

August 1, 2023

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOINT COMMITTEE
REGULAR MEETING

The Regular Meeting of the Bethlehem Area Vocational-Technical School Joint Committee was held on the evening of the above date, beginning at 7:10 p.m., for general purposes.

Members Present: Directors Donaher, Winston Alozie (alternate for Shannon Patrick), Schenkel, White, Dettmar, Eichfeld, Makary, Gogel - eight; Absent: Directors Faccinotto, Patrick – two.

Others Present: Mr. Joseph Kovalchik, Superintendent of Northampton Area School District and BAVTS Superintendent of Record, Mr. Adam S. Lazarchak, Executive Director of BAVTS; Mr. Donald F. Spry, II, Esq., 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 negotiations and legal matters.

The minutes of the June 14, 2023 meeting were approved on motion of Directors Dettmar and Makary and unanimous voice vote.

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

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

August 1, 2023

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

UNAUDITED
 June 30, 2023

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL				
FUND NAME	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	June 1, 2023			June 30, 2023
General includes PLGIT/CD	3,255,230.59	883,367.36	(2,484,304.93)	1,654,293.02
House Project	160,699.32	50,242.36	(12,104.88)	198,836.80
Production	116,904.11	9,205.36	(13,914.56)	112,194.91
Capital Reserves includes PLGIT/CD	3,039,978.30	144,079.41	(163,608.84)	3,020,448.87
Payroll	7,563.78	1,130,170.02	(1,131,405.48)	6,328.32
Cafeteria	111,420.44	23,972.22	(17,731.68)	117,660.98
Adult Education includes PLGIT/CD	257,335.14	26,833.34	(32,826.72)	251,341.76
Student Activities	42,627.98	4,972.41	(8,462.58)	39,137.81
TOTALS	6,991,759.66	2,272,842.48	(3,864,359.67)	5,400,242.47

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

June 1, 2023 2,437,990.36

RECEIPTS

Production	9,199.67	
Interest	44.71	
District Contrib.	322,931.00	
District Contrib./Auth.		
State / Fed Funds	580,651.02	
Tuition		
Other	15,629.02	
Transfers - PLGIT		
Inter-Fund Transfers	9,984.72	938,440.14

DISBURSEMENTS

Prepaid Bills	(245,450.61)	
Bill Listings	(1,155,017.94)	
Payroll	(1,095,341.39)	
Other--Authority Bond		
Fees	(132.07)	
Void Checks		
Transfers - PLGIT		(2,495,942.01)

June 30, 2023	ADJ BOOK BALANCE	880,488.49
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BANK RECONCILIATION

June 30, 2023

Bank Balance	1,483,370.23
Memo	
Outstanding Checks	(603,194.74)
Deposit in Transit	313.00
June 30, 2023	ADJ BANK BALANCE

880,488.49

Ladies and Gentlemen:

UNAUDITED
 June 30, 2023

Your Treasurer respectfully submits the following report for the period ending

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

June 1, 2023		1,094,843.66
	Transfers In	0.00
	Interest	4,374.94
	P Card purchases	(14,382.36)
	Transfers Out	
	Transfers Out-CD purch	
June 30, 2023	ADJ BOOK BALANCE	1,084,836.24

BANK RECONCILIATION

June 30, 2023		1,084,836.24
	Bank Balance	
	Deposit in Transit	
	Outstanding Checks	
June 30, 2023	ADJ BANK BALANCE	1,084,836.24
Average Yield for June 2023 is 4.91%		

CAPITAL RESERVES - EMBASSY BANK

June 1, 2023		243,104.41
	Receipts	132,775.00
	Interest	5.72
	Void Checks	0.00
		132,780.72
	Fees	
	Disbursements	(163,608.84)
		(163,608.84)
June 30, 2023	ADJ BOOK BALANCE	212,276.29

BANK RECONCILIATION

June 30, 2023		375,885.13
	Bank Balance	
	Memos	
	Outstanding Checks	(163,608.84)
	Deposit in Transit	0.00
June 30, 2023	ADJ BANK BALANCE	212,276.29

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

June 1, 2023		2,796,873.89
	Transfers In	0.00
	Interest	11,298.69
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
June 30, 2023	ADJ BOOK BALANCE	2,808,172.58

BANK RECONCILIATION

June 30, 2023		2,808,172.58
	Bank Balance	
	Outstanding Checks	0.00
June 30, 2023	ADJ BANK BALANCE	2,808,172.58
Average Yield for June 2023 is 4.91%		

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

August 1, 2023

Ladies and Gentlemen:

UNAUDITED
 June 30, 2023

Your Treasurer respectfully submits the following report for the period ending

PAYROLL FUND - EMBASSY BANK

June 1, 2023			7,563.78
	Receipts	1,130,167.03	
	Interest	2.99	
	Void Checks		1,130,170.02
	Fees		
	Disbursements	(1,131,405.48)	(1,131,405.48)
June 30, 2023	ADJ BOOK BALANCE		6,328.32

BANK RECONCILIATION

	June 30, 2023		
	Bank Balance	24,871.98	
	Memos		
	Outstanding Checks	(18,543.66)	
	Deposit in Transit		
June 30, 2023	ADJ BANK BALANCE		6,328.32

CAFETERIA FUND - EMBASSY BANK

June 1, 2023			111,420.44
	Receipts	23,969.69	
	Transfers		
	Interest	2.53	23,972.22
	Disbursements	(17,731.68)	
	Void Check		(17,731.68)
June 30, 2023	ADJ BOOK BALANCE		117,660.98

BANK RECONCILIATION

	June 30, 2023		
	Bank Balance	120,127.66	
	Memos	0.00	
	Outstanding Checks	(2,466.68)	
	Deposit in Transit	0.00	
June 30, 2023	ADJ BANK BALANCE		117,660.98

ADULT EDUCATION FUND - EMBASSY BANK

June 1, 2023			257,335.14
	Receipts	26,828.19	
	PLGIT Transfers	0.00	
	Interest	5.15	26,833.34
	Disbursements	(37,780.99)	
	Void Checks	4,954.27	
	PLGIT Transfer	0.00	(32,826.72)
June 30, 2023	ADJ BOOK BALANCE		251,341.76

BANK RECONCILIATION

	June 30, 2023		
	Bank Balance	251,628.90	
	Memos	0.00	
	Outstanding Checks	(287.14)	
	Deposit in Transit	0.00	
June 30, 2023	ADJ BANK BALANCE		251,341.76

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

August 1, 2023

Your Treasurer respectfully submits the following report for the period ending

UNAUDITED
 June 30, 2023

STUDENT ACTIVITY ACCT -EMBASSY BANK

June 1, 2023			42,627.98
	Receipts	4,971.50	
	Other		
	Interest	0.91	4,972.41
	Disbursements	(8,462.58)	
	Other--Ret'd Check		
	Voided Check	0.00	(8,462.58)
June 30, 2023	ADJ BOOK BALANCE		39,137.81

BANK RECONCILIATION

June 30, 2023

Bank Balance	39,406.29	
Outstanding Checks	(268.48)	
Deposit in Transit	0.00	
June 30, 2023	ADJ BANK BALANCE	39,137.81

REPORT OF DEPOSITORIES

June 30, 2023

EMBASSY BANK

General Fund	1,483,370.23	
Capital Reserve	375,885.13	
Payroll Account	24,871.98	
Cafeteria Fund	120,127.66	
Adult Ed. Fund	251,628.90	
Student Activity Fund	39,406.29	

PLGIT

PLGIT General Fund	1,084,836.24	
PLGIT CD (General Fund)	0.00	1,084,836.24
PLGIT Capital Reserve	2,808,172.58	
PLGIT CD (Cap Reserve)	0.00	2,808,172.58
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 6,188,299.01

Respectfully submitted,



Susan M. Fahrenkopf
 Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through August 1, 2023 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY: Director Dettmar

SECOND BY: Director Makary

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

Directors Donaher, Alozie, Schenkel, White, Dettmar, Eichfeld,
Makary, Gogel – eight Nay: none

REPORT DATE
6/30/2023

BETHLEHEM AREA VOCATIONAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	CHECK AMOUNT	DESCRIPTION
6/15/2023	Y	31952	CANON FINANCIAL SERVICES, INC.	\$ 10,455.58	COPIER LEASE/MAINTENANCE
6/15/2023	Y	31953	CITY OF BETHLEHEM	\$ 2,208.95	WATER BILL
6/15/2023	Y	31954	UGI ENERGY SERVICES LLC	\$ 1,060.69	GAS SERVICE
6/15/2023	Y	31955	UGI UTILITIES	\$ 1,921.00	GAS SERVICE
6/21/2023	Y	31956	CANON FINANCIAL SERVICES, INC.	\$ 7,680.57	COPIER MAINTENANCE FEES
6/21/2023	Y	31957	DANIEL BERARDESCA	\$ 200.00	CERTIFICATION FEE REIMBURSEMENT
6/21/2023	Y	31958	MERI LINDENMUTH	\$ 200.00	CERTIFICATION FEE REIMBURSEMENT
6/21/2023	Y	31959	SERVICE ELECTRIC CABLE TV	\$ 97.11	PHONES
6/22/2023	Y	31960	EMBASSY BANK -	\$ 14,841.45	SUPPLIES-VARIOUS, SOFTWARE, DUES, TRAVEL
6/28/2023	Y	31961	HOME DEPOT CREDIT SVCS.	\$ 296.74	MAINTENANCE SUPPLIES
6/28/2023	Y	31962	LOWES BUSINESS ACCOUNT	\$ 50.40	HOUSE PROJECT/PLUMBING SUPPLIES
6/28/2023	Y	31963	WEX BANK	\$ 297.75	GAS FOR VEHICLES
6/30/2023		31964	ADVANCE AUTO PARTS	\$ 148.43	FIAT & INSTRUCTIONAL SUPPLIES
6/30/2023		31965	ALBARELL ELECTRIC INC.	\$ 10,059.00	MAINT PROJECTS - LIGHTING & POWER LINES
6/30/2023		31966	ALTA ENTERPRISES INC	\$ 3,224.65	REPAIRS/INSPECTION - PRECISION MACHINING
6/30/2023		31967	AMAZON CAPITOL SERVICES	\$ 8,139.16	OFFICE/HOUSE PROJ/TECH/MAINT SUPPLIES
6/30/2023		31968	AMERICAN AIR FILTER COMPANY	\$ 146.70	MAINTENANCE SUPPLIES
6/30/2023		31969	AMERICAN RED CROSS	\$ 600.00	CPR TRAINING
6/30/2023		31970	ANGELA THOM	\$ 218.37	MILEAGE REIMBURSEMENT
6/30/2023		31971	ASL REFRIGERATION INC	\$ 1,880.00	REPLACE WATER METERS
6/30/2023		31972	AUTOMATED INSTALLATIONS	\$ 11,500.00	INSTALL NETWORK LOOP - B & C WING VAV's
6/30/2023		31973	BETH-HANOVER SUPPLY CO.	\$ 316.15	MAINTENANCE SUPPLIES
6/30/2023		31974	BILL FLANNERY AUTOMOTIVE	\$ 71.55	AUTO COLLISION SUPPLIES
6/30/2023		31975	BIT DIRECT INC.	\$ 6,565.52	TECHNOLOGY SUPPLIES
6/30/2023		31976	CHRIN HAULING, INC	\$ 1,925.00	TRASH REMOVAL
6/30/2023		31977	CLARK SERVICE GROUP INC	\$ 5,293.00	ANNUAL SERVICE AGREEMENTS/SERVICE
6/30/2023		31978	CM REGENT LLC	\$ 2,483.40	JULY LIFE/LTD
6/30/2023		31979	CONNIE MUSCHKO	\$ 319.43	MILEAGE REIMBURSEMENT
6/30/2023		31980	COPE COMMERCIAL FLOORING & INTERIORS INC	\$ 2,900.00	REPLACEMENT FLOORING

6/30/2023	31981	D'HUY ENGINEERING INC.	\$	24,272.75	RETAINER & ENGINEERING FEES
6/30/2023	31982	DEBRA MILLER	\$	16.14	MILEAGE REIMBURSEMENT
6/30/2023	31983	EBTEP	\$	153,081.11	JULY MEDICAL/DENTAL/PRESCRIPTION DRUG
6/30/2023	31984	EFFECTIVE CONTROLS INC.	\$	535.00	SERVICE DUST CONTROL SYSTEMS
6/30/2023	31985	FULLER PAPER CO.	\$	760.23	MAINTENANCE SUPPLIES
6/30/2023	31986	GORDON BENNETT PAINTING	\$	5,920.00	INTERIOR PAINTING
6/30/2023	31987	HIGHMARK BLUE SHIELD	\$	1,102.28	JULY VISION
6/30/2023	31988	HSA MECHANICAL INC.	\$	6,014.00	MAINTENANCE REPAIRS/SERVICE
6/30/2023	31989	INTEGRITEC INC.	\$	465.00	WATER TREATMENT
6/30/2023	31990	JBW MECHANICAL, INC.	\$	33,000.00	ATHLETIC HEATH HVAC PROJECT
6/30/2023	31991	JOHNSON CONTROLS FIRE PROTECTION LP	\$	1,407.48	REPAIR FIRE PANEL
6/30/2023	31992	KELLEY BROS LOCKBOX	\$	19,080.00	LOCKSET UPGRADES - PCCD GRANT
6/30/2023	31993	KENSOL AIRWAYS	\$	1,775.00	KITCHEN & BAKING EXHAUST MAINTENANCE
6/30/2023	31994	KEYSTONE FIRE AND SECURITY	\$	1,652.65	UPGRADE PULL STATIONS
6/30/2023	31995	KING SPRY HERMAN FREUND FAUL	\$	5,867.77	SOLICITOR'S FEES
6/30/2023	31996	L.V. JANITORIAL SUPPLY	\$	5,076.07	MAINTENANCE SUPPLIES
6/30/2023	31997	LINCOLN INVESTMENT PLANNING. INC.	\$	11,250.00	RETIREE SICK DAY PAYOUT
6/30/2023	31998	MACGILL & CO.	\$	965.35	NURSE SUPPLIES
6/30/2023	31999	MOUSER ELECTRONICS	\$	77.59	ELECTRONICS SUPPLIES
6/30/2023	32000	NAPA AUTO PARTS	\$	2,773.02	FIAT PARTS/AUTO PRODUCTION SUPPLIES
6/30/2023	32001	NAZARETH PRODUCE	\$	125.00	IN SERVICE SUPPLIES
6/30/2023	32002	NCC	\$	1,105.00	CPR TRAINING
6/30/2023	32003	PERFORMANCE SCREEN SUPPLY	\$	196.31	PRINTING SUPPLIES
6/30/2023	32004	POCONO MOUNTAIN DAIRIES	\$	51.88	NOCTI SUPPLIES
6/30/2023	32005	PRO COMPRESSOR	\$	679.50	SERVICE & REPAIRS COMPRESSORS
6/30/2023	32006	QUADIENT FINANCE USA INC.	\$	3,000.00	POSTAGE FOR METER
6/30/2023	32007	QUILL CORP.	\$	91.21	OFFICE SUPPLIES
6/30/2023	32008	RICHTER DRAFTING AND OFFICE SUPPLY CO.	\$	400.00	SHREDDING
6/30/2023	32009	SAN MAR CORPORATION	\$	292.59	SPIRIT WEAR SALES & MARKETING SUPPLIES
6/30/2023	32010	SCHOOL NURSE SUPPLY	\$	823.05	NURSE SUPPLIES
6/30/2023	32011	SSM GROUP INC.	\$	4,142.51	AHERA INSPECTION & SDS UPDATING
6/30/2023	32012	THE ATP GROUP, INC	\$	9,964.17	CULINARY CURRICULUM - BOOKS & ONLINE ACCESS
6/30/2023	32013	THE MORNING CALL	\$	2,856.01	LEGAL & CLASSIFIED ADS
6/30/2023	32014	TRANE OF NORTHEASTERN PA.	\$	23,314.00	MAINTENANCE PROJECTS/SERVICES

6/30/2023	32015	TRI COUNTY MECHANICAL INC	\$ 170,569.00	CHILLER REPLACEMENT PROJECT
6/30/2023	32016	TYLER HEFT	\$ 106.79	REIMBURSEMENT FOR TRAVEL EXPENSES
6/30/2023	32017	TYLER TECHNOLOGIES INC.	\$ 11,707.19	ANNUAL SOFTWARE FEES
6/30/2023	32018	ULINE	\$ 1,624.54	MAINTENANCE & INSTRUCTIONAL SUPPLIES
6/30/2023	32019	UNITED SITE SERVICES	\$ 170.00	PORT O POTTY HOUSE PROJECT
6/30/2023	32020	VAN CLEEF ENGINEERING ASSOCIATES	\$ 2,432.00	PROFESSIONAL SERVICES - HOUSE PROJECT
6/30/2023	32021	VASTEX INTERNATIONAL INC	\$ 12,386.00	GRAPHICS EQUIPMENT
6/30/2023	32022	VIRCO INC.	\$ 7,587.90	ESTHETICS FURNITURE
6/30/2023	32023	WILSON PRODUCTS	\$ 9,083.00	WELDING EQUIPMENT
6/30/2023	32024	YESKA & SONS	\$ 595.00	SERVICE PUMPING GREASE TRAPS
6/30/2023	32025	BAVTS BRIDGES DONATION	\$ 100.00	CITIZEN'S CHARITABLE DONATION
		TOTAL	\$ 633,594.69	

REPORT DATE
8/1/2023

BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	Amount	DESCRIPTION
7/6/2023	Y	32026	CANON SOLUTIONS AMERICA, INC.	\$ 103.97	COPIER MAINTENANCE
7/6/2023	Y	32027	DIRECT ENERGY BUSINESS	\$ 110.63	GAS SERVICE
7/6/2023	Y	32028	PP&L	\$ 15,829.74	ELECTRIC SERVICE
7/6/2023	Y	32029	UGI UTILITIES	\$ 155.43	GAS SERVICE
7/6/2023	Y	32030	VERIZON WIRELESS	\$ 249.83	CELL PHONES
7/6/2023	Y	32031	WORKHORSE LANDSCAPING & EXCAVATING	\$ 950.00	LAWN SERVICES
7/10/2023	Y	32032	ONEGROUP NY, INC.	\$ 66,856.00	INSURANCE RENEWAL
7/10/2023	Y	32033	BERNADETTE DATIS	\$ 90.00	REISSUED CHECK
7/12/2023	Y	32034	CITY OF BETHLEHEM	\$ 2,421.88	WATER AND SEWAGE
7/12/2023	Y	32035	UGI ENERGY SERVICES LLC	\$ 613.62	GAS SERVICE
7/18/2023	Y	32036	EMBASSY BANK -	\$ 11,055.96	SUPPLIES, PROF DEVELOP, TRAVEL/CONFERENCE
7/19/2023	Y	32037	SERVICE ELECTRIC CABLE TV	\$ 97.15	PHONE SERVICE
7/19/2023	Y	32038	TRAVELERS	\$ 242.00	TREASURER/PUBLIC OFF. BONDS
7/19/2023	Y	32039	UGI UTILITIES	\$ 1,632.11	GAS SERVICE
7/24/2023	Y	32040	ONEGROUP NY, INC.	\$ 10,855.00	CYBER INSURANCE RENEWAL
7/24/2023	Y	32041	WEX BANK	\$ 90.03	GAS FOR VEHICLES
7/26/2023	Y	32042	ONEGROUP NY, INC.	\$ 11,602.00	ERRORS & OMISSIONS INSURANCE RENEWAL
8/1/2023		32043	ADVANCE AUTO PARTS	\$ 682.50	AUTO TECH SUPPLIES
8/1/2023		32044	ALPHACARD	\$ 131.98	OFFICE SUPPLIES
8/1/2023		32045	AMAZON CAPITOL SERVICES	\$ 7,987.76	OFFICE/INSTRUCTIONAL/MAINT. SUPPLIES, BOOKS
8/1/2023		32046	AXA EQUITABLE	\$ 1,402.35	VACATION DAYS OVERAGE
8/1/2023		32047	BIT DIRECT INC.	\$ 899.00	TECHNOLOGY SUPPLIES
8/1/2023		32048	BURMAX CO.	\$ 3,617.75	23-24 STUDENT COSMETOLOGY KITS
8/1/2023		32049	CARTRIDGE XCHANGE LL	\$ 646.25	INK CARTRIDGES - VARIOUS AREAS
8/1/2023		32050	CHANEY ELECTRONICS INC.	\$ 2,043.58	ELECTRONICS SUPPLIES
8/1/2023		32051	CHRIN HAULING, INC	\$ 1,980.00	TRASH REMOVAL
8/1/2023		32052	CITY OF BETHLEHEM	\$ 26.52	HOUSE PROJECT WATER BILL
8/1/2023		32053	CM REGENT LLC	\$ 2,487.47	AUG 2023 LIFE/LTD
8/1/2023		32054	COL. NORTH. I.U. 20	\$ 2,913.93	4TH QTR PHONE SERVICES/FIREWALL

8/1/2023	32055	DARIO CHAVEZ	\$	89.50	REIMBURSEMENT - CULINARY UNIFORM
8/1/2023	32056	DAWN SUTTER	\$	167.06	REIMBURSEMENT MEALS/MILEAGE
8/1/2023	32057	DEBRA MILLER PETTY CASH	\$	7.38	PETTY CASH - 22-23 POSTAGE
8/1/2023	32058	DICK BLICK CO. INC.	\$	2,601.55	COMMERCIAL ARTS SUPPLIES
8/1/2023	32059	EBTEP	\$	149,999.26	AUG 2023 MEDICAL/DENTAL/PRESCRIPTION
8/1/2023	32060	FACILITIES MANAGEMENT EXPRESS	\$	3,486.00	ANNUAL FEE 23/24 - IT SOFTWARE
8/1/2023	32061	FULLER PAPER CO.	\$	1,620.40	MAINTENANCE SUPPLIES
8/1/2023	32062	GOODHEART-WILCOX	\$	5,724.78	AUTO TECHNOLOGY TEXTBOOKS
8/1/2023	32063	GORMAN & ASSOCIATES P.C.	\$	5,800.00	ANNUAL AUDIT 22-23
8/1/2023	32064	GOVCONNECTION INC. --	\$	2,460.00	TECHNOLOGY SOFTWARE
8/1/2023	32065	HAIRNET COMPANY	\$	172.60	HAIRNETS - BAKING SUPPLIES
8/1/2023	32066	HIGHMARK BLUE SHIELD	\$	1,046.10	AUG 2023 VISION
8/1/2023	32067	ICEV MULTIMEDIA	\$	3,900.00	ONLINE CURRICULUM - AUTO TECH
8/1/2023	32068	INTEGRA ONE	\$	855.00	TECHNOLOGY SOFTWARE/SUPPORT
8/1/2023	32069	INTEGRITEC INC.	\$	225.00	WATER TREATMENT
8/1/2023	32070	INTERSTATE TAX SERVICE INC.	\$	156.60	UNEMPLOYMENT COMPENSATION
8/1/2023	32071	JAMECO ELECTRONICS	\$	1,763.85	ELECTRONICS SUPPLIES
8/1/2023	32072	KING SPRY HERMAN FREUND FAUL	\$	1,293.17	LEGAL SERVICES & RETAINER
8/1/2023	32073	L & W SUPPLY CORPORATION	\$	5,764.05	HOUSE PROJECT SUPPLIES
8/1/2023	32074	LANCASTER LEBANON I.U. 13	\$	8,101.05	TECHNOLOGY SOFTWARE
8/1/2023	32075	LARRY FORTUNATO	\$	2.50	REFUND ACCOUNT BALANCE
8/1/2023	32076	MALWAREBYTES INC	\$	9,383.50	TECHNOLOGY SOFTWARE
8/1/2023	32077	MASTERMAN'S	\$	544.86	SAFETY GLASSES
8/1/2023	32078	MOREEN WHEATLEY	\$	172.50	REIMBURSEMENT HOSA TRIP EXPENSES
8/1/2023	32079	MOYER PEST CONTROL	\$	126.38	PEST CONTROL
8/1/2023	32080	PDQ.COM CORPORATION	\$	2,550.00	TECHNOLOGY SOFTWARE INVENTORY LICENSING
8/1/2023	32081	PENN JERSEY PAPER CO.	\$	2,436.94	FOOD TRUCK FRYER
8/1/2023	32082	PREFERRED EAP	\$	451.50	EMPLOYEE ASSISTANCE PROGRAM
8/1/2023	32083	QUILL CORP.	\$	1,208.37	OFFICE & CLASSROOM SUPPLIES
8/1/2023	32084	SAN MAR CORPORATION	\$	276.44	GRAPHICS SUPPLIES
8/1/2023	32085	SCHOOL GATE GUARDIAN INC.	\$	489.31	VISITOR PASSES
8/1/2023	32086	STATE CHEMICAL	\$	290.36	DRAIN MAINTENANCE PROGRAM
8/1/2023	32087	THE MORNING CALL	\$	277.99	SUBSCRIPTION RENEWAL
8/1/2023	32088	THE PAPER MILL STORE	\$	79.34	COMMERCIAL ARTS SUPPLIES

8/1/2023	32089	THE PENNSYLVANIA STATE UNIV. --	\$	50.00	ANNUAL PENN*LINK FEE 23/24
8/1/2023	32090	THRIVENT MUTUAL	\$	1,036.50	ACT 93 VACATION DAYS PAYMENT
8/1/2023	32091	TK ELEVATOR CORPORATION	\$	2,176.42	SERVICE AGREEMENT
8/1/2023	32092	ULINE	\$	2,681.81	MAINTENANCE & INSTRUCTIONAL SUPPLIES
8/1/2023	32093	UNITED SITE SERVICES	\$	170.00	PORT O POTTY HOUSE PROJECT
8/1/2023	32094	UNIVERSAL AIR SYSTEMS	\$	10,235.00	WELDING DOWN DRAFT TABLE
8/1/2023	32095	WILSON PRODUCTS	\$	446.50	CYLINDER RENTALS
8/1/2023	32096	MERI LINDENMUTH	\$	557.09	CONFERNECE TRAVEL REIMBURSEMENT
			\$	<u>378,651.10</u>	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

IN-SERVICE – ELECTRIC CAR UPDATE/DEMONSTRATION

Mr. Jeff Cantrel, Automotive Technology Instructor, along with Northampton High School juniors Braiden Binder and Spencer Parker, provided a demonstration of the 1970 Fiat 124 Spider that they spent the summer converting from a combustion engine vehicle to an electric powered vehicle and informed the group of the steps taken to complete the conversion. The Joint Committee members and visitors in attendance expressed how impressed they were with the work that was done to complete such a project.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

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

The administration respectfully submits the following information and recommendations:

1. STAFFING

RECOMMENDATION:

- a. That the following resignations be accepted:

Hernan Colon

Position: Custodian
Effective: July 21, 2023

Andrew Grier

Position: Precision Machining Instructor
Effective: August 1, 2023

Sarina Hampton

Position: Computer Networking Instructor
Effective: July 6, 2023

Tracy Prostko

Position: Instructional Assistant
Effective: July 10, 2023

- b. That the following appointments be approved:

Alicia Schwartz

Position: Part-Time Instructional Assistant
Salary/Benefits: \$21.50* per hour, with no health benefits.
All other terms in accordance with the
Instructional Assistants Agreement
Effective: August 23, 2023, pending receipt of
all required paperwork

Karen Tavares

Position: Part-Time Instructional Assistant
Salary/Benefits: \$21.50* per hour, with no health benefits.
All other terms in accordance with the
Instructional Assistants Agreement
Effective: August 23, 2023, pending receipt of
all required paperwork

*Listed is 2022-23 rate. 2023-24 rate to be determined pending approval of Instructional Assistant Employee Agreement.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

1. STAFFING, Cont'd.

RECOMMENDATION, Cont'd.:

Merissa Long

Position: Computer Networking Instructor
(replacement for Sarina Hampton)

Salary/Benefits: \$59,489.68 (Column A, Step 15) for the 2023-2024
school year, with benefits in accordance with the
Professional Employee Benefit package.

Effective: August 21, 2023 pending receipt of
all required paperwork

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

Employee #0428: Effective 6/16/23 up to 12 weeks

d. That the Executive Director be authorized to hire instructional and custodial
personnel, as needed, for the start of the 2023-24 school year, due to
resignations that occurred during the summer months, with ratification to be
performed at a subsequent meeting.

MOTION BY: Director Dettmar

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Alozie, Schenkel, White, Dettmar, Eichfeld,
Makary, Gogel – eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

2.1 BUSINESS ADMINISTRATOR'S 2023-2024 SALARY

RECOMMENDATION:

The Joint Committee set and approve the salary of Business Administrator, Debra Miller, at \$115,638.31, effective July 1, 2023, for the 2023-2024 school year.

2.2 EXECUTIVE DIRECTOR'S 2023-2024 SALARY

RECOMMENDATION:

That the Joint Committee set and approve the salary of Executive Director, Adam Lazarchak, at \$160,646.00 for the 2023-2024 school year, effective July 1, 2023.

MOTION BY: Director Dettmar

SECOND BY: Director Makary

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

Directors Donaher, Alozie, Schenkel, White, Dettmar, Eichfeld,
Makary, Gogel – eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2023

3. SUPPORT STAFF SALARY ADJUSTMENTS

RECOMMENDATION:

That the Cafeteria Staff wages for 2023-24 school year be approved as follows:

Shirley Gehman	School Lunch/Breakfast Program Coordinator	\$23.70
Tracy Kleintop	Cafeteria Lunch Utility Person	\$14.25

MOTION BY: Director Dettmar

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Alozie, Schenkel, White, Dettmar, Eichfeld,
Makary, Gogel – eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

4. SUMMER EMPLOYMENT

RECOMMENDATION:

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

Name	Description	Quantity	Rate
Kuehner, Jalissa	Curriculum Work	As authorized by Admin.	\$40.07
Long, Merissa	Curriculum Work	As authorized by Admin.	\$40.07
Montague, Jordan	Curriculum Work	As authorized by Admin.	\$40.07
Precision Machining Instructor TBD	Curriculum Work	As authorized by Admin.	\$40.07

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

5. MEMORANDUM OF UNDERSTANDING WITH ADMINISTRATIVE SUPPORT GROUP

RECOMMENDATION:

It is recommended that the Joint Committee approve the attached Memorandum of Understanding with the BAVTS Administrative Support Group to correct an omission in the existing agreement. In the agreement that ended June 30, 2022, employees were permitted to use up to three sick days to care for illness of family members. The language was accidentally omitted in the current agreement.

MOTION BY: Director Dettmar

SECOND BY: Director Makary

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

Directors Donaher, Alozie, Schenkel, White, Dettmar, Eichfeld,

Makary, Gogel – eight Nay: none

MEMORANDUM OF UNDERSTANDING

**BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL
AND
BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL ADMINISTRATIVE
SUPPORT EMPLOYEES**

This Memorandum of Understanding ("MOU") between the Bethlehem Area Vocational Technical School ("BAVTS") and the Bethlehem Area Vocational Technical School Administrative Support Employees (the "Employees") is entered into this _____ day of _____, 2023.

WHEREAS, the BAVTS and the Employees entered into an Agreement, dated June 15, 2022 (the "Agreement"); and

WHEREAS, the BAVTS and Employees wish to modify and amend Article XIII, of the Agreement, "Leaves of Absence", subject to the terms and conditions set forth herein.

NOW, THEREFORE, IT IS AGREED:

1. The above recitals do form a part of this MOU and are incorporated herein by reference thereto.
2. Article XIII, Section A. Sick leave, is hereby amended to add the following language:
 7. Up to three (3) sick days may be used to care for illness of family members.
2. This MOU is not intended to and does not create any contractual rights or obligations other than as set forth herein. Except as specifically modified by this MOU, the Agreement shall in all other respects remain in full force and effect.
3. This MOU may be amended, expanded or modified any time only upon the written consent of both parties.
4. In the event of changes in State or Federal law which necessitate changes to this MOU, the BAVTS and Employees shall collaborate to promptly change this MOU to ensure compliance by the BAVTS and Employees with State and Federal requirements.
5. All agreements and covenants contained in this MOU are severable, and in the event any of them are held to be invalid by any competent court, this MOU will be interpreted as if invalid agreements or covenants were not contained in this MOU.
6. The BAVTS and Employees will actively work to resolve any differences in interpretation of this MOU or in fulfilling the terms thereof.

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

SEAL
Attest:

JOINT COMMITTEE OF THE BETHLEHEM
AREA VOCATIONAL-TECHNICAL SCHOOL

Secretary

By: _____
Chairperson

Date: _____

ADMINISTRATIVE SUPPORT EMPLOYEES
OF THE BETHLEHEM AREA VOCATIONAL-
TECHNICAL SCHOOL

By: _____

Date: _____

By: _____

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

6. 2023-2024 STIPEND POSITIONS

RECOMMENDATION:

a. That the following stipend position(s) for 2023-2024 be approved as presented:

STIPEND DESCRIPTION	NAME	AMOUNT
Mentor Teacher (2 nd year – Induction)	Judy Milositz for Meri Lindenmuth	\$762.93
Mentor Teacher (2 nd year – Induction)	Glenn Milositz for Tyler Heft	\$762.93
Mentor Teacher (2 nd year – Induction)	Dario Chavez for Daniel Berardesca	\$762.93
Mentor Teacher (1 st year – Induction)	Robert Kulick for Jordan Montague	\$762.93
Mentor Teacher (1 year – Procedural)	Connie Muschko for Julissa Kuehner	\$762.93

MOTION BY: Director Dettmar

SECOND BY: Director Makary

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

Directors Donaher, Alozie, Schenkel, White, Dettmar, Eichfeld,
Makary, Gogel – eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

7. 2023-2024 SUBSTITUTES

RECOMMENDATION:

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

Kathleen Bevan	Joseph Kelhart
Carol Boscia (custodial)	Tracy Kleintop (custodial)
Cindy Carson*	Amy Knight*
Paula Cuchran*	Richard Martin
Joan Dinbokowitz*	Zachary Milkovits
Angela Dorney*	Maria Musso*
Rebekah Faust	AimeeJo Muth*
Rhonda Geiselman*	Antonia Pardoe*
Shirley Gehman (custodial)	Eric Prostko
Marina Ghio-Maroney	Alicia Schwartz*
Robert Gotzon	Karen Tavares*
Katelyn Gyory*	Sally Tresize*
Bronwyn Hanley*	Lauren Turkel
Heather Hershey*	Wanda Schutt
Julia Intrepido-Kmetz	

* BAVTS Instructional Assistant

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

8. TUITION-PAID STUDENTS

INFORMATION:

The following is a list of tuition-paid students for the 2023-2024 school term. Enrollment is pending receipt by BAVTS of the school district's acceptance of financial responsibility.

STUDENT ID #	GRADE	STATUS (New/Returning)	PROGRAM/SHOP	TUITION PAID BY
410803	11	New	Video Media Arts	Nazareth Area School District

RECOMMENDATION:

That the student(s) listed above be enrolled at BAVTS for the 2023-2024 school term.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

9. CONFERENCE REQUESTS

RECOMMENDATION:

That Dawn Sutter, Administrative Assistant to the Business Administrator, be granted permission to attend the PASBO School Operations Academy in Harrisburg, PA, from July 19-20, 2023. The approximate cost to attend is \$534.99.

That Connie Muschko and Dean Ruch, School-to-Career Coordinators, be granted permission to attend the 2023 Pennsylvania Cooperative Education Conference in State College, PA from October 19 - 20, 2023. The approximate cost for both to attend is \$1,700.

Any conference request listed above is in the budget.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

10. CONTRACTED SERVICES – ON-SITE RESOURCE OFFICER

INFORMATION:

With permission of the Joint Committee, the Bethlehem Area Vocational-Technical School will enter into an agreement with the Bethlehem Township Police Department to employ a full-time police officer (aka On-Site Resource Officer). We are entering our seventeenth year with this agreement. BAVTS will pay 50% of the Officer's salary and benefits for 180 days of service. The amount for the 2023-2024 school year is \$51,719.00.

RECOMMENDATION:

That the Joint Committee approve the continued agreement between Bethlehem Area Vocational-Technical School and Bethlehem Township Police Department for the On-Site Resource Officer.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

SCHOOL RESOURCE OFFICER AGREEMENT

This Agreement is made effective as of August 1, 2023, by and between the Joint Committee of the Bethlehem Area Vocational Technical School ("BAVTS"), with offices located at 3300 Chester Avenue, Bethlehem, PA 18020, and Bethlehem Township ("the Township"), with offices located at 4225 Easton Avenue, Bethlehem, PA 18020. BAVTS and the Township may hereafter be collectively referred to as the "Parties".

WITNESSETH:

A. The BAVTS desires to utilize a Certified Police Officer as a School Resource Officer ("SRO") to provide law enforcement and related services within the BAVTS; and

B. The Township wishes to provide the BAVTS with a Certified Police Officer for use as a SRO within the BAVTS.

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

1. **DESCRIPTION OF SERVICES.** The Township will provide the BAVTS with one (1) Certified Township Police Officer (hereafter, the "Officer") to be assigned to the Bethlehem Campus of BAVTS at 3300 Chester Avenue, Bethlehem, PA 18020. The Officer will act as a SRO to improve BAVTS building discipline and security. The Officer shall remain an employee of the Township throughout the term of this Agreement but when at the Bethlehem campus shall report both to the Township and the BAVTS Administration.
2. **TERM.** The term of this Agreement shall commence on August 28, 2023, and shall terminate upon close of business on June 30, 2024 (hereafter, "Term"), unless earlier terminated pursuant to the terms of this Agreement.
3. **PERFORMANCE OF SERVICES.** The Officer shall provide Services to the BAVTS beginning upon the first school day for BAVTS students and terminating upon close of business on the last school day for BAVTS students, during all regular school days and hours, pursuant to the then-current official BAVTS school calendar.
4. **PAYMENT.** Except as otherwise specifically set forth herein, on February 1, 2024, the BAVTS will pay to the Township fifty (50%) percent of the Officer's then-current salary and benefits for one hundred and eighty (180) days of Service, prorated over one hundred and eighty (180) days. Based on the Township's current collective bargaining agreement with the Bethlehem Township Police Association, this amount is \$51,719.00. If, during the Term of this Agreement, by reason of a new collective bargaining agreement the Officer's salary increases, the Township shall notify BAVTS of said increase and BAVTS shall pay to the Township the difference between fifty (50%) percent of the Officer's prior salary and fifty (50%) percent of the Officer's increased salary, adjusted pro rata based upon that portion of the Term remaining as of the effective date of the Officer's salary increase. In the event this Agreement is terminated prior to February 1, 2024, a pro-

rated payment will be made to the Township for all Services performed to the date of termination. In the event this Agreement is terminated subsequent to February 1, 2024, but prior to June 30, 2024, a pro-rated refund will be made to the BAVTS for the then-remaining Term.

5. **BAVTS OBLIGATIONS.** BAVTS will provide office space, telephone, clerical support and related services for the benefit of the Officer during the Term of this Agreement.

6. **TOWNSHIP OBLIGATIONS.** Prior to the commencement of this Agreement, the Township shall provide the BAVTS with the following documentation evidencing, to the reasonable satisfaction of BAVTS, the following:

- a) Certification of the Officer as a Certified Law Enforcement Officer; and
- b) Pennsylvania and FBI criminal history record information, Pennsylvania child abuse clearances, and employment history information for the Officer in compliance with 24 P.S. § 1-111, 23 Pa.C.S.A. 6331 et seq., and 24 P.S. § 1-111.1.

7. **TERMINATION.** The relationship between the Township and the BAVTS is terminable at the will of either party. Either party may terminate this Agreement by giving a written notice of no less than fourteen (14) calendar days to the other party.

8. **RELATIONSHIP OF PARTIES.** It is understood by the Parties that the Officer is an independent contractor with respect to BAVTS and is not an employee of BAVTS. As such, the Officer is not entitled to the benefits provided by the BAVTS to its employees, including, but not limited to, group insurance, pension plan enrollment, vacation, leaves of absence, workers' compensation insurance or unemployment compensation insurance. The Officer agrees, however, to comply with all Pennsylvania and federal laws and regulations which apply the BAVTS or to the Services to be performed by the Officer, and any internal policies or procedures of the BAVTS enacted to comply with said state and federal laws and regulations.

9. **INDEMNIFICATION.**

- a) The Township agrees to indemnify, defend, save, and hold harmless the BAVTS, its officers, employees, agents, servants, successors, invitees and assigns from and against any and all loss, damages, claims, demands, actions or causes of action, suits at law or in equity, judgments, liability or expenses including attorney's fees for damages for personal injury, including death, to any person whatsoever, and for damage to property of any person whatsoever, including loss or destruction thereof, arising out of the negligent acts or omissions of the Officer, and/or the employees, agents, servants, successors, invitees or assigns of the Bethlehem Township Police Department as related to this Agreement. The Township's release and indemnity hereunder shall survive the termination of this Agreement.
- b) In addition to the foregoing, the Township, for the compensation specified herein, also hereby agrees that it is responsible for paying and shall hold the BAVTS harmless against the payment of all taxes, contributions, or premiums which may be payable under federal, state, or local laws arising out of the performance of the Services to be performed by the Officer hereunder.

10. **DISMISSAL/REPLACEMENT OF SCHOOL RESOURCE OFFICER.**

- a) In the event the BAVTS Executor Director, in his sole discretion, feels that the Officer is not effectively performing his/her duties and responsibilities, the Executor Director shall advise the Chief of Police of the Township Police Department of the Executor Director's dissatisfaction. If the Chief of Police so desires, the Executive Director and Chief shall meet with the Officer to mediate or resolve any problems that may exist. At such meeting, specified BAVTS staff members assigned may be required to be present. If, within a reasonable amount of time after commencement of such mediation, the problem cannot be resolved or mediated, then the Officer shall be removed from the BAVTS and a replacement shall be obtained.
- b) The Township reserves the right to dismiss or reassign the Officer, pursuant to Township policies and procedures, when it is in the best interest of the citizens of the Township.
- c) In the event of resignation, dismissal or reassignment of the Officer, or in the case of a long-term absence by the Officer, the Township shall provide for temporary replacement pending permanent assignment.

11. **NOTICES.** 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 follows:

If to the BAVTS:

Bethlehem Area Vocational-Technical School
3300 Chester Avenue
Bethlehem, PA 18020
ATTN: Executive Director

If to the Township:

Bethlehem Township Police Department
4225 Easton Avenue
Bethlehem, PA 18020
ATTN: Chief of Police

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.

12. **ENTIRE AGREEMENT.** This Agreement contains the entire Agreement of the Parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the Parties.

13. **AMENDMENT.** This Agreement may be modified or amended only upon the mutual written consent of the Parties.

14. **SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

15. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

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

17. **IMMUNITY.** 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.

18. **BINDING AGREEMENT.** Each party hereto binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Agreement.

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

THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: _____
David Gogel, Chairperson

Date: _____

BY: _____
Susan M. Fahrenkopf, Secretary

Date: _____

BETHLEHEM TOWNSHIP

BY: _____
Chairperson, Bethlehem Township Commissioners

Date: _____

BY: _____
Secretary, Bethlehem Township Commissioners

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2023

11. APPOINTMENT OF JC MEMBER TO BRIDGES BOARD OF DIRECTORS

INFORMATION:

The By-Laws of the BAVTS Bridges Foundation requires that a member of the BAVTS Joint Committee be on the Board of Directors. Director Schenkel is presently serving on the Bridges Board; she was appointed in December of 2019.

RECOMMENDATION:

That a Joint Committee member be appointed to serve on the BAVTS Bridges Foundation Board of Directors.

Director Schenkel indicated she would like to continue serving on the Board; Director White expressed an interest in serving as well and sharing in this role. This will be brought to the attention of the Bridges Foundation Board to determine if there is an issue with having more than one Joint Committee representative as they have recently updated their by-laws.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

12. FOOD TRUCK EVENTS TIPS/DONATIONS FOR BAVTS STUDENT AWARD

INFORMATION:

At food truck events, tips are being collected for the planned benefit of funding a Bridges award to benefit student food truck workers and other awards for BAVTS students. BAVTS administration would like permission to disburse the funds collected on an annual basis to Bridges.

RECOMMENDATION:

That the Joint Committee approve the ongoing disbursement of food truck event tip proceeds to Bridges with the first \$1000 committed as a Food Truck Student Worker Excellence Award subject to criteria developed by Administration and remaining tips donated to Bridges.

It is further recommended that the Joint Committee discontinue the 5% donation of food truck profits effective July 1, 2023 that was previously approved at their April 4, 2023 meeting.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

13. 2023-2024 OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the following Occupational Advisory Committee (OAC) members for the 2023-2024 school year.

First Name	Last Name	Job Title	Company	Shop/ Program
Thomas	Gehringer	President	Gehringer Corporation	Carpentry
Dwayne	Borowski	Apprentice Coordinator/ Trainer	BAC Local 5 PA	Masonry

MOTION BY: Director Dettmar

SECOND BY: Director Makary

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

Directors Donaher, Alozie, Schenkel, White, Dettmar, Eichfeld,
Makary, Gogel – eight Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

14. BAVTS BOILER REPLACEMENT PROJECT – CHANGE ORDER

INFORMATION:

During the boiler replacement project, it was determined that we would not need to utilize the full material allowance. As a result, a negative change order is needed to close out the project.

RECOMMENDATION:

That the Joint Committee approve a negative \$8,312.40 change order from JBM Mechanical, Inc. for the BAVTS Boiler Replacement Project.

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

Change Order

No. 1

Date of Issuance: 6/29/2023

Effective Date: 6/29/2023

Project: BAVTS Boiler Replacement	Owner: Bethlehem Area Vocational Technical School	Owner's Contract No.:
Contract: BAVTS Boiler Replacement		Date of Contract: April 6, 2022
Contractor: JBM Mechanical, Inc.		Engineer's Project No.: 016037

The Contract Documents are modified as follows upon execution of this Change Order:

Credit for unused Material Allowances -\$8,312.40

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$157,500.00

Original Contract Times: Working days Calendar days

Substantial completion (days or date): May 19, 2023

Ready for final payment (days or date): May 28, 2023

Increase from previously approved Change Orders
No. _____ to No. _____:

\$0

Increase from previously approved Change Orders
No. N/A to No. _____:

Substantial completion (days): N/A

Ready for final payment (days): N/A

Contract Price prior to this Change Order:

\$157,500.00

Contract Times prior to this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Decrease of this Change Order:

\$ - 8,312.40

Increase of this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Contract Price incorporating this Change Order:

\$149,187.60

Contract Times with all approved Change Orders:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: [Signature]
Engineer (Authorized Signature)

By: [Signature]
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Date: 6/29/23

Date: 6/29/23

Date: _____

Approved by Funding Agency (if applicable): _____

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

15. ATHLETIC HEALTH & FITNESS HVAC MODIFICATIONS PROJECT –
CHANGE ORDER

INFORMATION:

During the project, it was determined that we would not need to utilize the full material allowance. As a result, a negative change order is needed to close out the project.

RECOMMENDATION:

That the Joint Committee approve a negative \$7,400.00 change order from JBM Mechanical, Inc. for the Athletic Health & Fitness HVAC Modifications Project.

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

Change Order

No. 1

Date of Issuance: 6/29/2023 Effective Date: 6/29/2023

Project: Athletic Health & Fitness HVAC Modifications	Owner: Bethlehem Area Vocational Technical School	Owner's Contract No.:
Contract: Athletic Health & Fitness HVAC Modifications		Date of Contract: April 6, 2022
Contractor: JBM Mechanical, Inc.		Engineer's Project No.: 016036

The Contract Documents are modified as follows upon execution of this Change Order:
Credit for unused Material Allowances -\$7,400.00

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE: **CHANGE IN CONTRACT TIMES:**

Original Contract Price: <u>\$44,000.00</u>	Original Contract Times: <input checked="" type="checkbox"/> Working days <input type="checkbox"/> Calendar days Substantial completion (days or date): <u>July 28, 2022</u> Ready for final payment (days or date): <u>August 4, 2022</u>
------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Increase from previously approved Change Orders No. _____ to No. _____: <u>\$0</u>	Increase from previously approved Change Orders No. <u>N/A</u> to No. _____: Substantial completion (days): <u>N/A</u> Ready for final payment (days): <u>N/A</u>
------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Contract Price prior to this Change Order: <u>\$44,000.00</u>	Contract Times prior to this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------

Decrease of this Change Order: <u>\$ - 7,400.00</u>	Increase of this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
--------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------

Contract Price incorporating this Change Order: <u>\$36,600.00</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
-----------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------

RECOMMENDED: By: <u>[Signature]</u> Engineer (Authorized Signature) Date: <u>6/29/23</u>	ACCEPTED: By: <u>[Signature]</u> Owner (Authorized Signature) Date: <u>6/29/23</u>	ACCEPTED: By: _____ Contractor (Authorized Signature) Date: _____
Approved by Funding Agency (if applicable): _____		Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

16. CONTINUING EDUCATION

a. POLICY UPDATES

RECOMMENDATION:

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

MOTION BY: Director Dettmar

SECOND BY: Director Makary

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

Directors Donaher, Alozie, Schenkel, White, Dettmar, Eichfeld,
Makary, Gogel – eight Nay: none



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

Division of Adult/Continuing Education

OFFICE INFORMATION:

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

WHO CAN ATTEND:

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

REGISTRATION:

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

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

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

PAYMENT METHODS:

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

PAYMENT PLAN:

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

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

DEFAULT of PAYMENT PLAN:

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

STUDENT CANCELLATION/WITHDRAWAL and REFUND POLICY:

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

WITHDRAWAL from a COURSE:

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

REFUND POLICY:

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

COURSE CANCELLATION REFUND:

BAVTS reserves the right to cancel any program. Minimum and maximum class size will be determined by the administration. BAVTS reserves the right to limit enrollment and change instructors. We also reserve the right to cancel a class due to low enrollment or due to the unavailability of instructor or facilities.

1. 100% refund, including the registration fee will be issued for courses canceled by BAVTS prior to the start of class.
2. Refunds will be prorated by the number of classes held if a course is canceled

after the start of the course.

3. If a class date and time must be changed, tuition will be refunded on a prorated basis if the student is unable to attend due to the change.

NON-ENDORSEMENT:

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

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

SCHOOL CLOSINGS:

It will be announced and indicated that adult/continuing education classes will be closed by 3:00 p.m. on WFMZ Channel 69 web-site. Class 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.

BAVTS STAFF ADULT EDUCATION ENROLLMENT:

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

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

COMPLIANCE STATEMENT:

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

Revised 6/7/2023

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

17. HEALTH AND SAFETY PLAN FOR 2023-2024 SCHOOL YEAR

INFORMATION:

As a requirement of the Pennsylvania Department of Education, all LEA's must review their health and safety plan at least every six months during the entire period of the LEA's ARP ESSER grant.

Administration has reviewed the current plan and determined that no changes are needed at this time.

RECOMMENDATION:

That the Joint Committee approve the attached Health and Safety Plan for the 2023-2024 school year.

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

Health and Safety Plan Summary:

Bethlehem Area Vocational-Technical School

Initial Effective Date: August 4, 2021

Date of Last Review: August 1, 2023 (No Changes Made)

Date of Last Revision: August 4, 2021

How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

The Bethlehem AVTS will monitor all published CDC, Pa DOH and PDE guidance regarding prevention and mitigation of COVID-19 and will base all decisions regarding the health and safety plan and operation of the school on such guidance, adjusted for local considerations.

1. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

The Bethlehem AVTS will provide continuity of regular services including student health services and food services during the regular school year as it has previously done. Students' and staff members' social, emotional, mental health and other needs will be addressed by the School Counselors and School Nurse (for students) and by referral to appropriate health care providers (for staff).

2. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of <u>masks</u> ;	Bethlehem AVTS will follow CDC, PaDOH and PDE recommendations. Students and Staff who are vaccinated are not required to wear a mask however they may wear one if they prefer to do so.

ARP ESSER Requirement	Strategies, Policies, and Procedures
b. Modifying facilities to allow for <u>physical distancing</u> (e.g., use of cohorts/podding);	Bethlehem AVTS will provide additional opportunities for social distancing. Common area spaces have been demarcated for social distancing. Distancing within classrooms and lab areas will be maintained to the maximum extent practical.
c. <u>Handwashing and respiratory etiquette</u> ;	<p>Proper handwashing and coughing/sneezing etiquette are encouraged through extensive signage, announcements and personal intervention by school staff.</p> <p>Hand sanitizer is readily available throughout the facility and students and staff may bring individual bottles for personal use.</p>
d. <u>Cleaning and maintaining healthy facilities, including improving ventilation</u> ;	Cleaning, disinfecting, and ventilation protocols have been established and implemented and will continue as recommended/required by CDC, PaDOH and PDE.
e. <u>Contact tracing in combination with isolation and quarantine</u> , in collaboration with the State and local health departments;	Contact tracing, isolation and quarantine protocols will continue to be implemented in accordance with CDC, PaDOH and PDE guidance.
f. <u>Diagnostic and screening testing</u> ;	<p>All individuals should still closely monitor their own symptoms and should stay home if symptomatic.</p> <p>It is critically important for students and staff to stay home regardless of whether their symptoms are indicative of COVID-19, influenza, or other infections that are more commonly transmitted through close personal contact.</p>
g. Efforts to provide <u>vaccinations to school communities</u> ;	Bethlehem AVTS students have opportunities for vaccination clinics sponsored by their sending district. All staff have been offered opportunities to be vaccinated.

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p>	<p>Individual student needs with regard to COVID-19 and health and safety concerns will be addressed on a case by case basis dependent upon the need and accommodation(s) requested consistent with in-person instruction.</p>
<p>i. Coordination with state and local health officials.</p>	<p>Bethlehem AVTS will continue to coordinate pandemic response with officials from the PaDOH and PDE.</p>

The Joint Committee for the Bethlehem Area Vocational-Technical School reviewed and approved the Health and Safety Plan on August 1, 2023.

The plan was approved by a vote of:

_____ Yes _____ No

Affirmed on: _____

By:

David Gogel, Joint Committee Chairperson

Susan Fahrenkopf, Joint Committee Secretary

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

18. MOU FOR PARTICIPATION IN BCTE TECHNICAL ASSISTANCE PROGRAM

INFORMATION:

The Technical Assistance Program (TAP) is focused on assisting schools in raising student academic achievement. The technical assistance is designed to support career and technical centers (CTCs) and high schools with approved programs by offering these sites multiple resources at minimal cost.

The Technical Assistance Program's purpose is to significantly raise the academic and technical achievement of all students enrolled in career and technical education programs at a CTC or high school. Through this program, BCTE will assist CTCs and their sending school districts with raising student performance on academic assessments and occupational end-of-program assessments.

BAVTS has participated in this beneficial program for the past several years.

RECOMMENDATION:

That the Joint Committee approve the attached Memorandum of Understanding (MOU) between Bethlehem Area Vocational-Technical School and The Bureau of Career and Technical Education for participation in the BCTE Technical Assistance Program for the 2023-2024 school year.

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

2023-2024

MEMORANDUM of UNDERSTANDING

Between

Career and Technical Education Centers

Or

School Districts

And

The Bureau of Career and Technical Education (BCTE)

For

Participation in the BCTE Technical Assistance Program

Technical Assistance Program Commitment

Despite a decade of reform and rising public expenditures for education, little has changed in most high schools to prepare students for the demands of work and further education. The Technical Assistance Program (TAP) is focused on assisting schools in raising student academic achievement. The technical assistance is designed to support career and technical centers (CTCs) and high schools with approved programs by offering these sites multiple resources at minimal cost.

Purpose

The purpose of this Program is to significantly raise the academic and technical achievement of all students enrolled in approved career and technical education programs at a CTC or high school which take advantage of this opportunity. Through this Program, the BCTE will assist CTCs and their sending school districts with raising student performance on academic assessments and occupational end-of-program assessments. Each participating school agrees to align their Perkins local application activities for increasing student achievement with the TAP activities and participate in all professional development activities provided by BCTE.

Goal

The academic targets and skill attainment targets are based on the meaningful progress targets negotiated as part of the Perkins V grant process for 2S1 Keystone Literature, 2S2 Keystone Algebra, and 5S4 Skill Attainment.

TAP Activities

Your school has indicated all TAP services and activities you wish to participate in during the 2023-2024 school year. Schools have been chosen to participate in the TAP services and activities based on the BCTE review of your Intent to Participate Survey responses and a school's ability to most benefit from each TAP services and activities. By signing and returning the Memorandum of Understanding (MOU), your school agrees to participate in all TAP activities listed on the MOU. **The BCTE staff expects each school to commit to the training and coaching days listed for each TAP service and activity.** TAP consultants will contact each school's administrator to schedule training and coaching days after the MOU is signed and returned. If participating in any of the PIL Programs, the BCTE will assume the cost in EACH of the PILs for two participants who are seeking Act 45 hours. In the future, if you are unable to participate in a TAP activity listed on the signed MOU, contact Erin Young at elw12@psu.edu. The BCTE staff will be made aware of these changes to the MOU.

Due to the ongoing updates to school safety regulations, providers of TAP activities will adapt training and coaching sessions to meet the specific needs of each school. Activities will be delivered as face-to-face, synchronous, or asynchronous as feasible and appropriate for each school.

**Memorandum of Understanding
with
Bethlehem Area Vocational-Technical School**

**2023-2024
Technical Assistance Program (TAP) Activities**

By signing this Memorandum of Understanding, you are assuring your school's participation in the following TAP activities:

- Career and Technical Distinguished School Leader
- NOCTI Pre-Tests and Study Guides
- Teacher Coaching Clinics
- Pennsylvania Inspired Leadership (PIL) Program – Implementing High-Quality CTSOs to Increase Student Achievement

Career and Technology Center Director Signature

Date

Superintendent of Records Signature

Date

Joint Operating Committee Chair Signature

Date

Lee Burkett

2/20/2023

Director, Bureau of Career and Technical Education
Pennsylvania Department of Education

Date

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

19. BRIDGES FOUNDATION PART-TIME POSITION

INFORMATION:

Following their June 20, 2023 meeting, The Bridges Foundation Board of Directors, voted to renew the employment agreement with Ms. Madeline Sinkler, part-time Director of Development and Marketing, to increase her hourly wage from \$27.00 to \$28.35, to increase weekly hours to twenty-nine (29) and to provide seven (7) paid holidays as listed in the renewed agreement. All other conditions of the agreement remain.

RECOMMENDATION:

Therefore, it is recommended that the Joint Committee authorize the Executive Director to renew the attached solicitor-approved employment agreement with Madeline Sinkler, Part-time Director of Development and Marketing effective July 1, 2023 through June 30, 2024.

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

**EMPLOYMENT AGREEMENT
BETWEEN MADELINE SINKLER AND THE JOINT COMMITTEE OF
THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**

THIS EMPLOYMENT AGREEMENT (hereafter "Agreement") is made this 1st day of August, 2023 by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, with offices located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as "BAVTS") and Madeline Sinkler (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 1st day of August, 2023, did appoint the Employee to the position of Director of Development and Marketing; and

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

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

SECTION 1. TERM

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

1.2 **This Agreement is expressly conditioned upon the Reimbursement Agreement between BAVTS and the Bethlehem Area Vocational-Technical School Bridges Foundation, Inc. (hereinafter "Reimbursement Agreement"). The Parties agree that this Employment Agreement will be nullified immediately upon the termination of the Reimbursement Agreement, 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 Director of Development and Marketing 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

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

SECTION 3. COMPENSATION

3.1 Effective July 1, 2023, the hourly wage of the Employee shall be Twenty-Eight Dollars and Thirty-Five Cents (\$28.35) per hour worked.

3.2 The Employee's hours worked will be compensated based on the Employee's submission of a timecard in the 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 he/she will not work in excess of 29 hours per week without the written permission of the BAVTS Executive Director, or designee.

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

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

3.5 The Employee shall be entitled to the following paid holidays:

New Year's Day	Labor Day
Good Friday	Thanksgiving
Memorial Day	Christmas
Independence Day	

3.6 Reimbursement for expenses shall be as communicated by BAVTS to the Employee. Any entitlement to PSERS shall be as determined by PSERS and subsequently 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.

{00661867}

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

Madeline Sinkler
Director of Development and Marketing

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2023

J.1. ARP ESSER GRANT INTERIM REVISION

INFORMATION:

Attached please find the interim revision that was submitted to PDE for the ARP ESSER grant. The revision addressed changes in the projects funded by the grant and modifications in the funds allocated for leaning loss.

ARP ESSER CTC's 2.5% Set Aside Budget and Program Revision Request

Contract Start Date 03-13-2020

Quarterly Q1

Contract End Date 09-30-2024

Report Range Start 03-13-2020

Project Number FA-224-21-1179 1

Report Range End 09-30-2024

Awarded Amount \$835,205.00

Grantee Bethlehem AVTS
3300 Chester Avenue
Bethlehem
PA - 18020

Budget and Program Revision Request

Budget and Program Revision

Program/Narrative change



Budget change



1. Please provide a description of the revisions needed to program area. If there are no program changes, write in NA.

Grant funding for our Annex Classroom project was reduced by \$42,029.06 by utilizing available GEER II funds for a portion of this project. Our Athletic Health and Fitness HVAC project was approved by PDE and is being added to the grant in the amount \$44,000. Prior approval form was approved by Monique Burton on September 28, 2022 via email.

2. Please provide a description of the revisions needed to the budget area. If there are no budget changes, write in NA.

Our Annex Classroom project is being reduced by \$42,029.06 by utilizing available GEER II funds for a portion of this project. Our Athletic Health and Fitness HVAC project was approved by PDE and is being added to the grant in the amount \$44,000. Other minor budgeted changes are being made to instructional expenses - decrease salaries and benefits to offset increased expenses

3. Provide justification for the revision(s).

The project revisions are being made due to the timing of the projects and availability of funds for completion.

4. Please complete the table by describing what is being added and explain what is being removed from the approved application.

What is Being Added?	What is Being Removed?
\$44,000 - Athletic Health & Fitness HVAC Project - this project was previously approved by PDE	
	\$42,029.06 of the \$184,000 Annex Classroom Project - other available funding was used for the portion of the project being removed from the grant
	\$2,307.09 of instructional wages associated with lost learnign time- reduction to offset increases in other areas
	\$2,537.27 of instructional benefits associated with lost learnign time- reduction to offset increases in other areas
\$2,873.42 increased instructional supplies associated with lost learnign time	

5. Are you requesting approval for a construction/renovation/capital expense project that was not previously approved?

Yes

If you are requesting approval for a construction/renovation/capital expenditure project, you must complete a prior approval form. Forms can be found on PDE's website, <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/CARESAct/March2021/FacConstTransp/Pages/default.aspx>

Certification

I certify that this report is true and correct to the best of my knowledge

Authorized Representative	Title	Date
Debra Miller	Business Administrator	06-29-2023
Email	Phone Number	
millerd@bavts.org	6109978005	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2023

J.2. REQUESTED OCTOBER BUDGET TRANSFERS:

INFORMATION:

Staffing Changes – due to the changes in costs associated with new hires and the other changes after budget adoption, transfers are expected to be needed to reallocate funds within the budget.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2023

J.3. CONDITION OF THE BUDGET
INFORMATION:

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

Respectfully submitted,



Adam S. Lazarchak
Executive Director

/sf

NEW & MISCELLANEOUS BUSINESS

In relation to agenda item 19, Director White praised Ms. Sinkler and the amazing job she is doing in her role as the Bridges Foundation Director of Development and Marketing.

The food truck recently participated in the National Night Out in Bethlehem Township. The truck has been participating in a food truck event at the South Mall in Allentown on Thursday evenings this summer. Beginning on Tuesday, September 12, BAVTS will host a food truck event from 4:00 until 7:00 in the evening. Several food trucks have expressed interest in participating. The new Social Media Marketing instructor will be setting up a Facebook page dedicated to the food truck.

Mr. Galler requested that the Joint Committee consider transferring funds that may be available after October 1 to purchase an enclosed trailer for the electric vehicle in the event of inclement weather while it is at an event. This trailer could serve as the garage for the vehicle as well.

COURTESY OF THE FLOOR TO VISITORS

Susan Baxter and Shawn Welch, members of the Saucon Valley School Board, spoke regarding the proposed building expansion project. They expressed an interest in continuing to support the school, but feel that there needs to be a change made to the funding formula, as they don't believe the current formula is reasonable for their district due to the number of students enrolled. Director Gogel commented that the Joint Committee plans to look at the funding formula in place to see if it can be made more acceptable.

Vivian Demko, parent of a former BAVTS student who attended Saucon Valley High School, expressed appreciation for what the school is doing and hopes that Saucon Valley will do what is necessary to allow BAVTS to move forward with the expansion project. From the time she attended a school-to-work program several years ago, she was impressed and feels that her son attending BAVTS has provided him with an edge at his current employer.

The meeting adjourned at 8:04 p.m. on the motion of Director Patrick, seconded by Director Makary, and unanimous voice vote.

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
6/30/23 UNAUDITED*

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	400.00	19,701.68	-19,301.68
10.6720.000.000.000	BOOKSTORE SALES	-	-	0.00
10.6821.000.000.000	RECEIPTS IU 13 - OTDA GRANT	-	-	0.00
10.6910.000.000.000	RENTALS	50.00	5,600.00	-5,550.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	5,000.00	-4,750.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	1,071,482.30	-1,071,482.30
10.6946.001.000.000	RECEIPTS FROM BASD	7,016,786.00	7,016,786.00	0.00
10.6946.002.000.000	RECEIPTS FROM NASD	2,629,092.00	2,629,092.00	0.00
10.6946.003.000.000	RECEIPTS FROM SVSD	875,356.00	875,356.00	0.00
10.6949.000.000.000	TUITION - ADULT DAY REGULAR	-	-	0.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	11,583.68	-11,583.68
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	50,000.00	42,784.04	7,215.96
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	11,635.90	-9,635.90
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	925,000.00	1,084,663.94	-159,663.94
10.7220.000.000.000	PDE EQUIPMENT GRANT	25,000.00	15,250.00	9,750.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7509.000.000.000	SUPPLEMENTAL EQUIPMENT GRANT	50,000.00	-	50,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	202,486.00	123,314.15	79,171.85
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	978,363.00	606,182.19	372,180.81
10.8521.000.000.000	FEDERAL	275,000.00	333,738.18	-58,738.18
10.8742.000.988.000	GEER GRANT - COVID-19 CARES ACT	-	-	0.00
10.8745.000.991.000	GEER GRANT II	-	50,863.42	-50,863.42
10.8755.000.998.000	ARP ESSER GRANT	818,505.00	455,566.50	362,938.50
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	15,001.12	-15,001.12
	TOTALS FOR GENERAL FUND	13,848,288.00	14,373,601.10	-525,313.10
	TOTAL REVENUES	13,848,288.00	14,373,601.10	(525,313.10)

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
6/30/23 UNAUDITED*

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	706,147.00	-	692,931.38	-	13,215.62
10.1240.000.000.000	SPECIAL EDUCATION	628,357.00	(55,406.00)	556,851.04	-	16,099.96
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	498,036.00	2,920.00	491,707.69	-	9,248.31
10.1342.000.000.000	HOME ECONOMICS PROGRAM	885,083.00	65,990.00	899,161.80	-	51,911.20
10.1370.000.000.000	TECHNICAL PROGRAM	192,543.00	(29,500.00)	138,364.77	-	24,678.23
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,202,886.00	(122,453.00)	3,915,513.95	-	164,919.05
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,379,152.00	7,549.00	1,339,737.22	-	46,963.78
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	108,400.00	(5,600.00)	56,229.62	-	46,570.38
10.2310.000.000.000	BOARD SECRETARY	3,575.00	-	3,131.52	-	443.48
10.2320.000.000.000	BOARD TREASURER	1,599.00	-	1,433.39	-	165.61
10.2350.000.000.000	LEGAL SERVICES	45,000.00	4,337.00	49,336.68	-	0.32
10.2360.000.000.000	OFFICE OF THE DIRECTOR	419,801.00	-	414,598.47	-	5,202.53
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	440,915.00	(4,337.00)	404,079.72	-	32,498.28
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	98,244.00	-	96,388.60	-	1,855.40
10.2511.000.000.000	BUSINESS OFFICE	593,875.00	-	550,302.79	-	43,572.21
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,010,715.00	(100,005.00)	1,851,684.89	-	59,025.11
10.2660.000.000.000	SECURITY SERVICES	53,163.00	-	48,331.06	-	4,831.94
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	28,000.00	-	9,418.43	-	18,581.57
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	590,153.00	(36,250.00)	480,236.97	-	73,666.03
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	91,378.00	-	76,348.26	-	15,029.74
10.3390.000.000.000	COMMUNITY SERVICES	50,000.00	-	48,769.94	-	1,230.06
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	40,000.00	33,035.88	-	6,964.12
10.4600.000.000.000	IMPROVEMENT EXPENSES	611,266.00	124,980.00	590,214.69	-	146,031.31
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	132,775.00	1,304,257.30	-	(1,071,482.30)
10.5251.000.000.000	FOOD SERVICE TRANSFERS	75,000.00	(75,000.00)	-	-	-
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	50,000.00	50,000.00	-	-
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00
	TOTAL FOR GENERAL FUND	13,848,288.00	-	14,102,066.06	-	(253,778.06)
	TOTAL EXPENSES	13,848,288.00	-	14,102,066.06	-	(253,778.06)
	EXCESS OF REVENUE OVER EXPENSES			271,535.04		