

February 6, 2024

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOINT COMMITTEE
REGULAR MEETING

The Regular Meeting of the Bethlehem Area Vocational-Technical School Joint Committee was held on the evening of the above date, beginning at 7:02 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Directors Recchiuti, Schenkel, White, Demko (via Zoom), Dettmar, Makary, Soldridge - seven. Absent – Directors Faccinetto, Patrick – two.

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

An Executive Session was held prior to the regular meeting to discuss negotiations.

The following minutes were approved on motion of Directors Recchiuti and Makary and unanimous voice vote:

Regular Meeting January 3, 2024

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

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

February 6, 2024

Your Treasurer respectfully submits the following report for the period ending

December 31, 2023

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

FUND NAME	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	December 1, 2023			December 31, 2023
General includes PLGIT/CD	3,198,023.17	1,526,884.64	(1,483,872.90)	3,241,034.91
House Project	175,845.65	3.35	(2,767.59)	173,081.41
Production	117,993.51	16,349.24	(17,858.99)	116,483.76
Capital Reserves includes PLGIT/CD	2,819,777.55	261,273.57	(448,170.90)	2,632,880.22
Payroll	8,285.97	1,159,414.67	(949,786.62)	217,914.02
Cafeteria	85,124.95	49,892.48	(15,239.39)	119,778.04
Adult Education includes PLGIT/CD	269,898.79	17,468.31	(39,383.66)	247,983.44
Student Activities	41,286.04	19,437.60	(13,938.35)	46,785.29
TOTALS	6,716,235.63	3,050,723.86	(2,971,018.40)	6,795,941.09

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

December 1, 2023 2,442,827.90

RECEIPTS

Production	16,346.99	
Interest	48.04	
District Contrib.	913,486.00	
District Contrib./Auth.		
State / Fed Funds	548,168.57	
Tuition	0.00	
Other	1,615.35	
Transfers - PLGIT		
Inter-Fund Transfers	58,981.29	1,538,646.24

DISBURSEMENTS

Prepaid Bills	(99,088.73)	
Bill Listings	(278,615.90)	
Payroll	(1,118,428.66)	
Other--Authority Bond		
Fees	(102.24)	
Void Checks		
Transfers - PLGIT		(1,496,235.53)

December 31, 2023	ADJ BOOK BALANCE	2,485,238.61
-------------------	------------------	--------------

BANK RECONCILIATION

December 31, 2023

Bank Balance	2,492,558.34	
Memo		
Outstanding Checks	(7,319.73)	
Deposit in Transit	0.00	
December 31, 2023	ADJ BANK BALANCE	2,485,238.61

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

December 31, 2023

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

December 1, 2023		1,049,034.43
	Transfers In	0.00
	Interest	4,590.99
	P Card purchases	(8,263.95)
	Transfers Out	
	Transfers Out-CD purch	
December 31, 2023	ADJ BOOK BALANCE	1,045,361.47

BANK RECONCILIATION

December 31, 2023

Bank Balance	1,045,361.47
Deposit in Transit	
Outstanding Checks	
December 31, 2023	ADJ BANK BALANCE
	1,045,361.47

Average Yield for Dec 2023 is 5.18%

CAPITAL RESERVES - EMBASSY BANK

December 1, 2023		52,587.26
	Receipts	250,000.00
	Interest	4.64
	Void Checks	0.00
		250,004.64
	Fees	
	Disbursements	(198,170.90)
		(198,170.90)
December 31, 2023	ADJ BOOK BALANCE	104,421.00

BANK RECONCILIATION

December 31, 2023

Bank Balance	104,421.00
Memos	
Outstanding Checks	0.00
Deposit in Transit	0.00
December 31, 2023	ADJ BANK BALANCE
	104,421.00

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

December 1, 2023		2,767,190.29
	Transfers In	
	Interest	11,268.93
	Transfers Out	(250,000.00)
	Transfers Out-CD purch	0.00
December 31, 2023	ADJ BOOK BALANCE	2,528,459.22

BANK RECONCILIATION

December 31, 2023

Bank Balance	2,528,459.22
Outstanding Checks	0.00
December 31, 2023	ADJ BANK BALANCE
	2,528,459.22

Average Yield for Dec 2023 is 5.18%

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

December 31, 2023

PAYROLL FUND - EMBASSY BANK

December 1, 2023			8,285.97
	Receipts	1,159,411.68	
	Interest	2.99	
	Void Checks		1,159,414.67
	Fees		
	Disbursements	(949,786.62)	(949,786.62)
December 31, 2023	ADJ BOOK BALANCE		217,914.02

BANK RECONCILIATION

	December 31, 2023		
Bank Balance		217,914.02	
Memos			
Outstanding Checks		0.00	
Deposit in Transit			
December 31, 2023	ADJ BANK BALANCE		217,914.02

CAFETERIA FUND - EMBASSY BANK

December 1, 2023			85,124.95
	Receipts	49,890.35	
	Transfers		
	Interest	2.13	49,892.48
	Disbursements	(15,239.39)	
	Void Check		(15,239.39)
December 31, 2023	ADJ BOOK BALANCE		119,778.04

BANK RECONCILIATION

	December 31, 2023		
Bank Balance		119,784.24	
Memos		0.00	
Outstanding Checks		(6.20)	
Deposit in Transit		0.00	
December 31, 2023	ADJ BANK BALANCE		119,778.04

ADULT EDUCATION FUND - EMBASSY BANK

December 1, 2023			269,898.79
	Receipts	17,462.88	
	PLGIT Transfers	0.00	
	Interest	5.43	17,468.31
	Disbursements	(39,383.66)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(39,383.66)
December 31, 2023	ADJ BOOK BALANCE		247,983.44

BANK RECONCILIATION

	December 31, 2023		
Bank Balance		245,357.04	
Memos		0.00	
Outstanding Checks		(3.00)	
Deposit in Transit		2,629.40	
December 31, 2023	ADJ BANK BALANCE		247,983.44

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

February 6, 2024

Your Treasurer respectfully submits the following report for the period ending

December 31, 2023

STUDENT ACTIVITY ACCT - EMBASSY BANK

December 1, 2023			41,286.04
	Receipts	19,436.62	
	Other		
	Interest	0.98	19,437.60
	Disbursements	(13,938.35)	
	Other--Ret'd Check		
	Voided Check	0.00	(13,938.35)
December 31, 2023	ADJ BOOK BALANCE		46,785.29

BANK RECONCILIATION

December 31, 2023

Bank Balance	47,090.29	
Outstanding Checks	(305.00)	
Deposit in Transit	0.00	
December 31, 2023	ADJ BANK BALANCE	46,785.29

REPORT OF DEPOSITORIES

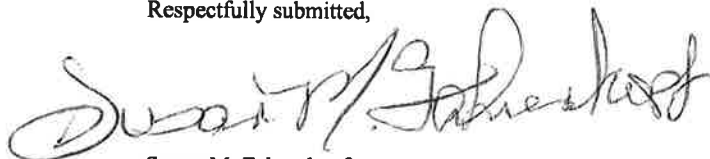
December 31, 2023

EMBASSY BANK

General Fund	2,492,558.34	
Capital Reserve	104,421.00	
Payroll Account	217,914.02	
Cafeteria Fund	119,784.24	
Adult Ed. Fund	245,357.04	
Student Activity Fund	47,090.29	
PLGIT		
PLGIT General Fund	1,045,361.47	
PLGIT CD (General Fund)	0.00	1,045,361.47
PLGIT Capital Reserve	2,528,459.22	
PLGIT CD (Cap Reserve)	0.00	2,528,459.22
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 6,800,945.62

Respectfully submitted,



Susan M. Fahrenkopf
 Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 6, 2024

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through February 6, 2024 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 White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Demko, Dettmar, Makary,
Soldridge – seven; Nay: none

REPORT DATE
2/6/2024

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
1/4/2024	Y	32553	CANON FINANCIAL SERVICES, INC.	COPIER LEASE	\$ 1,041.02
1/4/2024	Y	32554	CANON SOLUTIONS AMERICA, INC.	COPIER MAINTENANCE	\$ 123.23
1/4/2024	Y	32555	DANIEL BERARDESCA	TUITION REIMBURSEMENT	\$ 2,290.00
1/4/2024	Y	32556	HOME DEPOT CREDIT SVCS.	MAINTENANCE & HOUSE PROJECT SUPPLIES	\$ 318.07
1/4/2024	Y	32557	LOWES BUSINESS ACCOUNT	CARPENTRY & MAINTENANCE SUPPLIES	\$ 246.87
1/4/2024	Y	32558	MERI LINDENMUTH	TUITION REIMBURSEMENT	\$ 2,290.00
1/4/2024	Y	32559	NRG BUSINESS MARKETING	GAS SERVICE	\$ 2,531.28
1/4/2024	Y	32560	PP&L	ELECTRIC SERVICE	\$ 150.45
1/4/2024	Y	32561	SCOTT FERRY	TUITION REIMBURSEMENT	\$ 2,290.00
1/4/2024	Y	32562	TYLER HEFT	TUITION REIMBURSEMENT	\$ 2,290.00
1/4/2024	Y	32563	UGI UTILITIES	GAS SERVICE	\$ 1,808.82
1/4/2024	Y	32564	VERIZON WIRELESS	CELL PHONE SERVICE	\$ 250.61
1/4/2024	Y	32565	WEX BANK	GAS FOR SCHOOL VEHICLES	\$ 494.19
1/8/2024	Y	32566	UGI UTILITIES	GAS SERVICE	\$ 48.92
1/10/2024	Y	32567	CHRIN HAULING, INC	TRASH REMOVAL	\$ 1,896.52
1/10/2024	Y	32568	CITY OF BETHLEHEM	WATER & SEWER	\$ 1,600.75
1/10/2024	Y	32569	JEFFREY CANTREL	CERTIFICATION REIMBURSEMENT	\$ 394.52
1/10/2024	Y	32570	KURTIS SAMSON	TUITION REIMBURSEMENT	\$ 2,290.00
1/10/2024	Y	32571	PP&L	ELECTRIC SERVICE	\$ 22,144.46
1/10/2024	Y	32572	ROBERT KULICK	TUITION REIMBURSEMENT	\$ 2,290.00
1/17/2024	Y	32573	CUTTING EDGE PROPERTY SERVICES	SNOW REMOVAL	\$ 4,432.50
1/17/2024	Y	32574	SERVICE ELECTRIC CABLE TV	PHONE SERVICE	\$ 98.17
1/17/2024	Y	32575	UGI ENERGY SERVICES LLC	GAS SERVICE	\$ 2,743.76
1/17/2024	Y	32576	UGI UTILITIES	GAS SERVICE	\$ 3,222.82
1/23/2024	Y	32577	EMBASSY BANK -	VARIOUS SUPPLIES, SOFTWARE, FEES, ETC.	\$ 7,444.92
1/24/2024	Y	32578	CANON FINANCIAL SERVICES, INC.	COPIER LEASE	\$ 1,188.83
1/24/2024	Y	32579	CUTTING EDGE PROPERTY SERVICES	SNOW REMOVAL SERVICES	\$ 6,686.25
1/24/2024	Y	32580	LOWES BUSINESS ACCOUNT	BLDG. TRADES SUPPLIES	\$ 604.51
1/25/2024	Y	32581	BIT DIRECT INC.	TECHNOLOGY SUPPLIES	\$ 259.98
1/31/2024	Y	32582	CITY OF BETHLEHEM	WATER & SEWER	\$ 26.04

1/31/2024	Y	32583	HOME DEPOT CREDIT SVCS.	83.16	\$	HOUSE PROJECT & MAINTENANCE SUPPLIES
1/31/2024	Y	32584	UGI UTILITIES	1,799.15	\$	GAS SERVICE
1/31/2024	Y	32585	WEX BANK	166.80	\$	GAS FOR SCHOOL VEHICLES
2/6/2024		32586	ADVANCE AUTO PARTS	2,330.91	\$	AUTO TECH & MAINTENANCE SUPPLIES
2/6/2024		32587	AIR IMPURITIES REMOVAL SYSTEMS	1,790.26	\$	COSMOTOLOGY FILTERS
2/6/2024		32588	ALBERT USTER IMPORTS INC.	365.15	\$	BAKING SUPPLIES
2/6/2024		32589	ALL-PHASE ELECTRIC SUPPLY CO.	5,072.63	\$	ELECTRICAL & MAINTENANCE SUPPLIES
2/6/2024		32590	AMAZON CAPITOL SERVICES	5,539.71	\$	INST/OFFICE/NURSE/MAINT SUPPLIES, BOOKS, TECHNOLOGY
2/6/2024		32591	AMERICAN AIR FILTER COMPANY	775.55	\$	MAINTENANCE SUPPLIES
2/6/2024		32592	ASSETWORKS INC.	2,032.80	\$	ANNUAL FEE - SOFTWARE
2/6/2024		32593	AXA EQUITABLE	934.90	\$	UNUSED VACATION DAYS PAYMENT
2/6/2024		32594	AYKROYD HARDWARE	1,162.12	\$	CARPENTRY SUPPLIES
2/6/2024		32595	B & H FOTO-VIDEO	95.90	\$	VIDEO MEDIA SUPPLIES
2/6/2024		32596	BAVTS BRIDGES FOUNDATION	1,579.98	\$	DONATION OF FOOD TRUCK TIPS RECEIVED
2/6/2024		32597	BILL FLANNERY AUTOMOTIVE	170.35	\$	AUTO COLLISION SUPPLIES
2/6/2024		32598	BINDICS SCREEN PRINTING	3,619.10	\$	CLASSROOM UNIFORMS - VARIOUS PROGRAMS
2/6/2024		32599	BIT DIRECT INC.	195.90	\$	TECHNOLOGY SUPPLIES
2/6/2024		32600	BURMAX CO.	3,036.06	\$	COSMOTOLOGY & ESTHETICS SUPPLIES
2/6/2024		32601	CARTRIDGE XCHANGE LL	426.00	\$	INK SUPPLIES - INSTRUCT., OFFICE & TECHNOLOGY
2/6/2024		32602	CLARK SERVICE GROUP INC	1,973.25	\$	FOOD SERVICE EQUIPMENT MAINTNEANCE & SERVICE CALL
2/6/2024		32603	CM REGENT LLC	2,509.90	\$	FEB 2024 LIFE/LTD
2/6/2024		32604	COL. NORTH. I.U. 20	6,510.73	\$	WAN/INTERNET, PHONE & FIREWALL SERVICES
2/6/2024		32605	CONNIE MUSCHKO	197.18	\$	MILEAGE REIMBURSEMENT
2/6/2024		32606	COZZINI BROS	53.12	\$	KNIFE SHARPENING SERVICES FOR BAKING
2/6/2024		32607	D'HUY ENGINEERING INC.	3,618.75	\$	ENGINEERING SERVICES, RETAINER FEES
2/6/2024		32608	DEERFOOT AUTO PARTS INC.	3,000.00	\$	AUTO TECH SUPPLIES
2/6/2024		32609	DERMALOGICA	686.40	\$	COSMOTOLOGY SUPPLIES
2/6/2024		32610	EASTERN AUTOPARTS WAREHOUSE	1,289.17	\$	AUTO TECH SUPPLIES
2/6/2024		32611	EBTEP	150,249.93	\$	FEB 2024 MED/RX/DENTAL
2/6/2024		32612	EFFECTIVE CONTROLS INC.	398.10	\$	ANNUAL SERVICE - MAINTENANCE
2/6/2024		32613	FRED BEANS PARTS INC	540.81	\$	AUTO COLLISION SUPPLIES
2/6/2024		32614	FRONTLINE TECHNOLOGIES GROUP	2,460.91	\$	EMPLOYEE EVALUATION MANAGEMENT SOFTWARE
2/6/2024		32615	GORMAN & ASSOCIATES P.C.	750.00	\$	ANNUAL AUDIT 22-23
2/6/2024		32616	HAZLETON OIL & ENVIRONMENTAL INC.	210.00	\$	AUTO TECH REPAIRS/MAINTENANCE SERVICE
2/6/2024		32617	HERPEL'S AUTO & TRUCK LIFTS	1,540.00	\$	AUTO TECH ANNUAL LIFT SAFETY INSPECTION

2/6/2024	32618	HIGHMARK BLUE SHIELD	\$	1,007.99	FEB 2024 VISION
2/6/2024	32619	HSA MECHANICAL INC.	\$	367.00	SERVICE CALL WALK IN FREEZER
2/6/2024	32620	INTEGRA ONE	\$	3,330.00	WIRELESS CONFIGURATION PROJECT
2/6/2024	32621	INTEGRITEC INC.	\$	225.00	WATER TREATMENT
2/6/2024	32622	INTERSTATE TAX SERVICE INC.	\$	156.60	UNEMPLOYMENT COMPENSATION
2/6/2024	32623	JM SWANK LLC	\$	1,158.72	BAKING SUPPLIES
2/6/2024	32624	KELLEY BROS LOCKBOX	\$	482.00	MAINTENANCE SUPPLIES
2/6/2024	32625	KEYSTONE AUTOMOTIVE	\$	2,361.24	AUTO COLLISION SUPPLIES
2/6/2024	32626	KEYSTONE FIRE AND SECURITY	\$	1,121.90	IT SERVICES & MAINTENANCE REPAIRS - PAINT BOOTH
2/6/2024	32627	KING SPRY HERMAN FREUND FAUL	\$	1,321.17	SOLICITOR'S FEES
2/6/2024	32628	LANSING BUILDING PRODUCTS NORTHEAST	\$	2,433.00	CARPENTRY SUPPLIES
2/6/2024	32629	LIBERTY PAPER	\$	1,398.00	COPY PAPER
2/6/2024	32630	MACGILL & CO.	\$	31.85	NURSE SUPPLIES
2/6/2024	32631	MICHAEL GALLER	\$	72.71	MILEAGE REIMBURSEMENT
2/6/2024	32632	MOYER LUMBER & HARDWARE	\$	594.75	CARPENTRY SUPPLIES
2/6/2024	32633	MOYER PEST CONTROL	\$	130.17	PEST CONTROL
2/6/2024	32634	NAPA AUTO PARTS	\$	2,129.62	AUTO TECH & MAINTENANCE SUPPLIES
2/6/2024	32635	NEW ENGLAND JOURNAL OF MEDICINE	\$	209.00	SUBSCRIPTION RENEWAL - ACAD MED SCIENCE
2/6/2024	32636	PENN JERSEY PAPER CO.	\$	1,587.16	MAINTENANCE SUPPLIES
2/6/2024	32637	POCKET NURSE	\$	1,641.12	HEALTH CAREERS SUPPLIES
2/6/2024	32638	POCONO MOUNTAIN DAIRIES	\$	123.93	BAKING SUPPLIES
2/6/2024	32639	PREFERRED EAP	\$	467.25	EMPLOYEE ASSISTANCE PROGRAM
2/6/2024	32640	PREMIUM SIGN SUPPLIES INC.	\$	904.21	GRAPHICS SUPPLIES
2/6/2024	32641	QUADIENT FINANCE USA INC.	\$	3,000.00	POSTAGE FOR METER
2/6/2024	32642	QUADIENT LEASING USA INC.	\$	720.00	LEASE PAYMENT
2/6/2024	32643	QUALITY DOOR & HARDWARE INC	\$	4,090.28	DOOR PARTS - MAINTENANCE SUPPLIES
2/6/2024	32644	REINHARDT AWNING CO.	\$	1,650.00	AWNING & INSTALLATION
2/6/2024	32645	SAFETY KLEEN	\$	371.73	MACHINE SERVICES
2/6/2024	32646	SAN MAR CORPORATION	\$	1,012.96	SCRUBS - HEALTH CAREERS UNIFORMS
2/6/2024	32647	SDIC	\$	12,788.60	WORKERS COMPENSATION
2/6/2024	32648	STATE CHEMICAL	\$	290.36	DRAIN MAINTENANCE
2/6/2024	32649	SYSCO	\$	6,618.47	CULINARY & BAKING SUPPLIES
2/6/2024	32650	THE MORNING CALL	\$	1,818.78	LEGAL & CLASSIFIED ADS, SUBSCRIPTION
2/6/2024	32651	THRIVENT MUTUAL	\$	518.25	UNUSED VACATION DAYS PAYMENT
2/6/2024	32652	TK ELEVATOR CORPORATION	\$	2,372.32	MAINTENANCE SERVICE AGREEMENT

2/6/2024	32653	TRANE OF NORTHEASTERN PA.	\$	1,709.00	MAINTENANCE SERVICE CALLS
2/6/2024	32654	TREFZ MECHANICAL INC.	\$	9,977.00	MAINTENANCE REPAIRS
2/6/2024	32655	TUWAY COMMUNICATIONS	\$	1,975.00	MAINTENANCE REPAIRS
2/6/2024	32656	TYLER BUSINESS FORMS	\$	208.55	OFFICE SUPPLIES - TAX FORMS
2/6/2024	32657	ULINE	\$	4,391.88	CULINARY SUPPLIES
2/6/2024	32658	UNITED SITE SERVICES	\$	170.00	PORT O POTTY HOUSE PROJECT
2/6/2024	32659	VALLEY YOUTH HOUSE	\$	4,898.00	23-24 MENTAL HEALTH COUNSELING SERVICES
2/6/2024	32660	W.W. GRAINGER	\$	350.69	MAINTENANCE SUPPLIES
2/6/2024	32661	WAREHOUSE BATTERY OUTLET	\$	92.10	MAINTENANCE & BUSINESS OFFICE SUPPLIES
2/6/2024	32662	WELDON TIRE	\$	660.00	TIRES GMC SCHOOL VAN
2/6/2024	32663	WILSON PRODUCTS	\$	1,324.06	CYLINDER RENTALS & WELDING SUPPLIES
2/6/2024	32664	WURTH USA INC.	\$	1,214.04	AUTO TECH SUPPLIES
2/6/2024	32665	VOID	\$	-	VOID
		TOTAL	\$	<u>366,138.63</u>	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 6, 2024

IN-SERVICE – 2024-2025 PROPOSED BUDGET PRESENTATION

Mr. Adam Lazarchak presented a Power Point of the 2024-2025 proposed budget and distributed the draft of the 2024-2025 budget to the Joint Committee Members.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 6, 2024

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

The administration respectfully submits the following information and recommendations:

1. STAFFING

- a. That the following appointment be approved:

Stephanie Flaherty

Position: Full-time Instructional Assistant
(replacement for Paula Cuchran's position)
Salary/Benefits: \$22,050*, pro-rated for the 2023-2024 school year,
with benefits in accordance with the
Instructional Assistants Agreement

*Rate listed is 2022-2023 rate and will be adjusted
upon approval of new agreement

Effective: February 12, 2024, pending receipt of
all required paperwork

- c. That the following individuals be granted a Family Medical Leave:
Employee #0451: Effective 1/10/24 – 2/5/24
- d. That the resignation of Emily Hough as Lead Teacher for Induction be
accepted, effective January 9, 2024.
- e. That the appointment of Steve Mantz, Commercial Art Instructor, as Lead
Teacher for Induction, at the rate of \$1,386.26, pro-rated for the 2023-
2024 school year, effective February 7, 2024, be approved.

MOTION BY: Director White

SECOND BY: Director Makary

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2024

2. 2023-2024 SUBSTITUTES

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, pending receipt of all required paperwork.

Demetrius Chaikalis (custodial sub only)
Ross Dartouzos
Daneisha Jimenez Huertas (custodial sub only)
Gregory Maurer

MOTION BY: Director White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2024

3. INSTRUCTIONAL ASSISTANT AGREEMENT

RECOMMENDATION:

That the Instructional Assistant Employee Agreement for the period July 1, 2023 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 White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one

**AGREEMENT BETWEEN THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
AND
THE INSTRUCTIONAL ASSISTANTS OF THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
July 1, 2023 – June 30, 2025**

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, 2023, 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 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:

2023-24	\$24,115.70	(\$17.50 per hour)
2024-25	\$25,493.74	(\$18.50 per hour)

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

2023-24	\$23.00
2024-25	\$24.00

2. Employees (full-time and part-time) will received the following increases in their hourly rates:

2023-24	\$1.50 per hour
2024-25	\$1.00 per hour

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	\$45	\$22.50
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

If BAVTS Administration requests that a part-time instructional assistant reports to work on their scheduled day off as substitute instructor, the part-time employee will be paid their hourly instructional assistant rate for the hours worked as well as the substitute stipend listed in the above paragraph.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2024

4. CAPITAL IMPROVEMENTS – MAINTENANCE GARAGE REPAIR PROJECT

Maintenance garage repairs were identified as priority 5 in the 2018 Capital Improvement Plan. The scope of the project includes replacement of existing roofing, exterior windows and doors, exterior masonry wall repairs, and exterior building painting. This project would not be addressed as part of the proposed expansion plan and was not included in that cost projection.

The Administration would like to solicit bids for the maintenance garage repair project and wants D’Huy Engineering to develop bid specifications and solicit bids for the project as soon as possible to complete the work this year. An agreement for D’Huy’s services will need approval. The bid award is expected to be presented at the April Joint Committee meeting. The estimated cost of the project is \$250,000 and capital reserve funds would be used for the project.

RECOMMENDATION:

That the Joint Committee authorize the Administration to proceed with the specification development utilizing D’Huy Engineering and solicit bids for the maintenance garage repair project.

It is further recommended that the Joint Committee approve the attached supplemental services agreement with D’Huy Engineering for the maintenance garage repair project.

MOTION BY: Director White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one



January 26, 2024

Ms. Debra Miller, Business Administrator
Bethlehem Area Vocational Technical School
3300 Chester Avenue
Bethlehem, Pennsylvania 18020

Re: BAVTS – Maintenance Garage Repairs
DEI Project No. 016000

Dear Ms. Miller:

D'Huy Engineering, Inc. is pleased to submit a proposal for the Repairs to the Maintenance Garage. The scope of the work is to include the replacement of existing roofing, exterior windows and doors, exterior masonry wall repairs and exterior building painting.

The Total Project Budget including Construction, Design, Fee, and Contingency is estimated at \$250,000.00.

SCOPE OF SERVICES

1. Meet with the BAVTS and its representatives to verify the scope of work and parameters.
2. Perform field survey of the existing conditions to verify the scope of work.
3. Provide engineering, investigation and research for the preparation of bid packages.
4. File for PA Prevailing wages and incorporate wage requirements into contract.
5. Prepare project timelines for bid documents.
6. Prepare project bid drawings and specifications.
7. Prepare bid packages, advertisement for bid, and assist with soliciting bids from contractors.
8. Prepare bid alternates and unit prices for bid documents.
9. Conduct pre-bid conference, respond to contractor questions, and issue necessary addenda.
10. Review bids, prepare bid tabulation and assist with recommendation of award.
11. Prepare contracts, including review of bonds and insurance for conformance with contract requirements.
12. Conduct pre-construction conference.
13. Review and approve contractor's submittals and shop drawings.
14. Provide limited site representation to review construction methods and progress.

The fee for the above Scope of Services in accordance with the current Retainer Contract is as follows:

- i. ***DEI would provide design and limited construction administration services based on the Retainer Contract fee structure. The Engineering fee for these services would be a \$3,000.00 base fee plus 7.5% of the construction cost including all alternates.***

EXCLUSION

The following scope of services would not be included in the fee proposal:

1. Environmental investigations or specifications such as asbestos and contaminated soils.
2. Construction inspections and material testing.
3. Detailed construction cost estimates and guaranteed maximum prices.
4. Documentation of as-built conditions (available upon request for additional services).
5. Testing, detailed field investigations or probes, additional studies.
6. Reproduction of bid documents.
7. Fees for required municipal permits.
8. Scope of work parameters not listed above.

We thank you for the opportunity to provide this proposal and attached terms and conditions and we look forward to working with Bethlehem Area Vocational Technical School. If the above is acceptable to you, please return one countersigned copy as your authorization. If you have any questions, please feel free to call.

Respectfully submitted,



M. Arif Fazil, P.E., CCS, CCCA, LEED AP, CEM
President

OWNER APPROVAL: BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL

By: _____

Printed Name: _____

Title: _____

Date: _____

ENGINEER: D'HUY ENGINEERING, INC.

By: 

Printed Name: Arif Fazil

Title: President

Date: January 26, 2024

G:\Projects\006-299 - Schools\016 - Bethlehem Area Vo-Tech\016000 - Retainer\Proposal 2024\BAVTS Cooling Tower Refurbishment



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2024

5. CAPITAL IMPROVEMENTS – COOLING TOWER REFURBISHMENT PROJECT

The Administration has identified cooling tower repairs are needed. Due to the age of the components in the cooling tower and the increased size of our new chillers, replacement of the media and rebalancing of the fan motor is needed to operate efficiently and extend the lifespan of the cooling tower unit. This project would not be addressed as part of the proposed expansion plan and was not included in that cost projection.

The Administration would like to solicit bids for the cooling tower repair project and wants D'Huy Engineering to develop bid specifications and solicit bids for the project as soon as possible to complete the work in the Fall/Winter of this year. An agreement for D'Huy's services will need approval. The bid award is expected to be presented at the April Joint Committee meeting. The estimated cost of the project is \$70,000 and capital reserve funds would be used for the project.

RECOMMENDATION:

That the Joint Committee authorize the Administration to proceed with the specification development utilizing D'Huy Engineering and solicit bids for the cooling tower refurbishment project.

It is further recommended that the Joint Committee approve the attached supplemental services agreement with D'Huy Engineering for the cooling tower refurbishment project.

MOTION BY: Director White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one



January 26, 2024

Ms. Debra Miller, Business Administrator
Bethlehem Area Vocational Technical School
3300 Chester Avenue
Bethlehem, Pennsylvania 18020

Re: BAVTS – Main Building Cooling Tower Refurbishment
DEI Project No. 016000

Dear Ms. Miller:

D'Huy Engineering, Inc. is pleased to submit a proposal for the Refurbishment of the Main Building Cooling Tower. The scope of work is to include improvements required to refurbish the existing Cooling Tower including replacement of the existing cooling tower media and related work to ensure the cooling tower operates as originally designed.

The Total Project Budget including Construction, Design, Fee, and Contingency is estimated at \$70,000.00.

SCOPE OF SERVICES

1. Meet with the BAVTS and its representatives to verify the scope of work and parameters.
2. Perform field survey of the existing conditions to verify the scope of work.
3. Provide engineering, investigation and research for the preparation of bid packages.
4. File for PA Prevailing wages and incorporate wage requirements into contract.
5. Prepare project timelines for bid documents.
6. Prepare project bid drawings and specifications.
7. Prepare bid packages, advertisement for bid, and assist with soliciting bids from contractors.
8. Prepare bid alternates and unit prices for bid documents.
9. Conduct pre-bid conference, respond to contractor questions, and issue necessary addenda.
10. Review bids, prepare bid tabulation and assist with recommendation of award.
11. Prepare contracts, including review of bonds and insurance for conformance with contract requirements.
12. Conduct pre-construction conference.
13. Review and approve contractor's submittals and shop drawings.
14. Provide limited site representation to review construction methods and progress.

The fee for the above Scope of Services in accordance with the current Retainer Contract is as follows:

- i. DEI would provide design and limited construction administration services based on the Retainer Contract fee structure. The Engineering fee for these services would be a \$5,000.00 base fee plus 7.5% of the construction cost including all alternates.***

EXCLUSION

The following scope of services would not be included in the fee proposal:

1. Environmental investigations or specifications such as asbestos and contaminated soils.
2. Construction inspections and material testing.
3. Detailed construction cost estimates and guaranteed maximum prices.
4. Documentation of as-built conditions (available upon request for additional services).
5. Testing, detailed field investigations or probes, additional studies.
6. Reproduction of bid documents.
7. Fees for required municipal permits.
8. Scope of work parameters not listed above.

We thank you for the opportunity to provide this proposal and attached terms and conditions and we look forward to working with Bethlehem Area Vocational Technical School. If the above is acceptable to you, please return one countersigned copy as your authorization. If you have any questions, please feel free to call.

Respectfully submitted,



M. Arif Fazil, P.E., CCS, CCCA, LEED AP, CEM
President



OWNER APPROVAL: BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL

By: _____

Printed Name: _____

Title: _____

Date: _____

ENGINEER: D'HUY ENGINEERING, INC.

By: 

Printed Name: Arif Fazil

Title: President

Date: January 26, 2024

G:\Projects\006-299 - Schools\016 - Bethlehem Area Vo-Tech\016000 - Retainer\Proposal 2024\BAVTS Cooling Tower Refurbishment



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2024

6. CAPITAL IMPROVEMENTS – A-WING DEHUMIDIFICATION PROJECT

The Administration has identified humidity issues and recommends the installation of heating duct coils in several air-handling units in A-wing to control humidity in several classrooms and mitigate mold issues. This project would not be addressed as part of the proposed expansion plan and was not included in that cost projection.

The Administration would like to solicit bids for the A-wing dehumidification project and wants D'Huy Engineering to develop bid specifications and solicit bids for the project as soon as possible to complete the work this year. An agreement for D'Huy's services will need approval. The bid award is expected to be presented at the April Joint Committee meeting. The estimated cost of the project is \$275,000 and capital reserve funds would be used for the project.

RECOMMENDATION:

That the Joint Committee authorize the Administration to proceed with the specification development utilizing D'Huy Engineering and solicit bids for the A-wing dehumidification project.

It is further recommended that the Joint Committee approve the attached supplemental services agreement with D'Huy Engineering for the A-wing dehumidification project.

MOTION BY: Director White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one



January 26, 2024

Ms. Debra Miller, Business Administrator
Bethlehem Area Vocational Technical School
3300 Chester Avenue
Bethlehem, Pennsylvania 18020

Re: BAVTS – Main Building A-Wing Dehumidification
DEI Project No. 016000

Dear Ms. Miller:

D'Huy Engineering, Inc. is pleased to submit a proposal for the Main Building A-Wing Dehumidification. The scope of the work is to include the installation of hot water duct coils in four existing air handlers including piping, controls and related work to control the humidity in select areas of the Main Building A-Wing.

The Total Project Budget including Construction, Design, Fee, and Contingency is estimated at \$275,000.00.

SCOPE OF SERVICES

1. Meet with the BAVTS and its representatives to verify the scope of work and parameters.
2. Perform field survey of the existing conditions to verify the scope of work.
3. Provide engineering, investigation and research for the preparation of bid packages.
4. File for PA Prevailing wages and incorporate wage requirements into contract.
5. Prepare project timelines for bid documents.
6. Prepare project bid drawings and specifications.
7. Prepare bid packages, advertisement for bid, and assist with soliciting bids from contractors.
8. Prepare bid alternates and unit prices for bid documents.
9. Conduct pre-bid conference, respond to contractor questions, and issue necessary addenda.
10. Review bids, prepare bid tabulation and assist with recommendation of award.
11. Prepare contracts, including review of bonds and insurance for conformance with contract requirements.
12. Conduct pre-construction conference.
13. Review and approve contractor's submittals and shop drawings.
14. Provide limited site representation to review construction methods and progress.

The fee for the above Scope of Services in accordance with the current Retainer Contract is as follows:

- i. ***DEI would provide design and limited construction administration services based on the Retainer Contract fee structure. The Engineering fee for these services would be a \$3,000.00 base fee plus 7.5% of the construction cost including all alternates.***

EXCLUSION

The following scope of services would not be included in the fee proposal:

1. Environmental investigations or specifications such as asbestos and contaminated soils.
2. Construction inspections and material testing.
3. Detailed construction cost estimates and guaranteed maximum prices.
4. Documentation of as-built conditions (available upon request for additional services).
5. Testing, detailed field investigations or probes, additional studies.
6. Reproduction of bid documents.
7. Fees for required municipal permits.
8. Scope of work parameters not listed above.

We thank you for the opportunity to provide this proposal and attached terms and conditions and we look forward to working with Bethlehem Area Vocational Technical School. If the above is acceptable to you, please return one countersigned copy as your authorization. If you have any questions, please feel free to call.

Respectfully submitted,



M. Arif Fazil, P.E., CCS, CCCA, LEED AP, CEM
President

OWNER APPROVAL: BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL

By: _____

Printed Name: _____

Title: _____

Date: _____

ENGINEER: D'HUY ENGINEERING, INC.

By: 

Printed Name: Arif Fazil

Title: President

Date: January 26, 2024

G:\Projects\006-299 - Schools\016 - Bethlehem Area Vo-Tech\016000 - Retainer\Proposal 2024\BAVTS Cooling Tower Refurbishment



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2024

7. SUPPLEMENTAL EQUIPMENT GRANT - PRECISION MACHINING
EQUIPMENT PURCHASE

INFORMATION:

The administration has received \$127,123 of 23-24 Supplemental Equipment Grant funding after applying for \$298,900 for several program areas. We anticipate receiving a second payment in the spring. The amount for the final payment has not been determined. We are requesting approval to proceed with ordering the requested equipment for the Precision Machining program. In the event that the second payment would not be sufficient to cover the total amount, we would request the use of capital reserve funds for the difference in the event that there was not sufficient funds available in the general fund. The pricing of the items listed below is slightly lower than what was requested in the Supplemental Equipment Grant application.

RECOMMENDATION:

That the Joint Committee accept the quotation from Southwestern Industries Inc. and approve the purchase of one (1) TRAK TMC7 with ProtoTRAK RMX CNC machine in the amount of \$61,648.00 with pricing through COSTARS Contract #008-E24-1271 and funding through the Supplemental Equipment Grant.

That the Joint Committee accept the quotation from Southwestern Industries Inc. and approve the purchase of four (4) TRAK-K3KMX knee mills for the total price of \$115,411.00 with pricing through COSTARS Contract #008-E24-1271 and funding through the Supplemental Equipment Grant and, if needed, available general and/or capital reserve funds.

MOTION BY: Director White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one

TRAK MACHINE TOOLS

 SOUTHWESTERN INDUSTRIES, INC.

Quotation # RG092523-02

2615 Homestead Place
Rancho Dominguez, CA 90220
T | 310-608-4422 | F | 310-764-2668
www.trakmt.com

Valid for 45 Days
Date: 2/1/24

For:

Bethlehem Area Vocational- Technical School	
3300 Chester Avenue	
Bethlehem, PA	18020
Attn: Jesse James Schneck	
Email: schneck@bavts.org	
Tel: 610-866-8013 x168	

From:

Rudy Gebhard	
Senior Sales Representative	
Cell 610-301-2594 Fax 610-258-2298	
rudyg@trakmt.com	

TRAK TMC7

Qty.	PART NUMBER	PART DESCRIPTION	UNIT PRICE	TOTAL
1	TRAK-TMC7	TRAK TMC7 with ProtoTRAK RMX	\$59,672	\$59,672.00

TRAK TMC7 ACCESSORIES & OPTIONS

Qty.	PART NUMBER	PART DESCRIPTION	UNIT PRICE	TOTAL
	4TH-AXIS-TMC	4TH AXIS OPTION-TMC (additional freight charge)	\$14,771	
1	AUGER	Chip Auger		Included
	AUX-PTRX-TMC	Auxiliary Function Option PTRX-TMC	\$1,807	
	CART-FIX	Fixture Cart	\$694	
	CART-TOOL-RMX	Tooling Cart, Preset Tool, RMX	\$1,452	
	CERT-ELECT-TMC-208V	Electrical Certification for TMC 208V	\$3,481	
1	CLEAR OFF	SOFTWARE OPTION	\$790	\$790.00
	CLEAR OFF-ADD	CLEAR OFF SOFTWARE OPTION - ADD'L OFFLINE SEAT	\$596	
	CONV-CAM-RMX	Converter - CAM File Out - RMX	\$620	
	CONV-CAM-RMX-ADD	Converter - CAM File Out - RMX - Additional Seat	\$362	
	CONV-DXF-RMX	Converter - DXF Converter Mill - RMX	\$1,053	
	CONV-DXF-RMX-ADD	Converter - DXF Converter Mill - RMX - Additional Seat	\$672	
	CONV-PARA-RMX	Converter - Parasolid File - Mill - RMX	\$1,212	
	CONV-PARA-RMX-ADD	Converter - Parasolid File - Mill - RMX - Additional Seat	\$849	
	CONV-PARA/DXF-RMX	Converter - Parasolid and DXF Files - Mill - RMX	\$1,575	
	CONV-PARA/DXF-RMX-ADD	Converter - Parasolid and DXF Files - Mill - RMX - Additional Seat	\$1,212	
	CTS-208V	COOLANT THROUGH SPINDLE-TMC-208V	\$8,266	
	CTS-480V	COOLANT THROUGH SPINDLE-TMC-480V	\$8,266	
1	EHW-TMC	Electronic Handwheel Option	\$2,835	\$2,835.00
	ELECTRICS-4TH AXIS-TMC	ELECTRICS-4TH AXIS READY OPTION-TMC	\$960	
	GRIPPERS-BT40	Gripper Option - ATC - BT40 Tooling	\$999	
	MEM-TMC	Memory Option - Internal SSD - 256GB	\$790	
1	NETWORK	Networking	\$583	Included
1	P-TRAK RSG	TRAK Remote Stop/Go Switch	\$293	\$293.00
	PTRXOL	ProtoTRAK RMX/RLX Offline	\$588	
	PTRXOL-ADD	ProtoTRAK RMX/RLX Offline - Additional Seat	\$350	
1	RETN-KNOB-KIT	Retention Knobs - CAT 40 Tooling - Set of 16	\$296	\$296.00
	RETN KNOB KIT-CTS	RETENTION KNOBS - CAT 40 TOOLING	\$585	
	TAILSTOCK-4TH AXIS-TMC	TAILSTOCK OPTION - 4TH AXIS - TMC	\$769	
	TRANSFORMER-TMC	TRANSFORMER OPTION-VMC-480 VOLTS	\$3,124	
1	USB MEM	TRAK USB DRIVE - 4.6GB	\$117	\$117.00
	WISE-6	Vise, 6", Kurt DX6, Includes Mounting Hardware	\$1,268	
	MT CONNECT	MT CONNECT PROTOCOL SOFTWARE - RMX/RLX/TMC	\$689	
	EXT-WAR-YR2-TMC7	EXTENDED WARRANTY - YEAR 2 TMC7	\$3,435	
1	TRAIN-CLASS-PURCH	CUSTOMER CLASSROOM TRAINING INCL W/MACHINE PURCHASE		Included
1	TRAIN Shop-4	Customer in Shop Training, 4 hours(one visit, includes 4 tra	\$945	\$945.00
1	EDU Discount	10% Educational Discount	-\$6,495	-\$6,495.00
		Pennsylvania CoStars Contract # 008-E24-1271		
		Sub-Total		\$58,453.00
		Sales Tax	0.000%	\$0.00
		Freight Surcharge		\$250.00
		4TH AXIS OPTION - Freight	PA	\$0.00
		Freight / Crating	PA	\$2,945.00
		TOTAL		\$61,648.00

FOB: Factory / Standard Terms: Net 45 Days - On Approved Credit Shipping Schedule: Approximately 3-4 weeks ARO
TRAK - ProtoTRAK - CNC

TRAK MACHINE TOOLS

 SOUTHWESTERN INDUSTRIES, INC.

Quotation # RG020124-02

2615 Homestead Place
 Rancho Dominguez, CA 90220
 T | 310-608-4422 | F | 310-764-2668
www.trakmt.com

Valid for 45 Days
 Date: 2/1/24

For:

Bethlehem Area Vocational-Technical School	
3300 Chester Avenue	
Bethlehem, PA	18020
Attn: Jesse James Schneck	
Email: Schneck@BAVTS.org	
Tel: 610-866-8013 x168	

From:

Rudy Gebhard
Senior Sales Representative
Cell 610-301-2594 Fax 610-258-2298
rudyg@trakmt.com

TRAK-K3KMX KNEE MILL

Qty.	PART NUMBER	PART DESCRIPTION	UNIT PRICE	TOTAL
4	TRAK-K3KMX	TRAK K3 Knee Mill, 32"x16", 3HP, w/PTKMX CNC	\$27,557	\$110,228.00

TRAK MILL ACCESSORIES & OPTIONS

Qty.	PART NUMBER	PART DESCRIPTION	UNIT PRICE	TOTAL
	440V-K3KMX	Change voltage from 220V to 440V - K3	No Charge	
	AUTO LUBE	Automatic Lubrication	\$838	
	AUX-KMX	Auxiliary functions, PROTOTRAK KMX3 (3 Axis only) (CBB-KMX Required w/ this option)	\$803	
	CBB-KMX	Cable Breakout Box - KMX (Needed for LS02, EHW-KMX and AUX-KMX options)	\$302	
	CLPMP-K3KMX	Coolant Pump for K3KMX, separate switch	\$978	
	CPAN-K3	Chip Pan	\$579	
	EHW-KMX	TRAKing/Electronic Handwheels, TRAK K Mill KMX (also order CBB-KMX)	\$1,811	
	GSO-K3KMX	Glass Scale Option - K3KMX and K3KMX-3, X and Y Axes	\$2,107	
	LAMP-K3KMX	Work Lamp, K3KMX and K3KMX-3	\$458	
	LSO-K3	Limit Switch Option - K3KMX (CBB-KMX Required w/ this option)	\$772	
4	PDB-R8	OPTION-POWER DRAWBAR-R8-TORQUE RITE	\$1,492	\$5,968.00
4	P-TRAK RSG	Remote Stop/Go Switch	\$293	\$1,172.00
	PTKMXOL	Offline Programming for KMX	\$356	
	OL-CONV	Converter package, Parasolid, DXF and Verify for Offline	\$1,599	
	OL-CONV-ADD	KMX CONVERTER PACKAGE, PARASOLID, DXF, AND VERIFY FOR OFFLINE - ADD'L OFFLINE SEAT	\$1,235	
	RISER-4	Riser Block, Knee Mill, 4"	\$909	
	RISER-6	Riser Block, Knee Mill, 6"	\$1,040	
	RISER-8	Riser Block, Knee Mill, 8"	\$1,172	
	SPRAY COOL	Fog Buster Spray Coolant System	\$968	
	TBLGRD-22	Tableguard/Interlock for K3 with KMX	\$1,051	
	USB MEM	TRAK USB DRIVE - 4.6GB	\$117	
	WISE-6	"Vise,6", Kurt DX6, Includes Mounting Hardware	\$1,268	
	Z-P/F-K3	Knee Power Feed, K3	\$1,051	
	EXT-WAR-YR2-K3KMX	EXTENDED WARRANTY - YEAR 2 K3KMX	\$1,257	
	TRAIN-SHOP-KMX	CUSTOMER IN-SHOP TRAINING, 4 HOURS (1 VISIT, 4 TRAVEL UNITS)	\$945	
1	EDU Discount	10% Educational Discount	-\$11,737	-\$11,737.00
		Pennsylvania CoStars Contract # 008-E24-1271		
		Sub-Total		\$105,631.00
		Sales Tax	0.0000%	\$0.00
		Freight Surcharge		\$1,000.00
		Freight / Crating	PA	\$8,780.00
		TOTAL		\$115,411.00

FOB: Factory / Standard Terms: Net 45 Days - On Approved Credit

Shipping Schedule:

Approximately 3-4 weeks ARO

TRAK - ProtoTRAK - CNC

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 6, 2024

8. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

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

First Name	Last Name	Job Title	Company	Shop/Program
Kevin	Harayda	Co-owner	Dan's Camera City	Commercial Art
Kolton	Mast	CNC machinist	Jenkins Machine	Precision Machining
Nicole	Studinger	Sr. Account Executive	Viamedia	Social Media Marketing

MOTION BY: Director White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2024

9. CONFERENCE REQUESTS

RECOMMENDATION:

That John Karb, Protective Services Instructor, be granted permission to attend Instructor Recertification Training for Expandable Baton, Handcuffing and Pepper Spray in Lancaster, PA from March 10 through March 13, 2024, offered by Personal Protection Consultants, Inc. The approximate cost is \$1,590.55.

That Adam Lazarchak, Executive Director, along with a team consisting of staff members Michael Galler, Susan Fahrenkopf, Angela Thom, Jim Gurcsik, Dario Chavez, Meri Lindenmuth, Brian Moser and Bob Kulick, be granted permission to attend the Southern Regional Education Board (SREB) Making Schools Work Conference from July 9 through July 12, 2024 in Nashville, Tennessee. This team of staff members has applied to present at the conference on the topic of crafting a positive and inclusive school climate. The approximate cost is \$2,000 per person. A discounted registration fee is available for conference presenters.

Any conference request listed above is in the budget.

MOTION BY: Director White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2024

10. REVISED 2023-2024 SUBSTITUTE EMPLOYEE SALARY SCHEDULE
RECOMMENDATION:

It is recommended that the Joint Committee approve the revised Substitute Employee Salary Schedule for 2023-2024, effective February 5, 2024.

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

Substitute Teacher

Full Day

1-10 days \$120.00 per day
11 + days \$130.00 per day

Half Day

1-10 days \$70.00 per half day
11 + days \$80.00 per half day

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

Full Day

20-45 days \$155.00 per day
45+ days \$175.00 per day

Half Day

20-45 days \$93.00 per half day
45+ days \$105.00 per half day

Substitute Teacher - Licensed Cosmetology Instructor

Full Day

\$175.00 per day

Half Day

\$87.50 per half day

Substitute Construction Management Instructor

Full Day

\$175.00 per day

Half Day

\$87.50 per half day

Substitute Support

Substitute First Aide Officer \$22.50 per hour
Substitute Instructional Assistant \$13.50 per hour
Substitute Custodial \$13.50 per hour
Substitute Clerical \$13.50 per hour
Substitute Cafeteria \$12.50 per hour

MOTION BY: Director White

SECOND BY: Director Makary

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

Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2024

11. COPIER LEASE

INFORMATION:

The current copier lease with Canon will expire on May 31, 2024, and will require notification of termination within sixty (60) days of the lease end date that we do not wish to enter into another agreement. This lease includes a total of seven (7) Canon Copiers located in the Business Office (1), Teacher Resource Areas (4), and Graphic & Commercial Arts (2). We have met with several vendors to collect pricing for a new lease agreement to include replacement equipment for the mentioned copiers and one additional copier for the Administrative Assistant to the Executive Director's office. We request to move forward with Altek Business Systems, Inc., as after comparing several vendors offering Canon copiers using COSTARS pricing, they have the lowest overall cost (combined lease and maintenance cost) given our projected copier usage for a sixty (60) month lease.

RECOMMENDATION:

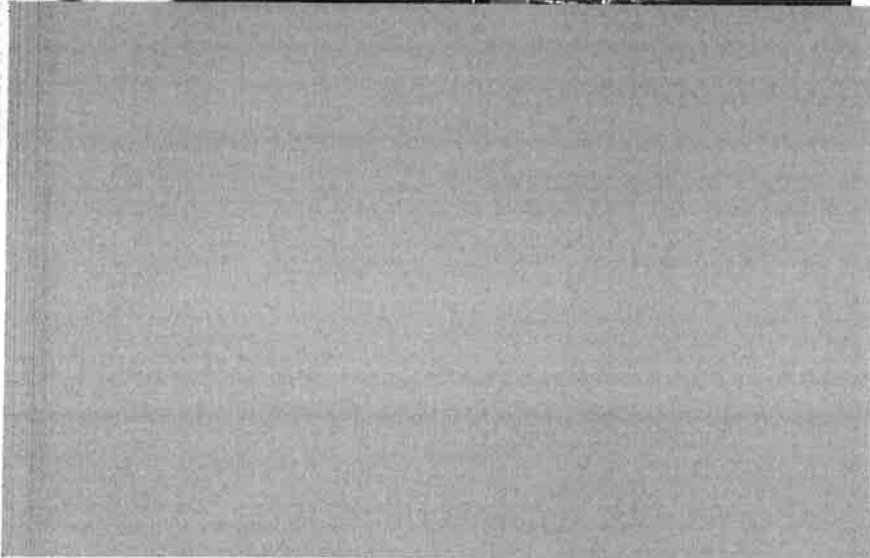
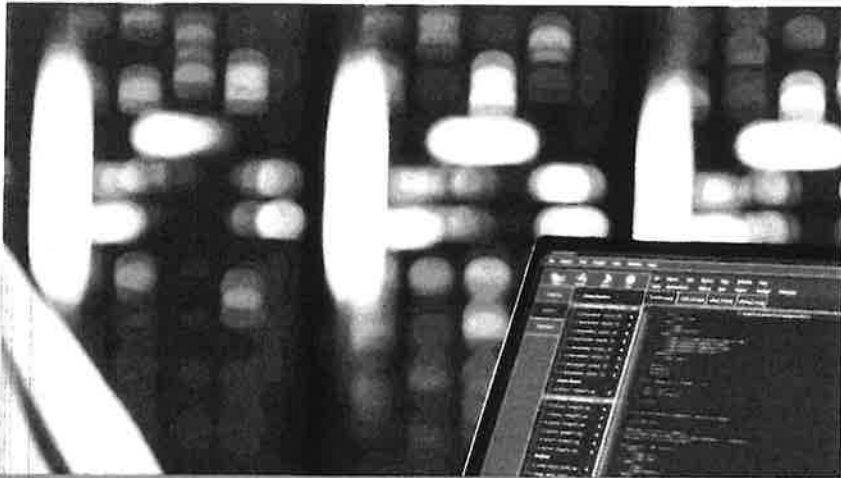
That the Joint Committee authorize the administration to sign the necessary documents to terminate the existing lease with Canon Solutions America as well as to enter into a new sixty (60) month lease agreement, including maintenance, with Altek Business Systems per the attached COSTARS Contract #001-E22-073 proposal.

MOTION BY: Director White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one



BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

2024 MFP Proposal For
Bethlehem Area
Vocational-Technical School





**Proposal Presented By: Altek
Business Systems, Inc**

Primary Contacts:

**Brianna Leschak
Bleschak@altekimaging.com
267-410-0219**

**Scott Flaherty
Sflaherty@altekimaging.com
484-707-8439**



3 DECADES OF TRUST

Altek Business Systems was founded in 1991 by Ray Derstine with the goal of providing the best service and solutions to their customers. Our focus over the last 30 years has been creating custom tailored workflows, including state-of-the-art **Managed IT**, **Document Management**, and **Print Technology** within individual businesses to aid in their growth. We understand technology is the strategic advantage a company needs to be successful and support their community.



WHY CHOOSE US?

CUSTOMER SATISFACTION

Everyone says their service is the best, but we have the scores to prove it. Net Promoter Score is a customer satisfaction survey used by companies such as Amazon, Costco, and USAA. This is how we track our customer satisfaction. Over the last 5 years, we have received a score of over 95, which puts us in the top 3% of companies in North America.

NATIONAL PARTNERS WITH LOCAL SERVICE

The national partners we work with not only provide great product, but you can be confident that when you need support, you deal directly with us. With friendly staff located right in Telford, Allentown, and Philadelphia, you can be sure you will deal with a trained, local professional when you need it most.

FULL SERVICE TECHNOLOGY PROVIDER

When it comes to office technology, Altek does it all. We offer and support everything from desktop printers to production machines, full Managed IT, Electronic Document Management, and VOIP Services. We tailor all of this to the best strategy for your business, and we provide excellent support along with it.

REMOTE FLEET SERVICES

Predictive Insights allows Altek to be proactive in your device support. Never worry about running out of toner again with remote monitoring of your devices. Have a jam? We will know about your machine errors before you can. New Windows update? We can update your machines firmware remotely, to ensure it continues to work without any down-time.

PARTS AVAILABILITY

Nothing is worse than when your machine breaks, except when your machine doesn't get fixed correctly. With Altek's equipment technicians, you can be confident we will resolve the issue the first time. All our technicians travel with a fully stocked vehicle with over \$7,000 of parts and supplies, to guarantee we can fix your device quickly and get you back to work.

MULTI MANUFACTURER

We have partnered with leading industry manufacturers for each service we provide and evaluate your business and place the best products for you, not the only ones we carry. We use global proven companies such as Microsoft, Canon, Xerox, Kyocera, and Dell to create the best technology plan for your business.

MEET YOUR TEAM

KEY PERSONNEL TO SUPPORT YOU



RAY DERSTINE

PRESIDENT

Ray founded Altek in 1991 with the mission to offer the best service and solutions for their customers. He and the entire team's sole focus is to provide custom technology within individual businesses to aid them in growth.

rderstine@altekimaging.com

267-718-6060



SCOTT FLAHERTY

CHIEF OPERATIONS OFFICER

Scott's focus is to support Altek's sales, service, and internal administration. He monitors Analytics and Reporting, ensuring quality and precision. His focus is guaranteeing customers are receiving the best experience possible.

sflaherty@altekimaging.com

484-707-8439



BRIANNA LESCHAK

SENIOR ACCOUNT ASSOCIATE

Brianna is there to ensure customer satisfaction, training, and overall knowledge of the machines is always top notch. Brianna is available for training, support, and customer service at a email, call, or text. She will be your go to contact.

bleschak@altekimaging.com

267-410-0219



ADAM VOLPE

VICE PRESIDENT OF SALES

Adam ensures all of Altek's customers are trained, satisfied, and kept up to date with the current software and hardware capabilities. Adam is available for any customer service questions and works alongside your dedicated team to ensure fast, timely service, low downtime, and all your employees are comfortable with their machines.

avolpe@altekimaging.com

215-721-9355



ALEXIS CLEMMER

SALES ADMINISTRATIVE ASSISTANT

Lexi is Altek's assigned administrative assistant to assist with any billing, contract, invoice, scheduling, or other administrative needs.

aclemmer@altekimaging.com

215-721-9355



SUSAN MERRITT

CUSTOMER RELATIONS

Susan works directly with all of Altek's customers to ensure every piece of their current technology is working to its full capability. She monitors active contracts, leases, service toner needs, equipment and software requirements.

smerritt@altekimaging.com

215-721-9355



FRANK SCHWARTZ

SERVICE MANAGER

Frank works closely with our technicians to assist on service calls through phone, FaceTime, and messaging. He also works directly in the field, supporting advanced challenges, securing proper solutions and response time.

fschwartz@altekimaging.com

215-721-9355



RICARDO LOPEZ

HELP DESK MANAGER

Ric is Altek's Onsite Help Desk Manager. With a dedicated local helpdesk, Ric ensures any IT issues are resolved in a timely manner while maintaining the integrity of our customers security. Ric will ensure our IT Department will work hand in hand with NJSBA on any issues.

rlopez@altekimaging.com

215-721-9355



JAKE UWANAWICH

NETWORK CONNECTIVITY SPECIALIST

Jake is one of Altek's Kyocera, Xerox, Canon, HP, Papercut, and Wide Format Specialists. He is also our Fiery expert. He works directly with our Service team to troubleshoot, repair, and maintain machines both on site and remotely.

juwanawich@altekimaging.com

215-721-9355



JUSTIN MORRIS

SENIOR SERVICE TECHNICIAN

With over 10 years of experience, Justin is certified on Kyocera's and Xerox's.

jmorris@altekimaging.com

215-721-9355



PRODUCTION MASTER TECHNICIAN

With over 15 years of experience as a technician, Chris is our master production technician certified in Canon & Kyocera. He is a trained professional technician in both office and production and able to ensure top quality performance. At the time of delivery, he tests each machine and provides basic training with all employees.

Coleary@altekimaging.com

215-721-9355



MIKE MAGLIO

FIELD SERVICE SUPERVISOR

Mike is a certified master technician with over 20 years of experience in the field. Mike is there to assist any time a service issue can't be fixed immediately or the first time. His knowledge of machines allows him to bring top quality troubleshooting.

mmaglio@altekimaging.com 215-721-9355



ROBERT VINE

PARTS AND INVENTORY MANAGER

Bobby will be directly involved in ensuring that Bethlehem Votec always has the toner and parts needed to have a 99% uptime. Bobby uses predictive technology to ensure that parts, toner, and supplies are always available within one business day for any and all machines that NJSBA has.

rvine@altekimaging.com 215-721-9355



XAVIER DERSTINE

WAREHOUSE AND DELIVERY COORDINATOR

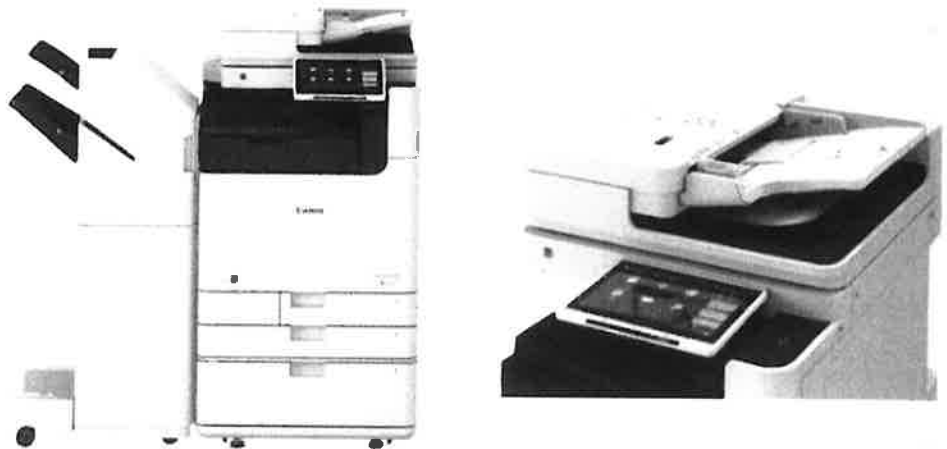
Xavier will be directly involved during the implementation process of the new machines. He will work directly with the staff of Bethlehem Votec to coordinate logistics, complete site surveys to ensure as little downtime as possible.

xderstine@altekimaging.com 215-721-9355



Proposed Office Machine Solution

**ALTEK COSTARS CONTRACT #
001-E22-073**



LOCATION	ITEM	DESCRIPTION
Copy Room 1 , Copy Room 2, Business Office	Canon imageRUNNER ADVANCE DX C5860i	60 Pages Per Minute Color 200 Sheet Dual Scan Document Processor Print up to 12"x18"
	High Capacity Cassette Feeding Unit-C1	Machine will be equipped with (2) user-adjustable 550-sheet paper cassettes and 1 additional 2,450 sheets of LTR sized paper capacity up to 140lb.
	Staple Finisher-AB2	Offers two output trays holding up to 3,250 sheets. Corner and double stapling up to 50 sheets, Staple-free Stapling up to 8 sheets, and a manual Staple On Demand function up to 50 sheets.
	Hole Punch	2/3 Hole Punch
Student Services & Annex Copy Room	Canon imageRUNNER ADVANCE DX C5860i	60 Pages Per Minute Color 200 Sheet Dual Scan Document Processor Print up to 12"x18"
	Cassette Feeding Unit- AQ1	Machine will be equipped with (4) user-adjustable 550-sheet paper cassettes.
	Staple Finisher-AB2	Offers two output trays holding up to 3,250 sheets. Corner and double stapling up to 50 sheets, Staple-free Stapling up to 8 sheets, and a manual Staple on Demand function up to 50 sheets.
	Hole Punch	2/3 Hole Punch
Receptionist Desk & Commercial Art	Canon imageRUNNER ADVANCE DX C5840i	40 Pages Per Minute Color 200 Sheet Dual Scan Document Processor Print up to 12"x18"
	Cassette Feeding Unit & Cabinet Stand	(Commercial Art): Machine will be equipped with (4) user-adjustable 550-sheet paper cassettes. (Receptionist Desk): Machine will be equipped with (2) user-adjustable 550-sheet paper cassettes along with a cabinet stand.
	Inner Finisher & Staple Finisher AB2	(Commercial Art): External finishing (Receptionist Desk): Internal finishing up top 545 Sheets
	Hole Punch	2-3 Hole Punch

Proposed Solution
for Production
Graphic
Communications

Canon



ITEM	DESCRIPTION
Canon ImagePress V700	70 Pages Per minute
Booklet Finisher AG1	The booklet finisher carries out all the functions of the finisher with the added ability to produce saddle-stitched booklets of up to 25 sheets/100 pages (80 gsm).
Color Image Reader P1 Set	color flatbed scan unit and 200-sheet automatic duplex document feeder (Single-Pass Duplex Scan) equipped with double feed paper detection.
POD Deck Lite C1 Set	The Paper Deck Lite-C1 attaches to the lower right side of the main unit (with no POD Decks installed), and provides an additional 3,500 sheets of paper. (20 lb. bond). Includes POD Deck Attachment Kit-C1
Stack Bypass D1	Stack Bypass with a maximum capacity of 250 sheets.
Puncher Unit BS1 (2/3H)	This internal hole-puncher for the Finisher-AG1 and Saddle Finisher-AG1 allows for 2 & 3 hole-punching.
Documentation Insertion Unit-R1 Set	The document inserter enables heavy and pre-printed media from a different source to be added to jobs, for an added professional touch. Paper size: 11x17, 12x18, 13x19, LGL, LTR, LTR-R, EXE, Custom Size (7.2 x 7.2" - 13" x 19.2") Paper Weight: 18 lb. Bond - 110 lb. Cover Paper Capacity: 200 sheets x 2 trays (20 lb. bond) Includes Inserter Opcon Kit
Fiery Impose & Compose	Bundle that combines Fiery Impose and Compose. Fiery Compose gives you intuitive tools that make advanced document preparation simple and quick. Fiery Impose is an intuitive document imposition that automates prepress tasks.
IPR SERVER P400 & Control Panel Set	Fiery based piggy-back print controller designed for print for pay & in-house print that require high productivity and accurate color output. Supports PCL and Adobe PS3 printing

LEASE OPTIONS



Price Includes Canon Equipment & Paper/cut Solution	
MONTHLY LEASE PAYMENT	LEASE TERM

\$2,028.59

60 Months

ALL Canon Maintenance Option	
BLACK & WHITE COVERAGE	COLOR COVERAGE

0.0046	0.0253
--------	--------

Included on all 8 MFP's

- Included in monthly equipment cost for all office MFP's & current owned Canon in the technology lab.
- Badge Readers
- Offers Follow Me Print
- User Tracking, group tracking
- Access to see what individuals print.
- Fob access to release with backup pin codes for each user
- Abundance of reporting
- Options for guest printing
- Unlimited support and installation included in monthly pricing.
- Option to limit color usage, b/w usage.

PaperCutTM



- Return of current leased Canons back to leasing company. Shipping back at no additional charge
- Delivery of new machines to coordinate with current lease end date.
- All Maintenance (8 MFPS's including owned Canon & Production Canon)
- Included in CPC payment at no additional charge: Staples, Waster Toner, & Freight Fee
- Full installation & setup on new leased machines
- OEM parts and labor (no 3rd party)
 - Dedicated on site supply storage to always have back up items on hand.
- Networking all users onto new machines
- Semi-annual preventative maintenance visits will be scheduled to check the internal hardware of all machines to avoid future downtime.
- Installation of PaperCut to all MFP's
 - Copy room 1, copy room 2, commercial art, business office, student services, annex copy room, receptionist desk & technology lab (owned machine)
 - Badge readers to be included on all machines.
- Unlimited Service Calls
- Guaranteed service response time is 3.5 hours.
 - Loaner machines to be supplied at no cost if MFP's cannot be repaired within 2 business days.
- Optional quarterly reviews are offered to ensure your needs are met.
- Unlimited training in person on all machines (including detailed training on production copier)

Souderton Area School District

760 Lower Rd, Souderton, PA 18964

Mike Taylor: Director Of Business Affairs

mtaylor@soudertonsd.org

215.723.6061

Mercy Career & Technical High School

2900 W. Hunting Pak Ave, Philadelphia, PA 19129

Sean Carchidi: Director of Information Technology

scarchidi@mercycte.org

215.226.1225

Atas Manufacturing

6612 Snowdrift Rd, Allentown, PA 18106

Rusty Johnson: Director of Information Technology

Rjohnson@atas.com

610-395-8445



Altek understands you have the opportunity to work with any company, but we hope you chose to partner with us. We emphasize our efforts into providing award-winning service. Everyone says their's is the best, but we have the scores to prove it. New Promoter Score is a customer satisfaction survey used by companies such as Amazon, Costco, and USAA. This is how we track our customer's satisfaction. Over the last 5 years, we have received a score of over 97, **which puts us in the top 2% of companies in North America!**

Google Reviews – Brianna

- “ “ *Great & friendly service. Our rep Brianna has been very helpful throughout the process of getting our equipment upgraded. – Thomas Grim*

- “ “ *We were referred to Altek by a colleague and glad we decided to go with them. Brianna Leschak is such a terrific sales person and if you ever need anything she is there to help! Great company! – Tanya*

- “ “ *Although we have only worked with Altek for a short while, they have treated us like an important customer they have had for years. Altek has a wide range of available products that are very competitive for the market. They include excellent service when needed, in very responsive manner. I hope to work with them even more in the future. – Andrew Webber*

- “ “ *Altek is a great company to work with. Brianna does a tremendous job following up quickly, and getting us the equipment we need. – Chris Grover*

- “ “ *The Team here at Comfort Generation LLC love Brianna! Not only did she help us get a new copier, she helped us score an awesome IT team as well! Thank you Brianna for everything! –Holly Holderman*

Google Reviews – Altek Team

- “ “ *Altek is a do-it-all, final solution company who makes it simple to get things going and keeping it that way. The rates are competitive and sign up was easy. Once done, the all-in-1 machine was delivered and networked within a few hours. I had very little configuration to do myself and everyone is quick to respond to maintenance issues. – Jeff B*

- “ “ *We have been with Altek for many years and have received quality products and service. If anything goes wrong (and that is rare), I can make a phone call to Sue in the service department and she will solve the problem as soon as possible I highly recommend Altek! – Zwingli UCC*

- “ “ *The service department at Altek is top of the line. The service manager is very knowledgeable and the technicians are always quickly dispatched. Our copier went down yesterday morning. Altek had the technician here where he diagnosed the problem, pinpointed the source and had us running before 10am. Thank you! – Kathy L*

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 6, 2024

12. CONTINUING EDUCATION:

a. COURSE APPROVAL

RECOMMENDATION:

That the following courses be approved for Spring 2024:

Course Name	Course Hours	Tuition and Materials Fee
FAA Drone License Prep	10	\$300
Masonry Fireplaces & Pizza Ovens	35	\$600
DIY Home Repairs	52	\$900

b. ENROLLMENT AGREEMENT

RECOMMENDATION:

That the attached Enrollment Agreement be approved. This agreement is necessary in order for the student to enter into a contract with a lending source to assist in funding their CDL license training.

c. 2023-2024 CONTINUING EDUCATION INSTRUCTORS

RECOMMENDATION:

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

Name	Course	Salary
Ross Dartouzos	DIY Home Repairs	\$27.00/hour

MOTION BY: Director White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one



Student Enrollment Agreement

3300 Chester Ave. • Bethlehem, PA 18020 • 610.866.8013 Ext. 111
 2756 Rimrock Dr. • Stroudsburg, PA 18360 • 570.894.3676

Last Name: _____		First Name: _____	
Address: _____			
City: _____	State: _____	Zip: _____	County: _____
Date of Birth: ____/____/____		Social Security Number ____-____-____	
Driver's License Number: _____		State: _____	
Phone Number: _____-_____-_____			
Email Address: _____@_____			

Admission: Applicants for admission to the CDL program MUST meet the following requirements: At Least 18 Years of Age, Valid Driver's License, DOT Approved Driving Record, Be able to Pass DOT Physical, DOT Background Check and DOT 5 Panel Drug Screening.

Class of License Desired: (Check One in Each Section) Class A Class B / Truck Type: Automatic Manual

- Endorsements:**
- H - Required to drive a vehicle with Hazardous Materials signs (you must be 21 years of age).
 - N - Required to drive a tank vehicle.
 - T - Required to drive double and triple trailers.
 - P - Required to drive a vehicle designed to carry 16 passengers or more, including the driver (buses).
 - S - Required to drive a school bus designed to carry 11 passengers or more, including the driver.
 - X - Combination of the Hazardous Materials and Tank Vehicle endorsements (you must be 21 years of age).

Desired Program Start Date: ____/____/____

Best-time of Week: Week-days Week-ends **Best-time of Day:** Morning Afternoon Evenings

Total Program Hours: In-the-Truck Lessons 2 hrs. ea. / Maximum Training 40 hrs. (Includes On-line & In-Person Training)

Payment Source			
Source of Payment (check one)			
<input type="checkbox"/> Self-Funded	<input type="checkbox"/> Employer	<input type="checkbox"/> CareerLink / Agency	<input type="checkbox"/> Financed

Break Down of Fees

Registration: \$300.00 (Includes all charges and services related to: Driver's Record Check, DOT Physical, PA Background Check and DOT 5 Panel Drug Screening) The registration fee is non-refundable.

Tuition: \$6,000.00 (Includes: Permit Test, ELDT Course, Pre-Trip/Range Time, Simulator Time, Over-the-Road Driving and Final Road Test) (does not include retake of the road test if required)

Loan Origination Fee: \$600.00

Refund Policy

Student must pay the registration fee and complete all required tests and checks. The registration fee is non-refundable.

100% refund of tuition only prior to the start of any course work.

90% refund of tuition only prior to the start of any in-person training (Part 2) which includes: simulator, training videos, etc.

80% refund of tuition only prior to the start of (Part 3) any behind-the-wheel training.

All refunds require 24-hour written notice via email to conted@bavts.org. No refunds will be given after the start of the behind-the-wheel training. All refunds will be issued via check within 60 days of given notice.

General Policies

Course Structure

Part 1:

ELDT Online Training Course and CDL Permit Prep (8-12 hrs.)

Obtains Driver's Record Check, DOT Physical, PA Background Check, DOT 5-Panel Drug Screening and CDL Permit (2-4 hrs.)

Part 2:

Simulator, Permit Review if Needed, Training Videos, Review ELDT Training for Comprehension, Pre-Trip, Range and Rules and Regulations of the Road (6-10 hrs.)

Part 3:

Pre-Trip, Range Training and Over-the-Road (12-16 hrs.)

Part 4:

Road Test Review and Road Test (2-4 hrs.)

Attendance Policy

Students are required to show-up 15 minutes prior to the start of every session. Failure to show-up on time without giving 12-hour notice will result in an \$25.00 late fee. There will be a one-time exception with proper documentation (emergency medical note or other legal documentation related to the emergency late that did not allow for 12-hour notice). Notice via a phone call to 570-894-3676.

Students are required to give 24-hour notice if unable to attend a scheduled class. If notice is not given, the student will be charged a \$50.00 absence fee. There will be a one-time exception with proper documentation (emergency medical note or other legal documentation related to the emergency absence that did not allow for 24-hour notice). Notice via a phone call to 570-894-3676.

Student Code of Conduct

No Smoking on School Grounds or in Trucks

Conduct Yourself in a Professional Manner

Do Not Argue, be Disrespectful or Fighting with Staff or Other Students

No Use of Alcohol 24 hours Prior to Lessons

No Use of Prescription Drugs Labeled as "Not to Drive while Using" 24 hours Prior to Lessons

No Use of Illegal Drugs

No Use of Profanity while on School Grounds or in the Trucks

Student Dress Code

No Clothing with Offensive Slogans or Drawings

No Tank Tops or Shorts

No Open Toed Shoes or Shoes without Backs

Maintain Good Personal Hygiene

Reason for Termination

Meeting with School Director with One Warning Prior to Termination

2 Unexcused Lateness or Absences

Not Following the Student Code of Conduct or Dress Code

Immediate Termination

Theft, Purposeful Damage or Destruction of Student, School Property

Failure of the DOT 5 Panel Drug Screen

Reporting to School Under the Influence of Drugs or Alcohol

Career Services

Resume Assistance

Assistance in Job Searching Skills

Placement assistance is provided, however the school Does Not Guarantee Job Placement.

Language

All Instruction and the Road Test are given in English. There are staff members who speak Spanish available to give basic assistance, but the student MUST be able to Communicate in English.

Complaints

All Complaints MUST be in Writing and Emailed to conted@bavts.org within 3 days of the occurrence. You will receive a response within 2 business days.

Acknowledgment

I understand and accept that I am entering into a legal binding contract for training for a CDL License.

Student's Name (please print): _____

Student's Signature: _____ Date: ____/____/____

Acceptance of Enrollment

School Official's Name (please print): _____

School Official's Title: _____

School Official's Signature: _____ Date: ____/____/____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2024

13. 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 White
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Recchiuti, Schenkel, White, Dettmar, Makary, Soldridge
– six; Nay: none; Abstain: Director Demko - one

Health and Safety Plan Summary:

Bethlehem Area Vocational-Technical School

Initial Effective Date: August 4, 2021

Date of Last Review: February 6, 2024 (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. <u>Modifying facilities to allow for 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 February 7, 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

February 6, 2024

J.1. INFORMATIONAL ITEM – STUDENT PARKING EXPANSION & IMPROVEMENTS

INFORMATION:

The administration has asked D’Huy Engineering to explore the proposed student parking expansion and traffic improvement project and may request to proceed with the project at the March meeting. This is included in the proposed expansion project budget, but we may want to expedite the completion of this project to address immediate student parking needs and student safety concerns.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 6, 2024

J.2. WORK PROJECT REPORT

INFORMATION:

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

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

*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits										
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date	Paid Status
24-1	Mike Galler	Culinary	12 Month Staff Luncheon - 35 people 8/17/23		4	08/17/23	\$ 525.00	\$525.00		PAID
24-2	Heather Burkhardt	Baking	2-3 Trays of Baked Goods for Northampton OH 8/24/23		4	08/24/23	\$ 100.00	\$100.00		PAID
24-3	Jim Gurcsik	Graphics	65 shirts for food truck	08/28/23	4	10/16/23	\$ 370.00	\$370.00		PAID
24-4	Heather Burkhardt	Baking	Liberty Open House 9/13/23	08/30/23	4		\$ 100.00	\$100.00		PAID
24-5	Heather Burkhardt	Baking	Freedom Open House 9/6/23	08/30/23	4	09/06/23	\$ 100.00	\$100.00		PAID
24-6	Karen Mustonen	Graphics	Uniforms Embroidered	08/31/23	4			\$0.00		VOID
24-7	Jeff Bower	Graphics	Decals NOT INTERFUND	09/05/23	4	10/13/23	\$ 18.00	\$24.38		Paid 10/16/23
24-8	Susan Fahrenkopf	Baking	Baked goods for Board Meeting 09/05/23	09/05/23	4	09/05/23	\$ 40.00	\$40.00		PAID
24-9	Dana Huber	Graphics	Directional arrow signs	09/07/23	4		\$ 18.00	\$18.00		VOID
24-10	Heather Burkhardt	Baking	Baked goods for Northampton MS Open House (9/14/23)	09/11/23	4		\$ 200.00	\$200.00		PAID
24-11	Susan Fahrenkopf	Baking	Breakfast for CTE Meeting 9/29/23	09/15/23	4		\$ 12.00	\$12.00		PAID
24-12	Susan Fahrenkopf	Food Truck	Light refreshments for Electric Car reveal	09/18/23	4	09/20/23	\$ 700.00	\$700.00		PAID
24-13	Student Services	Graphics	Window cling covering	09/21/23	4	01/17/24	\$ 144.00	\$144.00		
24-14	Jeff Bower	Graphics	Fire elevator signs	09/21/23	4	10/13/23	\$ 10.00	\$10.00		PAID
24-15	Susan Fahrenkopf	Graphics	Screen Print Shirts	09/27/00	4			\$0.00		
24-16	Susan Fahrenkopf	Baking	Baked goods for JC Meeting	09/28/23	4		\$ 40.00	\$40.00		PAID
24-17	Mike Galler	Baking	Baked Goods for OAC Meetings 10/9 & 10/10	09/28/23		10/11/23	\$ 480.00	\$480.00		PAID
24-18	Dario Chavez	Baking	Desserts for NTHS Induction Ceremony NOT INTERFUND	09/28/23	4			\$0.00		Paid by PO
24-19	Mike Galler	Food Truck	OAC 10/9 & 10/10	09/28/23	4	09/11/23	\$2,200.00	\$2,200.00		PAID
24-20	Dario Chavez	Culinary	Food for NTHS Induction Ceremony 10/12 NOT INTERFUND	09/28/23	4			\$0.00		Paid by PO
24-21	Angela Thom	Culinary	Provide snacks for Skills USA Members	09/28/23	4			\$0.00		Paid by PO
24-22	Jalissa Kuehner	Comm. Art	Painting a mural in the School Store	10/02/23	4			\$0.00		
24-23	Heather Burkhardt	Baking	Baked goods for Freedom Career Fair (10/04/23)	10/03/23	4		\$ 30.00	\$30.00		PAID
24-24	Glenn Milositz	Graphics	Windo coverings for classroom doors	10/05/23	4	11/06/23	\$ 420.00	\$420.00		PAID

24-25	Adam Lazarchak	Food Truck	Food Truck event for Freedom / Liberty game (10/28/23)	10/06/23	4	10/28/23	\$ 750.00	\$750.00	PAID
24-26	Dario Chavez	Culinary	Taco Bar for winners of NTHS Field Day (10/06/23)	10/06/23	4	10/06/23	\$ 225.00	\$225.00	Paid by PO
24-27	Heather Burkhardt	Food Truck	Food Truck for BBBS visit (10/17/23)	10/06/23	4	10/17/23	\$ 380.00	\$380.00	PAID
24-28	Adam Lazarchak	Food Truck	Board Members that came to Food Truck on 10/03/23	10/03/23	4	10/03/23	\$ 92.00	\$92.00	PAID
24-29	Dean Ruch	Graphics	2 sets of NCR forms	10/11/23	4	10/16/23	\$ 46.00	\$46.00	PAID
24-30	Susan Fahrenkopf	Baking	Baked goods for Little Pink Dress Party (10/24/23)	10/11/23	4	10/24/23	\$ 800.00	\$800.00	PAID
24-31	Cops N Kids	Baking	Cupcakes (11/17/23)	10/11/23	4	11/17/23	\$ 100.00	\$100.00	PAID
24-32	Susan Fahrenkopf	Graphics	Screen Print T Shirts for Open House (10/25/23)	10/11/23	4	10/20/23	\$ 110.00	\$110.00	PAID
24-33	Jaime Vlasaty	Baking	600 Baked Goods (10/20/23)	10/11/23	4	10/13/23	\$ 600.00	\$600.00	PAID
24-34	Heather Burkhardt	Baking	Baked goods for BBBS (10/17/23)	10/04/23	4	10/17/23	\$ 75.00	\$75.00	PAID
24-35	Susan Fahrenkopf	Baking	Baked goods for November Board Meeting (11/8/23)	10/20/23	4		\$ 40.00	\$40.00	PAID
24-36	Susan Fahrenkopf	Baking	Breakfast for CTE Directors (11/17/23)	10/20/23	4		\$ 12.00	\$12.72	PAID
24-37	Jesse Schneck	Bldg. Trad	Safety Glass Holder	10/24/23	4		\$ 10.00	\$10.00	PAID
24-38	Karen Mustonen	Graphics	Tags for Cookies for Saucon	10/11/23	4	10/26/23	\$ 50.00	\$50.00	PAID
24-39	Maria Womer Stiffinella	Graphics	Wall stickers	10/26/23	4	11/29/23	\$ 25.00	\$25.00	PAID
24-40	Jalissa Kuehner	Graphics		10/26/23	4	10/25/23	\$ 20.00	\$20.00	PAID
24-41	Culinary	Graphics	BEO Work For October	10/30/23	4		\$ 3.00	\$3.00	PAID
24-42	Food Truck	Graphics	BEO Work For October	10/30/23	4		\$ 7.00	\$7.00	PAID
24-43	Culinary (Billed to Masonry)	Masonry	Pizza Oven	11/01/23	4			\$0.00	
24-44	Connie Muschko	Culinary	Veterans Day Luncheon	11/07/23	4		\$ 350.00	\$350.00	PAID
24-45	Heather Burkhardt	Culinary	Counselor Luncheon (12/7 & 12/8)	11/07/23	4	12/08/23	\$ 480.00	\$480.00	PAID
24-46	HOSA	Graphics	Basket Bingo Tickets	11/08/23	4			\$0.00	VOID
24-47	Dario Chavez (NTHS)	Graphics	Shirts printed	11/09/23	4			\$0.00	
24-48	Jeff Bower	Graphics	20 decals for towel dispensers	11/13/23	4	11/21/23	\$ 20.00	\$20.00	PAID
24-49	Karen Mustonen	Graphics	Pie Decals	11/20/23	4	11/21/23	\$ 19.50	\$19.50	PAID
24-50	Susan Fahrenkopf	Culinary	Luncheon for stakeholders (12/12/23)	11/21/23	4	12/12/23	\$ 450.00	\$450.00	PAID
24-51	Dana Huber	Graphics	Business cards for Dana & Lauren	11/21/23	4	12/13/23	\$ 9.00	\$9.00	NOT INTERFUND

24-52	Susan Fahrenkopf	Baking	Baked goods for JC Meeting	11/21/23	4	11/06/23	\$ 40.00	\$40.00	PAID
24-53	Susan Fahrenkopf	Baking	Baked goods for Directors Meeting (12/15/23)	11/01/23	4	12/15/23	\$ 12.00	\$12.00	PAID
24-54	Deb Miller	Graphics	100 gift certificates	11/28/23	4	11/29/23	\$ 10.00	\$10.00	PAID
24-55	Dana Huber (Rotary)	Culinary	Rotary lunch (1/31/24)	11/29/23	4			\$0.00	
24-56	Dana Huber (Adult Ed)	Graphics	Gift Certificates	12/01/23	4	12/06/23	5.00	\$5.00	NOT INTERFUND
24-57	Heather Burkhardt	Baking	Beverages & Baked Goods for Fast Track M&G (1/11/24)	12/08/23	4		60.00	\$60.00	
24-58	Jeff Bower	Culinary	Dessert for Facilities Management Meeting (3/14/23)	12/11/23	4			\$0.00	
24-59	Jeff Bower	Culinary	Lunch for Facilities Management Meeting (3/14/23)	12/11/23	4			\$0.00	
24-60	Karen Mustonen	Graphics	100 Peanut Allergens stickers	12/12/23	4	12/19/23	8.00	\$8.00	PAID
24-61	Jen Stilgenbauer	Baking	100 gingerbread men for lesson	12/18/23	4	12/22/23	500.00	\$500.00	PAID
24-62	McGraw/ Irwin	Baking	60 gingerbread men for lesson	12/18/23	4	12/22/23	300.00	\$300.00	PAID
24-63	Susan Fahrenkopf	Graphics	180 holiday cards	12/19/23	4	12/19/23	20.00	\$20.00	PAID
24-64	Emily Hough	Graphics	Shirts and hoodies for Web Design	12/19/23	4			\$0.00	
24-65	Moreen Wheatley	Baking	100 gingerbread men for lesson	12/20/23	4	05/14/01	\$ 500.00	\$500.00	PAID
24-66	Culinary	Graphics	BEO Work For December	12/20/23	4	12/20/23	61.00	\$61.00	PAID
24-67	Kurt Samson	Culinary	Food for party (12/21/23)	12/20/23	4	12/21/23	80.00	\$80.00	PAID
24-68	Robert Kulik	Culinary	Food for party (12/21/23)	12/20/23	4	12/21/23	80.00	\$80.00	PAID
24-69	Angela Thom	Culinary	Food For Navigation Nights (1/16/24)moved to March	12/21/23	4			\$0.00	
24-70	Angela Thom	Baking	Food For Navigation Nights (1/16/24)moved to March	12/21/23	4			\$0.00	
24-71	Susan Fahrenkopf	Baking	Continental breakfast for CTE meeting (1/19/24)	12/21/23	4			\$0.00	CANCELLED
24-72	Susan Fahrenkopf	Baking	Desserts for Joint Committee Meeting (1/03/24)	12/21/23	4		40.00	\$40.00	
24-73	Heather Burkhardt/Marketing	Baking	Baked goods for Freedom 8-9 grade orientation (1/17/24)	01/04/24	4		100.00	\$100.00	
24-74	Brian Moser/Skills USA	Graphics	3 Banners for Championship Display	01/09/24	4		168.00	\$168.00	
24-75	Heather Burkhardt/Marketing	Baking	St. Anne's Tour Luncheon (03/13/24)	01/10/24	4			\$0.00	
24-76	Dana Huber/Rotary	Baking	Dessert for Rotary meeting (1/31/24)	01/12/23	4			\$0.00	
24-77	Susan Fahrenkopf	Culinary	Lunch for 7 people (2/21 - Bracalante Manufacturing)	01/23/24	1			\$0.00	
24-78	Jesse Schneck	Graphics	Snap Frame	01/23/24	1			\$0.00	

24-79	NTHS (Dario Chavez)	Graphics	Carbs for Karb tickets	01/26/24	1	01/26/24	30.00	\$30.00	
24-80	Bake Shop	Graphics	Labels for Products	01/26/24	1	01/26/24	16.00	\$16.00	
24-100	Terry Wagner	Culinary	Catering for baby shower (09/09/2023)	08/18/23	3		1,800.00	\$1,908.00	Paid 09/11/23
24-101	Mike Galler	Culinary	Wings for 25 People (09/01/23)	08/24/23	1	09/01/23	50.00	\$60.95	Paid 9/1/23
24-102	Bethlehem Rotary/Dana Huber	Baking	200 wrapped logo cookies for Taste & Tunes (Oct. 20th)	09/07/23	6	10/19/23		\$0.00	PAID
24-103	Dana Huber	Baking	150 wrapped embossed cookies (Oct. 12th)	09/07/23	1		300.00	\$300.00	Paid 10/12/23
24-104	Dana Huber	Culinary	Ribs, Carrots, Potatoes, Rolls for approx. 40 (Oct. 12th)	09/07/23	1	10/12/23	480.00	\$585.12	Paid 10/12/23
24-105	Dawn Sutter	Culinary	Food for small party (12/01/23)	09/08/23	1			\$0.00	VOID
24-106	Susan Fahrenkopf	Culinary	Bridges Luncheon (9/19/223) \$14.00x16people	09/05/23	3	09/19/23	224.00	\$237.44	Paid 09/25/23
24-107	Greta Wilmot	Culinary	No egg birthday cake	09/25/23	1	10/06/23	25.00	\$31.80	Paid 10/11/23
24-108	Emily Hough	Baking	4 Dozen cupcakes for September Birthdays	09/28/23	1	10/06/23	48.00	\$48.00	Paid 10/09/23
24-109	Emily Hough	Baking	5 Dozen cupcakes for October Birthdays	09/28/23	1	10/06/23	48.00	\$48.00	Paid 10/09/23
24-110	Heather Chilcote	Baking	24 Cream Cheese Cupcakes (10/04/23)	10/03/23	1	10/04/24	24.00	\$24.00	Paid 10/05/23
24-111	Debra Miller	Culinary	4 dozen cookies with recipes	10/05/23	1	12/04/23	24.00	\$24.00	Paid 12/04/23
24-112	Karen Tavares	Baking	1/2 Sheet Cake	10/23/23	1	10/27/23	30.00	\$30.00	Paid 10/28/23
24-113	Unity Bank	Baking	100 Cookies individually wrapped (10/25/23)	10/25/23	3	10/25/23	25.00	\$25.00	Paid 10/25/23
24-114	Emily Hough	Baking	Peanut Butter Chocolate cupcakes for November Birthdays	11/02/23	1	11/03/23	48.00	\$48.00	Paid 11/09/23
24-115	Dawn Sutter	Culinary	Side dishes to be warmed later (12/7/23)	11/07/23	1	12/07/23	100.00	\$106.00	Paid 12/04/23
24-116	Freedom Girls Soccer	Baking	Desserts for banquet (12/7)	11/13/23	6	12/07/23	210.00	\$210.00	Paid 12/08/23
24-117	Todd Egrty GLVADA	Culinary	Breakfast for meeting (11/29/23)	11/14/23	3		96.00	\$117.02	Paid 12/13/23
24-118	Meri Lindenmuth	Culinary	Cake	11/14/23	1	11/20/23	10.00	\$10.60	Paid 11/20/23
24-119	Barbara Clymer (BASD)	Baking	Assorted Christmas tray for 30	11/17/23	5	11/30/23	60.00	\$60.00	Paid 11/30/23
24-120	Susan Fahrenkopf	Culinary	Bridges Luncheon (12/19/23)	11/28/23	3	12/19/23	306.00	\$324.36	Paid 1/5/24
24-121	Al Renn	Baking	2 half sheet cakes	11/30/23	1	12/22/23	60.00	\$60.00	Paid 12/22/23
24-122	Jennifer Klo	Culinary	Garlic Parmesan Wing Sauce	12/01/23	1			\$0.00	
24-123	Emily Hough (EA)	Baking	2 dozen red velvet cupcakes for Dec. birthdays	12/04/23	1	12/05/23	48.00	\$48.00	Paid 12/18/23
24-124	Emily Hough	Baking	Maternity Sally Cake (12/08/23)	12/04/23	1	12/08/23	40.00	\$40.00	Paid 12/08/23

24-125	Dwayne Kemmerer	Culinary	Food for pick up (12/08/23)	12/01/23	3	12/08/23	600.00	\$731.40	Paid 12/11/23
24-126	Deb Miller	Culinary	Cookies	12/08/23	1	12/08/23	18.00	\$18.00	Paid 12/08/23
24-127	Greta Wilmot	Culinary	4 dozen Macaroons (12/22/23)	12/11/23	1	12/21/22	40.00	\$40.00	Paid 12/22/23
24-128	Deb Miller	Culinary	6 dozen pierogies	12/11/23	1			\$0.00	
24-129	Jahil Joubert	Baking	Birthday cake (12/22/23)	12/13/23	3	12/22/23	15.00	\$15.00	Paid 12/22/23
24-130	Emily Hough (EA)	Baking	3 dozen cupcakes for January birthdays	12/18/23	1	01/04/24	36.00	\$36.00	Paid 1/22/24
24-131	Judy Milositz (EA)	Baking	3 dozen cupcakes for February birthdays	01/23/24	1			\$0.00	
24-132	Deb Miller	Culinary	Tiramisu	01/29/24	1			\$0.00	
24-200	Paula Cuchran	Auto Tech	New Engine	08/10/23	1	12/19/23	4,169.88	\$5,083.08	Paid 12/22/23
24-201	Mike Galler	Auto Tech	Rav4 - Oil Change & Rotate Tires	08/21/23	1	09/11/23	46.67	\$56.89	Paid 09/12/23
24-202	Mike Galler	Auto Tech	Kia - Oil Change & Cabin Filter	08/21/23	1	09/01/23	30.00	\$36.57	Paid 09/05/23
24-203	Steve Mantz	Auto Tech	VW Beetle - Pre Inspection/ clicking noise in front brakes	08/29/23	1			\$0.00	
24-204	Craig Mosser	Auto Tech	Mazda CX5 - Oil Change	08/31/23	1	09/08/23	33.89	\$41.31	Paid 09/08/23
24-205	Karen Mustonen	Auto Tech	Acura TSX - Oil Change	08/31/23	1	09/14/23		\$5.30	Paid 09/14/23
24-206	Karen Mustonen	Auto Tech	Acura MDX - Oil Change	08/31/23	1	09/24/23	0.00	\$5.30	Paid 09/14/23
24-207	Jodi Williams	Auto Tech	Ford F150 - Pre Inspection	08/31/23	3	01/13/00	0.00	\$5.30	
24-208	Heather Chilcote	Auto Tech	Toyota 4Runner - Oil Change/Alignment	09/01/23	1	09/08/23	69.64	\$84.90	Paid 09/08/23
24-209	Andrew Seeplak	Auto Tech	Ford Mustang - Trans Fluid & Oil Change	09/05/23	2	09/14/23	30.00	\$37.10	Paid 09/14/23
24-210	Alexie Morales	Auto Tech	Jeep - Tire Change and Balanced	09/05/23	2	09/26/23	10.00	\$15.90	Paid 09/26/23
24-211	Alexie Morales	Auto Tech	Lexus - Transmission Service	09/05/23	2	09/22/23	35.24	\$42.96	Paid 9/22/23
24-212	Michael Giamoni	Auto Tech	Ford E250 - OLF	09/05/23	1	09/29/23	30.00	\$37.10	Paid 09/29/23
24-213	Michael Giamoni	Auto Tech	Honda Accord - OLF	09/05/23	1	09/29/23	165.99	\$202.34	Paid 09/29/23
24-214	Angela Dorney	Auto Tech	Mazda CX5 - Oil Change	09/05/23	1	09/15/23	74.10	\$90.33	Paid 9/18/23
24-215	Anthony Rossetti	Auto Tech	Ford F150 - Oil Change	09/06/23	2	09/11/23	0.00	\$5.30	Paid 09/11/23
24-216	Deb Miller	Auto Tech	Honda Accord - Check rotors & do alignment	09/11/23	1	09/26/23	116.99	\$142.61	Paid 09/26/23
24-217	Jeff Cantrel	Auto Tech	Jeep - diagnose and repair vibrations	09/11/23	1	11/17/23	585.38	\$713.58	Paid 11/17/23
24-218	Dennis Green	Auto Tech	Toyota Tacoma - Tire Rotation, spark plugs, coils, brakes	09/11/23	3	09/22/23	112.20	\$136.77	Paid 9/22/23

24-219	Connor Drakey	Auto Tech	Hyundai Elantra - Check evap leak	09/12/23	2	10/02/23	93.93	\$114.50	Paid 10/02/23
24-220	Alex Glassberg	Auto Tech	Audi - Oil change, air filter, check brakes and tires	09/12/23	1	09/22/23	46.17	\$56.29	Paid 9/22/23
24-221	Luis Santiago	Auto Tech	Check suspension noise	09/13/23	1	09/26/23	0.00	\$5.30	Paid 09/27/23
24-222	Dario Chavez	Auto Tech	Pads, rotors, front end links	09/15/23	1	09/26/23	378.20	\$461.03	Paid 09/27/23
24-223	Ashley Brothers	Auto Tech	Chevy Tahoe - Hard time starting & smells of gas	09/18/23	3		393.05	\$479.13	
24-224	Jacob Schlitter	Auto Tech	VW Jetta - Oil change	09/18/23	2	09/22/23	0.00	\$5.30	Paid 09/22/23
24-225	Jennifer Klo	Auto Tech	Oil Change	09/19/23	1	09/22/23	37.91	\$46.22	Paid 09/22/23
24-226	Jodi Williams	Auto Tech	TPMS Light, Airbag & Pre - Inspection	09/22/23	3	10/09/23	393.05	\$479.13	Paid 10/09/23
24-227	George Liikenbill	Auto Tech	Oil Change	09/25/23	2			\$0.00	
24-228	Landon Beckowski	Auto Tech	Oil change, transmission flush	09/25/23	2	09/29/23	25.00	\$31.80	
24-229	Justin McCollum	Auto Tech	Ball joints & tires	09/25/23	2	10/04/23	84.93	\$103.53	
24-230	Joshua Weierbach	Auto Tech	New Exhaust	09/25/23	2			\$0.00	VOID
24-231	Eric Wilmot	Auto Tech	Oil Change	09/25/23	1	10/13/23	40.18	\$48.98	Paid 10/13/23
24-232	Connie Muschko	Auto Tech	Replace Starter	09/25/23	1	09/26/23	156.47	\$190.74	Paid 09/26/23
24-233	Matthew Morales	Auto Tech	Tires Mounted, Balanced	09/26/23	2	10/03/23	0.00	\$5.30	Paid 10/04/23
24-234	Mariah Plumer	Auto Tech	Oil Change	09/26/23	2	09/27/23	0.00	\$5.30	Paid 09/29/23
24-235	Jordan Montague	Auto Tech	Oil Change, tire rotation	09/26/23	1	09/29/23	34.19	\$41.68	Paid 10/02/23
24-236	Ryan Barnyak	Auto Tech	Install Alternator	09/27/23	2	10/02/23	0.00	\$5.30	Paid 10/02/23
24-237	Russell Gaffney	Auto Tech	Oil leak, misfire, ball joint replacement	09/28/23	1	11/07/23	722.68	\$880.94	Paid 11/08/23
24-238	Alexie Morales	Auto Tech	Change tires	09/29/23	2	10/02/23	10.00	\$15.90	Paid 10/02/23
24-239	Andrew Szeplaki	Auto Tech	Rotors & Pads	09/29/23	2	10/06/23	0.00	\$5.30	Paid 10/06/23
24-240	Aiden Malone	Auto Tech	Oil change & Pre Inspection	09/29/23	2	10/17/23	279.83	\$341.11	Paid 10/20/23
24-241	Kevin Strawn	Auto Tech	Brakes	09/29/23	1	10/10/23	456.35	\$556.29	Paid 10/11/23
24-242	Dario Chavez	Auto Tech	Change tire rod ends, Pre inspection	10/03/23	1	10/09/23	337.95	\$411.96	Paid 10/09/23
24-243	Jacob Schlitter	Auto Tech	Bleed brake lines, change air filter	10/04/23	2	11/29/23	99.99	\$121.89	Paid 11/29/23
24-244	Heather Chilcote	Auto Tech	Oil change	10/04/23	1	10/13/23	30.21	\$37.32	Paid 10/16/23
24-245	Rafael S	Auto Tech	Noise inspection in rear of car	10/04/23	3	10/27/23	672.96	\$820.33	Paid 10/30/23

24-246	Debra Miller	Auto Tech	Rotors & Pads	10/05/26	1				\$0.00	Void
24-247	Sundanta Vidanage	Auto Tech	40,000 mile check	10/05/23	3	11/08/23	93.71	\$114.24		Paid 11/08/23
24-248	Stan Prodes	Auto Tech	Oil Change (Will provide filter and oil)	10/11/23	1	10/19/23	0.00	\$5.30		Paid 10/19/23
24-249	Deb Miller	Auto Tech	Oil Change, Tire Rotation, Air Filter	10/11/23	1			\$0.00		Void
24-250	Dominic Pinho	Auto Tech	Weid Flex-pipe in	10/11/23	2			\$0.00		Void
24-251	Connor Drakely	Auto Tech	Alignment and wipers	10/11/23	2	11/21/23	41.18	\$50.20		Paid 11/21/23
24-252	Dario Chavez	Auto Tech	Ignition coil, spark plugs	10/11/23	1	10/11/23	42.18	\$51.42		Paid 10/13/23
24-253	Al Renn	Auto Tech	Pre Inspection	10/11/23	1	11/01/23	85.79	\$104.58		Paid 11/01/23
24-254	Michael Giamoni	Auto Tech	Pre Inspection, tune, fluits fuels line repair	10/11/23	1			\$0.00		
24-255	Jordan Montague	Auto Tech	Oil Change, tire rotation	10/11/23	1	10/30/23	35.00	\$42.67		Paid 10/31/23
24-256	Logan Lees	Auto Tech	Oil change, headlight bulb replacement	10/12/23	1	10/13/23	57.25	\$69.79		Paid 10/13/23
24-257	Jeremy Sroggi	Auto Tech	Replace heater core	10/12/23	2	12/15/23	78.48	\$95.67		Paid 12/15/23
24-258	Marcia Smith	Auto Tech	Brakes, rotors, oil change	10/13/23	3	10/19/23	15.00	\$21.20		Paid 10/19/23
24-259	Bryan Gonzalez	Auto Tech	Radiator	10/13/23	2	10/17/23	183.03	\$223.11		Paid 10/17/23
24-260	Craig Mosser	Auto Tech	Belt noise	10/16/23	1	10/17/23	31.57	\$38.76		Paid 10/17/23
24-261	Thomas Vbriaco	Auto Tech	Rear camber arms and rear brake rotors	10/16/23	2	01/09/24	0.00	\$5.30		Paid 01/09/24
24-262	Jim Gurscik	Auto Tech	head gasket	10/16/23	1	12/04/23	813.88	\$992.12		Paid 12/06/23
24-263	Grimaldi Gonzalez	Auto Tech	Routine maintenance & tune up	10/16/26	1	12/08/23	119.43	\$145.58		Paid 12/08/23
24-264	Alexie Morales	Auto Tech	Lexus - Coolant Leak	10/17/23	2			\$0.00		VOID
24-265	Alexie Morales	Auto Tech	Jeep - Alignment	10/17/23	2			\$0.00		VOID
24-266	Lori Kram	Auto Tech	Chevy - oil change & overall check	10/17/23	1			\$0.00		Paid 10/31/23
24-267	Lori Kram	Auto Tech	Toyota - Oil chage, overall check, muffler	10/17/23	1	11/10/23	369.10	\$449.94		Paid 11/14/23
24-268	Hope Green	Auto Tech	Oil change	10/17/23	2			\$0.00		Paid 10/20/23
24-269	Howie Nonnmacher	Auto Tech	4 tires install motor mounts	10/17/23	1	11/02/23	40.00	\$48.76		Paid 11/03/23
24-270	Sarah Miller	Auto Tech	2010 Suburban - Brakes	10/18/23	3			\$0.00		Paid 11/06/23
24-271	Sarah Miller	Auto Tech	2006 Silverado - Alignment	10/18/23	3	10/25/25	5.00	\$5.30		Paid 10/25/23
24-272	Kevin Hams	Auto Tech	Brakes, Inspection Pre Check	10/19/23	3	01/05/24	1,384.98	\$1,688.29		Paid 01/11/24

24-273	Jim Gurcsik	Auto Tech	Sway bar links	10/19/23	1	10/27/23	53.92	\$65.73	Paid 10/30/23
24-274	Daniel Beradesca	Auto Tech	Passenger headlight & gas cap	10/19/23	1	10/31/23	10.74	\$16.68	Paid 11/03/23
24-275	Kristine Wagner	Auto Tech	Front brakes & warning lamp, minor leak	10/20/23	3		135.99	\$165.77	Paid 11/02/23
24-276	Landon Silfies	Auto Tech	Wheel alignment	10/20/23	2	11/06/23	0.00	\$5.30	Paid 11/06/23
24-277	John Reppert	Auto Tech	Alignment, front rotors, oil change	10/20/23	2	11/06/23	0.00	\$5.30	Paid 11/06/23
24-278	Paula Cuchran	Auto Tech	Subaru - Check exhaust fo leak and ingnition not working	10/20/23	1	11/17/23	29.47	\$36.54	Paid 11/17/23
24-279	Randy Ziminsky	Auto Tech	Honda - Oil leaking	10/20/23	3	11/29/23	0.00	\$5.30	Paid 11/29/23
24-280	Greta Wilmot	Auto Tech	Tire Rotation	10/23/23	1	11/03/23	0.00	\$5.30	Paid 11/03/23
24-281	Nathaniel Grrerro	Auto Tech	Alignment	10/23/23	2			\$0.00	Void
24-282	Glenn Milositz	Auto Tech	Pre Inspection	10/23/23	1	11/01/23	278.79	\$339.85	Paid 11/01/23
24-283	Randy Ziminsky	Auto Tech	Jeep - replace rear passenger windo	10/25/23	3		215.93	\$263.22	Paid 11/01/23
24-284	Heather Burkhardt	Auto Tech	Oil Change	10/27/23	1	10/27/23	30.00	\$37.10	Paid 10/27/23
24-285	Meri Lindenmuth	Auto Tech	Car overheating	10/30/23	1	11/02/23	253.41	\$308.91	Paid 11/03/23
24-286	Dario Chavez	Auto Tech	Pre inspection & repair if needed	10/30/23	1	11/17/23	994.13	\$1,211.85	Paid 11/17/23
24-287	Mike Galler	Auto Tech	Inspect, repack bearing on trailer	10/31/23	1	11/21/23	0.00	\$5.30	Paid 11/28/23
24-288	Jim Gurcsik	Auto Tech	Driver front Axle Shaft	10/31/23	1	01/18/24	236.51	\$288.31	Paid 01/18/24
24-289	Stephanie Kish	Auto Tech	Check Enging Light on	11/01/23	2			\$0.00	VOID
24-290	Landon Silfies	Auto Tech	Wheel alignment, tie rods, tires	11/01/23	2			\$0.00	VOID
24-291	Craig Mosser	Auto Tech	Check Enging Light on	11/01/23	1			\$0.00	
24-292	Aaron Beete	Auto Tech	Replace rotors and brakes	11/01/23	2	11/21/23	25.00	\$31.80	Paid 11/21/23
24-293	Robert Scorce	Auto Tech	Not running - Honda Pilot	11/02/23	1			\$0.00	
24-294	Jesse Schneck	Auto Tech	Oil Change & Coolant flush	11/02/23	1	11/21/23	71.69	\$87.39	Paid 11/22/23
24-295	Joan Dinbokowitz	Auto Tech	Oil change	11/03/23	1	11/16/23	35.00	\$42.67	Paid 11/17/23
24-296	Heather Hershey	Auto Tech	Oil change	11/03/23	1	11/09/23	0.00	\$5.30	Paid 11/09/23
24-297	Heather Chilcote	Auto Tech	Fan loud	11/03/23	1			\$0.00	
24-298	Heather Burkhardt	Auto Tech	Oil change	11/03/23	1	11/08/23	35.00	\$42.67	Paid 11/8/23
24-299	Steve Mantz	Auto Tech	Oil and filter change	11/03/23	1	11/09/23	39.81	\$48.53	Paid 11/9/23

24-300	Nathan DeLong	Auto Tech	Oil change, front end noise	11/03/23	2			\$0.00	Void
24-301	Brian Moser	Auto Tech	Rear main seal	11/07/23	1			\$0.00	
24-302	Karen Mustonen	Auto Tech	Oil change	11/07/23	1	11/14/23	0.00	\$5.30	Paid 11/14/23
24-303	Rhonda Geiselman	Auto Tech	Oil Change, Tire Rotation	11/08/23	1	11/15/23	37.56	\$45.78	Paid 11/16/23
24-304	Dario Chavez	Auto Tech	Brake lines	11/09/23	1	12/01/23	169.60	\$206.74	Paid 12/01/23
24-305	Jennifer Korpics	Auto Tech	Drive belt, Induction Service, Alignment, Struts	11/09/23	2		106.13	\$129.37	Paid 01/10/24
24-306	Dazzcity Torres	Auto Tech	Oil change	11/09/23	3	11/10/23	0.00	\$5.30	Paid 11/10/23
24-307	Nina Pardoe	Auto Tech	Oil change	11/10/23	1	11/14/23	35.00	\$42.67	Paid 11/14/23
24-308	Meri Lindenmuth	Auto Tech	Tire Pressue Sensor	11/13/23	1	11/14/23	40.00	\$48.76	Paid 11/14/23
24-309	Adam Ghazi	Auto Tech	Spark plugs, oil change, rear brake pads, rotor & Caliper	11/13/23	2			\$0.00	
24-310	Mike DiBilio	Auto Tech	Mount and balance tires, alignment	11/14/23	3	12/01/23	25.00	\$31.80	Paid 12/01/23
24-311	Mike Giamoni	Auto Tech	Brakes and fluids	11/14/23	1	12/15/23	369.78	\$450.77	Paid 12/18/23
24-312	Tyler Heft	Auto Tech	Mount & balance tires and alignment	11/14/23	1	11/21/23	0.00	\$5.30	Paid 11/22/23
24-313	Nina Pardoe	Auto Tech	Blower, Light, sunroof	11/16/23	1	12/06/23	239.98	\$292.54	Paid 12/06/23
24-314	Heather Hershey	Auto Tech	Oil change	11/16/23	1	11/16/23	0.00	\$5.30	Paid 11/17/23
24-315	Landon Silfies	Auto Tech	Wheel alignment	11/16/23	2			\$0.00	Void
24-316	Jeff Cantrel	Auto Tech	Diagnose grinding and rattling noises	11/17/23	1			\$0.00	Void
24-317	Julian Muniz	Auto Tech	Car been sitting for years needs to be started	11/17/23	2			\$0.00	Void
24-318	Jariel Brazoban	Auto Tech	Oil Change	11/17/23	2	12/11/23	25.00	\$31.80	Paid 12/13/23
24-319	Lori Drozd	Auto Tech	Replace thermostat, flush coolant, tire rotation & balance	11/17/23	2			\$0.00	Paid 12/01/23
24-320	Michael Jagers	Auto Tech	Oil Change	11/17/23	2	12/01/23	0.00	\$5.30	Paid 12/01/23
24-321	Matthew Morales	Auto Tech	O2 sensor replaced	11/20/23	2			\$0.00	VOID
24-322	Connie Muschko	Auto Tech	3 cylinder misfire check	11/21/23	1	11/29/23	100.00	\$121.90	Paid 11/29/23
24-323	Russell Gaffney	Auto Tech	Front Axel	11/21/23	1	11/30/23	78.06	\$95.16	Paid 12/07/23
24-324	Adam Lazarchak	Auto Tech	Car won't start	11/28/23	1	11/29/23	233.42	\$284.54	Paid 11/29/23
24-325	Jamison Barnhart	Auto Tech	Caliper pin & valve cover	11/28/23	3	12/01/23	137.13	\$167.16	Paid 12/01/23
24-326	Nathaniel Grrerro	Auto Tech	Wheels/Tire mount, balance alignment	11/29/23	2	01/10/24	25.00	\$31.80	Paid 01/18/24

24-327	Caleb Vogel	Auto Tech	Brakes	11/29/23	2	12/01/23	101.59	\$123.84	Paid 12/01/23
24-328	Dario Chavez	Auto Tech	Check engine light	11/30/23	1	12/15/23	5.00	\$10.60	Paid 12/15/23
24-329	Jazmine Vargas	Auto Tech	Transmission, full tune up	11/30/23	2			\$0.00	
24-330	Jeff Cantrel	Auto Tech	Diagnose brake and suspension noise	12/04/23	1	12/11/23	374.27	\$456.23	Paid 12/11/23
24-331	Jaden Galarza	Auto Tech	Master cylinder, pre inspection	12/05/23	2			\$0.00	
24-332	Mike Galler	Auto Tech	Install 12v joutler on dash	12/06/23	1	12/18/23	5.00	\$10.60	Paid 12/22/23
24-333	Aaron Lockett	Auto Tech	Oil change	12/08/23	2			\$0.00	VOID
24-334	Andrew Mantz	Auto Tech	Balance, rotation, alignment	12/13/23	3	12/21/23	0.00	\$5.30	Paid 12/21/23
24-335	Daron Cordero	Auto Tech	Tire installation to rims	12/13/23	2	12/19/23	0.00	\$5.30	Paid 12/19/23
24-336	Craig Mosser	Auto Tech	Oil change	12/13/23	1	12/18/23	35.00	\$42.67	Paid 12/18/23
24-337	Jennifer Klo	Auto Tech	Check brakes, pre inspection	12/18/23	1	01/09/24	6.45	\$12.14	Paid 01/09/24
24-338	Anthony Moina	Auto Tech	Alignment	12/18/23	2	01/10/24	0.00	\$5.30	Paid 01/10/24
24-339	Sundanta Vidanage	Auto Tech	A/C work & 140,000 check up	12/20/23	3			\$0.00	
24-340	Jennifer Klo	Auto Tech	Oil Change and pre inspection	01/03/24	1	01/05/24	33.00	\$40.28	Paid 01/08/24
24-341	Karen Mustonen	Auto Tech	Oil Change	01/03/24	1	01/09/24	30.21	\$37.32	Paid 01/10/24
24-342	Howie Nonnmacher	Auto Tech	Belt noise	01/03/24	1			\$0.00	
24-343	Steve Mantz	Auto Tech	Tires Mounted, Balanced	01/03/24	1	01/17/24	20.00	\$26.50	Paid 01/17/24
24-344	Tucker Drozd	Auto Tech	Replace rear shocks and pre inspection	01/04/24	2			\$0.00	
24-345	Spencer Parker	Auto Tech	Pre inspection & brake issue	01/04/24	2	01/18/24	272.67	\$332.38	
24-346	Alex Glassberg	Auto Tech	Nissan - Check front and rear brakes replace if needed	01/05/24	1	01/12/24	135.99	\$165.77	Paid 01/12/24
24-347	Heather Chilcote	Auto Tech	Oil Change - Jeep Wrangler	01/08/24	1	01/11/24	25.92	\$32.78	Paid 01/12/24
24-348	Andrew Szeplaki	Auto Tech	Starting concern	01/08/24	2	01/26/24	0.00	\$5.30	
24-349	Aaron Beete	Auto Tech	Oil Change	01/09/24	2	01/10/24	25.00	\$31.80	Paid 01/18/24
24-350	Isaac Hunsinger	Auto Tech	Replace right front control arm	01/09/24	2			\$0.00	
24-351	Jose Morales	Auto Tech	Replace left front inner tie rod	01/09/24	2	01/17/24	0.00	\$5.30	
24-352	Dennis Nolan	Auto Tech	Check engine light & Oil Change	01/10/24	1	01/10/24	0.00	\$5.30	Paid 01/11/24
24-353	Jen Stilgenbauer	Auto Tech	Oil Change	01/10/24	1	01/23/24	34.84	\$42.47	Paid 01/24/24

24-354	Dario Chavez	Auto Tech	Check oil leak and squeaking noise	01/11/24	1	01/23/24	144.77	\$176.48	Paid 01/25/23
24-355	Jeremy Korpics	Auto Tech	New drive possibly new caliper	01/12/24	2	01/24/24	639.13	\$779.10	Paid 01/25/24
24-356	Moreen Wheatley	Auto Tech	Oil change & fill tires	01/17/24	1	01/23/24	44.21	\$53.89	Paid 01/24/24
24-357	Luis Santiago	Auto Tech	Tire sensor light on	01/17/24	1	01/26/24	10.00	\$15.90	
24-358	Jamison Barnhart	Auto Tech	Oil change and tire rotation	01/17/24	3	01/18/24	26.93	\$33.85	Paid 01/22/24
24-359	Adam Lazarchak	Auto Tech	Replace Headlights	01/18/24	1	01/22/24	645.08	\$786.35	Paid 01/23/24
24-360	Enrique Adon-Torres	Auto Tech	Coolant leak in radiator	01/18/24	2			\$0.00	
24-361	Eric Gerger	Auto Tech	Oil change & valve cover gasket	01/22/24	2			\$0.00	
24-362	Keenan Ray	Auto Tech	Right front valve stem	01/22/24	2			\$0.00	
24-363	Jacob Schlitter	Auto Tech	Oil change	01/22/24	2			\$0.00	
24-364	Jim Gurcsik	Auto Tech	Oil Change	01/23/24	1			\$0.00	
24-365	Nina Pardoe	Auto Tech	Repair/replace gear shift	01/23/24	1			\$0.00	
24-366	Jeremy Sroggi	Auto Tech	Front end alignment, straighten wheel, axle	01/23/24	1			\$0.00	
24-367	Mike Giamoni	Auto Tech	Ball joints, trans fluids, coolants	01/24/24	1			\$0.00	
24-368	Bryan Gonzalez	Auto Tech	Alignment	01/26/24	2			\$0.00	
24-369	Cristina Carvalho	Auto Tech	Making noise and shakes	01/26/24	2			\$0.00	
24-500	Jerdon Construction Services	Food Truc	Food Truck Event for 40 people	09/19/23	3	09/19/23	754.72	\$800.00	Paid 10/02/23
24-501	Skills USA	Food Truc	Food Truck Event for Clay Shoot	09/26/23	6	10/29/23	1,000.00	\$1,000.00	Paid 10/03/23
24-600	Joan Dinbokowitz	Graphics	Decals					\$0.00	
24-601	Mark James (BASD)	Carpentry	Storywalk Project				946.30	\$1,153.55	
24-602	Sergio Rivas	Graphics	Shirts for class					\$0.00	
24-603	Michael Faccinnetto	Auto Coll.	Remove Rust and Repair Front Bumper	08/23/23	3	01/25/24	360.00	\$438.84	Paid 01/25/24
24-604	Jennifer Klo	Auto Coll.	Hatch leaking	08/28/23	1	09/25/23	5.00	\$10.60	Paid 09/25/23
24-605	Angela Thom	Graphics	25 Descendants themed coloring books	08/31/23	1	09/27/23	125.00	\$152.38	Paid 09/28/23
24-606	Jane Butz	Auto Coll.	Clearcoat/Painting	08/31/23	3			\$0.00	VOID
24-607	David Pinos	Auto Coll.	Paint bike black	09/05/23	1		5.00	\$10.60	Paid 10/31/23
24-608	Dana Huber	Graphics	Wedding Invites & Responses	09/07/23	2	09/08/23	18.00	\$24.38	Paid 09/11/23

24-609	Lori Kram	Carpentry	Repair candle holder	09/07/23	2	09/11/23	5.00	\$10.60	Paid 09/11/23
24-610	Brandon Word	Auto Coll.	Damage Inspection	09/08/23	2			\$0.00	
24-611	Karen Mustonen	Building T	Build a cover for Koi Pond	09/13/23	1			\$0.00	
24-612	Maria Womer Stiffinella	Graphics	2 Banners	09/21/23	1			\$0.00	
24-613	Tracy Kleintop	Graphics	Shirts	09/21/23	1	11/14/23	25.00	\$30.00	Paid 11/29/23
24-614	Shirley Gehman	Graphics	Shirts	09/21/23	1	11/14/23	29.75	\$34.75	Paid 11/29/23
24-615	Pimilope Alestas	Graphics	Shirts	09/21/23	1	11/14/23	31.90	\$36.90	Paid 11/29/23
24-616	Jennifer Klo	Graphics	Recreate poster	09/25/23	1			\$0.00	Paid 10/16/23
24-617	Bronwyn Hanley	Auto Coll.	Pull dent out of truck	09/28/23	1	11/02/23	25.00	\$31.80	Paid 11/2/23
24-618	Joe Biondo	Masonry	Cut 60 bricks for a project	10/02/23	3	10/24/23	0.00	\$5.30	Paid 10/24/23
24-619	Nina Pardoe	Auto Coll.	Side view mirror	10/03/23	1	10/12/23	58.00	\$70.70	Paid 10/12/23
24-620	Kevin Hams	Auto Coll.	Remove rust, remove dent	10/03/23	3			\$0.00	
24-621	Bill Grushow	Auto Coll.	Replace front splash shield	10/03/23	3			\$0.00	
24-622	Jon Sullivan	Carpentry	Build a casket	10/05/23	1	10/05/23	0.00	\$5.30	Paid 10/06/23
24-623	Jennifer Klo	Carpentry	Fix a wooden frame	10/05/23	1	10/06/23		\$5.30	Paid 10/09/23
24-624	Tracy Snyder (Liberty High School)	Graphics	Flow Chart	10/11/23	5	10/20/23	9.00	\$14.84	Paid 10/31/23
24-625	Pauline Vigilanti	Auto Coll.	Repair collision damage	10/11/23	3			\$0.00	
24-626	Michele Bracero	Graphics	3 Foot Astronaut	10/11/23	1	10/30/23	25.00	\$31.80	Paid 10/29/23
24-627	Dana Huber	Megatron	Cookie Embosser	09/06/23	1	10/12/23	0.82	\$6.17	Paid 10/12/23
24-628	Rotary - Dana Huber (INTER)	Megatron	Cookie Embosser	09/06/23	6	10/12/23	6.72	\$6.72	PAID
24-629	Bettie Kichline	Graphics	8x10 picture imposing	10/16/23	1	10/26/23	5.00	\$10.60	Paid 10/26/23
24-630	Ingrid Hill	Graphics	T shirts screen printed	10/18/23	3			\$0.00	
24-631	Bronwyn Hanley	Graphics	4 coroplast signs	10/18/23	1		20.00	\$26.50	Paid 10/23/23
24-632	Jennifer Klo	Graphics	5 etched glass jars	10/24/23	1	11/09/23	20.00	\$26.50	Paid 11/10/23
24-633	Jennifer Klo	Comm. Ar	Paint Corn Hole Boards	10/25/23	1	11/20/23	0.00	\$5.30	Paid 11/22/23
24-634	Peggy Fuehrer	Graphics	100 postcards	10/26/23	1	11/03/23	16.00	\$22.26	Paid 11/06/23
24-635	Joseph Spengler	Auto Coll.	Replace Bed on Truck	10/30/23	3	11/17/26	25.00	\$31.80	Paid 11/17/23

24-636	Angel Vasquez	Auto Coll.	Full Body Work	11/03/23	3			\$0.00	
24-637	Mike Galler	Graphics	Business Cards	11/07/23	1	11/09/23	6.50	\$12.19	Paid 11/13/23
24-638	Jeff Bower	Graphics	4x4 canvas print	11/14/23	1	12/13/23	20.00	\$26.50	Paid 12/14/23
24-639	Alex Glassberg	Graphics	16 5.5x8.5 notepads	11/14/23	1	12/15/23	40.00	\$48.76	Paid 12/18/23
24-640	Brian Moser	Graphics	2 banners	11/14/23	1	11/21/23	60.00	\$73.14	Paid 11/28/23
24-641	Mary Hicks-Lynch	Auto Coll.	Detail car	11/17/23	3	11/20/23	5.00	\$10.60	Paid 11/20/23
24-642	Bryan Cope Northampton Pa	Welding	25 tree cages	11/22/23	5			\$0.00	
24-643	Greta Wilmot	Graphics	8x10 print	11/28/23	1	12/19/23	5.00	\$10.60	Paid 12/19/23
24-644	Peggy Fuehrer	Graphics	Holiday Cards	11/30/23	1	12/19/23	19.00	\$25.44	Paid 12/19/23
24-645	Dawn Sutter	Prec. Mac	Elephant	11/30/23	1	12/04/23	10.00	\$15.90	Paid 12/04/23
24-646	Carly Mckeeon	Graphics	Banners for Liberty Swim Team	12/01/23	5	01/05/24	108.00	\$131.65	Paid 01/08/24
24-647	Robert Scorce	Graphics	Shirts	12/05/23	1	01/05/24	36.00	\$43.88	Paid 01/05/24
24-648	Jennifer Klo	Prec. Mac	Model of jet	12/05/23	1	12/11/23	5.00	\$10.60	Paid 12/12/23
24-649	Bethlehem Township Police	Plumbing	Steel Pipe vest hanger	12/07/23	6	01/04/24	61.00	\$70.15	Paid 1/4/24
24-650	Deb Miller	Prec. Mac	5 brass challenge coins	12/08/23	1			\$0.00	
24-651	Deb Miller	Prec. Mac	5 snowmen	12/08/23	1	12/15/23	50.00	\$60.95	Paid 12/15/23
24-652	Pietro Russo	Graphics	50 11x17 laminated menus & business cards	12/11/23	3		212.50	\$259.04	
24-653	Jeff Bower	Prec. Mac	3 machined snowmen with BAVTS logo	12/11/23	1	12/19/23	30.00	\$37.10	Paid 12/20/23
24-654	Dana Huber	Graphics	12x18 cards	12/12/23	1	12/15/23	15.00	\$21.20	Paid 12/18/23
24-655	Bronwyn Hanley	Graphics	4 hard bound journals	12/13/23	1			\$0.00	
24-656	Greta Wilmot	Graphics	Thank You game directions boards	12/18/23	1			\$0.00	
24-657	Nina Pardoe	Graphics	175 Christmas cards	12/18/23	1	12/21/22	35.00	\$42.67	Paid 12/21/23
24-658	Mike Galler	Carpentry	Fabricate desktop and frame	01/03/24	1			\$0.00	
24-659	Marc Marangolo	Auto Coll.	Bumper repair	01/05/24	3			\$0.00	
24-660	Robert Kulick	Masonry	Concrete shelves	01/08/24	1	01/09/24	30.00	\$37.10	Paid 01/10/24
24-661	Darian Caraballo	Auto Coll.	Paint after market lip	01/08/24	2			\$0.00	
24-662	Greta Wilmot	Graphics	Table name cards	01/08/24	1			\$0.00	

24-663	Edwin Rosario	Carpentry	Floating bed frame	01/11/24	2			\$0.00	
24-664	Heather Chilcote	Graphics	Poster	01/11/24	1	01/22/24	8.00	\$13.78	Paid 01/24/24
24-665	Jennifer Klo	Graphics	Announcements	01/11/24	1			\$0.00	
24-666	Joan Dimbokowitz	Auto Coll.	Front bumper	01/17/24	1			\$0.00	
24-667	Skills USA	Graphics	5 vinyl banners	01/18/24	6	01/22/24	1,204.00	\$1,384.60	
24-668	Sara Collins	Graphics	Yard signs	01/23/24	3			\$0.00	
24-669	Bridges Foundation	Graphics	Gala invitations and response cards	01/23/24	6			\$0.00	
24-670	Nina Pardoe	Graphics	Recipe cards	01/24/25	1			\$0.00	
24-671	Jennifer Klo	Auto Coll.	Replace Hatch Cylinders	01/25/24	1	01/29/24	0.00	\$5.30	Paid 01/29/24

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 6, 2024

J. 3. CONDITION OF THE BUDGET

INFORMATION:

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

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
December 31, 2023

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	630,953.00	-	202,074.13	348,734.01	80,144.86
10.1240.000.000.000	SPECIAL EDUCATION	656,429.00	-	199,954.92	265,981.41	190,492.67
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	517,194.00	-	178,158.41	213,285.04	125,750.55
10.1342.000.000.000	HOME ECONOMICS PROGRAM	876,396.00	35,413.00	287,674.41	421,820.96	202,313.63
10.1370.000.000.000	TECHNICAL PROGRAM	164,042.00	-	48,374.12	67,596.49	48,071.39
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,526,275.00	(19,718.00)	1,471,551.01	1,866,447.87	1,168,558.12
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,525,994.00	(19,695.00)	500,668.99	758,178.35	247,451.66
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	105,066.00	-	11,022.16	2,272.84	91,771.00
10.2310.000.000.000	BOARD SECRETARY	3,633.00	-	1,290.99	630.38	1,711.63
10.2320.000.000.000	BOARD TREASURER	1,586.00	-	818.84	2.12	765.04
10.2350.000.000.000	LEGAL SERVICES	45,000.00	-	11,937.68	33,062.32	-
10.2360.000.000.000	OFFICE OF THE DIRECTOR	437,795.00	-	200,447.16	163,331.95	74,015.89
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	433,942.00	-	189,744.39	165,393.12	78,804.49
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	103,455.00	-	31,476.76	47,102.54	24,875.70
10.2511.000.000.000	BUSINESS OFFICE	601,230.00	-	270,787.78	202,478.64	127,963.58
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,166,535.00	-	808,840.99	473,469.70	884,224.31
10.2660.000.000.000	SECURITY SERVICES	57,597.00	4,000.00	420.00	51,719.00	5,458.00
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	28,500.00	-	2,733.14	-	25,766.86
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	656,963.00	-	205,423.88	136,745.52	314,793.60
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	97,554.00	-	3,145.56	10,639.63	83,768.81
10.3350.000.000.000	WELFARE ACTIVITIES	-	4,000.00	-	-	4,000.00
10.3390.000.000.000	COMMUNITY SERVICES	53,951.00	-	24,314.14	6,008.85	23,628.01
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	3,380.00	1,997.89	1,382.11	-
10.4600.000.000.000	IMPROVEMENT EXPENSES	481,656.00	(3,380.00)	59,523.87	57,761.37	360,990.76
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	100,000.00	-	-
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	-	-	-	50,000.00
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00
	TOTAL FOR GENERAL FUND	14,356,746.00	-	4,812,381.22	5,294,044.22	4,250,320.56
	TOTAL EXPENSES	14,356,746.00	-	4,812,381.22	5,294,044.22	4,250,320.56
	EXCESS OF REVENUE OVER EXPENSES			2,019,585.31		

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
December 31, 2023

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	2,000.00	27,628.80	-25,628.80
10.6720.000.000.000	BOOKSTORE SALES	-	-	0.00
10.6821.000.000.000	RECEIPTS IU 13 - OODA GRANT	-	-	0.00
10.6910.000.000.000	RENTALS	6,000.00	2,500.00	3,500.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	250.00	0.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	-	0.00
10.6946.001.000.000	RECEIPTS FROM BASD	6,943,128.00	3,836,994.00	3,106,134.00
10.6946.002.000.000	RECEIPTS FROM NASD	2,878,422.00	1,363,464.00	1,514,958.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,015,792.00	561,351.00	454,441.00
10.6949.000.000.000	TUITION - ADULT DAY REGULAR	-	-	0.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	50,000.00	10,275.66	39,724.34
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	1,241.49	758.51
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,100,000.00	495,192.00	604,808.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7362.000.360.000	PCCD ACT 55 GRANT	140,000.00	15,950.00	124,050.00
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	150,000.00	127,123.00	22,877.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	212,173.00	26,827.36	185,345.64
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	983,660.00	130,642.66	853,017.34
10.8521.000.663.000	FEDERAL	340,600.00	151,263.75	189,336.25
10.8742.000.988.000	GEER GRANT - COVID-19 CARES ACT	-	-	0.00
10.8745.000.991.000	GEER GRANT II	-	-	0.00
10.8755.000.998.000	ARP ESSER GRANT	507,721.00	71,272.81	436,448.19
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	9,990.00	-9,990.00
	TOTALS FOR GENERAL FUND	14,356,746.00	6,831,966.53	7,524,779.47
	TOTAL REVENUES	14,356,746.00	6,831,966.53	7,524,779.47

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2024

J.(4.) HOUSE PROJECT REPORT

INFORMATION:

Mr. Lazarchak reported that the students are working on blowing the insulation into the attic and then they will move onto taping and spackling the dry wall. The house has passed all inspections conducted to date.

NEW BUSINESS

The Joint Committee members were provided with an invitation for the upcoming Bridges 25th Anniversary Celebration Gala to be held on Thursday, March 28th at Hotel Bethlehem.

Mr. Michael Galler, Supervisor of Curriculum, reported that BAVTS competitors at the recent SkillsUSA District competition were awarded 14 bronze medals, 21 silver medals, and 14 gold medals. The students going on to the State competition in April will be in attendance at an upcoming meeting to be recognized by the Joint Committee.

Mr. Galler provided the dates of upcoming competitions: SkillsUSA State Competition – April 3 – 5, HOSA (Future Health Professionals) State Competition – March 13 – 15.

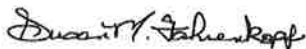
Mr. Galler advised the Joint Committee members present that our Culinary students once again competed in the annual Souper Bowl event at Steel Stacks, winning the award for best seafood soup.

We have been invited by GLVADA (Greater Lehigh Valley Auto Dealers Association) to display the electric vehicle at their car show scheduled for March 20-24.

Mr. Dennis Nolen, Supervisor of Technology Services/Network Administrator, informed the Joint Committee members that the replacement of our virtual server environment will be put on an agenda in the coming months for approval.

The meeting was adjourned at 7:29 p.m. on a motion by Director Dettmar, seconded by Director Makary, and all present voting in favor.

Attest,



Susan M. Fahrenkopf
Joint Committee Secretary