

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

Regular Meeting - BAVTS Joint Committee
October 1, 2024 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, September 3, 2024
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor to Visitors – Agenda Items Only
- H. In-Service – Annual Report – Michael Galler, Supervisor of Career and Technical Education
- I. Administrative Recommendations
 - 1. Staffing
 - 2. Column/Salary Adjustments
 - 3. 2024-2025 Stipend Positions
 - 4. 2024-2025 Substitutes
 - 5. 2024-2025 Substitute Rates
 - 6. 2024-2025 Local Advisory Committee Members
 - 7. 2024-2025 Occupational Advisory Committee Members
 - 8. Job Description Updating
 - 9. Board Policy Updating
 - 10. Conference Requests
 - 11. Budget Transfers
 - 12. Capital Improvements – Main Building Make-Up Air Unit Replacements
 - 13. Capital Improvements – Annex Building Roof Top Unit Replacements
 - 14. Capital Improvements – Annex Building Exterior Column Repairs & Related Work
 - 15. Capital Improvements – Main Building Cosmetology Program Renovations
 - 16. Continuing Education
 - 17. Contract For Services
- J. Informational Items
 - 1. Work Project Report
 - 2. Condition of the Budget
 - 3. House Project Update (Verbal Report To Be Provided At Meeting)
- K. Unfinished Business
- L. New & Miscellaneous Business
- M. Courtesy of the Floor to Visitors
- N. Adjournment

<i>Next Meeting Date: Wednesday, November 6, 2024</i>

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

October 1, 2024

Your Treasurer respectfully submits the following report for the period ending

August 31, 2024

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL					
FUND NAME		BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
		August 1, 2024			August 31, 2024
General	includes PLGIT/CD	3,020,508.54	1,035,136.40	(799,900.98)	3,255,743.96
House Project		145,017.22	2.79	(1,461.48)	143,558.53
Production		161,620.45	6,120.90	(11,612.26)	156,129.09
Capital Reserves	includes PLGIT/CD	3,272,004.17	12,911.77	(61,614.04)	3,223,301.90
Payroll		193,984.18	450,092.33	(628,900.91)	15,175.60
Cafeteria		119,812.79	2,263.49	(4,888.86)	117,187.42
Adult Education	includes PLGIT/CD	287,556.02	50,037.48	(30,663.24)	306,930.26
Student Activities		40,709.02	0.86	0.00	40,709.88
TOTALS		7,241,212.39	1,556,566.02	(1,539,041.77)	7,258,736.64

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

August 1, 2024

2,373,828.44

RECEIPTS

Production	6,117.87	
Interest	50.66	
District Contrib.	724,706.86	
District Contrib./Auth.		
State / Fed Funds	301,657.02	
Tuition	0.00	
Other	4,646.72	
Transfers - PLGIT		
Inter-Fund Transfers	0.00	1,037,179.13

DISBURSEMENTS

Prepaid Bills	(45,508.09)	
Bill Listings	(319,337.22)	
Payroll	(440,117.96)	
Other--Authority Bond		
Fees	(85.00)	
Void Checks	866.00	
Transfers - PLGIT		(804,182.27)

August 31, 2024	ADJ BOOK BALANCE	2,606,825.30
-----------------	------------------	--------------

BANK RECONCILIATION

August 31, 2024

Bank Balance	2,610,526.09
Memo	
Outstanding Checks	(3,700.79)
Deposit in Transit	0.00

August 31, 2024	ADJ BANK BALANCE	2,606,825.30
-----------------	------------------	--------------

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

October 1, 2024

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

August 31, 2024

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

August 1, 2024		953,317.77
	Transfers In	0.00
	Interest	4,080.96
	P Card purchases	(8,792.45)
	Transfers Out	
	Transfers Out-CD purch	
August 31, 2024	ADJ BOOK BALANCE	948,606.28

BANK RECONCILIATION

August 31, 2024

Bank Balance	948,606.28	
Deposit in Transit		
Outstanding Checks		
August 31, 2024	ADJ BANK BALANCE	948,606.28

Average Yield for Aug 2024 is 5.09%

CAPITAL RESERVES - EMBASSY BANK

August 1, 2024			279,604.40
	Receipts	0.00	
	Interest	5.39	
	Void Checks	0.00	5.39
	Fees		
	Disbursements	(61,614.04)	(61,614.04)
August 31, 2024	ADJ BOOK BALANCE		217,995.75

BANK RECONCILIATION

August 31, 2024

Bank Balance	217,995.75	
Memos		
Outstanding Checks	0.00	
Deposit in Transit	0.00	
August 31, 2024	ADJ BANK BALANCE	217,995.75

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

August 1, 2024		2,992,399.77
	Transfers In	0.00
	Interest	12,906.38
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
August 31, 2024	ADJ BOOK BALANCE	3,005,306.15

BANK RECONCILIATION

August 31, 2024

Bank Balance	3,005,306.15	
Outstanding Checks	0.00	
August 31, 2024	ADJ BANK BALANCE	3,005,306.15

Average Yield for Aug 2024 is 5.09%

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

August 31, 2024

PAYROLL FUND - EMBASSY BANK

August 1, 2024			193,984.18
	Receipts	450,091.33	
	Interest	1.00	
	Void Checks		450,092.33
	Fees		
	Disbursements	(628,900.91)	(628,900.91)
August 31, 2024	ADJ BOOK BALANCE		15,175.60

BANK RECONCILIATION

August 31, 2024

Bank Balance	20,050.77	
Memos		
Outstanding Checks	(4,875.17)	
Deposit in Transit		
August 31, 2024	ADJ BANK BALANCE	15,175.60

CAFETERIA FUND - EMBASSY BANK

August 1, 2024			119,812.79
	Receipts	2,261.00	
	Transfers		
	Interest	2.49	2,263.49
	Disbursements	(4,888.86)	
	Void Check	0.00	(4,888.86)
August 31, 2024	ADJ BOOK BALANCE		117,187.42

BANK RECONCILIATION

August 31, 2024

Bank Balance	116,984.07	
Memos	0.00	
Outstanding Checks	(39.65)	
Deposit in Transit	243.00	
August 31, 2024	ADJ BANK BALANCE	117,187.42

ADULT EDUCATION FUND - EMBASSY BANK

August 1, 2024			287,556.02
	Receipts	50,031.17	
	PLGIT Transfers	0.00	
	Interest	6.31	50,037.48
	Disbursements	(30,663.24)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(30,663.24)
August 31, 2024	ADJ BOOK BALANCE		306,930.26

BANK RECONCILIATION

August 31, 2024

Bank Balance	306,050.26	
Memos	0.00	
Outstanding Checks	(2,495.00)	
Deposit in Transit	3,375.00	
August 31, 2024	ADJ BANK BALANCE	306,930.26

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

October 1, 2024

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

August 31, 2024

STUDENT ACTIVITY ACCT -EMBASSY BANK

August 1, 2024			40,709.02
	Receipts	0.00	
	Other		
	Interest	0.86	0.86
	Disbursements	0.00	
	Other--Ret'd Check		
	Voided Check	0.00	0.00
August 31, 2024	ADJ BOOK BALANCE		40,709.88

BANK RECONCILIATION

August 31, 2024

Bank Balance	40,709.88	
Outstanding Checks	0.00	
Deposit in Transit	0.00	
August 31, 2024	ADJ BANK BALANCE	40,709.88

REPORT OF DEPOSITORIES

August 31, 2024

EMBASSY BANK

General Fund	2,610,526.09
Capital Reserve	217,995.75
Payroll Account	20,050.77
Cafeteria Fund	116,984.07
Adult Ed. Fund	306,050.26
Student Activity Fund	40,709.88

PLGIT

PLGIT General Fund	948,606.28	
PLGIT CD (General Fund)	0.00	948,606.28
PLGIT Capital Reserve	3,005,306.15	
PLGIT CD (Cap Reserve)	0.00	3,005,306.15
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 7,266,229.25

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 1, 2024

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through October 1, 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:

SECOND BY:

ROLL CALL

REPORT DATE
10/1/2024

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	Amount	DESCRIPTION
9/4/2024	Y	33358	CANON SOLUTIONS AMERICA, INC.	\$ 359.26	COPIER MAINTENANCE
9/4/2024	Y	33359	NRG BUSINESS MARKETING	\$ 77.42	24-25 GAS SUPPLY
9/4/2024	Y	33360	UGI UTILITIES	\$ 107.32	GAS SERVICE
9/4/2024	Y	33361	VERIZON WIRELESS	\$ 304.54	CELL PHONES
9/10/2024	Y	33362	AMAZON CAPITOL SERVICES	\$ 12.99	PAST DUE
9/10/2024	Y	33363	PP&L	\$ 16,117.35	24-25 ELECTRIC
9/16/2024	Y	33364	EMBASSY BANK -	\$ 3,193.60	INSTRUCTOR/OFFICE/MAINT SUPPLIES, SOFTWARE, TRAVEL
9/18/2024	Y	33365	CANON FINANCIAL SERVICES, INC.	\$ 5,463.32	LEASE RENTAL OF HARDWARE, COPIER MAINTENANCE FEES
9/18/2024	Y	33366	CITY OF BETHLEHEM	\$ 1,719.45	24-25 WATER BILL
9/18/2024	Y	33367	SERVICE ELECTRIC CABLE TV	\$ 98.14	PHONE SERVICE
9/18/2024	Y	33368	UGI UTILITIES	\$ 1,152.83	GAS SERVICE
9/20/2024	Y	33369	PACTA	\$ 450.00	CONFERENCE REGISTRATION
9/26/2024	Y	33370	WEX BANK	\$ 96.75	FUEL FOR VEHICLES
10/1/2024		33371	ADVANCE AUTO PARTS	\$ 498.25	AUTO TECH SUPPLIES
10/1/2024		33372	AGAINST THE CLOCK	\$ 815.30	TEXTBOOKS
10/1/2024		33373	ALL-PHASE ELECTRIC SUPPLY CO.	\$ 869.48	ELECTRICAL SUPPLIES
10/1/2024		33374	AMAZON CAPITOL SERVICES	\$ 13,921.61	INSTRUCTOR, OFFICE, & MAINTENANCE SUPPLIES & BOOKS
10/1/2024		33375	AYKROYD HARDWARE	\$ 1,615.68	CARPENTRY SUPPLIES
10/1/2024		33376	B & H FOTO-VIDEO	\$ 1,362.61	VIDEO MEDIA SUPPLIES
10/1/2024		33377	BETH-HANOVER SUPPLY CO.	\$ 6,433.16	MASONRY SUPPLIES
10/1/2024		33378	BILL FLANNERY AUTOMOTIVE	\$ 6,075.55	AUTO COLLISION SUPPLIES
10/1/2024		33379	BINDICS CUSTOM EMBROIDERY	\$ 826.00	SHOP UNIFORMS - PLUMBING
10/1/2024		33380	BINDICS SCREEN PRINTING	\$ 1,306.00	SHOP UNIFORMS - HVAC & ELECTRICAL
10/1/2024		33381	BIT DIRECT INC.	\$ 7,512.00	CHROMEBOOKS & LICENSE
10/1/2024		33382	CARTRIDGE XCHANGE LL	\$ 1,263.00	INK CARTRIDGES
10/1/2024		33383	CENGAGE LEARNING	\$ 3,978.00	BOOKS & LICENSES
10/1/2024		33384	CHRIN HAULING, INC	\$ 2,564.65	TRASH REMOVAL
10/1/2024		33385	CLARK SERVICE GROUP INC	\$ 1,169.17	TROUBLESHOOT AND REPAIR CULINARY EQUIPMENT
10/1/2024		33386	CM REGENT LLC	\$ 2,782.57	OCTOBER 2024 LIFE/LTD INSURANCE
10/1/2024		33387	DEERFOOT AUTO PARTS INC.	\$ 375.00	AUTO COLISSION SUPPLIES
10/1/2024		33388	DERMALOGICA	\$ 453.40	ESTHETICS SUPPLIES
10/1/2024		33389	DICK BLICK CO. INC.	\$ 52.92	COMMERCIAL ARTS SUPPLIES
10/1/2024		33390	EASTERN AUTOPARTS WAREHOUSE	\$ 570.78	AUTO TECH & MAINTENACE SUPPLIES

10/1/2024	33391	EBTEP	\$ 167,951.11	OCTOBER 2024 MEDICAL/RX/DENTAL INSURANCE
10/1/2024	33392	GORMAN & ASSOCIATES P.C.	\$ 8,480.48	ANNUAL AUDIT 23-24
10/1/2024	33393	HIGHMARK BLUE SHIELD	\$ 1,159.74	OCTOBER 2024 VISION BENEFITS
10/1/2024	33394	INTEGRITEC INC.	\$ 235.00	WATER TREATMENT
10/1/2024	33395	JM SWANK LLC	\$ 2,080.40	BAKING SUPPLIES
10/1/2024	33396	KEYSTONE AUTOMOTIVE	\$ 3,106.52	AUTO COLISSION SUPPLIES
10/1/2024	33397	KING SPRY HERMAN FREUND FAUL	\$ 3,336.67	SOLICITOR'S FEES
10/1/2024	33398	LANCASTER LEBANON I.U. 13	\$ 1,400.00	MICROSOFT SUPPORT
10/1/2024	33399	LINCOLN INVESTMENT PLANNING. INC.	\$ 16,000.00	SICK DAYS RETIREMENT
10/1/2024	33400	MACGILL & CO.	\$ 52.37	NURSE SUPPLIES
10/1/2024	33401	MCMASTER-CARR SUPPLY CO.	\$ 450.91	PRECISION MACHINING SUPPLIES
10/1/2024	33402	MEDLINE INDUSTRIES, INC	\$ 727.10	HEALTH CAREERS SUPPLIES
10/1/2024	33403	MORE MILES AUTOMOTIVE LLC	\$ 35.09	INSPECTION OF SCHOOL VEHICLE
10/1/2024	33404	MOUSER ELECTRONICS	\$ 997.19	ELECTRONICS SUPPLIES
10/1/2024	33405	MOYER LUMBER & HARDWARE	\$ 3,248.66	CARPENTRY SUPPLIES
10/1/2024	33406	MYBINDING	\$ 223.82	GRAPHIC ARTS SUPPLIES
10/1/2024	33407	NAPA AUTO PARTS	\$ 1,656.12	AUTO TECH SUPPLIES
10/1/2024	33408	NOCTI	\$ 80.00	NOCTI SUPPLIES
10/1/2024	33409	NORTHAMPTON COMMUNITY COLLEGE	\$ 764.00	23-24 HEALTH CAREERS FIRST AID COURSE
10/1/2024	33410	PA CO-OP ED ASSN.	\$ 50.00	PCEA MEMBERSHIP
10/1/2024	33411	PENNSYLVANIA STEEL CO., INC.	\$ 7,294.10	WELDING SUPPLIES
10/1/2024	33412	POCKET NURSE	\$ 1,270.83	HEALTH CAREERS SUPPLIES
10/1/2024	33413	QUILL CORP.	\$ 1,200.44	OFFICE AND CLASSROOM SUPPLIES
10/1/2024	33414	R.E. MICHEL	\$ 468.79	HVAC SUPPLIES
10/1/2024	33415	SAN MAR CORPORATION	\$ 900.40	GRAPHIC ARTS SUPPLIES
10/1/2024	33416	SCHOOL NURSE SUPPLY	\$ 88.55	NURSE SUPPLIES
10/1/2024	33417	SKILLS USA COUNCIL	\$ 3,007.43	QUARTERLY SERVICES
10/1/2024	33418	SMOCKERS	\$ 496.00	COSMO SUPPLIES
10/1/2024	33419	STATE CHEMICAL	\$ 299.07	DRAIN MAINTENANCE
10/1/2024	33420	SYSCO	\$ 9,257.65	CULINARY & BAKING SUPPLIES
10/1/2024	33421	UNANGST TREE FARMS LLC	\$ 240.00	VENDOR FEE
10/1/2024	33422	UNITED SITE SERVICES	\$ 396.00	PORT O POTTY HOUSE PROJECT & FOOD TRUCK
10/1/2024	33423	VALLEY SCRUBS	\$ 87.50	SAMPLE SIZE BUNDLE - COSMO
10/1/2024	33424	WELDON TIRE	\$ 196.00	AUTO TECH SUPPLIES
10/1/2024	33425	WILSON PRODUCTS	\$ 2,483.23	CYLINDER RENTAL & WELDING SUPPLIES
10/1/2024	33426	WURTH USA INC.	\$ 3,060.32	AUTO TECH SUPPLIES
10/1/2024	33427	YESKA & SONS	\$ 350.00	GREASE TANK PUMPING
10/1/2024	33428	RESET OUTDOORS	\$ 9,625.00	MENTAL HEALTH SERVICES
TOTAL			<u>\$ 336,354.59</u>	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

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 hourly rate for Demetrius Chaikalis, Custodian, be approved at \$22.50 per hour. The hourly rate noted in the September 3, 2024 Joint Committee agenda was incorrect.
- b. That the following Culinary Events student workers be hired through the school's Cooperative Education program, effective October 2, 2024 through June 6, 2025 (final day for students, date subject to change based on school calendar changes), at a rate of \$12.50 per hour, with no benefits:

Ava Briody
Breahna Frankenfield
Desteny Garcia-Konapelsky
Elizabeth Korpics
Xavier Thomas
Yanielis Valentin-Gutierrez
Joslyn Yost

- c. That the following retirements be accepted:

Joan Dinbokowitz

Position: Instructional Assistant (full-time)
Effective: December 31, 2024

Sally Tresize

Position: Instructional Assistant (full-time)
Effective: November 4, 2024

- d. That the following individual be granted an extension to their Family Medical Leave:

Employee #0352: Extended through 11/4/24 (previously approved through 9/25/24)

- e. That the Executive Director be authorized to hire a replacement full-time Instructional Assistant, with ratification at an upcoming Joint Committee meeting.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 1, 2024

2. COLUMN/SALARY ADJUSTMENTS

RECOMMENDATION:

The following instructor has completed educational requirements to qualify for the following contractual salary schedule change for the 2024-2025 school year.

	<u>CHANGE FROM</u>	<u>CHANGE TO</u>	<u>EFFECTIVE</u>
Meri Lindenmuth	Column A (Intern)	Column A+ (Intern +9)	September 5, 2024

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 1, 2024

3. 2024-2025 STIPEND POSITIONS

RECOMMENDATION:

That the following stipend position(s) for 2024-2025 be approved as presented:

STIPEND DESCRIPTION	NAME	AMOUNT
DECA Advisor	Jalissa Kuehner	\$1,913.75

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 1, 2024

4. 2024-2025 SUBSTITUTES

RECOMMENDATION:

- a. That the following individuals be approved as substitutes for the 2024-2025 school term, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at the rates approved by the Joint Committee, pending receipt of all required paperwork.

Eric Prostko

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

5. 2024-2025 SUBSTITUTE RATES

INFORMATION:

The half-day rates for substitute teachers in a consecutive assignment (non-Long-Term Substitute) presented on the June 12, 2024 Joint Committee agenda were incorrect.

RECOMMENDATION:

It is recommended that the Joint Committee approve the Substitute Employee Salary Schedule for 2024-2025 as listed below.

**Bethlehem Area Vocational-Technical School
Substitute Employee Salary Schedule
2024-2025**

Substitute Teacher

Full Day

1-10 days \$120.00 per day

11 + days \$130.00 per day

Half Day

1-10 days \$70.00 per half day

11 + days \$80.00 per half day

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

Full Day

20-45 days \$155.00 per day

45+ days \$175.00 per day

Half Day

20-45 days \$93.00 per half day

45+ days \$105.00 per half day

Substitute Teacher - Licensed Cosmetology Instructor

Full Day \$175.00 per day

Half Day \$87.50 per half day

Substitute Construction Management Instructor

Full Day \$175.00 per day

Half Day \$87.50 per half day

Substitute Support

Substitute First Aid Officer \$22.50 per hour

Substitute Instructional Assistant \$13.50 per hour

Substitute Custodial \$13.50 per hour

Substitute Clerical \$13.50 per hour

Substitute Cafeteria \$12.50 per hour

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

6. 2024-2025 LOCAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the individuals on the attached list be approved to serve on the Local Advisory Committee of Bethlehem Area Vocational-Technical School.

MOTION BY:

SECOND BY:

ROLL CALL



BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

LOCAL ADVISORY COMMITTEE MEMBERS
2024-2025

Ms. Adrienne Jones
Administrative Director
Career Institute of Technology
5335 Kesslersville Road
Easton, PA 18040
610-258-2857
jones@citvt.com

Ms. Katherine O. Riess
Marketing Director
King, Spry, Herman, Freund & Faul LLC
One West Broad Street, Suite 700
Bethlehem, PA 18018
610-332-0390 Ext. 257
kriess@kingspry.com

Mr. David M. Lobach, Jr.
Chairman & CEO
Embassy Bank
P.O. Box 20405
Lehigh Valley, PA 18002
610-882-8801
dlobach@embassybank.com

Mr. Don Cunningham
President & CEO
Lehigh Valley Economic Development Corp.
520 N. New Street
Bethlehem, PA 18018
610-266-7565
dcunningham@lehighvalley.org
also email:
Diane Milia, Executive Assistant
dmilia@lehighvalley.org

Mr. Chad Rockovits
District Manager
Metz Culinary Management
3395 Murphy Road
Walnutport, PA 18088
856-237-4138
crokovits@metzcorp.com

Mr. Jeffrey Zettlemoyer
1304 East Sixth Street
Bethlehem, PA 18015-2110
610-585-1111
zettldr@gmail.com

Ms. Karianne Gelinis
VP of Regional Partnerships and Talent Strategies
Lehigh Valley Economic Development Corp.
520 N. New Street
Bethlehem, PA 18018
610-266-7565
kgelinis@lehighvalley.org

Mr. Rich Hobbs
President & CEO
Manufacturers Resource Center
7200A Windsor Drive
Allentown, PA 18106
610-628-4575 (office)
484-895-9866 (cell)
rich.hobbs@mrcpa.org

Mr. Andrew Hammer
Executive Director
SkillsUSA Council
3300 Chester Avenue
Bethlehem, PA 18020
610-866-8013, ext. 165
andy@skillsusacouncil.org

Ms. Danielle Joseph
Executive Vice President
Business & Diversity Councils
Greater Lehigh Valley Chamber of Commerce
840 Hamilton Street
Allentown, PA 18101
484-226-0128
daniellej@lehighvalleychamber.org

Mr. Kenneth Nasatka
Director – Automotive, Industry & Mfg.
Northampton Community College
Hartzell Hall 153-A/Commonwealth 127
3835 Green Pond Road
Bethlehem, PA 18020
610-332-6266
610-861-4574
knasatka@northampton.edu

Ms. Sarah Lutz
Director of Youth Initiatives
Workforce Board Lehigh Valley
555 Union Boulevard
Allentown, PA 18019
610-841-1126
lutzs@workforcelv.org

Dr. Jack Silva
Superintendent
Bethlehem Area School District
1516 Sycamore Street
Bethlehem, PA 18017
610-861-0500 ext. 60251
jsilva@basdschools.org

Mr. Michael Galler
Supervisor of Career and Technical Education
Bethlehem AVTS
3300 Chester Avenue
Bethlehem, PA 18020
610-866-8013, Ext. 380
gallerm@bavts.org

Ms. Janelle Schaeffer
Supervisor of Career and Technical Education
Bethlehem AVTS
3300 Chester Avenue
Bethlehem, PA 18020
610-866-8013, Ext. 112
schaefferj@bavts.org

Mr. Adam Lazarchak
Executive Director
Bethlehem AVTS
3300 Chester Avenue
Bethlehem, PA 18020
610-866-8013, Ext. 103
lazarchaka@bavts.org

* BAVTS Superintendent of Record
(this position is rotated each school year
among the three sending school districts)

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

7. 2024-2025 OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the attached listing of Occupational Advisory Committee (OAC) members for the 2024-2025 school year.

MOTION BY:

SECOND BY:

ROLL CALL

First Name	Last Name	Title	Company	Program/Shop
Nick	Calmar	Body Technician	Ross Body and Frame	Auto Collision
Joe	Ciabrone	production foreman	Faulkner Collision Bethlehem	Auto Collision
Richard	Daku	Vice President	Daku's Autobody Shop, Inc.	Auto Collision
William	Flannery, Jr.	Owner	Bill Flannery Automotive	Auto Collision
Sergio	Gaspar	Owner	611 Motors LLC	Auto Collision
Aaron	Longley	General	Brown Daub Dodge	Auto Collision
Melanie	Markulics	Owner	Collision Refinish Specialists	Auto Collision
Raymond	Markulics	Owner	Collision Refinish Specialists	Auto Collision
William	Matejcek	Committee Chairperson/Autobody Technician	Scott Chevrolet Cadillac	Auto Collision
Robert	Smith	Estimator	Vive Collision	Auto Collision
Quinn	Strohl	Body Technician	Ross Body & Frame	Auto Collision
Eric	Uribe	Collision Center Manager	Faulkner Collision Bethlehem	Auto Collision
Glen	Zabriskie	Body Shop Manager	Young VW Mazda	Auto Collision
Jose	Acosta	Automotive Technician	Kenco Fleet Services	Automotive Technology
Joshua	Adams	Technician	Star Buick GMC	Automotive Technology
Jay	Amore	Admissions Representative	Universal Technical Institute	Automotive Technology
Ray	Bunce	Service Manager	Remco Inc.	Automotive Technology
Joseph	Busfield	Automotive Technician	Faulkner Chevrolet Cadillac	Automotive Technology
Thomas	Byrnes	Service Technician	Brown Daub Chevrolet	Automotive Technology
William	Byrnes	Service Technician	Brown Daub Chevrolet	Automotive Technology
Philip	Coco, Jr	Owner	Coco's Service and Repair	Automotive Technology
Patrick	Esposito	Assistant Manager	More Mile Automotive	Automotive Technology
Walter	Garrett	Technician	Jeff's Automotive Repair	Automotive Technology
Christopher	Goodson	General Manager	Jeff's Automotive Repair	Automotive Technology
Craig	Hahn	Manager	Advanced Auto Parts	Automotive Technology
Cody	Henninger	Heavy Equipment/Diesel Tech	Lehigh Asphalt & Construction Co.	Automotive Technology
Daniel	Henninger	Shop Foreman	Allentown Jaguar, Land Rover	Automotive Technology
Greg	Jones	Fleet Mechanic	Verizon Fleet	Automotive Technology
Austin	Kochenash	Mechanic	Performance Driveline, Inc.	Automotive Technology
Logan	Koehler	Shop Technician	Groff Tractor & Equipment	Automotive Technology
Michael	Lemke	field Engineer	QLS	Automotive Technology
Paul	McCartney, III	Owner/President	Cherryville Service Center	Automotive Technology
David	Mertz	Factory Rep	Hunter Engineering Company	Automotive Technology
Louis	Murante, JR.	Owner	Murante Auto Repair LLC	Automotive Technology
Mason	Persiani	Auto Technician	Coco's Service and Repair	Automotive Technology
William	Shollenberger	Owner	Dave & Wayne's Auto Center	Automotive Technology
Dawson	Siffes	Production Expeditor	Keystone Cement	Automotive Technology
Kyle	Smith	Service Technician	Star Buick GMC	Automotive Technology
Jeffrey	Strausser	Owner/President	Jeff's Automotive Repair	Automotive Technology
George	Trilli	Automotive Technician	Jeff's Automotive Repair	Automotive Technology
Steve	Volk	Service Technician	Brown Daub Chevrolet	Automotive Technology
Nathan	Wedde	Refrigeration/Heavy Truck Technician	Penn Detroit Diesel Allison	Automotive Technology

First Name	Last Name	Title	Company	Program/Shop
Charles	Wernett, Sr.	Committee Chairperson/President	Stefko Service Center, Inc.	Automotive Technology
Joe	Zongora	Service Technician	More Miles Automotive	Automotive Technology
Ana	Carvalho	Pastry Cook	Sands Casino (Wind Creek)	Baking
Andraya	Chepolis	Student	BAVTS	Baking
Meredith	Chepolis	Homemaker		Baking
Jessica	Hernandez	cake decorator/asst. manager	Redhers Market	Baking
Katie	Horan	Pastry Chef	Northampton Community College	Baking
Dave	Mertz	Owner	Duck Donuts	Baking
Sara	Pagnani	Assistant Pastry Chef	Bolete	Baking
Miranda	Robibero	Baker	Skytop Lodge	Baking
Lys	Rodriguez	parent		Baking
Christa	Sapone	Pastry Chef	Skytop Lodge	Baking
Jennifer	Twisdale-Serrano	Bakery Supervisor	Redner's Market Inc	Baking
Kelly	Vlasics	Owner	Matties Strudel Haus LLC	Baking
Daniel	Yost	Baker	Panera	Baking
Frank	Bialobreski	Owner	Keystone General Contracting	Building Trades
Justin	Bird	Owner	Bird's Eye View Construction	Building Trades
Ross	Dartouzos	Retired		Building Trades
Sam	Gabel	Carpentry Instructor	Triangle Tech	Building Trades
Thomas	Gehringer	President	Gehringer Corporation	Building Trades
Ron	Jerdon	President	Jerdon Construction Services, LLC	Building Trades
Allana	Karo			Building Trades
Frank	Korpics	Owner/president	Korpics Custom Carpentry	Building Trades
Arthur "Tim"	Moyer	Owner	A. R. Moyer Construction Company	Building Trades
Andrew	Reppert	estimator	RL Reppert, Inc.	Building Trades
David	Reppert, Sr.	Project Manager	RL Reppert, Inc.	Building Trades
Joe	Scott	Carpenter's Apprentice	Jerdon Construction Services, LLC	Building Trades
Jason	Zellner	Project Manager	Jerdon Construction Services, LLC	Building Trades
Frank	Bialobreski	Owner	Keystone General Contracting	Carpentry
Justin	Bird	Owner	Bird's Eye View Construction	Carpentry
Sam	Gabel	Carpentry Instructor	Triangle Tech	Carpentry
Thomas	Gehringer	President	Gehringer Corporation	Carpentry
Ron	Jerdon	President	Jerdon Construction Services, LLC	Carpentry
Allana	Karo			Carpentry
Frank	Korpics	Owner/president	Korpics Custom Carpentry	Carpentry
Arthur "Tim"	Moyer	Owner	A. R. Moyer Construction Company	Carpentry
Andrew	Reppert	estimator	RL Reppert, Inc.	Carpentry
David	Reppert, Sr.	Project Manager	RL Reppert, Inc.	Carpentry
Joe	Scott	Carpenter's Apprentice	Jerdon Construction Services, LLC	Carpentry
Jason	Zellner	Project Manager	Jerdon Construction Services, LLC	Carpentry
Daniel	Albeck	Director of Web Development	Graphic D-Signs	Commercial Art
Rob	Baker	President - CEO	Christmas City Studios	Commercial Art

First Name	Last Name	Title	Company	Program/Shop
Emma	Bindics	Graphic Designer	Rutler Screen Printing	Commercial Art
Gary	Gower, Jr.	Owner	G & L's Sign Factory	Commercial Art
Kevin	Harayda	Co-owner	Dan's Camera City	Commercial Art
Riley	Martin	Student	BAVTS	Commercial Art
Erin	Miller	Graphic Designer	Just Born, Inc.	Commercial Art
Gwenn	Noel	Senior Manager	Olympus Corporation of the Americas	Commercial Art
Thomas	Prostko	Student		Commercial Art
Jessica	Sigley	Bindery	Alpha Graphics	Commercial Art
Jo	Sponsier	parent		Commercial Art
Sarah	Sterner-Hausknecht	Freelance Graphic Designer	Sarah Sterner Design	Commercial Art
James	Taylor	Owner	JT Taylor Design	Commercial Art
Jamie	Toohy	Photography Teacher	Bethlehem Area School District	Commercial Art
Brian	Stokes	Associate Professor	Northampton Community College	Computer Networking
Richard	Thomas	Networking Instructor	Career Institute of Technology	Computer Networking
Hunter	Uhlman	Systems Admin	Pencor	Computer Networking
Jason	Weber	Director of Operations	Green Brook Township Public Schools	Computer Networking
Aubrie	Butko	Stylist	Holiday Hair	Cosmetology
Claire	Cacciatore	Tech	Verve Salon	Cosmetology
Heather	Chilcote	Guidance Counselor	BAVTS	Cosmetology
Christy	DiGennaro	Service Manager	Ulta Beauty	Cosmetology
Erika	Dilenno	Cosmetology Teacher	Central Montco Technical School	Cosmetology
Shea	Emanuel-Missmer	Owner	Bucks & Babes Beauty Studio	Cosmetology
Houda	Fallstich	Owner	Bordeaux Hair Designs	Cosmetology
Rebekah	Faust	Stylist	Salon by Instyle	Cosmetology
Apryl	Gregory	Hair Stylist	Sirens Beauty	Cosmetology
Caterina	Hawk	Owner	Millennia Salon	Cosmetology
Deidra	Heisler	Master Stylist	Salon Devine	Cosmetology
Susan	Kettenburg	Director	Empire Beauty School	Cosmetology
Dezarae	Kirk	Evening Lead Clinic Floor Instructor	Metro Beauty Academy	Cosmetology
Shelia	Kocher	Certified School Nurse	Northampton Area School District	Cosmetology
Elisabeth	Kohler	Senior District Leader	Regis Corporation	Cosmetology
Lia	Koutsikos	District Leader	Supercuts	Cosmetology
Carol	Kunkle	Stylist	Holiday Hair	Cosmetology
Connie	Muschko	Instructor	Bethlehem AVTS	Cosmetology
Nyshia	Nickens	owner	Lashaholics Co.	Cosmetology
Lisa	Parker	Personal Assitant	Michael Perry Hair Studio	Cosmetology
Michael	Perry	Owner	Michael Perry Hair Studio	Cosmetology
Cristian	Ramirez	Founder/Instructor	Merge Barber School	Cosmetology
Susan	Repsher	Group Leader	Holiday Hair	Cosmetology
Adrienne	Richetta	Make Consultant/Freelancer	Salon Devine	Cosmetology
Taylor	Riden	Salon Leader	Holiday Hair	Cosmetology
Equalla	Robinson	stylist/owner	Knot Our Hair	Cosmetology

First Name	Last Name	Title	Company	Program/Shop
Clourin	Salloum	Stylist	Bordeaux Hair Design	Cosmetology
Sorayah	Santos	Waitress/Assistant Manager	Plaza Azteca Bethlehem	Cosmetology
Quiarah	Shing	Assistant Service Manager	Ultra Beauty	Cosmetology
Michelle	Steward	Owner/Operator	Michelle Stewards Beauty Salon	Cosmetology
Rachel	Warner	Service Manager	Ultra Beauty	Cosmetology
Janeida	Atwood		Northampton Country Club	Culinary Arts
Kimberly	Bower	Recruitment Specialist	St. Luke's University Health Network	Culinary Arts
David	Burrington	HR Business Partner	Lehigh Valley Restaurant Group	Culinary Arts
Stacy	Calles	Director of Concessions	Kalahari Resorts	Culinary Arts
Andrew	Chandler	District Manager	Metz Culinary Mgmt.	Culinary Arts
Michael	Dunnigan	Sales Specialist	The Restaurant Store	Culinary Arts
Tyrone	Ellen	District Manager	Chartwells Higher Ed	Culinary Arts
Amanda	Frey	Food and Beverage	Moselem Springs Country Club	Culinary Arts
Timothy	Gibbons	Assistant Professor - Hospitality Education	Lehigh Carbon Community College	Culinary Arts
Jonathan	Glueck	Chef/Kitchen Manager	Point Phillips Hotel	Culinary Arts
Kady	Huizenga	Operations Manager	Metz Culinary Management	Culinary Arts
Katie	Knopf	Recruiting Manager	Dorney Park & Wildwater Kingdom	Culinary Arts
Kyle	Kramlich	Operations Manager	Metz Culinary Management	Culinary Arts
Anthony	Marinho	Owner/Consultant	Curated Hospitality Consulting	Culinary Arts
James	McKeon	Executive Chef - Sodexo	Drexel University	Culinary Arts
Frank	Mehail	Executive Chef	Moravian Village Bethlehem	Culinary Arts
Mike	Milkovits	General Manager	Sodexo	Culinary Arts
Kaitlyn	O'Gara	Food and Beverage Manager	Dorney Park & Wildwater Kingdom	Culinary Arts
Laura	Palermo	Manager of Restaurant Training	Lehigh Valley Restaurant Group	Culinary Arts
Luke	Polles	Executive Chef	Great Wolf Lodge	Culinary Arts
Dawn	Reidenbach	Director HR	Dorney Park	Culinary Arts
Timothy	Rios	Executive Chef	Saucon Valley Country Club	Culinary Arts
Chad	Rockovits	Committee Chairperson/District Manager	Metz Culinary Management	Culinary Arts
Wilbert	Rufe	Executive Chef	Sodexo	Culinary Arts
David	Schweiger	Director, Hospitality & Sport Management	Northampton Community College	Culinary Arts
Scott	Signorello	General Manager	Mertz Culinary Management	Culinary Arts
Hope	Sterner	Director of Education	PRLA	Culinary Arts
Nick	Strebig	Culinary Arts Instructor	Colonial IU20	Culinary Arts
Ann	Takacs	Owner/Chef	Art Café	Culinary Arts
Richard	Takacs, Jr.	Owner	Art Café	Culinary Arts
Terry	Wagner	Senior Food Scientist	Brenntag North America	Culinary Arts
Michael	Wedderburn	Executive Chef	Dorney Park	Culinary Arts
Heather	Williams	Executive Chef	Personal Chef	Culinary Arts
Andrew	Wissa	Executive Chef	Spectra Food Service	Culinary Arts
Luke	Cunningham	Committee Chairperson/Owner/Contractor	Westside Hammer Electric	Electrical Construction
Ron	Fornarotto	Electrical Program Manager	Northampton Community College	Electrical Construction
Robert	Franklin, III	Training Director	IBEW Local #375	Electrical Construction

First Name	Last Name	Title	Company	Program/Shop
Robert	Gotzon	Retired Vocational Teacher	Retired	Electrical Construction
Richard	Harris, III	Lead Electrical Instructor	Associated Builders and Contractors, Inc.	Electrical Construction
Shawn	Harty	General Manager	Jenkins Machine, Inc.	Electrical Construction
Lonnie	Hill	Membership Development Rep	IBEW Local #375	Electrical Construction
Richard	Hotchkiss	Owner	Richard M. Hotchkiss	Electrical Construction
Aaron	Kuhns	Asst. Project Estimator	BEI Electrical	Electrical Construction
Bryan	Lieberman	Project Manager	BEI Electrical	Electrical Construction
Jack	Schreiber	Assistant Director, Technical Programs	Northampton Community College	Electrical Construction
Larry	Shoemaker	Plumber	Deluxe Plumbing and Heating	Electrical Construction
Kevin	Strawn	Retired Electrical Construction Instructor	Strawn Electric	Electrical Construction
Joseph	Tiworld, Jr.	Instructor	IBEW Local #375	Electrical Construction
Timothy	Voorhees	Engineering Manager	Muller Martini	Electrical Construction
Brian	Yetter	Director of Pre-construction	West Side Hammer Electrical	Electrical Construction
Gilbert	Bachman	Senior Engineering Technician	Lutron Electronics	Electronics Technology
Ken	Borger	Personnel Supervisor	Lutron Electronics	Electronics Technology
Paul	Borosky	Director of Operations	Tobyhanna Army Depot	Electronics Technology
Heather	Fielder	Chief/ Personnel Management	Tobyhanna Army Depot	Electronics Technology
Nicholas	Gold	US Navy Recruiter	US Navy	Electronics Technology
Paul	Heckart	Maintenance Training & Skills Development Mngr	East Penn Mfg. Co.	Electronics Technology
Jeffrey	McGinley	President	K & L Services Group	Electronics Technology
Matthew	Nicklin	Associate Engineer	Lutron Electronics	Electronics Technology
Nada	Veskovic	Instructor	LCC	Electronics Technology
Marilyn	Ward	SMT manager	R&D Altanova.com	Electronics Technology
Brandon	Weiss	recruiting specialist	Pittsburgh Institute of Aeronautics	Electronics Technology
Heather	Chilcote	Guidance Counselor	BAVTS	Esthetics
Brittany	Decheine	owner	BB DeCheine Beauty Co.	Esthetics
Christy	DiGennaro	Service Manager	Ulta Beauty	Esthetics
Houda	Fallstich	Owner	Bordeaux Hair Designs	Esthetics
Jasmine	Fleming-Warren	Owner/Esthetician	Beskinful Makeup & Skincare Bar	Esthetics
Glenda	Gerena	CEO/Esthetician Coach	Leegerem Advance Aesthetic Techniques	Esthetics
Elisabeth	Kohler	Senior District Leader	Alline Salon Group	Esthetics
Lia	Koutsikos	District Leader	Supercuts	Esthetics
Gisel	Mariano	Esthetician/Bridal Makeup	BB DeCheine Beauty Co.	Esthetics
Joanne	McTague	Esthetician - Continuing Ed Instructor		Esthetics
Youla	Moussa	School Director	The Beauty Institute	Esthetics
Victoria	Rath	Esthetician/Nail Tech	Young & Beauty Spa	Esthetics
Tara	Row	Cosmetologist	Mia Bella Hair Studio	Esthetics
Clourin	Salloum	Stylist	Bordeaux Hair Design	Esthetics
Wanda	Schutt	Medical Aesthetician	Center for Laser and Aesthetic Medicine	Esthetics
Rachel	Warner	Service Manager	Ulta Beauty	Esthetics
Samara	Wehbeh	Owner/Esthetician	Muse Modern Med Spa	Esthetics
Cristina	Carvalho	student	student	Graphic Communications

First Name	Last Name	Title	Company	Program/Shop
Natalie	Flores	Production Artist	Fanatics/Majestic	Graphic Communications
Angela	Gable	Creative Director	Precision Medical	Graphic Communications
Gary	Gower, Jr.	Owner	G & L's Sign Factory	Graphic Communications
Murtaza	Jaffer	partner	EBC Printing and Signs	Graphic Communications
David	Kennedy	Teacher	Retired--Teacher	Graphic Communications
Patrick	McCloskey	Digital Print Production	Alpha Graphics	Graphic Communications
Craig	Mosser	Technology Integration Instructor	Bethlehem AVTS	Graphic Communications
Francis	Pinter	Owner	American Printing Unlimited	Graphic Communications
Jeffrey	Schantz	Account Executive	Nacci Printing	Graphic Communications
Ilene	Stroh	President	Alpha Graphics	Graphic Communications
Dominic	Titano	student	student	Graphic Communications
Mike	Wolf	Owner/ president	Body Teeze Screen Printing, Inc.	Graphic Communications
Nora	Alu	Student Affiliations Specialist	Lehigh Valley Health Network	Health Careers
Morgan	Biggs	Student	BAVTS	Health Careers
Robert	Cain	firefighter	Bethlehem Fire Dept	Health Careers
Heather	Clark	Practical Nursing Program Director	Penn State University	Health Careers
Jake	Cole	Case Manager	St. Luke's University Health Network	Health Careers
Joyce	Conner	instructor	St. Luke's University Health Network School of Nursing	Health Careers
Sandy	Cooper	Nurse Practitioner	Farias Medical Center	Health Careers
Lindsey	Faust	RMA	Montgomery County CF	Health Careers
Chris	Field	CFO	Hanger Prosthetics and Orthotics	Health Careers
Jennifer	Gambal	Instructor	DeSales University	Health Careers
Kaila	Gazoway	Stocker	Redner's Warehouse Markets	Health Careers
Cheryl	Gillen	HR Specialist	Homewatch Caregivers	Health Careers
Christopher	Hall	Physician Assistant	St. Luke's University Health Network	Health Careers
Bronwyn	Hanley	CNA instructor	Liza's House Assisted Living	Health Careers
Kayla	Hart	Nurse Assistant	Good Shepherd Rehabilitation Network	Health Careers
Karen	Hein	Volunteer Engagement Specialist	St. Luke's University Health Network	Health Careers
Adam	Hough	Nursing Simulation Center Manager	Cedar Crest College	Health Careers
Josefa	Husovsky	Retired		Health Careers
Donna	Irwin	CNA instructor	Genesis Bethlehem South	Health Careers
Brianna	Kays	Student	DeSales University	Health Careers
Amy	Lombana		LVHN Cedar Crest	Health Careers
Danielle	Loucks	Med Aide	Saucon Valley Manor	Health Careers
Wendy	Lutz	Dental Hygienist	Dr. John Politer-Dr. Mary Viechnichi	Health Careers
Susan	McCauley, RN	Trauma Department	Lehigh Valley Health Network	Health Careers
Stephanie	McClure	CRNA	Reading Hospital	Health Careers
Denise	McGaughan	Instructor of Health Related Tech	Career Institute of Technology	Health Careers
Meghan	McGraw	Advanced EMT	Foxwall EMS	Health Careers
Karissa	Mitch	RN Clinical Educator	Lehigh Valley Health Network	Health Careers
Mary Kathleen	Murphy	Committee Chairperson/CRNP	St. Luke's University Health Network	Health Careers
Connie	Muschko	Instructor	Bethlehem AVTS	Health Careers

First Name	Last Name	Title	Company	Program/Shop
Samantha	Nolen	registered nurse	LVHN Cedar Crest	Health Careers
Stephanie	Noll	Education Specialist/Emergency Room Staff Nurse	St. Luke's University Health Network	Health Careers
Jeanne	Reilly	Education Consultant	Lehigh Valley Health Network	Health Careers
Judy	Rex	NCC Community Education	Northampton Community College	Health Careers
Morgan	Riggs	Student	BAVTS	Health Careers
Jessica	Schreck	RN - Senior Process Coordinator	Lehigh Valley Health Network	Health Careers
Tammy	Shine	Director/mngr	St. Luke's University Health Network	Health Careers
Wendy	Smolenak	Adjunct Faculty	Northampton Community College	Health Careers
Lorillie	Soleta	Clinical Educator Manager	Good Shepherd Rehabilitation Network	Health Careers
Brianna	Speshok	Student	BAVTS	Health Careers
Laura	Traupman	Nurse Aide	St. Luke's University Health Network	Health Careers
Kathleen	Willner	Director, Educational Services	St. Luke's University Health Network	Health Careers
Kathy	Woolf	Administ Partner	Lehigh Valley Health Network (KW-1017113)	Health Careers
Brooke	Zumas	Senior Education Consultant	Lehigh Valley Health Network	Health Careers
Dan	Burkhart	Trade Supervisor	HT Lyons	HVAC
Louis	Cooper	Supervisor Plumbing Department	Cooper Mechanical Inc.	HVAC
Kyle	Galgoey	Service Technician	Fritch, Inc	HVAC
Larry	Goebel	Project Manager	St. Luke's Health Network	HVAC
Brian	Hayes	Owner/Technician	BDA	HVAC
Dalton	Hayes	Technician	BDA	HVAC
Dennis	Henritz	HVAC Technician	County of Northampton	HVAC
Adam	Laubach	Sales	Hannaberry HVAC	HVAC
Joseph	Laubach	New Construction Installer	Hannaberry HVAC	HVAC
Jacob	Leland	Apprentice	Faust Heating & AC	HVAC
Walker	McCandless	HVAC Service Manager	Deluxe Plumbing and Heating	HVAC
Timothy	Miller	VP/Ownwer	Air Care & Restoration Co.	HVAC
Dennis	Mundy	Service Manager	The Tustin Group	HVAC
Michael	Pleson	Field Development Manager	The Tustin Group	HVAC
Anthony	Posivak	HVAC Technician	Deluxe Plumbing and Heating	HVAC
Michael	Rodriguez	HVAC Service Team Lead	Haller Enterprises	HVAC
Kerry	Rutherford	Superintendent	Lehigh-Northampton Airport Authority	HVAC
Steven	Schwoerer	Service Technician	Tustin Mechanical Services	HVAC
Larry	Schoemaker	Plumber	Deluxe Plumbing and Heating	HVAC
Scott	Solosky	Service Manager	Cooper Mechanical Inc.	HVAC
Nate	Stumph	Service Technician	Comfort Solutions HVAC	HVAC
Dennis	Werkheiser	HVAC Service Tech	Haller Enterprises	HVAC
Paul	Wightman	HVAC Technician	Comfort Solutions HVAC LLC	HVAC
Hunter	Woodring	HVAC/Plumbing technician	Woodring Improvements	HVAC
Jeff	Zeleny	HVAC General Manager	Cooper Mechanical Inc.	HVAC
Maureen	Burke	Athletic Trainer supervisor	Lehigh Valley Health Network	Intro To Sports Medicine
Gregory	Colvin	Facility Director	Physical Therapy at St. Luke's	Intro To Sports Medicine
Amy	Cotter	Athletic Trainer	St. Luke's University Health Network	Intro To Sports Medicine

First Name	Last Name	Title	Company	Program/Shop
Brianna	Dunlap	Athletic Trainer	St. Luke's Sports Medicine	Intro To Sports Medicine
Aron	Esterly	student	Bloomsburg University Of PA	Intro To Sports Medicine
Brianna	Frale	Athletic Trainer	St. Luke's University Health Network	Intro To Sports Medicine
Stephanie	Gehman	AT Administrative Team Leader	Coordinated Health of Allentown	Intro To Sports Medicine
John	Hauth	Senior Director, Sports Medicine Relations	St. Luke's University Health Network	Intro To Sports Medicine
Colin	Hunsberger	Regional Director/Physical Therapist	Fox Rehabilitation	Intro To Sports Medicine
Shannon	McVicar	Athletic Trainer	St. Luke's Sports Medicine	Intro To Sports Medicine
Timothy	Miller	Regional Director	St. Luke's Physical Therapy	Intro To Sports Medicine
Beth	Oudin	Athletic Trainer	St. Luke's Sports Medicine	Intro To Sports Medicine
James	Reidy	Program Manager	Northampton Community College	Intro To Sports Medicine
Gerard	Rozea	Program Director	East Stroudsburg University	Intro To Sports Medicine
Jeffrey	Sillman	Clinical Team Lead	Lehigh Valley Health Network	Intro To Sports Medicine
Nick	Smull	Clinical Team Lead	Coordinated Health of Allentown	Intro To Sports Medicine
Stephenie	Snyder	Lead Athletic Trainer	St. Luke's University Health Network	Intro To Sports Medicine
Brad	Strauss	Athletic Trainer	Blair Academy	Intro To Sports Medicine
John	Swartz, Jr.	Clinical Care Coordinator	Lehigh Valley Health Network	Intro To Sports Medicine
Tyler	Arnold	Laborer/Mason	Rome Masonry and Construction	Masonry
Glenn	Biagi, Jr.	Mason	Knowlton & Sons	Masonry
Joe	Biondo	Architect	Lafayette College	Masonry
Dwayne	Borowski	Apprentice Coordinator	BAC Local 5 PA	Masonry
Jesse	Chupella	Realtor	Home Team Real Estate	Masonry
William	Colanduoni	Sales Manager	Easton Block and Supply	Masonry
Ryan	Connelly	Concrete resurface	Rome Masonry	Masonry
Randy	Eberly	Field Representative	BAC Local 5 PA	Masonry
Cody	Eckhart	Laborer	Blue Mountain Evergreen	Masonry
Ariel	Kard	PMA	Klover Contracting	Masonry
Owen	Karlovsy	Owner/operator	Stand Out Landscaping	Masonry
Eric	Lasko	Estimator	All American Concrete Form	Masonry
James	Martin	Mason	Knowlton & Sons	Masonry
James	McCarthy	President	McCarthy Masonry & Concrete, Inc.	Masonry
Matthew	McClarín	Project Manager	D'Huy Engineering	Masonry
George	McPherson	Owner	McPherson Tile	Masonry
Marie-Christina	Mensing	Office Safety Manager	A. J. Trunzo, Inc.	Masonry
Scott	Moss	Cement Mason/Plasterer	Local Union 592	Masonry
Allen	Pennypacker	Field Representative	BAC Local 5 PA	Masonry
Timothy	Rementer	Field Representative	Local Union 592	Masonry
Ronald	Rickert	owner	RS Rickert Masonry	Masonry
Zachary	Rickert	mason	RS Rickert Masonry	Masonry
Matthew	Romanowski	Owner	Rome Masonry & Construction, LLC	Masonry
Joe	Ruggiero	Project Engineer	Whiting-Turner	Masonry
Richard	Schenkel	Plastering Instructor	Keystone Job Corps	Masonry
Jason	Sheridan	Instructor	Lackawanna CTC	Masonry

First Name	Last Name	Title	Company	Program/Shop
Lucas	Sinift	mason	RS Rickert Masonry	Masonry
Dylan	Sloss	Plasteres Apprentice	Union 592	Masonry
Chad	Weast	Estimator	TWK Construction Co. Inc.	Masonry
Robert	Wozniak	Owner	Preservation Works Ltd.	Masonry
Justin	Yearwood	mason	Preservation Works Ltd.	Masonry
Lauren	Anderson	Jeffers Director of Engineering	Lafayette College	Mechatronics Engineering
Eric	Anstadt	Associate Professor Electrical	Pennsylvania College of Technology	Mechatronics Engineering
Chris	Baumann	Maintenance Systems Training Coordinator	East Penn Manufacturing	Mechatronics Engineering
David	Escott	Sr. Manager Engineering & Facilities	Just Born, Inc.	Mechatronics Engineering
Gary	George	Mechanical Program Manager	Northampton Community College	Mechatronics Engineering
Stephen	Latanision	Emerging Engineering	LCTI Engineering (retired)	Mechatronics Engineering
Jeff	McGinley	President	K & L Services Group	Mechatronics Engineering
Raymond	Mordmeyer	Electrical Manager	Bihler of America	Mechatronics Engineering
Thomas	Snyder	Automation Project Engineer	Martz Technologies	Mechatronics Engineering
Ross	Strebig	Mechanical Design Engineer	Air Products & Chemicals, Inc.	Mechatronics Engineering
Susan	Davidson	Program Director - Sonography	Northampton Community College	Medical Sciences Academy
Pamela	Formica	Director	Leukemia & Lymphoma Society	Medical Sciences Academy
Kerri	Green	Director Medical Education	Lehigh Valley Health Network	Medical Sciences Academy
Christopher	Hall	Physician Assistant	St. Luke's University Health Network	Medical Sciences Academy
Marisa	Kauker	Patient Care Manager	Lehigh Valley Health Network	Medical Sciences Academy
Tracey	Lenhart	Program Director - Radiography	Northampton Community College	Medical Sciences Academy
Patricia	Meyers	Campaign Development Manager	Leukemia & Lymphoma Society	Medical Sciences Academy
Jeanne	Reilly	Education Consultant	Lehigh Valley Health Network	Medical Sciences Academy
Christy	Shetayh	student	Drexel University	Medical Sciences Academy
Kelly-Anne	Varcoe	Nursing Faculty Member	East Stroudsburg University	Medical Sciences Academy
Robert	Brands, Sr.	Program Manager (Victory for Veterans)	St. Luke's University Health Network	Mental Health/Behavioral Science
Nicolle	Graaf	School Based Psychotherapist	Behavioral Health St. Luke's University Health Network	Mental Health/Behavioral Science
Ally	Henry	Assistant Director	Reset Outdoors	Mental Health/Behavioral Science
Marian	Johnson	Pastor	Jerusalem United Church of Christ	Mental Health/Behavioral Science
Audrey	Medei	Psychiatric Nurse Practioner	St. Lukes University Health Care	Mental Health/Behavioral Science
Connor	Moriarty	Founder/Director	Reset Outdoors	Mental Health/Behavioral Science
Emily	Rubio	Licensed Social Worker	St. Lukes University Health Care	Mental Health/Behavioral Science
Jordan	Asteak	Service Technician	Easton Suburban Water Authority	Plumbing
Charles	Breidenbach	plumbing apprentice	Hope Mechanical	Plumbing
Paul	Connolly, Jr.	retired/ president	Bath Supply Co.	Plumbing
Louis	Cooper	Supervisor Plumbing Department	Cooper Mechanical Inc.	Plumbing
Joe	Cser	CAD design	Worth & Company	Plumbing
Ryan	Davis	plumber	IT Landes	Plumbing
Steven	Fable	Owner	Frables Heating & Cooling	Plumbing
Tyler	Hall	Supervisor/ manager	Deluxe Plumbing and Heating	Plumbing
Chris	Hill	Foreman	Strow's Plumbing and Heating	Plumbing
John	Kennedy	Service Technician	Mr. Rooter	Plumbing

First Name	Last Name	Title	Company	Program/Shop
Andrew	Kleppinger	Supervisor/Foreman	Worth & Company	Plumbing
Edward	Laky	owner	Hope Mechanical	Plumbing
Robert	Long	construction manager	Deluxe Plumbing and Heating	Plumbing
Paul	Mertz	Firefighter	NYFD	Plumbing
Patrick	Missmer	Maintenance Technician	MRA Group	Plumbing
Thatcher	Oswald	product support	Foley Inc	Plumbing
Mathew	Selvaggio	plumber	Selvaggio and Sons Plumbing and Heating	Plumbing
Nicholas	Selvaggio	project manager	Selvaggio and Sons Plumbing and Heating	Plumbing
Larry	Shoemaker	Plumber	Deluxe Plumbing and Heating	Plumbing
Dave	Strow	Owner	Strow's Plumbing and Heating	Plumbing
Ethan	Woods	plumbing apprentice	Deluxe Plumbing and Heating	Plumbing
David	Barner	CNC machinist	Mancor	Precision Machining
Adam	Becker	Machinist	Victaulic	Precision Machining
Toby	Borcoman	Chief of Culture/VP HR	Tyber Medical	Precision Machining
Michael	Dellatore	machinist	Bihler of America	Precision Machining
Dan	Dietrich	Process Engineering and Mold Shop Manager	B Braun Medical	Precision Machining
Chris	Frankenfield	Production Manager	Mancor	Precision Machining
Jim	Goodwin	Production Manager	Bracalente Mfg	Precision Machining
Brayden	Heckman	Machinist	Bihler of America	Precision Machining
Bob	Heffentrager	Sr. Machine Shop Tech	Crayola, LLC	Precision Machining
Mike	Jenkins	President	Jenkins Machine, Inc	Precision Machining
John	Keefe	Mold Shop Manager	CACS	Precision Machining
Christopher	Krenos	Machinist	Tyber Medical	Precision Machining
Eric	Lamm	President	Lamm's machine Inc.	Precision Machining
Anthony	Manjone	General Manager	Hygrade Metal Components	Precision Machining
Kolton	Mast	CNC machinist	Jenkins Machine, Inc	Precision Machining
John	Miga	Vice President	J&L Precision Machine	Precision Machining
Brian	Pollitt	General Manager	Dallas Machine Inc.	Precision Machining
Kyle	Roberts	Operations	Jenkins Machine, Inc	Precision Machining
Randy	Ross	Committee Chairperson/Supervisor Specialty Roll Shop	Lehigh Heavy Forge	Precision Machining
Robert	Shober	Manufacturing supervisor	Tyber Medical	Precision Machining
Darryl	Sienicki	Tool & Die Maker	Sussex Wire, Inc.	Precision Machining
Gary	Slawik	Manager, Apprenticeship and Training	Bihler of America	Precision Machining
Nathan	Snyder	Mold Designer	B. Braun	Precision Machining
Craig	Traugher	Shop Owner	Exigo Manufacturing	Precision Machining
Brad	Wilkins	HR generalist	Tyber Medical	Precision Machining
Simon	Boadle	EMT	Northampton Regional	Protective Services
Robert	Cain	Firefighter	Bethlehem Fire Department	Protective Services
Zahirah	Corrigan	Police Officer	Lehigh University Police Department	Protective Services
Jonathan	Delmore	Paramedic	Dewey FC	Protective Services
John	Demyan	Fire Chief	Lehigh Northampton Airport Authority	Protective Services
Jeffrey	Fritz	Paramedic Supervisor	City of Bethlehem	Protective Services

First Name	Last Name	Title	Company	Program/Shop
Kevin	Fuehrer	Police Officer	Whitehall Township	Protective Services
Erik	Kaintz	Police Officer	Bethlehem Police Department	Protective Services
Katie	Knopf	Recruiting Manager	Dorney Park & Wildwater Kingdom	Protective Services
Colby (CJ)	Kuronya	Chief	Bethlehem Township Vol. Fire Company	Protective Services
Blaize	Maguire	Firefighter/Training Officer	Dewey Fire Company	Protective Services
Michael	Maguire	Paramedic/Fire Chief	Dewey FC/City of Bethlehem	Protective Services
Matthew	Simkovic	Fire Chief	Dewey Fire Company	Protective Services
Michael	Snyder	Education Director, Paramedic	Bethlehem Township Vol. Fire Company	Protective Services
David	Stapinski	Fire Chief	Bethlehem Township Vol. Fire Company	Protective Services
David	Strawn	Chief of Police	Pen Argyl Police Department	Protective Services
Timothy	Wagner	Police Officer	LVI/AA Police Department	Protective Services
Paula	Bonstein	Manager	Lehigh-Northampton Airport Authority	Social Media Marketing
Kailey	Booth	Social Specialist	The Social Station	Social Media Marketing
Susan	Capobianco	Chief Marketing Officer	Morningstar Living	Social Media Marketing
Rachel	Corcoran	Realtor	Coldwell Banker Hearthside- Allentown	Social Media Marketing
Courtney	Evans	Account Manager and Engagement Specialist	3Seed Marketing	Social Media Marketing
Justin	Hoffman		Hilltop Excavating/ Aspire Marketing	Social Media Marketing
Angela	Kilburg	Lead Graphic Designer	Madden Media	Social Media Marketing
Jennifer	Kuehner	Owner	Dog Tags & Wags Dog Grooming	Social Media Marketing
Isiah	Millan	Front Desk Associate	Homewood Suites	Social Media Marketing
Craig	Mosser	Technology Integration Instructor	BAVTS	Social Media Marketing
Teah	Reichard	Co-owner	Josh Reichard Home Improvements, LLC	Social Media Marketing
Behak	Rusnock	Director of Development	Alloy5	Social Media Marketing
Madeline	Sinkler	Marketing Director	BAVTS	Social Media Marketing
Shannon	Sostack	Area Director of Sales	Homewood Suites by Hilton Allentown-West Bethlehem Airport	Social Media Marketing
Nicole	Studingier	Sr. Account Executive	Viamedia	Social Media Marketing
Aidan	Swenor	Former GC Student	Former Student	Social Media Marketing
George	Wacker		Lehigh Valley with Love Media	Social Media Marketing
Mario	Acerra	Manager	Acerra Group, LLC	Video Media Arts
Tom	Braun	Producer	Tom Braun	Video Media Arts
Jane	Cassidy	retired 5th Grade Teacher	Bethlehem ASD	Video Media Arts
Debra	Fink	Teacher	Bethlehem ASD	Video Media Arts
John	Guarino	Owner	Shufflebox Productions	Video Media Arts
Amy	Keller	Creative Director	Lehigh Valley Phantoms	Video Media Arts
Liz	Reph	Supervising Producer	Lou Reda Productions	Video Media Arts
Paul	Riccardi	Owner/Producer/Videographer	Golden Pepper Productions, Inc.	Video Media Arts
Bruce	Ward	Museum Teacher	Historic Bethlehem Museum	Video Media Arts
Bryan	Youpa	Partner/Video Editor/Motion Graphic Artist	Acerra Group	Video Media Arts
William	Benz	owner & chief digital officer	Carnegie Agency	Web Design
John	Bloszinsky	Retired		Web Design
Adam	Dawson	Technology Director	Dauphin County Technical School	Web Design
Josh	Gellock	SEO Consultant	Expander Digital	Web Design

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

8. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the following job description, presented for a second and final reading:

- DECA Chapter Advisor

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: DECA Chapter Advisor

GENERAL POSITION REQUIREMENTS

Employee Group Professional Staff Member

Reports to Supervisor of CTE

ESSENTIAL JOB FUNCTIONS

- Responsible for membership rosters based on the guidelines provided by DECA
- Responsible for coordinating/attending local, district, state and national level conferences for BAVTS students.
- Conduct monthly meetings with student membership
- Plan and conduct a community service activity with members
- Plan and conduct a leadership activity with members
- Supervise fundraising to cover the costs of maintaining a Chapter of DECA, Installation of officers and recruiting of new members.
- Other duties as assigned.

TERMS OF EMPLOYMENT

School year stipend position appointed annually. Work hours concurrent with and in addition to the normal school day. Payment for on-site supervision at DECA local, state, national competitions and events is covered under the Career-Technical Student (CTSO) Advisor Stipend.

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. Occasionally

11 to 20 lbs. Occasionally

Beyond 20 lbs. Not at all

BODY MOVEMENTS

Bend/Stoop Occasionally

Climb Occasionally

Kneel Occasionally

Push Occasionally

Pull Occasionally

Twist Occasionally

Stand Occasionally

Sit Occasionally

Walk Occasionally

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 1, 2024

9. BOARD POLICY UPDATING

RECOMMENDATION:

It is requested that the Joint Committee approve the following policy as presented.
This is the required second reading of this policy.

Policy 210, Use of Medications

MOTION BY:
SECOND BY:
ROLL CALL



Book	Policy Manual
Section	200 Pupils
Title	Use Of Medications
Code	210
Status	First Reading
Adopted	November 5, 2008
Last Revised	September 3, 2024

Purpose

The Joint Committee shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definition

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed health care provider and over-the-counter medicines.

For purposes of this policy, **licensed health care providers** shall include licensed physicians (M.D. and D.O., physician assistants (PA), podiatrists, dentists, optometrists, or certified registered nurse practitioners (CRNP). Written directions from a CRNP for controlled substances must be cosigned by a physician or dentist.

Authority

The Joint Committee directs all school employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Joint Committee shall require the written request of the parent/guardian, giving permission for such administration and relieving the Joint Committee and its employees of liability for administration of medication or the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

Delegation of Responsibility

The Executive Director, in conjunction with the School's First Aid Officer, shall develop procedures for the administration and self-administration of students' medications.

1. Medication and any specific equipment necessary for the administration of medicine shall be provided by the parent/guardian.
2. All medications shall be administered by the First Aid Officer or designee, or self-administered by the student, upon written request.
3. Medications and any specific equipment for the administration of medication shall be securely stored and kept in the original labeled container(s).
4. The First Aid Officer shall maintain a record of the name of the student to whom medication is prescribed, the prescribing health care provider, the dosage and time of administration, and a notation of each instance of administration.
5. All employees involved in administering or supervising self-administration of medication shall receive appropriate training from the First Aid Officer before performing this responsibility.
6. Students may carry selected medication and may self-administer under controlled conditions with parental/licensed health care provider's written approval. The carrying of medications and self-administration of medication by a student during the school day shall be at the discretion of the First Aid Officer.
7. The administrator in charge and First Aid Officer shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Joint Committee directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, First Aid Officer, appropriate parents/guardians and other designated health officials.

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.
8. Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

Legal

1. 24 P.S. 1850.1

2. 22 PA Code 12.41

24 P.S. 1402

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

10. CONFERENCE REQUESTS

RECOMMENDATION:

That Heather Chilcote and Alex Glassberg, Guidance Counselors, be granted permission to attend the PACTA Workshop for CTE School Counselors, in State College, PA, from October 3-4, 2024. The approximate cost for both to attend is \$1,542.00.

That Adam Lazarchak, Executive Director, and four (4) instructors to be determined, be granted permission to attend the Integrated Learning Conference in State College, PA, from November 6-8, 2024. The approximate cost for all to attend is \$3,000.00.

Any conference requests listed above are in the budget.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 1, 2024

11. BUDGET TRANSFERS

RECOMMENDATION:

That the attached budget transfers for October, 2024 be approved as presented.

MOTION BY:
SECOND BY:
ROLL CALL

BUDGET TRANSFERS

#	Account	Description	To	From	REASON
1	10.4300.330.000.000	OTHER PROFESSIONAL SVCS	\$ 1,383.00		DEI site study
	10.4600.330.000.000	EXISTING BLDG IMPROVE SVCS		\$ 1,383.00	Realloate funds to appropriate account
	Reallocate budgeted engineering fees to the appropriate account for costs associated with D'Huy's site survey				
2	10.1330.120.000.000	SALARY - REGULAR	60,809.00		New Mental Health Program added in 24-25
	10.1330.213.000.000	INSUR - LIFE	175.00		New Mental Health Program added in 24-25
	10.1330.214.000.000	INSUR - DISABILITY	291.00		New Mental Health Program added in 24-25
	10.1330.215.000.000	EYE CARE	210.00		New Mental Health Program added in 24-25
	10.1330.220.000.000	SOCIAL SECURITY	4,500.00		New Mental Health Program added in 24-25
	10.1330.230.000.000	RETIREMENT	20,610.00		New Mental Health Program added in 24-25
	10.1330.271.000.000	SELF-INSURED MEDICAL	23,916.00		New Mental Health Program added in 24-25
	10.1330.272.000.000	SELF-INSURED DENTAL	1,134.00		New Mental Health Program added in 24-25
	10.1330.610.000.063	MENTAL HEALTH SUPPLIES	8,000.00		New Mental Health Program added in 24-25
	10.1330.640.000.063	MENTAL HEALTH BOOKS	1,000.00		New Mental Health Program added in 24-25
	10.1330.650.000.063	MENTAL HEALTH SOFTWARE	1,000.00		New Mental Health Program added in 24-25
	10.1380.271.000.000	SELF-INSURED MEDICAL		21,645.00	Projected Insurnace Opt-Out Savings
	10.1380.610.000.000	TEACHING SUPPLIES		50,000.00	Reallocate budgeted funds to specific program
	10.5251.939.000.000	TRANSFER TO FOOD SERVICE FUND		50,000.00	Addiitonal supply chain assistance funding received
	Reallocate budgeted funds for new Mental Health Program that was not included in the 24-25 BAVTS budget				
3	10.2143.360.360.000	PCCD MENTAL HEATH	4,929.50		Reallocate remaining grant funds from the 22-23 grant
	10.2620.610.360.000	PCCD SAFETY SUPPLIES	365.05		Reallocate remaining grant funds from the 22-23 grant
	10.2620.752.360.000	PCCD Equipment		5,294.55	Reallocate remaining grant funds from the 22-23 grant
	Reclassify remaining 22-23 PCCD funds to match approved budget				
4	10.1110.120.000.000	SALARY - REGULAR	4,445.00		Reallocate budgeted costs based on finalized agreement
	10.1110.220.000.000	SOCIAL SECURITY	340.00		Reallocate budgeted costs based on finalized agreement
	10.1110.230.000.000	RETIREMENT	1,506.00		Reallocate budgeted costs based on finalized agreement
	10.1241.120.000.000	SALARY - REGULAR	4,445.00		Reallocate budgeted costs based on finalized agreement
	10.1241.220.000.000	SOCIAL SECURITY	340.00		Reallocate budgeted costs based on finalized agreement
	10.1241.230.000.000	RETIREMENT	1,506.00		Reallocate budgeted costs based on finalized agreement
	10.1342.120.000.000	SALARY - REGULAR	6,787.00		Reallocate budgeted costs based on finalized agreement
	10.1342.220.000.000	SOCIAL SECURITY	519.00		Reallocate budgeted costs based on finalized agreement
	10.1342.230.000.000	RETIREMENT	2,300.00		Reallocate budgeted costs based on finalized agreement
	10.1370.120.000.000	SALARY - REGULAR	923.00		Reallocate budgeted costs based on finalized agreement
	10.1370.220.000.000	SOCIAL SECURITY	70.00		Reallocate budgeted costs based on finalized agreement
	10.1370.230.000.000	RETIREMENT	312.00		Reallocate budgeted costs based on finalized agreement
	10.2120.120.000.000	SALARY - REGULAR	1,715.00		Reallocate budgeted costs based on finalized agreement
	10.2120.220.000.000	SOCIAL SECURITY	131.00		Reallocate budgeted costs based on finalized agreement
	10.2120.230.000.000	RETIREMENT	582.00		Reallocate budgeted costs based on finalized agreement
	10.1380.120.000.000	SALARY - REGULAR		\$18,313.00	Reallocate budgeted costs based on finalized agreement
	10.1380.220.000.000	SOCIAL SECURITY		\$1,400.00	Reallocate budgeted costs based on finalized agreement
	10.1380.230.000.000	RETIREMENT		\$6,208.00	Reallocate budgeted costs based on finalized agreement

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

12. CAPITAL IMPROVEMENTS – MAIN BUILDING MAKE-UP AIR UNIT REPLACEMENTS

INFORMATION:

The Administration has identified the need to replace the main building cafeteria, culinary and bake shop make-up air units. This project would not be addressed as part of the proposed expansion plan and was not included in that cost projection.

The Administration would like to solicit bids for the main building make-up air unit replacements project and wants CHA (previously D'Huy Engineering) to develop bid specifications and solicit bids for the project as soon as possible to complete the work this summer. An agreement for CHA's services will need approval. The bid award is expected to be presented at an upcoming Joint Committee meeting. The estimated cost of the project is \$450,000 and capital reserve funds would be used for the project.

RECOMMENDATION:

That the Joint Committee authorize the Administration to proceed with the specification development utilizing CHA and solicit bids for the main building make-up air unit replacements project.

It is further recommended that the Joint Committee approve the attached services agreement with CHA for the main building make-up air unit replacements project.

MOTION BY:

SECOND BY:

ROLL CALL



September 19, 2024

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

Re: BAVTS – Main Building Cafeteria/Culinary/Bake Shop Make-Up Air Unit Replacements
CHA Project No. 016000

Dear Ms. Miller:

CHA is pleased to submit a proposal for the Replacement of the three Main Building Make-Up Air Units (MAU) that service the Cafeteria, Culinary Arts and Bake Shop. The scope of work is to include the replacement of three existing MAU's including any required structural modifications and roofing modifications.

The schedule for the project is as follows:

Design and Bidding	Fall and Winter of 2024
Construction	Summer of 2025

The Total Project Budget including Construction, Design, Fee, and Contingency is estimated at \$450,000.00.

SCOPE OF SERVICES

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

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

- CHA would provide design and limited construction administration services based on the Retainer Contract fee structure. The Engineering fee for these services would be 7.5% of the construction cost including all alternates.*

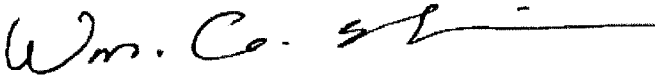
EXCLUSION

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

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

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

Respectfully submitted,



Wm. A. Niswender,
Senior Project Manager

OWNER APPROVAL: Bethlehem Area Vocational Technical School

By: _____

Printed Name: _____

Title: _____

Date: _____



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

13. CAPITAL IMPROVEMENTS – ANNEX BUILDING ROOF TOP UNIT
REPLACEMENTS

INFORMATION:

The Administration has identified the need to replace the annex building roof top air units. This project would not be addressed as part of the proposed expansion plan and was not included in that cost projection.

The Administration would like to solicit bids for the annex building roof top air unit replacements project and wants CHA (previously D'Huy Engineering) to develop bid specifications and solicit bids for the project as soon as possible to complete the work this summer. An agreement for CHA's services will need approval. The bid award is expected to be presented at an upcoming Joint Committee meeting. The estimated cost of the project is \$650,000 and capital reserve funds would be used for the project.

RECOMMENDATION:

That the Joint Committee authorize the Administration to proceed with the specification development utilizing CHA and solicit bids for the annex building roof top air unit replacements project.

It is further recommended that the Joint Committee approve the attached services agreement with CHA for the annex building roof top air unit replacements project.

MOTION BY:

SECOND BY:

ROLL CALL



September 19, 2024

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

Re: BAVTS – Annex Building Roof Top Unit Replacement
CHA Project No. 016000

Dear Ms. Miller:

CHA is pleased to submit a proposal for the Replacement of the Annex Building Roof Top Units (RTU). The scope of work is to include the replacement of five existing gas fired RTU's including any required structural modifications and roofing modifications.

The schedule for the project is as follows:

Design and Bidding	Fall and Winter of 2024
Construction	Summer of 2025

The Total Project Budget including Construction, Design, Fee, and Contingency is estimated at \$650,000.00.

SCOPE OF SERVICES

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

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

- CHA would provide design and limited construction administration services based on the Retainer Contract fee structure. The Engineering fee for these services would be 7.5% of the construction cost including all alternates.***

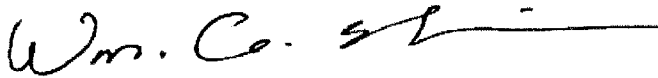
EXCLUSION

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

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

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

Respectfully submitted,



Wm. A. Niswender,
Senior Project Manager

OWNER APPROVAL: Bethlehem Area Vocational Technical School

By: _____

Printed Name: _____

Title: _____

Date: _____



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

14. CAPITAL IMPROVEMENTS – ANNEX BUILDING EXTERIOR COLUMN
REPAIRS & RELATED WORK

INFORMATION:

The Administration has identified the need for structural repairs of two exterior column walls located in the Carpentry and Building Trades shop areas. This project would not be addressed as part of the proposed expansion plan and was not included in that cost projection.

The Administration would like to solicit bids for the annex building exterior column repairs and related work project and wants CHA (previously D'Huy Engineering) to develop bid specifications and solicit bids for the project as soon as possible to complete the work this summer. An agreement for CHA's services will need approval. The bid award is expected to be presented at an upcoming Joint Committee meeting. The estimated cost of the project is \$75,000 and capital reserve funds would be used for the project.

RECOMMENDATION:

That the Joint Committee authorize the Administration to proceed with the specification development utilizing CHA and solicit bids for the annex building exterior column repairs and related work project.

It is further recommended that the Joint Committee approve the attached services agreement with CHA for the annex building exterior column repairs and related work project.

MOTION BY:
SECOND BY:
ROLL CALL



September 19, 2024

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

Re: BAVTS – Annex Building Exterior Column Repairs and Related Work
CHA Project No. 016000

Dear Ms. Miller:

CHA is pleased to submit a proposal for the Annex Building Exterior Column Repairs and related work. The scope of work is to include the structural repairs of two exterior wall columns located at the Carpentry and Building Trades shop areas and includes the replacement of existing exterior man doors and frames at these locations, existing overhead doors are to remain.

The schedule for the project is as follows:

Design and Bidding	Fall and Winter of 2024
Construction	Summer of 2025

The Total Project Budget including Construction, Design, Fee, and Contingency is estimated at \$75,000.00.

SCOPE OF SERVICES

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

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

- CHA would provide design and limited construction administration services based on the Retainer Contract fee structure. The Engineering fee for these services would be a \$5,000 base fee plus 7.5% of the construction cost including all alternates.***

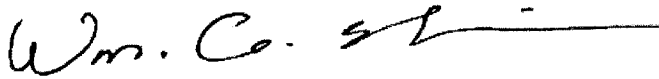
EXCLUSION

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

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

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

Respectfully submitted,



Wm. A. Niswender,
Senior Project Manager

OWNER APPROVAL: Bethlehem Area Vocational Technical School

By: _____

Printed Name: _____

Title: _____

Date: _____



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

15. CAPITAL IMPROVEMENTS – MAIN BUILDING COSMETOLOGY PROGRAM RENOVATIONS

INFORMATION:

The Administration has identified the need for renovations for the cosmetology program. This project would not be addressed as part of the proposed expansion plan and was not included in that cost projection.

The Administration would like to solicit bids for the cosmetology program renovations project and wants CHA (previously D'Huy Engineering) to develop bid specifications and solicit bids for the project as soon as possible to complete the work this summer. An agreement for CHA's services will need approval. The bid award is expected to be presented at an upcoming Joint Committee meeting. The estimated cost of the project is \$150,000 and capital reserve funds would be used for the project.

RECOMMENDATION:

That the Joint Committee authorize the Administration to proceed with the specification development utilizing CHA and solicit bids for the cosmetology program renovations project.

It is further recommended that the Joint Committee approve the attached services agreement with CHA for the cosmetology program renovations project.

MOTION BY:
SECOND BY:
ROLL CALL



September 19, 2024

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

Re: BAVTS – Main Building Cosmetology Program Renovations
CHA Project No. 016000

Dear Ms. Miller:

CHA is pleased to submit a proposal for the Main Building Cosmetology Program Renovations. The scope of work is to include the replacement of existing casework, replacement of five hair washing stations, interior painting, ceiling tile replacement, electrical improvements, and an alternate bid for lighting system replacement.

The schedule for the project is as follows:

Design and Bidding	Fall and Winter of 2024
Construction	Summer of 2025

The Total Project Budget including Construction, Design, Fee, and Contingency is estimated at \$150,000.00.

SCOPE OF SERVICES

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

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

- CHA would provide design and limited construction administration services based on the Retainer Contract fee structure. The Engineering fee for these services would be a \$3,000 base fee plus 7.5% of the construction cost including all alternates.***

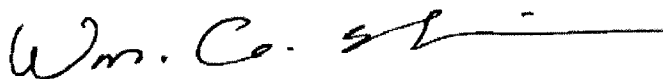
EXCLUSION

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

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

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

Respectfully submitted,



Wm. A. Niswender,
Senior Project Manager

OWNER APPROVAL: Bethlehem Area Vocational Technical School

By: _____

Printed Name: _____

Title: _____

Date: _____



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 1, 2024

16. CONTINUING EDUCATION

a. CUSTOMIZED TRAINING AGREEMENT

That the Executive Director be authorized to execute the attached agreement between Bethlehem Area Vocational-Technical School's Continuing Education Division and Just Born Quality Confections for the purpose of providing customized machine shop training on-site at Just Born, be approved.

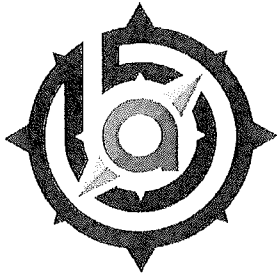
b. 2024-2025 CONTINUING EDUCATION INSTRUCTORS

RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructor for the 2024-2025 school year, at the hourly rate listed, pending receipt of all required paperwork:

Name	Course(s)	Salary
Karissa Mitch	EKG	\$28.00/hour
Jesse Schneck	Customized Machine Shop Training For Just Born	\$32.00/hour

MOTION BY:
SECOND BY:
ROLL CALL



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

Division of Continuing Education

3300 Chester Ave., Bethlehem, PA 18020-2870 | 610-866-8013 Ext. 119 | Fax – 610-866-5978 | huberd@bavts.org

Customized Training Agreement

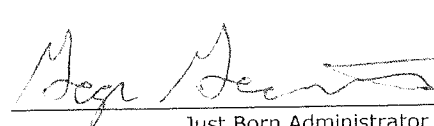
Just Born Quality Confections
1300 Stefko Blvd.
Bethlehem, PA 18017
&
Bethlehem Area Vocational-Technical School
3300 Chester Ave.
Bethlehem, PA 18020

Bethlehem Area Vocational-Technical School (BAVTS) will provide 100 hours of instruction in machining at the machine shop located on-site at Just Born.

Facility: *Just Born Machine Shop*
Instructor: *A qualified instructor provided by BAVTS*
Supplies/Materials: *Supplied by Just Born*
Handouts: *Provided by BAVTS*
Length: *100 hrs.*
Days: *Tuesday / Thursday*
Hours: *4:00 pm – 8:00 pm*
Dates: *October 15, 2024 – January 28, 2025 (additional days may need to be added for make-up days due to weather or illness)*
Cost: *\$5,000. for up to 5 students / \$750. for each additional student above 5*

BAVTS Administrator

Date

 (SR Mgmt Manager)

Just Born Administrator

9/5/24

Date

“An Affordable Local Solution to Continuing Education”

The Bethlehem Area Vocational-Technical School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bethlehem Area Vocational-Technical School's Title IX Coordinator or the Section 504 Coordinator at 3300 Chester Ave., Bethlehem, PA 18020.

www.bethlehemavts.org

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

17. CONTRACT FOR SERVICES

INFORMATION:

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

Attached is a contract that has been provided by IU 20; BAVTS will be billed for services rendered by IU 20. The rate for this service is \$630.

RECOMMENDATION:

That the Joint Committee authorize the Executive Director to enter into a Contract For Service with SSK&W through IU 20, effective August 24, 2024 through August 23, 2025.

MOTION BY:

SECOND BY:

ROLL CALL

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

Bethlehem Area Vocational-Technical School and Colonial Intermediate Unit 20 will enter into an agreement with Sweet, Stevens, Katz & Williams, LLC, who will provide telephone and electronic mail advice, opinions concerning computers, education technology, electronic devices, and related policies.

The rate for this service will be \$630.00. This contract will be in effect from August 24, 2024 through August 23, 2025.

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

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


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

9/18/24
Date

Bethlehem Area Vocational-Technical
School
Executive Director

Date

Federal ID Number

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

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 1, 2024

J.(1.) 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	Est Cost	*Type	Completion Date	Materials Cost	Total Cost	Paid Date Paid Status
25-1	Glenn Milositz	Graphics	Visitor/Tresspassing Signage			4		\$	\$0.00	
25-2	Glenn Milositz	Graphics	Vinyl Window Coverings for Identifies Program Areas			4			\$0.00	
25-3	Glenn Milositz	Graphics	Reflective Room Letter/Number Vinyl Signage			4	09/23/24	\$ 200.00	\$200.00	
25-4	Mike Galler	Culinary Events	End of Summer Luncheon	08/05/24	\$ 500.00	4	08/06/24	\$ 500.00	\$500.00	PAID
25-5	Marketing	Baking	Baked Goods for Northampton Open House	08/14/24	\$ 100.00	4	08/21/24	\$ 100.00	\$100.00	PAID
25-6	Mike Galler	Food Truck	Meals for Substitute Meeting (08/20/2024)	08/16/24	\$ 216.00	4	08/20/24	\$ 216.00	\$216.00	PAID
25-7	Karen Mustonen	Graphics	Business Cards	08/21/24	\$ 6.00	4	08/28/24	\$ 6.00	\$6.00	PAID
25-8	Susan Fahrenkopf	Culinary Events	Food for Sister City Roundtable (9/18/24)	08/29/24		4			\$0.00	
25-9	Marketing	Baking	Baked Goods for Freedom Open House (9/4/24)	09/05/24	\$ 200.00	4	09/04/24	\$ 200.00	\$200.00	
25-10	Directors Office	Graphics	2 signs for under clocks in Director's office "Every Second Counts"	09/05/24	\$ 5.00	4			\$0.00	
25-11	Business Office	Graphics	Push Door To Open sign	09/13/24		4			\$0.00	
25-12	Marketing	Baking	Freedom Career & College Night (10/01/24)	09/13/24	\$ 50.00	4	09/16/24	\$ 50.00	\$50.00	
25-13	Marketing	Baking	Baked Goods for Northampton Open House (09/12/24)	09/12/24	\$ 75.00	4	09/13/24	\$ 75.00	\$75.00	
25-14	Jeff Bower	Auto Coll.	Repaint School Van	09/13/24		4			\$0.00	
25-15	Marketing	Baking	Desserts for Liberty Open House	09/12/24	\$ 200.00	4	09/16/24	\$ 200.00	\$200.00	
25-16	NTHS	Baking	Baked goods for Induction Ceremony (10/10/24)	09/13/24		4			\$0.00	
25-17	NTHS	Culinary Events	Finger Foods for Induction Ceremony (10/10/24)	09/13/24		4			\$0.00	
25-18	Jalissa Kuehner	Graphics	Aprons	09/16/24		4			\$0.00	
25-19	Angela Thom	Culinary Events	SkillsUSA Team Building Event (10/17/24)	09/16/24		4			\$0.00	
25-20	Adam Lazarchak	Food Truck	Freedom/Liberty Tailgate (10/26/24)	09/16/24		4			\$0.00	
25-21	Jeff Bower	Graphics	Notpads for office	09/18/24		4	09/18/24	\$ 5.00	\$5.00	
25-22	Don Heptner (HVAC)	Graphics	Sign in sheets, inventory cards, notebooks	09/18/24		4	09/18/24	\$ 5.00	\$5.00	
25-23	Dana Huber	Culinary Events	600 Cookies for Little Pink Dress Event (10/22/24) Marketing	09/18/24		4			\$0.00	

25-24	Dana Huber	Culinary Events	200 Cookies for Taste & Tunes (10/11/24) DONATION	09/18/24		4			\$0.00	
25-141	Heather Chilcote	Baking	24 Cream cheese cupcakes	09/10/24	24.00	1	09/17/24	24.00	\$24.00	PAID 09/17/24
25-176	Jennifer Klo	Auto Tech	Brakes not working properly	08/23/24		1			\$0.00	VOID
25-177	Connie Muschko	Auto Tech	Check ball joint, rod and sway bar	08/23/24		1	09/23/24	0.00	\$0.00	
25-178	George Lockenbill	Auto Tech	Fuel pump replace & oil change	08/27/24		3			\$0.00	
25-179	Joan Dinbokowitz	Auto Tech	Jeep - Oil Change	08/29/24		1	09/16/24	48.46	\$48.46	PAID 9/16/24
25-180	Karen Mustonen	Auto Tech	Acura - 2017 Oil Change	08/29/24		1	09/10/24	38.13	\$38.13	PAID 9/10/24
25-181	Karen Mustonen	Auto Tech	Acura - 2011 Oil Change	08/29/24		1	09/06/24	39.77	\$39.77	PAID 9/10/24
25-182	Michael Giamoni	Auto Tech	Chevy - Noise in rear, balance tires	08/30/24		1			\$0.00	
25-183	Michael Giamoni	Auto Tech	Ford - Oil, Trans Oil, Rear, Brakes, Flush brake fluid	08/30/24		1			\$0.00	
25-184	Meri Lindenmuth	Auto Tech	Dashboard lights	08/30/24		1			\$0.00	
25-185	Dario Chavez	Auto Tech	Dodge - Replace altinator	09/03/24		1	09/13/24	239.79	\$239.79	Paid 9/16/24
25-186	Daniel Berardesca	Auto Tech	Lexus - brakes & control arm	09/04/24		1			\$0.00	
25-187	Daniel Berardesca	Auto Tech	Volkswagon - Oil change	09/04/24		1			\$0.00	
25-188	Mike Galler	Auto Tech	Kawasaki - New soundbar, toggle switch, winch w/switch	09/04/24		1	09/23/24	10.00	\$10.00	PAID 9/23/24
25-189	Mike Galler	Auto Tech	Saturn - MPI, LOF, New lugs on rear wheels	09/04/24		1			\$0.00	
25-190	Alex Glassberg	Auto Tech	Jeep - Needs horn, turn signal bulb, pre inspection, hazard button	09/05/24		1			\$0.00	
25-191	Robert Gotzon	Auto Tech	Replace Spark Plugs	09/05/24		1	09/23/24	0.00	\$0.00	
25-192	Steve Mantz	Auto Tech	Jeep - Oil filter change, flush & fill	09/05/24		1			\$0.00	
25-193	Robert Kulick	Auto Tech	Chevy - Transmission	09/05/24	Diag. Needed	1			\$0.00	
25-194	Michael Goch	Auto Tech	Chrysler - Replace exhaust flex pipe and valve cover gaskets	09/09/24	50.00	2			\$0.00	
25-195	Alexa Madurski	Auto Tech	Hyundai - Oil change	09/09/24	30.00	2			\$0.00	VOID
25-196	Darian Caraballo	Auto Tech	Honda - front wheel bearing replacement, balance tires	09/10/24		2			\$0.00	
25-197	Julian Muniz	Auto Tech	Nissan -	09/10/24		2	09/20/24	0.00	\$0.00	PAID 9/20/24
25-198	Dario Chavez	Auto Tech	Toyota - Neet front left rotor & all tires looked at	09/10/24		1	09/19/24	135.98	\$135.98	PAID 9/20/24
25-199	Heather Chilcote	Auto Tech	Toyota - Oil change & brakes	09/12/24		1			\$0.00	
25-200	Julian Korpics	Auto Tech	Wheel nuts replaced	09/18/24		2	09/24/24	0.00	\$0.00	PAID 9/24/24

25-201	Nikhil Khellawan	Auto Tech	Replace exhaust.	09/19/24		2				\$0.00	
25-202	Bill Grushow	Auto Tech	Replace 4 tires and align	09/19/24		1				\$0.00	
25-203	Luis Santiago	Auto Tech	Tire sensor and passenger side noise when hit bump	09/19/24	Diag. Needed	1				\$0.00	
25-204	Dennis Kassick	Auto Tech	Front brakes, rotate 2 tires	09/20/24	5.00	2	09/23/24	0.00		\$0.00	
25-205	Janiel Brazoban	Auto Tech	Rotor	09/20/24		2				\$0.00	
25-206	Jordan Montague	Auto Tech	Oil Change, check brakes	09/23/24	35.00	1				\$0.00	
25-207	Brian Moser	Auto Tech	Subaru - trouble starting	09/24/24	Diag. Needed	1				\$0.00	
25-208	Jeff Cantrel	Auto Tech	Toyota - Oil Change	09/24/24	40.00	1				\$0.00	
25-376	The Arc of Lehigh Valley	Food Truck	Food Truck event	03/18/24	1,550.00	6	07/19/24	1,983.75		\$1,983.75	Paid 07/19/24
25-377	King Spry	Food Truck	Food Truck Event 09/17/2024	08/08/24		3		1,609.08		\$1,609.08	Paid 09/17/24
25-378	Bridges Foundation	Culinary Events	Luncheon for 09/17/2024 Board Meeting	08/08/24	300.00	3	09/17/24	300.00		\$300.00	
25-379	Skills USA Clayshoot (At	Food Truck	Food Truck Event 09/06/2024	08/06/24		6				\$0.00	
25-380	FAB Olympics	Food Truck	Food Truck Event 09/28/2024	08/08/24		3				\$0.00	VOID
25-381	Jesse Schneck	Culinary Events	08/30/2024 Rehearsal Dinner	08/21/24		1	08/30/24	300.00		\$300.00	Paid 09/04/2024
25-427	Maria Womer Stiffinella	Graphics	Business Cards	03/08/24		1		7.50		\$7.50	
25-428	Dawn Sutter	Graphics	Put BAVTS logo on shirts provided	08/01/24		1				\$0.00	
25-429	Greta Wilmot	Graphics	Repair Book Binding	08/14/24		1				\$0.00	VOID
25-430	Jennifer Klo	Auto Collision	Replace hood	08/29/24		1				\$0.00	
25-431	Nikhil Khellawan	Auto Collision	Scratch on bumper	08/29/24		2				\$0.00	
25-432	Jennifer Stilgenbauer	Graphics	Poster & sign	08/29/24		1	08/29/24	15.00		\$15.00	Paid 08/30/24
25-433	Dharvam Sookram	Graphics	Business banner & 500 business cards	09/12/24		3				\$0.00	
25-434	Craig Mosser	Graphics	Paint mask for wall	09/20/24		1				\$0.00	
25-481	Jennifer Klo	Bldg. Trades	Replace panel on 2 cabinet doors	09/03/24		1				\$0.00	
25-482	Amber Lyn Hunsicker	Auto Coll.	Car doors fixed from accident	09/04/24		1				\$0.00	
25-483	Emily Hough	Auto Coll.	Adjust bumper	09/04/24		1				\$0.00	
25-484	Emily Hough	Precis.Mach.	Headphone holders	09/10/24		1				\$0.00	
25-485	Lori Kram	Bldg. Trades	Wooden Planter	09/20/24		1				\$0.00	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

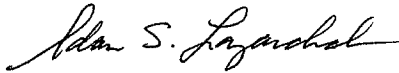
October 1, 2024

I. (2.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending September 30, 2024.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Adam S. Lazarchak". The signature is fluid and cursive, with a long horizontal stroke at the end.

Adam S. Lazarchak
Executive Director

Sf

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
August 31, 2024

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	10,000.00	8,279.47	1,720.53
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	1,000.00	5,000.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	-	250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	-	0.00
10.6946.001.000.000	RECEIPTS FROM BASD	7,052,064.00	1,484,647.72	5,567,416.28
10.6946.002.000.000	RECEIPTS FROM NASD	3,140,829.00	495,918.00	2,644,911.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,080,587.00	227,496.00	853,091.00
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	100,000.00	-	100,000.00
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	2.09	1,997.91
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,143,686.00	247,853.00	895,833.00
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	-	140,000.00
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	-	300,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	224,172.00	-	224,172.00
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,027,329.00	-	1,027,329.00
10.8521.000.663.000	FEDERAL	345,982.00	-	345,982.00
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	-	-	0.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	-	0.00
TOTALS FOR GENERAL FUND		14,597,899.00	2,465,196.28	12,132,702.72
TOTAL REVENUES		14,597,899.00	2,465,196.28	12,132,702.72

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
August 31, 2024

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	641,430.00	-	9,945.91	523,788.95	107,695.14
10.1240.000.000.000	SPECIAL EDUCATION	671,226.00	-	16,463.51	417,603.56	237,158.93
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	528,568.00	-	10,431.86	473,086.90	45,049.24
10.1342.000.000.000	HOME ECONOMICS PROGRAM	922,443.00	-	31,088.40	632,574.41	258,780.19
10.1370.000.000.000	TECHNICAL PROGRAM	158,257.00	-	2,199.16	99,993.74	56,064.10
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,717,375.00	-	78,251.90	2,736,001.20	1,903,121.90
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,510,698.00	-	74,412.30	1,116,729.76	319,555.94
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,768.00	-	5,940.23	38.67	114,789.10
10.2310.000.000.000	BOARD SECRETARY	3,631.00	-	101.99	4.21	3,524.80
10.2320.000.000.000	BOARD TREASURER	1,655.00	-	143.29	2.73	1,508.98
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	-	45,000.00	15,000.00
10.2360.000.000.000	OFFICE OF THE DIRECTOR	459,370.00	-	69,161.29	270,547.51	119,661.20
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	628,778.00	-	85,835.60	386,378.42	156,563.98
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	105,901.00	-	2,052.51	71,291.10	32,557.39
10.2511.000.000.000	BUSINESS OFFICE	631,795.00	-	97,062.94	348,568.55	186,163.51
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,210,628.00	-	279,867.77	371,893.57	1,558,866.66
10.2660.000.000.000	SECURITY SERVICES	57,628.00	-	-	53,555.00	4,073.00
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	3,994.06	1,290.96	23,714.98
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	657,615.00	-	95,248.76	208,092.18	354,274.06
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	106,528.00	-	27.76	58.75	106,441.49
10.3350.000.000.000	WELFARE ACTIVITIES	5,000.00	-	-	-	5,000.00
10.3390.000.000.000	COMMUNITY SERVICES	109,605.00	-	5,206.00	59,646.16	44,752.84
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	-	-	1,382.11	(1,382.11)
10.4600.000.000.000	IMPROVEMENT EXPENSES	75,000.00	-	-	17,408.71	57,591.29
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	-	-	100,000.00
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	-	-	-	50,000.00
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00
TOTAL FOR GENERAL FUND		14,597,899.00	-	867,435.24	7,834,937.15	5,895,526.61
TOTAL EXPENSES		14,597,899.00	-	867,435.24	7,834,937.15	5,895,526.61
EXCESS OF REVENUE OVER EXPENSES				1,597,761.04		