

March 5, 2024

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOINT COMMITTEE
REGULAR MEETING

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

Members Present: Directors, Patrick, Recchiuti, Schenkel, White, Demko, Dettmar, Makary, - seven. Absent: Directors Faccinetto, Soldridge - two.

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

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

The minutes of the February 6, 2024 meeting were approved on motion of Directors Dettmar and Patrick and unanimous voice vote.

The Report of the Secretary/Treasurer for the period ending January 31, 2024, was approved on motion of Directors White and Patrick and unanimous voice vote.

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

March 5, 2024

Your Treasurer respectfully submits the following report for the period ending

January 31, 2024

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

FUND NAME		BALANCE January 1, 2024	RECEIPTS	DISBURSEMENTS	BALANCE January 31, 2024
General	includes PLGIT/CD	3,241,772.04	1,008,451.36	(1,797,476.12)	2,452,747.28
House Project		173,081.41	4.48	(525.97)	172,559.92
Production		115,746.63	14,931.94	(21,246.77)	109,431.80
Capital Reserves	includes PLGIT/CD	2,632,880.22	984,123.59	(103,314.92)	3,513,688.89
Payroll		217,914.02	497,883.61	(494,633.29)	221,164.34
Cafeteria		119,778.04	21,972.22	(12,594.85)	129,155.41
Adult Education	includes PLGIT/CD	247,983.44	41,405.85	(22,983.31)	266,405.98
Student Activities		46,785.29	4,426.02	(2,712.25)	48,499.06
TOTALS		6,795,941.09	2,573,199.07	(2,455,487.48)	6,913,652.68

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

GENERAL, HOUSE PROJECT, PRODUCTION FUNDS - CASH ACCTS

January 1, 2024				2,485,238.61
RECEIPTS				
	Production		14,929.09	
	Interest		44.12	
	District Contrib.		931,327.00	
	District Contrib./Auth.			
	State / Fed Funds		45,438.30	
	Tuition		0.00	
	Other		17,310.09	
	Transfers - PLGIT			
	Inter-Fund Transfers		9,814.55	1,018,863.15
DISBURSEMENTS				
	Prepaid Bills		(96,883.54)	
	Bill Listings		(260,266.81)	
	Payroll		(477,546.04)	
	Other--Authority Bond			
	Fees		(174.95)	
	Void Checks		259.98	
	Transfers - PLGIT		(971,928.90)	(1,806,540.26)
January 31, 2024	ADJ BOOK BALANCE			1,697,561.50

BANK RECONCILIATION

January 31, 2024

Bank Balance		1,702,130.31
Memo		
Outstanding Checks		(5,539.38)
Deposit in Transit		970.57
January 31, 2024	ADJ BANK BALANCE	1,697,561.50

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

March 5, 2024

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

January 31, 2024

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

January 1, 2024		1,045,361.47
	Transfers In	0.00
	Interest	4,524.63
	P Card purchases	(12,708.60)
	Transfers Out	
	Transfers Out-CD purch	
January 31, 2024	ADJ BOOK BALANCE	1,037,177.50

BANK RECONCILIATION

January 31, 2024

Bank Balance	1,037,177.50
Deposit in Transit	
Outstanding Checks	
January 31, 2024	ADJ BANK BALANCE
	1,037,177.50

Average Yield for Jan 2024 is 5.16%

CAPITAL RESERVES - EMBASSY BANK

January 1, 2024		104,421.00
	Receipts	400,000.00
	Interest	6.26
	Void Checks	0.00
		400,006.26
	Fees	
	Disbursements	(103,314.92)
		(103,314.92)
January 31, 2024	ADJ BOOK BALANCE	401,112.34

BANK RECONCILIATION

January 31, 2024

Bank Balance	496,315.21
Memos	
Outstanding Checks	(95,202.87)
Deposit in Transit	0.00
January 31, 2024	ADJ BANK BALANCE
	401,112.34

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

January 1, 2024		2,528,459.22
	Transfers In	571,928.90
	Interest	12,188.43
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
January 31, 2024	ADJ BOOK BALANCE	3,112,576.55

BANK RECONCILIATION

January 31, 2024

Bank Balance	3,112,576.55
Outstanding Checks	0.00
January 31, 2024	ADJ BANK BALANCE
	3,112,576.55

Average Yield for Jan 2024 is 5.16%

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

March 5, 2024

Your Treasurer respectfully submits the following report for the period ending

January 31, 2024

PAYROLL FUND - EMBASSY BANK

January 1, 2024			217,914.02
	Receipts	497,881.33	
	Interest	2.28	
	Void Checks		497,883.61
	Fees		
	Disbursements	(494,633.29)	(494,633.29)
January 31, 2024	ADJ BOOK BALANCE		221,164.34

BANK RECONCILIATION

	January 31, 2024		
Bank Balance		224,070.08	
Memos			
Outstanding Checks		(2,905.74)	
Deposit in Transit			
January 31, 2024	ADJ BANK BALANCE		221,164.34

CAFETERIA FUND - EMBASSY BANK

January 1, 2024			119,778.04
	Receipts	21,969.60	
	Transfers		
	Interest	2.62	21,972.22
	Disbursements	(12,594.85)	
	Void Check		(12,594.85)
January 31, 2024	ADJ BOOK BALANCE		129,155.41

BANK RECONCILIATION

	January 31, 2024		
Bank Balance		129,127.14	
Memos		0.00	
Outstanding Checks		(6.20)	
Deposit in Transit		34.47	
January 31, 2024	ADJ BANK BALANCE		129,155.41

ADULT EDUCATION FUND - EMBASSY BANK

January 1, 2024			247,983.44
	Receipts	41,400.30	
	PLGIT Transfers	0.00	
	Interest	5.55	41,405.85
	Disbursements	(22,986.31)	
	Void Checks	3.00	
	PLGIT Transfer	0.00	(22,983.31)
January 31, 2024	ADJ BOOK BALANCE		266,405.98

BANK RECONCILIATION

	January 31, 2024		
Bank Balance		265,466.19	
Memos		0.00	
Outstanding Checks		0.00	
Deposit in Transit		939.79	
January 31, 2024	ADJ BANK BALANCE		266,405.98

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

March 5, 2024

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

January 31, 2024

STUDENT ACTIVITY ACCT -EMBASSY BANK

January 1, 2024			46,785.29
	Receipts	4,425.00	
	Other		
	Interest	1.02	4,426.02
	Disbursements	(2,712.25)	
	Other--Ret'd Check		
	Voided Check	0.00	(2,712.25)
January 31, 2024	ADJ BOOK BALANCE		48,499.06

BANK RECONCILIATION

January 31, 2024

Bank Balance	48,595.06	
Outstanding Checks	(96.00)	
Deposit in Transit	0.00	
January 31, 2024	ADJ BANK BALANCE	48,499.06

REPORT OF DEPOSITORIES

January 31, 2024

EMBASSY BANK

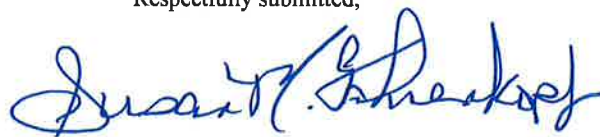
General Fund	1,702,130.31
Capital Reserve	496,315.21
Payroll Account	224,070.08
Cafeteria Fund	129,127.14
Adult Ed. Fund	265,466.19
Student Activity Fund	48,595.06

PLGIT

PLGIT General Fund	1,037,177.50	
PLGIT CD (General Fund)	0.00	1,037,177.50
PLGIT Capital Reserve	3,112,576.55	
PLGIT CD (Cap Reserve)	0.00	3,112,576.55
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 7,015,458.04

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 5, 2024

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through March 5, 2024 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY: Director Dettmar
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary - seven; Nay: none.

REPORT DATE
3/5/2024

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	AMOUNT	DESCRIPTION
2/7/2024	Y	32666	CANON SOLUTIONS AMERICA, INC.	\$ 62.67	COPIER MAINTENANCE
2/7/2024	Y	32667	NRG BUSINESS MARKETING	\$ 2,540.74	23-24 GAS SUPPLY
2/7/2024	Y	32668	PP&L	\$ 22,214.32	23-24 ELECTRIC
2/7/2024	Y	32669	VERIZON WIRELESS	\$ 250.65	CELL PHONE SERVICE
2/8/2024	Y	32670	UGI UTILITIES	\$ 35.93	GAS SERVICE
2/14/2024	Y	32671	BETHLEHEM TOWNSHIP	\$ 54.00	SEWER 23-24
2/14/2024	Y	32672	CANON FINANCIAL SERVICES, INC.	\$ 1,188.83	LEASE RENTAL OF HARDWARE
2/14/2024	Y	32673	CHRIN HAULING, INC	\$ 1,925.00	TRASH REMOVAL
2/14/2024	Y	32674	CITY OF BETHLEHEM	\$ 1,653.22	23-24 WATER BILL
2/14/2024	Y	32675	SKILLS USA COUNCIL	\$ 600.00	SKILLSUSA DISTRICT COMPETITION FEES
2/14/2024	Y	32676	UGI ENERGY SERVICES LLC	\$ 3,418.74	GAS SERVICE
2/14/2024	Y	32677	UGI UTILITIES	\$ 3,739.23	GAS SERVICE
2/15/2024	Y	32678	PENN HOSA INC	\$ 700.00	SLC REGISTRATION
2/21/2024	Y	32679	SERVICE ELECTRIC CABLE TV	\$ 98.17	PHONE SERVICE
2/22/2024	Y	32680	CUTTING EDGE PROPERTY SERVICES	\$ 8,415.00	SNOW REMOVAL/SALTING
2/22/2024	Y	32681	EMBASSY BANK -	\$ 12,008.44	VARIOUS SUPPLIES, BOOKS, SOFTWARE
2/28/2024	Y	32682	HOME DEPOT CREDIT SVCS.	\$ 1,271.82	MASONRY, PLUMB., MAINT., HOUSE PROJ. SUPPLIES
2/28/2024	Y	32683	LOWES BUSINESS ACCOUNT	\$ 2,031.64	HOUSE PROJECT, BLDG. TRADES SUPPLIES
2/28/2024	Y	32684	WEX BANK	\$ 177.92	SCHOOL VEHICLE GAS
3/5/2024		32685	ADVANCE AUTO PARTS	\$ 3,447.69	AUTO TECH & MAINTENANCE SUPPLIES
3/5/2024		32686	ALBERT USTER IMPORTS INC.	\$ 1,089.69	BAKING SUPPLIES
3/5/2024		32687	ALL-PHASE ELECTRIC SUPPLY CO.	\$ 4,056.91	ELECTRICAL SUPPLIES
3/5/2024		32688	AMAZON CAPITOL SERVICES	\$ 16,578.29	INSTRUCT., OFFICE & MAINT. SUPPLIES & BOOKS
3/5/2024		32689	AYKROYD HARDWARE	\$ 1,573.00	BLDG. TRADES SUPPLIES
3/5/2024		32690	B & H FOTO-VIDEO	\$ 493.48	VIDEO MEDIA SUPPLIES
3/5/2024		32691	BILL FLANNERY AUTOMOTIVE	\$ 4,497.71	AUTO COLLISION SUPPLIES
3/5/2024		32692	BIT DIRECT INC.	\$ 947.95	TECHNOLOGY SUPPLIES & PRINTER
3/5/2024		32693	CARTRIDGE XCHANGE LL	\$ 827.75	INK/TONER SUPPLIES - OFFICE & TECHNOLOGY
3/5/2024		32694	CITY OF BETHLEHEM	\$ 25.00	FOOD TRUCK BUSINESS LICENSE

3/5/2024	32695	CLARK SERVICE GROUP INC	\$	3,215.38	FOOD SERVICIE EQUIPMENT REPAIRS
3/5/2024	32696	CM REGENT LLC	\$	2,551.80	MAR 2024 LIFE/LTD
3/5/2024	32697	CURTIS POWER SOLUTIONS LLC	\$	965.05	ANNUAL GENERATOR SERVICE AGREEMENT
3/5/2024	32698	DIGIKEY CORP.	\$	91.61	ELECTRONICS SUPPLIES
3/5/2024	32699	EAST LAWN SUPPLY	\$	1,962.30	PLUMBING SUPPLIES
3/5/2024	32700	EASTERN AUTOPARTS WAREHOUSE	\$	2,212.53	AUTO TECH 23-24 SUPPLIES
3/5/2024	32701	EBTEP	\$	154,424.93	MARCH 2024 MED/RX/PRESCRIPTION
3/5/2024	32702	FEDEX	\$	38.80	RETURN OF RADIOS POSTAGE
3/5/2024	32703	FRED BEANS PARTS INC	\$	1,543.77	AUTO TECH & AUTO COLLISION SUPPLIES
3/5/2024	32704	FRONTLINE TECHNOLOGIES GROUP	\$	4,262.40	ABSENCE & SUBSTITUTE MANAGEMENT SUBSCRIPTION
3/5/2024	32705	HAB-MISC	\$	12,120.21	STORMWATER MANAGEMENT FEE
3/5/2024	32706	HIDDEN, HIGH & HAMMERED LLC	\$	3,500.00	IN-SERVICE GUEST SPEAKER (PCCD GRANT)
3/5/2024	32707	HIGHMARK BLUE SHIELD	\$	1,024.14	MAR 2024 VISION
3/5/2024	32708	HSA MECHANICAL INC.	\$	337.00	MAINTENANCE SERVICE CALLS
3/5/2024	32709	INTEGRA ONE	\$	460.07	TECHNOLOGY SERVICES
3/5/2024	32710	INTEGRITEC INC.	\$	225.00	WATER TREATMENT
3/5/2024	32711	JACK WILLIAMS TIRE	\$	660.00	SCHOOL VAN TIRES
3/5/2024	32712	KEYSTONE AUTOMOTIVE	\$	6,472.05	AUTO COLLISION SUPPLIES
3/5/2024	32713	KEYSTONE FIRE AND SECURITY	\$	1,463.15	MAINTENANCE INSPECTIONS/SERVICE
3/5/2024	32714	KING SPRY HERMAN FREUND FAUL	\$	783.17	SOLICITOR'S FEES
3/5/2024	32715	L.V. JANITORIAL SUPPLY	\$	954.55	MAINTENANCE SUPPLIES
3/5/2024	32716	MARK HILLIARD	\$	525.00	TECHNOLOGY SERVICES
3/5/2024	32717	MASONRY INSTRUCTORS ASSOC.	\$	80.00	MEMBERSHIP
3/5/2024	32718	MOYER LUMBER & HARDWARE	\$	4,184.22	CAPRENTRY SUPPLIES
3/5/2024	32719	MOYER PEST CONTROL	\$	130.17	PEST CONTROL
3/5/2024	32720	NAPA AUTO PARTS	\$	4,953.61	AUTO TECH, AUTO COLL. & MAINTENANCE SUPPLIES
3/5/2024	32721	NAVIGATE 360	\$	1,060.90	SOFTWARE SUBSCRIPTION
3/5/2024	32722	P.S.PIBBS INC	\$	30.00	COSMO SUPPLIES
3/5/2024	32723	PENN JERSEY PAPER CO.	\$	699.76	MAINTENANCE SUPPLIES
3/5/2024	32724	PENNSYLVANIA COLLEGE OF TECH.	\$	500.00	DUAL ENROLLMENT
3/5/2024	32725	POCKET NURSE	\$	215.70	HEALTH CAREERS SUPPLIES
3/5/2024	32726	POCONO MOUNTAIN DAIRIES	\$	78.60	BAKING SUPPLIES
3/5/2024	32727	QUALITY DOOR & HARDWARE INC	\$	182.80	MAINTENANCE SUPPLIES
3/5/2024	32728	QUILL CORP.	\$	2,672.17	CLASSROOM & OFFICE SUPPLIES

3/5/2024	32729	R.J.WALKER	\$	9,123.24	PLUMBING SUPPLIES
3/5/2024	32730	SAN MAR CORPORATION	\$	2,424.80	HEALTH CAREERS UNIFORMS
3/5/2024	32731	SHARDA PAPER INC	\$	451.50	GRAPHICS SUPPLIES
3/5/2024	32732	SSM GROUP INC.	\$	1,000.00	AHERA INSPECTION SERVICES
3/5/2024	32733	STATE CHEMICAL	\$	299.07	DRAIN MAINTENANCE
3/5/2024	32734	STERICYCLE, INC.	\$	330.72	DISPOSAL SERVICES
3/5/2024	32735	SYSCO	\$	4,413.13	CULINARY & BAKING SUPPLIES
3/5/2024	32736	TESTEQUITY LLC	\$	3,364.67	ELECTRONICS SUPPLIES
3/5/2024	32737	THE MORNING CALL	\$	269.95	SUBSCRIPTION
3/5/2024	32738	TUWAY COMMUNICATIONS	\$	303.21	BATTERIES -MAINTENANCE SUPPLIES
3/5/2024	32739	ULINE	\$	369.79	MAINTENANCE SUPPLIES
3/5/2024	32740	UNGER PAPER COMPANY	\$	702.50	BAKING SUPPLIES
3/5/2024	32741	UNITED SITE SERVICES	\$	170.00	PORT O POTTY HOUSE PROJECT
3/5/2024	32742	VALLEY YOUTH HOUSE	\$	1,145.50	23-24 COUNSELING SERVICES
3/5/2024	32743	VIRCO INC.	\$	2,389.62	STUDENT DESKS - ESTHETICS
3/5/2024	32744	WAREHOUSE BATTERY OUTLET	\$	173.17	MAINTENANCE SUPPLIES
3/5/2024	32745	WELDON TIRE	\$	628.00	SCHOOL TRUCK TIRES
3/5/2024	32746	WILSON PRODUCTS	\$	3,144.84	CYLINDER RENTALS, AUTO COLL. & WELDING SUPPLIES
3/5/2024	32747	NOCTI	\$	102.00	SOCIAL MEDIA POST TEST

TOTAL

\$ 341,310.34

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 5, 2024

IN-SERVICE – RECOGNITION OF STUDENT COMPETITORS AND AWARD
WINNERS

SkillsUSA Advisor Mr. Brian Moser and SkillsUSA District medalists were in attendance. They introduced themselves to the Joint Committee members; the Joint Committee members congratulated the students and their advisor on their accomplishment and wished them luck as they advance to the State competition in April.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 5, 2024

IN-SERVICE – EAGLE SCOUT PROJECT PROPOSAL

Nicholas Kichline, a 10th grade Precision Machining student from Saucon Valley High School, gave a presentation on his proposed Eagle Scout Project, an outdoor pavilion on the BAVTS campus that can be used as an outdoor learning area as well as enjoyed by staff, scouts and the community.

The Joint Committee members were very receptive to Nick's proposal. Dr. White applauded Nick's vision and commented that he demonstrates leadership capabilities.

REPLACEMENT PAGE

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

March 5, 2024

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

The administration respectfully submits the following information and recommendations:

1. STAFFING:

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

Employee #0429: Effective 11/30/23 up to 12 weeks

Employee #0451: Extended to 3/27/24 (previously approved through 2/5/24)

- b. That the following resignation be accepted:

Donna Irwin

Position: Long-Term Substitute Health Careers Instructor

Effective: March 22, 2024

MOTION BY: Director Patrick
SECOND BY: Director Recchiuti
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary - seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

2. CLERICAL EMPLOYEES AGREEMENT

RECOMMENDATION:

That the Clerical Employees Agreement for the period July 1, 2024 to June 30, 2026, be approved by the Joint Committee.

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

MOTION BY:

Director Patrick

SECOND BY:

Director Recchiuti

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,

Makary - seven; Nay: none.

**AGREEMENT BETWEEN THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
AND
THE CLERICAL EMPLOYEES OF THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
July 1, 2024 – June 30, 2026**

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ARTICLE I — AGREEMENT

This Agreement entered into this 5th day of March 2024, by and between the Joint Committee, hereinafter called the "Board", of the Bethlehem Area Vocational-Technical School, Bethlehem, Pennsylvania, hereinafter called the "School", and the Clerical Employees of the Bethlehem Area Vocational-Technical School, hereinafter called "Employee" or "Employees", singularly or collectively.

ARTICLE II - TERM OF AGREEMENT

The term of this Agreement will begin on July 1, 2024, and will continue in full force and effect until June 30, 2026, or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended ending date will be evidenced by an amendment to this Agreement. To this amendment, both parties will signify their approval by affixing their signatures thereto.

ARTICLE III — MEET AND DISCUSS

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

ARTICLE IV – SAVINGS CLAUSE

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

ARTICLE V — RIGHTS OF EMPLOYEES

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

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

ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES

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

ARTICLE VII - COMPENSATION

- A. **Annual Increase** - The annual increases in wages of Employees covered by this Agreement are set forth in Appendix "A", which is attached to and incorporated in this Agreement and will remain in effect during the term of this Agreement.
- B. **Travel Expenses** - Employees required, in the course of their work, to drive personal vehicles from one (1) school building to another, will receive reimbursement at the prevailing IRS rate. This same allowance will be given for the use of personal vehicles for other business of the School.
- C. **Method of payment** - Each Full-Time Employee will receive his/her wages in twenty-six (26) pay periods or twenty-seven (27) pay periods, depending on the scheduled biweekly pay dates. Each Part-Time Employee shall receive his/her wages in biweekly pay periods with payment based on the actual hours worked as submitted on their timecard.

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

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

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

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

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

The value of all unused sick leave payments accrued at the time of separation from employment (other than disciplinary termination) payable after July 1, 2007, will be contributed as an employer contribution by the School into a Section 403(b) account up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year. In no case will any unused sick leave payments and/or incentives be paid directly to the employee.

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

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

ARTICLE VIII— PAYROLL DEDUCTIONS

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

ARTICLE IX — VACANCIES

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

ARTICLE X — WORKING CONDITIONS

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

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

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

D. Inclement Weather

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

ARTICLE XI — PERSONAL FREEDOM

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

ARTICLE XII — INSURANCE AND OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

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

B. Life Insurance

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

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

C. Income Protection Plan

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

D. Dental Service Plan

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

E. Prescription Drugs

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

F. Vision Insurance Program

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

G. Longevity

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

Part-Time Employees do not receive longevity payments.

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

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

ARTICLE XIII — LEAVES OF ABSENCE

A. Sick Leave

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

Ten (10) month Full-Time Employees -Ten (10) days;

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

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

Part-Time Employees do not receive any sick leave.

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

Part-Time Employees do not receive any sick leave.

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

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

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

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

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

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

B. Use of Partial Sick Leave/Emergency Day

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

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

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

C. Emergency Days

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

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

D. Personal Days

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

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

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

E. Death in Family

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

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

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

F. Death of Near Relative

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

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

G. Military Leave

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

H. Extended Illness Leave

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

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

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

I. Leave for Good Reason

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

J. Shared Sick Leave

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

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

ARTICLE XIV— VACATIONS-HOLIDAYS

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

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

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

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

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

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

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

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

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

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

ARTICLE XV - COMPLAINT PROCEDURE

A. Definitions

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

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

B. Procedure

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

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

C. Steps

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

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

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

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

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

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

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

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

D. Miscellaneous

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

ARTICLE XVI — TUITION REIMBURSEMENT

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

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

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

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

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

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

Eligible Employees will receive reimbursement as follows:

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

ARTICLE XVII – RETIREMENT BONUS

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

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

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

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

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

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

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

CLERICAL EMPLOYEES OF THE BETHLEHEM AREA VOCATIONAL-
TECHNICAL SCHOOL

BY: Justine Williams

BY: Michele Breason

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: Emily R. Schulz
Chairperson

BY: Susan T. J. Hensley
Secretary

APPENDIX "A" — COMPENSATION

Hourly Increases for Employees –12 month Full-time Staff

2024-2025	\$1.05 per hour
2025-2026	\$1.00 per hour

Hourly Increases for Employees –10 month Full-time Staff & Part-time staff

2024-2025	\$0.90 per hour
2025-2026	\$0.85 per hour

Starting Salaries for New 12 Month Full-Time Employees/Minimum Salary

2024 – 2025	\$43,397.78 (2023-24 Min. Hourly Rate \$21.12 +\$1.05 hourly increase = \$22.17 for 261 days per calendar @ 7.5 hours/day) (23-24 Min. Salary of \$41,175/260 days/7.5hrs/day = \$21.12 per hour)
2025 – 2026	\$45,355.28 (2024-25 Min. Hourly Rate \$22.17 +\$1.00 hourly increase = \$23.17 for 261 days per calendar @ 7.5 hours/day)

Starting Salaries for New 10 Month Full-Time Employees/Minimum Salary

2024 – 2025	\$35,837.55 (2023-24 Min. Hourly Rate \$21.12 +\$0.90 hourly increase = \$22.02 for 217 days @ 7.5 hours/day) (23-24 Min. Salary of \$34,365.29/217 days/7.5hrs/day = \$21.12 per hour)
2025 – 2026	\$37,220.93 (2024-25 Min. Hourly Rate \$22.02 +\$0.85 hourly increase = \$22.87 for 217 days @ 7.5 hours/day)

Part-Time Hourly Employees – Starting/Minimum Hourly Rate

2024 – 2025	\$21.65 per hour
2025 – 2026	\$22.50 per hour

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

3. 2024-2025 BUDGET CONSIDERATION

INFORMATION:

The 2024-2025 Bethlehem Area Vocational-Technical School budget in the amount of \$14,597,899 was presented at the February Joint Committee meeting.

RECOMMENDATION:

That the Joint Committee approve the preliminary 2024-2025 Bethlehem Area Vocational-Technical School budget in the amount of \$14,597,899 and recommend the adoption of that budget by the three participating school districts' Board of Directors.

MOTION BY: Director Patrick
SECOND BY: Director Recchiuti
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary - seven; Nay: none.

Due To The Length Of The Document, The Actual Budget Document Not Included In Minutes Sent To Joint Committee. They Will Be Included In Permanent Record Of Minutes.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

4. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the following job descriptions, presented for a first reading:

- Supervisor of Curriculum
- Supervisor of Career and Technical Education (new position)
- Part-Time Evening Supervisor of Lifelong Learning (new position)

MOTION BY:

Director Patrick

SECOND BY:

Director Recchiuti

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,

Makary - seven; Nay: none.

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

Position Title: Supervisor of Curriculum

GENERAL POSITION REQUIREMENTS

Education/Certification Vocational Supervisory Certificate or PA Secondary Principal Certificate with a minimum of five (5) years of satisfactory teaching in a career & technical setting preferred.

Other (skills) Mastery of Microsoft Office Software (Word, Excel, PowerPoint, Access, and Outlook)
Excellent organizational skills
Excellent communication skills (verbal and written)
Excellent supervisory skills
Ability to use Computer Technology for Student Management

Reports to Executive Director

JOB SUMMARY

The Supervisor of Curriculum provides educational leadership and supervision for the faculty, staff and students of the school through appropriate instructional methods and techniques. The Supervisor of Curriculum supervises all teachers assigned to him/her by the Executive Director. He/she works closely with faculty and staff to help establish procedures that relates their efforts to the philosophy of BAVTS. The Supervisor of Curriculum also provides supervision and monitoring of the educational programs and maintenance of a safe and orderly environment.

ESSENTIAL JOB FUNCTIONS

Administrative

- Provides supervision and direction to the specific staff members within areas of responsibility.
- Ensures that Career and Technical Education Programs meet standards established by the Pennsylvania Department of Education program approved process.
- Ensures that all Career and Technical Education Programs are competency-based with supporting learning guides, materials, and equipment.
- Assists with the Senior Recognition program.
- Assists with student orientation.
- Assists with new Teacher Induction program.
- Updates and standardizes course/curriculum guides and learning guides in all secondary programs to keep current with industry and educational standards.
- Assists staff with the selection of curricular and instructional texts and resources that are aligned to industry and academic standards.
- Develops and submits any required documentation relative to curriculum and instruction upon request.

Position Title: Supervisor of Curriculum

- Assists Executive Director in long-range planning relative to curriculum and instruction.
- Assists with the Faculty and other committee meeting agendas.
- Assists in the revision and update of the Faculty Handbook.
- Assists in the revision and update of the Substitute Handbook.
- Assists in the revision and update of the Student Handbook.
- Assists with the planning and implementation of Substitute Teacher Orientation.
- Assists with activities and programs to stimulate parent involvement in the educational process at BAVTS.
- Assists the Administrative Team with the maintenance of the school calendar.
- Represents BAVTS at conferences and workshops approved by the Executive Director.
- Assists in determining strategies and procedures that support the overall safety and security of the building organization and its inhabitants.
- Addresses the recommendations and corrections documented by the PDE Program Approval Team.
- Oversees the articulation agreements.
- Other duties as assigned by the Executive Director.

TERMS OF EMPLOYMENT

12 months. Benefits in accordance with the Act 93 agreement. Performance will be evaluated by the Executive Director.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: **Supervisor of Career and Technical Education**
(Title to be aligned with appropriate certification)

GENERAL POSITION REQUIREMENTS

Education/Certification Vocational Supervisory Certificate or PA Secondary Principal Certificate with a minimum of five (5) years of satisfactory teaching in a career & technical setting preferred.

Other (skills) Mastery of Microsoft Office Software
Excellent organizational skills
Excellent communication skills (verbal and written)
Excellent supervisory skills
Ability to use Computer Technology for Student Management
Ability to maintain a high level of confidentiality

Reports to Executive Director

JOB SUMMARY

The Career and Technical Administrator provides educational leadership and supervision for the faculty, staff and students of the school. The CTC Administrator oversees and assumes responsibility for specific tasks, areas, and employees of the school program as assigned by the Executive Director. He/she works closely with faculty and staff to help establish procedures that relates their efforts to the philosophy of BAVTS. The Supervisor of Curriculum also provides supervision and monitoring of the educational programs and maintenance of a safe and orderly environment.

ESSENTIAL JOB FUNCTIONS

- Provides supervision and direction to the specific staff members within areas of responsibility.
- Provides observation and evaluation of faculty and other employees within areas of responsibility, as assigned.
- Works cooperatively with other Administrators and develop agendas for in-service programs and faculty meetings.
- Provides liaison services to the sending High schools in areas of transportation, scheduling, student behavior, student recognition, recruitment, student activities, grading, and special education services.
- Develops and distributes informational items about the BAVTS programs, staff, student achievement, student expectations and opportunities.

Position Title

Supv. of Career & Technical Education

- Assists with the Senior Recognition program.
- Assists with new Teacher Induction program.
- Ensures that Career and Technical Education Programs meet standards established by the Pennsylvania Department of Education program approved process.
- Ensures that all Career and Technical Education Programs are competency-based with supporting learning guides, materials, and equipment.
- Provides administrative guidance to assigned Leadership Committees & CTSO Advisors.
- Assists in activities and programs to stimulate parent involvement in the educational process at BAVTS.
- Works cooperatively with the administrative team in the development and implementation of policies, procedures, professional development, handbooks and school-wide initiatives.
- Participates in interviewing and recommending candidates for instructional and support positions.
- Provides budgetary guidance to instructors and develops and manages budget for areas of responsibility.
- Works cooperatively with the administrative team and instructors on the development and submission of state and federal grants.
- Oversees safety, security, and daily operation of the building.
- Oversees OAC activities.
- Other duties as assigned by the Executive Director.

TERMS OF EMPLOYMENT

12 months. Benefits in accordance with the Act 93 agreement. Performance will be evaluated by the Executive Director.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: Part-Time Evening Supervisor of Lifelong Learning

GENERAL POSITION REQUIREMENTS

Education/Certification 3 years experience in a school setting preferred.

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

Other (skills) Microsoft Office (Word, Excel, and Outlook), Google Suites (Docs, Sheets, Forms, Calendars, and Gmail) excellent organizational skills, excellent communication skills (verbal and written), effective personnel management skills required.

Reports to Supervisor of Lifelong Learning

JOB SUMMARY

Supervise the Lifelong training programs during the evening sessions Monday through Thursday.

Supervise Evening Instructors and Students.

Position Growth

The expectations of this position would be to be promoted into the full-time supervisor position for the Lifelong Learning program. The timeline for the full-time position would be determined within a year of the start date of the Evening Supervisor position.

ESSENTIAL JOB FUNCTIONS

- Supervises the evening operations of adult educational activities in the school.
- Assist instructors with copying of instructional materials.
- Unlock classrooms and prepare for evening instruction.
- Assist instructors with set-up of room and/or equipment as needed.
- Works with staff to ensure that lab safety is practiced and documentation is provided.
- Maintain adult student attendance and grade records.
- Prepare purchase requisitions.
- Other duties as assigned by the Supervisor of Lifelong Learning.

TERMS OF EMPLOYMENT

Minimum of 14 hrs./week without benefits. Potential availability for additional hours based on needs and advanced approval by the Supervisor of Lifelong Learning. Performance will be evaluated by the Supervisor of Lifelong Learning.

Position Title Evening Supervisor of Lifelong Learning

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

<u>Not At All</u> 0%	<u>Occasionally</u> 1 – 33%	<u>Frequently</u> 24 – 66%	<u>Constantly</u> 67 – 100%
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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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

5. SKILLS USA STATE CONFERENCE

RECOMMENDATION:

The Bethlehem Area Vocational-Technical School SkillsUSA Organization would like to send sixteen (16) students, and two (2) chaperones to Hershey, Pennsylvania for the SkillsUSA competition to be held April 3-5, 2024. The total estimated cost for the trip is \$8,369. The Welding Sculpture competitor and the Delegate will be paying a cost of \$495 since they are not first place District winners.

MOTION BY: Director Patrick
SECOND BY: Director Recchiuti
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary - seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

6. HOSA STATE LEADERSHIP CONFERENCE

RECOMMENDATION:

That fifty-seven (57) competitors, three (3) delegates and seven (7) chaperones be approved to attend the HOSA (Future Health Professionals) State Leadership Conference in Lancaster, Pennsylvania to be held March 13-15, 2024. The total estimated cost for the chaperones to attend is approximately \$2,930. There is no cost to the school for the students to attend as their expenses have been covered by money raised through fundraising.

MOTION BY: Director Patrick
SECOND BY: Director Recchiuti
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary - seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 5, 2024

7. BUDGET TRANSFERS

RECOMMENDATION:

That the following budget transfers for March, 2024 be approved as presented.

BUDGET TRANSFERS				
Account	Description	To	From	REASON
10.2440.610.000.000	SUPPLIES	\$ 7,500.00		Purchase 4 AED devices
10.5251.939.000.000	TRANSFER TO FOOD SERVICE FUND		\$ 7,500.00	Supply chain assistance funding received - removed need for transfer of funds
Reallocate available funds to the purchase 4 updated AED devices.				

MOTION BY: Director Patrick
SECOND BY: Director Recchiuti
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary - seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

8. ARP ESSER GRANT REVISION

INFORMATION:

The Administration recommends submitting a revision to PDE for the ARP ESSER grant. The revision would transfer the \$7,400 saved on the Athletic Health and Fitness HVAC project to offset any additional costs associated with the planned Navigation Nights activities in 2023-2024 and provide additional funding for the Chiller Replacement project, reducing the portion paid with Capital Reserve funds.

RECOMMENDATION:

That the Joint Committee authorize the Administration to submit an ARP ESSER grant revision to reallocate \$7,400 saved on the Athletic Health and Fitness HVAC project to offset any additional costs associated with the planned Navigation Nights activities in 2023-2024 and provide additional funding for the Chiller Replacement project, reducing the portion paid with Capital Reserve funds.

MOTION BY: Director Patrick
SECOND BY: Director Recchiuti
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary - seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

9. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

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

First Name	Last Name	Job Title	Company	Shop/Program
Kevin	Harayda	Co-owner	Dan's Camera Shop	Commercial Art

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 5, 2024

10. CONTINUING EDUCATION

ENROLLMENT AGREEMENT

RECOMMENDATION:

That the attached revised Enrollment Agreement, reflecting a change to the “Breakdown of Fees” section, be approved. This agreement is necessary in order for the student to enter into a contract with a lending source to assist in funding their CDL license training.

MOTION BY: Director Patrick
SECOND BY: Director Recchiuti
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary - seven; Nay: none.



Student Enrollment Agreement

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

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

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

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

Endorsements:

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

Desired Program Start Date: ____/____/____

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

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

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

Breakdown of Fees

Registration: \$300.00 (Includes all charges and services related to: MVR Check, DOT Physical, PA Background Check and DOT 5 Panel Drug Screening) The registration fee will be adjusted to reflect any of the tests the student completes prior to registration. The registration fee is non-refundable.

Tuition: \$6,700.00 (Includes: Permit Test, ELDT Course, Pre-Trip/Range Time, Simulator Time, Over-the-Road Driving and Final Road Test) (does not include retake of the road test if required)

Tuition Discounts:

Students paying the tuition with cash or check will receive a 10% discount.

Students paying with a credit card will receive a 5% discount.

Refund Policy

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

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

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

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

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

General Policies

Course Structure

Part 1:

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

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

Part 2:

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

Part 3:

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

Part 4:

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

Attendance Policy

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

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

Student Code of Conduct

No Smoking on School Grounds or in Trucks

Conduct Yourself in a Professional Manner

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

No Use of Alcohol 24 hours Prior to Lessons

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

No Use of Illegal Drugs

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

Student Dress Code

No Clothing with Offensive Slogans or Drawings

No Tank Tops or Shorts

No Open Toed Shoes or Shoes without Backs

Maintain Good Personal Hygiene

Reason for Termination

- Meeting with School Director with One Warning Prior to Termination
 - 2 Unexcused Lateness or Absences
 - Not Following the Student Code of Conduct or Dress Code
- Immediate Termination
 - Theft, Purposeful Damage or Destruction of Student, School Property
 - Failure of the DOT 5 Panel Drug Screen
 - Reporting to School Under the Influence of Drugs or Alcohol

Career Services

Resume Assistance
Assistance in Job Searching Skills
Placement assistance is provided, however the school Does Not Guarantee Job Placement.

Language

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

Complaints

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

Acknowledgment

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

Student's Name (please print): _____

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

Acceptance of Enrollment

School Official's Name (please print): _____

School Official's Title: _____

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

J.1. BID AWARDS – APRIL AGENDA

INFORMATION:

At the February meeting, it was approved to solicit bids for three capital improvement projects. Due to the timing of the bid opening on March 26th and the mailing of the April agenda the next day, the recommendation for bid awards will likely be a replacement agenda page at the meeting to allow proper time for bid review.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

J.2. UPCOMING BUDGET TRANSFERS

INFORMATION:

For many years, BAVTS has asked instructional programs to finish their purchasing for the school year in March. Once purchase requests have been processed, administration will review remaining funds and requests that were not funded in the 2023-24 or the proposed 2024-25 budget. This allows administration to fund equipment, technology and other needs without increasing the upcoming budget. It is anticipated that budget transfers will be recommended at the April, May and June meetings to reallocate available funds.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

J.3. WORK PROJECT REPORT

INFORMATION:

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

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

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

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

24-52	Susan Fahrenkopf	Baking	Baked goods for JC Meeting	11/21/23	4	11/06/23	\$	40.00	\$40.00	PAID
24-53	Susan Fahrenkopf	Baking	Baked goods for Directors Meeting (12/15/23)	11/01/23	4	12/15/23	\$	12.00	\$12.00	PAID
24-54	Deb Miller	Graphics	100 gift certificates	11/28/23	4	11/29/23	\$	10.00	\$10.00	PAID
24-55	Dana Huber (Rotary)	Culinary	Rotary lunch (1/31/24) NOT INTERFUND	11/29/23	4	01/31/24	\$	240.00	\$240.00	PAID 02/02/24
24-56	Dana Huber (Adult Ed)	Graphics	Gift Certificates (Not Interfund)	12/01/23	4	12/06/23		5.00	\$5.00	NOT INTERFUND
24-57	Heather Burkhardt	Baking	Beverages & Baked Goods for Fast Track M&G (1/11/24)	12/08/23	4			60.00	\$60.00	PAID
24-58	Jeff Bower	Culinary	Dessert for Facilities Management Meeting (3/14/23)	12/11/23	4				\$0.00	
24-59	Jeff Bower	Culinary	Lunch for Facilities Management Meeting (3/14/23)	12/11/23	4				\$0.00	
24-60	Karen Mustonen	Graphics	100 Peanut Allergens stickers	12/12/23	4	12/19/23		8.00	\$8.00	PAID
24-61	Jen Stiligenbauer	Baking	100 gingerbread men for lesson	12/18/23	4	12/22/23		500.00	\$500.00	PAID
24-62	McGraw/ Irwin	Baking	60 gingerbread men for lesson	12/18/23	4	12/22/23		300.00	\$300.00	PAID
24-63	Susan Fahrenkopf	Graphics	180 holiday cards	12/19/23	4	12/19/23		20.00	\$20.00	PAID
24-64	Emily Hough	Graphics	Shirts and hoodies for Web Design	12/19/23	4				\$0.00	
24-65	Moreen Wheatley	Baking	100 gingerbread men for lesson	12/20/23	4	05/14/01	\$	500.00	\$500.00	PAID
24-66	Culinary	Graphics	BEO Work For December	12/20/23	4	12/20/23		61.00	\$61.00	PAID
24-67	Kurt Samson	Culinary	Food for party (12/21/23)	12/20/23	4	12/21/23		80.00	\$80.00	PAID
24-68	Robert Kulik	Culinary	Food for party (12/21/23)	12/20/23	4	12/21/23		80.00	\$80.00	PAID
24-69	Angela Thom	Culinary	Food For Navigation Nights (03/26/24)moved from Jan.	12/21/23	4				\$0.00	
24-70	Angela Thom	Baking	Desserts For Navigation Nights (03/26/24)moved from Jan.	12/21/23	4				\$0.00	
24-71	Susan Fahrenkopf	Baking	Continental breakfast for CTE meeting (1/19/24)	12/21/23	4				\$0.00	CANCELLED
24-72	Susan Fahrenkopf	Baking	Desserts for Joint Committee Meeting (1/03/24)	12/21/23	4			40.00	\$40.00	PAID
24-73	Heather Burkhardt/Marketing	Baking	Baked goods for Freedom 8-9 grade orientation (1/17/24)	01/04/24	4			100.00	\$100.00	PAID
24-74	Brian Moser/Skills USA	Graphics	3 Banners for Championship Display	01/09/24	4			168.00	\$168.00	PAID
24-75	Heather Burkhardt/Marketing	Baking	St. Anne's Tour Luncheon (03/13/24)	01/10/24	4				\$0.00	
24-76	Dana Huber/Rotary	Baking	Dessert for Rotary meeting (1/31/24) NOT INTERFUND	01/12/23	4	01/31/24		48.00	\$48.00	PAID 02/02/24
24-77	Susan Fahrenkopf	Culinary	Lunch for 7 people (2/21 - Bracalante Manufacturing)	01/23/24	1	02/21/24		90.00	\$90.00	
24-78	Jesse Schneck	Graphics	Snap Frame	01/23/24	1				\$0.00	

24-79	NTHS (Dario Chavez)	Graphics	Carbs for Karb tickets (NOT INTERFUND)	01/26/24	1	01/26/24	30.00	\$30.00	Paid 01/30/24
24-80	Bake Shop	Graphics	Labels for Products	01/26/24	1	01/26/24	16.00	\$16.00	Paid
24-81	Bake Shop	Megatronics	Candyland board game pieces	01/30/24	4			\$0.00	
24-82	CULINARY	Graphics	BEO Work for January	02/01/24	4	02/01/24	6.00	\$6.00	Paid
24-83	Heather Burkhardt	Baking	4 trays for Freedom Spring Open House (02/13/24)	02/01/24	4	02/13/24	80.00	\$80.00	
24-84	Stran Prodes / Medical	Baking	Large trays for FVHN (05/13/24)	02/05/24	4			\$0.00	
24-85	Heather Burkhardt	Baking	Grab & Go cupcakes for East Hills MS tour (03/06/24)	02/07/24	4			\$0.00	
24-86	Jesse Schneck	Bldg. Trades	Table Top	02/14/24	4			\$0.00	
24-87	Karen Mustonen	Bldg. Trades	Plywood squares for Cupcake Wars	02/22/24	4			\$0.00	
24-88	Mike Galler	Culinary	Breakfast for in-service	02/16/24	4	02/16/24	300.00	\$300.00	
24-89	Peggy Fuehrer	Food Truck	OAC 04/09/24	02/22/24	4			\$0.00	
24-90	Peggy Fuehrer	Culinary	OAC 100 dinners 04/08/24	02/22/24	4			\$0.00	
24-91	Peggy Fuehrer	Baking	OAC 100 desserts 04/08/24	02/22/24	4			\$0.00	
24-92	Susan Fahrenkopf	Baking	Baked goods for February Board Meeting	02/01/24	4	02/06/24	40.00	\$40.00	
24-93	Susan Fahrenkopf	Baking	Dessert for Bracalente Manufacturing	01/18/24	4	02/21/24	24.00	\$24.00	
24-94	Angela Thom	Baking	Desserts for NAV Nights (02/06/24)	08/30/24	4	02/06/24	218.00	\$218.00	
24-95	Angela Thom	Culinary	Food for NAV Nights (02/06/24)	08/30/24	4	02/06/24	1,308.00	\$1,308.00	
24-96	Angela Thom	Baking	Desserts for NAV Nights (03/12/24)	02/23/24	4			\$0.00	
24-97	Angela Thom	Culinary	Food for NAV Nights (03/12/24)	02/23/24	4			\$0.00	
24-98	Jalissa Kuehner	Graphics	Small poster/banner	02/26/24	4		15.00	\$15.00	
24-99	Angela Thom	Culinary	Breakfast & Lunch for Career Fair (03/20/24)	02/26/24	4			\$0.00	
24-100-1	Angela Thom	Baking	Baked goods for Breakfast & Lunch for Career Fair (03/20/24)	02/26/24	4				
24-100	Terry Wagner	Culinary	Catering for baby shower (09/09/2023)	08/18/23	3		1,800.00	\$1,800.00	Paid 09/11/23
24-101	Mike Galler	Culinary	Wings for 25 People (09/01/23)	08/24/23	1	09/01/23	50.00	\$50.00	Paid 9/1/23
24-102	Bethlehem Rotary/Dana Huber	Baking	200 wrapped logo cookies for Taste & Tunes (Oct. 20th)	09/07/23	6	10/19/23		\$0.00	PAID
24-103	Dana Huber	Baking	150 wrapped embossed cookies (Oct. 12th)	09/07/23	1		300.00	\$300.00	Paid 10/12/23
24-104	Dana Huber	Culinary	Ribs, Carrots, Potatoes ,Rolls for approx. 40 (Oct. 12th)	09/07/23	1	10/12/23	480.00	\$480.00	Paid 10/12/23

24-105	Dawn Sutter	Culinary	Food for small party (12/01/23)	09/08/23	1				\$0.00	VOID
24-106	Susan Fahrenkopf	Culinary	Bridges Luncheon (9/19/223) \$14.00x16people	09/05/23	3	09/19/23	224.00		\$224.00	Paid 09/25/23
24-107	Greta Wilmot	Culinary	No egg birthday cake	09/25/23	1	10/06/23	25.00		\$25.00	Paid 10/11/23
24-108	Emily Hough	Baking	4 Dozen cupcakes for September Birthdays	09/28/23	1	10/06/23	48.00		\$48.00	Paid 10/09/23
24-109	Emily Hough	Baking	5 Dozen cupcakes for October Birthdays	09/28/23	1	10/06/23	48.00		\$48.00	Paid 10/09/23
24-110	Heather Chilcote	Baking	24 Cream Cheese Cupcakes (10/04/23)	10/03/23	1	10/04/24	24.00		\$24.00	Paid 10/05/23
24-111	Debra Miller	Culinary	4 dozen cookies with recipes	10/05/23	1	12/04/23	24.00		\$24.00	Paid 12/04/23
24-112	Karen Tavares	Baking	1/2 Sheet Cake	10/23/23	1	10/27/23	30.00		\$30.00	Paid 10/28/23
24-113	Unity Bank	Baking	100 Cookies individually wrapped (10/25/23)	10/25/23	3	10/25/23	25.00		\$25.00	Paid 10/25/23
24-114	Emily Hough	Baking	Peanut Butter Chocolate cupcakes for November Birthdays	11/02/23	1	11/03/23	48.00		\$48.00	Paid 11/09/23
24-115	Dawn Sutter	Culinary	Side dishes to be warmed later (12/7/23)	11/07/23	1	12/07/23	100.00		\$100.00	Paid 12/04/23
24-116	Freedom Girls Soccer	Baking	Desserts for banquet (12/7)	11/13/23	6	12/07/23	210.00		\$210.00	Paid 12/08/23
24-117	Todd Egrv GLVADA	Culinary	Breakfast for meeting (11/29/23)	11/14/23	3		96.00		\$96.00	Paid 12/13/23
24-118	Meri Lindenmuth	Culinary	Cake	11/14/23	1	11/20/23	10.00		\$10.00	Paid 11/20/23
24-119	Barbara Clymer (BASD)	Baking	Assorted Christmas tray for 30	11/17/23	5	11/30/23	60.00		\$60.00	Paid 11/30/23
24-120	Susan Fahrenkopf	Culinary	Bridges Luncheon (12/19/23)	11/28/23	3	12/19/23	306.00		\$306.00	Paid 1/5/24
24-121	Al Renn	Baking	2 half sheet cakes	11/30/23	1	12/22/23	60.00		\$60.00	Paid 12/22/23
24-122	Jennifer Klo	Culinary	Garlic Parmesan Wing Sauce	12/01/23	1	02/09/24	5.00		\$5.00	Paid 02/09/24
24-123	Emily Hough (EA)	Baking	2 dozen red velvet cupcakes for Dec. birthdays	12/04/23	1	12/05/23	48.00		\$48.00	Paid 12/18/23
24-124	Emily Hough	Baking	Maternity Sally Cake (12/08/23)	12/04/23	1	12/08/23	40.00		\$40.00	Paid 12/08/23
24-125	Dwayne Kemmerer	Culinary	Food for pick up (12/08/23)	12/01/23	3	12/08/23	600.00		\$600.00	Paid 12/11/23
24-126	Deb Miller	Culinary	Cookies	12/08/23	1	12/08/23	18.00		\$18.00	Paid 12/08/23
24-127	Greta Wilmot	Culinary	4 dozen Macaroons (12/22/23)	12/11/23	1	12/21/22	40.00		\$40.00	Paid 12/22/23
24-128	Deb Miller	Culinary	6 dozen pierogies	12/11/23	1				\$0.00	VOID
24-129	Jahil Joubert	Baking	Birthday cake (12/22/23)	12/13/23	3	12/22/23	15.00		\$15.00	Paid 12/22/23
24-130	Emily Hough (EA)	Baking	3 dozen cupcakes for January birthdays	12/18/23	1	01/04/24	36.00		\$36.00	Paid 1/22/24
24-131	Judy Milositz (EA)	Baking	3 dozen cupcakes for February birthdays	01/23/24	1	02/15/24	36.00		\$36.00	

24-132	Deb Miller	Culinary	Tiramasu	01/29/24	1	02/02/24	30.00	\$30.00	Paid 02/05/24
24-133	Chrisry Davies (East Hills)	Culinary	Dinner for 60 people (04/05/24)	01/30/24	5			\$0.00	
24-134	Shirley Gehman	Baking	1/2 Sheet Cake (02/09/24)	02/02/24	1	02/09/24	30.00	\$30.00	Paid 02/09/24
24-135	SKILLS USA	Culinary	Hoagie Sale	02/26/24				\$0.00	
24-200	Paula Cuchran	Auto Tech	New Engine	08/10/23	1	12/19/23	4,169.88	\$4,169.88	Paid 12/22/23
24-201	Mike Galler	Auto Tech	Rav4 - Oil Change & Rotate Tires	08/21/23	1	09/11/23	46.67	\$46.67	Paid 09/12/23
24-202	Mike Galler	Auto Tech	Kia - Oil Change & Cabin Filter	08/21/23	1	09/01/23	30.00	\$30.00	Paid 09/05/23
24-203	Steve Mantz	Auto Tech	VW Beetle - Pre Inspection/ clicking noise in front brakes	08/29/23	1			\$0.00	
24-204	Craig Mosser	Auto Tech	Mazda CX5 - Oil Change	08/31/23	1	09/08/23	33.89	\$33.89	Paid 09/08/23
24-205	Karen Mustonen	Auto Tech	Acura TSX - Oil Change	08/31/23	1	09/14/23		\$0.00	Paid 09/14/23
24-206	Karen Mustonen	Auto Tech	Acura MDX - Oil Change	08/31/23	1	09/24/23	0.00	\$0.00	Paid 09/14/23
24-207	Jodi Williams	Auto Tech	Ford F150 - Pre Inspection	08/31/23	3	02/12/24	787.20	\$787.20	Paid 02/12/24
24-208	Heather Chilcote	Auto Tech	Toyota 4Runner - Oil Change/Alignment	09/01/23	1	09/08/23	69.64	\$69.64	Paid 09/08/23
24-209	Andrew Seepiak	Auto Tech	Ford Mustang - Trans Fluid & Oil Change	09/05/23	2	09/14/23	30.00	\$30.00	Paid 09/14/23
24-210	Alexie Morales	Auto Tech	Jeep - Tire Change and Balanced	09/05/23	2	09/26/23	10.00	\$10.00	Paid 09/26/23
24-211	Alexie Morales	Auto Tech	Lexus - Transmission Service	09/05/23	2	09/22/23	35.24	\$35.24	Paid 9/22/23
24-212	Michael Giamoni	Auto Tech	Ford E250 - OLF	09/05/23	1	09/29/23	30.00	\$30.00	Paid 09/29/23
24-213	Michael Giamoni	Auto Tech	Honda Accord - OLF	09/05/23	1	09/29/23	165.99	\$165.99	Paid 09/29/23
24-214	Angela Dorney	Auto Tech	Mazda CX5 - Oil Change	09/05/23	1	09/15/23	74.10	\$74.10	Paid 9/18/23
24-215	Anthony Rossetti	Auto Tech	Ford F150 - Oil Change	09/06/23	2	09/11/23	0.00	\$0.00	Paid 09/11/23
24-216	Deb Miller	Auto Tech	Honda Accord - Check rotors & do alignment	09/11/23	1	09/26/23	116.99	\$116.99	Paid 09/26/23
24-217	Jeff Cantrel	Auto Tech	Jeep - diagnose and repair vibrations	09/11/23	1	11/17/23	585.38	\$585.38	Paid 11/17/23
24-218	Dennis Green	Auto Tech	Toyota Tacoma - Tire Rotation, spark plugs, coils,brakes	09/11/23	3	09/22/23	112.20	\$112.20	Paid 9/22/23
24-219	Connor Drakey	Auto Tech	Hyundai Elantra - Check evap leak	09/12/23	2	10/02/23	93.93	\$93.93	Paid 10/02/23
24-220	Alex Glassberg	Auto Tech	Audi - Oil change, air filter, check brakes and tires	09/12/23	1	09/22/23	46.17	\$46.17	Paid 9/22/23
24-221	Luis Santiago	Auto Tech	Check suspension noise	09/13/23	1	09/26/23	0.00	\$0.00	Paid 09/27/23
24-222	Dario Chavez	Auto Tech	Pads, rotors, front end links	09/15/23	1	09/26/23	378.20	\$378.20	Paid 09/27/23

24-223	Ashley Brothers	Auto Tech	Chevy Tahoe - Hard time starting & smells of gas	09/18/23	3		393.05	\$393.05	
24-224	Jacob Schlitter	Auto Tech	VW Jetta - Oil change	09/18/23	2	09/22/23	0.00	\$0.00	Paid 09/22/23
24-225	Jennifer Klo	Auto Tech	Oil Change	09/19/23	1	09/22/23	37.91	\$37.91	Paid 09/22/23
24-226	Jodi Williams	Auto Tech	TPMS Light, Airbag & Pre - Inspection	09/22/23	3	10/09/23	393.05	\$393.05	Paid 10/09/23
24-227	George Liikenbill	Auto Tech	Oil Change	09/25/23	2			\$0.00	
24-228	Landon Beckowski	Auto Tech	Oil change, transmission flush	09/25/23	2	09/29/23	25.00	\$25.00	
24-229	Justin McCollum	Auto Tech	Ball joints & tires	09/25/23	2	10/04/23	84.93	\$84.93	
24-230	Joshua Weierbach	Auto Tech	New Exhaust	09/25/23	2			\$0.00	VOID
24-231	Eric Wilmot	Auto Tech	Oil Change	09/25/23	1	10/13/23	40.18	\$40.18	Paid 10/13/23
24-232	Connie Muschko	Auto Tech	Replace Starter	09/25/23	1	09/26/23	156.47	\$156.47	Paid 09/26/23
24-233	Matthew Morales	Auto Tech	Tires Mounted, Balanced	09/26/23	2	10/03/23	0.00	\$0.00	Paid 10/04/23
24-234	Mariah Plumer	Auto Tech	Oil Change	09/26/23	2	09/27/23	0.00	\$0.00	Paid 09/29/23
24-235	Jordan Montague	Auto Tech	Oil Change, tire rotation	09/26/23	1	09/29/23	34.19	\$34.19	Paid 10/02/23
24-236	Ryan Barnyak	Auto Tech	Install Alternator	09/27/23	2	10/02/23	0.00	\$0.00	Paid 10/02/23
24-237	Russell Gaffney	Auto Tech	Oil leak, misfire, ball joint replacement	09/28/23	1	11/07/23	722.68	\$722.68	Paid 11/08/23
24-238	Alexie Morales	Auto Tech	Change tires	09/29/23	2	10/02/23	10.00	\$10.00	Paid 10/02/23
24-239	Andrew Szeplaki	Auto Tech	Rotors & Pads	09/29/23	2	10/06/23	0.00	\$0.00	Paid 10/06/23
24-240	Aiden Malone	Auto Tech	Oil change & Pre Inspection	09/29/23	2	10/17/23	279.83	\$279.83	Paid 10/20/23
24-241	Kevin Strawn	Auto Tech	Brakes	09/29/23	1	10/10/23	456.35	\$456.35	Paid 10/11/23
24-242	Dario Chavez	Auto Tech	Change tire rod ends, Pre inspection	10/03/23	1	10/09/23	337.95	\$337.95	Paid 10/09/23
24-243	Jacob Schlitter	Auto Tech	Bleed brake lines, change air filter	10/04/23	2	11/29/23	99.99	\$99.99	Paid 11/29/23
24-244	Heather Chilcote	Auto Tech	Oil change	10/04/23	1	10/13/23	30.21	\$30.21	Paid 10/16/23
24-245	Rafael S	Auto Tech	Noise inspection in rear of car	10/04/23	3	10/27/23	672.96	\$672.96	Paid 10/30/23
24-246	Debra Miller	Auto Tech	Rotors & Pads	10/05/26	1			\$0.00	Void
24-247	Sundanta Vidanage	Auto Tech	40,000 mile check	10/05/23	3	11/08/23	93.71	\$93.71	Paid 11/08/23
24-248	Stan Prodes	Auto Tech	Oil Change (Will provide filter and oil)	10/11/23	1	10/19/23	0.00	\$0.00	Paid 10/19/23
24-249	Deb Miller	Auto Tech	Oil Change, Tire Rotation, Air Filter	10/11/23	1			\$0.00	Void

24-250	Dominic Pinho	Auto Tech	Weld Flex-pipe in	10/11/23	2			\$0.00	Void
24-251	Connor Drakely	Auto Tech	Alignment and wipers	10/11/23	2	11/21/23	41.18	\$41.18	Paid 11/21/23
24-252	Dario Chavez	Auto Tech	Ignition coil, spark plugs	10/11/23	1	10/11/23	42.18	\$42.18	Paid 10/13/23
24-253	Al Renn	Auto Tech	Pre Inspection	10/11/23	1	11/01/23	85.79	\$85.79	Paid 11/01/23
24-254	Michael Giamoni	Auto Tech	Pre inspection, tune,fluits fuels line repair	10/11/23	1	02/22/24	735.43	\$735.43	Paid 02/26/24
24-255	Jordan Montague	Auto Tech	Oil Change, tire rotation	10/11/23	1	10/30/23	35.00	\$35.00	Paid 10/31/23
24-256	Logan Lees	Auto Tech	Oil change, headlight bulb replacement	10/12/23	1	10/13/23	57.25	\$57.25	Paid 10/13/23
24-257	Jeremy Sroggi	Auto Tech	Replace heater core	10/12/23	2	12/15/23	78.48	\$78.48	Paid 12/15/23
24-258	Marcia Smith	Auto Tech	Brakes, rotors, oil change	10/13/23	3	10/19/23	15.00	\$15.00	Paid 10/19/23
24-259	Bryan Gonzalez	Auto Tech	Radiator	10/13/23	2	10/17/23	183.03	\$183.03	Paid 10/17/23
24-260	Craig Mosser	Auto Tech	Belt noise	10/16/23	1	10/17/23	31.57	\$31.57	Paid 10/17/23
24-261	Thomas Vbriaco	Auto Tech	Rear camber arms and rear brake rotors	10/16/23	2	01/09/24	0.00	\$0.00	Paid 01/09/24
24-262	Jim Gurcsik	Auto Tech	head gasket	10/16/23	1	12/04/23	813.88	\$813.88	Paid 12/06/23
24-263	Grimaldi Gonzalez	Auto Tech	Routine maintenance & tune up	10/16/26	1	12/08/23	119.43	\$119.43	Paid 12/08/23
24-264	Alexie Morales	Auto Tech	Lexus - Coolant Leak	10/17/23	2			\$0.00	VOID
24-265	Alexie Morales	Auto Tech	Jeep - Alignment	10/17/23	2			\$0.00	VOID
24-266	Lori Kram	Auto Tech	Chevy - oil change & overall check	10/17/23	1			\$0.00	Paid 10/31/23
24-267	Lori Kram	Auto Tech	Toyota - Oil chage, overall check, muffler	10/17/23	1	11/10/23	369.10	\$369.10	Paid 11/14/23
24-268	Hope Green	Auto Tech	Oil change	10/17/23	2			\$0.00	Paid 10/20/23
24-269	Howie Nonnmacher	Auto Tech	4 tires install motor mounts	10/17/23	1	11/02/23	40.00	\$40.00	Paid 11/03/23
24-270	Sarah Miller	Auto Tech	2010 Suburban - Brakes	10/18/23	3			\$0.00	Paid 11/06/23
24-271	Sarah Miller	Auto Tech	2006 Silverado - Alignment	10/18/23	3	10/25/25	5.00	\$5.00	Paid 10/25/23
24-272	Kevin Hams	Auto Tech	Brakes, Inspection Pre Check	10/19/23	3	01/05/24	1,384.98	\$1,384.98	Paid 01/11/24
24-273	Jim Gurcsik	Auto Tech	Sway bar links	10/19/23	1	10/27/23	53.92	\$53.92	Paid 10/30/23
24-274	Daniel Beradesca	Auto Tech	Passenger headlight & gas cap	10/19/23	1	10/31/23	10.74	\$10.74	Paid 11/03/23
24-275	Kristine Wagner	Auto Tech	Front brakes & warning lamp, minor leak	10/20/23	3		135.99	\$135.99	Paid 11/02/23
24-276	Landon Silfies	Auto Tech	Wheel alignment	10/20/23	2	11/06/23	0.00	\$0.00	Paid 11/06/23

24-277	John Reppert	Auto Tech	Alignment, front rotors, oil change	10/20/23	2	11/06/23	0.00	\$0.00	Paid 11/06/23
24-278	Paula Cuchran	Auto Tech	Subaru - Check exhaust fo rleak and igrnition not working	10/20/23	1	11/17/23	29.47	\$29.47	Paid 11/17/23
24-279	Randy Ziminsky	Auto Tech	Honda - Oil leaking	10/20/23	3	11/29/23	0.00	\$0.00	Paid 11/29/23
24-280	Greta Wilmot	Auto Tech	Tire Rotation	10/23/23	1	11/03/23	0.00	\$0.00	Paid 11/03/23
24-281	Nathaniel Grrerro	Auto Tech	Alignment	10/23/23	2			\$0.00	Void
24-282	Glenn Milositz	Auto Tech	Pre Inspection	10/23/23	1	11/01/23	278.79	\$278.79	Paid 11/01/23
24-283	Randy Ziminsky	Auto Tech	Jeep - replace rear passenger windo	10/25/23	3		215.93	\$215.93	Paid 11/01/23
24-284	Heather Burkhardt	Auto Tech	Oil Change	10/27/23	1	10/27/23	30.00	\$30.00	Paid 10/27/23
24-285	Meri Lindenmuth	Auto Tech	Car overheating	10/30/23	1	11/02/23	253.41	\$253.41	Paid 11/03/23
24-286	Dario Chavez	Auto Tech	Pre inspection & repair if needed	10/30/23	1	11/17/23	994.13	\$994.13	Paid 11/17/23
24-287	Mike Galler	Auto Tech	Inspect, repack bearing on trailer	10/31/23	1	11/21/23	0.00	\$0.00	Paid 11/28/23
24-288	Jim Gurcsik	Auto Tech	Driver front Axle Shaft	10/31/23	1	01/18/24	236.51	\$236.51	Paid 01/18/24
24-289	Stephanie Kish	Auto Tech	Check Enging Light on	11/01/23	2			\$0.00	VOID
24-290	Landon Silfies	Auto Tech	Wheel alignment, tie rods, tires	11/01/23	2			\$0.00	VOID
24-291	Craig Mosser	Auto Tech	Check Enging Light on	11/01/23	1			\$0.00	
24-292	Aaron Beete	Auto Tech	Replace rotors and brakes	11/01/23	2	11/21/23	25.00	\$25.00	Paid 11/21/23
24-293	Robert Scorece	Auto Tech	Not running - Honda Pilot	11/02/23	1	02/22/24	3,565.26	\$3,565.26	Paid 02/22/24
24-294	Jesse Schneck	Auto Tech	Oil Change & Coolant flush	11/02/23	1	11/21/23	71.69	\$71.69	Paid 11/22/23
24-295	Joan Dinbokowitz	Auto Tech	Oil change	11/03/23	1	11/16/23	35.00	\$35.00	Paid 11/17/23
24-296	Heather Hershey	Auto Tech	Oil change	11/03/23	1	11/09/23	0.00	\$0.00	Paid 11/09/23
24-297	Heather Chilicote	Auto Tech	Fan loud	11/03/23	1		0.00	\$0.00	
24-298	Heather Burkhardt	Auto Tech	Oil change	11/03/23	1	11/08/23	35.00	\$35.00	Paid 11/8/23
24-299	Steve Mantz	Auto Tech	Oil and filter change	11/03/23	1	11/09/23	39.81	\$39.81	Paid 11/9/23
24-300	Nathan DeLong	Auto Tech	Oil change, front end noise	11/03/23	2				Void
24-301	Brian Moser	Auto Tech	Rear main seal	11/07/23	1	02/02/24	182.39	\$182.39	Paid 02/02/24
24-302	Karen Mustonen	Auto Tech	Oil change	11/07/23	1	11/14/23	0.00	\$0.00	Paid 11/14/23
24-303	Rhonda Geiselman	Auto Tech	Oil Change, Tire Rotation	11/08/23	1	11/15/23	37.56	\$37.56	Paid 11/16/23

24-304	Dario Chavez	Auto Tech	Brake lines	11/09/23	1	12/01/23	169.60	\$169.60	Paid 12/01/23
24-305	Jennifer Korpics	Auto Tech	Drive belt, Induction Service, Alignment, Struts	11/09/23	2		106.13	\$106.13	Paid 01/10/24
24-306	Dazzcity Torres	Auto Tech	Oil change	11/09/23	3	11/10/23	0.00	\$0.00	Paid 11/10/23
24-307	Nina Pardoe	Auto Tech	Oil change	11/10/23	1	11/14/23	35.00	\$35.00	Paid 11/14/23
24-308	Meri Lindenmuth	Auto Tech	Tire Pressue Sensor	11/13/23	1	11/14/23	40.00	\$40.00	Paid 11/14/23
24-309	Adam Ghazi	Auto Tech	Spark plugs, oil change, rear brake pads, rotor & Caliper	11/13/23	2	02/01/24	182.44	\$182.44	Paid 02/01/24
24-310	Mike DiBilio	Auto Tech	Mount and balance tires, alignment	11/14/23	3	12/01/23	25.00	\$25.00	Paid 12/01/23
24-311	Mike Giamoni	Auto Tech	Brakes and fluids	11/14/23	1	12/15/23	369.78	\$369.78	Paid 12/18/23
24-312	Tyler Heft	Auto Tech	Mount & balance tires and alignment	11/14/23	1	11/21/23	0.00	\$0.00	Paid 11/22/23
24-313	Nina Pardoe	Auto Tech	Blower, Light, sunroof	11/16/23	1	12/06/23	239.98	\$239.98	Paid 12/06/23
24-314	Heather Hershey	Auto Tech	Oil change	11/16/23	1	11/16/23	0.00	\$0.00	Paid 11/17/23
24-315	Landon Siffies	Auto Tech	Wheel alignment	11/16/23	2				Void
24-316	Jeff Cantrel	Auto Tech	Diagnose grinding and rattling noises	11/17/23	1				Void
24-317	Julian Muniz	Auto Tech	Car been sitting for years needs to be started	11/17/23	2				Void
24-318	Jariel Brazoban	Auto Tech	Oil Change	11/17/23	2	12/11/23	25.00	\$25.00	Paid 12/13/23
24-319	Lori Drozd	Auto Tech	Replace thermostat, flush coolant, tire rotation & balance	11/17/23	2			\$0.00	Paid 12/01/23
24-320	Michael Jaggars	Auto Tech	Oil Change	11/17/23	2	12/01/23	0.00	\$0.00	Paid 12/01/23
24-321	Matthew Morales	Auto Tech	O2 sensor replaced	11/20/23	2				VOID
24-322	Connie Muschko	Auto Tech	3 cylinder misfire check	11/21/23	1	11/29/23	100.00	\$100.00	Paid 11/29/23
24-323	Russell Gaffney	Auto Tech	Front Axel	11/21/23	1	11/30/23	78.06	\$78.06	Paid 12/07/23
24-324	Adam Lazarchak	Auto Tech	Car won't start	11/28/23	1	11/29/23	233.42	\$233.42	Paid 11/29/23
24-325	Jamison Barnhart	Auto Tech	Caliper pin & valve cover	11/28/23	3	12/01/23	137.13	\$137.13	Paid 12/01/23
24-326	Nathaniel Grrrero	Auto Tech	Wheels/Tire mount,balance alignment	11/29/23	2	01/10/24	25.00	\$25.00	Paid 01/18/24
24-327	Caleb Vogel	Auto Tech	Brakes	11/29/23	2	12/01/23	101.59	\$101.59	Paid 12/01/23
24-328	Dario Chavez	Auto Tech	Check engine light	11/30/23	1	12/15/23	5.00	\$5.00	Paid 12/15/23
24-329	Jazmine Vargas	Auto Tech	Transmission, full tune up	11/30/23	2			\$0.00	
24-330	Jeff Cantrel	Auto Tech	Diagnose brake and suspension noise	12/04/23	1	12/11/23	374.27	\$374.27	Paid 12/11/23

24-331	Jaden Galarza	Auto Tech	Master cylinder, pre inspection	12/05/23	2			\$0.00	
24-332	Mike Galler	Auto Tech	Install 12v joutler on dash	12/06/23	1	12/18/23	5.00	\$5.00	Paid 12/22/23
24-333	Aaron Lockett	Auto Tech	Oil change	12/08/23	2				VOID
24-334	Andrew Mantz	Auto Tech	Balance, rotation, alignment	12/13/23	3	12/21/23	0.00	\$0.00	Paid 12/21/23
24-335	Daron Cordero	Auto Tech	Tire installation to rims	12/13/23	2	12/19/23	0.00	\$0.00	Paid 12/19/23
24-336	Craig Mosser	Auto Tech	Oil change	12/13/23	1	12/18/23	35.00	\$35.00	Paid 12/18/23
24-337	Jennifer Klo	Auto Tech	Check brakes, pre inspection	12/18/23	1	01/09/24	6.45	\$6.45	Paid 01/09/24
24-338	Anthony Moina	Auto Tech	Alignment	12/18/23	2	01/10/24	0.00	\$0.00	Paid 01/10/24
24-339	Sundanta Vidanage	Auto Tech	A/C work & 140,000 check up	12/20/23	3			\$0.00	
24-340	Jennifer Klo	Auto Tech	Oil Change and pre inspection	01/03/24	1	01/05/24	33.00	\$33.00	Paid 01/08/24
24-341	Karen Mustonen	Auto Tech	Oil Change	01/03/24	1	01/09/24	30.21	\$30.21	Paid 01/10/24
24-342	Howie Nonnmacher	Auto Tech	Belt noise	01/03/24	1			\$0.00	
24-343	Steve Mantz	Auto Tech	Tires Mounted, Balanced	01/03/24	1	01/17/24	20.00	\$20.00	Paid 01/17/24
24-344	Tucker Drozd	Auto Tech	Replace rear shocks and pre inspection	01/04/24	2			\$0.00	
24-345	Spencer Parker	Auto Tech	Pre inspection & brake issue	01/04/24	2	01/18/24	272.67	\$272.67	Paid 01/30/24
24-346	Alex Glassberg	Auto Tech	Nissan - Check front and rear brakes replace if needed	01/05/24	1	01/12/24	135.99	\$135.99	Paid 01/12/24
24-347	Heather Chilcote	Auto Tech	Oil Change - Jeep Wrangler	01/08/24	1	01/11/24	25.92	\$25.92	Paid 01/12/24
24-348	Andrew Szeplaki	Auto Tech	Starting concern	01/08/24	2	01/26/24	0.00	\$0.00	
24-349	Aaron Beete	Auto Tech	Oil Change	01/09/24	2	01/10/24	25.00	\$25.00	Paid 01/18/24
24-350	Isaac Hunsinger	Auto Tech	Replace right front control arm	01/09/24	2	02/08/24	383.21	\$383.21	Paid 02/12/24
24-351	Jose Morales	Auto Tech	Replace left front inner tie rod	01/09/24	2	01/17/24	0.00	\$0.00	
24-352	Dennis Nolan	Auto Tech	Check engine light & Oil Change	01/10/24	1	01/10/24	0.00	\$0.00	Paid 01/11/24
24-353	Jen Stilgenbauer	Auto Tech	Oil Change	01/10/24	1	01/23/24	34.84	\$34.84	Paid 01/24/24
24-354	Dario Chavez	Auto Tech	Check oil leak and squeaking noise	01/11/24	1	01/23/24	144.77	\$144.77	Paid 01/25/23
24-355	Jeremy Korpics	Auto Tech	New drive possibly new caliper	01/12/24	2	01/24/24	639.13	\$639.13	Paid 01/25/24
24-356	Moreen Wheatley	Auto Tech	Oil change & fill tires	01/17/24	1	01/23/24	44.21	\$44.21	Paid 01/24/24
24-357	Luis Santiago	Auto Tech	Tire sensor light on	01/17/24	1	01/26/24	10.00	\$10.00	

24-358	Jamison Barnhart	Auto Tech	Oil change and tire rotation	01/17/24	3	01/18/24	26.93	\$26.93	Paid 01/22/24
24-359	Adam Lazarchak	Auto Tech	Replace Headlights	01/18/24	1	01/22/24	645.08	\$645.08	Paid 01/23/24
24-360	Enrique Adon-Torres	Auto Tech	Coolant leak in radiator	01/18/24	2	02/01/24	259.81	\$259.81	Paid 02/02/24
24-361	Eric Gerger	Auto Tech	Oil change & valve cover gasket	01/22/24	2			\$0.00	Paid 02/02/24
24-362	Keenan Ray	Auto Tech	Right front valve stem	01/22/24	2	02/05/24	25.00	\$25.00	
24-363	Jacob Schlitter	Auto Tech	Oil change	01/22/24	2	02/02/24	0.00	\$0.00	Paid 02/02/24
24-364	Jim Gurcsik	Auto Tech	Oil Change	01/23/24	1	02/02/24	619.98	\$619.98	Paid 02/05/24
24-365	Nina Pardoe	Auto Tech	Repair/replace gear shift	01/23/24	1	02/02/24	32.62	\$32.62	Paid 02/05/24
24-366	Jeremy Srogi	Auto Tech	Front end alignment, straighten wheel, axle	01/23/24	1	02/14/24	15.44	\$15.44	
24-367	Mike Giamoni	Auto Tech	Ball joints, trans fluids, coolants	01/24/24	1	02/12/24	20.00	\$20.00	Paid 02/12/24
24-368	Bryan Gonzalez	Auto Tech	Alignment	01/26/24	2			\$0.00	
24-369	Cristina Carvalho	Auto Tech	Making noise and shakes	01/26/24	2			\$0.00	VOID
24-370	Steve Mantz	Auto Tech	Check Alignment	01/30/24	1			\$0.00	
24-371	Steve Mantz	Auto Tech	Pre Inspection	01/30/24	1			\$0.00	
24-372	Thomas Vbriaco	Auto Tech	Water pump replacement	01/31/24	2	02/02/24	94.65	\$94.65	Paid 02/08/24
24-373	Jessica Jenkins	Auto Tech	Pressure and resistance testing on fuel system	01/31/24	2			\$0.00	VOID
24-374	Dazzcity Torres	Auto Tech	Front end rear axel leak front inner tie rod left strut leak	01/31/24	3	02/12/24	213.18	\$213.18	02/20/24
24-375	Mike Galler	Auto Tech	Install trailer hitch	02/01/24	1			\$0.00	
24-376	Daniel Beradesca	Auto Tech	Oil change & TPMS on spare tire	02/01/24	1			\$0.00	
24-377	Shayla Mayhan	Auto Tech	Transmission Repair	02/01/24	2			\$0.00	
24-378	Aaron Beete	Auto Tech		02/02/24	2		66.20	\$66.20	Paid 02/07/24
24-379	Lyubomir Toneu	Auto Tech	Check brakes & coolant	02/02/24	2			\$0.00	
24-380	Anthony Moina	Auto Tech	Alignment & Air whishing noise	02/02/24	2	02/15/24	0.00	\$0.00	Paid 02/15/24
24-381	Kevin Hams	Auto Tech	Replace plugs, coil packs, dashboard FAO, side mirrors, susp.	02/05/24	3			\$0.00	
24-382	Heather Burkhardt	Auto Tech	brakes	02/06/24	1	02/08/24	346.48	\$346.48	Paid 02/08/24
24-383	Michele Bracero	Auto Tech	Oil change	02/06/24	1	02/15/25	0.00	\$0.00	Paid 02/15/24
24-384	Amy Knight	Auto Tech	Pre Inspection & Oil Change	02/07/24	1	02/15/24	165.69	\$165.69	Paid 02/21/24

24-385	Karen Mustonen	Auto Tech	Oil Change & check brakes	02/07/24	1	02/15/24	267.27	\$267.27	Paid 02/15/24
24-386	Mercedes Miller	Auto Tech	Oil Change	02/08/24	2	02/12/24	46.67	\$46.67	Paid 02/23/24
24-387	Al Renn	Auto Tech	Check enging light is on	02/08/24	1			\$0.00	
24-388	Caleb Vogel	Auto Tech	Oil Change	02/12/24	2	02/12/24	0.00	\$0.00	Paid 02/14/24
24-389	Deb Miller	Auto Tech	Check front & rear brakes	02/12/24	1	02/15/24	215.62	\$215.62	Paid 02/20/24
24-390	Mike Giamoni	Auto Tech	Coil Pack	02/14/24	1			\$0.00	
24-391	Jeff Cantrel	Auto Tech	Oil change, Pre inspection, belt noise	02/14/24	1		220.73	\$220.73	Paid 02/23/24
24-392	Aaron Beete	Auto Tech	Oil Change	02/15/24	1	02/21/24	25.00	\$25.00	Paid 02/23/24
24-393	Gilda Martinez	Auto Tech	Pre inspection	02/15/24	3			\$0.00	
24-394	Zachary Milkovitz	Auto Tech	Check Engine Light	02/21/24	3			\$0.00	
24-395	Christal Vitko	Auto Tech	Check Oil Leak/Reverse light	02/21/24	1			\$0.00	
24-396	Michael Giamoni	Auto Tech	Rear brakes	02/21/24	1	02/27/24	96.29	\$96.29	
24-397	Glenn Milositz	Auto Tech	Oil change	02/22/24	1			\$0.00	
24-398	Jeff Cantrel	Auto Tech	Diagnose clicking & grinding noises	02/23/24	1			\$0.00	
24-399	Jim Gurcsik	Auto Tech	Truck broken	02/23/24	1			\$0.00	
24-400	Tanner Ault	Auto Tech	Tire rods, sway bar, struts, tires & alignment	02/23/24	2			\$0.00	
24-401	Robert Scorce	Auto Tech	Brakes	02/26/24	1			\$0.00	
24-402	Julian Muniz	Auto Tech	Wheel Bearings	02/26/24	2			\$0.00	
24-403	Adam Ghazi	Auto Tech	Oil leak	02/26/24	2			\$0.00	
24-404	Russell Gaffney	Auto Tech	See Work Order	02/26/24	1			\$0.00	
24-500	Jerdon Construction Services	Food Truck	Food Truck Event for 40 people	09/19/23	3	09/19/23	754.72	\$754.72	Paid 10/02/23
24-501	Skills USA	Food Truck	Food Truck Event for Clay Shoot	09/26/23	6	10/29/23	1,000.00	\$1,000.00	Paid 10/03/23
24-600	Joan Dinbokowitz	Graphics	Decals					\$0.00	
24-601	Mark James (BASD)	Carpentry	Storywalk Project				946.30	\$946.30	
24-602	Sergio Rivas	Graphics	Shirts for class					\$0.00	
24-603	Michael Faccinnetto	Auto Coll.	Remove Rust and Repair Front Bumper	08/23/23	3	01/25/24	360.00	\$360.00	Paid 01/25/24
24-604	Jennifer Klo	Auto Coll.	Hatch leaking	08/28/23	1	09/25/23	5.00	\$5.00	Paid 09/25/23

24-605	Angela Thom	Graphics	25 Descendants themed coloring books	08/31/23	1	09/27/23	125.00	\$125.00	Paid 09/28/23
24-606	Jane Butz	Auto Coll.	Clearcoat/Painting	08/31/23	3			\$0.00	VOID
24-607	David Pinos	Auto Coll.	Paint bike black	09/05/23	1		5.00	\$5.00	Paid 10/31/23
24-608	Dana Huber	Graphics	Wedding invites & Responses	09/07/23	2	09/08/23	18.00	\$18.00	Paid 09/11/23
24-609	Lori Kram	Carpentry	Repair candle holder	09/07/23	2	09/11/23	5.00	\$5.00	Paid 09/11/23
24-610	Brandon Word	Auto Coll.	Damage Inspection	09/08/23	2			\$0.00	
24-611	Karen Mustonen	Building Tr.	Build a cover for Koi Pond	09/13/23	1			\$0.00	
24-612	Maria Womer Stiffnella	Graphics	2 Banners	09/21/23	1			\$0.00	
24-613	Tracy Kleintop	Graphics	Shirts	09/21/23	1	11/14/23	25.00	\$25.00	Paid 11/29/23
24-614	Shirley Gehman	Graphics	Shirts	09/21/23	1	11/14/23	29.75	\$29.75	Paid 11/29/23
24-615	Pinilope Alestas	Graphics	Shirts	09/21/23	1	11/14/23	31.90	\$31.90	Paid 11/29/23
24-616	Jennifer Klo	Graphics	Recreate poster	09/25/23	1			\$0.00	Paid 10/16/23
24-617	Bronwyn Hanley	Auto Coll.	Pull dent out of truck	09/28/23	1	11/02/23	25.00	\$25.00	Paid 11/2/23
24-618	Joe Biondo	Masonry	Cut 60 bricks for a project	10/02/23	3	10/24/23	0.00	\$0.00	Paid 10/24/23
24-619	Nina Pardoe	Auto Coll.	Side view mirror	10/03/23	1	10/12/23	58.00	\$58.00	Paid 10/12/23
24-620	Kevin Hams	Auto Coll.	Remove rust, remove dent	10/03/23	3			\$0.00	
24-621	Bill Grushow	Auto Coll.	Replace front splash shield	10/03/23	3			\$0.00	
24-622	Jon Sullivan	Carpentry	Build a casket	10/05/23	1	10/05/23	0.00	\$0.00	Paid 10/06/23
24-623	Jennifer Klo	Carpentry	Fix a wooden frame	10/05/23	1	10/06/23		\$0.00	Paid 10/09/23
24-624	Tracy Snyder (Liberty High Sch	Graphics	Flow Chart	10/11/23	5	10/20/23	9.00	\$9.00	Paid 10/31/23
24-625	Pauline Vigilanti	Auto Coll.	Repair collision damage	10/11/23	3	02/15/24	3,127.00	\$3,127.00	Paid 02/15/24
24-626	Michele Bracero	Graphics	3 Foot Astronaut	10/11/23	1	10/30/23	25.00	\$25.00	Paid 10/29/23
24-627	Dana Huber	Megatronics	Cookie Embosser	09/06/23	1	10/12/23	0.82	\$0.82	Paid 10/12/23
24-628	Rotary - Dana Huber (INTERFU	Megatronics	Cookie Embosser	09/06/23	6	10/12/23	6.72	\$6.72	PAID
24-629	Bettie Kichline	Graphics	8x10 picture imposing	10/16/23	1	10/26/23	5.00	\$5.00	Paid 10/26/23
24-630	Ingrid Hill	Graphics	T shirts screen printed	10/18/23	3			\$0.00	
24-631	Bronwyn Hanley	Graphics	4 coroplast signs	10/18/23	1		20.00	\$20.00	Paid 10/23/23

24-632	Jennifer Klo	Graphics	5 etched glass jars	10/24/23	1	11/09/23	20.00	\$20.00	Paid 11/10/23
24-633	Jennifer Klo	Comm. Arts	Paint Corn Hole Boards	10/25/23	1	11/20/23	0.00	\$0.00	Paid 11/22/23
24-634	Peggy Fuehrer	Graphics	100 postcards	10/26/23	1	11/03/23	16.00	\$16.00	Paid 11/06/23
24-635	Joseph Spengler	Auto Coll.	Replace Bed on Truck	10/30/23	3	11/17/26	25.00	\$25.00	Paid 11/17/23
24-636	Angel Vasquez	Auto Coll.	Full Body Work	11/03/23	3			\$0.00	
24-637	Mike Galler	Graphics	Business Cards	11/07/23	1	11/09/23	6.50	\$6.50	Paid 11/13/23
24-638	Jeff Bower	Graphics	4x4 canvas print	11/14/23	1	12/13/23	20.00	\$20.00	Paid 12/14/23
24-639	Alex Glassberg	Graphics	16 5.5x8.5 notepads	11/14/23	1	12/15/23	40.00	\$40.00	Paid 12/18/23
24-640	Brian Moser	Graphics	2 banners	11/14/23	1	11/21/23	60.00	\$60.00	Paid 11/28/23
24-641	Mary Hicks-Lynch	Auto Coll.	Detail car	11/17/23	3	11/20/23	5.00	\$5.00	Paid 11/20/23
24-642	Bryan Cope Northampton Par	Welding	25 tree cages	11/22/23	5			\$0.00	
24-643	Greta Wilmot	Graphics	8x10 print	11/28/23	1	12/19/23	5.00	\$5.00	Paid 12/19/23
24-644	Peggy Fuehrer	Graphics	Holiday Cards	11/30/23	1	12/19/23	19.00	\$19.00	Paid 12/19/23
24-645	Dawn Sutter	Prec. Mach.	Elephant	11/30/23	1	12/04/23	10.00	\$10.00	Paid 12/04/23
24-646	Carly Mckeon	Graphics	Banners for Liberty Swim Team	12/01/23	5	01/05/24	108.00	\$108.00	Paid 01/08/24
24-647	Robert Scorce	Graphics	Shirts	12/05/23	1	01/05/24	36.00	\$36.00	Paid 01/05/24
24-648	Jennifer Klo	Prec. Mach.	Model of jet	12/05/23	1	12/11/23	5.00	\$5.00	Paid 12/12/23
24-649	Bethlehem Township Police D	Plumbing	Steel Pipe vest hanger	12/07/23	6	01/04/24	61.00	\$61.00	Paid 1/4/24
24-650	Deb Miller	Prec. Mach.	5 brass challenge coins	12/08/23	1	02/02/24	10.00	\$10.00	Paid 02/05/24
24-651	Deb Miller	Prec. Mach.	5 snowmen	12/08/23	1	12/15/23	50.00	\$50.00	Paid 12/15/23
24-652	Pietro Russo	Graphics	50 11x17 laminated menus & business cards	12/11/23	3		212.50	\$212.50	Paid 02/12/24
24-653	Jeff Bower	Prec. Mach.	3 machined snowmen with BAVTS logo	12/11/23	1	12/19/23	30.00	\$30.00	Paid 12/20/23
24-654	Dana Huber	Graphics	12x18 cards	12/12/23	1	12/15/23	15.00	\$15.00	Paid 12/18/23
24-655	Bronwyn Hanley	Graphics	4 hard bound journals	12/13/23	1			\$0.00	
24-656	Greta Wilmot	Graphics	Thank You game directions boards	12/18/23	1	02/06/24	16.00	\$16.00	Paid 02/06/24
24-657	Nina Pardoe	Graphics	175 Christmas cards	12/18/23	1	12/21/22	35.00	\$35.00	Paid 12/21/23
24-658	Mike Galler	Carpentry	Fabricate desktop and frame	01/03/24	1		0.00	\$0.00	Paid 02/21/24

24-659	Marc Marangolo	Auto Coll.	Bumper repair	01/05/24	3			\$0.00	
24-660	Robert Kulick	Masonry	Concrete shelves	01/08/24	1	01/09/24	30.00	\$30.00	Paid 01/10/24
24-661	Darian Caraballo	Auto Coll.	Paint after market lip	01/08/24	2			\$0.00	
24-662	Greta Wilmot	Graphics	Table name cards	01/08/24	1	02/06/24	9.00	\$9.00	Paid 02/06/24
24-663	Edwin Rosario	Carpentry	Floating bed frame	01/11/24	2			\$0.00	
24-664	Heather Chilcote	Graphics	Poster	01/11/24	1	01/22/24	8.00	\$8.00	Paid 01/24/24
24-665	Jennifer Klo	Graphics	Announcements	01/11/24	1			\$0.00	
24-666	Joan Dinbokowitz	Auto Coll.	Front bumper	01/17/24	1			\$0.00	
24-667	Skills USA	Graphics	5 vinyl banners	01/18/24	6	01/22/24	1,204.00	\$1,204.00	Paid 02/08/24
24-668	Sara Collins	Graphics	Yard signs	01/23/24	3	02/01/24	452.50	\$452.50	Paid 02/02/24
24-669	Bridges Foundation	Graphics	Gala invitations and response cards	01/23/24	6	02/05/24	485.00	\$485.00	
24-670	Nina Pardoe	Graphics	Recipe cards	01/24/25	1	02/21/24	33.00	\$33.00	Paid 02/22/24
24-671	Jennifer Klo	Auto Coll.	Replace Hatch Cylinders	01/25/24	1	01/29/24	0.00	\$0.00	Paid 01/29/24
24-672	Francisco Carvalho	Graphics	3 Banners	01/30/24	2			\$0.00	
24-672*	Dr. Joseph Roy	Auto Coll.	Fix Front Bumper	01/26/24	3			\$0.00	
24-673	MRC	Graphics	500 VIP passes & 200 certificates	01/30/24	3	02/15/24	360.00	\$360.00	Paid 02/21/24
24-674	Jennifer Klo	Auto Coll.	Passenger daytime running light out	02/01/24	1	02/08/24	0.00	\$0.00	Paid 02/09/24
24-675	Adam Lazarchak	Graphics	14 t-shirts white	02/05/24	1			\$0.00	
24-676	Peggy Fueher	Building Tr.	5 large cutting boards	02/05/24	1	02/05/24	100.00	\$100.00	Paid 02/06/24
24-677	Christina Miskovich	Graphics	Invites & cards	02/05/24	1			\$0.00	
24-678	Jennifer Klo	Graphics	Print a photo	02/06/24	1	02/23/24	5.00	\$5.00	
24-679	Cindy Amorim	Graphics	Banners for Liberty Swim Team	02/09/24	3			\$0.00	
24-680	Jennifer Klo	Auto Coll.	Front drivers light out	02/21/24	1	02/23/24	156.69	\$156.69	Paid 02/26/24
24-681	City of Bethlehem	Graphics	Banners	02/21/24	5		140.00	\$140.00	
24-682	Black and Gold Gridiron Club	Graphics	Yard signs & posters	02/23/24	5				

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 5, 2024

J. 4. CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending January 31, 2024.

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
January 31, 2024

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	2,000.00	32,192.50	-30,192.50
10.6720.000.000.000	BOOKSTORE SALES	-	-	0.00
10.6821.000.000.000	RECEIPTS IU 13 - OTDA GRANT	-	-	0.00
10.6910.000.000.000	RENTALS	6,000.00	4,000.00	2,000.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	2,250.00	-2,000.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	-	0.00
10.6946.001.000.000	RECEIPTS FROM BASD	6,943,128.00	4,385,136.00	2,557,992.00
10.6946.002.000.000	RECEIPTS FROM NASD	2,878,422.00	1,666,456.00	1,211,966.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,015,792.00	641,544.00	374,248.00
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	21,414.57	28,585.43
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	1,912.70	87.30
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,100,000.00	495,192.00	604,808.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7362.000.360.000	PCCD ACT 55 GRANT	140,000.00	15,950.00	124,050.00
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	150,000.00	127,123.00	22,877.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	212,173.00	26,827.36	185,345.64
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	983,660.00	130,642.66	853,017.34
10.8521.000.663.000	FEDERAL	340,600.00	181,516.50	159,083.50
10.8742.000.988.000	GEER GRANT - COVID-19 CARES ACT	-	-	0.00
10.8745.000.991.000	GEER GRANT II	-	-	0.00
10.8755.000.998.000	ARP ESSER GRANT	507,721.00	86,458.36	421,262.64
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	9,990.00	-9,990.00
	TOTALS FOR GENERAL FUND	14,356,746.00	7,828,605.65	6,528,140.35
	TOTAL REVENUES	14,356,746.00	7,828,605.65	6,528,140.35

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
January 31, 2024

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	630,953.00	-	248,477.21	312,114.79	70,361.00
10.1240.000.000.000	SPECIAL EDUCATION	656,429.00	-	245,782.81	253,932.24	156,713.95
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	517,194.00	-	228,446.71	175,182.06	113,565.23
10.1342.000.000.000	HOME ECONOMICS PROGRAM	876,396.00	35,413.00	352,570.96	388,831.10	170,406.94
10.1370.000.000.000	TECHNICAL PROGRAM	164,042.00	-	62,710.86	58,266.91	43,064.23
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,526,275.00	(19,718.00)	1,765,298.12	1,654,390.67	1,086,868.21
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,525,994.00	(19,695.00)	602,685.88	674,405.83	229,207.29
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	105,066.00	-	27,005.91	3,529.09	74,531.00
10.2310.000.000.000	BOARD SECRETARY	3,633.00	-	1,290.99	630.38	1,711.63
10.2320.000.000.000	BOARD TREASURER	1,586.00	-	818.84	2.12	765.04
10.2350.000.000.000	LEGAL SERVICES	45,000.00	-	12,954.35	32,045.65	-
10.2360.000.000.000	OFFICE OF THE DIRECTOR	437,795.00	-	230,572.31	139,903.34	67,319.35
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	433,942.00	-	220,250.88	148,690.96	65,000.16
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	103,455.00	-	38,694.97	42,291.30	22,468.73
10.2511.000.000.000	BUSINESS OFFICE	601,230.00	-	308,975.81	177,338.84	114,915.35
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,166,535.00	-	952,208.49	395,274.81	819,051.70
10.2660.000.000.000	SECURITY SERVICES	57,597.00	-	420.00	51,719.00	5,458.00
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	28,500.00	-	2,733.14	-	25,766.86
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	656,963.00	-	232,442.27	118,808.32	305,712.41
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	97,554.00	-	9,012.99	6,614.20	81,926.81
10.3350.000.000.000	WELFARE ACTIVITIES	-	4,000.00	-	-	4,000.00
10.3390.000.000.000	COMMUNITY SERVICES	53,951.00	-	28,078.93	4,282.06	21,590.01
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	3,380.00	1,997.89	1,382.11	-
10.4600.000.000.000	IMPROVEMENT EXPENSES	481,656.00	(3,380.00)	61,642.62	55,642.62	360,990.76
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	1,071,928.90	-	(971,928.90)
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	-	-	-	50,000.00
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00
	TOTAL FOR GENERAL FUND	14,356,746.00	-	6,707,001.84	4,695,278.40	2,954,465.76
	TOTAL EXPENSES	14,356,746.00	-	6,707,001.84	4,695,278.40	2,954,465.76
	EXCESS OF REVENUE OVER EXPENSES			1,121,603.81		

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

J.5. HOUSE PROJECT REPORT

INFORMATION:

Mr. Lazarchak reported that the students are working on completing the taping and spackling of the dry wall.

K. UNFINISHED BUSINESS

Mr. Lazarchak advised the Joint Committee members present that he has completed his road show on the expansion project. The next step is to get everyone together regarding the Articles of Agreement. We should do this in a timely fashion; delaying could cause expenses relating to supplies to go up. We had presented a similar project seven years ago that was priced at \$10 million; today that same project would cost \$19 million. Other expenditures, such as legal fees, could also be incurred. The Articles expire in June of 2025 and we are unable to have a bond issued that goes beyond the life of the Articles. It was suggested that a representative from each district serve as the spokesperson, relaying their District's wishes back to this Committee. Directors Schenkel and Demko volunteered. Director Makary will speak to his Superintendent and advise who will be Northampton's representative. Director White stressed the urgency of getting this resolved and urged everyone to focus on what is best for our students. It was felt that this matter could be resolved within two months or so.

L. NEW & MISCELLENAEOUS BUSINESS

The annual car show sponsored by GLVADA will be coming up March 21-24 at Stabler Arena. We have been invited to showcase our electric car at this event. Mr. Galler informed the Committee members present that the car hauler has been purchased.

Additionally he reported that EV West, the other company that he had visited in California when investigating the electric vehicle project, now has a trainer available. The cost is \$34,000 and it is possible that grant money could be used to purchase this.

HOSA State competition in Lancaster, PA is coming up, as well as the SkillsUSA State competition in Hershey. During the meeting it was announced that Braden Korpics, a senior welding student from Northampton Area High School won the gold medal at the SkillsUSA State Welding competition. He will advance to the National competition in June.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

L. NEW & MISCELLANEOUS BUSINESS, Cont'd.

The Joint Committee members were reminded that the Bridges Gala, celebrating 25 years of awards to BAVTS students, will be held on Thursday, March 28th at Hotel Bethlehem. Sponsorships are due by March 8; the last day to purchase tickets is March 13.

Director Patrick expressed her thanks to all at the school and commented that there is such a sense of pride associated with the school, especially on nights such as these when students are being recognized. Directors Patrick and Schenkel then shared personal stories regarding students they know and how their experience at BAVTS has impacted them for the better. A comment was made that we have set the bar for the students and they know what the expectation is – that is the key to the culture. Mr. Lazarchak expressed his thanks for the positive comments and advised that a team has been approved to present on school culture at the upcoming Making Schools Work conference in Nashville, Tennessee in July. He also spoke of a recent visit from a CTE administrator and shared her comments regarding how respectful and well behaved our students are; he believes this is a testament to what happens here at the school and this cannot be accomplished without our teachers.

Chef Jim Gurcsik was in attendance at the meeting and shared some of the upcoming food truck events. Starting April 9, we will again be hosting “Food Truck Tuesday” at the school. The profits from the fall’s “Food Truck Tuesday” events resulted in over \$1,500 in profits. \$1,000 will be used to provide a Bridges Award to a deserving senior and the remaining amount will go to The Bridges Foundation, as they originally purchased the truck and donated it to the school. We will also be bringing the truck to Unangst Tree Farm. The masonry students are in the process of building a pizza oven which will be used to provide menu items offered on the truck. The students had built one for the Open House event in October, which spawned the idea to build a second one. The truck is booked out about a year at this point in time. The City of Bethlehem recently approached us regarding having the truck at some of the swimming pools over the summer as well as movie nights held at the local parks. We are exploring purchasing a trailer that can be towed by a truck as the food truck is not able to transport students.

Mr. Dennis Nolen, Supervisor of Technology Services/Network Administrator, informed the Joint Committee members that he will be seeking approval for the refresh of Mac computers for two of our programs in April.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 5, 2024

L. NEW & MISCELLANEOUS BUSINESS, Cont'd.

Ms. Dana Huber, Supervisor of Lifelong Learning, October shared with the Joint Committee members present that The Bridges Foundation will be the beneficiary for the upcoming Bethlehem Rotary Taste and Tunes event in October. The theme of the event is "Night At The Races"; additional information will be shared as it becomes available.

Director White questioned if there was enough honey being produced to sell locally to those with seasonal allergies as it has been recommended to allergy sufferers to eat honey from their local area.

It was questioned if there was any thought to holding the holiday bazaar on a Saturday so there might be more traffic from the public. Mr. Lazarchak replied that we do plan on holding it again this year as it was such a success. The event was put together in less than three weeks and took in over \$3,000 in two days, due to an awesome team of teachers that are always open to anything that gets thrown at them.

The meeting was adjourned at 7:47 p.m. on a motion by Director Makary, seconded by Director Patrick, and all present voting in favor.

Attest,



Susan M. Fahrenkopf
Joint Committee Secretary