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Employee must be at least 55 years of age, have 15 years or more continuous service with the School at the time of retirement, provide written notification of the intended retirement date to the Executive Director at least six (6) months prior to the intended retirement date, and must meet all the retirement criteria of PSERS.

IN WITNESS WHEREOF, the Employees have caused this Agreement to be signed by their representatives and the Board has caused this Agreement to be signed by its Chairperson, attested by its Secretary, and its corporate seal to be placed thereon.

ADMINISTRATIVE SUPPORT EMPLOYEES OF THE BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

BY: _____

BY: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: _____
Chairperson

BY: _____
Secretary

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

12. CLERICAL AGREEMENT

RECOMMENDATION:

That the Clerical Employees Agreement for the period July 1, 2022 to June 30, 2024, be approved by the Joint Committee.

The Agreement will be made available to the Joint Committee members at the meeting.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

**AGREEMENT BETWEEN THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
AND
THE CLERICAL EMPLOYEES OF THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
July 1, 2022 – June 30, 2024**

TABLE OF CONTENTS

| | |
|--|----|
| TABLE OF CONTENTS | 1 |
| ARTICLE I - AGREEMENT | 2 |
| ARTICLE II - TERM OF AGREEMENT | 2 |
| ARTICLE III – MEET AND DISCUSS | 2 |
| ARTICLE IV – SAVINGS CLAUSE | 2 |
| ARTICLE V – RIGHTS OF EMPLOYEES | 2 |
| ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES | 3 |
| ARTICLE VII – COMPENSATION..... | 3 |
| Annual Increase | 3 |
| Travel | 3 |
| Method of Payment | 3 |
| Overtime..... | 4 |
| Accumulated Sick Leave | 4 |
| Summer Employment..... | 4 |
| ARTICLE VIII – PAYROLL DEDUCTIONS..... | 5 |
| ARTICLE IX – VACANCIES | 5 |
| ARTICLE X – WORKING CONDITIONS | 5 |
| ARTICLE XI – PERSONAL FREEDOM | 6 |
| ARTICLE XII – INSURANCE AND OTHER EMPLOYEE BENEFITS..... | 7 |
| Group Health Insurance | 7 |
| Life Insurance..... | 7 |
| Income Protection Plan | 7 |
| Dental Service Plan..... | 7 |
| Prescription Drugs..... | 7 |
| Vision Insurance Program | 7 |
| Longevity..... | 7 |
| Group Health, Dental, Prescription Drug, and Vision Insurance during Unpaid Leave | 8 |
| ARTICLE XIII – LEAVES OF ABSENCE..... | 8 |
| Sick Leave..... | 8 |
| Use of Partial Sick Leave/Emergency Day | 9 |
| Emergency Day..... | 9 |
| Personal Days | 10 |
| Death in Family | 10 |
| Death of Near Relative | 10 |
| Military Leave | 11 |
| Extended Illness Leave | 11 |
| Leave for Good Reason | 11 |
| Shared Sick Leave | 11 |
| ARTICLE XIV – VACATIONS-HOLIDAYS | 12 |
| ARTICLE XV – COMPLAINT PROCEDURE..... | 13 |
| ARTICLE XVI – TUITION REIMBURSEMENT..... | 14 |
| ARTICLE XVII – RETIREMENT BONUS | 16 |
| APPENDIX A – COMPENSATION | 18 |
| EXHIBIT A – COMPENSATION EXHIBIT | 19 |

ARTICLE I — AGREEMENT

This Agreement entered into this _____ day of June 2022, by and between the Joint Committee, hereinafter called the "Board", of the Bethlehem Area Vocational-Technical School, Bethlehem, Pennsylvania, hereinafter called the "School", and the Clerical Employees of the Bethlehem Area Vocational-Technical School, hereinafter called "Employee" or "Employees", singularly or collectively.

ARTICLE II - TERM OF AGREEMENT

The term of this Agreement will begin on July 1, 2022, and will continue in full force and effect until June 30, 2024, or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended ending date will be evidenced by an amendment to this Agreement. To this amendment, both parties will signify their approval by affixing their signatures thereto.

ARTICLE III — MEET AND DISCUSS

The Board agrees to meet and discuss with representatives of the Employees concerning the term and conditions of employment for the Employees.

ARTICLE IV – SAVINGS CLAUSE

If any provision of this Agreement, or any application of this Agreement to any Employee or groups of Employees, is held to be contrary to law, then such provision or application will not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

ARTICLE V — RIGHTS OF EMPLOYEES

- A. No Employee will be disciplined, discharged or reduced in position or compensation without due process as provided by law.
- B. Whenever any Employee is required to appear before the Superintendent of Record, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that Employee in his/her position or employment, or the salary pertaining thereto, he/she will be given, where feasible, notice of the reasons for such meeting or interview and will be entitled, if he/she so desires, to have a representative of the Employees present to advise and represent the Employee during such meeting or interview. If the Board has legal counsel present, the Employee also will be entitled to have legal counsel present.

- C. No reprisals of any kind will be taken by the Board or any members of the administration against any party in interest, any representatives or any member of the Employees, by reason of participation in such a meeting or interview, or the Complaint Procedure.
- D. Nothing contained herein will be construed to deny or restrict to any Employee, or to the Board, such rights as they may have under the Public School Code of 1949 as amended, or other applicable laws.
- E. Seniority is the length of service with the School. Any Employee laid off will retain his/her seniority for a one (1) year period. In case of layoff, or return to work following layoff, the principle of seniority will prevail.

ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES

- A. Whenever an Employee, as the Complainant, is mutually scheduled by the parties to participate in Complaint proceedings during working hours, the Employee will suffer no loss in pay.
- B. The Board will permit the Employees, upon request, reasonable use of school buildings for meetings, and reasonable use of school computers, fax, copiers, e-mail and mailboxes. The School will charge the Employees the cost of supplies used at the School or the Employees will provide their own supplies.
- C. The provisions of this Agreement will be applied without regard to race, creed, religion, color, national origin, age, sex, or disability.

ARTICLE VII - COMPENSATION

- A. **Annual Increase** - The annual increases in wages of Employees covered by this Agreement are set forth in Appendix "A", which is attached to and incorporated in this Agreement and will remain in effect during the term of this Agreement.
- B. **Travel Expenses** - Employees required, in the course of their work, to drive personal vehicles from one (1) school building to another, will receive reimbursement at the prevailing IRS rate. This same allowance will be given for the use of personal vehicles for other business of the School.
- C. **Method of payment** - Each Full-Time 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. Each Part-Time Employee shall receive his/her wages in biweekly pay periods with payment based on the actual hours worked as submitted on their timecard.

All Employees hired after July 1, 2011 are required to enroll in direct deposit of paychecks at the time of hire. All Employees hired prior to July 1, 2011 are required to enroll in direct deposit of paychecks by June 30, 2013.

- D. **Overtime** — Any Employee required to work beyond forty (40) hours per week will be paid one and one-half (1½) times his/her hourly wage for such overtime. Overtime work can either be compensated at the agreed to rate, or taken as compensatory time at the discretion of the Employee with three (3) days prior notice submitted to the Administrator in Charge of Employees.

Compensatory time will be at the rate of one (1) hour worked equals one and one-half (1½) hour of compensatory time. A maximum of twenty-four (24) earned compensatory hours may be used within 30 days of earning them, and any unused compensatory hours will be paid as overtime pay at one and one-half (1½) times the hourly rate for each hour of overtime worked.

If no election of compensatory time is made within five (5) days, the Employee will receive his or her additional hours, above those of forty (40) hours per week, as overtime pay.

- E. **Accumulated Sick Leave** — Upon retirement, Employees with a minimum of ten (10) years of service at the School will receive a payment of forty-five dollars (\$45) for each day of accumulated unused sick days up to a maximum of 275 days. The sum total of these dollars will be placed into a special employer contributed 403(b) plan.

The value of all unused sick leave payments accrued at the time of separation from employment (other than disciplinary termination) payable after July 1, 2007, will be contributed as an employer contribution by the School into a Section 403(b) account 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.

Each Employee will be responsible for determining and notifying the School of the amount permissible by law. Except as may be required by law, the School's sole responsibility will be to follow the Employee's directive.

- F. **Summer Employment** – Ten (10) month Employees who work during the summer will be paid based on the hours worked and submitted on timecards at Employee's regular hourly compensation rate if performing normal work duties. Summer employment outside the normal work duties will be compensated at the established summer work rate.

ARTICLE VIII— PAYROLL DEDUCTIONS

The Board agrees to make payroll deductions to the Bethlehem Teachers' Federal Credit Union available for all Employees on a voluntary basis. A payroll deduction authorization form for this purpose will be submitted by the Employee to the School's Business Office.

ARTICLE IX — VACANCIES

- A. Notices of all vacancies will be e-mailed to Employees and will be posted for five (5) working days. Employees will have an opportunity to apply for said vacancies. The appointment will be made at the discretion of the Board, but will consider experience, competency, and seniority, within ninety (90) days. Any new position will be posted with accompanying job description, qualifications, and salary, and a copy of same will be provided to the Employees' President or designee on or before the date of posting.
- B. In the event that short-term vacancies occur, or that duties arise which are of a temporary nature, the Board has the right to hire substitutes to perform the required duties. Short-term will be defined as less than ninety (90) work days.

ARTICLE X — WORKING CONDITIONS

- A. Employees will not be required to work under unsafe or hazardous conditions, or to perform tasks which are unhealthy or unsafe.
- B. Employees will not be required to transport students in the Employee's personal vehicle.
- C.
 - 1. A normal working day for full-time twelve (12) month Employees either is seven and one-half (7 ½) or eight (8) hours, depending on job classification, including a duty-free thirty (30) minute paid lunch and two (2) fifteen (15) minute paid breaks, or a one (1) hour paid lunch break.
 - 2. The normal working day for full-time ten (10) month Employees is seven (7) and one-half (7 ½) hours including a duty-free thirty (30) minute paid lunch break and two (2) fifteen (15) minute paid breaks, or a one (1) hour paid lunch break.
 - 3. The work year for ten (10) month Full-Time Employees is 217 days, with individual schedules to be determined by the Executive Director, but in general, individual schedules will include the work days set for members of the Teachers' Bargaining Unit (BAVTS EA).
 - 4. A normal work day for an employee assigned to work a 4-day week, instead of a 5-day week, will be calculated as follows:

| | | |
|--|--------------------------|--------------------------|
| Hours per day (5-day week) | 7.5 | 8.0 |
| Duty free lunch | <u>-.5</u> | <u>-.5</u> |
| Hours per day not including lunch (5-day week) | 7.0 | 7.5 |
| Days per week | <u>X 5</u> | <u>X 5</u> |
| Hours in a 5-day week | 35 | 37.5 |
| | | |
| Hours in a 5-day week | 35 | 37.5 |
| Days per week | <u>÷ 4</u> | <u>÷ 4</u> |
| Hours per day not including lunch (4-day week) | 8.75 | 9.375 |
| Duty free lunch | <u>+ .5</u> | <u>+ .5</u> |
| Hours per day (4-day week) | 9.25 | 9.875 |
| | (9 hours and 15 minutes) | (9 hours and 53 minutes) |

5. Part-time ten (10) month Employees working less than 30 hours per week. The work day and work year will be assigned by administration. Employees are only paid for actual hours worked. If an unpaid duty-free lunch break is scheduled it must be identified on timecard submissions. In the event that part-time Employee is scheduled to substitute for a full-time Employee, they will work the normal work day of that Employee and would be eligible for the paid lunch and breaks as identified in the Agreement.

D. Inclement Weather

When school is closed due to snow or other inclement weather, Employees covered by this Agreement will be expected to report to work unless otherwise directed to do so by the Executive Director or designee. Salaried employees will suffer no loss of pay for cancelled days. Part-time hourly employees will only be compensated for actual hours worked on inclement weather days.

ARTICLE XI — PERSONAL FREEDOM

- A. The personal life of an Employee is not an appropriate concern of the Board, unless such personal activity is detrimental to the school.
- B. Employees are entitled to full rights of citizenship, and no religious or political activities of an Employee, or lack thereof, will be grounds for any discipline or discrimination with respect to employment of such Employee, providing said activities do not violate any local, state, or federal law, and providing said activities do not interfere with the performance of duties.

ARTICLE XII — INSURANCE AND OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

The Joint Committee will provide full-time employees with Group Health Insurance as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section A.

B. Life Insurance

Each full-time Employee will be provided during the term of this Agreement with a group-term life insurance with Accidental Death & Dismemberment, the premium of which will be paid by the School. Coverage for Employees will be in the amount of fifty thousand dollars (\$50,000.00).

The School will provide to each Employee a description of the plan.

C. Income Protection Plan

The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for all full-time Employees. The policy shall have the following minimum provisions: monthly benefits of 60% of covered wages to a maximum of \$5,000 per month, elimination period of the greater of 30 days or accumulated sick leave, and a maximum benefit duration of Social Security Normal Retirement age.

D. Dental Service Plan

The Joint Committee will provide full-time employees with Dental Service Plan as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section B.

E. Prescription Drugs

The Joint Committee will provide full-time employees with Prescription Drugs as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section E.

F. Vision Insurance Program

The Board will provide a vision insurance program for each full-time Employee identical to the program for the BAVTSEA Bargaining Unit.

G. Longevity

A longevity payment of \$500 will be paid to each Full-Time Employee in the first payroll of their 6th, 11th, 16th, 21st, 26th, etc. year of service. The payment shall be in a single lump sum and is not added to salary.

Part-Time Employees do not receive longevity payments.

H. Group Health, Dental, Prescription Drug, and Vision Insurance during Unpaid Leave.

Employees will reimburse the School for the cost of Group Health, Dental, Prescription Drug, and Vision Insurance on days of absence not covered by paid leave or FMLA. The daily cost of Group Health, Dental, Prescription Drug and Vision Insurance is calculated as (Annual Cost – Employee’s Annual Premium Share)/ Number of Days in Work Year. The reimbursement will be deducted from the Employee’s paycheck. If the Employee is not receiving a paycheck then the Employee must pay the monthly cost by the first of the month in order for coverage to be extended for the month.

ARTICLE XIII — LEAVES OF ABSENCE

A. Sick Leave

1. For each year of continuous service with the School, a Full-Time Employee covered by this Agreement will receive sick leave with full pay according to the following schedule, whenever prevented from performing his or her occupation by illness or accidental injury:

Ten (10) month Full-Time Employees -Ten (10) days;
Twelve (12) month Full-Time Employees – Twelve (12) days.

Any unused sick leave will be cumulative from year to year, without limitation.

Part-Time Employees do not receive any sick leave.

2. During the first year of employment commencing on the date of hire and ending on the next succeeding June 30th, the Full-Time Employee will receive one (1) sick day for each whole month of completed service.

Part-Time Employees do not receive any sick leave.

3. Employees will be given a written accounting of accumulated sick leave days upon request.

4. If sick leave absences exceed three (3) consecutive days, or if malingering or abuse is suspected, the Board or its representative may require that the Employee furnish a certificate from a physician stating the nature of the sickness or accidental injury and certifying that the Employee was unable to perform his or her duties. When a certificate has been required by the Board or its representative, no payments will be paid unless said certificate is provided.

5. No Employee's salary will be paid if the accidental injury or illness is incurred while the Employee is engaged in remunerative work unrelated to school duties.

6. No payments of any disability, sick leave, or other Employee benefits will be made to any Employee covered by this Agreement as a result of intentionally self-inflicted or voluntarily inflicted illness, disability, or injury.

7. Up to three (3) sick days may be used to care for illness of family members.

8. Employees assigned to work a 4-day week, instead of a 5-day week, will be charged 1.25 days for 1 day of sick leave used or .625 day for ½ day of sick leave used.

B. Use of Partial Sick Leave/Emergency Day

Time at work (*excluding lunch break*): If an employee is at work...

1. less than one (1) hour, a whole day leave deduction is made.
2. between one (1) and five (5) hours, a half-day leave deduction is made.
3. five (5) or more hours, no leave deduction is made.

Part-Time Employees do not receive any sick leave and are only compensated for time actually worked.

C. Emergency Days

One (1) day in any one (1) school year will be allowed, without loss of compensation but deducted from sick leave, for personal emergencies. Personal emergencies include serious illness of a member of the family, legal business, obligatory religious observances, or such other reasons as may be acceptable to the Executive Director upon completion of the Absentee Explanation form. Use of these days may only be made in cases of urgency.

Part-Time Employees do not receive any sick leave and are only compensated for time actually worked. Any emergency time taken by a part-time Employee will be uncompensated.

D. Personal Days

Two (2) unrestricted personal days per school year, without loss of compensation or sick leave, will be allowed each Full-Time Employee covered by this Agreement, provided written notice has been given to the Executive Director or designee on a school day at least forty-eight (48) hours prior to the personal day requested. Only upon approval by the Executive Director may more than two (2) Full-time Employees take a personal day on the same day. No personal days will be allowed

on scheduled School in-service day(s), except that the Executive Director or designee, at his/her discretion, may grant a personal day on a scheduled School in-service day for extenuating circumstances. Up to two (2) unused personal days may be carried over to the next school year and may accumulate to a maximum of four (4) days that can be used in one school year. Part-time Employees do not receive any personal days.

Personal days may be used in one-half (1/2) or full day increments. No personal day will be granted in less than a one-half (1/2) day increment.

E. Death in Family

Up to five (5) days absences, at full pay, will be allowed in the event of a death in the immediate family of a Full-Time Employee covered by this Agreement. Members of the immediate family are defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-relative or other near relative who resides in the same household, or any person with whom the Employee has made his or her home.

The Board may, upon recommendation of the Administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances which must be explained in writing. Day 4, Day 5, and thereafter, if taken, will be deducted from sick leave.

Part-time employees do not receive compensated bereavement days for the death of an immediate family member. Any leave taken will be unpaid.

F. Death of Near Relative

Up to two (2) days absence, at full pay, will be allowed for Full-Time Employees for the purpose of attending the services in the event of the death of a near relative. A near relative is defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The Board may, upon recommendation of the Administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances which must be explained in writing. The second day and any day thereafter, if taken, will be deducted from sick leave.

Part-time employees do not receive compensated bereavement days for the death of a near relative. Any leave taken will be unpaid.

G. Military Leave

The provisions of applicable laws governing members of the uniformed services will apply in the case of leaves of absence for involuntary military service.

H. Extended Illness Leave

A Full-Time Employee who is unable to work because of illness or disability which does not result from engaging in remunerative work unrelated to school duties, and who has exhausted all paid leave available, will be granted a leave of absence without pay for the duration of such illness or disability, except that such leave of absence may not exceed one hundred twenty (120) work days. Part-Time Employees are not eligible for extended illness leave.

1. The job position will remain open for up to one hundred twenty (120) work days after exhaustion of all accumulated and available leave.
2. The School will not pay medical insurance and life insurance premiums during Extended Illness Leave beyond the period covered by FMLA. Employees will be responsible for employee contributions.
3. The School will advise the Employee of their right to file an application for long-term disability in accordance with Article XIIC, subject to eligibility requirements.

In order to qualify for the extended illness leave as described above, an employee must have been employed for a minimum of one (1) year. Any additional uncompensated extended illness leave beyond the leave described above will be subject to the approval of the BAVTS Joint Committee in accordance with Policy 539. Uncompensated Leave.

I. Leave for Good Reason

Other leaves of absence without pay or benefits may be granted at the sole discretion of the Board for good reason. The length of time permissible for such leaves will be determined at the sole discretion of the Board in each instance.

J. Shared Sick Leave

The Joint Committee and the Administration acknowledge that individuals within the clerical group may choose to donate unused sick leave days to other individuals within the clerical group. The donation of sick days will only occur when the recipient has completely exhausted all paid leave days and has a specific need for additional leave days. The monitoring and administration of this practice is the responsibility of the clerical group. All donations must be recorded in writing. Donations of unused sick leave to or from employees of other groups will not be accepted.

Sick Leave may only be donated to Full-Time Employees within the clerical group. Part-time Employees do not receive sick leave and may not receive donations of sick leave.

ARTICLE XIV— VACATIONS-HOLIDAYS

A. Twelve month, full time Employees covered by this Agreement will be granted vacation with pay according to the following schedule:

| <u>Completed Years of Service</u> | <u>Vacation</u> |
|-----------------------------------|---|
| 1-5 | Ten (10) Days |
| 6-15 | Ten (10) days plus one (1) additional day for each year completed beyond the 5 th year. |
| At the Completion of year 15 | Twenty (20) Days |

If a paid holiday falls within an Employee's vacation, the Employee will receive an additional vacation day in lieu of the holiday. In the event of the termination of employment by Employer for any reason, the Employee or his/her beneficiary will receive compensation for earned and unused vacation days payable within thirty (30) days.

Employees assigned to work a 4-day week, instead of a 5-day week, will be charged 1.25 days for 1 day of vacation leave used or .625 day for ½ day of vacation leave used.

Upon approval of the Administrator in Charge, a full-time Employee will be permitted to defer one (1) week of annual vacation time to the following year. A full-time Employee is defined as one who works 25 or more hours per week, twelve (12) months per year. Such deferred vacation time may not be accumulated. At no time can an Employee be eligible for more than the normal annual vacation, plus one (1) week which has been deferred from the previous year.

Vacations may be taken at the Employee's discretion based on established seniority in their department, as long as the operation of the school is not adversely affected. All vacations must be approved by the Administrator in Charge.

B. Twelve (12) month salaried Employees covered by this Agreement will be granted ten (10) holidays and three (3) flex/paid holidays per year. In the event a paid holiday should fall on a non-working day, an appropriate day, based on the school calendar will be substituted. The holidays classified as paid holidays are as follows:

| | | |
|----------------|------------------|------------------------|
| New Years' Day | Memorial Day | Day after Thanksgiving |
| ML King Day | Fourth of July | Presidents' Day |
| Labor Day | Christmas Day | |
| Good Friday | Thanksgiving Day | |

Ten (10) month Full-Time Employees will receive holidays as above, with the exception of July 4th. Part-time ten (10) month Employees do not receive any paid holidays.

In the event the school calendar is changed by Administration or Joint Committee action, the Administration will have the right to substitute another day for any holiday lost as a result of such change.

ARTICLE XV - COMPLAINT PROCEDURE

A. Definitions

“Complaint” means an alleged violation of the terms and conditions of employment set forth in a specific article or section of this Agreement.

1. A “party in interest” is one or more Employees involved in a Complaint and any person who might be required to take action or against whom action may be taken in order to resolve the Complaint.
2. The term “days” shall mean working days; thus, weekend or vacation days during the school year are excluded. Complaints which extend beyond the normal school year will continue to be processed with “week days” (except Saturdays, Sundays, and holidays) being substituted in the procedure for all references to days.

B. Procedure

To process complaints as rapidly as possible, the number of days indicated at each step will be considered as a maximum and every effort will be made to expedite the process. The time limit specified may, however, be extended by mutual written agreement of the parties in interest at any given step of the Complaint Procedure.

1. Failure at any step of this procedure to communicate the decision on a Complaint within the specified time limits will permit the Complainant to proceed to the next step, except when mutually agreed in writing.
2. Failure at any step of the procedure to appeal a decision on a Complaint to the next step within the specified time limits will be considered as acceptance of the decision rendered at that step.
3. It is understood that the Complainant shall, pending the processing of any complaint, continue to observe all assignments and applicable rules and regulations until such complaint has been concluded.

C. Steps

A complaint to be considered under this procedure must be initiated by the Complainant(s) within fifteen (15) days of the alleged violation or when the

Complainant first becomes aware of the alleged violation of the Agreement but in no event later than ninety (90) days thereafter.

Step 1. Any Employee who has a Complaint may at his/her option discuss it first with the appropriate administrative personnel in an attempt to resolve the matter at that step.

Step 2. If Step 1 is utilized and, as a result of the discussion, the Complaint is not resolved to the satisfaction of the Complainant(s), the Complainant(s) shall set forth the Complaint in writing to the Executive Director or designee within ten (10) days of the decision at Step 1. Otherwise, all other Complaints will start at this step in accordance with the time limits above

The written complaint on the approved form (Formal Complaint) shall specify:

- a. Nature of complaint and section of Agreement allegedly violated
- b. The results of previous discussions
- c. Dissatisfaction with decisions previously rendered
- d. Date of occurrence
- e. Date filed
- f. Action requested

The Executive Director or designee will communicate the decision to the Complainant in writing within ten (10) days after receipt of the written complaint.

If the Complaint is not resolved to the Complainant's satisfaction, he/she may, no later than ten (10) days after receipt of the written decision of the Executive Director and/or designee, request a review by the Joint Committee. The request will be submitted in writing through the Executive Director and/or designee, who shall attach all related papers and forward the request to the Joint Committee. The Joint Committee may hold a meeting with the Complainant and will render a decision in writing to the Complainant no later than ten (10) days following its next regularly scheduled monthly meeting, which decision will be final.

D. Miscellaneous

All meetings under this procedure will be private unless otherwise agreed to in writing by the parties in interest.

ARTICLE XVI — TUITION REIMBURSEMENT

In order to be eligible for tuition reimbursement, a Full-Time Employee must have been employed in the School for at least one school year, or equivalent thereof, and must have received at least a satisfactory performance review rating on their most recent rating. Part-time Employees are not eligible for tuition reimbursement.

There will be no double reimbursement for credits. This will include federal grants, state grants, scholarships, G.I. Bill reimbursements, etc.

No payment will be made for courses where the grade received is below B minus (B-), not completed, or for courses for which credit is not received. Payments will not be made to personnel who have terminated service with the School and have not yet completed the course. Persons on Board-approved leave may receive payment for approved courses completed before the start of the leave. Such payment will be made upon receipt of a written declaration of intent to return.

Tuition Reimbursement will be viewed as an educational loan to the employee which will be reduced by twenty-five percent (25%) for each twelve (12) calendar months (one year) of employment at the School following the Executive Director's approval of payment. If the Employee leaves the employ of the School for any reason other than death, total disability, or Joint Committee mandated furlough (RIF), said Employee will be responsible for the repayment of the remaining portion of the assistance.

No tuition reimbursement will be paid unless the Executive Director receives the official transcript, itemized receipt showing cost of tuition, and tuition reimbursement form within a two-month period after the completion of the course.

An Employee may be reimbursed for a maximum of twelve (12) college credits per school year. Courses authorized by the Executive Director and taken outside of the work schedule may be reimbursed to maintain certification or license for a position used at the School.

Eligible Employees will receive reimbursement as follows:

- a) the Employee must submit the Educational Assistance Documentation Form requesting preapproval, tuition cost and a description of the course at least thirty (30) days in advance of the starting date.
- b) the maximum amount for credit reimbursement will be based on the resident undergraduate rate at Northampton Community College until the Employee provides written verification that he/she has attained an Associate's Degree or a minimum of 60 credits toward a Bachelor's Degree Program or above, then the rate will be based on the resident undergraduate or graduate rate, as applicable, at East Stroudsburg University.
- c) The Executive Director has the sole discretion to approve courses with no legal recourse within or outside the Agreement, including the Complaint Procedure, by Employees.

ARTICLE XVII – RETIREMENT BONUS

1. Upon retirement from the School, the School will contribute 50% of the premium cost for single coverage under the medical and hospitalization, Major Medical, drug, vision, and dental plans that were provided to the retiring Employee during his or her last school year of employment, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Employee must be at least 55 years of age and have 25 years or more service with the School at the time of retirement. The contribution amount will be fixed at 50% of the premium costs for single coverage in the year the Employee retires, and will not increase thereafter. This fixed contribution will be made until the retiring Employee reaches the age of Medicare eligibility. Any premium differential between the School's contribution amount and the actual premium cost from time to time will be borne by the retiree.

2. Upon retirement from the School, the School will contribute 100% of the premium cost for single coverage under the medical and hospitalization, Major Medical, drug, vision, and dental plans that were provided to the retiring Employee during his or her last school year of employment, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Employee must be at least 62 years of age, have 35 years or more service with the School at the time of retirement and must provide 6 months written notice of retirement. The contribution amount will be fixed at 100% of the premium costs for single coverage in the year the Employee retires less \$100 per month, and will not increase thereafter. This fixed contribution will be made until the retiring Employee reaches the age of Medicare eligibility. The Employee is responsible for payment of \$100 per month to the School. Additionally, any premium differential between the School's contribution amount and the actual premium cost from time to time will be borne by the retiree.

3. As used in paragraphs 1 and 2 above, age is based on the Employee's specific birthdate.
4. As used in paragraphs 1 and 2 above, years of service is accrued on June 30 of each year and includes only full-time service. In the first year of employment, 1 year is accrued on June 30 of that fiscal year.
5. Employees retiring under the retirement bonus may also purchase health insurance coverage for his/her spouse at the Vo-Tech group rate upon notifying the Vo-Tech of such election and paying the first month's premium to the Business Administrator one month prior to the employee's date of retirement. This premium payment and any additional monthly amounts resulting from any premium increase and payments due for spousal insurance shall be paid by the retired employee to the Business Administrator on or before the tenth of the month proceeding the

month that the premium is due. Notice of any premium increase will be provided to the retired employee at his/her last known address indicated in the Vo-Tech records, as furnished by the retiring employee. Failure of the retired employee to pay additional amounts due will result in immediate and permanent termination of health insurance coverage.

IN WITNESS WHEREOF, the Employees have caused this Agreement to be signed by their representatives and the Board has caused this Agreement to be signed by its Chairperson, attested by its Secretary, and its corporate seal to be placed thereon.

CLERICAL EMPLOYEES OF THE BETHLEHEM AREA VOCATIONAL-
TECHNICAL SCHOOL

BY: _____

BY: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: _____
Chairperson

BY: _____
Secretary

APPENDIX “A” — COMPENSATION

Starting Salaries for New Full-Time Employees/Minimum Salary

| | |
|-------------|---|
| 2022 – 2023 | \$39,825 (2021-22 Min. Salary \$38,475 plus \$1,350 increase) |
| 2023 – 2024 | \$41,175 (2022-23 Minimum Salary plus \$1,350 increase) |

Annual Salary Increase – Full Time Employees

| | |
|-------------|--|
| 2022 - 2023 | \$1,350 salary increase for each member of the group |
| 2023 - 2024 | \$1,350 salary increase for each member of the group |

Part-Time Hourly Employees

| | |
|-------------|------------------|
| 2022 – 2023 | \$20.00 per hour |
| 2023 – 2024 | \$20.75 per hour |

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

13. CUSTODIAL & MAINTENANCE AGREEMENT

RECOMMENDATION:

That the Custodial and Maintenance Employees Agreement for the period July 1, 2022 to June 30, 2025, be approved by the Joint Committee.

The Agreement will be made available to the Joint Committee members at the meeting.

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

AGREEMENT

BETWEEN THE JOINT COMMITTEE

AND

THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL'S
CUSTODIAL AND MAINTENANCE EMPLOYEES

July 1, 2022 – June 30, 2025

TABLE OF CONTENTS

| | |
|--|----|
| ARTICLE I – AGREEMENT..... | 3 |
| TERM OF AGREEMENT..... | 3 |
| ARTICLE II – RECOGNITION..... | 3 |
| ARTICLE III – MISCELLANEOUS..... | 3 |
| ARTICLE IV – RIGHTS OF EMPLOYEES..... | 4 |
| ARTICLE V – EMPLOYEES RIGHTS AND PRIVILIGES..... | 4 |
| ARTICLE VI – DISCHARGE OR SUSPENSION..... | 5 |
| ARTICLE VII – COMPENSATION..... | 5 |
| ARTICLE VIII – VACANCIES..... | 6 |
| ARTICLE IX – WORKING CONDITIONS..... | 6 |
| ARTICLE X – OTHER EMPLOYEE BENEFITS..... | 7 |
| ARTICLE XI – LEAVES OF ABSENCE..... | 10 |
| ARTICLE XII – VACATIONS – HOLIDAYS..... | 13 |
| ARTICLE XIII – COMPLAINT PROCEDURE..... | 14 |
| APPENDIX "A" – COMPENSATION..... | 16 |

ARTICLE I – AGREEMENT

This agreement entered into this ____ day of _____, 2022, by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, Bethlehem, Pennsylvania, hereinafter called the “JC”, and the School’s Custodial and Maintenance employees, individually and collectively, hereinafter called the “Employee” and “Employees”.

TERM OF AGREEMENT

The term of this Agreement shall begin on July 1, 2022, and shall continue in full force and effect until June 30, 2025, or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended ending date shall be evidenced by an amendment to this Agreement. To this amendment, both parties shall signify their approval by affixing their signatures thereto.

ARTICLE II – RECOGNITION

The JC has agreed to meet and discuss with the representatives of the Custodial and Maintenance employees concerning the terms and conditions of employment for all Custodial and Maintenance employees.

ARTICLE III – MISCELLANEOUS

- A. If any provision of this Agreement, or any application of this Agreement to any employee or groups of employees, is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force.
- B. It is understood and agreed by the parties hereto, unless otherwise provided in this Agreement, that the Employees recognize the prerogatives of the JC to operate and manage its affairs in accordance with its responsibilities and in accordance with its power and authority.

ARTICLE IV – RIGHTS OF EMPLOYEES

- A. No employee shall be disciplined, discharged or reduced in position or compensation without due process under the Public School Code.
- B. Whenever any employee is required to appear before the Executive Director, JC, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her position or employment, or the salary or any increments pertaining thereto, he/she shall be given, where feasible, prior written notice of the reasons for such meeting or interview, and shall be entitled, if he/she so desires, to have a representative of the Employees present to advise him/her and represent him/her during such meeting or interview. If the JC has legal counsel present, the employee also shall be entitled to have legal counsel present.
- C. Seniority is the length of service with the school in a job classification. Any employee laid off shall retain his/her seniority for a one (1) year period. In case of layoff, or return to work following layoff, the principle of seniority shall prevail.

ARTICLE V – EMPLOYEES RIGHTS AND PRIVILEGES

- A. Whenever an employee, as the complainant, is mutually scheduled by the parties to participate in complaint proceedings during the working hours, through step 3, he/she shall suffer no loss in pay.
- B. The JC will permit the Employees and their representatives, upon request, reasonable use of school buildings for meetings.
- C. The Employees shall be provided with reasonable space on a bulletin board in the custodial room.
- D. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or disability.
- E. All documents, communications and records dealing with processing of a complaint shall be filed in a separate complaint file and shall not be kept in the personnel file of any participants.

ARTICLE VI – DISCHARGE OR SUSPENSION

- A. The JC will give written notice to an employee of his/her discharge or suspension and the reason(s) thereof.
- B. Any employee discharged will be paid in full all wages owed him/her by the JC, including earned vacation pay, if any, on or before the next regularly scheduled payday.

ARTICLE VII – COMPENSATION

- A. Wages - the basic wages of Employees covered by this Agreement are set forth in Appendix "A", which is attached to and incorporated in this Agreement and shall remain in effect during the term of this Agreement.
- B. Personal vehicles - Employees required, in the course of their work, to drive personal automobiles from one (1) school building to another, shall receive a vehicle allowance at the prevailing IRS rate. This same allowance shall be given for the use of personal cars for other business of the school.
- C. Method of payment – Each employee covered by the provisions of this Agreement shall receive his/her wages in bi-weekly pay periods.
- D. Overtime – Any hourly employee required to work beyond forty (40) hours per week shall be paid one and one-half (1½) times his/her hourly wage for such overtime. Overtime work either can be compensated at the agreed to rate, or taken as compensatory time at the discretion of the employee with three (3) days prior notice submitted to the Administrator in charge. Compensatory time shall be accrued at the rate of one (1) hour worked equals one and one-half (1½) hour of compensatory time. A maximum of twenty-four (24) earned compensatory hours shall be used within 30 days of earning them, or be paid as overtime pay at one and one-half (1½) times the hourly rate for each hour of overtime worked.
- E. Weekend/Holiday Coverage – Weekend security checks shall be paid, or receive compensatory time, at double (2x) time. The School shall establish a weekend/holiday building check (overtime) schedule by July 1 of each year. Employees shall be responsible for finding coverage if they are unavailable. If no coverage can be found, the Employee must notify Management at least 48 hours prior to said coverage. Management may then assign, in writing, the least senior Employee to cover said work on a rotating seniority basis.
- F. Accumulated Sick Leave - upon retirement or death, regardless of years of service at the Bethlehem Area Vocational-Technical School, any employee

hired prior to July 1, 2018 and covered by this Agreement shall receive any unused sick leave credit as follows: Forty dollars (\$40.00) for each day of unused cumulative sick days in this agreement up to a maximum of 250 days. The sum total of these dollars shall be placed into a special employer contributed 403(b) plan. Employees hired on or after July 1, 2018 must complete ten (10) years of service to receive credit for unused sick leave as described in this section of the agreement.

The value of all unused sick leave payments and incentives accrued at the time of termination of employment shall be contributed by the School as an employer contribution into a Section 403(b) tax sheltered account of the employee's choice up to the amount permissible by law. Each Employee will be responsible for determining and notifying the School of the amount permissible by law. The School's sole responsibility will be to follow the Employee's' directive.

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.

- G. Direct Deposit of Payroll – All Employees are required to enroll in direct deposit of paychecks at the time of hire. All current Employees are required to enroll in direct deposit of paychecks by September 30, 2015.

ARTICLE VIII – VACANCIES

All vacancies shall be posted for five (5) working days and existing employees shall have an opportunity to apply for said vacancies. The selection shall be made on the basis of experience, competency, and seniority within thirty (30) days. Any new position shall be posted with accompanying job description, qualifications, and salary.

ARTICLE IX – WORKING CONDITIONS

- A. The JC shall provide closet space (locker) for each employee to store coats, overshoes, and personal articles.
- B. Employees shall not be required to work under unsafe or hazardous conditions, or to perform tasks which are unhealthy or unsafe. Employees who commit unsafe or hazardous acts are subject to disciplinary action.

- C. A normal work day shall consist of eight (8) hours, including a duty-free thirty (30) minute lunch. Employees may leave the premises during their duty-free thirty (30) minute lunch with the prior approval of the immediate supervisor.
- D. All custodial overtime in each designated building will be offered to the custodians of that building on a rotating seniority basis.

ARTICLE X – OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

The JC will provide the same benefit programs as provided to the Professional Bargaining Unit (BAVTSEA) for full-time Employees and their dependents enrolled in the program subject to the conditions hereinafter included in this article. Dependents are unmarried children (including step and legally adopted children) of a member of the bargaining unit who have not attained their nineteenth (19) birthday or twenty-third (23) birthday if such children over eighteen (18) are attending accredited school or colleges, on a full-time basis, and who have no other benefits from employers, government agency or other type of group insurer. If required by law, dependents up to age twenty-six (26) who are not eligible for an employer-sponsored health plan shall also be retained and paid for by the Joint Committee.

Employees will contribute the same amount per pay as the Professional Bargaining Unit (BAVTS-EA).

All benefits provided for employee dependents under the Bethlehem Area Vocational-Technical School Health Benefits Program will be coordinated with any other plan available to any dependent by reason of employment with another employer, whether that other plan is paid for in whole or in part by the other employer and whether or not that dependent has actually enrolled in that other benefit plan. Benefits of the health care program will not be payable to the extent that they are provided under or are a deductible under any other group plan. No employee may benefit under the Health Benefits Program both as an employee and as a dependent.

B. Life Insurance

Each full-time employee covered by this Agreement during the term of his or her employment shall be provided at JC expense with a group-term life insurance with AD&D. Coverage for Employees will be in the amount of fifty thousand dollars (\$50,000.00).

C. Income Protection Plan

The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for all full-time Employees. The policy shall have the following minimum provisions: monthly benefits of 60% of covered wages to a maximum of \$5,000 per month, elimination period of the greater of 30 days or accumulated sick leave, and a maximum benefit duration of Social Security Normal Retirement age.

D. Dental Service Plan

The JC shall provide a dental insurance program for each full-time employee identical to the BAVTS-EA Bargaining Unit with the JC paying ninety-five percent (95%) of the premium (single or family, as required) for the duration of the Agreement. The coverage will be for \$2,000.00 per year/per person.

E. Prescription Drugs

The JC shall provide the same prescription drug benefits as provided to the Professional Bargaining Unit (BAVTSEA) for full-time Employees and their dependents enrolled in the program, pursuant to the then-current Collective Bargaining Agreement between the JC and the BAVTSEA.

F. Vision

The JC will provide full-time employees a vision insurance program identical to the program provided to the Professional Bargaining Unit (BAVTS-EA).

G. Longevity

Any Employee covered by this Agreement who completes 20 years of continuous service with the Bethlehem Area Vocational-Technical School thereafter shall receive, during the life of this Agreement, an annual two hundred dollars (\$200) as a longevity increment (non-cumulative). Any employee covered by this Agreement who completes 25 years of continuous service during the life of this Agreement thereafter shall receive an annual three hundred dollars (\$300) longevity increment (noncumulative). Any employee covered by this Agreement who completes 30 years of continuous service during the life of this Agreement thereafter shall receive an annual three hundred fifty dollars (\$350) longevity increment (noncumulative). Any employee covered by this Agreement who completes 35 or more years of continuous service during the life of this Agreement thereafter shall receive an annual four hundred fifty dollars (\$450) longevity increment (noncumulative). The intent of this section is that the monies shall become

part of the affected employee's salary, and such salary shall not be further incremented.

H. Tuition Reimbursement/Training – any Employee who gets approved by the Executive Director to take coursework offered at the Bethlehem Area Vocational Technical School, or any other educational institution, shall be reimbursed for the cost of that course.

I. Retirement Program

1. Upon retirement from the School, the School will contribute 50% of the premium cost for single coverage under the medical and hospitalization, Major Medical, drug, vision, and dental plans that were provided to the retiring Employee during his or her last school year of employment, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Employee must be at least 55 years of age and have 25 years or more service with the School at the time of retirement. The contribution amount will be fixed at 50% of the premium costs for single coverage in the year the Employee retires, and will not increase thereafter. This fixed contribution will be made until the retiring Employee reaches the age of Medicare eligibility. Any premium differential between the School's contribution amount and the actual premium cost from time to time will be borne by the retiree.

2. Upon retirement from the School, the School will contribute 100% of the premium cost for single coverage under the medical and hospitalization, Major Medical, drug, vision, and dental plans that were provided to the retiring Employee during his or her last school year of employment, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Employee must be at least 62 years of age, have 35 years or more service with the School at the time of retirement and must provide 6 months written notice of retirement. The contribution amount will be fixed at 100% of the premium costs for single coverage in the year the Employee retires less \$100 per month, and will not increase thereafter. This fixed contribution will be made until the retiring Employee reaches the age of Medicare eligibility. The Employee is responsible for payment of \$100 per month to the School. Additionally, any premium differential between the School's contribution amount and the actual premium cost from time to time will be borne by the retiree.

3. As used in paragraphs 1 and 2 above, age is based on the Employee's specific birthdate.

4. As used in paragraphs 1 and 2 above, years of service is accrued on June 30 of each year and includes only full-time service. In the first year of employment, 1 year is accrued on June 30 of that fiscal year.

- J. Group Health, Dental, Prescription Drug, and Vision Insurance during Unpaid Leave - Employees will reimburse the School for the cost of Group Health, Dental, Prescription Drug, and Vision Insurance on days of absence not covered by paid leave or FMLA. The daily cost of Group Health, Dental, Prescription Drug and Vision Insurance is calculated as (Annual Cost – Employee’s Annual Premium Share)/ Number of Days in Work Year. The reimbursement will be deducted from the Employee’s paycheck. If the Employee is not receiving a paycheck then the Employee must pay the monthly cost by the first of the month in order for coverage to be extended for the month.

ARTICLE XI – LEAVES OF ABSENCE

A. Sick Leave

For each year of continuous service with this school, an employee covered by this Agreement shall receive sick leave with full pay according to the following schedule, whenever prevented by illness or accidental injury from following his or her occupation:

Ten (10) days – One (1) to Ten (10) years of continuous service with this school.

Fifteen (15) days – Over Ten (10) years of continuous service with this school.

During the first year of employment commencing on the date of hire and ending on the next succeeding June 30th, the employee shall receive, one (1) sick day for each whole month of completed service.

Sick leave shall be posted annually on July 1. Any unused sick leave shall be cumulative from year to year, without limitation. No employee’s salary shall be paid if the injury or illness is incurred while the employee is engaged in remunerative work unrelated to school duties.

1. Employees shall be given a written accounting of accumulated sick leave days no later than August 1 of each year.

2. If the sick leave absences exceed three (3) days, or if malingering is suspected, the JC or its representative may require that the employee furnish a certificate from a physician stating the nature of the sickness or injury and certifying that the employee was unable to perform his or her duties. When a certificate has been required by the JC or its representative, no payments will be paid unless said certificate is provided.

B. Death in Family

Up to three (3) days absence, at full wages, 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 or her home. The JC may, upon recommendation of the administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances. Days of absence by reason of death of a near relative shall not be deducted from sick leave.

C. Death of Near Relative

One (1) day absence at full pay for the purpose of attending the services shall be allowed in the event of the death of a near relative. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The JC may, upon recommendation of the administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances. Days of absence by reason of death of a near relative shall not be deducted from sick leave.

D. Emergency Days

One (1) emergency day in any one (1) school year shall be allowed, without loss of compensation or sick leave. Personal emergencies may include serious illness of a member of the family, legal business, obligatory religious observances, or such other reasons as shall be acceptable to the Executive Director. Use of these days should only be made in cases of urgency.

E. Personal Days

Two (2) unrestricted personal days per school year, without loss of compensation or sick leave, will be allowed each Employee covered by this

Agreement, provided written notice has been given to the Executive Director or designee on a school day at least forty-eight (48) hours prior to the personal day requested. Only upon approval by the Executive Director may more than two (2) Employees take a personal day on the same day. Up to two (2) unused personal days may be carried over to the next school year and may accumulate to a maximum of four (4) days that can be used in one school year.

Personal days may be used in one-half (1/2) or full day increments. No personal day will be granted in less than a one-half (1/2) day increment.

F. Extended Illness Leave

An employee who is unable to work because of illness or disability, and who has exhausted all sick leave and other available leaves, shall be granted a leave of absence without pay or benefits, except as noted below, for the duration of such illness or disability, except that such leave of absence shall not exceed one hundred twenty (120) work days.

1. The job position will remain open for a period of one hundred twenty (120) work days after exhaustion of all accumulated leave.
2. Bethlehem Area Vocational-Technical School will not pay medical insurance and life insurance premiums during Extended Illness Leave beyond the period covered by FMLA.
3. Bethlehem Area Vocational-Technical School will pay income protection in accordance with Article XI-C.

In order to qualify for the extended illness leave as described above, an employee must have been employed for a minimum of one (1) year. Any additional uncompensated extended illness leave beyond the leave described above will be subject to the approval of the BAVTS Joint Committee in accordance with Policy 539. Uncompensated Leave.

G. Shared Sick Leave

The Joint Committee and the Administration acknowledge that individuals within the custodial and maintenance group may choose to donate unused sick leave days to other individuals within the custodial and maintenance group. The donation of sick days will only occur when the recipient has completely exhausted all paid leave days and has a specific need for additional leave days. The monitoring and administration of this practice is the responsibility of the custodial and maintenance group. All donations must

be recorded in writing. Donations of unused sick leave to or from employees of other groups will not be accepted. A staff member can donate a maximum of five (5) sick days annually to an individual employee.

ARTICLE XII – VACATIONS-HOLIDAYS

- A. Employees covered by this Agreement who are employed full time shall be granted vacation with pay according to the following schedule:

| <u>Years of Service</u> | <u>Vacation</u> |
|-----------------------------|-------------------|
| 1-7 | Ten (10) Days |
| 8-14 | Fifteen (15) Days |
| At the beginning of year 15 | Twenty (20) Days |

Effective July 1, 2012, vacation days shall be posted annually on July 1. Vacation days are earned during one (1) year of service and taken during the next year of service; therefore, there is no vacation time in the first year of service. If a paid holiday falls within an employee's vacation, the employee shall receive an additional vacation day in lieu of the holiday. In the event of the termination of employment by employer for any reason, the employee or his beneficiary will receive compensation for earned and unused vacation days payable within thirty (30) days.

Upon approval of the administrator in charge, a full-time employee will be permitted to defer one (1) week of annual vacation time to the following year. (A full-time employee is defined as one who works 30 or more hours per week, twelve (12) months per year.) Such deferred vacation time may not be accumulated. At no time can an employee be eligible for more than the normal annual vacation, plus one (1) week which has been deferred from the previous year.

Vacations may be taken at the employee's discretion based on established seniority, as long as the operation of the school is not adversely affected. All vacations must be approved by the administrator in charge.

- B. Employees covered by this Agreement will be granted thirteen (13) holidays per year. In the event a paid holiday should fall on a non-working day, an appropriate day, based on the school calendar will be substituted. If an employee is required to work on a paid holiday, except when regular classes are in session, he shall be compensated at one and one-half (1½) his hourly rate.

The holidays classified as paid holidays are as follows:

| | | |
|-----------------|-------------------------|---------------------------|
| New Year's Eve | Memorial Day | Monday after Thanksgiving |
| New Year's Day | 4 th of July | Day before Christmas |
| Presidents' Day | Labor Day | Christmas Day |
| Good Friday | Thanksgiving Day | |
| Easter Monday | Day After Thanksgiving | |

In the event the school calendar is changed by Administration or JC action, the Administration shall have the right to substitute another day for the denied holiday.

ARTICLE XIII – COMPLAINT PROCEDURE

- A. In the event an employee has a complaint, the complaint shall be resolved in accordance with the following procedure:

Step 1 – The complainant shall, within ten (10) days of alleged infraction, present his or her complaint, in writing, to the Administrator in charge, who shall resolve the matter in writing within ten (10) days.

Step 2 – If the complaint is not resolved satisfactorily in the foregoing step, the complainant may appeal the decision within five (5) days of receipt of the written decision in Step 1 to the Executive Director. The appeal to the Executive Director must be in writing and must specify the complainant's dissatisfaction with the decision previously rendered. The Executive Director shall resolve the matter, in writing, within fifteen (15) days.

Step 3 – If the complaint is not resolved satisfactorily in the foregoing step, the complainant may request a review by the JC of the Executive Director's decision. The request must be made within five (5) days of the receipt of the written decision in Step 2 and shall be submitted in writing through the Superintendent of Record, who shall attach all related papers and forward same to the JC. The JC shall review the complaint and render a decision in writing within thirty (30) days of receipt of the complaint. The decision of the JC will be final and may not be further appealed.

A complainant may be represented at any stage of the complaint procedure by himself and/or, at his/her option, by a representative of the Employees.

IN WITNESS WHEREOF, the Employees have caused this Agreement to be signed their president and secretary and the JC has caused this Agreement to be signed by its chairperson, attested by its secretary, and its corporate seal to be placed thereon.

CUSTODIAL AND MAINTENANCE EMPLOYEES OF THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

By _____

By _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

By _____
Chairperson

By _____
Secretary

APPENDIX "A" – COMPENSATION

The hourly rate for July 1, 2022, through June 30, 2025, for the Custodians shall be increased sixty-five cents (\$0.65) per hour and the hourly rate for Maintenance Workers shall be increased eighty-five (\$0.85) per hour as follows:

Hourly Rates July 1 through June 30 effective year

| Contract Year | Custodian (hired prior to 7/1/2018) | Custodian (hired between October 5, 2021 and June 30, 2022) | Custodian (hired between July 1, 2022 and June 30, 2023) | Custodian (hired between July 1, 2023 and June 30, 2024) | Custodian (hired between July 1, 2024 and June 30, 2025) | Maintenance |
|---------------|-------------------------------------|---|--|--|--|-------------|
| 2022-2023 | \$26.62 | \$20.15 | \$19.50 | | | \$29.16 |
| 2023-2024 | \$27.27 | \$20.80 | \$20.15 | \$19.50 | | \$30.01 |
| 2024-2025 | \$27.92 | \$21.45 | \$20.80 | \$20.15 | \$19.50 | \$30.86 |

There is no shift premium effective July 1, 2018.

Effective October 5, 2021, the newly hired custodian starting hourly rate will be \$19.50.

A. Call In

Any employee called to work after his regular scheduled work shift shall be paid a minimum of four (4) hours at one and one-half (1 ½) times the regular rate. "Called to work" shall mean the calling back to work of the employee after he has left his regular place of employment for the purpose of returning home.

B. Reporting Pay

A minimum of four (4) hours work or four (4) hours pay at straight time pay shall be given to all employees reporting to work unless such employees have been previously notified not to report to work.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 15, 2022

14. INSTRUCTIONAL ASSISTANT AGREEMENT

RECOMMENDATION:

That the Instructional Assistant Employee Agreement for the period July 1, 2022 to June 30, 2023, be approved by the Joint Committee.

The Agreement will be made available to the Joint Committee members at the meeting.

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

**AGREEMENT BETWEEN THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
AND
THE INSTRUCTIONAL ASSISTANTS OF THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
July 1, 2022 – June 30, 2023**

TABLE OF CONTENTS

TABLE OF CONTENTS 1
ARTICLE I - AGREEMENT 2
ARTICLE II – TERM OF AGREEMENT 2
ARTICLE III – MEET AND DISCUSS 2
ARTICLE IV – SAVINGS CLAUSE..... 2
ARTICLE V – RIGHTS OF EMPLOYEES 2
ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES..... 3
ARTICLE VII - COMPENSATION..... 3
ARTICLE VIII – PAYROLL DEDUCTIONS..... 5
ARTICLE IX - VACANCIES 5
ARTICLE X – WORKING CONDITIONS..... 5
ARTICLE XI – PERSONAL FREEDOM 6
ARTICLE XII – INSURANCE AND OTHER EMPLOYEE BENEFITS..... 6
ARTICLE XIII – LEAVES OF ABSENCE 8
ARTICLE XIV – STATUS CHANGE 11
ARTICLE XV – COMPLAINT PROCEDURE..... 11
ARTICLE XVI – TUITION REIMBURSEMENT 13
ARTICLE XVII – RETIREMENT BONUS 14
APPENDIX “A” - COMPENSATION 16

ARTICLE I — AGREEMENT

This agreement entered into this _____ day of _____ by and between the Joint Committee, hereinafter the “Board”, of the Bethlehem Area Vocational-Technical School, Bethlehem, Pennsylvania, hereinafter called the “School”, and the Instructional Assistants of the Bethlehem Area Vocational-Technical School, hereinafter called “Employee“ or “Employees”, singularly or collectively.

ARTICLE II - TERM OF AGREEMENT

The term of this Agreement shall begin on July 1, 2022, and shall continue in full force and effect until June 30, 2023 or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended ending date shall be evidenced by an amendment to this Agreement. To this amendment, both parties shall signify their approval by affixing their signatures thereto.

ARTICLE III — MEET AND DISCUSS

The Board agrees to meet and discuss with representatives of the Instructional Assistants of the School concerning the term and conditions of employment for the Employees.

ARTICLE IV – SAVINGS CLAUSE

If any provision of this Agreement, or any application of this Agreement to any Employee or groups of Employees, is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE V — RIGHTS OF EMPLOYEES

- A. No Employee will be disciplined, discharged, or reduced in position or compensation without due process as provided by law.
- B. Whenever any Employee is required to appear before the Superintendent of Record, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that Employee in his/her position or employment, or the salary or any increments pertaining thereto, he/she will be given, where feasible, notice of the reasons for such meeting or interview and shall be entitled, if he/she so desires, to have a representative of the Employees present to advise and represent the Employee during such meeting or interview. If the Board has legal counsel present, the Employee also shall be entitled to have legal counsel present.

- C. No reprisals of any kind shall be taken by the Board or any members of the administration against any party in interest, any representatives or any member of the Employees, by reason of participation in such a meeting or interview, or the Complaint Procedure.
- D. Nothing contained herein shall be construed to deny or restrict to any Employee, or to the Board, such rights as they may have under the Public School Code of 1949 as amended, or other applicable laws.
- E. Seniority is the length of service with the School. Any Employee laid off will retain his/her seniority for a one (1) year period. In case of layoff, or return to work following layoff, the principle of seniority will prevail.

ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES

- A. Whenever an Employee, as the Complainant, is mutually scheduled by the parties to participate in Complaint proceedings during working hours, the Employee will suffer no loss in pay.
- B. The Board will permit the Employees, upon request, reasonable use of school buildings for meetings, and reasonable use of school computers, fax, copiers, e-mail and mailboxes. The School will charge the Employees the cost of supplies used at the School or the Employees will provide their own supplies.
- C. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or disability.

ARTICLE VII - COMPENSATION

- A. The annual increases to wages of Employees covered by this Agreement are set forth in Appendix "A", which is attached to and incorporated in this Agreement and will remain in effect during the term of this Agreement.
- B. **Travel Expenses** - Employees required, in the course of their work, to drive personal vehicles from one (1) school building to another, will receive reimbursement at the prevailing IRS rate. This same allowance will be given for the use of personal vehicles for other business of the School.
- C. **Method of payment**

Each full-time Employee shall receive his/her wages in equal installments on each of the 26 or 27 pay dates as scheduled for the school year. Any full-time Employee who separates from service prior to the end of the school year shall be paid a lump sum for any remaining wages owed as of the date of separation. The lump sum payment shall be made on the next scheduled pay date after the

date of separation from services. Separation of services shall be defined as death, retirement, resignation, or otherwise terminated from employment.

Each part-time Employee shall receive his/her wages in bi-weekly pay periods with payment based on the actual hours worked as submitted on their timecard.

All Employees hired after July 1, 2011 are required to enroll in direct deposit of paychecks at the time of hire. All Employees hired prior to July 1, 2011 are required to enroll in direct deposit of paychecks by June 30, 2013.

- D. **Overtime** — Any Employee required to work beyond forty (40) hours per week will be paid one and one-half (1½) times his/her hourly wage for such overtime. Overtime work can either be compensated at the agreed to rate, or taken as compensatory time at the discretion of the Employee with three (3) days prior notice submitted to the Administrator in Charge of Employees.

Compensatory time will be at the rate of one (1) hour worked equals one and one-half (1 ½) hour of compensatory time. A maximum of twenty-four (24) earned compensatory hours may be used within 30 days of earning them, and any unused compensatory hours will be paid as overtime pay at one and one-half (1 ½) times the hourly rate for each hour of overtime worked.

If no election of compensatory time is made within five (5) days, the Employee will receive his or her additional hours, above those of forty (40) hours per week, as overtime pay.

- E. **Accumulated Paid Time Off (PTO) Leave** — Upon retirement, Employees with a minimum of ten (10) years of service at the School will receive a payment of forty dollars (\$40) for each day of accumulated unused PTO days up to a maximum of 350 days. The sum total of these dollars will be placed into a special employer contributed 403(b) plan.

The value of all unused PTO leave payments accrued at the time of separation from employment (other than disciplinary termination) payable after July 1, 2007, will be contributed as an employer contribution by the School into a Section 403(b) account 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 PTO leave payments and/or incentives be paid directly to the Employee.

Each Employee will be responsible for determining and notifying the School of the amount permissible by law. Except as may be required by law, the School's sole responsibility will be to follow the Employee's directive.

- F. **Summer Employment** – Employees who work during the summer will be paid the hourly rate of the Employee's regular compensation rate if performing normal

work duties. Summer employment outside the normal work duties will be compensated at the established summer work rate.

ARTICLE VIII— PAYROLL DEDUCTIONS

- A. The Board agrees to make payroll deductions available for the Bethlehem Teachers' Federal Credit Union to all Employees on a voluntary basis. A payroll deduction authorization form for this purpose will be submitted by the Employee to the School's Business Office.

ARTICLE IX — VACANCIES

- A. Notices of all vacancies will be e-mailed to Employees and be posted for five (5) working days. Employees will have an opportunity to apply for said vacancies. The appointment shall be made at the discretion of the Board, but will consider experience, competency, and seniority within ninety (90) days. Any new position will be posted with accompanying job description, qualifications, and salary/hourly rate, and a copy of same will be provided to the Employees' President or designee on or before the date of posting.
- B. In the event that short-term vacancies occur, or that duties arise which are of a temporary nature, the Board has the right to hire substitutes to perform the required duties. Short-term shall be defined as less than ninety (90) work days.

ARTICLE X — WORKING CONDITIONS

- A. Employees will not be required to work under unsafe or hazardous conditions, or to perform tasks which are unhealthy or unsafe.
- B. Employees will not be required to transport students in the Employee's personal vehicle.
- C.
 - 1. The normal working day for all full-time Employees is seven (7) hours and twenty (20) minutes including a duty-free thirty (30) minute paid lunch break.
 - 2. The work year for all full-time Employees is the same as that of the Teachers' Bargaining Unit (BAVTS EA).
 - 3. Part-time Employees work less than 30 hours per week during the work year of the Teachers' Bargaining Unit (BAVTS EA). The work day for part-time employees will be assigned by administration. An unpaid duty-free thirty (30) minute lunch break will also be assigned by administration. In-service days and hours to be worked will be assigned/approved by

administration. Part-time Employees are only compensated for actual hours worked. The unpaid duty-free lunch break must be identified on timecard submissions.

D. Substitute Work

Any Employee who is required to substitute or co-substitute for a teacher will receive a stipend as defined in Appendix 'A'.

E. Inclement Weather

When School is closed due to snow or other inclement weather, Employees covered by this Agreement will not be expected to report to work unless otherwise directed to do so by the Executive Director or designee. Full-time Employees will suffer no loss of pay for cancelled days. Part-time employees are not compensated on cancelled inclement weather days.

In the event of an early dismissal or a delayed opening due to inclement weather, full-time Employees will receive a full day's pay. Part-time Employees will be compensated only for actual hours worked on inclement weather days.

ARTICLE XI — PERSONAL FREEDOM

- A. The personal life of an Employee is not an appropriate concern of the Board, unless such personal activity is detrimental to the school.
- B. Employees are entitled to full rights of citizenship, and no religious or political activities of an Employee, or lack thereof, will be grounds for any discipline or discrimination with respect to employment of such Employee, providing said activities do not violate any local, state, or federal law, and providing said activities do not interfere with performance of duties.

ARTICLE XII — INSURANCE AND OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

The Joint Committee will provide Group Health Insurance to each Full-Time Employee as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section A. Part-time employees do not receive this benefit.

B. Life Insurance

Each Full-Time Employee will be provided with a group-term life insurance with Accidental Death & Dismemberment, the premium of which shall be paid by the

School. Coverage for Full-Time Employees will be in the amount of fifty thousand dollars (\$50,000.00). Part-time Employees do not receive this benefit.

The School will provide to each full-time Employee a description of the plan.

C. Income Protection Plan

The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for all Full-Time Employees. The policy shall have the following minimum provisions: monthly benefits of 60% of covered wages to a maximum of \$5,000 per month, elimination period of the greater of 30 days or accumulated PTO leave, and a maximum benefit duration of Social Security Normal Retirement age. Part-time Employees do not receive this benefit.

D. Dental Service Plan

The Joint Committee will provide Dental Service Plan to each Full-Time Employee as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section B. Part-time Employees do not receive this benefit.

E. Prescription Drugs

The Joint Committee will provide Prescription Drugs to each Full-Time Employee as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section E. Part-time Employees do not receive this benefit.

F. Vision Insurance Program

The Board will provide a vision insurance program for each Full-Time Employee identical to the program for the BAVTSEA Bargaining Unit. Part-time Employees do not receive this benefit.

G. Longevity

A longevity payment of \$500 will be paid to each Full-Time Employee in the first payroll of their 6th, 11th, 16th, 21st, 26th, etc. year of service. The payment shall be in a single lump sum and is not added to salary. Part-time Employees do not receive longevity payments.

H. Group Health, Dental, Prescription Drug, and Vision Insurance during Unpaid Leave.

Full-Time Employees will reimburse the School for the cost of Group Health, Dental, Prescription Drug, and Vision Insurance on days of absence not covered by paid leave or FMLA. The daily cost of Group Health, Dental, Prescription Drug and Vision Insurance is calculated as (Annual Cost – Employee’s Annual

Premium Share)/ Number of Days in Work Year. The reimbursement will be deducted from the Employee's paycheck. If the Employee is not receiving a paycheck then the Employee must pay the monthly cost by the first of the month in order for coverage to be extended for the month.

Employees will be allowed three (3) buffer days per year provided, at the time of absence, the employee submitted a written physician's excuse for at least nine (9) of the PTO days used that year. A buffer day is a day of absence that is unpaid due to the exhaustion of all available PTO leave and is not covered by FMLA. The employee will not be required to reimburse the School for the cost of Group Health, Dental, Prescription Drug, and Vision Insurance on a buffer day. Employees in their first year of service do not qualify for buffer days.

ARTICLE XIII — LEAVES OF ABSENCE

A. Paid Time Off (PTO)

1. For each year of continuous service with the School, a Full-Time Employee covered by this Agreement will receive twelve (12) days of Paid Time Off (PTO) with full pay.

Any unused PTO will be cumulative from year to year, without limitation.

Part-time Employees do not receive Paid Time Off.

2. During the first year of employment commencing on the date of hire and ending on the next succeeding June 30th, the Full-Time Employee will receive one (1) PTO day for each whole month of completed service.

3. Employees will be given a written accounting of accumulated PTO days upon request.

4. Any use of PTO greater than three (3) consecutive school days requires the written approval, in advance, of the employee's supervisor or the submission of appropriate documentation from a physician. The type of documentation is dependent on the situation and the employee will be advised of the specific type by the business office.

5. No Employee's salary will be paid if the accidental injury or illness is incurred while the Employee is engaged in remunerative work unrelated to school duties.

6. No payments of any disability, PTO leave, or other Employee benefits will be made to any Employee covered by this Agreement as a result of intentionally self-inflicted or voluntarily inflicted illness, disability, or injury.

B. Death in Family

Up to five (5) days absences, at full wages, will be allowed in the event of a death in the immediate family of a Full-Time Employee covered by this Agreement. Members of the immediate family are defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-relative or other near relative who resides in the same household, or any person with whom the Employee has made his or her home.

The Board may, upon recommendation of the Administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances which must be explained in writing. Day 4, Day 5, and thereafter, if taken, will be deducted from PTO leave.

Part-time employees will be allowed two (2) compensated bereavement days for the death of an immediate family member as defined above. Any leave taken beyond the two (2) will be unpaid.

C. Death of Near Relative

Up to two (2) days absence at full pay for the purpose of attending the services will be allowed in the event of the death of a near relative of a Full-Time Employee. A near relative will be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The Board may, upon recommendation of the Administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances which must be explained in writing. The second day and any day thereafter, if taken, will be deducted from PTO leave.

Part-time employees will be allowed one (1) compensated bereavement days for the death of a near relative as defined above. Any leave taken beyond the one (1) day will be unpaid.

D. Military Leave

The provisions of applicable laws governing members of the uniformed services will apply in the case of leaves of absence for involuntary military service.

E. Extended Illness Leave

A Full-Time Employee who is unable to work because of illness or disability which does not result from engaging in remunerative work unrelated to school duties, and who has exhausted all paid leave available, will be granted a leave of absence without pay for the duration of such illness or disability, except that such leave of absence may not exceed one hundred twenty (120) teacher days.

1. The job position will remain open for up to one hundred twenty (120) teacher days after exhaustion of all accumulated and available leave.

2. The School will not pay medical insurance and life insurance premiums during Extended Illness Leave beyond the period covered by FMLA. Employees will be responsible for Employee contributions.
3. The School will advise the Employee of their right to file an application for long-term disability in accordance with Article XIIC, subject to eligibility requirements.

A Part-Time Employee who is unable to work because of illness or disability which does not result from engaging in remunerative work unrelated to school duties, will be granted a leave of absence without pay for the duration of such illness or disability, except that such leave of absence may not exceed six (6) weeks. The job position will remain open for up to six (6) weeks of leave.

In order to qualify for the extended illness leave as described above, an employee must have been employed for a minimum of one (1) year. Any additional uncompensated extended illness leave beyond the leave described above will be subject to the approval of the BAVTS Joint Committee in accordance with Policy 539. Uncompensated Leave.

F. Leave for Good Reason

Other leaves of absence without pay or benefits may be granted at the sole discretion of the Board for good reason. The length of time permissible for such leaves will be determined at the sole discretion of the Board in each instance.

G. Shared PTO Leave

The Joint Committee and the Administration acknowledge that individuals employed full-time within the instructional assistant group may choose to donate unused PTO days to other individuals employed full-time within the instructional assistant group. The donation of PTO days will only occur when the recipient has completely exhausted all paid leave days and has a specific need for additional leave days. The monitoring and administration of this practice is the responsibility of the instructional assistant group. All donations must be recorded in writing. Donations of unused PTO leave to or from employees of other groups will not be accepted.

H. Use of Partial PTO

Time at work (*excluding lunch break*): If a full-time employee is at work...

1. less than one (1) hour, a whole day leave deduction is made.
2. between one (1) and five (5) hours, a half-day leave deduction is made.
3. five (5) or more hours, no leave deduction is made.

Use of partial PTO is for illness only with prior notification and administrative approval. Part-time employees do not receive PTO.

I. Part-Time Flex Days

Twice each semester, the Part-Time employee may adjust their scheduled day off by working on the non-scheduled day and taking another day off within the same school week with prior administrative approval and a minimum of one (1) week advance notice. Advance notice for sick and bereavement flex days is required as soon as practical.

ARTICLE XIV — STATUS CHANGE

Full-time employees may elect to transition from full-time to part-time status. Once the employee communicates the change in status in writing to the Executive Director and the change is approved by the Joint Committee, the election is irrevocable by the employee.

When an employee transfers from full-time employment to part-time employment, any accumulated leave time will be “banked” until the employee is reappointed by the Joint Committee to full-time employment or until the employee retires. At retirement and with a minimum of ten (10) years of service, the employee will receive payment as an employer contribution to their 403(b) plan for all accumulated leave time at the current rate provided under this agreement.

ARTICLE XV — COMPLAINT PROCEDURES

A. Definitions

“Complaint” means an alleged violation of the terms and conditions of employment set forth in a specific article or section of this Agreement.

1. A “party in interest” is one or more Employees involved in a Complaint and any person who might be required to take action or against whom action may be taken in order to resolve the Complaint.
2. The term “days” shall mean working days; thus, weekend or vacation days during the school year are excluded. Complaints which extend beyond the normal school year will continue to be processed with “week days” (except Saturdays, Sundays, and holidays) being substituted in the procedure for all references to days.

B. Procedure

To process Complaints as rapidly as possible, the number of days indicated at each step will be considered as a maximum and every effort will be made to expedite the process. The time limit specified may, however, be extended by

mutual written agreement of the parties in interest at any given step of the Complaint Procedure.

1. Failure at any step of this procedure to communicate the decision on a Complaint within the specified time limits will permit the Complainant to proceed to the next step, except when mutually agreed in writing.
2. Failure at any step of the procedure to appeal a decision on a Complaint to the next step within the specified time limits will be considered as acceptance of the decision rendered at that step.
3. It is understood that the Complainant shall, pending the processing of any Complaint, continue to observe all assignments and applicable rules and regulations until such complaint has been concluded.

C. Steps

A Complaint to be considered under this procedure must be initiated by the Complainant(s) within fifteen (15) days of the alleged violation or when the Complainant first becomes aware of the alleged violation of the Agreement but in no event later than ninety (90) days thereafter.

- Step 1. Any Employee who has a Complaint may at his/her option discuss it first with the appropriate administrative personnel in an attempt to resolve the matter at that step.
- Step 2. If Step 1 is utilized and, as a result of the discussion, the Complaint is not resolved to the satisfaction of the Complainant(s), the Complainant(s) shall set forth the Complaints in writing to the Executive Director or designee within ten (10) days of the Decision at Step 1. Otherwise, all other Complaints will start at this step in accordance with the time limits above.

The written Complaint on the approved form (Formal Complaint) shall specify:

- a. Nature of complaint and section of Agreement allegedly violated
- b. The results of previous discussions
- c. Dissatisfaction with decisions previously rendered
- d. Date of occurrence
- e. Date filed
- f. Action requested

The Executive Director or designee will communicate the decision to the Complainant in writing within ten (10) days after receipt of the written complaint.

If the Complaint is not resolved to the Complainant's satisfaction, he/she may, no later than ten (10) days after receipt of the written decision of the Executive Director and/or designee, request a review by the Joint Committee. The request will be submitted in

writing through the Executive Director and/or designee, who shall attach all related papers and forward the request to the Joint Committee. The Joint Committee may hold a meeting with the Complainant and will render a decision in writing to the Complainant no later than ten (10) days following its next regularly scheduled monthly meeting, which decision will be final.

D. Miscellaneous

All meetings under this procedure will be private unless otherwise agreed to in writing by the parties in interest.

ARTICLE XVI — TUITION REIMBURSEMENT

In order to be eligible for tuition reimbursement a Full-Time Employee must have been employed in the School for at least one school year, or equivalent thereof, and must have received at least a satisfactory performance review rating on their most recent rating. Part-time employees are not eligible for tuition reimbursement.

There will be no double reimbursement for credits. This includes federal grants, state grants, scholarships, G.I. Bill reimbursements, etc.

No payment will be made for courses where the grade received is below B, not completed, or for courses for which credit is not received. Payments will not be made to personnel who have terminated service with the School and have not yet completed the course. Employees on Board-approved leave may receive payment for approved courses completed before the start of the leave. Such payment will be made upon receipt of a written declaration of intent to return.

Tuition Reimbursement is viewed as an educational loan to the Employee which will be reduced by twenty-five percent (25%) for each twelve (12) calendar months (one year) of employment at the School following the Executive Director's approval of payment. If the Employee leaves the employment of the School for any reason other than death, total disability, or Board mandated furlough (RIF), said Employee will be responsible for the repayment of the remaining portion of the assistance. Failure of Employees who leave employment at BAVTS to repay their obligation may be subject to collection agency and/or legal action.

No tuition reimbursement will be paid unless the Executive Director receives the official transcript, itemized receipt showing cost of tuition, and tuition reimbursement form within a two-month period after the completion of the course.

A Full-Time Employee may be reimbursed for a maximum of twelve (12) college credits per school year. Courses authorized by the Executive Director and taken outside of the work schedule may be reimbursed to maintain certification or license for a position used at the School.

Eligible Full-Time Employees will receive reimbursement as follows:

- a) the Employee must submit the Educational Assistance Documentation Form requesting preapproval, tuition cost and a description of the course at least thirty (30) days in advance of the starting date.
- b) the maximum amount for credit reimbursement shall be based on the resident undergraduate rate at Northampton Community College until the Employee provides written verification that he/she has attained an Associate's Degree or a minimum of 60 credits toward a Bachelor's Degree Program or above, then the rate will be based on the resident undergraduate or graduate rate, as applicable, at East Stroudsburg University.
- c) The Executive Director has the sole discretion to approve courses with no legal recourse within or outside the Agreement, including the Complaint Procedure, by members.

ARTICLE XVII – RETIREMENT BONUS

1. Upon retirement from the School, the School will contribute 50% of the premium cost for single coverage under the medical and hospitalization, Major Medical, drug, vision, and dental plans that were provided to the retiring Full-Time Employee during his or her last school year of employment, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Full-Time Employee must be at least 55 years of age and have 25 years or more service with the School at the time of retirement. The contribution amount will be fixed at 50% of the premium costs for single coverage in the year the Employee retires, and will not increase thereafter. This fixed contribution will be made until the retiring Employee reaches the age of Medicare eligibility. Any premium differential between the School's contribution amount and the actual premium cost from time to time will be borne by the retiree.

2. Upon retirement from the School, the School will contribute 100% (less \$100 per month, see detail in next paragraph) of the premium cost for single coverage under the medical and hospitalization, Major Medical, drug, vision, and dental plans that were provided to the retiring Full-Time Employee during his or her last school year of employment, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Full-Time Employee must be at least 62 years of age, have 35 years or more service with the School at the time of retirement and have a retirement date within 6 months after reaching the age 62 plus 35 years of service combination. The contribution amount will be fixed at 100% of the premium costs for single coverage in the year

the Employee retires less \$100 per month, and will not increase thereafter. This fixed contribution will be made until the retiring Employee reaches the age of Medicare eligibility. The Employee is responsible for payment of \$100 per month to the School. Additionally, any premium differential between the School's contribution amount and the actual premium cost from time to time will be borne by the retiree.

3. As used in paragraphs 1 and 2 above, age is based on the Employee's specific birthdate.
4. As used in paragraphs 1 and 2 above, years of service is accrued on June 30 of each year and includes only full-time service. In the first year of employment, 1 year is accrued on June 30 of that fiscal year.

IN WITNESS WHEREOF, the Employees have caused this Agreement to be signed by its representatives and the Board has caused this Agreement to be signed by its Chairperson, attested by its Secretary, and its corporate seal to be placed thereon.

INSTRUCTIONAL ASSISTANTS OF THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

BY: _____

BY: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: _____
Chairperson

BY: _____
Secretary

APPENDIX “A” — COMPENSATION

1. Starting salary, or minimum salary, for new full-time employees:

2022-23 \$22,050

Starting rate of pay for new part-time hourly employees:

2022-23 \$21.50

2. Each full-time employee will receive \$1.00 per hour increase in their hourly rate.

Any employee who earns less than the minimum salary of \$22,050 after receiving the \$1.00 per hour increase will be adjusted to the minimum salary.

Each part-time employee will receive a 2% increase in their hourly rate.

Stipend for Substituting

All Employees covered by this agreement will be paid a stipend, per the schedule below, when assigned as a substitute for an instructor by the BAVTS Administration.

| <u>Assignment</u> | <u>Full Day (AM and PM)</u> | <u>Half Day (AM or PM, greater than 60 minutes)</u> |
|---|---|---|
| Substitute Instructor | \$40 | \$20 |
| Co-Substitute | \$25 | \$15 |
| Licensed Cosmetology Substitute – must hold certificate | Adjustment in daily rate up to the approved Licensed Cosmetology Substitute daily rate | Adjustment in half day rate up to the approved Licensed Cosmetology Substitute half day rate |

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

15. REVISED 2022-2023 HOLIDAY SCHEDULE FOR 12-MONTH STAFF

INFORMATION:

The calendar detailing paid holidays for 12-month employees, per the respective employee agreements, for the 2022-2023 school year was presented and approved by the Joint Committee at its April meeting.

Due to the revision of holidays within the custodial and maintenance employee agreement, the attached holiday schedule has been revised to reflect this change.

RECOMMENDATION:

That the revised 2022-2023 holiday schedule for 12-month employees be approved as presented.

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



BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

HOLIDAY SCHEDULE FOR 2022-2023 FOR THE FOLLOWING EMPLOYEE GROUPS:

ADMINISTRATION
ADMINISTRATIVE SUPPORT
CLERICAL

2022

| | | |
|----------|-------------------|--------------------|
| Monday | July 4, 2022 | Independence Day |
| Monday | September 5, 2022 | Labor Day |
| Thursday | November 24, 2022 | Thanksgiving Day |
| Friday | November 25, 2022 | Thanksgiving Break |
| Monday | December 26, 2022 | Christmas Holiday |

2023

| | | |
|--------|-------------------|--------------------|
| Monday | January 2, 2023 | New Year's Holiday |
| Monday | January 16, 2023 | MLK Day |
| Monday | February 20, 2023 | President's Day |
| Friday | April 7, 2023 | Good Friday |
| Monday | May 29, 2023 | Memorial Day |

FLEX HOLIDAY OPTIONS (CHOOSE THREE DAYS)

| | | |
|-----------|-------------------|--------------------|
| Monday | November 28, 2022 | Thanksgiving Break |
| Friday | December 23, 2022 | Winter Recess |
| Tuesday | December 27, 2022 | Winter Recess |
| Wednesday | December 28, 2022 | Winter Recess |
| Thursday | December 29, 2022 | Winter Recess |
| Friday | December 30, 2022 | Winter Recess |
| Thursday | April 6, 2023 | Spring Recess |
| Monday | April 10, 2023 | Spring Recess |

Thirteen (13) holidays

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

16. TUITION-PAID STUDENTS

INFORMATION:

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

| STUDENT ID # | GRADE | PROGRAM/SHOP | TUITION PAID BY |
|---------------------|--------------|----------------------------|-------------------------------|
| 000380783 | 12 | Web Design and Development | Nazareth Area School District |

RECOMMENDATION:

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

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

17. HOSA CONFERENCE – ADDITION OF CHAPERONE

RECOMMENDATION:

At its May meeting, the Joint Committee approved sending 3 competitors and 2 chaperones to the International Leadership Competition in Nashville, Tennessee June 20-26, 2022. Due to scheduling conflicts, it is now necessary for an additional chaperone to attend for a portion of the conference. The cost to the school is approximately \$750; efforts, such as room sharing, have been made in order to keep this additional cost to a minimum.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

18. RESCIND USE OF FORCE SIMULATOR BID AWARD

INFORMATION:

At the March 1, 2022, the Joint Committee awarded the bid for the purchase of a Use of Force Simulator System to Laser Shot, Inc. in the amount of \$22,761.00, as they were the sole bidder. After further review, it was determined that BAVTS would not proceed with purchasing this item.

RECOMMENDATIONS:

That the Joint Committee rescind the March 1, 2022 bid award to Laser Shot, Inc. for the Use of Force Simulator System.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 15, 2022

19. CHRIN HAULING BID AWARD

INFORMATION:

The Northampton/Monroe/Pike County Joint Purchasing Board has tentatively awarded Chrin Hauling, Inc. the bid for Trash Removal & Recycling Services at the Bethlehem Area Vocational-Technical School at an annual amount of \$23,100.00. This contract is for a period of (3) three years, effective July 1, 2022 through June 30, 2025.

RECOMMENDATION:

That the Joint Committee award the trash removal and recycling services bid to Chrin Hauling, Inc. in the annual amount of \$23,100 for the period of July 1, 2022 through June 30, 2025.

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



Dedicated to your children and the people who serve them

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

May 26, 2022

Mr. Gregory Chrin
Chrin Hauling, Inc.
1225 Industrial Drive
Easton PA 18042

RE: NMPCJPB - Trash Removal & Recycling Services - July 1, 2022- June 30, 2025

This is to inform you that the Northampton/Monroe/Pike County Joint Purchasing Board has tentatively awarded your company the bid for Trash Removal & Recycling Services at the following school:

| District | Total Annual Amount |
|--|---------------------|
| Bethlehem Area Vocational Technical School | \$23,100.00 |

This contract is for a period of (3) three years, effective July 1, 2022 through June 30, 2025. The Bethlehem Area Vocational Technical School will be in contact with you after their Board approves your bid at their next regularly scheduled meeting.

Thank you for your interest and cooperation in our efforts of again cooperatively bidding trash removal for our local school districts.

Sincerely,

Hans E. Baltzersen
Assistant to the Executive Director for Management Services

HEB/pab

cc: Ms. Debra Miller

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

20. TELEPHONE SERVICE AGREEMENT WITH COLONIAL IU 20

RECOMMENDATION:

Administration recommends entering into the attached contract with Colonial Intermediate Unit 20 to provide and maintain the phone system installed at the Bethlehem Area Vocational-Technical School.

The fee for this service is \$418.68 per month for 36 months, plus a one-time fee of \$269.00. This contract shall not exceed \$15,341.48 and will be in effect from July 1, 2022 through June 30, 2025.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

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

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

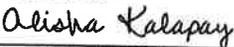
This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA 18020, (610) 866-8013.

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

The fee for this service is \$418.68 per month for 36 months, plus a one-time fee of \$269.00. This contract shall not exceed \$15,341.48 and is in effect from July 1, 2022 through June 30, 2025.

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

The signed contract must be returned to Mr. Jon Wallitsch, Director of Fiscal Affairs, at the Intermediate Unit Office.

| | | | |
|---|------------|--|------|
| DocuSigned by:  | 05/25/2022 | | |
| Dr. Christopher S. Wolfel Executive Director | Date | Bethlehem Area Vocational- Technical School | Date |
| | | Executive Director | |
| DocuSigned by:  | 5/26/2022 | | |
| Ms. Alisha Kalapay Secretary to the Board | Date | Federal ID Number | |

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

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

21. DONATED ITEMS

INFORMATION:

During 2021-2022, 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 2021-2022. 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 2021-2022.

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

| Donations to BAVTS for 2021 - 2022 | | | | |
|------------------------------------|--|--|----------------------------|-------------------|
| Date | Donated By | Item Description | Recipient (Shop/Dept.) | Donation Value |
| 7/12/21 | Embassy Bank | 2006 Jeep Grand Cherokee | Auto Tech | \$4,000.00 |
| 7/12/21 | Embassy Bank | 2011 Jeep Grand Cherokee | Auto Tech | \$4,000.00 |
| 9/24/21 | King Spry Herman Freund & Faul | cash donation towards Food Truck program | Culinary Events | \$192.60 |
| 9/16/21 | Brian Moser | 12 Fitness Balls | Protective Services | \$65.00 |
| 10/15/21 | Matthew Romanowski | EP Henry Fieldstone 2 boxes/corners & 5 boxes of flats | Masonry | \$521.00 |
| 11/4/21 | Kathy Ritch | School to Career Artwork | BAVTS | \$2,000.00 |
| 12/1/21 | Renata Yardumian | 2000 Toyota Camry | Auto Tech | \$1,500.00 |
| 12/10/21 | Ana Carvalho | 2 bakery racks | Baking Shop | \$200.00 |
| 1/28/22 | Kristopher Drakely | cash donation | Auto Tech | \$500.00 |
| 2/2/22 | Comfort Solutions HVAC | 9 Refrigerant Leak Detectors | HVAC | \$3,000.00 |
| 3/22/22 | Citizen's Hose Company | cash donation | HOSA | \$500.00 |
| 3/30/22 | Jeff's Automotive | 1 Coolant Flush Machine & 1 Brake Flush Machine | Auto Tech | \$2,300.00 |
| 4/19/22 | Schreck's Craft Obsession | 21 t-shirts for food drive | SkillsUSA | \$210.00 |
| 4/25/22 | Wallace & Jennifer Eisenhart | cash donation | Teacher Appreciation Lunch | \$50.00 |
| 5/4/22 | Bethlehem Township Volunteer Fire Co. | Retired Brush/Rescue Fire Truck | Protective Services | \$5,000.00 |
| 5/20/22 | Bethlehem Twp Municipal Authority | cash donation | HOSA | \$450.00 |
| 5/20/22 | The Silvene Bracalente Memorial Foundation | cash donation | Precision Machine | \$10,000.00 |
| 5/31/22 | Colin Hunsberger | cash donation | HOSA | \$250.00 |
| | | | | |
| | | | | |

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

22. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

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

| First Name | Last Name | Job Title | Company | Program/Shop |
|------------|-----------|----------------------------|--------------|-----------------------------------|
| George | Gary | Mechanical Program Manager | NCCC | Advanced Manufacturing Technology |
| Miranda | Robibero | Baker | Skytop Lodge | Baking |

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld, Dettmar - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

23. JULY 5, 2022 JOINT COMMITTEE MEETING

INFORMATION:

On the approved Joint Committee Meeting calendar, there is a July 5, 2022 Joint Committee Meeting scheduled, if needed.

RECOMMENDATION:

That the Joint Committee meeting scheduled for July 5, 2022, 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 Faccinetto

SECOND BY: Director Makary

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

24. 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 2022 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 2022 BAVTS Joint Committee Meeting.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

25. 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 Faccinetto

SECOND BY:

Director Makary

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

26. BUDGET TRANSFERS

RECOMMENDATION:

That the budget transfers for June, 2022 be approved as presented and additional budget transfers for the 2021-2022 year, based on year-end adjustments, be pre-approved.

BUDGET TRANSFERS

| # | Account | Description | To | From | REASON |
|---|---------------------|----------------------------------|----------|----------|---|
| 1 | 10.2310.540.000.000 | ADVERTISING - JOINT COMMITTEE | \$300.00 | | Additional advertising costs for meeting ads |
| | 10.2380.540.000.000 | MARKETING | | \$300.00 | Reallocate available funds |

Transfer funds for additional Joint Committee meeting advertisements

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

27. CAFETERIA LUNCH PRICE INCREASE FOR 2022-2023 SCHOOL TERM

RECOMMENDATION:

That the rates for the 2022-2023 school term for the cafeteria be increased as follows:

| | 2020-2021 | 2021-2022 | Increase | 2022-2023 |
|--------------------------------|-----------|-----------|-----------|-----------|
| Student Lunch | \$3.05 | | \$0.20 | \$3.25 |
| Milk | \$0.55 | \$0.60 | No change | \$0.60 |
| Adult Lunch | \$4.20 | \$4.30 | \$0.10 | \$4.40 |
| Student Lunch – Second Meal | \$3.50 | \$3.60 | \$0.20 | \$3.80 |

(Due to cafeteria operating under the Seamless Summer Program in 2021-2022, a student lunch price was not approved.)

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

28. CONTINUING EDUCATION

a. POLICY UPDATES

RECOMMENDATION:

That the attached Continuing Education policy be approved for the 2022-2023 school year.

b. 2022-2023 CONTINUING EDUCATION INSTRUCTORS

RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructors for the 2022-2023 school year, at the hourly rate listed:

| Name | Course | Salary |
|-------------------|-----------------------------|---------------|
| Dennis Henritz | HVAC / EPA Test Prep | \$26.50 |
| Edward Laky | Intro to Plumbing | \$26.50 |
| Robert Gotzon | Electrical / Masters / CEUs | \$26.50 |
| Meghan Dixon | Pharmacy Tech | \$26.50 |
| Colleen Ciliberti | Phlebotomy | \$26.50 |
| Daniel Wetzel | Machining | \$26.50 |
| Joanne McTague | Cosmo Sub. | \$26.50 |
| Jeff Cantrel | Inspection / Emissions | \$31.00 |
| Kurtis Sampson | Welding | \$31.00 |
| Connie Muschko | Cosmo Sub. | \$31.00 |
| Sarina Hampton | A+ Certification | \$31.00 |
| Robert Kulick | Cultured Stone | \$31.00 |

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

28. CONTINUING EDUCATION, Cont'd.

c. 2022-2023 COURSE LIST AND TUITION FEES

| Course Titles | Course Hours | Tuition & Material Fees |
|--------------------------------------|---------------------|------------------------------------|
| Plumbing | 105 | \$2,000.00 |
| Phlebotomy | 45 | \$750.00 |
| Esthetician | 308 | \$5,050.00 |
| Residential Electrician Part 1 | 100 | \$1,850.00 |
| Residential Electrical Part 2 | 80 | \$1,475.00 |
| Residential Electrical Part 3 | 60 | \$1,150.00 |
| Intro to Machining | 105 | \$2,000.00 |
| Teacher of Cosmetology | 500 | \$3,500.00 |
| Nail Tech | 204 | \$3,150.00 |
| Pharmacy Tech | 30 | \$650.00 |
| Welding | 80 | \$1,950.00 |
| A+ Networking Certification | 90 | \$1,650.00 |
| EKG | 57 | \$800.00 |
| PA Safety Inspection | 12 | \$170.00 |
| Add Motorcycle or Truck | .5 | \$40.00 each |
| PA Emissions Inspection | 10.5 | \$160.00 |
| Electrical CEU Safety | 4 | \$75.00 |
| Electrical CEU Residential | 4 | \$75.00 |
| Electrical CEU Master | 4 | \$75.00 |
| Cultured Stone | 36 | \$650.00 |
| Clinical Nursing Skills | 51 | \$850.00 |
| EPA Certification Training & Testing | 17.5 | \$450.00 |
| EPA Test | 3 | \$75.00 |
| HVAC | 132 | \$3,025.00 |

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; Nay: none

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. (Check only payments).

PAYMENT METHODS:

Electronic Check
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 addition \$30.00 return payment fee. No course adjustments will be made for time missed.

STUDENT CANCELLATION/WITHDRAWAL and REFUND POLICY:

The 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 CLASS:

Registration fees will NOT be refunded. You must withdraw from a course prior to the start of the second class to receive a partial refund. Failure to withdraw from a course will result in the loss of any refund. Material fees will only be refunded if withdrawn 2 weeks prior to the start of the course.

1. Withdrawal from a course 2 weeks prior to the first scheduled class will result in a refund of tuition and any material fees less the registration fee.
2. Withdrawal less than 2 weeks prior to the first scheduled class will result in a refund of 90% of the tuition only, material fees and the registration fee are NON-refundable.
3. Withdrawal after the second class will result in a refund of 75% of the tuition only, material fees and the registration fee are NON-refundable.
4. There will be NO refunds once the third class begins.
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 cancelled by us, a full refund will be issued.
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 processing fees will be issued for courses cancelled 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 and lab fees will be refunded on a prorated basis if unable to attend due to the change.

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 cancelation 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.

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.

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 e-mail at complianceofficer@bavts.org or by phone at 610-866-8013, ext. 105.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

29. 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 2022-2023 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 2022-2023 fiscal year.

RECOMMENDATIONS:

That the Joint Committee approve the attached reimbursement agreement with the BAVTS Bridges Foundation for costs associated the Part-Time Director of Development and Marketing position for the period July 1, 2022 through June 30, 2023, subject to the approval of the Bridges Foundation 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, 2022 through June 30, 2023, subject to the approval of the Bridges Foundation Board of Directors at its next meeting, scheduled for June 21, 2022.

MOTION BY: Director Faccinetto
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Schenkel, White, Gogel, Makary, Eichfeld,
Dettmar - seven; 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 15th day of June, 2022, 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, 2022 through June 30, 2023**, 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

{00661863}

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.

Cedric Dettmar, 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 15, 2022

J.(1.) 2022-2023 BETHLEHEM AVTS BUDGET

INFORMATION:

Administration has received, from all three participating school districts, the acceptance of the Bethlehem AVTS 2022-2023 budget in the amount of \$13,848,288.

At the Regular Meeting of the Board of School Directors of the Bethlehem Area School District held on March 21, 2022, the budget was approved with BASD contribution at \$7,016,786.

At the Regular Meeting of the Board of School Directors of the Northampton Area School District held on March 1, 2022, the budget was approved with NASD contribution at \$2,629,092.

At the Regular Meeting of the Board of School Directors of the Saucon Valley School District held on April 12, 2022, the budget was approved with SVSD contribution at \$875,356.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

J. (2.) 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 7th or 8th. Directors Schenkel, Faccinetto and Neiman 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 Schenkel volunteered to be interviewed again this year.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

J. (3.) WORK PROJECT REPORT

INFORMATION:

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

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

| | | TYPES: 1-BAVTS STAFF, 2-BAVTS STUDENTS, 3 GENERAL PUBLIC, 4-BAVTS INTERFUNDS, 5-SCHOOLS/TOWNSHIP, 6-NON-PROFITS | | | | | | | | | | |
|-------|-------------------------------|---|---|--------------|-------------|-------|--------------|-----------------|----------------|-------------|-----------|-------------|
| WO # | REQUESTER | SHOP | Description | Request Date | Est Cost | *Type | Deposit Date | Completion Date | Materials Cost | Total Cost | Paid Date | Paid Status |
| 22-1 | Mike Galler | CE | District Admin. Retreat | 08/12/21 | \$ 120.00 | 4 | | 08/12/21 | \$ 120.00 | \$ 120.00 | | Paid by JE |
| 22-2 | Heather Burkhardt / Marketing | CE | Freedom Open House | 09/03/21 | \$ 200.00 | 4 | | 09/08/21 | \$ 200.00 | \$ 200.00 | | Paid by JE |
| 22-3 | Heather Burkhardt / Marketing | CE | Liberty Open House | 09/03/21 | \$ 200.00 | 4 | | 09/09/21 | \$ 200.00 | \$ 200.00 | | Paid by JE |
| 22-4 | Mike Galler | BAKING | CTSO Monthly Luncheon 09/15/21 | 09/14/21 | | 4 | | 09/17/21 | \$ 62.50 | \$ 62.50 | | Paid by JE |
| 22-5 | Mike Galler | CULINARY | CTSO Monthly Luncheon 09/15/21 | 09/14/21 | | 4 | | 09/17/21 | \$ 162.50 | \$ 162.50 | | Paid by JE |
| 22-6 | Sue Fahrenkopf | CE | Adam Lazarchak Lunch Meeting (3 people) | 10/05/21 | \$ 24.00 | 4 | | 10/08/21 | \$ 24.00 | \$ 24.00 | | Paid by JE |
| 22-7 | Sue Fahrenkopf | BAKING | Baked goods for Joint Committee Meeting (SEPTEMBER) | 10/05/21 | \$ 30.00 | 4 | | 09/07/21 | \$ 30.00 | \$ 30.00 | | Paid by JE |
| 22-8 | Dario Chavez - NTHS Induction | BAKING | Baked Goods for NTHS Induction Ceremony | 10/14/21 | | 4 | | | | \$ 600.00 | | Paid by JE |
| 22-9 | Dario Chavez - NTHS Induction | CULINARY | Food & beverage for NTHS Induction Ceremony | 10/14/21 | | 4 | | | | \$ 1,785.00 | | Paid by JE |
| 22-10 | Dario Chavez - NTHS Induction | CE | Appetizers for NTHS Induction Ceremony | 10/14/21 | | 4 | | | | \$ 600.00 | | Paid by JE |
| 22-11 | Sue Fahrenkopf | CE | 11/17 Lazarchak Fall Local Advisory Meeting | 10/18/21 | \$12.00 pp | 4 | | 11/17/21 | \$ 312.00 | \$ 312.00 | | Paid by JE |
| 22-12 | Mike Galler | CULINARY | CTSO Monthly Luncheon 10/22/21 | 10/22/21 | \$ 192.00 | 4 | | 10/22/21 | \$ 192.00 | \$ 192.00 | | Paid by JE |
| 22-13 | Angela Thom - Skills USA Lunc | CE | One time luncheon | 10/27/21 | \$ 128.00 | 4 | | 10/27/21 | \$ 128.00 | \$ 128.00 | | Paid by JE |
| 22-14 | Connie Muschko | CE | Veterans Day Luncheon 4 people | 11/09/21 | | 4 | | 11/11/21 | \$ 28.00 | \$ 28.00 | | Paid by JE |
| 22-15 | Connie Muschko | BAKING | Coffee & Breakfast Muffins for Veterans Day | 11/09/21 | | 4 | | 11/11/21 | \$ 10.00 | \$ 10.00 | | Paid by JE |
| 22-16 | Mike Galler | CULINARY | CTSO Monthly Luncheon 10/19/21 | 11/16/21 | \$5.00 pp | 4 | | 11/19/21 | \$ 90.00 | \$ 90.00 | | Paid by JE |
| 22-17 | Mike Galler | BAKING | CTSO Monthly Luncheon 10/19/22 | 11/16/21 | \$1.00 pp | 4 | | 11/19/21 | \$ 18.00 | \$ 18.00 | | Paid by JE |
| 22-18 | Sue Fahrenkopf | BAKING | 11/17 Lazarchak Fall Local Advisory Meeting | 10/18/21 | \$2.00 pp | 4 | | 11/17/21 | \$ 52.00 | \$ 52.00 | | Paid by JE |
| 22-19 | Sue Fahrenkopf | BAKING | Baked goods for Joint Committee Meeting (October) | 10/05/21 | \$ 30.00 | 4 | | 10/05/21 | \$ 30.00 | \$ 30.00 | | Paid by JE |
| 22-20 | Sue Fahrenkopf | BAKING | Baked goods for Joint Committee Meeting (November) | 10/05/21 | \$ 30.00 | 4 | | 11/03/21 | \$ 30.00 | \$ 30.00 | | Paid by JE |
| 22-21 | Sue Fahrenkopf | BAKING | Baked goods for Joint Committee Meeting (December) | 10/05/21 | \$ 30.00 | 4 | | 12/08/21 | \$ 30.00 | \$ 30.00 | | Paid by JE |
| 22-22 | Mike Galler | CULINARY | CTSO Monthly Luncheon 12/17/21 | 12/17/21 | \$ 200.87 | 4 | | 12/17/21 | \$ 200.87 | \$ 200.87 | | Paid by JE |
| 22-23 | Mike Galler | BAKING | CTSO Monthly Luncheon 12/17/21 | 12/17/21 | \$ 30.00 | 4 | | 12/17/21 | \$ 30.00 | \$ 30.00 | | Paid by JE |
| 22-24 | Angela Thom - Skills USA | CE | Food for new members 12/08/21 | 12/01/21 | \$ 1,600.00 | 4 | | 12/08/21 | \$ 1,600.00 | \$ 1,600.00 | | PAID BY GF |
| 22-25 | Angela Thom - Skills USA | CE | After school snacks for Navigation Nights 12/15/21 | 12/01/21 | \$ 300.00 | 4 | | 12/15/21 | \$ 300.00 | \$ 300.00 | | Paid by JE |
| 22-26 | Mike Galler | CE | Boxed lunch for audit team 12/07/21 | 12/03/21 | \$ 80.00 | 4 | | 12/07/21 | \$ 80.00 | \$ 80.00 | | Paid by JE |
| 22-27 | Mike Galler | CE | Boxed lunch for audit team 12/08/21 | 12/03/21 | \$ 80.00 | 4 | | 12/08/21 | \$ 80.00 | \$ 80.00 | | Paid by JE |
| 22-28 | Jennifer McGraw - Health Care | BAKING | 84 LG Sugar Cookies for Anatomy Lesson & Icing | 12/08/21 | \$ 252.00 | 4 | | | \$ 252.00 | \$ 252.00 | | Paid by JE |
| 22-29 | Maureen Wheatley | BAKING | 100 Gingerbread Men for Class for Anatomy | 12/09/21 | \$ 300.00 | 4 | | | \$ 300.00 | \$ 300.00 | | Paid by JE |
| 22-30 | Jen Stilgenbauer | BAKING | 90 Gingerbread Men for class for Anatomy | 12/10/21 | \$ 270.00 | 4 | | | \$ 270.00 | \$ 270.00 | | Paid by JE |
| 22-31 | Melodie Bloszinski | BAKING | 50 Gingerbread Men for class for Anatomy | 12/17/21 | \$ 150.00 | 4 | | | \$ | \$ | | Paid by JE |
| 22-32 | Connie Muschko | CE | Veterans Meal for the Honor Guard 1/13/22 | 12/21/21 | | 4 | | 01/13/22 | \$ 180.00 | \$ 180.00 | | Paid by JE |
| 22-33 | Sue Fahrenkopf | BAKING | Baked goods for Joint Committee Meeting (January) | 01/04/22 | \$ 30.00 | 4 | | 01/04/22 | \$ 30.00 | \$ 30.00 | | Paid by JE |
| 22-34 | Sue Fahrenkopf | BAKING | Baked goods for Joint Committee Meeting (February) | 02/01/22 | \$ 30.00 | 4 | | 02/01/22 | \$ 30.00 | \$ 30.00 | | Paid by JE |
| 22-35 | Adam Lazarchak | Culinary | Lunch with Industry Partners (6 people) | 02/07/22 | \$ 48.00 | 4 | | 02/09/22 | \$ 48.00 | \$ 48.00 | | Paid by JE |
| 22-36 | Heather Burkhardt / Marketing | BAKING | Baked goods for Freedom Open House | 02/10/22 | \$ 150.00 | 4 | | 02/16/22 | \$ 150.00 | \$ 150.00 | | Paid by JE |
| 22-37 | Heather Burkhardt / Marketing | CULINARY | Culinary Samples for Freedom | 02/10/22 | \$ 225.00 | 4 | | 02/16/22 | \$ 225.00 | \$ 225.00 | | Paid by JE |
| 22-38 | Adam Lazarchak | BAKING | Lunch with Industry Partners (6 people) | 02/07/22 | \$ 12.00 | 4 | | 02/09/20 | \$ 12.00 | \$ 12.00 | | Paid by JE |
| 22-39 | Heather Burkhardt / Marketing | BAKING | Baked goods for Liberty Open House | 02/10/22 | \$ 150.00 | 4 | | 02/17/22 | \$ 150.00 | \$ 150.00 | | Paid by JE |
| 22-40 | Angela Thom/Student Services | CE | Breakfast and Lunch served for College and Career Fair 03/30/22 | 02/28/22 | 100 guests | 4 | | | \$ 1,000.00 | \$ 1,000.00 | | Paid by JE |
| 22-41 | Angela Thom/Student Services | CE | Breakfast and Lunch served for NOCTI Evaluators April 11 - 29 | 2/28/2022 | 20 guests | 4 | | 04/29/22 | \$ 2,400.00 | \$ 2,400.00 | | Paid by JE |
| 22-42 | Mike Galler | CE | Breakfast for visiting administration 03/01/22 | 03/01/22 | \$ 60.00 | 4 | | 03/01/22 | \$ 60.00 | \$ 60.00 | | Paid by JE |
| 22-43 | Sue Fahrenkopf | BAKING | Baked goods for Joint Committee Meeting (March) | 03/01/22 | \$ 30.00 | 4 | | 03/01/22 | \$ 30.00 | \$ 30.00 | | Paid by JE |

| | | | | | | | | | | | |
|--------|---------------------------------|----------|--|----------|-------------|---|--|----------|-------------|-------------|----------------|
| 22-44 | Sue Fahrenkopf | CE | Reception for Professional Skills Certificate (04/05/22) | 03/18/22 | | 4 | | 04/05/22 | \$ 360.00 | \$ 360.00 | Paid by JE |
| 22-45 | Angela Thom | CE | Nocti Nights Food (03/22/22) | 03/22/22 | \$ 1,000.00 | 4 | | 03/22/22 | \$ 1,000.00 | \$ 1,000.00 | Paid by JE |
| 22-46 | Angela Thom | CE | Nocti Nights Food (04/20/22) | 03/22/22 | \$ 1,000.00 | 4 | | 04/20/22 | \$ 1,000.00 | \$ 1,000.00 | Paid by JE |
| 22-47 | Connie Muschko | CE | Co-Op Gathering Breakfast (05/11/22) | 03/24/22 | \$ 2,000.00 | 4 | | 05/11/22 | \$ 2,000.00 | \$ 2,000.00 | Paid by JE |
| 22-48 | Mike Galler | CE | OAC Dinners 100pp per night April 11 & 12 | 04/06/22 | \$ 1,800.00 | 4 | | 04/12/22 | \$ 1,800.00 | \$ 1,800.00 | Paid by JE |
| 22-49 | Sue Fahrenkopf | BAKING | Baked goods for Joint Committee Meeting (April) | 04/05/22 | \$ 30.00 | 4 | | 04/05/22 | \$ 30.00 | \$ 30.00 | Paid by JE |
| 22-50 | Mike Galler | BAKING | Dessert for OAC Dinners | 04/06/22 | \$ 400.00 | 4 | | 04/12/22 | \$ 400.00 | \$ 400.00 | Paid by JE |
| 22-51 | Cantrel / Auto Tech | CE | Food Truck for students and instructors (04/13/22) | 04/12/22 | \$ 210.00 | 4 | | 04/13/22 | \$ 210.00 | \$ 210.00 | Paid by JE |
| 22-52 | Connie Muschko | BAKING | Co-Op Gathering Breakfast (05/11/22) | 03/24/22 | \$ 500.00 | 4 | | 05/11/22 | \$ 500.00 | \$ 500.00 | Paid by JE |
| 22-53 | Mike Galler | BAKING | May CTSO Meeting (04/22/22) | 12/17/21 | \$ 34.00 | 4 | | 04/21/22 | \$ 34.00 | \$ 34.00 | Paid by JE |
| 22-54 | Mike Galler | Culinary | May CTSO Meeting (04/22/22) | 12/17/22 | \$ 238.00 | 4 | | 04/21/22 | \$ 238.00 | \$ 238.00 | Paid by JE |
| 22-55 | Jenifer Stilgenbauer | BAKING | Dessert for St. Lukes Hospital (05/11/22) | 04/21/22 | \$ 102.00 | 4 | | 05/11/22 | \$ 102.00 | \$ 102.00 | Paid by JE |
| 22-56 | Jenifer Stilgenbauer | CULINARY | Lunch for St. Lukes Hospital (05/11/22) | 04/21/22 | \$ 544.00 | 4 | | 05/11/22 | \$ 544.00 | \$ 544.00 | Paid by JE |
| 22-57 | Russ Gaffney | CULINARY | Perkins Planning Luncheon | 04/25/22 | | | | | | | VOID |
| 22-58 | Russ Gaffney | BAKING | Perkins Planning Luncheon | 04/25/22 | | | | | | | VOID |
| 22-125 | Stan Prodes | BAKING | 15 Large and 2 Small Cookie Trays for LVHN May 3rd | 03/07/22 | \$ 450.00 | 4 | | 05/03/22 | 450.00 | 450.00 | Paid by JE |
| 22-126 | Jeff Bower | CE | Luncheon for other district facility supervisors | 05/23/22 | \$ 280.00 | 4 | | | | 280.00 | Paid by JE |
| 22-127 | Sue Fahrenkopf | BAKING | Baked goods for Joint Committee Meeting (May) | 05/03/22 | \$ 30.00 | 4 | | 05/03/22 | \$ 30.00 | \$ 30.00 | Paid by JE |
| 22-100 | Mikayla Bickert | BAKING | 70 CUPCAKES FOR SWEET 16 | 09/14/21 | \$ 35.00 | 2 | | | 35.00 | \$35.00 | PAID 9/17/21 |
| 22-101 | Heather Chilcote | BAKING | 40 Cake Pops | 09/28/21 | \$ 46.00 | 1 | | | 40.00 | \$40.00 | PAID 9/30/2021 |
| 22-102 | Karen Mustonen | BAKING | Dessert for 80 people | 09/28/21 | \$ 240.00 | 1 | | | 240.00 | \$240.00 | PAID 10/08/21 |
| 22-103 | Ishdaly Alicea | BAKING | Sweet 16 Birthday Cake | 09/28/21 | \$ 15.00 | 2 | | | 15.00 | \$15.00 | PAID 9/30/2021 |
| 22-104 | Taste & Tunes | BAKING | 50 Cupcakes | 09/28/21 | n/c | 6 | | | 0.00 | \$0.00 | Donation |
| 22-105 | Greta Wilmot | BAKING | 10 Inch Cake | 10/21/21 | \$ 10.00 | 1 | | 10/29/21 | 10.00 | \$10.00 | PAID 11/1/21 |
| 22-106 | Craig Mosser | BAKING | Cookie Tray for Baby Shower | 10/28/21 | \$ 60.00 | 1 | | 11/24/21 | 100.00 | \$100.00 | PAID 11/24/21 |
| 22-107 | Heather Burkhart | BAKING | 2 small Halloween Trays (brownies & pretzel sticks) | 10/28/21 | \$ 20.00 | 1 | | 10/29/21 | 20.00 | \$20.00 | PAID 10/29/21 |
| 22-108 | Sara Pagnani | BAKING | Birthday Cake | 11/03/21 | \$ 20.00 | 2 | | 11/11/21 | 20.00 | \$20.00 | PAID 11/11/21 |
| 22-109 | Larry Fortunato | BAKING | Dessert Tray for 20 people | 11/09/21 | \$ 20.00 | 1 | | 12/10/21 | 20.00 | \$20.00 | PAID 12/14/21 |
| 22-110 | Andi Chepols | BAKING | Cookies for Grandma | 12/03/21 | \$ 15.00 | 2 | | 12/10/21 | 15.00 | \$15.00 | PAID 12/03/21 |
| 22-111 | Jade Rivas | BAKING | 4 Pie Shells | 12/09/21 | \$ 5.00 | 3 | | 12/10/21 | 5.00 | \$5.00 | PAID 12/10/21 |
| 22-112 | Tina Martucci | BAKING | Cookie trays for Liberty Band Parent Meeting | 12/09/21 | \$ 80.00 | 5 | | | 90.00 | \$90.00 | PAID 12/14/21 |
| 22-113 | Jade Rivas | BAKING | Small Cookie Tray | 12/09/21 | \$ 30.00 | 3 | | | | \$0.00 | VOID |
| 22-114 | Angela Dorney | BAKING | Large Cookie Tray | 12/13/21 | \$ 50.00 | 1 | | | 50.00 | \$50.00 | PAID 12/21/21 |
| 22-115 | Civic Theatre of Allentown (Di) | BAKING | Cookies for Grandma | 12/13/21 | \$ 40.00 | 3 | | | 40.00 | \$40.00 | PAID 12/16/21 |
| 22-116 | Helen Kapasalis | BAKING | Small Cookie Tray | 12/15/21 | \$ 30.00 | 3 | | | 30.00 | \$30.00 | PAID 12/17/21 |
| 22-117 | Karen Mustonen | BAKING | Small Cookie Tray | 12/15/21 | \$ 30.00 | 1 | | | | \$0.00 | VOID |
| 22-118 | Craig Mosser | BAKING | 2 small trays of cookies | 12/16/21 | \$ 40.00 | 1 | | 12/20/21 | 40.00 | \$40.00 | PAID 12/20/21 |
| 22-119 | Ellie Veneziano | BAKING | Large Cookie Tray With Brownies & 2 Small Cookie Trays | 12/20/21 | \$ 110.00 | 3 | | 12/21/21 | 110.00 | \$110.00 | PAID 12/21/21 |
| 22-120 | Joanne McTague | BAKING | 2 Lbs. Cutout Cookies | 12/20/21 | \$ 10.00 | 3 | | | 10.00 | \$10.00 | PAID 12/20/21 |
| 22-121 | SkillsUSA Council | BAKING | SkillsUSA Championship Luncheon | 01/20/22 | TBD | | | | 750.00 | \$750.00 | PAID 02/22/22 |
| 22-122 | Sara Pagnani | BAKING | Birthday Cake | 01/24/22 | \$ 10.00 | 2 | | | 10.00 | \$10.00 | PAID 02/11/22 |
| 22-123 | Emily Schenkel | BAKING | Dessert Tray for Northeast Middle School(02/10/22) | 02/03/22 | | 5 | | | 20.00 | \$20.00 | PAID 02/10/22 |
| 22-124 | James McKeon - St. Lukes Hal | BAKING | 1500 Black Bean Brownies | 02/16/22 | \$ 720.00 | 6 | | | 720.00 | \$720.00 | PAID 03/18/22 |
| 22-125 | Stan Prodes | BAKING | 15 Large and 2 Small Cookie Trays for LVHN May 3rd | 03/07/22 | \$ 450.00 | 3 | | | | \$0.00 | INTERFUND |
| 22-126 | Kathy Bevan | BAKING | Cut out F Cookies 6 dozen | 04/04/22 | \$ 36.00 | 3 | | | | \$36.00 | PAID 05/25/22 |
| 22-127 | Mikayla Stengel (Freedom Hig | BAKING | Desserts for the Academic Awards 05/17/22 | 04/07/22 | \$ 900.00 | 6 | | | | \$0.00 | |

| 22-128 | Jennifer Klo | BAKING | Lg. Assorted Dessert Tray | 04/12/22 | \$ 40.00 | 1 | | | | \$0.00 | VOID |
|--------|------------------------------|-----------|---|----------|--------------|---|----------|--|----------|----------|---------------|
| 22-129 | NinaI Pardoe | BAKING | 3 dozen assorted cupcakes for 05/06/22 | 04/21/22 | \$ 18.00 | 1 | | | 05/04/22 | 26.00 | Paid 05/04/22 |
| 22-130 | Patriot Club (Nina Pardoe) | BAKING | Desserts for Athletic Awards Ceremony | 04/21/22 | \$ 2,000.00 | 6 | | | 05/25/22 | 2,000.00 | Paid 05/25/22 |
| 22-131 | BAVTS Admin. Team | Culinary | Luncheon for Administrative Professionals Day | 04/27/22 | \$ 204.00 | 1 | | | 04/27/22 | 204.00 | Paid 05/09/22 |
| 22-132 | BAVTS Admin. Team | BAKING | Luncheon for Administrative Professionals Day | 04/27/22 | \$ 34.00 | 1 | | | 04/27/22 | 34.00 | Paid 05/09/22 |
| 22-133 | Northeast Middle School | BAKING | 250 cupcakes for a dance | 05/29/00 | \$ 150.00 | 5 | | | 05/20/22 | 150.00 | Paid 05/20/22 |
| 22-200 | Mike Galler | AUTO - JC | 2018 Toyota 4Runner Oil Change, Tires Mounted | 09/08/21 | | 1 | | | 10/05/21 | 7.14 | Paid 10/06/21 |
| 22-201 | Mike Galler | AUTO - JC | 2008 Toyota Tundra Oil Change, Tires Rotated | 09/08/21 | | 1 | | | 09/16/21 | 5.14 | PAID 9/21/21 |
| 22-202 | Glenn Milositz | AUTO - JC | 2017 Ford Explorer Oil Change, Pre-Inspection | 09/08/21 | \$ 35.00 | 1 | | | 11/04/21 | 168.94 | Paid 11/04/21 |
| 22-203 | Glenn Milositz | AUTO - JC | Ford F-150 Troubleshoot front passenger noise | 09/08/21 | | 1 | | | 11/03/21 | 44.84 | Paid 11/04/21 |
| 22-204 | Jeff Cantrel | AUTO - JC | 2001 Jeep Cherokee Insp. Oil Belt Window | 09/08/21 | \$ 650.00 | 1 | 09/22/21 | | 10/19/21 | 843.48 | Paid 10/20/21 |
| 22-205 | Alex Glassberg | AUTO - JC | 2018 Subaru Forrester Rear brakes rotors calipers | 09/08/21 | \$ 205.00 | 1 | | | 09/15/21 | 319.01 | PAID 9/17/21 |
| 22-206 | Alex Glassberg | AUTO - JC | 2011 Jeep Wrangler Unlimited | 09/13/21 | | 1 | | | 09/16/21 | 25.73 | PAID 9/17/21 |
| 22-207 | Tyler Williams | AUTO - JC | 2005 Jeep Liberty Front Hubs Replacement | 09/13/21 | | 2 | | | | \$0.00 | VOID |
| 22-208 | Mike Giamoni | AUTO - JC | 2019 Honda Accord Mount Tires, Oil change | 09/20/21 | \$ 30.00 | 1 | | | 11/03/21 | 366.13 | Paid 11/05/21 |
| 22-209 | Mike Giamoni | AUTO - JC | 1999 Ford F250 Oil change, Trans., Install Spare | 09/20/21 | \$ 30.00 | 1 | | | 03/04/22 | 253.58 | Paid 03/07/22 |
| 22-210 | Craig Mosser | AUTO - JC | 2015 Mazda CX5 New Tires | 09/22/21 | | 1 | | | 10/05/21 | 16.00 | Paid 10/08/21 |
| 22-211 | Jennifer Stigenbauer | AUTO - JC | Toyota Rav 4 Brakes | 10/01/21 | \$ 280.00 | 1 | | | 10/14/21 | 245.02 | Paid 10/14/21 |
| 22-212 | Nevin Bingaman | AUTO - JC | 1992 Chevy Silverado Fuel Pump | 10/04/21 | \$ 60.00 | 2 | 10/05/21 | | | 64.59 | PAID 10/07/21 |
| 22-213 | Riely Bingaman | AUTO - JC | 1996 Chevy Corsica Brake Lines | 10/04/21 | Diag. Needed | 2 | | | 10/29/21 | 47.99 | Paid 11/05/21 |
| 22-214 | Heather Chilcote | AUTO - JC | Honda Pilot Oil Change | 10/04/21 | \$ 30.00 | 1 | | | 10/12/21 | 33.00 | Paid 10/12/21 |
| 22-215 | Heather Chilcote | AUTO - JC | Jeep - Oil Change | 10/04/21 | \$ 30.00 | 1 | | | 10/06/21 | 30.08 | Paid 10/06/21 |
| 22-216 | Frank Salamone (Nina Pardoe) | AUTO - JC | 1998 Pontiac Grand Prix - Window / Air Conditioner | 10/04/21 | Diag. Needed | 3 | | | | \$0.00 | VOID |
| 22-217 | Alex Glassberg | AUTO - JC | 2016 Audi A3 Oil Change | 10/04/21 | | 1 | | | 10/06/21 | 78.02 | Paid 10/06/21 |
| 22-218 | Grimaldi Gonzales | AUTO - JC | Jeep Wrangler - Tune up, Oil check | 10/06/21 | Diag. Needed | 1 | | | 12/23/21 | 896.87 | PAID 01/10/22 |
| 22-219 | Connie Muschko | AUTO - JC | 1999 Yoyota Sienna - Windo Motors replaced | 10/11/21 | Diag. Needed | 1 | | | 11/03/21 | 248.68 | Paid 11/04/21 |
| 22-220 | Nina Pardoe | AUTO - JC | 2008 Toyota 4-Runner Oil Change | 10/11/21 | Diag. Needed | 1 | | | 10/28/21 | 37.91 | Paid 10/28/21 |
| 22-221 | Abigail Schreck | AUTO - DM | 2003 Subaru Legacy | 10/11/21 | Diag. Needed | 2 | | | 11/15/21 | 0.00 | PAID 12/03/21 |
| 22-222 | Jamie Quick | AUTO - JC | 2010 Subaru Forrester Sway links & Brake light | 10/11/21 | Diag. Needed | 1 | | | 10/13/21 | 60.57 | Paid 10/21/21 |
| 22-223 | Darion Chavez | AUTO - DM | 2009 Toyota Avalon - Rear brakes | 10/12/21 | Diag. Needed | 1 | | | | \$0.00 | VOID |
| 22-224 | Robert Schlicher | AUTO - DM | 2014 Chevy Cruz - replace coolant reservoir | 10/12/21 | Diag. Needed | 1 | | | | \$0.00 | VOID |
| 22-225 | Steve Mantz | AUTO - JC | 2016 Jeep Grand Cherokee - Oil Change, Flush & Fill | 10/19/21 | \$ 40.00 | 1 | | | | \$0.00 | VOID |
| 22-226 | Kyler Ruch | AUTO - JC | 2012 Ford Fiesta Transmission Repaid | 10/20/21 | Diag. Needed | 2 | | | | \$0.00 | VOID |
| 22-227 | Paula Cuchran | AUTO - DM | 2015 Subaru Outback - Won't start | 10/21/21 | Diag. Needed | 1 | | | 10/28/21 | 36.99 | Paid 11/01/21 |
| 22-228 | Kyler Ruch | AUTO - JC | 2005 Volkswagen Jetta - O2 Sensor & Maf Sensor | 10/21/21 | \$ 190.00 | 2 | 10/22/21 | | 05/20/22 | 175.69 | Paid 05/20/22 |
| 22-229 | Mike Galler | AUTO - JC | 2008 Toyota Tundra - Troubleshoot | 10/25/21 | Diag. Needed | 1 | | | 11/22/21 | 11.17 | PAID 11/24/21 |
| 22-230 | Russell Gaffney | AUTO - JC | 2015 Dodge - Rear driverside blinker out | 10/29/21 | \$ 15.00 | 1 | | | 11/03/21 | 11.82 | Paid 11/04/21 |
| 22-231 | Kathleen Long | AUTO - JC | 2019 jeep - Oil filter, change & Tire Rot. | 10/29/21 | \$ 30.00 | 1 | | | 11/04/21 | 30.08 | Paid 11/05/21 |
| 22-232 | Robert Scorce | AUTO - DM | 1998 Ford - Replace shocks | 11/01/21 | Diag. Needed | 1 | | | | \$0.00 | VOID |
| 22-233 | Robert Scorce | AUTO - DM | 2011 Pilot - Replace Shocks | 11/01/21 | Diag. Needed | 1 | | | | \$0.00 | VOID |
| 22-234 | Julyan Sapp | AUTO - JC | 2002 Honda Accord - a/c Compressor | 11/01/21 | Diag. Needed | 2 | | | | \$0.00 | VOID |
| 22-235 | Heather Hershey | AUTO - JC | 2016 jeep - Water pump or heater cord | 11/01/21 | Diag. Needed | 1 | | | 11/04/21 | 77.45 | Paid 11/04/21 |
| 22-236 | Steve Mantz | AUTO - JC | Jeep Liberty - Replace Radiator Eval for Insp. | 11/09/21 | \$ 200.00 | 1 | | | | 518.19 | Paid 12/08/21 |
| 22-237 | Larry Fortunato | AUTO - JC | 2008 Kia Sedona - Lube, Oil Change, bushings | 11/10/21 | Diag. Needed | 1 | | | | \$0.00 | VOID |
| 22-238 | Mike Galler | AUTO - JC | 1985 Honda Diag and repair as needed | 11/10/21 | Diag. Needed | 1 | | | 11/22/21 | 2.56 | PAID 11/24/21 |
| 22-239 | David Hough | AUTO - JC | 2008 Jeep Liberty - Tune Up | 11/11/21 | Diag. Needed | 2 | | | | \$0.00 | VOID |
| 22-240 | Richard Youse Jr. | AUTO - JC | 2009 Silverado - Tires mounted and balanced | 11/12/21 | Diag. Needed | 2 | | | 11/22/21 | 0.00 | Paid 12/06/21 |

| | | | | | | | | | | | |
|--------|--------------------|-----------|--|----------|--------------|---|--|----------|--------|----------|--------------------|
| 22-241 | Dario Chavez | AUTO - JC | 2009 Toyota Avalon - Radiator replacement | 01/10/22 | \$ 200.00 | 1 | | | 233.12 | \$233.12 | Paid 01/18/22 |
| 22-242 | Craig Mosser | Auto - JC | 2016 Ford F150 - Tires Changed | 01/11/22 | | 1 | | 02/24/22 | 37.99 | \$37.99 | Paid 03/02/22 |
| 22-243 | Paula Cuchran | AUTO - JC | 2015 Subaru Outback - Brakes | 01/11/22 | Diag. Needed | 1 | | 01/14/22 | 238.50 | \$238.50 | Paid 01/26/22 |
| 22-244 | Debra Miller | AUTO - JC | 2014 Honda Accord - Wheel Alignment | 01/11/22 | | 1 | | 02/16/22 | 0.00 | \$0.00 | Paid 02/17/22 |
| 22-245 | Robert Schlicher | Auto - HN | 2014 Chevy Cruz - Heat not working | 01/12/22 | Diag. Needed | 1 | | 01/27/22 | 93.99 | \$93.99 | Paid 01/28/22 |
| 22-246 | Amy Knight | AUTO - JC | 2006 Mazda Tribute - New Tires | 01/12/22 | | 1 | | 01/14/22 | 0.00 | \$0.00 | Paid 01/14/22 |
| 22-247 | Kristopher Drakely | AUTO - JC | 2021 Toyota Tacoma install leveling kit | 01/13/22 | \$ - | 2 | | | | \$0.00 | 500.00 Donation to |
| 22-248 | Heather Hershey | AUTO - JC | 2015 Jeep Cherokee - Starter issue | 01/13/22 | Diag. Needed | 1 | | 01/18/22 | 15.00 | \$15.00 | Paid 01/18/22 |
| 22-249 | Albert Renn | AUTO - JC | 2011 Dodge Caliber - Pre inspection check up | 01/13/22 | Diag. Needed | 1 | | 01/27/22 | 494.27 | \$494.27 | Paid 01/27/22 |
| 22-250 | Glenn Milositz | AUTO - JC | 2017 Ford Explorer - Oil Change, Tire Rotation, Troubleshoot | 01/14/22 | \$ 30.00 | 1 | | 03/23/22 | 304.67 | \$304.67 | Paid 03/23/22 |
| 22-251 | Glenn Milositz | AUTO - JC | 210 Ford F-150 - Oil Change, Tire Rotation, Fluids | 01/14/22 | \$ 30.00 | 1 | | 01/27/22 | 35.00 | \$35.00 | Paid 01/31/22 |
| 22-252 | Alex Glassberg | AUTO - JC | 2011 Jeep Wrangler Unlimited Replace Headlights, Diagnostic | 01/14/22 | \$ 40.00 | 1 | | 03/14/22 | 29.03 | \$29.03 | Paid 03/16/22 |
| 22-253 | Blane MacIlroy | AUTO - JC | 2001 Audi 4 - ABS Module Replacement | 01/14/22 | \$ - | 2 | | 03/31/22 | 0.00 | \$0.00 | Paid 04/20/22 |
| 22-254 | Malaki Sollars | AUTO - JC | 2013 Subaru Impreza - Spark Plugs | 01/14/22 | \$ 50.00 | 2 | | 02/15/22 | 214.80 | \$214.80 | Paid 02/22/22 |
| 22-255 | Jamie Quick | AUTO - JC | 2010 Subaru Forrester Check engine light on | 01/20/22 | Diag. Needed | 1 | | 02/23/22 | 111.43 | \$111.43 | Paid 02/24/22 |
| 22-256 | Jennifer Klo | AUTO - JC | 2015 Forrester back blinker out | 01/20/22 | \$ 2.00 | 1 | | 01/21/22 | 3.32 | \$3.32 | Paid 03/21/22 |
| 22-257 | Caleb Goch | AUTO - JC | ATV won't start | 01/26/22 | Diag. Needed | 2 | | 04/27/22 | 13.95 | \$13.95 | Paid 04/28/22 |
| 22-258 | Dario Chavez | Auto - HN | 1988 GMC 3500 - Change brake system | 01/26/22 | Diag. Needed | 1 | | 02/15/22 | 547.93 | \$547.93 | Paid 02/15/22 |
| 22-259 | Kevin Strawn | AUTO - JC | 2018 F150 - Oil Change, Check up, Check Transmission | 01/27/22 | \$ 40.00 | 3 | | 02/03/22 | 25.00 | \$25.00 | Paid 02/04/22 |
| 22-260 | Adam Lazarhak | AUTO - JC | 2008 Audi A4 AC Issue | 01/30/22 | Diag. Needed | 1 | | | 0.00 | \$0.00 | Paid 02/11/22 |
| 22-261 | Craig Mosser | Auto - HN | 2015 Mazda CX5 Oil change | 01/31/22 | | 1 | | 02/03/22 | 35.00 | \$35.00 | Paid 02/03/22 |
| 22-262 | Bettie Kichline | Auto - HN | 2012 Ford Escape - Oil Change | 02/02/22 | | 1 | | 02/15/22 | 28.00 | \$28.00 | Paid 02/15/22 |
| 22-263 | Cynthia Carson | AUTO - JC | 2008 Subaru Impreza - Oil Change/ Replace filter & switch | 02/02/22 | | 1 | | 03/22/22 | 55.00 | \$55.00 | Paid 03/22/22 |
| 22-264 | Jennifer Klo | AUTO - JC | 2010 Mazda 3 - Bearings | 02/04/22 | Diag. Needed | 1 | | | 252.18 | \$252.18 | Paid 02/15/22 |
| 22-265 | Kim Godown | AUTO - JC | 1984 Jeep Cherokee Sport - Water Pump | 12/04/22 | Diag. Needed | 1 | | | | \$0.00 | VOID |
| 22-266 | Glenn Milositz | AUTO - JC | 2008 Mercury Grand Marquis - Replace side mirror | 02/08/22 | | 1 | | 02/16/22 | 0.00 | \$0.00 | Paid 02/17/22 |
| 22-267 | Jeffrey Miller | Auto - HN | 2009 BMW 328 - Replace oil pan and gasket | 02/09/22 | Diag. Needed | 2 | | 02/22/22 | 0.00 | \$0.00 | Paid 03/10/22 |
| 22-268 | Rian Sunday | AUTO - JC | 2008 Chevy Colorado - Install new exhaust | 02/09/22 | | 2 | | | | \$0.00 | VOID |
| 22-269 | Carson Pague | AUTO - JC | Remove bolts in Manifold | 02/09/22 | \$ 20.00 | 2 | | | | \$0.00 | VOID |
| 22-270 | Joseph Tluzek | AUTO - JC | 2018 subaru - Replace rear axle | 02/10/22 | \$ 120.00 | 2 | | | | \$0.00 | VOID |
| 22-271 | Joshua Baer | Auto - HN | 1996 Dodge Dakota - Shocks and Bearings | 02/15/22 | Diag. Needed | 2 | | | | \$0.00 | VOID |
| 22-272 | Robert Schlicher | Auto - HN | Chevy Cruz - Oil Change, Pre inspection | 02/15/22 | Diag. Needed | 1 | | 02/22/22 | 37.39 | \$37.39 | Paid 02/23/22 |
| 22-273 | Joan Dimbokowitz | Auto - HN | 2019 Jeep Grand Cherokee - Oil Change | 02/15/22 | | 1 | | 03/01/22 | 49.20 | \$49.20 | Paid 03/01/22 |
| 22-274 | Ryan Graberitz | AUTO - JC | 2004 Ford Explorer - Oil Change | 02/15/22 | \$ 30.00 | 2 | | 02/16/22 | 19.00 | \$19.00 | Paid 02/16/22 |
| 22-275 | Mike Galler | AUTO - JC | 2008 Toyota Tundra - Oil Change, Rotate Tires | 02/16/22 | \$ 30.00 | 1 | | | 33.70 | \$33.70 | Paid 03/02/22 |
| 22-276 | Jennifer Klo | AUTO - JC | 2015 Subaru Forrester - Oil Change Synthetic Oil | 02/22/22 | | 1 | | 02/28/22 | 30.00 | \$30.00 | Paid 02/28/22 |
| 22-277 | Mike Galler | AUTO - JC | 1994 Jeep Wrangler - Complete Overhaul | 02/22/22 | Diag. Needed | 1 | | 05/25/22 | 98.56 | \$98.56 | Paid 05/31/22 |
| 22-278 | Connie Muschko | Auto - HN | 1999 Toyota XLE Van - Lights repaired | 02/23/22 | Diag. Needed | 1 | | 03/08/22 | 10.00 | \$10.00 | Paid 03/10/22 |
| 22-279 | Jeff Cantrel | AUTO - JC | 2013 Toyota Tacoma - Various services | 02/23/22 | Diag. Needed | | | 05/03/22 | 194.48 | \$194.48 | Paid 05/04/22 |

| | | | | | | | | | | | |
|--------|------------------------------|-----------|--|----------|--------------|---|----------|----------|--------|----------|----------------|
| 22-280 | Tyler Heft | AUTO - JC | 2021 Ford F-150 - Oil Change and Tire Rotation | 02/23/22 | | 1 | | 03/01/22 | 0.00 | \$0.00 | Paid 03/02/22 |
| 22-281 | Christopher Bosch | AUTO - JC | 2001 Chrysler Sebring - Check enging light on | 02/23/22 | Diag. Neede | 1 | | | | \$0.00 | VOID |
| 22-282 | Heather Chilcote | AUTO - HN | 2015 Honda Pilot - Oil Change | 02/24/22 | | 1 | | 03/02/22 | 34.16 | \$34.16 | Paid 03/03/22 |
| 22-283 | Zachary Cesarek | AUTO - JC | Exhaust and O2 Sensor | 02/24/22 | Diag. Neede | 2 | 03/17/22 | 03/17/22 | 276.56 | \$276.56 | Paid 03/18/22 |
| 22-284 | Riely Bingham | AUTO - JC | Fix Leak | 02/24/22 | Diag. Neede | 2 | | 04/07/22 | 27.83 | \$27.83 | Paid 04/13/22 |
| 22-285 | Trevor Rubino | AUTO - JC | Set Brakes | 02/24/22 | \$ 260.00 | 2 | | 03/31/22 | 385.69 | \$385.69 | Paid 04/06/22 |
| 22-286 | Jennifer Klo | AUTO - JC | 2012 Mazda 3 - Oil Change and Safety Inspection | 02/28/22 | \$ 25.00 | 1 | | | 34.24 | \$34.24 | Paid 03/145/22 |
| 22-287 | Aidan Malone | Auto - HN | 1999 BMW 23 - Pre Inspection | 03/01/22 | | 2 | | 03/10/22 | 185.74 | \$185.74 | Paid 03/11/22 |
| 22-288 | Heather Chilcote | Auto - HN | 2016 Honda Civic - Oil Change / Alignment | 03/01/22 | | 1 | | 03/11/22 | 30.00 | \$30.00 | Paid 03/11/22 |
| 22-289 | Dario Chavez | AUTO - JC | 2005 Chevy Cavalier - Struts and Shocks | 03/01/22 | Diag. Neede | 1 | | 03/11/22 | 584.00 | \$584.00 | Paid 03/14/22 |
| 22-290 | Sean Etheridge | Auto - HN | 2008 Saab - Lights, Windows, Possible leak | 03/01/22 | Diag. Neede | 2 | | | | \$0.00 | VOID |
| 22-291 | Steve Mantz | Auto - HN | 2016 Jeep Grand Cherokee - Oil and Filter change | 03/03/22 | | 1 | | 03/31/22 | 51.43 | \$51.43 | Paid 04/04/22 |
| 22-292 | Russell Gaffney | Auto - HN | 2008 Chevy Malibu - Door Locks and Trunk Locks | 03/03/22 | | 1 | | | | \$0.00 | VOID |
| 22-293 | Emely Vargas | AUTO - JC | Engine Shaking | 03/04/22 | Diag. Neede | 2 | | 04/27/22 | 191.14 | \$191.14 | Paid 04/29/22 |
| 22-294 | Al-Quide Rivers | Auto - HN | 2017 Mercedes Benz - Install Light Up Emblem | 03/04/22 | | 2 | | | | \$0.00 | VOID |
| 22-295 | Nina Pardoe | Auto - HN | 2009 Subaru Forrester - Oil Change - Synthetic | 03/04/22 | | 1 | | 03/14/22 | 34.45 | \$34.45 | Paid 03/15/22 |
| 22-296 | Larry Fortunato | Auto - HN | 2017 Nissan Pathfinder - Brake Inspection - Vehicle Check | 03/04/22 | | 1 | | 03/11/22 | 0.00 | \$0.00 | Paid 03/17/22 |
| 22-297 | Jerry Clayton Moore | Auto - HN | Oil Leak, AC not working, Clutch ,Alignment, Radiator | 03/08/22 | Diag. Neede | 3 | | 05/03/22 | 655.31 | \$655.31 | Paid 05/11/22 |
| 22-298 | Ramy Garhi | AUTO - JC | Coolant Exchange, brakes, check trans fluid | 03/09/22 | | | | | | \$0.00 | |
| 22-299 | Albert Renn | Auto - HN | Pre Inspection, Oil Filter and Oil change | 03/11/22 | | 1 | | 03/18/22 | 36.34 | \$36.34 | Paid 03/18/22 |
| 22-300 | John Karb | AUTO - JC | Install Tires, Oil Change, Alignment, A/C | 03/16/22 | Diag. Neede | 1 | | | 112.82 | \$112.82 | Paid 03/24/22 |
| 22-301 | Dominic Phino | AUTO - JC | Coolant Exchange, brakes, check trans fluid | 03/17/22 | cust supplie | 2 | | 03/25/22 | 0.00 | \$0.00 | Paid 04/06/22 |
| 22-302 | Larry Fortunato | Auto - HN | 2008 KIA Sedona - Replace brake light and rear tire leak | 03/18/22 | | 1 | | 03/25/22 | 51.04 | \$51.04 | Paid 03/28/22 |
| 22-303 | Joseph Perelli | AUTO - JC | Various - Attached List | 03/18/22 | Diag. Neede | 3 | 04/06/22 | 05/03/22 | 629.50 | \$629.50 | Paid 05/12/22 |
| 22-304 | Adam Lazarchak | Auto - HN | 20008 Audi A4 A/C leak | 03/21/22 | Diag. Neede | 1 | | 03/24/22 | 104.21 | \$104.21 | Paid 03/25/22 |
| 22-305 | Frank Salamone (Nina Pardoe) | Auto - HN | 1998 Pontiac Grand Prix - Gear shift stuck and wipers not work | 03/21/22 | Diag. Neede | 3 | | 03/31/22 | 13.78 | \$13.78 | Paid 04/04/22 |
| 22-306 | Matthew Bleier | AUTO - JC | 2014 Mazda 3 - Learn how to inspect and replace car horn | 03/22/22 | \$ 20.00 | 2 | | 03/31/22 | 183.81 | \$183.81 | Paid 04/11/22 |
| 22-307 | Blaze Zenth | AUTO - JC | 2005 Honda Civic - Brakes, Rotors, Spark Plugs, Timing Belt | 03/22/22 | | 2 | | | | \$0.00 | VOID |
| 22-308 | Greta Wilmot | AUTO - JC | 2020 Nissan Rogue - Oil Change and Tire Rotation | 03/22/22 | \$ 25.00 | 1 | | 03/23/22 | 28.00 | \$28.00 | Paid 03/23/22 |
| 22-309 | Michael Giamoni | AUTO - JC | 1997 Dodge Ram - Oil, Lube, Filter, Check Over | 03/24/22 | \$ 30.00 | 1 | | 04/07/22 | 20.00 | \$20.00 | Paid 04/11/22 |
| 22-310 | Glenn Milositz | AUTO - JC | 2010 Ford F-150 - Check Engine Light On | 03/24/22 | \$ 40.00 | 1 | | 04/13/22 | 81.19 | \$81.19 | Paid 04/26/22 |
| 22-311 | Alexandria Sieger | Auto - HN | 2014 Dodge Durango - Remove and Replace side axle | 03/24/22 | | 2 | | | | \$0.00 | VOID |

| | | | | | | | | | | | |
|--------|-------------------------------|-----------|--|----------|-------------|---|----------|----------|----------|------------|---------------|
| 22-312 | Brandon Rosenberger | Auto - HN | 1999 Silverado - Blower motor and regulator | 03/25/22 | Diag. Needs | 2 | | | | \$0.00 | VOID |
| 22-313 | Connie Muschko | Auto - HN | 1999 Toyota Van - Oil change | 03/25/22 | | 1 | | 03/30/22 | 27.34 | \$27.34 | Paid 03/31/22 |
| 22-314 | Dan Mirza | Auto - HN | Caterpillar 2578B3 - Replace undercarriage & hoses | 03/25/22 | \$ 60.00 | 3 | | 03/29/22 | 55.99 | \$55.99 | Paid 03/30/22 |
| 22-315 | Caleb Goch | AUTO - JC | 2001 Chevy Silverado - Fuel Vapor Sensor , Check Engine Light | 03/25/22 | Diag. Needs | 2 | | | 205.14 | \$205.14 | Paid 04/13/22 |
| 22-316 | Alex Glassberg | Auto - HN | 2016 Audi A3 Oil Change | 03/29/22 | | 1 | | 04/29/22 | 65.44 | \$65.44 | Paid 04/29/22 |
| 22-317 | Moreen Wheatley | AUTO - JC | 2015 Jeep - Oil Change | 03/30/22 | \$ 30.00 | 1 | | 03/31/22 | 43.07 | \$43.07 | Paid |
| 22-318 | Stan Dixon | AUTO - JC | Car stalled had to be towed | 03/30/22 | \$ 96.00 | 1 | | 03/31/22 | 94.27 | \$94.27 | Paid 04/04/22 |
| 22-319 | Nina Pardoe | AUTO - JC | 2009 Subaru - New radiator and hoses | 04/04/22 | \$ 200.00 | 1 | | 04/08/22 | 186.96 | \$186.96 | Paid 04/19/22 |
| 22-320 | Raymond Bru | AUTO - JC | 2016 GMC Sierra - Upper control arm | 04/11/22 | \$ 200.00 | 1 | | 04/26/22 | 142.28 | \$142.28 | Paid 04/28/22 |
| 22-321 | Brian Moser | Auto - HN | 1968 Holiday Rambler Camper - Brakes ,bearings, harness, tire | 04/12/22 | Diag. Needs | 1 | | 05/25/22 | 20.07 | \$20.07 | Paid 05/27/22 |
| 22-322 | Kristopher Drakely | Auto - HN | 1998 Chevy S10 - Alignment | 04/19/22 | Diag. Needs | 2 | | 05/05/22 | 0.00 | \$0.00 | Paid 09/09/22 |
| 22-323 | Evan Malone | AUTO - JC | 2010 For Escape - Oil, Transmission, right passenger window, s | 04/21/22 | | 2 | | 04/26/22 | 25.00 | \$25.00 | Paid 05/13/22 |
| 22-324 | Dennis Nolan Jr. | AUTO - JC | 2021 Kia - Tire Rotation | 04/25/22 | \$ - | 1 | | 05/03/22 | 0.00 | \$0.00 | Paid 05/04/22 |
| 22-325 | Steve DeAngelis | Auto - HN | 2012 Kia - Front Brake Pads and rotors | 04/25/22 | Diag. Needs | 3 | | 05/05/22 | 0.00 | \$0.00 | Paid 05/13/22 |
| 22-326 | Mike Galler | Auto - JC | 2009 John Deer Mower | 04/14/22 | Diag. Needs | 1 | | 05/25/22 | 15.15 | \$15.15 | Paid 05/31/22 |
| 22-327 | Logan Lees | Auto - JC | 2012 Ford Edge - Oil Change | 05/11/22 | \$ 30.00 | 1 | | 05/12/22 | 49.46 | \$49.46 | 05/16/22 |
| 22-400 | Dr. Roy / Barbara Clymer | CE | Wiffle Ball Tournament (70 people) | 08/06/21 | \$ 490.00 | 5 | | | 490.00 | \$490.00 | PAID 09/16/21 |
| 22-401 | Susan Fahrenkopf | CE | Bridges Luncheon 09/21/21 | 09/14/21 | \$ 165.00 | 6 | | | 165.00 | \$165.00 | PAID 09/28/21 |
| 22-402 | King Spry Firm | CE | Off - Site Food Truck Event | 09/24/21 | 8.00pp | 3 | | | 240.00 | \$240.00 | PAID 09/27/21 |
| 22-403 | Freedom High School (Tax Exe | CE | Open House Food Truck Event | 10/05/21 | 8.00 pp | 5 | | | 1,600.00 | \$1,600.00 | PAID 10/28/21 |
| 22-404 | Dan Mirza | CE | Food For class Party (50 people) | 10/08/21 | | 1 | | | 200.00 | \$200.00 | PAID 10/11/21 |
| 22-405 | Susan Fahrenkopf | CE | Bridges Luncheon 012/21/2021 | 10/09/21 | | 1 | | | 187.00 | \$187.00 | PAID 01/05/22 |
| 22-406 | Casilio Concrete | CE | Off - Site Food Truck Event (12-15-21) | 10/13/21 | 10.00 pp | 3 | | | 300.00 | \$300.00 | Paid 12/16/21 |
| 22-407 | SkillsUSA Council | CE | SkillsUSA Championships VIP Luncheon | 01/20/22 | 9.00pp | 6 | | | 2,250.00 | \$2,250.00 | Paid 02/22/22 |
| 22-408 | Susan Fahrenkopf | CE | Bridges Luncheon 03/15/22 | 02/04/22 | 11.00pp | 6 | | | 176.00 | \$176.00 | Paid 03/17/22 |
| 22-409 | Susan Fahrenkopf | CE | Excellence Awards Finalist Luncheon 04/22/22 Bridges | 03/18/22 | \$ 400.00 | 3 | | | 400.00 | \$400.00 | Paid 04/28/22 |
| 22-410 | Susan Fahrenkopf | CE | Excellence Awards Winners Reception 06/06/22 | 03/18/22 | | 6 | | 06/06/22 | 1,155.00 | \$1,155.00 | Paid 06/07/22 |
| 22-411 | King Spry Firm | CE | Off Site Food Truck Event (05/18/22) | 04/19/22 | \$ 600.00 | 3 | | 05/18/22 | 566.04 | \$566.04 | Paid 05/19/22 |
| 22-412 | Spring Garden Elementary | CE | Off Site Food Truck Event (05/06/22) | 04/19/22 | \$ 375.00 | 6 | | 05/06/22 | 375.00 | \$375.00 | Paid 05/12/22 |
| 22-413 | Brogghal Middle School | CE | Off Site Food Truck Event (05/04/22) | 04/19/22 | \$ 560.00 | 6 | | 05/04/22 | 560.00 | \$560.00 | Paid 05/24/22 |
| 22-414 | Julie Eates / Colonial IU | CE | Off Site Food Truck Event (04/27/22) | 04/19/22 | \$ 1,000.00 | 6 | | 04/27/22 | 1,000.00 | \$1,000.00 | Paid 05/11/22 |
| 22-415 | Lori Sage / Freedom High Scho | CE | Off Site Food Truck Event (05/20/22) | 04/19/22 | | 6 | | | 1,085.00 | \$1,085.00 | Paid 05/20/22 |
| 22-452 | Nina Pardoe | Graphics | 5x7 Christmas cards | 10/26/21 | TBD | 1 | | 11/22/21 | 11.25 | \$11.25 | Paid 11/22/21 |
| 22-453 | Michael Giamoni | Graphics | 3 Posters | 11/04/21 | \$ 18.00 | 1 | | | 18.00 | \$18.00 | Paid 12/20/21 |
| 22-454 | Nina Pardoe | Auto Coil | Window in rear driver side not working | 11/11/21 | | 1 | | 11/15/21 | 0.00 | \$0.00 | Paid 11/15/21 |
| 22-455 | leonard Siffes Jr | Auto Coil | Repaint front half of truck | 11/12/21 | \$ 50.00 | 3 | | | 50.00 | \$50.00 | Paid 02/10/22 |
| 22-456 | Sally Grispo | Graphics | Laminated VIP Passes & Certificates | 12/08/21 | \$ 95.00 | 3 | 12/14/21 | | 95.00 | \$95.00 | Paid 03/17/22 |
| 22-457 | Karen Mustonen | Welding | Side Table | 12/22/21 | \$ 80.00 | 3 | | 11/13/22 | 80.00 | \$80.00 | Paid 1/19/22 |
| 22-458 | Kathy Bevan | Graphics | Programs for Freedom Wrestling | 01/11/22 | \$ 70.00 | 3 | 01/12/22 | | 66.00 | \$66.00 | Paid 1/12/22 |
| 22-459 | Mary Toulouse | Welding | Replace 20 Trellises | 01/11/22 | \$ 932.50 | 3 | | | 932.50 | \$932.50 | Paid 06/06/22 |
| 22-460 | Robert Kuitck | Masonry | Forms for Concrete Counterop | 02/04/22 | \$ 30.00 | 1 | | | 30.00 | \$30.00 | Paid 02/09/22 |
| 22-461 | Jennifer Klo | Graphics | Cardstock retirement | 02/24/22 | \$ 2.25 | 1 | | 03/29/22 | 2.25 | \$2.25 | Paid 03/29/22 |
| 22-462 | Paula Cuchran | Auto Coil | Front Left Wheel Well Repair | 02/24/22 | \$ 20.00 | 1 | | 04/28/22 | 0.00 | \$0.00 | Paid 04/28/22 |

| | | | | | | | | | | | |
|--------|--------------------------------|-----------|---|----------|-----------|---|----------|----------|--------|----------|------------------|
| 22-463 | Jennifer Klo | Graphics | Happy Retirement Banner | 03/03/22 | \$ 10.00 | 1 | | 03/29/22 | 10.00 | \$10.00 | Paid 03/29/22 |
| 22-464 | Bronwyn Hanley | Auto Coll | Rust on car door | 03/08/22 | \$ 25.00 | 1 | | | | \$0.00 | VOID |
| 22-465 | Bill Gruschow | Welding | Build a dog crate | 03/14/22 | \$ 140.00 | 1 | | | | \$0.00 | ROLL TO NEXT YR. |
| 22-466 | Mike Galler | Auto Coll | Frame repair, paint doors | 03/17/22 | \$ 60.00 | 1 | | 04/20/22 | 67.12 | \$67.12 | Paid 04/22/22 |
| 22-467 | Kyle Koehler | Auto Coll | Ford F150 - Mud flap and side | 03/21/22 | \$ 5.00 | 2 | | 03/25/22 | 5.00 | \$5.00 | Paid 03/29/22 |
| 22-468 | Bronwyn Hanley | Graphics | 2.5 X 5 Laminates | 03/24/22 | \$ 12.50 | 1 | | 03/30/22 | 12.50 | \$12.50 | Paid 03/31/22 |
| 22-469 | Moreen Wheatley | Graphics | Printed Invitations | 04/04/22 | \$ 12.50 | 1 | | 04/05/22 | 12.50 | \$12.50 | Paid 04/06/22 |
| 22-470 | Dean Wilson | Graphics | 1000 cards on cardstock | 03/31/22 | \$ 83.50 | 3 | | 03/31/22 | 83.50 | \$83.50 | Paid 03/31/22 |
| 22-471 | Jennifer Klo | Auto Coll | 2015 Subaru Forrester chipped paint on door | 04/08/22 | \$ 10.00 | 1 | | 05/10/22 | 10.00 | \$10.00 | Paid 05/10/22 |
| 22-472 | Jennifer Klo | Auto Coll | 2010 Mazda 3 chipped paint on door | 04/08/22 | \$ 10.00 | 1 | | 05/12/22 | 10.00 | \$10.00 | Paid 05/12/22 |
| 22-473 | Freedom Lacrosse (Kathy Bevan) | Graphics | Lacrosse Program Books | 04/21/22 | \$ 400.00 | 6 | 04/21/22 | 04/29/22 | 335.00 | \$335.00 | Paid 04/29/22 |
| 22-474 | Karen Mustonen | Auto Coll | Detail Car | 04/21/22 | | 1 | | | | \$0.00 | VOID |
| 22-475 | Joan Dinbokowitz | Graphics | Decals | 04/25/22 | \$ 11.25 | 1 | | 05/11/22 | 11.25 | \$11.25 | Paid 05/11/22 |
| 22-476 | Cindy Carson | Graphics | Graduation Invitations | 05/04/22 | \$ 5.00 | 1 | | 05/06/22 | 5.00 | \$5.00 | Paid 05/06/22 |
| 22-477 | Kathy Bevan | Graphics | Graduation Invitations and Thank You Cards | 05/05/22 | \$ 16.50 | 3 | | | 16.50 | \$16.50 | Paid 05/09/22 |
| 22-478 | Heather Chilcote | Graphics | Graduation Banner | 05/05/22 | \$ 38.50 | 1 | | | 38.50 | \$38.50 | Paid 05/26/22 |
| 22-479 | Jeremy Deily | Auto Coll | Weld Stock Mount | 05/11/22 | | 2 | | | | \$0.00 | VOID |
| 22-480 | Jennifer Klo | Auto Coll | Scratches on car | 05/11/22 | \$ 10.00 | 1 | | 05/24/22 | 10.00 | \$10.00 | Paid 05/24/22 |
| 22-481 | Kurt Sampson | Auto Coll | Repair right side door on Jeep | 05/19/22 | \$ 130.00 | 1 | | 05/19/22 | 130.00 | \$130.00 | Paid 05/23/22 |
| 22-482 | Cindy Carson | Graphics | 2 Vinyl banners | 06/02/22 | \$ 31.50 | 1 | | | 31.50 | \$31.50 | Paid 06/06/22 |

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

J. (4.) CONDITION OF THE BUDGET

INFORMATION:

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

Respectfully submitted,



Adam S. Lazarchak
Executive Director

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
April 30, 2022

| ACCOUNT NUMBER | DESCRIPTION | ORIGINAL BUDGET | YEAR-TO-DATE ACTIVITY | BUDGET BALANCE |
|---------------------|---|-----------------|-----------------------|----------------|
| 10.6510.000.000.000 | INTEREST ON INVESTMENTS | 400.00 | 595.70 | -195.70 |
| 10.6720.000.000.000 | BOOKSTORE SALES | - | - | 0.00 |
| 10.6910.000.000.000 | RENTALS | 50.00 | 50.00 | 0.00 |
| 10.6920.000.000.000 | CONTRIBUTIONS AND DONATIONS | 250.00 | - | 250.00 |
| 10.6946.000.000.000 | PRIOR YEAR EXCESS REVENUES FOR TRANSFER | - | 1,218,086.66 | -1,218,086.66 |
| 10.6946.001.000.000 | RECEIPTS FROM BASD | 7,146,157.00 | 6,393,938.00 | 752,219.00 |
| 10.6946.002.000.000 | RECEIPTS FROM NASD | 2,387,773.00 | 2,010,752.00 | 377,021.00 |
| 10.6946.003.000.000 | RECEIPTS FROM SVSD | 711,323.00 | 580,289.00 | 131,034.00 |
| 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 | 18,465.39 | 31,534.61 |
| 10.6990.000.000.000 | MISCELLANEOUS REVENUE | 2,000.00 | 4,032.40 | -2,032.40 |
| 10.7220.000.000.000 | VOCATIONAL EDUC. SUBSIDY | 1,000,000.00 | 886,328.00 | 113,672.00 |
| 10.7220.000.000.000 | PDE EQUIPMENT GRANT | 25,000.00 | - | 25,000.00 |
| 10.7230.000.000.000 | OTHER STATE GRANTS | - | - | 0.00 |
| 10.7509.000.000.000 | SUPPLEMENTAL EQUIPMENT GRANT | 50,000.00 | 98,985.51 | -48,985.51 |
| 10.7810.000.000.000 | SOC. SEC. REIMBURSEMENT | 196,203.00 | 72,877.75 | 123,325.25 |
| 10.7820.000.000.000 | RETIREMENT REIMBURSEMENT | 918,336.00 | 348,406.40 | 569,929.60 |
| 10.8521.000.000.000 | FEDERAL | 300,000.00 | 230,092.51 | 69,907.49 |
| 10.8742.000.988.000 | GEER GRANT - COVID-19 CARES ACT | 384,002.00 | - | 384,002.00 |
| 10.8745.000.991.000 | GEER GRANT II | - | 120,000.65 | -120,000.65 |
| 10.9400.000.000.000 | PROCEEDS FROM SALE OF FIXED ASSETS | - | - | 0.00 |
| | TOTALS FOR GENERAL FUND | 13,171,494.00 | 11,982,899.97 | 1,188,594.03 |
| | TOTAL REVENUES | 13,171,494.00 | 11,982,899.97 | 1,188,594.03 |

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
April 30, 2022

| ACCOUNT NUMBER | DESCRIPTION | ORIGINAL BUDGET | BUDGET REVISIONS | YEAR-TO-DATE ACTIVITY | ENCUMBRANCES | BUDGET BALANCE |
|---------------------|--|-----------------|------------------|-----------------------|--------------|----------------|
| 10.1110.000.000.000 | ACADEMIC PROGRAM | 809,537.00 | (185,000.00) | 403,631.94 | 169,844.47 | 51,060.59 |
| 10.1240.000.000.000 | SPECIAL EDUCATION | 637,458.00 | (11,415.00) | 411,609.30 | 131,957.33 | 82,476.37 |
| 10.1330.000.000.000 | HEALTH OCCUP. PROGRAM | 470,728.00 | 5,000.00 | 333,312.24 | 119,638.42 | 22,777.34 |
| 10.1342.000.000.000 | HOME ECONOMICS PROGRAM | 854,861.00 | 20,000.00 | 599,913.25 | 240,919.67 | 34,028.08 |
| 10.1370.000.000.000 | TECHNICAL PROGRAM | 187,730.00 | - | 130,850.89 | 39,199.56 | 17,679.55 |
| 10.1380.000.000.000 | TRADE & INDUSTRY PROGRAM | 4,273,000.00 | (234,163.00) | 2,687,460.58 | 897,228.20 | 454,148.22 |
| 10.1700.000.000.000 | HIGHER EDUCATION | 10,000.00 | - | - | - | 10,000.00 |
| 10.2100.000.000.000 | STUDENT SERVICES | 1,217,407.00 | 12,000.00 | 824,925.47 | 268,667.10 | 135,814.43 |
| 10.2270.000.000.000 | STAFF DEVELOPMENT - INSTRUCTIONAL | 108,410.00 | - | 22,209.25 | 9,866.81 | 76,333.94 |
| 10.2310.000.000.000 | BOARD SECRETARY | 3,005.00 | - | 1,750.54 | 1,300.02 | (45.56) |
| 10.2320.000.000.000 | BOARD TREASURER | 1,595.00 | - | 789.45 | 641.33 | 164.22 |
| 10.2350.000.000.000 | LEGAL SERVICES | 45,000.00 | - | 22,840.54 | 12,159.46 | 10,000.00 |
| 10.2360.000.000.000 | OFFICE OF THE DIRECTOR | 412,846.00 | - | 308,999.03 | 64,500.12 | 39,346.85 |
| 10.2380.000.000.000 | OFFICE OF THE PRINCIPAL | 440,452.00 | - | 333,543.94 | 61,662.27 | 45,245.79 |
| 10.2440.000.000.000 | PUPIL HEALTH - FIRST AID | 94,975.00 | - | 64,081.26 | 21,491.55 | 9,402.19 |
| 10.2511.000.000.000 | BUSINESS OFFICE | 584,011.00 | - | 439,111.75 | 67,618.73 | 77,280.52 |
| 10.2600.000.000.000 | OPERATIONS & MAINTENANCE | 2,151,912.00 | 142,163.00 | 1,484,350.85 | 543,047.08 | 266,677.07 |
| 10.2660.000.000.000 | SECURITY SERVICES | 53,070.00 | - | 2,675.74 | 48,866.00 | 1,528.26 |
| 10.2830.000.000.000 | STAFF DEVELOPMENT - NON-INST. | 28,000.00 | - | 5,206.33 | 2,000.00 | 20,793.67 |
| 10.2840.000.000.000 | DATA PROCESSING - TECHNOLOGY | 448,173.00 | 36,415.00 | 304,383.17 | 103,200.65 | 77,004.18 |
| 10.3210.000.000.000 | SCHOOL SPONSORED ACTIVITIES | 89,324.00 | - | 27,755.99 | 38,646.63 | 22,921.38 |
| 10.3390.000.000.000 | COMMUNITY SERVICES | 50,000.00 | - | 24,654.85 | 5,347.17 | 19,997.98 |
| 10.4600.000.000.000 | IMPROVEMENT EXPENSES | 20,000.00 | 165,000.00 | 88,079.01 | 764,089.02 | (667,168.03) |
| 10.5100.000.000.000 | REFUND OF PRIOR YEAR RECEIPTS | - | - | - | - | 0.00 |
| 10.5220.000.000.000 | CAPITAL RESERVE TRANSFERS | 100,000.00 | 50,000.00 | 1,318,086.66 | - | (1,168,086.66) |
| 10.5251.000.000.000 | FOOD SERVICE TRANSFERS | 55,000.00 | - | 30,000.00 | 25,000.00 | 0.00 |
| 10.5220.000.000.000 | HOUSE PROJECT FUND TRANSFER | - | - | - | - | 0.00 |
| 10.5900.000.000.000 | BUDGETARY RESERVE | 25,000.00 | - | - | - | 25,000.00 |
| | TOTAL FOR GENERAL FUND | 13,171,494.00 | - | 9,870,222.03 | 3,636,891.59 | (335,619.62) |
| | TOTAL EXPENSES | 13,171,494.00 | - | 9,870,222.03 | 3,636,891.59 | (335,619.62) |
| | EXCESS OF REVENUE OVER EXPENSES | | | 2,112,677.94 | | |

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 15, 2022

J. (5.) HOUSE PROJECT UPDATE
INFORMATION:

Mr. Lazarchak reported that there hasn't been much activity since May due to student exam schedules and end-of-year activities. HVAC is holding up progress at the present time; we may have to consider contracting out this part of the project.

New Business

Director Eichfeld expressed concern regarding the amount that is being charged to perform the annual audit of the BAVTS Authority. Mrs. Miller will look into the matter and explore what the other Tech schools are paying for this service.

The Joint Committee members were informed that we have students competing on the national level for both SkillsUSA and HOSA in the coming weeks. We are very proud of the accomplishments of these students and will advise the Joint Committee regarding the outcome of the competitions via e-mail.

For the second year in a row, a free computer camp for rising 9th graders from our sending districts was offered. 41 students registered and 35 are currently attending Monday through Thursday of this week. The camp wraps up tomorrow; the students were given an opportunity to preview both the Web Design and Computer Networking programs through various activities offered by the instructors of these programs.

Mr. Lazarchak recognized Mrs. Huber for her service to the secondary students for the past 9 ½ years. Mrs. Huber will be leaving the classroom to take on running the Continuing Education Department full-time; she has been doing so on a part-time basis since September of 2017 and has made it a profitable venture.

Director Faccinetto attended the Senior Recognition Ceremony which was held at BASD Stadium on June 6th and remarked how much he enjoyed the event and conveyed his thanks to the Administration and all who were involved in the organization of this event. Mr. Lazarchak echoed this sentiment and thanked his administrative support staff for coordinating the event.

The meeting adjourned at 7:28 p.m. on the motion of Director Gogel, seconded by Director Makary, and unanimous voice vote.