

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

Regular Meeting		PAGE
BAVTS Joint Committee		A-1
August 2, 2016 – 7:00 p.m.		
A.	Pledge of Allegiance	
B.	Roll Call	
C.	Motion to Approve Agenda	
D.	Announcement of Executive Session	
E.	Approval of Minutes – Regular Meeting, June 2, 2016	
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N.	Adjournment	

Next Meeting Date: Tuesday, September 6, 2016

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

August 2, 2016

Your Treasurer respectfully submits the following report for the period ending

June 30, 2016

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL		BALANCE	RECEIPTS	DISBURSEMENTS	UNAUDITED BALANCE
FUND NAME		June 1, 2016			June 30, 2016
General	includes PLGIT/CD	1,620,039.52	1,158,418.29	(2,445,423.61)	333,034.20
House Project		763,138.24		(113,063.13)	650,075.11
Production		28,672.34	5,079.03	(4,540.27)	29,211.10
Capital Reserves	includes PLGIT/CD	855,640.33	248.57	(1,237.50)	854,651.40
Payroll		10,202.40	1,459,025.26	(1,459,119.63)	10,108.03
Cafeteria		12,900.52	9,641.82	(19,449.33)	3,093.01
Student Activities		18,747.09	13,533.27	(748.96)	31,531.40
Adult Education	includes PLGIT/CD	131,998.32	42,107.63	(52,130.29)	121,975.66
TOTALS		3,441,338.76	2,688,053.87	(4,095,712.72)	2,033,679.91

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

June 1, 2016
RECEIPTS

Production	5,079.03	
Interest	43.13	
District Contrib.	690,808.00	
District Contrib./Auth.		
State / Fed Funds	398,003.98	
Tuition		
Other	8,267.85	
Transfers - PLGIT		
Inter-Fund Transfers	61,227.05	1,163,429.04
DISBURSEMENTS		
Prepaid Bills	(744,590.08)	
Bill Listings	(351,939.72)	
Payroll	(1,459,023.27)	
Other--Authority Bond		
Fees		
Void Checks	2.17	
Transfers - PLGIT	0.00	(2,555,550.90)

June 30, 2016 ADJ BOOK BALANCE 817,034.27

BANK RECONCILIATION

June 30, 2016

Bank Balance	1,473,803.52	
Memo		
Outstanding Checks	(656,769.25)	
Deposit in Transit		
June 30, 2016	ADJ BANK BALANCE	817,034.27

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

June 1, 2016

Transfers In	0.00	
Interest	68.28	
P Card purchases	(7,476.11)	
Transfers Out		
Transfers Out-CD purch		

June 30, 2016 ADJ BOOK BALANCE 195,286.14

BANK RECONCILIATION

June 30, 2016

Bank Balance	195,286.14	
Outstanding Checks	0.00	
June 30, 2016	ADJ BANK BALANCE	195,286.14

Average Yield for May 2016 is .39%

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

August 2, 2016

Your Treasurer respectfully submits the following report for the period ending

June 30, 2016

CAPITAL RESERVES - EMBASSY BANK

June 1, 2016			5,479.57
	Receipts	0.00	
	Interest	1.69	
	Void Checks		1.69
	Fees		
	Disbursements	(1,237.50)	(1,237.50)
June 30, 2016	ADJ BOOK BALANCE		4,243.76

BANK RECONCILIATION

	June 30, 2016		
Bank Balance		81,685.13	
Memos			
Outstanding Checks		(77,441.37)	
Deposit in Transit		0.00	
June 30, 2016	ADJ BANK BALANCE		4,243.76

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

June 1, 2016			850,160.76
	Transfers In		
	Interest	246.88	
	Transfers Out		
	Transfers Out-CD purch	0.00	
June 30, 2016	ADJ BOOK BALANCE		850,407.64

BANK RECONCILIATION

	June 30, 2016		
Bank Balance		850,407.64	
Outstanding Checks		0.00	
June 30, 2016	ADJ BANK BALANCE		850,407.64

Average Yield for May 2016 is .39%

PAYROLL FUND - EMBASSY BANK

June 1, 2016			10,202.40
	Receipts	1,459,023.27	
	Interest	1.99	
	Void Checks		1,459,025.26
	Fees	(96.36)	
	Disbursements	(1,459,023.27)	(1,459,119.63)
June 30, 2016	ADJ BOOK BALANCE		10,108.03

BANK RECONCILIATION

	June 30, 2016		
Bank Balance		603,916.51	
Memos		0.00	
Outstanding Checks		(593,808.48)	
Deposit in Transit		0.00	
June 30, 2016	ADJ BANK BALANCE		10,108.03

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

August 2, 2016

Your Treasurer respectfully submits the following report for the period ending

June 30, 2016

CAFETERIA FUND - EMBASSY BANK			
June 1, 2016			12,900.52
	Receipts	9,641.68	
	Transfers	0.00	
	Interest	0.14	9,641.82
	Disbursements	(19,449.33)	
	Void Check		(19,449.33)
June 30, 2016	ADJ BOOK BALANCE		3,093.01

BANK RECONCILIATION			
		June 30, 2016	
	Bank Balance	3,254.74	
	Memos	0.00	
	Outstanding Checks	(161.73)	
	Deposit in Transit	0.00	
June 30, 2016	ADJ BANK BALANCE		3,093.01

ADULT EDUCATION FUND - EMBASSY BANK			
June 1, 2016			131,998.32
	Receipts	42,104.78	
	PLGIT Transfers	0.00	
	Interest	2.85	42,107.63
	Disbursements	(52,130.29)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(52,130.29)
June 30, 2016	ADJ BOOK BALANCE		121,975.66

BANK RECONCILIATION			
		June 30, 2016	
	Bank Balance	125,713.16	
	Memos	0.00	
	Outstanding Checks	(4,542.50)	
	Deposit in Transit	805.00	
June 30, 2016	ADJ BANK BALANCE		121,975.66

STUDENT ACTIVITY ACCT - EMBASSY BANK			
June 1, 2016			18,747.09
	Receipts	13,532.82	
	Other		
	Interest	0.45	13,533.27
	Disbursements	(748.96)	
	Other--Ret'd Check	0.00	
	Voided Check		(748.96)
June 30, 2016	ADJ BOOK BALANCE		31,531.40

BANK RECONCILIATION			
		June 30, 2016	
	Bank Balance	32,734.40	
	Outstanding Checks	(1,203.00)	
	Deposit in Transit	0.00	
June 30, 2016	ADJ BANK BALANCE		31,531.40

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

August 2, 2016

Your Treasurer respectfully submits the following report for the period ending

June 30, 2016

REPORT OF DEPOSITORIES

June 30, 2016

EMBASSY BANK

General Fund	1,473,803.52	
Capital Reserve	81,685.13	
Payroll Account	603,916.51	
Cafeteria Fund	3,254.74	
Adult Ed. Fund	125,713.16	
Student Activity Fund	32,734.40	

PLGIT

PLGIT General Fund	195,286.14	
PLGIT CD (General Fund)	0.00	195,286.14
PLGIT Capital Reserve	850,407.64	
PLGIT CD (Cap Reserve)	0.00	850,407.64
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES	3,366,801.24	
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Respectfully submitted,

Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 2, 2016

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through August 2, 2016 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

BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL

REPORT DATE
6/30/2016

EMBASSY BANK - GENERAL FUND

Check Date	Pre-Pay	Check Number	Vendor	Check Amount	Description
6/2/2016	Y	23046	A & A LIMOUSINE SERVICE	\$400.00	TRAVEL
6/2/2016	Y	23047	ALLY BEAUTY SUPPLY	\$263.46	COSMETOLOGY SUPPLIES
6/2/2016	Y	23048	HOME DEPOT CREDIT SVCS.	\$1,168.96	SHOP/DEPT PURCHASES
6/2/2016	Y	23049	KATRINA BRIGGS	\$75.00	COSMETOLOGY REFUND
6/2/2016	Y	23050	SHARON WERST	\$625.00	REIMBURSEMENT
6/2/2016	Y	23051	WEX BANK	\$63.43	GASOLINE
6/2/2016	Y	23052	YORK PENN MACHINERY	\$20,201.60	PRECISION MACHINING SUPPLIES
6/8/2016	Y	23053	ST. LUKES HOSPITAL.	\$290.00	CPR, FIRST AID CARDS
6/8/2016	Y	23054	UGI UTILITIES	\$1,445.15	GAS SERVICE
6/15/2016	Y	23055	CITY OF BETHLEHEM	\$2,100.70	WATER/SEWER SERVICE
6/15/2016	Y	23056	DELL MARKETING L.P.	\$115.97	TECHNOLOGY SUPPLIES
6/15/2016	Y	23057	DIRECT ENERGY BUSINESS	\$1,332.59	GAS SERVICE
6/15/2016	Y	23058	EMBASSY BANK -	\$8,402.24	SHOP/DEPT PURCHASES
6/15/2016	Y	23059	PACTA	\$500.00	CONFERENCE REGISTRATION
6/15/2016	Y	23060	PP&L	\$22,686.91	ELECTRIC SERVICE
6/15/2016	Y	23061	READY REFRESH	\$24.30	BOTTLED WATER
6/15/2016	Y	23062	VERIZON WIRELESS	\$499.76	CELLULAR PHONES
6/20/2016	Y	23063	4IMPRINT	\$1,787.63	MARKETING SUPPLIES
6/20/2016	Y	23064	BETHLEHEM TOWNSHIP	\$37,125.00	RESOURCE OFFICER
6/20/2016	Y	23065	DEBORAH SHUPE	\$1,064.00	REIMBURSEMENT
6/20/2016	Y	23066	EBTEP	\$137,103.80	HEALTH INSURANCE PREMIUM
6/20/2016	Y	23067	GOODHEART-WILCOX	\$4,455.63	MASONRY TEXTBOOKS
6/20/2016	Y	23068	HIGHMARK BLUE SHIELD	\$1,343.28	VISION BENEFITS 2015-16
6/20/2016	Y	23069	KIMBERLY VIOLA	\$110.00	REIMBURSEMENT
6/20/2016	Y	23070	THERESA FAY	\$75.00	COSMO KIT REFUND
6/27/2016	Y	23071	LIFE FITNESS	\$27,274.62	ATHLETIC HEALTH/FITNESS
6/28/2016	Y	23072	EBTEP	\$48,013.65	MEDICAL BENEFITS 2015-2016
6/30/2016		23073	ACM ASSOCIATES INC.	\$4,500.00	ASBESTOS ABATEMENT A108
6/30/2016		23074	ADAM LAZARCHAK	\$387.88	TRAVEL REIMBURSEMENT
6/30/2016		23075	ADAM NICKISCHER	\$25.94	WORKSHOP REIMBURSEMENT
6/30/2016		23076	ADVANCE AUTO PARTS	\$5,890.35	AUTO TECH SUPPLIES

BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

REPORT DATE
6/30/2016

Check Date	Pre-Pay	Check Number	Vendor	Check Amount	Description
6/30/2016		23077	AIDIL AKGUN	\$75.00	COSMO KIT REFUND
6/30/2016		23078	ALL-PHASE ELECTRIC SUPPLY CO.	\$8,785.11	MAINTENANCE SUPPLIES
6/30/2016		23079	ALLENTOWN / BETHLEHEM GOOSE	\$87.00	FASHION INDUSTRY SUPPLIES
6/30/2016		23080	ALLIED PERSONNEL SERVICES	\$773.07	PROFESSIONAL SERVICES
6/30/2016		23081	AMERICAN RED CROSS -HEALTH & SAFETY	\$999.00	HEALTH CAREERS SUPPLIES
6/30/2016		23082	AXA EQUITABLE	\$4,320.00	SICK PAYOUT
6/30/2016		23083	B & H VIDEO INC.	\$21,377.00	MEDIA ARTS SUPPLIES
6/30/2016		23084	BETHLEHEM TOWNSHIP	\$13,513.08	ENGINEERING FEES
6/30/2016		23085	BETHLEHEM TWSHP. MUNICIPAL AUTHORITY	\$210.23	SEWER ESCROW
6/30/2016		23086	BETTIE KICHLINE	\$145.45	REIMBURSEMENT
6/30/2016		23087	BSA POST 1928	\$56.10	REFUND ON WORK ORDER
6/30/2016		23088	CAROL SHELLY	\$75.00	COSMO KIT REFUND
6/30/2016		23089	CASILIO CONCRETE	\$318.00	MAINTENANCE REPAIRS
6/30/2016		23090	CENTER FOR EDUC. & EMPLOYMENT LAW	\$159.00	SUBSCRIPTION
6/30/2016		23091	CERTIFIED CHEMICAL CO.	\$565.50	MAINTENANCE SUPPLIES
6/30/2016		23092	COMMERCIAL KITCHEN REPAIRS	\$2,588.13	MAINTENANCE SERVICE
6/30/2016		23093	COMMUNICATION SYSTEMS INC.	\$3,560.00	MONITORING SERVICES
6/30/2016		23094	CONNIE MUSCHKO	\$259.74	TRAVEL
6/30/2016		23095	CSI MATERIAL HANDLING INC.	\$113.04	MAINTENANCE SERVICE
6/30/2016		23096	D'HUY ENGINEERING INC.	\$3,630.47	PROFESSIONAL SERVICES
6/30/2016		23097	EARTHLINK BUSINESS	\$483.29	PHONE SYSTEM
6/30/2016		23098	EASTERN AUTOPARTS WAREHOUSE	\$588.10	PROJECT SUPPLIES
6/30/2016		23099	ELEMENT ENVIRONMENTAL SOLUTIONS	\$2,786.00	CONSULTING SERVICES
6/30/2016		23100	ELLEN MCFADDEN	\$75.00	COSMO KIT REFUND
6/30/2016		23101	EMPIRE SERVICES	\$89,501.35	SITE IMPROVEMENTS
6/30/2016		23102	FAST LANE TOWING & TRANSPORT INC.	\$75.00	TOWING SERVICE
6/30/2016		23103	FIDELITY INVESTMENTS	\$6,682.50	SICK PAYOUT
6/30/2016		23104	FRONTLINE TECHNOLOGIES GROUP	\$2,202.50	PROFESSIONAL SERVICES
6/30/2016		23105	FTIOS	\$5,130.00	SICK PAY OUT
6/30/2016		23106	FULLER PAPER CO.	\$14.28	MAINTENANCE SUPPLIES
6/30/2016		23107	GORMAN & ASSOCIATES P.C.	\$4,900.00	AUDIT FEE

BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL

REPORT DATE
6/30/2016

EMBASSY BANK - GENERAL FUND

Check Date	Pre-Pay	Check Number	Vendor	Check Amount	Description
6/30/2016		23108	GOVCONNECTION INC. --	\$7,054.15	TECHNOLOGY SUPPLIES
6/30/2016		23109	HARRIS SCHOOL SOLUTIONS	\$12,749.00	ANNUAL FEES
6/30/2016		23110	HENDERSHOT DOOR SYSTEMS INC.	\$1,184.00	MAINTENANCE SERVICE
6/30/2016		23111	HERMANCIE MACHINE CO.	\$1,008.37	MAINTENANCE SUPPLIES
6/30/2016		23112	HOME DEPOT CREDIT SVCS.	\$642.15	MAINT SUPPLIES
6/30/2016		23113	IDENTICARD SYSTEMS	\$775.00	OFFICE SUPPLIES
6/30/2016		23114	INTEGRA ONE	\$281.27	TECHNOLOGY SUPPLIES
6/30/2016		23115	INTEGRITEC INC.	\$480.00	WATER TREATMENT SERVICE
6/30/2016		23116	JACK WILLIAMS TIRE	\$17,999.50	AUTO EQUIPMENT
6/30/2016		23117	JAMIE BATES	\$75.00	COSMO KIT REFUND
6/30/2016		23118	JEFFREY CANTREL	\$32.00	REIMBURSEMENT
6/30/2016		23119	JENNINGS TRANSPORTATION CORP	\$2,079.30	BUS TRANSPORTATION
6/30/2016		23120	JILL M KULAK	\$24.30	MILEAGE
6/30/2016		23121	JOHN A KARB	\$255.56	REIMBURSEMENT
6/30/2016		23122	K & L SERVICES GROUP INC.	\$3,602.50	ENGINEERING SUPPLIES
6/30/2016		23123	KENSOL AIRWAYS	\$1,616.00	MAINTENANCE SERVICE
6/30/2016		23124	KEYSTONE AUTOMOTIVE	\$275.10	PROJECT SUPPLIES
6/30/2016		23125	KING SPRY HERMAN FREUND FAUL	\$2,208.00	SOLICITOR'S FEES
6/30/2016		23126	LAWSON PRODUCTS	\$46.99	AUTO TECH SUPPLIES
6/30/2016		23127	LEHIGH VALLEY JANITORIAL SUPPLY	\$15.16	MAINT. SUPPLIES
6/30/2016		23128	LINCOLN INVESTMENT PLANNING. INC.	\$12,002.50	SICK PAY OUT
6/30/2016		23129	LISA BLANK	\$53.22	TRAVEL
6/30/2016		23130	LISA BLANK - PETTY CASH	\$38.99	PETTY CASH
6/30/2016		23131	LUSSC	\$4,750.00	2016-17 MEMBERSHIP DUES
6/30/2016		23132	MACINTOSH LINEN SERVICE	\$495.51	2015-2016 CULINARY EXPENSES
6/30/2016		23133	MARK HILLIARD	\$325.00	MEDIA ARTS REPAIRS
6/30/2016		23134	MCGRAW HILL BOOK CO.	\$4,336.39	EMT SUPPLIES
6/30/2016		23135	MELODIE BLOSZINSKY	\$184.41	HEALTH CAREERS DVD
6/30/2016		23136	MICHAEL GALLER	\$95.04	TRAVEL
6/30/2016		23137	MILLER, MILLER & MCLACHLAN CONST. INC.	\$2,435.13	SITE IMPROVEMENTS
6/30/2016		23138	MOYER PEST CONTROL	\$106.00	PEST CONTROL

BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

REPORT DATE
6/30/2016

Check Date	Pre-Pay	Check Number	Vendor	Check Amount	Description
6/30/2016		23139	MR. JOHN INC.	\$84.04	PORTABLE TOILET
6/30/2016		23140	NANCY RODRIGUEZ	\$75.00	COSMO KIT REFUND
6/30/2016		23141	NAPA AUTO PARTS	\$9.70	PROJECT SUPPLIES
6/30/2016		23142	NATALIE GREEN	\$28.04	REIMBURSEMENT
6/30/2016		23143	NICOLE HENGSTENBERGER	\$75.00	COSMO KIT REFUND
6/30/2016		23144	NORMA GALARZA	\$75.00	COSMETOLOGY KIT REFUND
6/30/2016		23145	NORTHEAST JANITORIAL	\$2,485.70	MAINTENANCE SUPPLIES
6/30/2016		23146	PA. DEPT OF LABOR & IND.B'	\$44.00	CERTIFICATE FEE
6/30/2016		23147	PENN STATE UNIVERSITY	\$240.00	UNUSED NOCTI TESTS
6/30/2016		23148	POCONO MOUNTAIN DAIRIES	\$23.20	2015-2016 CULINARY EXPENSES
6/30/2016		23149	POWER SOURCE REPAIR COMPANY	\$1,404.00	WELDING REPAIRS
6/30/2016		23150	QUILL CORP.	\$88.37	OFFICE SUPPLIES
6/30/2016		23151	RELIANCE COMMUNICATIONS INC.	\$3,544.75	SCHOOLMESSENGER 12 MONTH
6/30/2016		23152	RESERVE ACCOUNT	\$3,000.00	POSTAGE
6/30/2016		23153	RESPONSIBLE RECYCLING SERVICES LLC	\$625.10	RECYCLING FEES
6/30/2016		23154	ROBERT TORRES	\$120.00	FEE FOR INTERPRETER SERVICE
6/30/2016		23155	ROSANA OTERO	\$75.00	COSMO KIT REFUND
6/30/2016		23156	RUSSELL GAFFNEY III	\$774.89	MILEAGE 2015-2016
6/30/2016		23157	SAFETY KLEEN	\$553.22	MACHINE CLEANING
6/30/2016		23158	SCHOOL CLAIMS - ASSURANT	\$1,106.64	LIFE INS BENEFITS 2015-16
6/30/2016		23159	SCHOOL CLAIMS SERV - ASSURANT	\$1,330.35	LTD BENEFITS 2015-16
6/30/2016		23160	SEAROCK'S LAWN CARE	\$1,925.00	LAWN MOWING-HECKTOWN ROAD
6/30/2016		23161	SHERWIN WILLIAMS CO.	\$688.51	PAINT
6/30/2016		23162	SKILLS USA COUNCIL	\$2,967.43	PROFESSIONAL SERVICES
6/30/2016		23163	SOFTMART	\$1,763.00	ADOBE LICENSING
6/30/2016		23164	SOUTHWESTERN INDUSTRIES INC	\$36,468.00	BID AWARD- CNC LATHE
6/30/2016		23165	ST LUKE'S HOSPITAL & HEALTH NETWORK	\$45.00	EMPLOYEE SCREENINGS
6/30/2016		23166	STAPLES	\$99.99	OFFICE SUPPLIES
6/30/2016		23167	STATE CHEMICAL	\$486.32	CUSTODIAL SUPPLY
6/30/2016		23168	STEFKO SERVICE CENTER	\$187.49	VEHICLE MAINTENANCE
6/30/2016		23169	STEPHANIE IVE	\$75.00	COSMO KIT REFUND

BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

REPORT DATE
6/30/2016

Check Date	Pre-Pay	Check Number	Vendor	Check Amount	Description
6/30/2016		23170	TRANE OF NORTHEASTERN PA.	\$4,714.32	MAINTENANCE SERVICES
6/30/2016		23171	TRAVELERS	\$258.00	BOND PAYMENT
6/30/2016		23172	TRAVERS TOOL CO.	\$345.56	PRECISION MACHINING SUPPLIES
6/30/2016		23173	TSA CONSULTING GROUP INC.	\$40.00	MAY TSA CONSULTING
6/30/2016		23174	TUWAY COMMUNICATIONS	\$78.75	MAINTENANCE SERVICE
6/30/2016		23175	U.S. FOODSERVICE	\$47.18	2015-2016 CULINARY EXPENSES
6/30/2016		23176	UNITED ELECTRIC SUPPLY INC.	\$630.00	MAINTENANCE SUPPLIES
6/30/2016		23177	VAN CLEEF ENGINEERING ASSOCIATES	\$4,152.00	PROFESSIONAL SERVICES
6/30/2016		23178	VIRCO INC.	\$2,442.05	TABLES & CHAIRS
6/30/2016		23179	W.W. GRAINGER	\$415.75	MAINTENANCE SUPPLIES
6/30/2016		23180	WILSON PRODUCTS	\$349.50	CYLINDER RENTALS
6/30/2016		23181	WOODRING ROBERTS CORP.	\$68,116.00	INSURANCE COVERAGE
6/30/2016		23182	XEROX CORPORATION	\$293.62	COPIER FEES
6/30/2016		23183	YESKA & SONS	\$370.00	MAINTENANCE SERVICE
6/30/2016		23184	JUDY MILOSITZ	\$3.44	REIMBURSEMENT
				<u>\$723,349.26</u>	
<u>CHECK REGISTER TOTAL</u>					

REPORT DATE
7/29/2016

BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PRE-PAY	CHECK NUMBER	VENDOR	CHECK AMOUNT	DESCRIPTION
7/11/2016	Y	23185	A WILDLIFE PRO	\$875.00	PEST CONTROL/GROUNDHOGS
7/11/2016	Y	23186	ADAM NICKISCHER	\$1,770.00	TUITION REIMBURSEMENT
7/11/2016	Y	23187	ALLIED PERSONNEL SERVICES	\$788.96	PERSONNEL SERVICE
7/11/2016	Y	23188	CENGAGE LEARNING	\$2,232.25	ELECTRICAL E-BOOKS
7/11/2016	Y	23189	IDENTICARD SYSTEMS	\$66.42	SHIPPING CHARGE
7/11/2016	Y	23190	JENNINGS TRANSPORTATION CORP	\$332.00	BUS TRANSPORTATION
7/11/2016	Y	23191	MELODIE BLOZINSKY	\$1,322.50	TUITION REIMBURSEMENT
7/11/2016	Y	23192	PITNEY BOWES	\$1,050.00	LEASE PAYMENT/POSTAGE
7/11/2016	Y	23193	PP&L	\$37.10	GARAGE ELECTRIC
7/11/2016	Y	23194	SDIC	\$8,577.00	WORKERS COMP INSTALL #1
7/11/2016	Y	23195	STEFKO SERVICE CENTER	\$97.79	VEHICLE MAINT.
7/11/2016	Y	23196	THE MORNING CALL	\$195.13	LEGAL AD- JULY JC MEETING
7/11/2016	Y	23197	UGI UTILITIES	\$1,024.12	GAS SERVICE
7/11/2016	Y	23198	VERIZON WIRELESS	\$556.01	CELLULAR PHONES
7/11/2016	Y	23199	XEROX CORPORATION	\$133.09	METER USAGE/CUBE
7/14/2016	Y	23200	UGI UTILITIES, INC.	\$10,768.00	GAS SERVICES-HECKTOWN RD.
7/18/2016	Y	23201	ALLIED PERSONNEL SERVICES	\$741.30	IT SUMMER STAFF
7/18/2016	Y	23202	CHRIN HAULING, INC	\$977.71	TRASH HAULING SERVICE
7/18/2016	Y	23203	CITY OF BETHLEHEM	\$1,681.66	WATER/SEWER SERVICE
7/18/2016	Y	23204	D'HUY ENGINEERING INC.	\$2,141.73	PROFESSIONAL SERVICES
7/18/2016	Y	23205	DIRECT ENERGY BUSINESS	\$608.18	GAS SERVICE
7/18/2016	Y	23206	EMBASSY BANK -	\$2,611.76	SHOP/DEPT PURCHASES
7/18/2016	Y	23207	LESSIG OIL AND PROPANE	\$84.00	MINIMUM USAGE FEE
7/18/2016	Y	23208	MR. JOHN INC.	\$84.24	PORTABLE TOILET SERVICE
7/18/2016	Y	23209	PLASTERER EQUIPMENT CO. INC.	\$824.10	BACKHOE REPAIRS/MAINT.
7/18/2016	Y	23210	PP&L	\$19,262.17	ELECTRIC SERVICE
7/18/2016	Y	23211	READY REFRESH	\$29.16	BOTTLED WATER
7/18/2016	Y	23212	SSM GROUP INC.	\$925.00	PROFESSIONAL SERVICES
7/25/2016	Y	23218	THYSSEN KRUPP ELEVATOR	\$1,729.78	ELEVATOR MAINT. SERVICE
7/25/2016	Y	23219	SIMPLEXGRINNELL	\$784.96	FIRE ALARM DETECTION
7/25/2016	Y	23220	SENICK INC.	\$2,450.00	STORM SEWER REPAIR
7/25/2016	Y	23221	COMMSOLUTIONS	\$4,675.50	TECHNOLOGY SERVICES
7/25/2016	Y	23222	CERTIFIED CHEMICAL CO.	\$244.80	MAINTENANCE SUPPLIES
7/28/2016	Y	23223	ADVANCED BUSINESS EQUIPMENT	\$271.02	COPIER-QUARTERLY FEE
7/28/2016	Y	23224	ALL-PHASE ELECTRIC SUPPLY CO.	\$326.19	MAINTENANCE SUPPLIES
7/28/2016	Y	23225	ALLIED PERSONNEL SERVICES	\$1,186.08	IT SUMMER STAFF

DATE	CHECK NUMBER	DESCRIPTION	AMOUNT	ACCOUNT
7/28/2016	23226	ATLAS CAPCO	\$3,662.23	MAINTENANCE SERVICE
7/28/2016	23227	BETHLEHEM TOWNSHIP	\$3,344.87	ENGINEERING FEES
7/28/2016	23228	BETHLEHEM TWSHP. MUNICIPAL AUTH:	\$815.61	PROFESSIONAL SERVICES
7/28/2016	23229	COL. NORTH. I.U. 20	\$4,658.84	WAN/INTERNET
7/28/2016	23230	COMMUNICATION SYSTEMS INC.	\$862.50	MAINTENANCE SERVICE
7/28/2016	23231	EARTHLINK BUSINESS	\$483.29	PHONE SYSTEM
7/28/2016	23232	EBTEP	\$134,687.55	2016-2017 DENTAL
7/28/2016	23233	GENERAL SUPPLY	\$393.00	MAINTENANCE SUPPLIES
7/28/2016	23234	INTEGRA ONE	\$376.42	SERVICE AGREEMENT
7/28/2016	23235	INTEGRITEC INC.	\$200.00	WATER TREATMENT SERVICE
7/28/2016	23236	INTERSTATE TAX SERVICE INC.	\$118.80	UNEMP COMP COST CONTROL
7/28/2016	23237	JAMES RICE	\$50.00	REIMBURSEMENT
7/28/2016	23238	JERSEY PAPER PLUS	\$471.20	FACIAL TISSUE
7/28/2016	23239	JOHNSTONE SUPPLY	\$130.90	MAINTENANCE SUPPLIES
7/28/2016	23240	JONES & BARTLETT LEARNING	\$3,695.00	AUTO TECH SOFTWARE
7/28/2016	23241	KING SPRY HERMAN FREUND FAUL	\$3,768.00	SOLICITOR'S FEES
7/28/2016	23242	LINCOLN INVESTMENT PLANNING, INC.	\$10,100.00	SICK PAY OUT
7/28/2016	23243	MASTERMAN'S	\$584.60	SAFETY GLASSES
7/28/2016	23244	MILLER, MILLER & MCLACHLAN CONST. INC.	\$5,822.04	SITE IMPROVEMENTS
7/28/2016	23245	MOYER PEST CONTROL	\$106.00	PEST CONTROL
7/28/2016	23246	NORTHEAST JANITORIAL	\$1,056.00	CUSTODIAL SUPPLIES
7/28/2016	23247	PENN VALLEY CHEMICAL	\$589.05	MAINTENANCE SUPPLIES
7/28/2016	23248	PREFERRED EAP	\$418.50	EMPLOYEE ASSISTANCE PROG.
7/28/2016	23249	PRINT GRAPHICS INC.	\$647.03	BUSINESS OFFICE SUPPLIES
7/28/2016	23250	QUILL CORP.	\$991.68	OFFICE SUPPLIES
7/28/2016	23251	SCHOLASTIC ART	\$197.78	COMM. ART SUBSCRIPTION
7/28/2016	23252	SCHOOL CLAIMS - ASSURANT	\$1,097.64	2016-2017 LIFE INSUR
7/28/2016	23253	SCHOOL CLAIMS SERV - ASSURANT	\$1,317.50	2016-2017 LTD INSUR
7/28/2016	23254	ST LUKE'S HOSPITAL & HEALTH NETWORK	\$90.00	EMPLOYEE SCREENINGS
7/28/2016	23255	STATE CHEMICAL	\$243.16	MAINTENANCE SERVICE
7/28/2016	23256	STEFKO SERVICE CENTER	\$159.83	VEHICLE INSPECTIONS
7/28/2016	23257	STOTZ & FATZINGER	\$292.25	OFFICE SUPPLIES
7/28/2016	23259	TSA CONSULTING GROUP INC.	\$36.00	CONSULTING SERVICE
7/28/2016	23260	VAN CLEEF ENGINEERING ASSOCIATES	\$12,370.50	PROFESSIONAL SERVICES
7/28/2016	23262	WEX BANK	\$56.83	GASOLINE PURCHASES
7/28/2016	23263	EDUCATIONAL SOLUTIONS ENTERPRISES	\$6,781.50	ELECTRICAL SUPPLIES
7/28/2016	23264	E & S EQUIPMENT LLC	\$3,141.00	MORTAR MIXER

\$275,281.81

CHECK REGISTER TOTAL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2016

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

The administration respectfully submits the following information and recommendations:

1. STAFFINGRECOMMENDATION:

- a.) That the following appointments be approved:

Jennifer Klo

Position: Provisional Instructional Assistant
 Salary/Benefits: \$19,834.00 yearly, with benefits in Accordance with the Instructional Assistants Employee Agreement
 Effective: August 23, 2016, pending receipt of all required clearances and drug screening test

Emily Guth

Position: Provisional Web Design & Development Instructor
 Salary/Benefits: \$48,401.63 (Column A, Step 17), pending 2016-2017 salary scale and receipt of verification of years of service, with benefits in accordance with the Professional Employee Benefit Package.
 Effective: August 23, 2016, pending receipt of all required clearances and drug screening test

- b.) That the following retirement be accepted:

Lisa Blank

Position: Business Administrator
 Years of Employment: 15 Years
 Effective: January 6, 2017

- c.) Acknowledge that the following have satisfied all the provisional employment requirements:

Dario Chavez
 Stanley Prodes
 Carmen Rosado
 Angela Thom

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2016

1. STAFFING, Cont'd.

- d.) That the appointment of Donald Heptner as a Long-Term Substitute HVAC Instructor for the first semester of the 2016-2017 school year, effective August 23, 2016, at \$48,401.63 (Column A, Step 17) pending 2016-2017 salary scale, with the benefits per policy for long-term substitutes, be approved, pending emergency certification.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 2, 2016

2. SUPPORT STAFF SALARY ADJUSTMENTS

RECOMMENDATION:

That the Cafeteria Staff wages for 2016-17 school year be approved at an increase of 2.1% as follows:

Shirley Gehman	School Lunch/Breakfast Program Coordinator	\$19.58
Tracy Kleintop	Cafeteria Lunch Utility Person	\$10.00
Diana Docteroff	School Lunch Program Assistant	\$12.68

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 2, 2016

3. SUMMER EMPLOYMENT

RECOMMENDATION:

That the following individual be employed during the summer of 2016 at the rate specified:

<u>Name</u>	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Total</u>
Guth, Emily	Project Based Learning Training	12 Hours	34.40	412.80

Hourly rate for professional staff is based on 2015-16 salary schedule. Actual hourly rate paid will be based on appropriate salary schedule when available.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 2, 2016

4. SUBSTITUTE EMPLOYEE SALARY SCHEDULE 2016-2017

RECOMMENDATION:

It is recommended that the Joint Committee approve the Substitute Employee Salary Schedule for 2016-2017.

**Bethlehem Area Vocational-Technical School
Substitute Employee Salary Schedule
2016-2017**

Substitute Teacher

Full Day		
1-10 days	\$100.00	per day
11 + days	\$110.00	per day
Half Day		
1-10 days	\$55.00	per half day
11 + days	\$65.00	per half day

Substitute Teacher - Licensed Cosmetology Instructor

Full Day	\$175.00	per day
Half Day	\$87.50	per half day

Substitute Support

Substitute First Aid Officer	\$15.00	per hour
Substitute Instructional Assistant	\$13.50	per hour
Substitute Custodial	\$12.50	per hour
Substitute Clerical	\$12.50	per hour
Substitute Cafeteria	\$8.50	per hour

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 2, 2016

5. 2016-2017 CUSTODIAL SUBSTITUTES

RECOMMENDATION:

That the individuals listed below be approved as substitutes for the 2016-2017 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 necessary for an employee who will have no direct contact with children*).

*Meghan Lazarchak

*Victoria Pinel

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2016

6. 2016-2017 SUBSTITUTESRECOMMENDATION:

That the following individuals be approved as substitutes for the 2016-2017 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.

Ariel Baab
 Dakota Budnik
 Shawn Campbell
 Cynthia Carson
 Giovannina Collura
 Lynn DeBonis
 Edward Degnan
 Sean Demczyszyn
 Erika Dilenno
 Joan Dinbokowitz
 Donna Dodd
 Melissa Garrity
 Bronwyn Hanley
 Donald Heptner
 Michele Horn
 Julia Intrepido-Kmetz

David Kennedy
 Amy Knight
 Patricia Korp
 Richard Martin
 CarolAnn Murphy
 Stephanie Noll
 Verne Orth
 Felicia Ortiz
 Antonia Pardoe
 Patricia Schafer
 Dennis Sienicki
 Lorie Spohn
 Phillip Tarboro
 Sally Tresize
 Bruce Ward
 Deborah Wilson

MOTION BY:
 SECOND BY:
 ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 2, 2016

7. TUITION-PAID STUDENTS

INFORMATION:

The following is a list of tuition-paid students for the 2016-2017 school term who are currently attending Bethlehem Area Vocational-Technical School.

STUDENT ID #	GRADE	PROGRAM/SHOP	TUITION PAID BY
000340792	12	Academy for Applied Engineering	Wilson Area School District
000340691	9	Web Design & Development	Nazareth Area School District
000330146	10	Video & Media Arts	Nazareth Area School District
000340799	12	Academy for Applied Engineering	Wilson Area School District
000320587	11	Web Design & Development	Nazareth Area School District

RECOMMENDATION:

That the students listed above be enrolled at BAVTS for the 2016-2017 school term.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 2, 2016

8. CONFERENCE REQUESTS

RECOMMENDATION:

That Thomas Rutherford, Culinary Arts Instructor and Moreen Hunsberger, Athletic Health and Fitness Instructor, be granted permission to attend the Teacher Education Pre-Induction Workshop at Temple University, Fort Washington, PA from August 1-4, 2016. The approximate cost for both to attend is \$1,358.96.

Any conference requests listed above are in the budget.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2016

9. DESIGNATION OF DEPOSITORIESRECOMMENDATION:

It is recommended that the Joint Committee approve the following list of financial institutions as approved depositories for BAVTS funds and temporary investments. All deposited funds are insured and/or collateralized and invested in accordance with all applicable laws.

Embassy Bank
P.L.G.I.T.

Checking Accounts
Liquid Asset Fund and CD purchase program

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2016

10. CONTRACTED SERVICES – ON-SITE RESOURCE OFFICERINFORMATION:

With permission of the Joint Committee, the Bethlehem Area Vocational-Technical School will enter into an agreement with the Bethlehem Township Police Department to employ a full-time police officer (aka On-Site Resource Officer). We are entering our eleventh year with this agreement. BAVTS will pay \$36,633.23 (50% of the Officer's salary and benefits for 180 days of service) for 180 days of service.

RECOMMENDATION:

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

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
SCHOOL RESOURCE OFFICER AGREEMENT

This Agreement is made effective as of August 2, 2016, by and between the Joint Committee of the Bethlehem Area Vocational Technical School ("BAVTS"), with offices located at 3300 Chester Avenue, Bethlehem, PA 18020, and Bethlehem Township ("the Township"), with offices located at 4225 Easton Avenue, Bethlehem, PA 18020. BAVTS and the Township may hereafter be collectively referred to as the "Parties".

WITNESSETH:

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

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

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

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

2. **TERM.** The term of this Agreement shall commence on August 31, 2016, and shall terminate upon close of business on June 30, 2017 (hereafter, "Term"), unless earlier terminated pursuant to the terms of this Agreement.

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

4. **PAYMENT.** Except as otherwise specifically set forth herein, on February 1, 2017, the BAVTS will pay to the Township fifty (50%) percent of the Officer's then-current salary and benefits for one hundred and eighty (180) days of Service, prorated over one hundred and eighty (180) days. Based on the Township's current collective bargaining agreement with the Bethlehem Township Police Association, this amount is \$36,633.23. If, during the Term of this Agreement, by reason of a new collective bargaining agreement the Officer's salary increases, the Township shall notify BAVTS of said increase and BAVTS shall pay to the Township the difference between fifty (50%) percent of the Officer's prior salary and fifty (50%) percent of the Officer's increased salary, adjusted pro rata based upon that portion of the Term remaining as of the effective date of the Officer's salary increase. In the event this Agreement is terminated prior to February 1, 2017, a pro-

rated payment will be made to the Township for all Services performed to the date of termination. In the event this Agreement is terminated subsequent to February 1, 2017, but prior to June 30, 2017, a pro-rated refund will be made to the BAVTS for the then-remaining Term.

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

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

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

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

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

9. **INDEMNIFICATION.**

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

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

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

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

If to the BAVTS:

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

If to the Township:

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

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

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

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

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

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

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

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

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

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

THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: _____ Date: _____
Chairperson

BY: _____ Date: _____
Secretary

BETHLEHEM TOWNSHIP

BY: _____ Date: _____
Chairperson, Bethlehem Township Commissioners

BY: _____ Date: _____
Secretary, Bethlehem Township Commissioners

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 2, 2016

11. RESOLUTION – E-GRANT ELECTRONIC SIGNATURES

INFORMATION:

In 2014, the Pennsylvania Department of Education began using electronic signatures (e-signatures) for entities using the e-grant system. The Joint Committee had previously approved a resolution naming Brian Williams as the authorized signatory. Due to the recent change in leadership, the Committee is requested to approve a resolution naming Adam Lazarchak as the designated signer.

RECOMMENDATION:

That the Joint Committee approve the attached resolution authorizing Adam Lazarchak, Executive Director, to use electronic signature on contracts, agreements, grants, and/or licenses, with the Pennsylvania Department of Education.

MOTION BY:
SECOND BY:
ROLL CALL

RESOLUTION

BE IT RESOLVED, by authority of **The Joint Committee of the Bethlehem Area Vocational-Technical School**, and it is hereby resolved by authority of the same, that **Adam S. Lazarchak**, who is the **Executive Director** of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the **Bethlehem Area Vocational-Technical School** to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

ATTEST

John Dowling

Chairperson

Susan M. Fahrenkopf

Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 2, 2016

12. VOTING DELEGATE FOR PSBA DELEGATE ASSEMBLY

INFORMATION:

The Pennsylvania School Boards Association (PSBA) has once again extended an invitation to the Bethlehem Area Vocational-Technical School to appoint a voting delegate to participate in the PSBA Delegate Assembly to be held on Saturday, October 15, 2016, in Hershey, PA, at the conclusion of regularly scheduled events of the main PASA-PSBA School Leadership Conference. Appointment of a delegate is not mandatory; however, if one is chosen, the delegate may only be appointed by or represent one member entity. Director Patrick has acted as delegate for BAVTS for the past three (3) years.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 2, 2016

13. APPOINTMENT OF JC MEMBER TO BRIDGES BOARD OF DIRECTORSINFORMATION:

The By-Laws of the BAVTS Bridges Foundation requires that a member of the BAVTS Joint Committee be on the Board of Directors. Director Dowling is presently serving on the Bridges Board; he was appointed in August of 2015.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 2, 2016

14. TEXTBOOKS

RECOMMENDATION:

Welding Program

Welding Principles and Applications, 8th Edition

25 Textbooks @142.25 – Total Cost \$3,556.25

50 Study Guide With Lab Manual @78.00 – Total Cost \$3,900.00

Published by Cengage Learning

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The above textbook has been approved by the Occupational Advisory Committee. Samples of the proposed curriculum materials will be available for your review at the Joint Committee meeting.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 2, 2016

15. CONTINUING EDUCATION

Acknowledge that the following have satisfied all the provisional employment requirements:

Lori Thornton

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

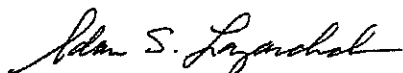
August 2, 2016

J.(1.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending June 30, 2016.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

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CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
JUNE 30, 2016 UNAUDITED

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL		YEAR-TO-DATE		BUDGET BALANCE
		BUDGET	REVISIONS	ACTIVITY	ENCUMBRANCES	
10.1110.000.000.000	ACADEMIC PROGRAM	766,953.00	(14,000.00)	732,636.16	-	20,316.84
10.1240.000.000.000	SPECIAL EDUCATION	538,575.00	(29,340.00)	499,167.44	-	10,067.56
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	393,878.00	(19,830.00)	368,879.20	-	5,168.80
10.1342.000.000.000	HOME ECONOMICS PROGRAM	663,097.00	(11,400.00)	645,759.76	-	5,937.24
10.1370.000.000.000	TECHNICAL PROGRAM	125,988.00	14,290.00	138,849.31	-	1,428.69
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	3,639,431.00	(184,850.00)	3,429,886.12	-	24,694.88
10.2100.000.000.000	STUDENT SERVICES	972,503.00	(22,150.00)	925,354.43	-	24,998.57
10.2270.000.000.000	PROFESSIONAL DEVELOPMENT	21,958.00	-	11,533.82	-	10,424.18
10.2310.000.000.000	BOARD SECRETARY	3,357.00	-	2,244.38	-	1,112.62
10.2320.000.000.000	BOARD TREASURER	1,395.00	-	1,158.50	-	236.50
10.2350.000.000.000	LEGAL SERVICES	55,000.00	(14,000.00)	40,604.85	-	395.15
10.2360.000.000.000	OFFICE OF THE DIRECTOR	356,256.00	84,870.00	437,368.56	-	3,757.44
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	493,568.00	(108,300.00)	360,808.90	-	24,459.10
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	73,702.00	-	70,795.15	-	2,906.85
10.2511.000.000.000	BUSINESS OFFICE	461,611.00	(3,000.00)	443,888.17	-	14,722.83
10.2600.000.000.000	OPERATIONS & MAINTENANCE	1,865,004.00	(25,460.00)	1,826,532.53	-	13,011.47
10.2660.000.000.000	SECURITY SERVICES	95,524.00	14,410.00	108,595.03	-	1,334.97
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	410,881.00	40,550.00	446,102.96	-	5,328.04
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	66,616.00	-	66,261.75	-	354.25
10.4600.000.000.000	IMPROVEMENT EXPENSES	25,000.00	(8,250.00)	14,323.73	-	2,426.27
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	0.00
10.5220.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	56,460.00	156,454.42	-	5.58
10.5251.000.000.000	FOOD SERVICE TRANSFERS	25,000.00	5,000.00	30,000.00	-	0.00
10.5258.000.000.000	HOUSE PROJECT FUND TRANSFER	-	250,000.00	250,000.00	-	0.00
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	(25,000.00)	-	-	0.00
	TOTAL FOR GENERAL FUND	11,180,297.00	-	11,007,209.17	-	173,087.83
	TOTAL EXPENSES	11,180,297.00	-	11,007,209.17	-	173,087.83
	EXCESS OF REVENUE OVER EXPENSES			249,617.95		

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
JUNE 30, 2016 UNAUDITED

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL YEAR-TO-DATE		BUDGET BALANCE
		BUDGET	ACTIVITY	
10.6510.000.000.000	INTEREST ON INVESTMENTS	500.00	536.63	-36.63
10.6910.000.000.000	RENTALS	300.00	1,350.00	-1,050.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	1,000.00	26,301.50	-25,301.50
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER		56,454.42	-56,454.42
10.6946.001.000.000	RECEIPTS FROM BASD	6,391,819.00	6,391,819.00	0.00
10.6946.002.000.000	RECEIPTS FROM NASD	2,114,679.00	2,114,679.00	0.00
10.6946.003.000.000	RECEIPTS FROM SVSD	731,496.00	731,496.00	0.00
10.6949.000.000.000	TUITION - ADULT DAY REGULAR	2,000.00	-	2,000.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	70,000.00	58,865.88	11,134.12
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	11,236.33	-9,236.33
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	730,000.00	767,741.95	-37,741.95
10.7230.000.000.000	OTHER STATE GRANTS	-	52,008.89	-52,008.89
10.7509.000.000.000	SUPPLEMENTAL EQUIPMENT GRANT	55,000.00		55,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	182,252.00	166,201.23	16,050.77
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	591,251.00	591,440.29	-189.29
10.8521.000.000.000	FEDERAL	308,000.00	286,446.00	21,554.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	250.00	-250.00
	TOTALS FOR GENERAL FUND	11,180,297.00	11,256,827.12	-76,530.12
	TOTAL REVENUES	11,180,297.00	11,256,827.12	(76,530.12)