

May 4, 2021

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 7:16 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Directors Shannon Patrick (alternate for Director Donaher), Faccinotto, Schenkel, Gogel, Makary, Dettmar, Eichfeld – seven. Absent: Director Neiman, Eichfeld - two.

Others Present: Mr. Adam S. Lazarchak, Executive Director of BAVTS; Mr. Joseph Kovalchik, Superintendent of Northampton Area School District and BAVTS Superintendent of Record, Mr. Donald F. Spry II, Solicitor, Alternate Solicitor, Mrs. Susan Fahrenkopf, Secretary/ Treasurer; Mrs. Debra Miller, Business Administrator, and interested staff members.

The agenda was approved on motion of Directors Sinkler and Patrick and unanimous voice vote.

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

The minutes of the April 6, 2021 meeting were approved on motion of Directors Gogel and Sinkler and unanimous voice vote.

The Report of the Secretary/Treasurer for the period ending February 28, 2021, was approved on motion of Directors Dettmar and Patrick and unanimous voice vote.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 4, 2021

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through May 4, 2021 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY: Director Faccinetto

SECOND BY: Director Patrick

ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Patrick, Faccinetto, Sinkler, Gogel, Makary, Dettmar, Schenkel  
(except check #29415) - seven; Nay: none; Abstain: Director Schenkel  
(for Check #29415 only)

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

May 4, 2021

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

The administration respectfully submits the following information and recommendations:

1. STAFFING

RECOMMENDATION:

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

Employee #0134: Effective 4/28/21 for up to 12 weeks

Employee #0369: Effective 3/24/21 for 7.5 days

MOTION BY: Director Sinkler

SECOND BY: Director Patrick

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 4, 2021

2. COLUMN/SALARY ADJUSTMENTS

RECOMMENDATION:

The following instructor has completed educational requirements to qualify for the following contractual salary schedule change for the 2020-2021 school year.

	<u>CHANGE FROM</u>	<u>CHANGE TO</u>
Donald Heptner (effective April 19, 2021 due to attainment of Career and Technical I (formerly Vocational I) certification	Column A, Step 5	Column B, Step 5

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 4, 2021

3. ELECTION OF SECRETARY

INFORMATION:

Section 1850.3 (d) of the Public School Code states: "Each year during the month of December, the Joint Committee shall choose from its members a chairman and vice-chairman, each to serve for one year; and shall, annually, during the month of May, elect a treasurer to serve for one year, beginning the first Monday in July following such election; and **shall, during the month of May, once every four years, elect a secretary, who may or may not be a member of the area vocational-technical school board, to serve for a term of four years, beginning the first Monday of July following such election.**"

RECOMMENDATION:

- a.) That the salary of the Joint Committee Secretary of the Bethlehem AVTS be fixed at \$1,500.00. This amount is included in the 2021-2022 budget, and represents a \$200.00 increase; the last increase was in 2013.
- b.) That Susan M. Fahrenkopf be elected Secretary of the Bethlehem AVTS for a term of four years beginning July 1, 2021.
- c.) That the bond of the Secretary be fixed at \$10,000.00, premium to be paid by the Joint Committee.

MOTION BY: Director Sinkler

SECOND BY: Director Patrick

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

Directors Patrick, Faccinetto, Sinkler, Gogel, Makary, Dettmar, Schenkel - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 4, 2021

4. ELECTION OF TREASURER

INFORMATION:

Section 1850.3 (d) of the Public School Code states: "Each year during the month of December, the Joint Committee shall choose from its members a chairman and vice-chairman, each to serve for one year; and **shall, annually, during the month of May, elect a treasurer to serve for one year, beginning the first Monday in July following such election;** and shall, during the month of May, once every four years, elect a secretary, who may or may not be a member of the area vocational-technical school board, to serve for a term of four years, beginning the first Monday of July following such election."

RECOMMENDATION:

- a.) That the salary for the Treasurer of the Bethlehem AVTS be fixed at \$900.00. This amount is included in the 2021-2022 budget and represents a \$50.00 increase; the last increase was in 2019.
- b.) That Susan M. Fahrenkopf be elected Treasurer of the Bethlehem AVTS for a term of one year beginning July 1, 2021.
- c.) That the bond of the Treasurer be fixed at \$50,000.00, premium to be paid by the Joint Committee.

MOTION BY: Director Sinkler

SECOND BY: Director Patrick

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

Directors Patrick, Faccinetto, Sinkler, Gogel, Makary, Dettmar, Schenkel - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
May 4, 2021

5. TUITION-PAID STUDENTS

INFORMATION:

The following is a list of tuition-paid students for the 2020-2021 school term. Enrollment is pending receipt by BAVTS of the school district's acceptance of financial responsibility.

<b>STUDENT ID #</b>	<b>GRADE</b>	<b>PROGRAM/SHOP</b>	<b>TUITION PAID BY</b>
000380689	10	Fashion Institute	Nazareth Area School District
000380783	12	Web Design and Development	Nazareth Area School District
000380786	12	Graphic Communications	Easton Area School District

RECOMMENDATION:

That the student(s) listed above be enrolled at BAVTS for the 2020-2021 school term.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
May 4, 2021

6. PROPOSED 2021-2022 SCHOOL CALENDAR

INFORMATION:

BAVTS administration has been working closely with representatives of the three districts attempting to develop a calendar for the 2021-2022 school term that mirrors the districts. Attached is the proposed calendar for 2021-2022 as well as a matrix indicating the remaining conflicting days within the three school districts and BAVTS.

The proposed calendar detailing paid holidays for 12-month employees, per the respective employee agreements, for the 2021-2022 school year is also presented for review and approval.

RECOMMENDATION:

That the 2021-2022 school calendars be approved as presented.

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



# Bethlehem Area Vocational-Technical School 2021-2022 Calendar

- 23 New Teacher In-Service
- 24 New Teacher In-Service
- 25 In-Service (1 of 6)
- 26 In-Service (2 of 6)
- 27 NO SCHOOL-10 MONTH STAFF
- 30 FIRST DAY FOR STUDENTS  
First Day For BASD, NASD and BAVTS (SVSD starts 8/23)

B - 2    N - 2    SV - 2

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 18 SVSD - Early Dismissal  
BASD, NASD - In-Service  
BAVTS - In-Service (5 of 6)
- 21 PRESIDENTS' DAY - ALL CLOSED
- B - 18
- N - 18
- SV - 18

- 3 SVSD - Closed
- 6 Labor Day - ALL CLOSED
- 16 Yom Kippur  
NASD - Open  
SVSD - In-Service  
BASD Closed  
BAVTS - In-Service (3 of 6)
- B - 20
- N - 20
- SV - 19 (Closed 9/3)

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 25 SVSD - In-Service
- B - 23
- N - 23
- SV - 22 (In-Service 3/25)

- 11 Columbus Day  
BASD, SVSD, BAVTS - Open  
NASD - In-Service
- 29 SVSD - In-Service
- B - 21
- N - 20 (In-Service 10/11)
- SV - 20 (In-Service 10/29)

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 13 SVSD - Early Dismissal
- 14 Spring Recess Begins  
(ALL DISTRICTS AND BAVTS  
CLOSED UNTIL 4/19/21)
- 15 GOOD FRIDAY - ALL CLOSED
- 19 ALL SCHOOLS REOPEN
- B - 18
- N - 18
- SV - 18

- 2 Election Day  
BASD In-Service  
NASD, SVSD, BAVTS-Open
- 24 Thanksgiving Recess Begins  
BASD-Closed, NASD In-Svc  
BAVTS - In-Service (4 of 6)
- SVSD - Early Dismissal
- 29 Thanksgiving Recess Ends  
For BAVTS, BASD, NASD  
SV Open
- B - 17 (11/2)    N - 18    SV - 18

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 SVSD - Early Dismissal
- 30 MEMORIAL DAY - ALL CLOSED
- B - 20 (Primary Day TBD)
- N - 21
- SV - 21

- 22 SVSD - Early Dismissal
- 23 BASD, SVSD - Closed  
NASD & BAVTS - Open
- 24 ALL SCHOOLS CLOSED UNTIL  
1/3/22
- B - 16 (Closed 12/23)
- N - 17
- SV - 16 (Closed 12/23)

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 6 Last Day For Students
- 7 Last Day For Teachers  
In-Service (6 of 6)
- B - 4  
(Last Student Day - 6/8)
- N - 2  
(Last Student Day - 6/2)
- SV - 3  
(Last Student Day - 6/3 - Early Dis.)

- 3 ALL SCHOOLS RE-OPEN
- 14 SVSD - Semester Break
- 17 M.L. KING DAY  
BASD, NASD, BAVTS - CLOSED  
SVSD - In-Service
- B - 20
- N - 20
- SV - 19 (Semester Break 1/14)

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- BAVTS IN-SERVICE DAYS (6):**  
 Wed., 8/25  
 Thurs., 8/26  
 Thurs., 9/16  
 Wed., 11/24  
 Fri., 2/18  
 Mon., 6/6

BAVTS STUDENT/TEACHER DAYS			
Aug.	2/4	Feb.	18/19
Sept.	20/21	Mar.	23/23
Oct.	21/21	Apr.	18/18
Nov.	18/19	May	21/21
Dec.	17/17	June	4/5
Jan.	20/20	TOTAL	182/188

B - 179    N - 179    SV - 176



**BETHLEHEM AREA**  
VOCATIONAL-TECHNICAL SCHOOL

**2021-2022 SCHOOL CALENDAR**

New Teacher In-Service Day	Monday	August 23, 2021
New Teacher In-Service Day	Tuesday	August 24, 2021
In-Service Day (1 of 6)	Wednesday	August 25, 2021
In-Service Day (2 of 6)	Thursday	August 26, 2021
School Session Begins	Monday	August 30, 2021
School Closed for Labor Day Holiday	Monday	September 6, 2021
Yom Kippur/In-Service Day (3 of 6)	Thursday	September 16, 2021
In-Service Day (4 of 6)	Wednesday	November 24, 2021
School Closed for Thanksgiving Holiday	Thursday	November 25, 2021
	Friday	November 26, 2021
	Monday	November 29, 2021
School Closed for Winter Holiday	Friday	December 24, 2021
	Monday	December 27, 2021
	Tuesday	December 28, 2021
	Wednesday	December 29, 2021
	Thursday	December 30, 2021
	Friday	December 31, 2021
School Closed for Martin Luther King Holiday	Monday	January 17, 2022
In-Service Day (5 of 6)	Friday	February 18, 2022
School Closed for Presidents' Day Holiday	Monday	February 21, 2022
School Closed for Spring Recess	Thursday	April 14, 2022
	Friday	April 15, 2022
	Monday	April 18, 2022
School Closed for Memorial Day Holiday	Monday	May 30, 2022
Last Day for Students	Monday	June 6, 2022
Last Day for Teachers - In-Service Day (6 of 6)	Tuesday	June 7, 2022

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Total Number of Days for Students	=	182
Total Number of Days for Teachers	=	188

### CALENDAR COMPARISONS FOR 2021-2022

CATEGORY	DATE	BETHLEHEM	NORTHAMPTON	SAUCON VALLEY	BAVTS
In-Service/Teacher Prep		8/19-8/23 (New Teachers) Thurs. - Mon. 8/24-8/27 (All) Tues. - Fri. 8/30/21 Monday Open Closed Closed Open Open In-Service Closed	8/23 - 8/26 Mon. - Thurs. 8/30/21 Monday Open Closed Open In-Service Open Open In-Service	8/16-8/17 (induction) Mon. - Tues. 8/18-8/19 (All) Wed. - Thurs. 8/23/21 Monday Closed Closed In-Service Open In-Service Open Early Dismissal	8/23-8/24 (New Teachers) Mon. - Tues. 8/25 - 8/26 (All) Wed. - Thurs. 8/30/21 Monday Open Closed In-Service Open Open Open In-Service
First Day for Students		8/30/21 Monday Open Closed Closed Open Open In-Service Closed	8/30/21 Monday Open Closed Open In-Service Open Open In-Service	8/30/21 Monday Closed Closed In-Service Open In-Service Open Early Dismissal	8/30/21 Monday Open Closed In-Service Open Open Open In-Service
Labor Day Holiday (SV Only)	Friday, 9/3/21	Open	Open	Monday	Monday
Labor Day Holiday	Monday, 9/6/21	Closed	Closed	Closed	Open
Yom Kippur	Thursday, 9/16/21	Closed	Closed	Closed	Closed
Columbus Day	Monday, 10/11/21	Open	Open	In-Service	In-Service
In-Service (SV Only)	Friday, 10/29/21	Open	Open	Open	Open
Election Day	Tuesday, 11/2/21	In-Service	Open	In-Service	Open
In-Service	Wednesday, 11/24/21	Closed	In-Service	Open	Open
Thanksgiving Holiday		Closed 11/24 - 11/29 Wed. - Mon.	Closed 11/25 - 11/29 Thurs. - Mon.	Closed 11/25 - 11/26 Thurs. - Fri. Open Monday, 11/29 Early Dismiss Wed., 12/22	Closed 11/25 - 11/29 Thurs. - Mon.
Winter Holiday/Christmas Break					
Semester Break (SV Only)	Friday, 1/14/22	Open	Fri., 12/24 - Fri., 12/31 Open	Thurs., 12/23 - Fri., 12/31 No Students	Fri., 12/24 - Fri., 12/31 Open
Martin Luther King Holiday	Monday, 1/17/22	Closed	Closed	In-Service	Closed
In-Service	Friday, 2/18/22	In-Service	In-Service	Early Dismiss - Students	In-Service
Presidents' Day Holiday	Monday, 2/21/22	Closed	Closed	Closed	Closed
In-Service (SV Only)	Friday, 3/25/22	Open	Open	In-Service	Open
Spring Recess/Easter Break				Early Dismiss Wed., 4/13	
		Closed 4/14 - 4/18 Thurs. - Mon.	Closed 4/14 - 4/18 Thurs. - Mon.	Closed 4/14 - 4/18 Thurs. - Mon.	Closed 4/14 - 4/18 Thurs. - Mon.
	4/14/22 - 4/18/22	Closed	Closed	Closed	Closed
	Thurs. - Mon.				
Early Dismissal (SV Only)	Friday, 5/6/22	Open	Open	Early Dismiss - Students	Open
In-Service Day(Primary Day-Date TBD)		Closed	Closed	Open	Open
Memorial Day Holiday	Monday, 5/30/22	Closed	Closed	Closed	Closed
Last Day for Students		6/8/22 Wednesday	6/2/22 (1/2 day) Thursday	6/3/22 (early dismissal) Friday	
In-Service/Record Day		6/9/22 - 6/13/22 Thursday-Monday	6/3/22 Friday	6/6/22 Monday	
Teachers' Last Day		6/13/22 Monday	6/3/22 Friday	6/6/22 Monday	
Total Days		181/190	180/188	184/192	182/188



**BETHLEHEM AREA**  
VOCATIONAL-TECHNICAL SCHOOL

**HOLIDAY SCHEDULE FOR 2021-2022 FOR THE FOLLOWING EMPLOYEE GROUPS:**

ADMINISTRATION  
ADMINISTRATIVE SUPPORT  
CLERICAL  
CUSTODIAL & MAINTENANCE *(IF HIRED AFTER 7/1/2012)*

**2021**

Monday	July 5, 2021	Independence Day
Monday	September 6, 2021	Labor Day
Thursday	November 25, 2021	Thanksgiving Day
Friday	November 26, 2021	Thanksgiving Break
Friday	December 24, 2021	Christmas Holiday
Friday	December 31, 2021	New Year's Holiday

**2022**

Monday	January 17, 2022	MLK Day
Monday	February 21, 2022	President's Day
Friday	April 15, 2022	Good Friday
Monday	May 30, 2022	Memorial Day

**FLEX HOLIDAY OPTIONS (CHOOSE THREE DAYS)**

Monday	November 29, 2021	Thanksgiving Break
Monday	December 27, 2021	Winter Recess
Tuesday	December 28, 2021	Winter Recess
Wednesday	December 29, 2021	Winter Recess
Thursday	December 30, 2021	Winter Recess
Thursday	April 14, 2022	Spring Recess
Monday	April 18, 2022	Spring Recess

*Thirteen (13) holidays*

JC Approved \_\_\_\_\_

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
May 4, 2021

7. BUDGET TRANSFERS

RECOMMENDATION:

That the following budget transfers be approved as presented.

Account	Description	To	From	REASON
10.4600.330.000.000	EXISTING BLDG IMPROVE SVC	25,725.00		Planned Capital Projects Engineering Fees
10.2620.330.000.000	SVCS - ENGINEER		25,725.00	Reallocate available funds
Transfer funds for capital projects engineering fees to the proper account per PDE chart of accounts & auditor discussion				

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 4, 2021

8. BID AWARD – NURSING MANIKINS

INFORMATION:

BAVTS was approved to purchase a Nursing Anne Nursing Manikin for the Health Careers Program under the Supplemental Equipment Grant. BAVTS received a Supplemental Equipment Grant in the amount of \$101,569.43 – significantly more than our requested amount of \$65,000. That will allow us to use additional funds toward the cost of a second and third manikin – one for each program instructor. The Supplemental Equipment Grant will cover 100% of the purchase.

This is a re-bid with revised specifications of the Nursing Simulator bids that were rejected at the April 6, 2021 Joint Committee Meeting.

The following bids for Nursing Manikins were opened on April 29, 2021:

<u>Vendor</u>	<u>Total Cost for 3 Units</u>
CPR Savers & First Aid Supply *	\$31,800.00
American 3B Scientific, LP	\$34,829.01
Pocket Nurse Enterprises, Inc. DBA Pocket Nurse	\$35,283.03
Laerdal Medical Corporation	\$37,103.95
CAE Healthcare, Inc.*	\$38,694.96

*\*Vendors bid alternate items.*

CPR Savers & First Aid Supply bid on an alternate item that was deemed not equivalent.

RECOMMENDATION:

That the Joint Committee award the bid for the purchase of the 3 Nursing Manikins to American 3B Scientific, LP in the total amount of \$34,829.01, as they were the lowest bidder on the item requested.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 4, 2021

9. AWARD OF BIDS – BAKERY LAB FLOOR REPLACEMENT

INFORMATION:

The Joint Committee previously authorized the administration to proceed with specification development and bidding for the required renovations for Bakery Lab Floor Replacement.

The following bid was received on April 20, 2021 as well as total project cost with the acceptance of alternates:

Vendor	Base Bid	Alternate #1 – Install Quarry Tile Floor & Base in Lieu of Base Bid Sheet Flooring	Total Bid
Cope Commercial Flooring & Interiors, Inc.	\$26,150.00	\$7,200.00	\$33,350.00

RECOMMENDATION:

It is recommended that the Joint Committee award the bids for the Bakery Lab Floor Replacement to Cope Commercial Flooring & Interiors, Inc. in the amount of \$33,350.00 with funding through the Capital Reserve Fund.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 4, 2021

10. AWARD OF BIDS – MACHINE SHOP OVERHEAD DOOR INSTALLATION

INFORMATION:

The Joint Committee previously authorized the administration to proceed with specification development and bidding for the required renovations for Machine Shop Overhead Door Installation.

The following bid was received on April 20, 2021:

Vendor	Total Bid
Walter Brucker & Co., Inc.	\$61,500.00

RECOMMENDATION:

It is recommended that the Joint Committee reject the bid for the Machine Shop Overhead Door and authorize Administration to rebid the items at a later date for completion during the summer of 2022.

MOTION BY: Director Sinkler

SECOND BY: Director Patrick

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



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 4, 2021

11. VEHICLE DONATIONS/TRANSFERS/DOCUMENTS

INFORMATION:

BAVTS has been notified that we are eligible to receive two donated vehicles and the titles need to be transferred before the salvage company will release the vehicles. We are asking for approval for Administration to process documentation associated with vehicle donations and related paperwork.

RECOMMENDATION

It is recommended that the Joint Committee authorize the following administrators to sign any documents associated with existing and future BAVTS vehicles, including but not limited to the transfer of title and registration:

Adam Lazarchak, Executive Director, or  
Michael Galler, Supervisor of Curriculum, or  
Debra Miller, Business Administrator, or  
Jeff Bower, Supervisor of Buildings and Grounds

MOTION BY: Director Sinkler

SECOND BY: Director Patrick

ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Patrick, Faccinnetto, Sinkler, Gogel, Makary, Dettmar, Schenkel -  
seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 4, 2021

12. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the following update to the Network Administrator job description as presented for a first reading:

- Supervisor of Technology Services/Network Administrator

MOTION BY: Director Sinkler

SECOND BY: Director Patrick

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

Directors Patrick, Faccinetto, Sinkler, Gogel, Makary, Dettmar, Schenkel - seven; Nay: none

**BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL  
JOB DESCRIPTION**

**POSITION TITLE:** **Supervisor of Technology Services/Network Administrator**

**GENERAL POSITION REQUIREMENTS**

**Education/Certification:**

**Education:**

Minimum: Associate Degree in Technology-Related Field, Bachelor's Degree Preferred. IT Certifications including Cisco Networking.

**Experience:**

At least two (2) years of experience managing Windows network environments (experience with MAC and Windows preferred); VMware vSphere, Enterprise Backup Solutions, Google Apps for Education (email), Web Filtering systems, BYOD maintenance, Wireless Networking and facility-wide telecommunications systems.

**Machinery & Equipment:**

Servers, Routers, Switches, and Telecom Equipment, Desktop, laptop, tablets/handheld devices, printer, copier, telephone, fax, instructional/presentation technologies (Smart Board, projection systems, televisions, etc.).

**Other (skills):**

Excellent interpersonal skills, a neat appearance, good telephone communication skills, good organizational skills; and the ability to multi-task on a daily basis in a busy school environment. Must be able to maintain high level of confidentiality. Must be able to set up, manage and maintain network servers, active directory, domain controllers, virus protection, mail filtering, enterprise backup /restore functions, and archival systems. Must have knowledge of WAN technologies, firewall security, disaster recovery, and wired /wireless data communications.

**Reports to:**

Executive Director

**Supervises:**

Technology Department employee(s) and SIS

**ESSENTIAL JOB FUNCTIONS**

- Supervise and administer all aspects of school-wide technology.
- Manage and maintain the school-wide network infrastructure.
- Maintain network servers for school-wide financial software system (Tyler/Infinite Visions).
- Coordinate school-wide technology initiatives and administrative directives.
- Develop and manage technology budget.
- Develop and implement Technology Plan required by PDE.
- Review and make recommendation for all technology purchases.

- Oversee school-wide technology initiatives and administrative directives related to technology.
- Assist with development and implementation of Technology Plan required by PDE.
- Represent Technology Department at Joint Committee meetings.
- Provide software and hardware technical-support and maintenance by troubleshooting all issues / problems for staff
- Perform additional duties as assigned by 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

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

LIFTING

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

BODY

MOVEMENTS

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
May 4, 2021

13. CONFERENCE REQUESTS

RECOMMENDATION:

That Glenn Milositz, Electronics Technology Instructor, be granted permission to attend IPC-J-STD-001 Instructor Recertification in Philadelphia, PA from June 16-17, 2021. This industry recertification is required to certify students and for students to be able to receive college credit through articulation agreements with post-secondary institutions. The approximate cost is \$2,145.00.

That Angela Thom, Skills USA Advisor, be granted permission to travel to Pittsburgh, PA from May 3-4, 2021 to attend a scholarship presentation to a SkillsUSA member from BAVTS. Justin Yearwood, a senior in the Masonry program, will be receiving national recognition on Good Morning America and will be receiving a scholarship from 84 Lumber; Justin is one of four students representing SkillsUSA District 11. The approximate cost for Mrs. Thom to attend is \$230; this cost reflects the cost of hotel and meals; transportation is being provided directly by SkillsUSA.

Any conference requests listed above are in the budget.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
May 4, 2021

J. (1.) BUDGET TRANSFERS

INFORMATION:

At the June meeting, Administration may request a reallocation of funds associated with personnel and benefit savings to transfer additional funds into its EBTEP reserves. We have been making an additional contribution to EBTEP at end of the fiscal year for a number of years to increase our reserve months. We will be looking for an additional transfer to allow for composite rate stability going forward.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 4, 2021

J. (2.) BRIDGES AGREEMENTS

INFORMATION:

Included in the 2019-2020, 2020-2021 and 2021-2022 budgets is the part-time Director of Development and Marketing Director Position that is reimbursed by the Bridges Foundation. The current agreements with Bridges and the employee expire June 30, 2021. The agreements will be presented at the June 2021 meeting for approval for a one-year term for the 2021-2022 fiscal year.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
May 4, 2021

J. (3.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending March 31, 2021.

Respectfully submitted,



Adam S. Lazarchak  
Executive Director

sf



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 4, 2021

J.(4.) HOUSE PROJECT REPORT

INFORMATION:

Mr. Lazarchak informed the Joint Committee members present that the plywood has been installed throughout the house for the flooring to be put down. The Joint Committee members will be given an opportunity to tour the house to see the progress that has been made prior to an upcoming meeting.

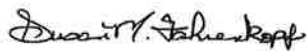
NEW BUSINESS

Mr. Lazarchak introduced Mr. Jeffrey Bower, the new Supervisor of Buildings and Grounds. Mr. Bower thanked everyone for being so welcoming and commented that he is off to a great start.

Director Schenkel took a moment to acknowledge that this is Teacher Appreciation Week and thanked the teachers and staff for going above and beyond this year. The Joint Committee members present echoed this sentiment.

The meeting adjourned at 7:26 p.m. on the motion of Director Patrick, seconded by Director Sinkler, and unanimous voice vote.

Attest,



Susan M. Fahrenkopf  
Joint Committee Secretary