

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

3300 Chester Avenue

Bethlehem, PA 18020

Regular Meeting -BAVTS Joint Committee

August 2, 2022 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, June 15, 2022
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor to Visitors – Agenda Items Only
- H. Administrative Recommendations
  - 1. Staffing
  - 2. Business Administrator and Executive Director 2022-2023 Salaries
  - 3. Summer Employment
  - 4. 2022-2023 Stipend Positions
  - 5. 2022-2023 Substitutes
  - 6. Job Description Updating
  - 7. Tuition-Paid Students
  - 8. Conference Requests
  - 9. Contract Services – On-Site Resource Officer
  - 10. Bridges Foundation Part-Time Position
  - 11. Appointment of JC Member to Bridges Board of Directors
  - 12. 2022-2023 Occupational Advisory Committee Members
  - 13. Board Policy Review
  - 14. Continuing Education
  - 15. BAVTS Health and Safety Plan
  - 16. MOU For Participation In BCTE Technical Assistance Program
  - 17. Contract For Services With Colonial IU 20 – Tech Support
  - 18. Contract For Services With Colonial IU 20 – Tech Pool Counsel Membership
  - 19. Pre-Approval of GEER II Grant Payments
- I. Informational Items
  - 1. Requested October Budget Transfers
  - 2. Capital Needs
  - 3. Condition of the Budget
  - 4. House Project Update (verbal report to be provided at meeting)
- J. Unfinished Business
- K. New & Miscellaneous Business
- L. Courtesy of the Floor to Visitors
- M. Adjournment

**Next Meeting Date: Tuesday, September 6, 2022**

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

August 2, 2022

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

UNAUDITED

June 30, 2022

<b>BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL</b>				
<b>FUND NAME</b>	<b>BALANCE</b> June 1, 2022	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b> June 30, 2022
General includes PLGIT/CD	2,288,762.23	1,414,099.67	(1,978,776.69)	1,724,085.21
House Project	195,008.80	6.09	(2,861.72)	192,153.17
Production	95,641.19	5,429.25	(8,172.50)	92,897.94
Capital Reserves includes PLGIT/CD	2,913,327.10	1,862.10	(56,676.80)	2,858,512.40
Payroll	9,008.68	1,011,857.15	(1,014,083.92)	6,781.91
Cafeteria	102,489.44	22,523.22	(21,076.38)	103,936.28
Adult Education includes PLGIT/CD	229,103.89	13,814.56	(13,005.87)	229,912.58
Student Activities	43,930.31	880.93	(1,127.49)	43,683.75
<b>TOTALS</b>	<b>5,877,271.64</b>	<b>2,470,472.97</b>	<b>(3,095,781.37)</b>	<b>5,251,963.24</b>

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

**GENERAL, HOUSE PROJECT, PRODUCTION FUNDS - CASH ACCTS**

June 1, 2022

2,391,508.02

**RECEIPTS**

Production	5,426.31	
Interest	58.11	
District Contrib.	808,832.00	
District Contrib./Auth.		
State / Fed Funds	587,886.02	
Tuition		
Other	4,731.72	
Transfers - PLGIT		
Inter-Fund Transfers	12,479.97	1,419,414.13

**DISBURSEMENTS**

Prepaid Bills	(167,231.39)	
Bill Listings	(984,258.23)	
Payroll	(994,270.60)	
Other--Authority Bond		
Fees	(54.99)	
Void Checks	170,443.80	
Transfers - PLGIT		(1,975,371.41)

June 30, 2022	ADJ BOOK BALANCE	1,835,550.74
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**BANK RECONCILIATION**

June 30, 2022

Bank Balance	2,315,635.83	
Memo		
Outstanding Checks	(480,085.09)	
Deposit in Transit	0.00	
June 30, 2022	ADJ BANK BALANCE	1,835,550.74

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

**UNAUDITED**

June 30, 2022

**PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)**

June 1, 2022		187,904.20
Transfers In	0.00	
Interest	120.88	
P Card purchases	(14,439.50)	
Transfers Out		
Transfers Out-CD purch		
June 30, 2022	ADJ BOOK BALANCE	173,585.58

**BANK RECONCILIATION**

June 30, 2022

Bank Balance	173,585.58	
Deposit in Transit		
Outstanding Checks		
June 30, 2022	ADJ BANK BALANCE	173,585.58
Average Yield for June 2022 is .82%		

**CAPITAL RESERVES - EMBASSY BANK**

June 1, 2022			161,500.36
Receipts	0.00		
Interest	3.07		
Void Checks	0.00	3.07	
Fees			
Disbursements	(56,676.80)	(56,676.80)	
June 30, 2022	ADJ BOOK BALANCE		104,826.63

**BANK RECONCILIATION**

June 30, 2022

Bank Balance	111,224.13	
Memos		
Outstanding Checks	(6,397.50)	
Deposit in Transit	0.00	
June 30, 2022	ADJ BANK BALANCE	104,826.63

**PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)**

June 1, 2022			2,751,826.74
Transfers In	0.00		
Interest	1,859.03		
Transfers Out	0.00		
Transfers Out-CD purch	0.00		
June 30, 2022	ADJ BOOK BALANCE		2,753,685.77

**BANK RECONCILIATION**

June 30, 2022

Bank Balance	2,753,685.77	
Outstanding Checks	0.00	
June 30, 2022	ADJ BANK BALANCE	2,753,685.77
Average Yield for June 2022 is .82%		

August 2, 2022

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

UNAUDITED

June 30, 2022

**PAYROLL FUND - EMBASSY BANK**

June 1, 2022			9,008.68
	Receipts	1,011,855.04	
	Interest	2.11	
	Void Checks		1,011,857.15
	Fees		
	Disbursements	(1,014,083.92)	(1,014,083.92)
June 30, 2022	ADJ BOOK BALANCE		6,781.91

**BANK RECONCILIATION**

June 30, 2022

Bank Balance	59,857.41	
Memos		
Outstanding Checks	(53,075.50)	
Deposit in Transit		
June 30, 2022	ADJ BANK BALANCE	6,781.91

**CAFETERIA FUND - EMBASSY BANK**

June 1, 2022			102,489.44
	Receipts	22,521.15	
	Transfers		
	Interest	2.07	22,523.22
	Disbursements	(21,076.38)	
	Void Check	0.00	(21,076.38)
June 30, 2022	ADJ BOOK BALANCE		103,936.28

**BANK RECONCILIATION**

June 30, 2022

Bank Balance	106,466.10	
Memos	0.00	
Outstanding Checks	(2,529.82)	
Deposit in Transit	0.00	
June 30, 2022	ADJ BANK BALANCE	103,936.28

**ADULT EDUCATION FUND - EMBASSY BANK**

June 1, 2022			229,103.89
	Receipts	13,809.84	
	PLGIT Transfers	0.00	
	Interest	4.72	13,814.56
	Disbursements	(15,195.85)	
	Void Checks	2,189.98	
	PLGIT Transfer	0.00	(13,005.87)
June 30, 2022	ADJ BOOK BALANCE		229,912.58

**BANK RECONCILIATION**

June 30, 2022

Bank Balance	231,045.28	
Memos	0.00	
Outstanding Checks	(1,132.70)	
Deposit in Transit	0.00	
June 30, 2022	ADJ BANK BALANCE	229,912.58

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

August 2, 2022

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

**UNAUDITED**

June 30, 2022

**STUDENT ACTIVITY ACCT -EMBASSY BANK**

June 1, 2022			43,930.31
Receipts	880.00		
Other			
Interest	0.93	880.93	
Disbursements	(2,461.49)		
Other--Ret'd Check	0.00		
Voided Check	1,334.00	(1,127.49)	
June 30, 2022	ADJ BOOK BALANCE		43,683.75

**BANK RECONCILIATION**

June 30, 2022

Bank Balance	43,683.75	
Outstanding Checks	0.00	
Deposit in Transit	0.00	
June 30, 2022	ADJ BANK BALANCE	43,683.75

**REPORT OF DEPOSITORIES**

June 30, 2022

**EMBASSY BANK**

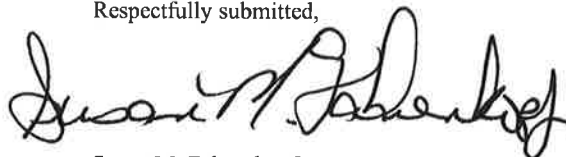
General Fund	2,315,635.83
Capital Reserve	111,224.13
Payroll Account	59,857.41
Cafeteria Fund	106,466.10
Adult Ed. Fund	231,045.28
Student Activity Fund	43,683.75

**PLGIT**

PLGIT General Fund	173,585.58	
PLGIT CD (General Fund)	0.00	173,585.58
PLGIT Capital Reserve	2,753,685.77	
PLGIT CD (Cap Reserve)	0.00	2,753,685.77
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

**TOTAL BANK BALANCES 5,795,183.85**

Respectfully submitted,



Susan M. Fahrenkopf  
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
August 2, 2022

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through August 2, 2022 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY:  
SECOND BY:  
ROLL CALL

REPORT DATE  
6/30/2022

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	CHECK AMOUNT	DESCRIPTION
6/16/2022	Y	30781	CANON FINANCIAL SERVICES, INC.	\$1,537.96	LEASE PAYMENT
6/16/2022	Y	30782	CITY OF BETHLEHEM	\$1,875.33	WATER/SEWER
6/16/2022	Y	30783	DIRECT ENERGY BUSINESS	\$456.93	GAS SERVICE
6/16/2022	Y	30784	UGI UTILITIES	\$1,733.13	GAS SERVICE
6/17/2022	Y	30785	EMBASSY BANK	\$10,680.02	SUPPLIES, SOFTWARE, FOOD, TRAVEL, ETC.
6/22/2022	Y	30786	SCOTT FERRY	\$2,104.00	TUITION REIMBURSEMENT
6/22/2022	Y	30787	WINDSTREAM, FORMERLY EARTHLINK BUSINESS	\$959.54	PHONE SERVICE
6/30/2022		30788	ALBARELL ELECTRIC INC.	\$6,433.00	MAINTENANCE SERVICE/ELECTRICAL
6/30/2022		30789	ALM ABATEMENT SERVICES, LLC	\$9,800.00	ABESTOS ABATEMENT SERVICES
6/30/2022		30790	AMAZON CAPITOL SERVICES	\$2,422.93	INST/OFFICE/MAINT/ TECH SUPPLIES
6/30/2022		30791	ARAMSCO INC DBA PENN VALLEY CHEMICAL	\$2,381.15	MAINTENANCE SUPPLIES
6/30/2022		30792	Void	\$0.00	Void
6/30/2022		30793	B & H FOTO-VIDEO	\$177.00	VIDEO MEDIA SUPPLIES
6/30/2022		30794	CAREERSAFE LLC	\$15,499.00	OSHA 10 TRAINING SOFTWARE
6/30/2022		30795	CARTRIDGE XCHANGE LL	\$378.00	TONER SUPPLIES - VARIOUS AERAS
6/30/2022		30796	CDW GOVERNMENT	\$1,827.79	ENGINEERING PRINTER
6/30/2022		30797	CHIRN HAULING, INC	\$499.88	TRASH REMOVAL - DISPOSAL SERVICES
6/30/2022		30798	CLARK SERVICE GROUP INC	\$5,025.00	FOOD SERVICE REPAIR SERVICES
6/30/2022		30799	CM REGENT LLC	\$2,319.14	JULY 2022 LIFE/LTD INSURANCE
6/30/2022		30800	COMMERCIAL KITCHEN REPAIRS	\$3,487.50	REPAIR DISHWASHER
6/30/2022		30801	CONNIE MUSCHKO	\$95.36	MILEAGE REIMBURSEMENT
6/30/2022		30802	CROSSON PRODUCTION SERVICE INC.	\$750.00	VMA BROADCAST ENGINEERING SERVICES
6/30/2022		30803	D & E FILTRATION LLC	\$554.76	MAINTENANCE SUPPLIES
6/30/2022		30804	DALE OXYGEN & ACETYLENE SERVICE INC	\$25,749.99	WELDING EQUIPMENT - EQUIPMENT GRANT
6/30/2022		30805	DIVAL SAFETY EQUIPMENT INC	\$3,777.40	MAINTENANCE SUPPLIES
6/30/2022		30806	EBTEP	\$149,533.84	JULY 2022 DENTAL/MEDICAL/RX
6/30/2022		30807	EFFECTIVE CONTROLS INC.	\$522.00	MAINTENANCE SERVICE
6/30/2022		30808	ELEMENT ENVIRONMENTAL SOLUTIONS	\$4,637.50	ASBESTOS MONITORING
6/30/2022		30809	EVENTS STAGING INC	\$5,600.00	SENIOR REC FACILITY FEES

6/30/2022	30810	FACILITIES MANAGEMENT EXPRESS	\$4,532.03	MAINTENANCE & IT SOFTWARE SERVICES
6/30/2022	30811	GORDON BENNETT PAINTING	\$5,220.00	PAINTING - MAINTANCE
6/30/2022	30812	HERPEL'S AUTO & TRUCK LIFTS	\$1,430.00	ANNUAL LIFT INSPECTION - AUTO TECH
6/30/2022	30813	HIGHMARK BLUE SHIELD	\$1,040.93	JULY 2022 VISION
6/30/2022	30814	HOME DEPOT CREDIT SVCS.	\$2,059.85	MAINT & HOUSE PROJECT SUPPLIES
6/30/2022	30815	HSA MECHANICAL INC.	\$782.37	REPLACE WALK-IN DEFROST TIMER
6/30/2022	30816	ID WHOLESALER	\$509.90	GUIDANCE SUPPLIES - BADGE HOLDERS
6/30/2022	30817	IDENTIFIX INC.	\$1,068.00	AUTO TECH SOFTWARE SUBSCRIPTION
6/30/2022	30818	Void	\$0.00	Void
6/30/2022	30819	INTEGRITEC INC.	\$1,475.25	WATER TREATMENT & MAINT SUPPLIES
6/30/2022	30820	JAMF SOFTWARE LLC	\$2,358.50	TECHNOLOGY - SOFTWARE
6/30/2022	30821	JBM MECHANICAL, INC.	\$3,600.00	ATHLETIC HEALT & FITNESS HVAC PROJECT
6/30/2022	30822	KENSOL AIRWAYS	\$1,775.00	EXHAUST MAINTENANCE SERVICE
6/30/2022	30823	KEYSTONE FIRE AND SECURITY	\$3,270.24	MAINTENANCE SERVICES
6/30/2022	30824	KING SPRY HERMAN FREUND FAUL	\$3,609.17	SOLICITORS FEES
6/30/2022	30825	LANCASTER LEBANON I.U. 13	\$3,507.50	TECHNOLOGY - SOFTWARE
6/30/2022	30826	LOUIS TEMPLE	\$415.00	OCA FEE REIMBURSEMENT
6/30/2022	30827	MALWAREBYTES INC	\$10,426.88	LICENSES - TECH SOFTWARE
6/30/2022	30828	MILLER, MILLER & MCLACHLAN CONST. INC.	\$10,723.00	LAB DOOR REPLACEMENT
6/30/2022	30829	MSC INDUSTRIAL SUPPLY CO.	\$14,445.33	INDUSTRIAL DESIGN SURFACE GRINDER
6/30/2022	30830	NORSTAR NETWORKS	\$5,919.78	PHONE SYSTEM EQUIPMENT & LICENSES
6/30/2022	30831	NORTHEAST JANITORIAL	\$165.00	MAINTENANCE SUPPLIES
6/30/2022	30832	PACTA	\$1,225.00	CONFERENCE REGISTRATION FEES
6/30/2022	30833	PASBO	\$400.00	MEMBERSHIPS
6/30/2022	30834	PENN HOSA	\$100.00	REGISTRATION FEE FOR CONFERNECE
6/30/2022	30835	PENN JERSEY PAPER CO.	\$960.97	MAINTENANCE SUPPLIES
6/30/2022	30836	POCKET NURSE	\$329.69	HEALTH CAREER SUPPLIES
6/30/2022	30837	QUADIENT FINANCE USA INC.	\$3,000.00	POSTAGE FOR METER
6/30/2022	30838	QUILL CORP.	\$860.77	OFFICE SUPPLIES
6/30/2022	30839	READY REFRESH	\$25.36	BOTTLED WATER
6/30/2022	30840	SANMAR CORP.	\$1,286.38	SPIRIT WEAR SUPPLIES
6/30/2022	30841	SCHOOL NURSE SUPPLY	\$1,381.39	NURSE SUPPLIES
6/30/2022	30842	ST LUKE'S HOSPITAL & HEALTH NETWORK	\$45.00	EMPLOYEE SCREENING
6/30/2022	30843	STATE CHEMICAL	\$281.89	DRAIN MAINTENANCE PROGRAM

6/30/2022	30844	STORMWIND, LLC	\$1,380.00	TECHNOLOGY SUBSCRIPTION
6/30/2022	30845	STOTZ & FATZINGER	\$3,215.39	FURNITURE & OFFICE SUPPLIES/PAPER
6/30/2022	30846	SUSAN FAHRENKOPF	\$87.97	COMPUTER CAMP SUPPLY REIMBURSEMENT
6/30/2022	30847	SUSQUEHANNA CONTAINER	\$8,848.00	CONTAINERS-HOUSE PROJECT STORAGE
6/30/2022	30848	THE MORNING CALL	\$1,422.72	CLASSIFIED & LEGAL ADS/SUBSCRIPTION
6/30/2022	30849	UHRIG CONSTRUCTION INC.	\$47,189.43	ANNEX CLASSROOM EXPANSION
6/30/2022	30850	ULINE	\$2,319.08	STORAGE SUPPLIES - MAINT & OFFICE
6/30/2022	30851	UNITED SITE SERVICES	\$170.00	PORTABLE TOILET
6/30/2022	30852	VALLEY YOUTH HOUSE	\$3,428.75	MENTAL HEALTH COUNSELING SERVICES
6/30/2022	30853	W.W. GRAINGER	\$1,483.07	MAINTENANCE SUPPLIES
6/30/2022	30854	WALTER BRUCKER & CO. INC.	\$18,977.60	HEALTH ROOM PROJECT & MAINT SERVICES
6/30/2022	30855	WEATHERPROOFING TECHNOLOGIES INC	\$24,896.41	ROOF REPAIR SERVICES
6/30/2022	30856	WEX BANK	\$146.72	GAS
6/30/2022	30857	YESKA & SONS	\$420.00	MAINTENANCE SERVICES
6/30/2022	30858	Void	\$0.00	Void
6/30/2022	30859	Void	\$0.00	Void
6/30/2022	30860	Void	\$0.00	Void
6/30/2022	30861	TRI COUNTY MECHANICAL INC	\$12,600.00	MAIN BUILDING CHILLER PROJECT.
		TOTAL	\$475,633.47	

REPORT DATE  
8/2/2022

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	CHECK AMOUNT	DESCRIPTION
7/7/2022	Y	30862	DIRECT ENERGY BUSINESS	\$67.33	GAS SERVICE
7/7/2022	Y	30863	SEAROCK'S LAWN CARE	\$3,200.00	LAWN SERVICE
7/7/2022	Y	30864	UGI ENERGY SERVICES LLC	\$131.18	GAS SERVICE
7/7/2022	Y	30865	VERIZON WIRELESS	\$349.16	CELL PHONES
7/13/2022	Y	30866	DIRECT ENERGY BUSINESS	\$451.04	GAS SERVICE
7/13/2022	Y	30867	ONEGROUP NY, INC.	\$81,867.00	INSURANCE RENEWAL
7/13/2022	Y	30868	PP&L	\$16,346.66	ELECTRIC SERVICE
7/14/2022	Y	30869	CITY OF BETHLEHEM	\$1,712.08	WATER AND SEWAGE
7/14/2022	Y	30870	UGI UTILITIES	\$1,730.30	GAS SERVICE
7/20/2022	Y	30871	EMBASSY BANK -	\$12,163.31	SUPPLIES, FOOD, TRAVEL EXP, ETC.
7/20/2022	Y	30872	CANON FINANCIAL SERVICES, INC.	\$1,537.96	COPIER LEASE PAYMENT
7/20/2022	Y	30873	WINDSTREAM, FORMERLY EARTHLINK BUSINESS	\$963.94	PHONE SERVICE
7/27/2022	Y	30874	CITY OF BETHLEHEM	\$26.57	HOUSE PROJECT WATER BILL
7/27/2022	Y	30875	JENIFER STILGENBAUER	\$2,898.00	TUITION REIMBURSEMENT
7/27/2022	Y	30876	ROBERT KULICK	\$423.00	TUITION REIMBURSEMENT
7/27/2022	Y	30877	SDIC	\$5,206.00	WORKERS COMP
7/27/2022	Y	30878	WEX BANK	\$173.28	FUEL
8/2/2022		30879	ALERT LOGIC INC.	\$10,900.00	TECHNOLOGY SOFTWARE SUBSCRIPTION RENEWAL
8/2/2022		30880	ALL-AMERICA GRAPHICS	\$1,803.95	ELECTRICAL STUDENT SHIRTS/HOODIES
8/2/2022		30881	ALPHACARD	\$65.53	GUIDANCE OFFICE SUPPLIES
8/2/2022		30882	AMAZON CAPITOL SERVICES	\$279.10	OFFICE SUPPLIES
8/2/2022		30883	APPLE INC.	\$3,624.00	TECHNOLOGY SUPPLIES/EQUIP - VARIOUS AREAS
8/2/2022		30884	ASL REFRIGERATION INC	\$40,145.40	HVAC REPLACEMENT PROJECT
8/2/2022		30885	AXA EQUITABLE	\$1,361.52	ADMIN VACATION PAYOUT
8/2/2022		30886	BILL FLANNERY AUTOMOTIVE	\$227.16	AUTO COLLISION SUPPLIES
8/2/2022		30887	BIT DIRECT INC.	\$1,647.00	TECHNOLOGY SUPPLIES - PROJECTOR
8/2/2022		30888	CDW GOVERNMENT	\$2,411.70	TECHNOLOGY - WACOM EXTENDED WARRANTY
8/2/2022		30889	CHRIN HAULING, INC	\$2,506.78	TRASH REMOVAL
8/2/2022		30890	CLARK SERVICE GROUP INC	\$2,564.98	MAINTENANCE/REPAIR SERVICE - BAKING,CULINARY, CAFÉ
8/2/2022		30891	CLEARVU SCHOOL SERVICES LLC	\$600.00	PROCUREMENT FOR FOOD SERVICE
8/2/2022		30892	CM REGENT LLC	\$2,318.76	AUG 22 LIFE/LTD INSURANCE
8/2/2022		30893	COL. NORTH. I.U. 20	\$6,434.17	PROF DEVELOPMENT/WAN/INTERNET/FIREWALL/FILTERING
8/2/2022		30894	COMMERCIAL KITCHEN REPAIRS	\$100.00	TROUBLE SHOOT DISPOSAL - MAINT SERVICE
8/2/2022		30895	D'HUY ENGINEERING INC.	\$9,483.87	RETAINER FEES & ENGINEERING SERVICES

8/2/2022	30896	DELL MARKETING L.P.	\$9,125.74	TECHNOLOGY - CHROMEBOOKS
8/2/2022	30897	EBTEP	\$149,533.84	AUG 2022 MED/RX/DENTAL BENEFITS
8/2/2022	30898	FEDEX	\$22.53	RETURN SHIPPING OF CAR PART
8/2/2022	30899	GOLDEN PEPPER PRODUCTIONS INC.	\$2,000.00	PRODUCTION OF PROMO VIDEO
8/2/2022	30900	GORMAN & ASSOCIATES P.C.	\$5,250.00	AUDIT FEE - PROGRESS BILLING
8/2/2022	30901	HIGHMARK BLUE SHIELD	\$1,028.67	AUG 2022 VISION INSURANCE
8/2/2022	30902	HSA MECHANICAL INC.	\$569.00	TROUBLESHOOT HOT WATER HEATER - MAINT SERVICE
8/2/2022	30903	INTEGRA ONE	\$5,193.86	TECHNOLOGY LICENSING/SUPPORT
8/2/2022	30904	INTEGRITEC INC.	\$215.00	WATER TREATMENT MONTHLY SERVICE
8/2/2022	30905	INTERSTATE TAX SERVICE INC.	\$156.60	UNEMPLOYMENT COMPENSATION SERVICES
8/2/2022	30906	INTRADO INTERACTIVE SVCS. CORP.	\$3,377.50	SCHOOL MESSENGER RENEWAL
8/2/2022	30907	KEYSTONE FIRE AND SECURITY	\$495.00	TECHNOLOGY SERVICE FEES
8/2/2022	30908	KING SPRY HERMAN FREUND FAUL	\$5,189.67	SOLICITORS FEES
8/2/2022	30909	KISTLER O'BRIEN CO.	\$219.24	FOOD TRUCK INSPECTION
8/2/2022	30910	LEHIGH UNIVERSITY	\$4,750.00	2022-2023 MEMBERSHIP DUES
8/2/2022	30911	MACINTOSH LINEN SERVICE	\$138.31	APRON/TOWEL RENTAL
8/2/2022	30912	MOYER PEST CONTROL	\$120.36	PEST CONTROL SERVICES
8/2/2022	30913	PA CO-OP ED ASSN.	\$50.00	PCEA MEMBERSHIP
8/2/2022	30914	PENN JERSEY PAPER CO.	\$830.89	MAINTENANCE SUPPLIES
8/2/2022	30915	PRAXAIR DISTRIBUTION	\$11,010.60	WELDING SUPPLIES & EQUIPMENT
8/2/2022	30916	PREFERRED EAP	\$441.00	EMPLOYEE ASSISTANCE PROGRAM
8/2/2022	30917	PRINT GRAPHICS INC.	\$383.26	STUDENT ACTIVITY CHECKS
8/2/2022	30918	QUILL CORP.	\$415.55	OFFICE SUPPLIES - VARIOUS
8/2/2022	30919	SDIC	\$165.48	JUNE SIR - WC PAYMENT
8/2/2022	30920	SKILLS USA COUNCIL	\$2,967.43	JUNE-AUGUST SERVICES
8/2/2022	30921	ST LUKE'S HOSPITAL & HEALTH NETWORK	\$45.00	EMPLOYEE SCREENING
8/2/2022	30922	STATE CHEMICAL	\$281.89	DRAIN MAINTENANCE PROGRAM
8/2/2022	30923	STERICYCLE, INC.	\$315.00	BIOHAZARD REMOVAL SERVICES
8/2/2022	30924	THE MORNING CALL	\$91.39	LEGAL AD
8/2/2022	30925	THE PENNSYLVANIA STATE UNIV. --	\$50.00	ANNUAL FEE - PENNLINK
8/2/2022	30926	THRIVENT MUTUAL	\$1,006.32	ADMIN VACATION PAYOUT
8/2/2022	30927	TK ELEVATOR CORPORATION	\$2,102.84	ADMIN VACATION PAYOUT
8/2/2022	30928	TRAVELERS	\$242.00	TREASURER/PUBLIC OFF. BOND
8/2/2022	30929	UHRIG CONSTRUCTION INC.	\$55,392.05	ANNEX CLASSROOM EXPANSION
8/2/2022	30930	ULINE	\$458.96	MAINTENANCE SUPPLIES
8/2/2022	30931	UNITED SITE SERVICES	\$170.00	PORTABLE TOILET
8/2/2022	30932	WILSON PRODUCTS	\$562.14	CYLINDERS
		TOTAL	\$480,087.85	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

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

The administration respectfully submits the following information and recommendations:

1. STAFFING

RECOMMENDATION:

- a. That the following resignations be accepted:

**Kim Godown**

Position: Custodian

Effective: June 27, 2022

- b. That the following appointments be approved:

**Christopher Frey**

Position: Custodian  
(replacement for Kim Godown)

Salary/Benefits: \$19.50 per hour for the 2022-2023 school year, with  
benefits in accordance with the Custodial and  
Maintenance Employees Agreement

Effective: August 3, 2022, pending receipt of all required  
paperwork

**Glenn Milositz**

Position: Dean of Students  
(Reassignment) (replacement for Adam Nickischer)

Salary/Benefits: No change in Salary/Benefits, in  
accordance with the Collective  
Bargaining Agreement

Effective: August 24, 2022

**Tyler Heft**

Position: Electronics Technology Instructor  
(replacement for Glenn Milositz)

Salary/Benefits: \$57,556.33 (Column A, Step 15), for the 2022-2023  
school year, with benefits in accordance with the  
Professional Employee Benefit Package.

Effective: August 22, 2022 pending receipt of  
all required paperwork

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

1. STAFFING  
RECOMMENDATIONS, Cont'd.

**Leslie (Howie) Nonnemacher** Automotive Technology Instructor  
(replacement for Daniel Mirza)

Salary/Benefits: \$76,352.43 (Column B, Step 2), for the  
2022-2023 school year, with benefits in  
accordance with the Professional  
Employee Benefit Package.

Effective: August 22, 2022 pending receipt of  
all required paperwork

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

Employee #0454: Effective 7/11/22 up to 6 weeks

d. That the hourly wage for Madeline Sinkler, part-time Director of Development and Marketing for the Bridges Foundation, be approved at \$27.00 for the 2022-2023 school year, per the renewed employment agreement (Agenda Item 10).

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
August 2, 2022

2.1 BUSINESS ADMINISTRATOR'S 2022-2023 SALARY

RECOMMENDATION:

That the Joint Committee set and approve the salary of Business Administrator, Debra Miller, for the 2022-2023 school year, effective July 1, 2022.

The Joint Committee set the salary of Business Administrator, Debra Miller, at \$110,131.72 for the 2022-2023 school year.

2.2 EXECUTIVE DIRECTOR'S 2022-2023 SALARY

RECOMMENDATION:

That the Joint Committee set and approve the salary of Executive Director, Adam Lazarchak, for the 2022-2023 school year, effective July 1, 2022.

The Joint Committee set the salary of Executive Director, Adam Lazarchak, at \$ \_\_\_\_\_ for the 2022-2023 school year.

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

3. SUMMER EMPLOYMENT - PROFESSIONAL STAFF

RECOMMENDATION:

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

Name	Description	Quantity	Rate
Cantrel, Jeffrey	Prep For ASE/NATEF Audit	15 hours	\$38.70
Nonnemacher, Leslie (Howie)	Prep For ASE/NATEF Audit	15 hours	\$38.70
Scott Ferry	Curriculum	Up to 28 hours per week as approved by Executive Director	*TBD dependent on when work is performed
Scott Ferry	Non-Curriculum	Up to 28 hours per week as approved by Executive Director	*TBD dependent on when work is performed

\*Hourly curriculum rate for 2021-2022 is \$38.10; \$38.70 for 2022-2023

Hourly non-curriculum rate for 2021-2022 is \$28.58; \$29.03 for 2022-2023

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

4. 2022-2023 STIPEND POSITIONS

RECOMMENDATION:

- a. That the following stipend position(s) for 2022-2023 be approved as presented:

<b>STIPEND DESCRIPTION</b>	<b>NAME</b>	<b>AMOUNT</b>
Mentor Teacher (1 <sup>st</sup> year – Induction)	Judy Milositz for Meri Lindenmuth	\$736.92
Mentor Teacher (1 <sup>st</sup> Year – Induction)	Glenn Milositz for Tyler Heft	\$736.92
Mentor Teacher (1 year – procedural)	Jeff Cantrel for Leslie (Howie)	\$736.92
Mentor Teacher (2 <sup>nd</sup> year – Induction)	Brian Moser for Louis Temple	\$736.92
Mentor Teacher (1 year – procedural)	Connie Muschko for Dean Ruch	\$736.92
Mentor Teacher (1 year – procedural)	Dario Chavez for Jim Gurcsik	\$736.92
Mentor Teacher (1/2 year – procedural)	Craig Mosser for Christal Vitko	\$368.46

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

5. 2022-2023 SUBSTITUTES

RECOMMENDATION:

That the following individuals be approved as substitutes for the 2022-2023 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.

Daniel Berardesca  
Kathy Bevan  
Carol Boscia (custodial)  
Justin Bracero (custodial)  
Cindy Carson\*  
Paula Cuchran\*  
Joan Dinbokowitz\*  
Angela Dorney\*  
Peggy Fuehrer\*  
Rhonda Geiselman\*  
Shirley Gehman (custodial)  
Katelyn Gyory\*  
Bronwyn Hanley\*  
Heather Hershey\*

Julia Intrepido-Kmetz  
Joseph Kelhart  
Amy Knight\*  
Kathy Long\*  
Richard Martin  
Joanne McTague  
Gabe Mosser  
Maria Musso\*  
AimeeJo Muth\*  
Antonia Pardoe\*  
Thomas A. Rutherford  
Sally Tresize\*  
Lauren Turkel

\* BAVTS Instructional Assistant

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

6. JOB DESCRIPTION UPDATING

RECOMMENDATION:

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

This is the required second reading of this job description.

- Supervisor of Lifelong Learning

MOTION BY:

SECOND BY:

ROLL CALL

# **BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**

## **JOB DESCRIPTION**

**Position Title:** Supervisor of Lifelong Learning

### **GENERAL POSITION REQUIREMENTS**

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

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

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

**Reports to** Executive Director

### **JOB SUMMARY**

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

Supervises Continuing Education Clerical Staff, and Instructors.

**Position Title** Supervisor of Lifelong Learning

## **ESSENTIAL JOB FUNCTIONS**

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

## **TERMS OF EMPLOYMENT**

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

**Position Title**

**Supervisor of Lifelong Learning**

**PHYSICAL REQUIREMENTS**

MEASURED IN TERMS OF  
FREQUENCY

Not At All  
0%

Occasionally  
1 – 33%

Frequently  
24 – 66%

Constantly  
67 – 100%

LIFTING

Up to 10 lbs.

Frequently

11 to 20 lbs.

Frequently

Beyond 20 lbs.

Occasionally

BODY MOVEMENTS

Bend/Stoop

Occasionally

Climb

Occasionally

Kneel

Occasionally

Push

Occasionally

Pull

Occasionally

Twist

Occasionally

Stand

Frequently

Sit

Frequently

Walk

Frequently

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

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Signature

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

7. TUITION-PAID STUDENTS

INFORMATION:

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

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

RECOMMENDATION:

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

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

8. CONFERENCE REQUESTS

RECOMMENDATION:

That Connie Muschko and Dean Ruch, School-to-Career Coordinators, be granted permission to attend the 2022 Pennsylvania Cooperative Education Conference in State College, PA from October 12 - 14, 2022. The approximate cost for both to attend is \$1,600.

That Debra Miller, Business Administrator, be granted permission to attend the 2022 PACTA Fall Workshop for CTE Business Administrators in State College, PA from September 15-16, 2022. The approximate cost to attend is \$553.34.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

9. CONTRACTED SERVICES – ON-SITE RESOURCE OFFICER

INFORMATION:

With permission of the Joint Committee, the Bethlehem Area Vocational-Technical School will enter into an agreement with the Bethlehem Township Police Department to employ a full-time police officer (aka On-Site Resource Officer).

We are entering our sixteenth year with this agreement. BAVTS will pay 50% of the Officer's salary and benefits for 180 days of service. The amount for the 2022-2023 school year is \$50,505.00.

RECOMMENDATION:

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

MOTION BY:

SECOND BY:

ROLL CALL

## **BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**

### **SCHOOL RESOURCE OFFICER AGREEMENT**

This Agreement is made effective as of August 2, 2022, by and between the Joint Committee of the Bethlehem Area Vocational Technical School ("BAVTS"), with offices located at 3300 Chester Avenue, Bethlehem, PA 18020, and Bethlehem Township ("the Township"), with offices located at 4225 Easton Avenue, Bethlehem, PA 18020. BAVTS and the Township may hereafter be collectively referred to as the "Parties".

#### **WITNESSETH:**

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

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

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

1. **DESCRIPTION OF SERVICES.** The Township will provide the BAVTS with one (1) Certified Township Police Officer (hereafter, the "Officer") to be assigned to the Bethlehem Campus of BAVTS at 3300 Chester Avenue, Bethlehem, PA 18020. The Officer will act as a SRO to improve BAVTS building discipline and security. The Officer shall remain an employee of the Township throughout the term of this Agreement but when at the Bethlehem campus shall report both to the Township and the BAVTS Administration.

2. **TERM.** The term of this Agreement shall commence on August 29, 2022, and shall terminate upon close of business on June 30, 2023 (hereafter, "Term"), unless earlier terminated pursuant to the terms of this Agreement.

3. **PERFORMANCE OF SERVICES.** The Officer shall provide Services to the BAVTS beginning upon the first school day for BAVTS students and terminating upon close of business on the last school day for BAVTS students, during all regular school days and hours, pursuant to the then-current official BAVTS school calendar.

4. **PAYMENT.** Except as otherwise specifically set forth herein, on February 1, 2023, the BAVTS will pay to the Township fifty (50%) percent of the Officer's then-current salary and benefits for one hundred and eighty (180) days of Service, prorated over one hundred and eighty (180) days. Based on the Township's current collective bargaining agreement with the Bethlehem Township Police Association, this amount is \$50,505.00. If, during the Term of this Agreement, by reason of a new collective bargaining agreement the Officer's salary increases, the Township shall notify BAVTS of said increase and BAVTS shall pay to the Township the difference between fifty (50%) percent of the Officer's prior salary and fifty (50%) percent of the Officer's increased salary, adjusted pro rata based upon that portion of the Term remaining as of the effective date of the Officer's salary increase. In the event this Agreement is terminated prior to February 1, 2023, a pro-

rated payment will be made to the Township for all Services performed to the date of termination. In the event this Agreement is terminated subsequent to February 1, 2023, but prior to June 30, 2023, a pro-rated refund will be made to the BAVTS for the then-remaining Term.

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

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

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

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

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

9. **INDEMNIFICATION.**

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

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

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

11. **NOTICES.** All notices required or sought to be given under this Agreement shall be in writing and shall be deemed to have been made if (i) delivered personally, (ii) sent by certified or registered mail, postage prepaid, or (iii) sent by nationally recognized overnight courier, addressed as follows:

If to the BAVTS:

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

If to the Township:

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

Either party may at any time, in the manner set forth for giving notices to the other party, designate a different name and/or address to which notices to it shall be sent.

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

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

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

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

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

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

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

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

THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Cedric Dettmar, Chairperson

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Susan M. Fahrenkopf, Secretary

BETHLEHEM TOWNSHIP

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson, Bethlehem Township Commissioners

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary, Bethlehem Township Commissioners

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

10. BRIDGES FOUNDATION PART-TIME POSITION

INFORMATION:

Following their June 21, 2022 meeting, The Bridges Foundation Board of Directors, voted to renew the employment agreement with Ms. Madeline Sinkler, part-time Director of Development and Marketing, and to increase her hourly wage from \$25.00 to \$27.00. All other conditions of the agreement remain. The vote was: 7 Aye, 0 Nay, 1 Abstention

RECOMMENDATIONS:

Therefore, it is recommended that the Joint Committee authorize the Executive Director to renew the attached solicitor-approved employment agreement with Madeline Sinkler, Part-time Director of Development and Marketing effective July 1, 2022 through June 30, 2023.

MOTION BY:

SECOND BY:

ROLL CALL

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

THIS EMPLOYMENT AGREEMENT (hereafter "Agreement") is made this 2nd day of August, 2022 by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, with offices located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as "BAVTS") and Madeline Sinkler (hereinafter referred to as "Employee"). The BAVTS and Employee may hereinafter be collectively referred to as the "Parties".

WHEREAS, the Joint Committee of BAVTS, at a regularly scheduled meeting duly and properly called upon this 2nd day of August, 2022, did appoint the Employee to the position of Director of Development and Marketing; and

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

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

**SECTION 1. TERM**

1.1 The term of this Agreement shall be for the period from July 1, 2022 through June 30, 2022, unless sooner terminated pursuant to the terms set forth herein.

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

**SECTION 2. DUTIES AND QUALIFICATIONS**

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

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

2.3 BAVTS retains the right to reasonably request a recent criminal history record information and/or child abuse clearance from Employee at any time during the Term of this Agreement. For purposes of this paragraph, "recent" shall mean a criminal history record

{00661867}

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

### **SECTION 3. COMPENSATION**

3.1 Effective July 1, 2022, the hourly wage of the Employee shall be Twenty-Seven Dollars (\$27.00) per hour worked.

3.2 The Employee's hours worked will be compensated based on the Employee's submission of a timecard in the manner directed by the BAVTS Executive Director or designee. The Employee agrees to truthfully and accurately report all time worked. Furthermore, the Employee agrees that he/she will not work in excess of 29 hours per week without the written permission of the BAVTS Executive Director, or designee.

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

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

3.5 The Employee shall not be entitled to paid leave or any other benefits. Reimbursement for expenses shall be as communicated by BAVTS to the Employee. Any entitlement to PSERS shall be as determined by PSERS and subsequently communicated by BAVTS to the Employee.

### **SECTION 4. RENEWAL AND TERMINATION**

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

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

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

### **SECTION 5. MISCELLANEOUS**

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

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

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

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

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

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

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

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

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Madeline Sinkler  
Director of Development and Marketing

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

11. APPOINTMENT OF JC MEMBER TO BRIDGES BOARD OF DIRECTORS

INFORMATION:

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

RECOMMENDATION:

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

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
August 2, 2022

12. 2022-2023 OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the attached Occupational Advisory Committee (OAC) members for the 2022-2023 school year.

First Name	Last Name	Job Title	Company	Program/Shop

MOTION BY:

SECOND BY:

ROLL CALL

Bethlehem Area Vocational-Technical School  
Occupational Advisory Committee Members  
2022-2023

First Name	Last Name	Title	Company	Shop/Program
Susan	Capobianco	Parent/Chief Marketing Officer	Moravian Hall Square	Academy for Applied Engineering
Michael	Capobianco	Student		Academy for Applied Engineering
David	Escott	Sr. Manager Engineering & Facilities	Just Born, Inc.	Academy for Applied Engineering
Gary	George	Mechanical Program Manager	Northampton Community College	Academy for Applied Engineering
Scott	Hummel	Director of Engineering	Lafayette College	Academy for Applied Engineering
Joel	Kvacky	Technical Sales Specialist	Bosch Rexroth Corporation	Academy for Applied Engineering
Stephen	Latanision	Emerging Engineering	LCTI Engineering	Academy for Applied Engineering
Jeff	McGinley	President	K & L Services Group	Academy for Applied Engineering
Wayne	Padla	Product Manager - Filtration	Bosch Rexroth Corporation	Academy for Applied Engineering
Russell	Shaffer	Director of Engineering	Curtiss Wright	Academy for Applied Engineering
Ross	Strebig	Mechanical Design Engineer	Air Products & Chemicals, Inc.	Academy for Applied Engineering
Christina	Gardner	Campaign Development Manager	The Leukemia & Lymphoma Society	Academy for Medical Science
Kerri	Green	Director Medical Education	Lehigh Valley Health Network	Academy for Medical Science
Marisa	Kauker	Patient Care Manager	Lehigh Valley Health Network	Academy for Medical Science
Jeanne	Reilly	Education Consultant	Lehigh Valley Health Network	Academy for Medical Science
Kelly-Anne	Varcoe	Nursing Faculty Member	East Stroudsburg University	Academy for Medical Science
Nick	Calmar	Body Technician	Ross Body and Frame	Auto Collision
Richard	Daku	Vice President	Daku's Autobody Shop, Inc.	Auto Collision
William	Flannery, Jr.	Owner	Bill Flannery Automotive	Auto Collision
Sergio	Gaspar	Owner	611 Motors LLC	Auto Collision
Aaron	Longley	General	Brown Daub Dodge	Auto Collision
Melanie	Markulics	Owner	Collision Refinish Specialists	Auto Collision
Raymond	Markulics	Owner	Collision Refinish Specialists	Auto Collision
William	Matejcek	Committee Chairperson/Autobody Technician	Scott Chevrolet Cadillac	Auto Collision
Quinn	Strohl	Body Technician	Ross Body & Frame	Auto Collision
Glen	Zabriskie	Body Shop Manager	Young VW Mazda	Auto Collision
Jose	Acosta	Automotive Technician	Ciocca Dealerships Volkswagen	Automotive Technician
Joshua	Adams	Technician	Star Buick GMC	Automotive Technician
Jay	Amore	Admissions Representative	Universal Technical Institute	Automotive Technician
John	Becker	Owner	Stahley's Transmissions	Automotive Technician
Ray	Bunce	Service Manager	Remco Inc.	Automotive Technician
Joseph	Busfield	Automotive Technician	Faulkner Chevrolet Cadillac	Automotive Technician
William	Byrnes	Service Technician	Brown Daub Chevrolet	Automotive Technician
Thomas	Byrnes	Service Technician	Brown Daub Chevrolet	Automotive Technician
Daniel	Carcione	Service Manager	Lehigh Valley Honda	Automotive Technician
Jonathan	Fritz	Auto Technician	Lehigh Northampton Airport Authority	Automotive Technician
Walter	Garrett	Technician	Jeff's Automotive Repair	Automotive Technician
Christopher	Goodson	General Manager	Jeff's Automotive Repair	Automotive Technician
Craig	Hahn	Manager	Advanced Auto Parts	Automotive Technician
Daniel	Henninger	Shop Foreman	Allentown Jaguar, Land Rover	Automotive Technician
Cody	Henninger	Heavy Equipment/Diesel Tech	Lehigh Asphalt & Construction Co.	Automotive Technician
Fred	Kirby	Instructor	Central Montco Technical School	Automotive Technician
Austin	Kochenash	Mechanic	Performance Driveline, Inc.	Automotive Technician
Logan	Koehler	Shop Technician	Plasterer Equipment Co., Inc.	Automotive Technician
Nef	Lopez	Owner	BodyWorks by Tiffany	Automotive Technician

Bethlehem Area Vocational-Technical School  
Occupational Advisory Committee Members  
2022-2023

First Name	Last Name	Owner/President	Title	Company	Shop/Program
Paul	McCartney, III	Owner/President		Cherryville Service Center	Automotive Technician
David	Mertz	Factory Rep		Hunter Engineering Company	Automotive Technician
Louis	Murante, JR.	Owner		Murante Auto Repair LLC	Automotive Technician
Mason	Persiani	Auto Technician		Coco's Service and Repair	Automotive Technician
Dave	Rockstroh	District Rep		Advanced Auto Parts	Automotive Technician
William	Shollenberger	Owner		Dave & Wayne's Auto Center	Automotive Technician
Dawson	Silfies	Service Technician		North American Bulk Transport	Automotive Technician
Kyle	Smith	Service Technician		Star Buick GMC	Automotive Technician
Ryan	Steirer	Technician		City of Bethlehem	Automotive Technician
Jeffrey	Strausser	Owner/President		Jeff's Automotive Repair	Automotive Technician
Gage	Strouse	Service Technician		More Miles Automotive	Automotive Technician
George	Trilli	Automotive Technician		Jeff's Automotive Repair	Automotive Technician
Steve	Volk	Service Technician		Brown Daub Chevrolet	Automotive Technician
Nathan	Wedde	Refrigeration/Heavy Truck Technician		Penn Detroit Diesel Allison	Automotive Technician
Nicholas	Wedde	Diesel Tech		Cherryville Service Center	Automotive Technician
Charles	Wernett, Sr.	Committee Chairperson/President		Stefko Service Center, Inc.	Automotive Technician
Michael	Young				Automotive Technician
Alexander	Younis	Automotive Technician		Jeff's Automotive Repair	Automotive Technician
Joe	Zongora	Service Technician		More Miles Automotive	Automotive Technician
Kimberly	Bower	Recruitment Specialist		St. Luke's University Health Network	Baking
Eric	Butrym	Owner		Easton Baking Company	Baking
Ana	Carvalho	Pastry Cook		Sands Casino (Wind Creek)	Baking
Lexi	DaRaja	Team Leader Trainee		Wegman's Food Market	Baking
Amanda	Dixon	Cake Decorator		Giant Food Stores	Baking
Ayesha	Edwards-Rasul	Executive Chef		Fed Cap School	Baking
Andrew	Everett				Baking
Katie	Horan	Pastry Chef		Northampton Community College	Baking
Cathy	Huber	Owner		Sweet N Savory, LLC	Baking
Morgan	Hudak	Pastry Chef		Live Casino	Baking
Miranda	Robibero	Baker		Skytop Lodge	Baking
Julie	Sabatino	Parent		BAVTS	Baking
Christa	Sapone	Pastry Chef		Skytop Lodge	Baking
Thomas	Silfies	Owner		Cheletom Inc. dba Bev's Cake & Candy	Baking
Sarah	Sobers	Pastry Chef		Wind Creek	Baking
Daniel	Yost	Baker		Panera	Baking
Andrew	Acevedo	TEOB		Northampton County DOT	Carpentry
Frank	Alexander	Committee Chairperson/Management		Anthony Builders	Carpentry
Frank	Bialobreski	Owner		Keystone General Contracting	Carpentry
Michael	Biechy	Director		Triangle Tech	Carpentry
Katie	Bischak	Director, High School Operations		Triangle Tech	Carpentry
Alexander	Bortz	Laborer		Bocko Home Improvements	Carpentry
Joseph	Brady	Assistant Director		Triangle Tech	Carpentry
Matt	Freeh	Project Manager		Bracy Construction	Carpentry
Ron	Jerdon	President		Jerdon Construction Services, LLC	Carpentry
Allana	Karo				Carpentry

Bethlehem Area Vocational-Technical School  
Occupational Advisory Committee Members  
2022-2023

First Name	Last Name	Title	Company	Shop/Program
Austen	Kleintop	Vice President	Blue Mountain Evergreen	Carpentry
Andrew	Kopczynskie	Carpenter	Relcon Construction	Carpentry
Kris	Longley	Pre Finisher	Martin Guitar (C.F. Martin & Company)	Carpentry
Francis	Loughney	Council Rep	Carpenter's Union	Carpentry
Caleb	Miller		Upper Bucks CTS	Carpentry
Tim	Minnema	Corporate General Manager	Reeb Millwork	Carpentry
Jordan	Montague	Head Carpentry Instructor	Triangle Tech	Carpentry
Arthur "Tim"	Moyer	Owner	A. R. Moyer Construction Company	Carpentry
Daniel	Petino	Project Manager	Toll Brothers, INC.	Carpentry
David	Reppert, Sr.	Project Manager	RL Reppert, Inc.	Carpentry
Jason	Russell	Foreman	Klover SEPA	Carpentry
Kenneth	Schoch	Owner	Saucon Construction LLC	Carpentry
Joe	Scott	Carpenter's Apprentice	Jerdon Construction Services, LLC	Carpentry
Ryan	Smith	Student		Carpentry
James	Soke	Retired	Retired	Carpentry
Jason	Zellner	Project Manager	Jerdon Construction Services, LLC	Carpentry
Daniel	Albeck	Director of Web Development	Graphic D-Signs	Commercial Art
Rob	Baker	President - CEO	Christmas City Studios	Commercial Art
Kate	Cassidy	Graphic Designer	Lehigh University	Commercial Art
Gary	Gower, Jr.	Owner	G & L's Sign Factory	Commercial Art
Riley	Martin	Student	BAVTS	Commercial Art
Erin	Miller	Graphic Designer	Just Born, Inc.	Commercial Art
Gwenn	Noel	Senior Manager	Olympus Corporation of the Americas	Commercial Art
Jessica	Sigley	Bindery	Alpha Graphics	Commercial Art
Sarah	Stern-Hausknecht	Freelance Graphic Designer	Sarah Sterner Design	Commercial Art
James	Taylor	Owner	J Taylor Design	Commercial Art
Jamie	Toohy	Photography Teacher	Bethlehem Area School District	Commercial Art
Alicia	Ventura	Web Designer		Commercial Art
Mike	Bubernack	Co-owner/CEO	ET&T	Computer Networking
Paul	Chepolis	Senior Client Success Mgr	Frontline Education	Computer Networking
Richard	Chiappa	Computer Systems Networking Instructor	Career Institute of Technology	Computer Networking
Brian	Dravec	Supervisor of Technology Services	Colonial IU20	Computer Networking
Max	Harrison	CEO	Netizen Corporation	Computer Networking
Michael	Hawkins		Netizen Corporation	Computer Networking
Seth	Henrie	Systems Admin	BAVTS	Computer Networking
Thomas	Kalinoski	Director of Technology and Operations	Colonial IU20	Computer Networking
Judy	Milositz	Engineering Instructor	BAVTS	Computer Networking
Alex	Schrader	Helpdesk Technician	BAVTS	Computer Networking
Brian	Stokes	Associate Professor	Northampton Community College	Computer Networking
Richard	Thomas	Networking Instructor	Career Institute of Technology	Computer Networking
Jason	Weber	Director of Operations	Green Brook Township Public Schools	Computer Networking
Aubrie	Butko	Stylist	Holiday Hair	Cosmetology
Claire	Cacciatore	Tech	Verve Salon	Cosmetology
Christy	DiGennaro	Service Manager	Ulta Beauty	Cosmetology
Erika	Dilenno	Cosmetology Teacher	Central Montco Technical School	Cosmetology

First Name	Last Name	Owner	Title	Company	Shop/Program
Shea	Emanuel-Missmer	Owner		Bucks & Babes Beauty Studio	Cosmetology
Sara	Evans	Stylist		Michael Perry Hair Studio	Cosmetology
Houda	Fallstich	Owner		Bordeaux Hair Designs	Cosmetology
Rebekah	Faust	Stylist		Salon by Instyle	Cosmetology
April	Gregory	Hair Stylist		Sirens Beauty	Cosmetology
Caterina	Hawk	Owner		Millennia Salon	Cosmetology
Deidra	Heisler	Master Stylist		Salon Lore	Cosmetology
Michele	Horn	Partner/Stylist		Dye-Namic Reflections	Cosmetology
Susan	Kettenburg	Director		Empire Beauty School	Cosmetology
Dezarae	Kirk	Evening Lead Clinic Floor Instructor		Metro Beauty Academy	Cosmetology
Elisabeth	Kohler	Senior District Leader		Regis Corporation	Cosmetology
Lia	Koutsikos	District Leader		Supercuts	Cosmetology
Joanne	McTague	Esthetician - Continuing Ed Instructor			Cosmetology
Connie	Muschko	Instructor		Bethlehem AVTS	Cosmetology
Cristian	Ramirez	Founder/Instructor		Merge Barber School	Cosmetology
Adrienne	Richetta	Make Consultant/Freelancer		Sephora	Cosmetology
Taylor	Riden	Salon Leader		Holiday Hair	Cosmetology
Clourin	Salloum	Stylist		Bordeaux Hair Design	Cosmetology
Eric	Smith	Barber		Eric's Barbershop	Cosmetology
Michelle	Steward	Owner/Operator		Michelle Stewards Beauty Salon	Cosmetology
Emily	Viola	Assistant		Shear Impressions	Cosmetology
Jennifer	Weinert	Senior Stylist		Salon Blush	Cosmetology
Shawna	Zandarski	Stylist		Regis Corporation	Cosmetology
Janeida	Atwood			Northampton Country Club	Cosmetology
Kimberly	Bower	Recruitment Specialist		St. Luke's University Health Network	Culinary Arts
David	Burrington	HR Business Partner		Lehigh Valley Restaurant Group	Culinary Arts
Stacy	Calles	Director of Concessions		Kalahari Resorts	Culinary Arts
Andrew	Chandler	District Manager		Metz Culinary Mgmt.	Culinary Arts
Michael	Dunnigan	Sales Specialist		The Restaurant Store	Culinary Arts
Amanda	Frey	Food and Beverage		Moselem Springs Country Club	Culinary Arts
Timothy	Gibbons	Assistant Professor - Hospitality Education		Lehigh Carbon Community College	Culinary Arts
Jonathan	Glueck	Chef/Kitchen Manager		Point Phillips Hotel	Culinary Arts
Anthony	Marinho	Owner/Consultant		Curated Hospitality Consulting	Culinary Arts
Francine	Marz	Culinary Director		Northampton Community College	Culinary Arts
James	McKeon	Executive Chef - Sodexo		Drexel University	Culinary Arts
Frank	Mehall	Executive Chef		Moravian Village Bethlehem	Culinary Arts
Mike	Milkovits	General Manager		Sodexo	Culinary Arts
Laura	Palermo	Manager of Restaurant Training		Lehigh Valley Restaurant Group	Culinary Arts
Luke	Polles	Executive Chef		Great Wolf Lodge	Culinary Arts
Dawn	Reidenbach	Director HR		Dorney Park	Culinary Arts
Timothy	Rios	Executive Chef		Saucon Valley Country Club	Culinary Arts
Chad	Rockovits	Committee Chairperson/District Manager		Metz Culinary Management	Culinary Arts
Wilbert	Rufe	Executive Chef		Sodexo	Culinary Arts
David	Schweiger	Director, Hospitality & Sport Management		Northampton Community College	Culinary Arts
Hope	Sternier	Director of Education		PRLA	Culinary Arts

Bethlehem Area Vocational-Technical School  
Occupational Advisory Committee Members  
2022-2023

First Name	Last Name	Title	Company	Shop/Program
Nick	Strebig	Culinary Arts Instructor	Colonial IU20	Culinary Arts
Ann	Takacs	Owner/Chef	Art Café	Culinary Arts
Richard	Takacs, Jr.	Owner	Art Café	Culinary Arts
Terry	Wagner	Senior Food Scientist	Brenntag North America	Culinary Arts
Michael	Wedderburn	Executive Chef	Dorney Park	Culinary Arts
Heather	Williams	Executive Chef	Personal Chef	Culinary Arts
Andrew	Wissa	Executive Chef	Spectra Food Service	Culinary Arts
Luke	Cunningham	Committee Chairperson/Owner/Contractor	Westside Hammer Electric	Electrical Construction
Ron	Fornarotto	Electrical Program Manager	Northampton Community College	Electrical Construction
Robert	Franklin, III	Training Director	IBEW Local #375	Electrical Construction
Robert	Gotzon	Retired Vocational Teacher	Retired	Electrical Construction
Richard	Harris, III	Lead Electrical Instructor	Associated Builders and Contractors, Inc.	Electrical Construction
Shawn	Harty	General Manager	Jenkins Machine, Inc.	Electrical Construction
Lonnie	Hill	Membership Development Rep		Electrical Construction
Richard	Hotchkiss	Owner	Richard M. Hotchkiss	Electrical Construction
Aaron	Kuhns	Asst. Project Estimator	BEI Electrical	Electrical Construction
Bryan	Lieberman	Project Manager	BEI Electrical	Electrical Construction
Gil	Resto	Owner/President	GR Electric LLC	Electrical Construction
Jack	Schreiber	Assistant Director, Technical Programs	Northampton Community College	Electrical Construction
Kevin	Strawn	Retired Electrical Construction Instructor	Strawn Electric	Electrical Construction
Joseph	Tiwold, Jr.	Instructor	IBEW Local #375	Electrical Construction
Timothy	Voorhees	Engineering Manager	Muller Martini	Electrical Construction
Ken	Borger	Personnel Supervisor	Lutron Electronics	Electronics Technology
Jason	Gordon	Electrical Mechanical Designer	Reynolds & Reynolds Electronics, Inc.	Electronics Technology
James	Hall	Director of Engineering	Reynolds & Reynolds Electronics, Inc.	Electronics Technology
Chris	Heckman	Recruiter	Nestle Waters	Electronics Technology
Jeremy	Heyman	Science/Tech Success Specialist	Northampton Community College	Electronics Technology
Jeffrey	McGinley	President	K & L Services Group	Electronics Technology
Matthew	Nicklin	Senior Engineering Technician	Lutron Electronics	Electronics Technology
Todd	Seifert	Committee Chairperson/Service Technician	ABEC	Electronics Technology
Dan	Strohler	Operations Manager	Bitronics	Electronics Technology
Stephen	Strom	Lecturer/Electronics	Northampton Community College	Electronics Technology
Ismael	Vazquez	Calibration Test Technician	Bitronics	Electronics Technology
Marilyn	Ward	SMT Manager	R & D Altanova.com	Electronics Technology
Christy	DiGennaro	Service Manager	Ultra Beauty	Electronics Technology
Houda	Fallstich	Owner	Bordeaux Hair Designs	Esthetics
Glenda	Gerena	CEO/Esthetician Coach	Leegerem Advance Aesthetic Techniques	Esthetics
Elisabeth	Kohler	Senior District Leader	Regis Corporation	Esthetics
Lia	Koutsikos	District Leader	Supercuts	Esthetics
Gisel	Mariano	Esthetician/Bridal Makeup	BB DeCheine Beauty Co.	Esthetics
Joanne	McTague	Esthetician - Continuing Ed Instructor		Esthetics
Youla	Moussa	School Director	The Beauty Institute	Esthetics
Victoria	Rath	Esthetician/Nail Tech	Qi Spa	Esthetics
Tara	Row	Cosmetologist	Meera Salon and Day Spa	Esthetics
Wanda	Schutt	Medical Aesthetician	Center for Laser and Aesthetic Medicine	Esthetics

Bethlehem Area Vocational-Technical School  
Occupational Advisory Committee Members  
2022-2023

First Name	Last Name	Title	Company	Shop/Program
Samara	Wehbeh	Owner/Esthetician	Muse Modern Med Spa	Esthetics
Roger	Acevedo		MinuteMan Press	Graphic Communications
April	Bachert	Digital Press Operator	Christmas City Printing	Graphic Communications
Jennifer	Bell	Special Education Teacher	CIU 20	Graphic Communications
Heather	Burkhart	Guidance Counselor	Bethlehem AVTS	Graphic Communications
Kenneth	Buttner	Teacher	Retired--Teacher	Graphic Communications
Natalie	Flores	Production Artist	Fanatics/Majestic	Graphic Communications
Layne	Gehris	Owner	Style You Need	Graphic Communications
Gary	Gower, Jr.	Owner	G & L's Sign Factory	Graphic Communications
David	Huber	Production Manager	MinuteMan Press	Graphic Communications
David	Kennedy	Teacher	Retired--Teacher	Graphic Communications
Patrick	McCloskey	Digital Print Production	Alpha Graphics	Graphic Communications
Craig	Mosser	Technology Integration Instructor	Bethlehem AVTS	Graphic Communications
Francis	Pinter	Owner	American Printing Unlimited	Graphic Communications
Paul	Sicinski	President	Christmas City Printing	Graphic Communications
Ilene	Stroh	President	Alpha Graphics	Graphic Communications
Genna	Wetzel	NCC Student	Bethlehem AVTS	Graphic Communications
Nora	Alu	Student Affiliations Specialist	American Printing Unlimited	Graphic Communications
Morgan	Biggs	Student	Alpha Graphics	Graphic Communications
Heather	Clark	Practical Nursing Program Director	Lehigh Valley Health Network	Health Careers
Jake	Cole	Case Manager	BAVTS	Health Careers
Sandy	Cooper	Nurse Practitioner	Penn State University	Health Careers
Lindsey	Faust	RMA	St. Luke's University Health Network	Health Careers
Ro	Faye	Volunteer Coordinator	Farias Medical Center	Health Careers
Chris	Field	CFO	Montgomery County CF	Health Careers
Jennifer	Gambal	Instructor	St. Luke's University Health Network	Health Careers
Kaila	Gazaway	Stocker	Hanger Prosthetics and Orthotics	Health Careers
Cheryl	Gillen	HR Specialist	DeSales University	Health Careers
Christopher	Hall	Physician Assistant	Redner's Warehouse Markets	Health Careers
Kayla	Hart	Nurse Assistant	Homewatch Caregivers	Health Careers
Josefa	Husovsky	Retired	St. Luke's University Health Network	Health Careers
Brianna	Kays	Student	Good Shepherd Rehabilitation Network	Health Careers
Amy	Lombana		DeSales University	Health Careers
Wendy	Lutz	Dental Hygienist	LVHN Cedar Crest	Health Careers
Susan	McCauley, RN	Trauma Department	Dr. John Polter-Dr. Mary Viechnichi	Health Careers
Stephanie	McClure	CRNA	Lehigh Valley Health Network	Health Careers
Denise	McGaughan	Instructor of Health Related Tech	Reading Hospital	Health Careers
Mary Kathleen	Murphy	Committee Chairperson/CRNP	Career Institute of Technology	Health Careers
Stephanie	Noll	Education Specialist/Emergency Room Staff Nurse	St. Luke's University Health Network	Health Careers
Jeanne	Reilly	Education Consultant	St. Luke's University Health Network	Health Careers
Judy	Rex	NCC Community Education	Lehigh Valley Health Network	Health Careers
Morgan	Riggs	Student	Northampton Community College	Health Careers
Jessica	Schreck	RN - Senior Process Coordinator	BAVTS	Health Careers
Jessica	Schreck		Lehigh Valley Health Network	Health Careers
Wendy	Smolenak	Adjunct Faculty	Northampton Community College	Health Careers

Bethlehem Area Vocational-Technical School  
Occupational Advisory Committee Members  
2022-2023

First Name	Last Name	Title	Company	Shop/Program
Lorillie	Soleta	Clinical Educator Manager	Good Shepherd Rehabilitation Network	Health Careers
Brianna	Speshok	Student	BAVTS	Health Careers
Laura	Traupman	Nurse Aide		Health Careers
Kathleen	Willner	Director, Educational Services	St. Luke's University Health Network	Health Careers
Kathy	Woolf	Administ Partner	St. Luke's University Health Network	Health Careers
Brooke	Zumas	Senior Education Consultant	Lehigh Valley Health Network (KW-1017113)	Health Careers
Dan	Burkhart	Trade Supervisor	Lehigh Valley Health Network	Health Careers
Louis	Cooper	Supervisor Plumbing Department	HT Lyons	HVAC
Larry	Goebel	Project Manager	Cooper Mechanical Inc.	HVAC
Brian	Hayes	Owner/Technician	St. Luke's Health Network	HVAC
Dalton	Hayes	Technician	BDA	HVAC
Dennis	Henritzy	HVAC Technician	BDA	HVAC
Joseph	Laubach	New Construction Installer	County of Northampton	HVAC
Adam	Laubach	Sales	Hannaberry HVAC	HVAC
Jacob	Leland	Apprentice	Hannaberry HVAC	HVAC
Deborah	Matthes	St. Controls Technician	Faust Heating & AC	HVAC
Dennis	Mundy	Service Manager	Johnson Controls	HVAC
Michael	Pleson	Field Development Manager	The Tustin Group	HVAC
Larry	Shoemaker	Plumber	The Tustin Group	HVAC
Scott	Solosky	Service Manager	Deluxe Plumbing and Heating	HVAC
Nate	Stumph	Service Technician	Cooper Mechanical Inc.	HVAC
Paul	Wightman	HVAC Technician	Comfort Solutions HVAC	HVAC
Jeff	Zeleny	HVAC General Manager	Comfort Solutions HVAC LLC	HVAC
Richard	Baciocco	Machinist	Cooper Mechanical Inc.	HVAC
Adam	Becker	Machinist	B. Braun Medical	Industrial Design/Advanced Mfg.
Gene	Cancelliere	Owner	Victaulic	Industrial Design/Advanced Mfg.
Jay	Crosson	Programmer	General Machine Kraft	Industrial Design/Advanced Mfg.
Charles	Devereaux	Mold Shop Manager	Lehigh Heavy Forge	Industrial Design/Advanced Mfg.
Ralph	Gardner	Machinist	B Braun Medical	Industrial Design/Advanced Mfg.
Shawn	Harty	General Manager	S Johnson & Sons	Industrial Design/Advanced Mfg.
Dru	Hayward	Plant Manager	Jenkins Machine, Inc.	Industrial Design/Advanced Mfg.
Avery	Henthorn	Machinist	Lehigh Valley Plastics	Industrial Design/Advanced Mfg.
Mike	Jenkins	President	Lehigh Valley Plastics, Inc	Industrial Design/Advanced Mfg.
Tim	Kardish	President	Jenkins Machine, Inc	Industrial Design/Advanced Mfg.
John	Keefe	Mold Shop Manager	Sussex Wire, Inc.	Industrial Design/Advanced Mfg.
Robert	Kleeman	Consultant		Industrial Design/Advanced Mfg.
Christopher	Krenos	Machinist	ADI Mfg. Solutions	Industrial Design/Advanced Mfg.
David	Krisovitch	President	Lehigh Heavy Forge	Industrial Design/Advanced Mfg.
Anthony	Manjone	General Manager	Micro Tool Company	Industrial Design/Advanced Mfg.
John	Miga	Vice President	Hygrade Metal Components	Industrial Design/Advanced Mfg.
Randy	Ross	Committee Chairperson/Supervisor Specialty Roll Shop	J&L Precision Machine	Industrial Design/Advanced Mfg.
Glenn	Sheckler	Maintenance Engineering Tech	Lehigh Heavy Forge	Industrial Design/Advanced Mfg.
Darryl	Sienicki	Tool & Die Maker	B Braun Medical	Industrial Design/Advanced Mfg.
Gary	Slawik	Manager, Apprenticeship and Training	Sussex Wire, Inc.	Industrial Design/Advanced Mfg.
Patrick	Smith	Engineering Manager	Bihler of America	Industrial Design/Advanced Mfg.
			Jenkins Machine, Inc.	Industrial Design/Advanced Mfg.

Bethlehem Area Vocational-Technical School  
Occupational Advisory Committee Members  
2022-2023

First Name	Last Name	Title	Company	Shop/Program
Jeremy	Snyder	Turning Cell Group Leader	Lehigh Valley Plastics, Inc	Industrial Design/Advanced Mfg.
Craig	Traugher	Shop Owner	Exigo Manufacturing	Industrial Design/Advanced Mfg.
Daniel	Wetzel	Supervisor	Bitronics	Industrial Design/Advanced Mfg.
Amy	Cotter	Athletic Trainer	St. Luke's University Health Network	Introduction to Sports Medicine Careers
Brianna	Dunlap	Athletic Trainer	St. Luke's Sports Medicine	Introduction to Sports Medicine Careers
Stephanie	Gelman	AT Administrative Team Leader	Coordinated Health of Allentown	Introduction to Sports Medicine Careers
John	Hauth	Senior Director, Sports Medicine Relations	St. Luke's University Health Network	Introduction to Sports Medicine Careers
Colin	Hunsberger	Regional Director/Physical Therapist	Fox Rehabilitation	Introduction to Sports Medicine Careers
Shannon	McVicar	Athletic Trainer	St. Luke's Sports Medicine	Introduction to Sports Medicine Careers
Timothy	Miller	Regional Director	St. Luke's Physical Therapy	Introduction to Sports Medicine Careers
Beth	Oudin	Athletic Trainer	St. Luke's Sports Medicine	Introduction to Sports Medicine Careers
James	Reidy	Program Manager	St. Luke's Sports Medicine	Introduction to Sports Medicine Careers
Gerard	Rozea	Program Director	Northampton Community College	Introduction to Sports Medicine Careers
James	Sifers	Chair, Dept. of Rehabilitation Sciences	East Stroudsburg University	Introduction to Sports Medicine Careers
Jeffrey	Silliman	Clinical Team Lead	Moravian College	Introduction to Sports Medicine Careers
Nick	Smull	Clinical Team Lead	Lehigh Valley Health Network	Introduction to Sports Medicine Careers
Stephanie	Snyder	Lead Athletic Trainer	Coordinated Health of Allentown	Introduction to Sports Medicine Careers
Brad	Strauss	Athletic Trainer	St. Luke's University Health Network	Introduction to Sports Medicine Careers
John	Swartz, Jr.	Clinical Care Coordinator	Blair Academy	Introduction to Sports Medicine Careers
w	Biagi, Jr.	Mason	Lehigh Valley Health Network	Introduction to Sports Medicine Careers
Joe	Blondo	Architect	Knowlton & Sons	Masonry
Dwayne	Burowski	Apprentice Coordinator	Joe Blondo, Architect	Masonry
Jesse	Chupella	Realtor	BAC Local 5 PA	Masonry
William	Colanduoni	Sales Manager	Home Team Real Estate	Masonry
Randy	Eberly	Field Representative	Easton Block and Supply	Masonry
Cody	Eckhart	Laborer	BAC Local 5 PA	Masonry
Richard	Gardner, Sr.	Maintenance	Blue Mountain Evergreen	Masonry
Ariel	Kard	PMA	Casilio Concrete	Masonry
Eric	Lasko	Estimator	Klover Contracting	Masonry
James	Martin	Mason	All American Concrete Form	Masonry
James	McCarthy	President	Knowlton & Sons	Masonry
George	McPherson	Owner	McCarthy Masonry & Concrete, Inc.	Masonry
Marie-Christina	Mensing	Office Safety Manager	McPherson Tile	Masonry
Scott	Moss	Cement Mason/Plasterer	A. J. Trunzo, Inc.	Masonry
Seth	Renner	Owner	Local Union 592	Masonry
Matthew	Romanowski	Owner	Renner Contracting	Masonry
Joe	Ruggiero	Project Engineer	Rome Masonry & Construction, LLC	Masonry
Richard	Schenkel	Plastering Instructor	Whiting-Turner	Masonry
Jason	Sheridan	Instructor	Keystone Job Corps	Masonry
Robert	Wozniak	Owner	Lackawanna CTC	Masonry
Jordan	Asteak	Service Technician	Preservation Works Ltd.	Masonry
Mark	Boehm	Service Technician	Easton Suburban Water Authority	Plumbing
Eric	Boyko	Plumber Apprentice	Mr. Rooter	Plumbing
Paul	Connolly, Jr.	Owner	Mr. Rooter	Plumbing
Louis	Cooper	Supervisor Plumbing Department	Bath Supply Co.	Plumbing
			Cooper Mechanical Inc.	Plumbing

Bethlehem Area Vocational-Technical School  
Occupational Advisory Committee Members  
2022-2023

First Name	Last Name	Instructor	Title	Company	Shop/Program
Joe	Cser	Instructor		Worth & Company	Plumbing
Ryan	Davis			BAVTS	Plumbing
David	Everett	Helper/Technician		Adams Plumbing	Plumbing
Ryan	Faryna	Plumber/Service Technician		Robinson Plumbing	Plumbing
Steven	Frale	Owner		Frables Heating & Cooling	Plumbing
Chris	Hill	Foreman		Strow's Plumbing and Heating	Plumbing
John	Kalvnych	Owner		J K Enterprises, LLC	Plumbing
John	Kennedy	Plumber Apprentice		Mr. Rooters	Plumbing
Andrew	Kleppinger	Supervisor/Foreman		Worth & Company	Plumbing
Edward	Laky	Plumbing Apprentice		Elek Plumbing and Heating	Plumbing
Paul	Mertz	Damage Control		US Navy	Plumbing
Patrick	Missmer	Maintenance Technician		MRA Group	Plumbing
John	Morello	Owner		John Morello	Plumbing
Mason	Roberts	Plumber		Mr. Rooters	Plumbing
Matthew	Samberg	Service Technician		Elek Plumbing and Heating	Plumbing
Larry	Shoemaker	Plumber		Deluxe Plumbing and Heating	Plumbing
Dave	Strow	Owner		Strow's Plumbing and Heating	Plumbing
Zaharah	Corrigan	Police Officer		Strow's Plumbing and Heating	Protective Services
Jonathan	Delmore	Paramedic		Lehigh University Police Department	Protective Services
Mark	Ferencin	Patrolman		Dewey FC	Protective Services
Jeffrey	Fritz	Paramedic Supervisor		Lehigh University Police Department	Protective Services
Erik	Kaintz	Police Officer		City of Bethlehem	Protective Services
Colby (CJ)	Kuronya	Chief		Bethlehem Police Department	Protective Services
Blaiz	Maguire	Firefighter/Training Officer		Bethlehem Township Vol. Fire Company	Protective Services
Michael	Maguire	Paramedic/Fire Chief		Dewey Fire Company	Protective Services
Robert	Norder	EMS Director		Dewey FC/City of Bethlehem	Protective Services
Matthew	Simkovic	Fire Chief		BTVFC	Protective Services
Matt	Simkovic	Chief		Dewey Fire Company	Protective Services
Michael	Snyder	Education Director, Paramedic		Dewey Fire Company	Protective Services
David	Stapinski	Fire Chief		Bethlehem Township Vol. Fire Company	Protective Services
David	Strawn	Chief of Police		Bethlehem Township Vol. Fire Company	Protective Services
Mario	Acerra	Manager		Pen Argyl Police Department	Protective Services
Tom	Braun	Producer		Acerra Group, LLC	Video Media Arts
Jane	Cassidy	5th Grade Teacher		Tom Braun	Video Media Arts
James	Fink	President		Bethlehem ASD	Video Media Arts
Debra	Fink	Teacher		Bethlehem ASD	Video Media Arts
John	Guarino	Owner		Shufflebox Productions	Video Media Arts
Amy	Keller	Creative Director		Lehigh Valley Phantoms	Video Media Arts
Liz	Reph	Supervising Producer		Lou Reda Productions	Video Media Arts
Paul	Riccardi	Owner/Producer/Videographer		Golden Pepper Productions, Inc.	Video Media Arts
Bruce	Ward	Museum Teacher		Historic Bethlehem Museum	Video Media Arts
Bryan	Youpa	Partner/Video Editor/Motion Graphic Artist		Acerra Group	Video Media Arts
Jo	Bloszinsky	Retired			Web Design
Adam	Dawson	Technology Director		Dauphin County Technical School	Web Design
Josh	Gellock	SEO Consultant		Expander Digital	Web Design

Bethlehem Area Vocational-Technical School  
Occupational Advisory Committee Members  
2022-2023

First Name	Last Name	Title	Company	Shop/Program
Brandon	Graser	Graphic Artist	Milk Creative LLC	Web Design
Richard	Horna	Associate Professor	Warren County Community College	Web Design
Clayton	Howard	IT Manager	Arts Academy Charter School	Web Design
David	Koder	Owner	D Koder Marketing	Web Design
Robert	Krepshaw	Lead Faculty	Pennsylvania College of Technology	Web Design
Jason	Pijut	Creative Principal	Killer Interactive, LLC	Web Design
Michael	Sands	Software Developer	Self-Employed	Web Design
Alex	Schrader	Technology Specialist	North Montco Technical Career Center	Web Design
Heather	Ames	2nd Shift Production Supervisor	Suncup	Web Design
Albert	Arthofer, III	Welding Instructor	Career Institute of Technology	Welding
Jeffrey	Barna	Mechanical Services Supervisor	Air Products & Chemicals	Welding
Jarrett	Beier	Senior Weld Technician	Air Products & Chemicals	Welding
David	Broad	Driver	Bucks Run Oil	Welding
Dakota	Budnik	Welder/Fabricator	Slatington Fabricators	Welding
Felicia	Buss	Customer Solutions Specialist	Praxair Distribution, Inc.	Welding
Nathan	Figueroa	Sheet Metal Welder	Flexicon Corporation	Welding
Dino	Forst	Welding Program Manager	Northampton Community College	Welding
Joseph	Friedman	Committee Chairperson/Welding Instructor		Welding
Joseph	Fronti, Jr.	Owner/President	Fronti Fabrications, Inc.	Welding
William	Heins	Retired		Welding
Ricky	Kocher	Test Tech	Gardner Cryogenics	Welding
Brian	Pollinger	Owner	Fab Tech Welding & Repair	Welding
Robert	Reznick	Welder/Fitter	Air Products & Chemicals	Welding
Aaron	Schaffer	Vice President	Wilson Products	Welding
Brian	Szabo	Welder/Fabricator	Chrin Brothers Inc.	Welding
Andrew	Thear	Welder/Fabricator	Weldship Corp.	Welding

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

13. BOARD POLICY 249 – THREATS/HARASSMENT/BULLYING

INFORMATION:

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

MOTION BY:

SECOND BY:

ROLL CALL



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

## **Purpose**

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

## **Definition**

### **Threats/Harassment/Bullying:**

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

**Authority**

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

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

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

**Delegation of Responsibility**

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

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

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

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

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

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

**Guidelines**

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

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

**Education**

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

**Consequences For Violations**

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.

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

#### Legal

1. 24 P.S. 1303.1-A
2. Pol. 226
3. Pol. 248
4. Pol. 249
5. 22 PA Code 12.3
6. Pol. 218
7. 24 P.S. 1302-A
8. Pol. 236
9. Pol. 233

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

14. CONTINUING EDUCATION

a. 2022-2023 CONTINUING EDUCATION INSTRUCTORS  
RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructors for the 2022-2023 school year, at the hourly rate listed, pending receipt of all required paperwork:

<b>Name</b>	<b>Course</b>	<b>Salary (per hour)</b>
Nicole Meletiche	Nail Technician	\$26.50
Elspeth Sipple	Nursing Assistant Clinical Skills	\$26.50
Wanda Schutt	Esthetics	\$26.50
Audrey Robinson	Social Media / Microsoft Office	\$26.50

b. 2022-2023 COURSE LIST AND TUITION FEES

<b>Course Title</b>	<b>Course Hours</b>	<b>Tuition &amp; Material Fees</b>
Master Electrician	60	\$950.00
PA Safety Inspection	12	\$175.00*
PA Emissions Inspection	10.5	\$165.00*
Graphics	36	\$550.00

\*The costs of these courses were listed incorrectly on the June agenda. The amounts have been increased by \$5 to reflect the accurate costs.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

14. CONTINUING EDUCATION, Cont'd.

c. DIGITAL SIGN

INFORMATION:

In an effort to raise community awareness of the school and to promote our students, staff and events, the school would like to purchase a digital sign to be placed along the Hecktown Road side of the school, in the location where the current sign is located. Although the funding would be covered through the Continuing Education budget, the sign would be available for all program areas of the school to display announcements. The approximate cost of the sign is between \$25,000 and \$30,000, which is dependent on the size and set up of the sign. Additionally, a variance filing fee of \$1,000 will be assessed by Bethlehem Township. The final dimensions of the sign will be decided upon approval of the variance; however, Township officials have indicated they are willing to assist in the process as other area schools have been granted variances to construct similar signage.

RECOMMENDATION:

That the Joint Committee authorize Administration to proceed with seeking a variance through Bethlehem Township for the purpose of exploring installing a digital sign on the school's property.

Additionally, pending approval of the variance, that the Joint Committee authorize Administration to proceed with the specification development, bid solicitation, and any other financial requirements for the purchase of a digital sign.

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

15. HEALTH AND SAFETY PLAN FOR 2022-2023 SCHOOL YEAR

RECOMMENDATION:

That the Joint Committee approve the attached Health and Safety Plan for the 2022-2023 school year.

MOTION BY:

SECOND BY:

ROLL CALL

## Health and Safety Plan Summary:

### Bethlehem Area Vocational-Technical School

**Initial Effective Date:** August 4, 2021

**Date of Last Review:** August 2, 2022 (No Changes Made)

**Date of Last Revision:** August 4, 2021

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

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

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

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

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

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

ARP ESSER Requirement	Strategies, Policies, and Procedures
b. Modifying facilities to allow for <a href="#">physical distancing</a> (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. <a href="#">Handwashing and respiratory etiquette</a> ;	<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. <a href="#">Cleaning</a> and maintaining healthy facilities, including improving <a href="#">ventilation</a> ;	Cleaning, disinfecting, and ventilation protocols have been established and implemented and will continue as recommended/required by CDC, PaDOH and PDE.
e. <a href="#">Contact tracing</a> in combination with <a href="#">isolation</a> and <a href="#">quarantine</a> , 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. <a href="#">Diagnostic</a> and screening testing;	<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 <a href="#">vaccinations to school communities</a> ;	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
h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	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.
i. Coordination with state and local health officials.	Bethlehem AVTS will continue to coordinate pandemic response with officials from the PaDOH and PDE.

The Joint Committee for the Bethlehem Area Vocational-Technical School reviewed and approved the Health and Safety Plan on August 2, 2022.

The plan was approved by a vote of:

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Affirmed on: \_\_\_\_\_

By:

\_\_\_\_\_  
Cedric Dettmar, Joint Committee Chairperson

\_\_\_\_\_  
Susan Fahrenkopf, Joint Committee Secretary

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

16. MOU FOR PARTICIPATION IN BCTE TECHNICAL ASSISTANCE PROGRAM

INFORMATION:

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

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

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

RECOMMENDATION:

That the Joint Committee approve the attached Memorandum of Understanding (MOU) between Bethlehem Area Vocational-Technical School and The Bureau of Career and Technical Education for participation in the BCTE Technical Assistance Program for the 2022-2023 school year.

MOTION BY:

SECOND BY:

ROLL CALL

***2022-2023***

***MEMORANDUM of UNDERSTANDING***

***Between***

***Career and Technical Education Centers***

***And***

***School Districts***

***And***

***The Bureau of Career and Technical Education (BCTE)***

***For***

***Participation in the BCTE Technical Assistance Program***

## Technical Assistance Program Commitment

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

### Purpose

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

### Goal

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

### TAP Activities

Your school has indicated all TAP services and activities you wish to participate in during the 2022-2023 school year. Schools have been chosen to participate in the TAP services and activities based on the BCTE review of your Intent to Participate Survey responses and a school's ability to most benefit from each TAP services and activities. By signing and returning the Memorandum of Understanding (MOU), your school agrees to participate in all TAP activities listed on the MOU. **The BCTE staff expects each school to commit to the training and coaching days listed for each TAP service and activity.** TAP consultants will contact each school's administrator to schedule training and coaching days after the MOU is signed and returned. If participating in any of the PIL Programs, the BCTE will assume the cost in EACH of the PILs for two participants who are seeking Act 45 hours. In the future, if you are unable to participate in a TAP activity listed on the signed MOU, contact Erin Young at [elw12@psu.edu](mailto:elw12@psu.edu). The BCTE staff will be made aware of these changes to the MOU.

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

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

**2022-2023  
Technical Assistance Program (TAP) Activities**

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

- Career and Technical Distinguished School Leader
- NOCTI Pre-Tests and Study Guides
- Writing in CTE Content Areas
- Teacher Coaching Clinics
- Pennsylvania Inspired Leadership (PIL) Program – Equity in CTE for Nontraditional (Gender) Students

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Career and Technology Center Director Signature Date


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Superintendent of Records Signature Date

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Joint Operating Committee Chair Signature Date

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 6/17/2022  
Director, Bureau of Career and Technical Education Date  
Pennsylvania Department of Education

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

17. CONTRACT FOR SERVICES WITH COLONIAL IU 20 – TECH SUPPORT

INFORMATION:

The Technology Department would like the option to again utilize consulting services provided by the Colonial Intermediate Unit 20, should assistance be needed. Attached is a contract they have provided; BAVTS will only be billed for actual hours of service provided. We originally entered into a contract in 2021-2022 due to an extended leave of absence in the department. No services were utilized

The cost of the Help Desk Technician has increased from \$62.29 to \$64.16 per hour; the cost of the Network/System Management Technician has increased from \$96.16 to \$99.04 per hour, with the “not to exceed” contract amount increasing from \$10,000 to \$15,000.

RECOMMENDATION:

That the Joint Committee authorize the Executive Director to enter into a Contract For Service with Colonial Intermediate Unit 20 to provide services of a Help Desk Technician and Network/System Management Technician.

MOTION BY:

SECOND BY:

ROLL CALL

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

CONTRACT FOR SERVICE  
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will provide network consulting to the Bethlehem Area Vocational-Technical School.

The cost for said services are as follows:

Help Desk Technician	\$64.16/hour
Network/System Management Technician	\$99.04/hour

This contract shall not exceed \$15,000.00 and will be in effect from July 1, 2022 through June 30, 2023.

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

The signed contract must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.

  
Mr. Jon Wallitsch  
Assistant to the Executive Director  
for Management Services

7/5/22  
Date

Bethlehem Area Vocational-Technical  
School  
Executive Director

Date

Federal ID Number

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

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

18. CONTRACT FOR SERVICES WITH COLONIAL IU 20 – TECH POOL  
COUNSEL MEMBERSHIP

INFORMATION:

BAVTS would like to renew a contract with Sweet, Stevens, Katz & Williams, LLC, (SSK&W) through Colonial Intermediate Unit 20 (IU 20). Membership in the Tech Pool Counsel provides the Technology Department with an invaluable resource and legal advice regarding technology issues such as compliance, cybersecurity, disaster recovery and mitigation, policies, documentation and procedures.

Attached is a contract that has been provided by IU 20; BAVTS will be billed for services rendered by IU 20. The rate of \$600 for this service remains the same as the last contract period.

RECOMMENDATION:

That the Joint Committee authorize the Executive Director to renew a Contract For Service with SSK&W through IU 20, effective August 26, 2022 through August 25, 2023.

MOTION BY:

SECOND BY:

ROLL CALL

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

CONTRACT FOR SERVICE  
(REVENUE GENERATING)

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

Bethlehem Area Vocational-Technical School and Colonial Intermediate Unit 20 will enter into an agreement with Sweet, Stevens, Katz & Williams, LLC, who will provide proactive strategies, training, and procedures to help stop potential problems or liability that comes with new technology in the digital age.

The rate for this service will be \$600.00. This contract will be in effect from August 26, 2022 through August 25, 2023.

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

The signed contract must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.

  
Mr. Jon Wallitsch  
Assistant to the Executive Director  
for Management Services

7/12/22  
Date

\_\_\_\_\_  
Bethlehem Area Vocational-Technical  
School  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal ID Number

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

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3788.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

19. PRE-APPROVAL OF GEER II GRANT PAYMENTS

INFORMATION:

The GEER II grant requires that all payments are made by prior to the submission of a Final Expenditure Report that is due at the end of August. In order to comply with this grant requirement, the administration is requesting pre-approval for bills associated with the GEER II grant. These bills presented at the September 2022 Joint Committee Meeting.

RECOMMENDATION:

That the bills for the GEER II grant be pre-approved for payment and that they be included on the bills list presented at the September 2022 BAVTS Joint Committee Meeting.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

I.(1.) REQUESTED OCTOBER BUDGET TRANSFERS:

INFORMATION:

Mental Health Services - Our guidance department has requested that we continue to provide mental health services in the 2022-2023 school year. We were able to offer those services in 2021-2022 through our GEER II grant. Our guidance staff feel this service is need to support our students. The projected cost is \$16,000. Savings associated with insurance opt-outs will be used to fund this transfer.

Staffing Changes – Due to the changes in costs associated with new hires and the approved employee agreements settled after budget adoption, transfers are needed to reallocate funds as needed within the budget. Savings associated with insurance opt-outs will be used to fund this transfer.

Technology Transfers – The 2022-2023 budget was developed prior to the hiring of the new Supervisor of Technology Services/Network Administrator. We would like to transfer technology refresh funds that were budgeted in different areas of the budget to the technology department to allow for ease of administration as he prioritizes department needs and the most effective use of those funds.

## BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2022

### I.(2.) CAPITAL NEEDS

The Administration is reviewing its capital needs. We have identified the need for security camera replacement; paving of the parking lot; possible expansion of the student parking area; wi-fi access upgrades, replacement and expansion to include outdoor coverage; address cooling tower issues; renovations for new program; and masonry improvements identified as part of the recent PDE review. In addition, we would like to utilize Capital Reserve Funds for equipment items with extensive lead times due to supply chain issues. For example, switches are an item experiencing a 12 to 15 month lead time so it isn't feasible to purchase within a budgeted fiscal year.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
August 2, 2022

I.(3.) CONDITION OF THE BUDGET

INFORMATION:

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Adam S. Lazarchak".

Adam S. Lazarchak  
Executive Director

/sf

CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
June 30, 2022 UNAUDITED\*

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	400.00	897.76	-497.76
10.6720.000.000.000	BOOKSTORE SALES	-	-	0.00
10.6821.000.000.000	RECEIPTS IU 13 - OTDA GRANT	-	26.20	-26.20
10.6910.000.000.000	RENTALS	50.00	100.00	-50.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	-	250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	1,218,086.66	-1,218,086.66
10.6946.001.000.000	RECEIPTS FROM BASD	7,146,157.00	7,146,157.00	0.00
10.6946.002.000.000	RECEIPTS FROM NASD	2,387,773.00	2,387,773.00	0.00
10.6946.003.000.000	RECEIPTS FROM SVSD	711,323.00	692,603.00	18,720.00
10.6949.000.000.000	TUITION - ADULT DAY REGULAR	-	-	0.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	50,000.00	18,465.39	31,534.61
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	7,589.40	-5,589.40
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,000,000.00	1,179,223.00	-179,223.00
10.7220.000.000.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7509.000.000.000	SUPPLEMENTAL EQUIPMENT GRANT	50,000.00	98,985.51	-48,985.51
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	196,203.00	119,910.69	76,292.31
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	918,336.00	579,411.88	338,924.12
10.8521.000.000.000	FEDERAL	300,000.00	281,224.19	18,775.81
10.8742.000.988.000	GEER GRANT - COVID-19 CARES ACT	384,002.00	-	384,002.00
10.8745.000.991.000	GEER GRANT II	-	168,000.91	-168,000.91
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	200.00	-200.00
	<b>TOTALS FOR GENERAL FUND</b>	13,171,494.00	13,898,654.59	-727,160.59

CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
June 30, 2022 UNAUDITED\*

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	809,537.00	(185,000.00)	594,487.01	-	30,049.99
10.1240.000.000.000	SPECIAL EDUCATION	637,458.00	(11,415.00)	577,636.98	-	48,406.02
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	470,728.00	5,000.00	470,875.97	-	4,852.03
10.1342.000.000.000	HOME ECONOMICS PROGRAM	854,861.00	20,000.00	830,033.80	-	44,827.20
10.1370.000.000.000	TECHNICAL PROGRAM	187,730.00	-	175,471.34	-	12,258.66
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,273,000.00	(234,163.00)	3,780,347.90	-	258,489.10
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,217,407.00	12,000.00	1,159,976.61	-	69,430.39
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	108,410.00	-	51,235.45	-	57,174.55
10.2310.000.000.000	BOARD SECRETARY	3,005.00	300.00	3,050.56	-	254.44
10.2320.000.000.000	BOARD TREASURER	1,595.00	-	1,430.78	-	164.22
10.2350.000.000.000	LEGAL SERVICES	45,000.00	-	31,177.55	-	13,822.45
10.2360.000.000.000	OFFICE OF THE DIRECTOR	412,846.00	-	385,315.72	-	27,530.28
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	440,452.00	(300.00)	405,376.98	-	34,775.02
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	94,975.00	-	91,879.15	-	3,095.85
10.2511.000.000.000	BUSINESS OFFICE	584,011.00	-	549,810.13	-	34,200.87
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,151,912.00	142,163.00	2,018,856.65	-	275,218.35
10.2660.000.000.000	SECURITY SERVICES	53,070.00	-	46,522.74	-	6,547.26
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	28,000.00	-	9,481.33	-	18,518.67
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	448,173.00	36,415.00	421,996.54	-	62,591.46
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	89,324.00	-	69,783.43	-	19,540.57
10.3390.000.000.000	COMMUNITY SERVICES	50,000.00	-	32,622.12	-	17,377.88
10.4600.000.000.000	IMPROVEMENT EXPENSES	20,000.00	165,000.00	184,704.03	-	295.97
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	0.00
10.5220.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	50,000.00	1,368,086.66	-	(1,218,086.66)
10.5251.000.000.000	FOOD SERVICE TRANSFERS	55,000.00	-	55,000.00	-	0.00
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	0.00
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00
<b>TOTAL FOR GENERAL FUND</b>		13,171,494.00	-	13,315,159.43	-	(143,665.43)
<b>TOTAL EXPENSES</b>		13,171,494.00	-	13,315,159.43	-	(143,665.43)
<b>EXCESS OF REVENUE OVER EXPENSES</b>				583,495.16		