

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

3300 Chester Avenue
Bethlehem, PA 18020

| | |
|--|-------------|
| BAVTS Joint Committee Regular Meeting March 7, 2017 – 7:00 p.m. | PAGE A-1 |
| A. Pledge of Allegiance | |
| B. Roll Call | |
| C. Motion to Approve Agenda | |
| D. Announcement of Executive Sessions | |
| 1. February 7, 2017 | |
| 2. March 7, 2017 | |
| E. Approval of Minutes – Regular Meeting, February 7, 2017 | |
| F. Report of Secretary/Treasurer | 2 |
| G. Payment of Bills | 3 |
| H. Courtesy of the Floor – Agenda Items Only | |
| I. Agenda | |
| 1. Tuition Paid Students | 4 |
| 2. HOSA State Leadership Conference | 5 |
| 3. Greater NY Automotive Dealers Association Competition | 6 |
| 4. Conference Request | 7 |
| 5. Board Policy 827.1 | 8 |
| 6. 2017-2018 Budget Consideration | 9 |
| 7. Occupational Advisory Committee Members | 10 |
| 8. Local Advisory Committee Member | 11 |
| 9. Memorandum of Understanding With Act 93 Group | 12 |
| J. Informational Items | |
| 1. Work Project Report | 13 |
| 2. Condition of the Budget | 14 |
| 3. House Project Update (Verbal Report To Be Provided At Meeting) | |
| K. Unfinished Business | |
| L. New & Miscellaneous Business | |
| M. Courtesy of Floor to Visitors | |
| N. Adjournment | |

Next Meeting Date: Tuesday, April 4, 2017

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

March 7, 2017

Your Treasurer respectfully submits the following report for the period ending

January 31, 2017

| FUND NAME | | BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL | | | BALANCE January 31, 2017 |
|--------------------|-------------------|--|---------------------|-----------------------|-----------------------------|
| | | BALANCE December 1, 2017 | RECEIPTS | DISBURSEMENTS | |
| General | includes PLGIT/CD | 849,876.78 | 1,274,615.26 | (784,402.03) | 1,340,090.01 |
| House Project | | 379,474.18 | | (4,631.38) | 374,842.80 |
| Production | | 36,610.02 | 4,671.89 | (9,210.72) | 32,071.19 |
| Capital Reserves | includes PLGIT/CD | 1,147,197.02 | 394.67 | 0.00 | 1,147,591.69 |
| Payroll | | 15,429.10 | 453,353.74 | (453,389.13) | 15,393.71 |
| Cafeteria | | 12,879.08 | 14,349.68 | (3,889.44) | 23,339.32 |
| Student Activities | | 21,552.46 | 4,191.07 | (2,059.80) | 23,683.73 |
| Adult Education | includes PLGIT/CD | 126,424.84 | 16,243.11 | (4,119.48) | 138,548.47 |
| TOTALS | | 2,589,443.48 | 1,767,819.42 | (1,261,701.98) | 3,095,560.92 |

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

| | | | | |
|------------------|-------------------------|--------------|--------------|--------------|
| December 1, 2017 | | | | 1,094,663.50 |
| RECEIPTS | | | | |
| | Production | 4,671.89 | | |
| | Interest | 33.99 | | |
| | District Contrib. | 1,235,898.00 | | |
| | District Contrib./Auth. | | | |
| | State / Fed Funds | 24,476.67 | | |
| | Tuition | | | |
| | Other | 6,768.52 | | |
| | Transfers - PLGIT | | | |
| | Inter-Fund Transfers | 7,389.20 | 1,279,238.27 | |
| DISBURSEMENTS | | | | |
| | Prepaid Bills | (134,349.85) | | |
| | Bill Listings | (205,762.71) | | |
| | Payroll | (453,352.57) | | |
| | Other--Authority Bond | | | |
| | Fees | 12.00 | | |
| | Void Checks | 2,275.60 | | |
| | Transfers - PLGIT | 0.00 | (791,177.53) | |
| January 31, 2017 | ADJ BOOK BALANCE | | | 1,582,724.24 |

BANK RECONCILIATION

| | | | |
|------------------|--------------------|--------------|--------------|
| January 31, 2017 | Bank Balance | 1,590,464.80 | |
| | Memo | | |
| | Outstanding Checks | (7,740.56) | |
| | Deposit in Transit | | |
| January 31, 2017 | ADJ BANK BALANCE | | 1,582,724.24 |

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

| | | | |
|------------------|------------------------|------------|------------|
| December 1, 2017 | | | 171,297.48 |
| | Transfers In | 0.00 | |
| | Interest | 48.88 | |
| | P Card purchases | (7,066.60) | |
| | Transfers Out | | |
| | Transfers Out-CD purch | | |
| January 31, 2017 | ADJ BOOK BALANCE | | 164,279.76 |

BANK RECONCILIATION

| | | | |
|------------------|--------------------|------------|------------|
| January 31, 2017 | Bank Balance | 164,279.76 | |
| | Outstanding Checks | 0.00 | |
| January 31, 2017 | ADJ BANK BALANCE | | 164,279.76 |

Average Yield for Jan 2017 is .43%

To the Members of the Joint Committee
Bethlehem Area Vocational-Technical School
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March 7, 2017

Your Treasurer respectfully submits the following report for the period ending

January 31, 2017

CAPITAL RESERVES - EMBASSY BANK

| | | | |
|------------------|------------------|------|----------|
| December 1, 2017 | | | 2,215.10 |
| | Receipts | 0.00 | |
| | Interest | 0.00 | |
| | Void Checks | | 0.00 |
| | Fees | | |
| | Disbursements | 0.00 | |
| January 31, 2017 | ADJ BOOK BALANCE | | 2,215.10 |

BANK RECONCILIATION

| | | | |
|--------------------|------------------|----------|----------|
| | January 31, 2017 | | |
| Bank Balance | | 2,215.10 | |
| Memos | | | |
| Outstanding Checks | | 0.00 | |
| Deposit in Transit | | 0.00 | |
| January 31, 2017 | ADJ BANK BALANCE | | 2,215.10 |

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

| | | | |
|------------------|------------------------|--------|--------------|
| December 1, 2017 | | | 1,144,981.92 |
| | Transfers In | 0.00 | |
| | Interest | 394.67 | |
| | Transfers Out | | |
| | Transfers Out-CD purch | 0.00 | |
| January 31, 2017 | ADJ BOOK BALANCE | | 1,145,376.59 |

BANK RECONCILIATION

| | | | |
|--------------------|------------------|--------------|--------------|
| | January 31, 2017 | | |
| Bank Balance | | 1,145,376.59 | |
| Outstanding Checks | | 0.00 | |
| January 31, 2017 | ADJ BANK BALANCE | | 1,145,376.59 |

Average Yield for Jan 2017 is .43%

PAYROLL FUND - EMBASSY BANK

| | | | |
|------------------|------------------|--------------|--------------|
| December 1, 2017 | | | 15,429.10 |
| | Receipts | 453,352.57 | |
| | Interest | 1.17 | |
| | Void Checks | | 453,353.74 |
| | Fees | (52.92) | |
| | Disbursements | (453,336.21) | (453,389.13) |
| January 31, 2017 | ADJ BOOK BALANCE | | 15,393.71 |

BANK RECONCILIATION

| | | | |
|--------------------|------------------|-----------|-----------|
| | January 31, 2017 | | |
| Bank Balance | | 16,193.71 | |
| Memos | | | |
| Outstanding Checks | | (800.00) | |
| Deposit in Transit | | | |
| January 31, 2017 | ADJ BANK BALANCE | | 15,393.71 |

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

March 7, 2017

Your Treasurer respectfully submits the following report for the period ending

January 31, 2017

CAFETERIA FUND - EMBASSY BANK

| | | | |
|------------------|------------------|------------|------------|
| December 1, 2017 | | | 12,879.08 |
| | Receipts | 14,349.26 | |
| | Transfers | 0.00 | |
| | Interest | 0.42 | 14,349.68 |
| | Disbursements | (3,889.44) | |
| | Void Check | | (3,889.44) |
| January 31, 2017 | ADJ BOOK BALANCE | | 23,339.32 |

BANK RECONCILIATION

| | | | |
|------------------|--------------------|-----------|-----------|
| | January 31, 2017 | | |
| | Bank Balance | 22,776.97 | |
| | Memos | 0.00 | |
| | Outstanding Checks | 0.00 | |
| | Deposit in Transit | 562.35 | |
| January 31, 2017 | ADJ BANK BALANCE | | 23,339.32 |

ADULT EDUCATION FUND - EMBASSY BANK

| | | | |
|------------------|------------------|------------|------------|
| December 1, 2017 | | | 126,424.84 |
| | Receipts | 16,240.23 | |
| | PLGIT Transfers | 0.00 | |
| | Interest | 2.88 | 16,243.11 |
| | Disbursements | (4,119.48) | |
| | Void Checks | 0.00 | |
| | PLGIT Transfer | 0.00 | (4,119.48) |
| January 31, 2017 | ADJ BOOK BALANCE | | 138,548.47 |

BANK RECONCILIATION

| | | | |
|------------------|--------------------|------------|------------|
| | January 31, 2017 | | |
| | Bank Balance | 140,659.91 | |
| | Memos | 0.00 | |
| | Outstanding Checks | (2,111.44) | |
| | Deposit in Transit | 0.00 | |
| January 31, 2017 | ADJ BANK BALANCE | | 138,548.47 |

STUDENT ACTIVITY ACCT - EMBASSY BANK

| | | | |
|------------------|--------------------|------------|------------|
| December 1, 2017 | | | 21,552.46 |
| | Receipts | 4,190.60 | |
| | Other | | |
| | Interest | 0.47 | 4,191.07 |
| | Disbursements | (2,059.80) | |
| | Other--Ret'd Check | 0.00 | |
| | Voided Check | 0.00 | (2,059.80) |
| January 31, 2017 | ADJ BOOK BALANCE | | 23,683.73 |

BANK RECONCILIATION

| | | | |
|------------------|--------------------|-----------|-----------|
| | January 31, 2017 | | |
| | Bank Balance | 22,395.03 | |
| | Outstanding Checks | 0.00 | |
| | Deposit in Transit | 1,288.70 | |
| January 31, 2017 | ADJ BANK BALANCE | | 23,683.73 |

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

March 7, 2017

Your Treasurer respectfully submits the following report for the period ending

January 31, 2017

REPORT OF DEPOSITORIES

January 31, 2017

EMBASSY BANK

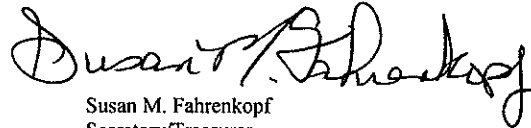
| | | |
|-----------------------|--------------|--|
| General Fund | 1,590,464.80 | |
| Capital Reserve | 2,215.10 | |
| Payroll Account | 16,193.71 | |
| Cafeteria Fund | 22,776.97 | |
| Adult Ed. Fund | 140,659.91 | |
| Student Activity Fund | 22,395.03 | |

PLGIT

| | | |
|-------------------------|--------------|--------------|
| PLGIT General Fund | 164,279.76 | |
| PLGIT CD (General Fund) | 0.00 | 164,279.76 |
| PLGIT Capital Reserve | 1,145,376.59 | |
| PLGIT CD (Cap Reserve) | 0.00 | 1,145,376.59 |
| PLGIT Adult Fund | 0.00 | |
| PLGIT CD (Adult Fund) | 0.00 | 0.00 |

TOTAL BANK BALANCES 3,104,361.87

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 7, 2017

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through March 7, 2017 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

| CHECK DATE | PREPAYS | CHECK NUMBER | VENDOR | CHECK AMOUNT | DESCRIPTION |
|------------|---------|--------------|--------------------------------------|--------------|-------------------------------|
| 2/10/2017 | Y | 24038 | DIRECT ENERGY BUSINESS | \$2,999.95 | GAS SERVICE |
| 2/10/2017 | Y | 24039 | EMILY GUTH | \$1,370.00 | TUITION REIMBURSEMENT |
| 2/10/2017 | Y | 24040 | GOVCONNECTION INC. -- | \$5,804.33 | COMPUTER EQUIPMENT |
| 2/10/2017 | Y | 24041 | PP&L | \$20,994.42 | ELECTRIC SERVICE-GARAGE |
| 2/10/2017 | Y | 24042 | UGI UTILITIES | \$6,555.12 | GAS SERVICE |
| 2/10/2017 | Y | 24043 | VERIZON WIRELESS | \$466.88 | CELLULAR PHONES |
| 2/10/2017 | Y | 24044 | WERNER COACH | \$1,442.00 | BUS TRANSPORTATION |
| 2/10/2017 | Y | 24045 | IBS NEW YORK 2017/QUESTEX LLC | \$1,337.00 | REGISTRATION FEE |
| 2/16/2017 | Y | 24046 | CITY OF BETHLEHEM | \$1,041.30 | WATER/SEWER SERVICE |
| 2/16/2017 | Y | 24047 | LANCASTER HOST RESORT AND HOTEL | \$1,007.00 | RESERVATIONS - HOSA |
| 2/16/2017 | Y | 24048 | MASONRY INSTRUCTORS ASSOC. OF PA. | \$60.00 | MEMBERSHIP DUES |
| 2/16/2017 | Y | 24049 | SOUTH JERSEY ENERGY | \$2,435.05 | GAS SERVICE |
| 2/16/2017 | Y | 24050 | STANLEY PRODES | \$209.35 | TRAVEL REIMBURSEMENT |
| 2/16/2017 | Y | 24051 | STAPLES | \$333.13 | FASHION IND. SUPPLIES |
| 2/16/2017 | Y | 24052 | ADAFRUIT.COM | \$7,001.70 | EMT SUPPLIES |
| 2/21/2017 | Y | 24053 | EMILY GUTH | \$159.29 | TRAVEL REIMBURSEMENT |
| 2/21/2017 | Y | 24054 | FIRST AMERICAN EQUIPMENT FINANCE | \$31,263.94 | RENTAL PAYMENT |
| 2/21/2017 | Y | 24056 | MP UNIFORM & SUPPLY CO. | \$1,250.00 | HEALTH CAREERS UNIFORMS |
| 2/21/2017 | Y | 24057 | SELENA MARTINEZ | \$20.00 | REIMBURSEMENT |
| 2/23/2017 | Y | 24058 | JULIE SWANK | \$160.00 | HEALTH & WELLNESS CLASS |
| 2/27/2017 | Y | 24059 | DELL MARKETING L.P. | \$875.99 | EMT SUPPLIES |
| 2/27/2017 | Y | 24060 | HOME DEPOT CREDIT SVCS. | \$121.72 | EMT SUPPLIES |
| 2/27/2017 | Y | 24061 | LOWES BUSINESS ACCOUNT | \$1,189.65 | CARPENTRY SUPPLIES |
| 2/27/2017 | Y | 24062 | RSR ELECTRONICS | \$1,299.80 | EMT SUPPLIES |
| 2/27/2017 | Y | 24063 | WEX BANK | \$89.74 | GASOLINE |
| 3/7/2017 | | 24064 | ABS-ALTERNATIVE BENEFIT SYSTEMS INC | \$38.25 | PARTICIPANT FEES |
| 3/7/2017 | | 24065 | ADVANCE AUTO PARTS | \$243.93 | AUTO TECH PROJECT WORK ORDERS |
| 3/7/2017 | | 24066 | ADVANCED BUSINESS EQUIPMENT | \$6,433.52 | QUARTERLY FEE-COPIERS |
| 3/7/2017 | | 24067 | AIRGAS USA,LLC | \$393.86 | AUTO COLLISION SUPPLIES |
| 3/7/2017 | | 24068 | ALL-AMERICA GRAPHICS | \$2,425.00 | MEDIA ARTS SHIRTS |
| 3/7/2017 | | 24069 | ALL-PHASE ELECTRIC SUPPLY CO. | \$279.29 | MAINTENANCE SUPPLIES |
| 3/7/2017 | | 24070 | AYKROYD HARDWARE | \$1,786.14 | CARPENTRY SUPPLIES |
| 3/7/2017 | | 24071 | B & M PROVISIONS | \$561.36 | CULINARY EXPENSES |
| 3/7/2017 | | 24072 | BALDOR SPECIALTY FOODS INC. | \$2,097.00 | CULINARY EXPENSES |
| 3/7/2017 | | 24073 | BARNES & NOBLE INC. | \$1,704.34 | MATH BOOKS |
| 3/7/2017 | | 24074 | BATH SUPPLY | \$1,084.50 | MAINTENANCE SUPPLIES |
| 3/7/2017 | | 24075 | BEAUTY SYSTEMS GROUP LLC - | \$319.70 | COSMETOLOGY SUPPLIES |
| 3/7/2017 | | 24076 | BETHLEHEM TWSHP. MUNICIPAL AUTHORITY | \$312.73 | ENGINEERING FEES |
| 3/7/2017 | | 24077 | BILL FLANNERY AUTOMOTIVE | \$345.84 | AUTO COLLISION SUPPLIES |
| 3/7/2017 | | 24078 | BURMAX CO. | \$2,646.87 | COSMETOLOGY SUPPLIES |
| 3/7/2017 | | 24079 | CENGAGE LEARNING | \$2,722.50 | HVAC BOOKS |
| 3/7/2017 | | 24080 | CHRIN HAULING, INC | \$977.71 | TRASH HAULING SERVICE |

| | | | | |
|----------|-------|--|--------------|-------------------------------|
| 3/7/2017 | 24081 | COMMUNICATION SYSTEMS INC. | \$1,776.00 | SERVICE SUPPORT AGREEMENT |
| 3/7/2017 | 24082 | CROSSTEC CORP. | \$218.50 | PROGRAM RENEWAL |
| 3/7/2017 | 24083 | CSI MATERIAL HANDLING INC. | \$180.03 | MAINTENANCE SERVICE |
| 3/7/2017 | 24084 | D'HUY ENGINEERING INC. | \$750.00 | ENGINEERING SERVICES |
| 3/7/2017 | 24085 | DEERFOOT AUTO PARTS INC. | \$50.00 | AUTO TECH SUPPLIES |
| 3/7/2017 | 24086 | DELL MARKETING L.P. | \$1,975.00 | COMPUTER EQUIPMENT |
| 3/7/2017 | 24087 | DERMALOGICA | \$673.20 | COSMETOLOGY SUPPLIES |
| 3/7/2017 | 24088 | DYKES LUMBER COMPANY | \$457.80 | LUMBER |
| 3/7/2017 | 24089 | EARTHLINK BUSINESS | \$813.52 | PHONE SYSTEM |
| 3/7/2017 | 24090 | EASTERN AUTOPARTS WAREHOUSE | \$1,330.16 | PROJECT WORK ORDERS-AUTO TECH |
| 3/7/2017 | 24091 | EASTON BLOCK | \$4,728.00 | MASONRY SUPPLIES |
| 3/7/2017 | 24092 | EBTEP | \$137,847.64 | 2016-2017 MEDICAL/RX |
| 3/7/2017 | 24093 | EDUCATIONAL SOLUTIONS ENTERPRISES | \$52,736.00 | CONTROLLERS |
| 3/7/2017 | 24094 | ELECTRONIX EXPRESS | \$91.90 | EMT SUPPLIES |
| 3/7/2017 | 24095 | ELEMENT ENVIRONMENTAL SOLUTIONS | \$1,712.40 | ANNEX EVALUATION |
| 3/7/2017 | 24096 | FEESERS FOOD DISTRIBUTORS | \$2,868.91 | CULINARY EXPENSE |
| 3/7/2017 | 24097 | GALLS, LLC | \$83.96 | CARPENTRY SUPPLIES |
| 3/7/2017 | 24098 | GLOBAL EQUIPMENT CO. --- | \$762.00 | CARPENTRY SUPPLIES |
| 3/7/2017 | 24099 | GOVCONNECTION INC. -- | \$2,116.83 | COMPUTER EQUIPMENT |
| 3/7/2017 | 24101 | HERSHEY LODGE | \$10,248.00 | LODGING-SKILLS STATES |
| 3/7/2017 | 24102 | HIGHMARK BLUE SHIELD | \$1,365.88 | 2016-2017 VISION |
| 3/7/2017 | 24103 | I-CAR -- | \$1,142.00 | AUTO COLLISION FEES |
| 3/7/2017 | 24104 | INDIAN RIDGE PROVISIONS | \$451.71 | CULINARY EXPENSES |
| 3/7/2017 | 24105 | INTEGRITEC INC. | \$200.00 | WATER TREATMENT SERVICE |
| 3/7/2017 | 24106 | JENNINGS TRANSPORTATION CORP | \$283.20 | BUS TRANSPORTATION |
| 3/7/2017 | 24107 | K & L SERVICES GROUP INC. | \$157.91 | ENGINEERING SUPPLIES |
| 3/7/2017 | 24108 | KEYSTONE AUTOMOTIVE | \$3,780.81 | AUTO COLLISION SUPPLIES |
| 3/7/2017 | 24109 | KEYSTONE FIRE PROTECTION CO. | \$448.00 | FIRE PROTECTION SERVICES |
| 3/7/2017 | 24110 | KING SPRY HERMAN FREUND FAUL | \$7,478.00 | SOLICITOR'S FEES |
| 3/7/2017 | 24111 | LENTZ MILLING COMPANY | \$858.26 | CULINARY EXPENSES |
| 3/7/2017 | 24112 | LINCOLN ELECTRIC | \$1,231.70 | WELDING SUPPLIES |
| 3/7/2017 | 24113 | MACINTOSH LINEN SERVICE | \$279.88 | CULINARY EXPENSES |
| 3/7/2017 | 24114 | MOORE MEDICAL CORP. | \$1,140.72 | HEALTH CAREERS SUPPLIES |
| 3/7/2017 | 24115 | MOUSER ELECTRONICS | \$108.79 | EMT SUPPLIES |
| 3/7/2017 | 24116 | MOYER LUMBER & HARDWARE | \$1,310.00 | CARPENTRY SUPPLIES |
| 3/7/2017 | 24117 | MOYER PEST CONTROL | \$106.00 | PEST CONTROL |
| 3/7/2017 | 24118 | MP UNIFORM & SUPPLY CO. | \$1,388.00 | HEALTH CAREERS UNIFORMS |
| 3/7/2017 | 24119 | MR. JOHN INC. | \$84.65 | PORTABLE TOILET |
| 3/7/2017 | 24120 | NAPA AUTO PARTS | \$41.75 | PROJECT WORK ORDERS-AUTO TECH |
| 3/7/2017 | 24121 | NATIONAL RESTAURANT ASSOC. SOLUTIONS I | \$1,481.40 | SERVE SAFE HANDBOOKS |
| 3/7/2017 | 24122 | NAZARETH PRODUCE | \$461.90 | CULINARY EXPENSES |
| 3/7/2017 | 24123 | NEWARK ELEMENT 14 | \$26.27 | EMT SUPPLIES |
| 3/7/2017 | 24124 | NORTHEAST COMMERCIAL SHARPENING SVC. | \$16.00 | CULINARY EXPENSE |
| 3/7/2017 | 24125 | OFFICE MAX - A BOISE CO. | \$546.77 | HEALTH CAREERS SUPPLIES |
| 3/7/2017 | 24126 | PA. DEPT. OF LABOR & INDUSTRY E' | \$72.00 | CERTIFICATE FEE |
| 3/7/2017 | 24127 | PCMG INC. | \$428.59 | DESKTOP WORKSTATION |
| 3/7/2017 | 24128 | PENN VALLEY CHEMICAL | \$2,422.91 | MAINTENANCE SUPPLIES |

| | | | | |
|----------|-------|----------------------------------|-------------|-------------------------|
| 3/7/2017 | 24129 | PENNSYLVANIA STEEL CO., INC. | \$733.84 | MACHINING SUPPLIES |
| 3/7/2017 | 24130 | PENNSYLVANIA WIPING MATERIALS | \$220.00 | GRAPHICS SUPPLIES |
| 3/7/2017 | 24131 | POCONO MOUNTAIN DAIRIES | \$453.61 | CULINARY EXPENSE |
| 3/7/2017 | 24132 | QUILL CORP. | \$1,801.75 | COSMETOLOGY SUPPLIES |
| 3/7/2017 | 24133 | R.E. MICHEL | \$5,965.34 | HVAC SUPPLIES |
| 3/7/2017 | 24134 | READY REFRESH | \$175.60 | BOTTLED WATER |
| 3/7/2017 | 24135 | REMCO INC | \$204.75 | MAINTENANCE SERVICE |
| 3/7/2017 | 24136 | SAFETY KLEEN | \$429.20 | MACHINE CLEANING |
| 3/7/2017 | 24137 | SAN MAR CORPORATION | \$60.34 | WEB DESIGN SHIRTS |
| 3/7/2017 | 24138 | SANMAR CORP. | \$146.86 | GRAPHICS SHIRTS |
| 3/7/2017 | 24139 | SCHOOL CLAIMS - ASSURANT | \$1,070.28 | 2016-2017 LIFE INSUR |
| 3/7/2017 | 24140 | SCHOOL CLAIMS SERV - ASSURANT | \$1,285.24 | 2016-2017 LTD INSUR |
| 3/7/2017 | 24141 | SDIC | \$404.94 | INSURANCE CONSORTIUM |
| 3/7/2017 | 24142 | SEAROCK'S LAWN CARE | \$5,558.00 | SNOW REMOVAL |
| 3/7/2017 | 24143 | SIM VIVO LLC | \$102.21 | HEALTH CAREERS SUPPLIES |
| 3/7/2017 | 24144 | SIMPLEXGRINNELL | \$506.00 | MAINTENANCE SERVICE |
| 3/7/2017 | 24145 | SINGER EQUIP CO. | \$16,398.64 | CULINARY TABLES |
| 3/7/2017 | 24146 | SKILLS USA PENNSYLVANIA | \$3,630.00 | REGISTRATIONS - STATES |
| 3/7/2017 | 24147 | STATE CHEMICAL | \$243.16 | MAINTENANCE SERVICE |
| 3/7/2017 | 24148 | STAVER HYDRAULICS CO., INC. | \$213.24 | MAINTENANCE SUPPLIES |
| 3/7/2017 | 24149 | STOTZ & FATZINGER | \$1,648.54 | OFFICE SUPPLIES |
| 3/7/2017 | 24150 | THE CROSS WORKS | \$441.50 | PLUMBING SUPPLIES |
| 3/7/2017 | 24151 | TKO ELECTRONICS INC. | \$1,732.00 | TONER ORDER |
| 3/7/2017 | 24152 | TRANE OF NORTHEASTERN PA. | \$8,303.50 | MAINTENANCE SERVICE |
| 3/7/2017 | 24153 | TRAVERS TOOL CO. | \$1,893.88 | MACHINING SUPPLIES |
| 3/7/2017 | 24154 | TSA CONSULTING GROUP INC. | \$32.00 | CONSULTING FEE |
| 3/7/2017 | 24155 | TYRRELLTECH | \$1,700.63 | GRAPHICS REPAIRS |
| 3/7/2017 | 24156 | UNITED ELECTRIC SUPPLY INC. | \$1,089.75 | ELECTRICAL SUPPLIES |
| 3/7/2017 | 24157 | VAN CLEEF ENGINEERING ASSOCIATES | \$469.00 | PROFESSIONAL SERVICES |
| 3/7/2017 | 24158 | VIRCO INC. | \$205.82 | EMT SUPPLIES |
| 3/7/2017 | 24159 | W.W. GRAINGER | \$813.50 | MAINTENANCE SUPPLIES |
| 3/7/2017 | 24160 | WILSON PRODUCTS | \$614.37 | HVAC SUPPLIES |
| 3/7/2017 | 24161 | WOODWORKERS SUPPLY | \$764.08 | CARPENTRY SUPPLIES |
| 3/7/2017 | 24162 | WORLD POINT ECC | \$2,276.04 | HEALTH CAREERS SUPPLIES |
| 3/7/2017 | 24163 | XEROX CORPORATION | \$278.00 | COPIER FEES |

\$424,458.46

TOTAL

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

March 7, 2017

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

The administration respectfully submits the following information and recommendations:

1. 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 |
|---------------------|--------------|---------------------------------|-------------------------------|
| 340889 | 10 | Baking | Bangor Area School District |
| 340883 | 11 | Fashion Industries | Bangor Area School District |
| 340885 | 11 | Athletic Health & Fitness | Bangor Area School District |
| 340872 | 12 | Fashion Industries | Bangor Area School District |
| 340792 | 12 | Academy for Applied Engineering | Wilson Area School District |
| 340691 | 10 | Web Design & Development | Nazareth Area School District |
| 330146 | 11 | Video & Media Arts | Nazareth Area School District |
| 340799 | 12 | Academy for Applied Engineering | Wilson Area School District |
| 320587 | 12 | 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
March 7, 2017

2. HOSA STATE LEADERSHIP CONFERENCE

INFORMATION:

The Bethlehem Area Vocational-Technical School HOSA (Future Health Professionals) Chapter would like to send nineteen (19) students, listed below, to Lancaster, Pennsylvania for the HOSA State Leadership Conference to be held March 8-10, 2017. There is no cost to the school for the students to attend. The three (3) chaperones for this conference were approved at the February Joint Committee Meeting.

| Student ID | High School | Instructor | Grade |
|------------|---------------|--------------|-------|
| 320528 | Freedom | Bloszinsky | 11 |
| 330034 | Freedom | Bloszinsky | 11 |
| 330112 | Northampton | Bloszinsky | 11 |
| 320040 | Northampton | Hunsberger | 12 |
| 330560 | Liberty | Hunsberger | 11 |
| 330268 | Liberty | Hunsberger | 11 |
| 340777 | Freedom | Hunsberger | 12 |
| 340375 | Northampton | Stilgenbauer | 10 |
| 320105 | Liberty | Stilgenbauer | 12 |
| 340054 | Northampton | Stilgenbauer | 10 |
| 320760 | Liberty | Stilgenbauer | 11 |
| 320637 | Saucon Valley | Stilgenbauer | 12 |
| 330771 | Freedom | Stilgenbauer | 11 |
| 320331 | Freedom | Stilgenbauer | 12 |
| 330068 | Freedom | Stilgenbauer | 11 |
| 330071 | Freedom | Stilgenbauer | 11 |
| 330224 | Freedom | Stilgenbauer | 11 |
| 320260 | Liberty | Stilgenbauer | 12 |
| 320372 | Freedom | Stilgenbauer | 12 |

MOTION BY:
 SECOND BY:
 ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 7, 2017

3. GREATER NY AUTOMOTIVE DEALERS ASSOCIATION COMPETITIONRECOMMENDATION:

That Mr. Jeffrey Cantrel, Automotive Technology Instructor, and the two (2) students listed below be granted permission to attend the Greater New York Automotive Dealers Association Automotive Technology Competition (GNYADA) in New York, NY from April 17-19, 2017. The cost of lodging is being paid by the Greater Lehigh Valley Automotive Dealers Association. The estimated cost for meals and transportation is \$518.40.

| STUDENT ID | TEACHER | HIGH SCHOOL | GRADE |
|-------------------|----------------|--------------------|--------------|
| 320175 | Cantrel | Liberty | 12 |
| 320085 | Cantrel | Northampton | 12 |

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 7, 2017

4. CONFERENCE REQUESTS

RECOMMENDATION:

That Adam Lazarchak, Executive Director, be granted permission to attend the Temple Directors Academy sponsored by Temple University in Philadelphia, PA from March 23-24, 2017. The cost of overnight accommodations and most meals is being provided by Temple. The approximate cost for transportation and one meal is \$125.00.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 7, 2017

5. BOARD POLICY 827.1 – WRITTEN CODE OF CONDUCT FOR SCHOOL FOOD AUTHORITIES

INFORMATION:

It is requested that the Joint Committee review the following policy and make any suggestions for changes or clarifications at the March Joint Committee Meeting:

Section 800, Operations, Written Code of Conduct for School Food Authorities

This will be the first reading of the above policy.

RECOMMENDATION:

That the Joint Committee approve the following policy as a first reading:

Section 800, Operations, Written Code of Conduct for School Food Authorities

Any questions or information regarding this policy should be presented to Mr. Lazarchak or Director Gogel prior to the March meeting.

MOTION BY:
SECOND BY:
ROLL CALL

| | |
|---------|---|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Written Code of Conduct for School Food Authorities |
| Number | 827.1 |
| Status | First Reading |

Regulations: 2 CFR Part 200.318, formerly 7 CFR Part 3016.36(b)(3), State Procurement Code and Regulations, and Bethlehem Area Vocational-Technical School

Procedures: The Bethlehem Area Vocational-Technical School seeks to conduct all procurement procedures:

- in compliance with stated regulations; and
- to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

For questions and concerns regarding procurement solicitations, contract evaluations, and award, contact:

Purchasing Contacts: Business Administrator 610-866-8013

Last Modified by Adam Lazarchak on February 16, 2017

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 7, 2017

6. 2017-2018 BUDGET CONSIDERATION

RECOMMENDATION:

That the Joint Committee approve the preliminary 2017-2018 Bethlehem Area Vocational-Technical School budget in the amount of \$11,632,930 and recommend the adoption of that budget by the three participating school districts' Board of Directors.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 7, 2017

7. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

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

| First Name | Last Name | Job Title | Company | Program |
|-------------------|------------------|------------------------|--------------------------------------|------------------------|
| Gary | Gower, Jr. | Owner | G & L's Sign Factory | Commercial Art |
| Sara | Evans | Stylist | Michael Perry Hair Studio | Cosmetology |
| Elisabeth | Toulan | Senior District Leader | Regis Corporation | Cosmetology |
| David | Huber | Production Manager | Minuteman Press of the Lehigh Valley | Graphic Communications |
| Ilene | Stroh | President | Alpha Graphics of the Lehigh Valley | Graphic Communications |
| Dan | Burkhart | Trade Supervisor | HT Lyons | HVAC |
| James | McCarthy | President | McCarthy Masonry & Concrete, Inc. | Masonry |
| John | Keefe | Mold Shop Manager | B. Braun Medical | Precision Machining |
| Richard | Homa | Associate Professor | Warren County Community College | Web Design |

MOTION BY:
 SECOND BY:
 ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 7, 2017

8. NEW LOCAL ADVISORY COMMITTEE MEMBER

RECOMMENDATION:

That Adrienne Jones, Administrative Director, Career Institute of Technology, be appointed as an additional member of the Local Advisory Committee of Bethlehem Area Vocational-Technical School for the remainder of the 2016-17 school year. Ms. Jones replaces Dr. Ronald Roth, who recently retired.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 7, 2017

9. MEMORANDUM OF UNDERSTANDING WITH ACT 93 GROUP

RECOMMENDATION:

It is recommended that the Joint Committee approve the attached Memorandum of Understanding with the BAVTS Administrative (Act 93) Group.

MOTION BY:
SECOND BY:
ROLL CALL

MEMORANDUM OF UNDERSTANDING

**BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL
AND
BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL ADMINISTRATIVE
(ACT 93) GROUP**

This Memorandum of Understanding (“MOU”) between the Bethlehem Area Vocational Technical School (“BAVTS”) and the Act 93 Group (“Administrators”) is entered into this 7th day of March 2017.

WHEREAS, the BAVTS and the Administrators entered into an Administrative Compensation Plan, dated October 5, 2016 (the “Agreement”); and

WHEREAS, the BAVTS and Administrators wish to modify and amend Article III, Section k (iv) of the Agreement, Compensation /Benefits – Early Retirement Incentive subject to the terms and conditions set forth herein, to include disability as an exception to the requirement of six (6) month’s notice of intent to retire.

NOW, THEREFORE, IT IS AGREED:

1. Article III, Section k (iv) of the Agreement is hereby modified to as follows:

Written notification of the Administrator’s intended retirement date must be submitted to the Executive Director at least six (6) months prior to the intended retirement date in order to be eligible for the above BAVTS-paid benefit. This notification requirement shall be waived if the individual is advised of a reduction in hours or the individual experiences one of the following qualifying events: Marriage, Divorce, Death of Spouse, Birth/Adoption of Child, *Disability* or Spouse involuntarily losing employment.

2. This MOU is not intended to and does not create any contractual rights or obligations other than as set forth herein. Except as specifically modified by this MOU, the Agreement shall in all other respects remain in full force and effect.
3. This MOU may be amended, expanded or modified any time only upon the written consent of both parties.
4. In the event of changes in State or Federal law which necessitate changes to this MOU, the BAVTS and the Administrators shall collaborate to promptly change this MOU to ensure compliance by the BAVTS and Administrators with State and Federal requirements.

- 5. All agreements and covenants contained in this MOU are severable, and in the event any of them are held to be invalid by any competent court, this MOU will be interpreted as if invalid agreements or covenants were not contained in this MOU.
- 6. The BAVTS and Administrators will actively work to resolve any differences in interpretation of this MOU or in fulfilling the terms thereof.

IN WITNESS WHEREOF, and intending to be legally bound thereby, the parties have caused this Memorandum of Understanding to be duly executed the day and year first above written.

SEAL
Attest:

JOINT COMMITTEE OF THE BETHLEHEM
AREA VOCATIONAL-TECHNICAL SCHOOL

Secretary

By: _____
Chairperson

Date: _____

ACT 93 EMPLOYEES/ADMINISTRATORS
OF THE BETHLEHEM AREA VOCATIONAL-
TECHNICAL SCHOOL

By: _____

Date: _____

By: _____

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
 March 7, 2017

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 |

2/7/2017 BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

2016 - 2017 WORK ORDERS

| WOID | Description | Status | Assigned To | Request Date |
|------|--|------------------|------------------|--------------|
| 120 | Lisa Blank -oil change | Void | Blank, Lisa | 8/30/2016 |
| 121 | Mike Lemke - Chevrolet PK-TK 2011 - whiteCheck fluids, rotate tires, change oil | Closed | Cantrel, Jeff | 9/7/2016 |
| 122 | Cindy Carson -- Subaru Impreza 2006 - GreyInstall Car stereo | Closed | Cantrel, Jeff | 9/7/2016 |
| 123 | Mike Galler -- 2004 Chevy 1500 truck - tan Oil change, rotate tires/pressure check (materials supplied) | Closed | Cantrel, Jeff | 9/7/2016 |
| 124 | Dana Huber -- 2005 Ford Escape - blueReplace brakes and lines (front). | Closed | Cantrel, Jeff | 9/7/2016 |
| 125 | Dana Huber -- Chevy Silverado - maroonOil Change. | Closed | Cantrel, Jeff | 9/7/2016 |
| 126 | Dana Huber -- 2002 BMW 525i - Greyoil change. | Closed | Cantrel, Jeff | 9/7/2016 |
| 127 | David Gogel -- Lettering on panel. | Closed | Huber, Dana | 9/7/2016 |
| 128 | Louis Oravec Sr -- 2001 Subaru Forester - redPaint car. | Declined | Gruschow, Bill | 9/7/2016 |
| 129 | Bethlehem Twp Fire Dept. Notches in wood fro cribbing | Closed | Sullivan, Jon | 9/7/2016 |
| 130 | Mike Faccineto -- 2011 Ford Explorer - whiteReplace front brakes | Closed | Cantrel, Jeff | 9/7/2016 |
| 131 | Manuel Lopez -- 1994 Honda Civic - metallic blueBody work and paint | Declined | Gruschow, Bill | 9/7/2016 |
| 132 | Browyn Hanley -- 2001 Honda Accord - forest green Catalytic convertor, exhaust system, battery | Void | Cantrel, Jeff | 9/7/2016 |
| 133 | David Williamson -- 1994 Chevy - blackTransmission adjustment | Closed | Cantrel, Jeff | 9/7/2016 |
| 134 | Glenn Milositz -- 2005 Ford Explorer - red - Repair exhaust system, oil change, pre-inspect | Closed | Cantrel, Jeff | 9/7/2016 |
| 135 | David Gogel -- Paint 2 pieces | Closed | Gruschow, Bill | 9/7/2016 |
| 136 | John Sottiore (son in Auto Tech) -- 1997 Ford F150 -- red - Repair rust on driver side, o | Declined | Gruschow, Bill | 9/7/2016 |
| 137 | Tom Rutherford -- 2014 Honda CRV - blackOil change. | Closed | Cantrel, Jeff | 9/8/2016 |
| 138 | Judy Milositz -- 2014 Ford Mustang - blackOil change, tire rotation. | Closed | Cantrel, Jeff | 9/8/2016 |
| 139 | Heather Burkhart -- Infinity M35 - gold/brownRear brakes and rotors changed. | Closed | Cantrel, Jeff | 9/9/2016 |
| 140 | Milton Lahr (son in Auto Tech) -- 1970 Chevy pickup truck - blue - CAB ONLY needs floor painted. Will bring in separate from truck. Student spoke to Gruschow. Contains rust. Ethan Howells (Auto Tech) -- 1995 Ford F150 XLT 4x4 - black - Driver side window won't go up. | Work In Progress | Gruschow, Bill | 9/9/2016 |
| 141 | | Void | Cantrel, Jeff | 9/9/2016 |
| 142 | Debra Peipher -- 2010 Chevy Malibu - tan/goldReplace control arm; front brakes. | Closed | Cantrel, Jeff | 9/9/2016 |
| 143 | Thomas Thomasik -- 2000 Lexus LS400 - black - Left & right front upper & lower ball joints; left & right front tension rods (strut bar); EVAP purge line. | Closed | Cantrel, Jeff | 9/9/2016 |
| 144 | William Hoy -- 1987 Dodge D150 pickup - white Fix surface rust, dents, paint and spray bed liner. | Closed | Gruschow, Bill | 9/12/2016 |
| 145 | Lattermans Corner Store and Deli - Print 400 Menus | Closed | Huber, Dana | 8/31/2016 |
| 146 | Michael Giamoni -- 1997 Dodge Ram 1500 - blackBrakes | Closed | Cantrel, Jeff | 9/13/2016 |
| 147 | Seth Henrie -- 2011 GMC Acadia - blue Replace oil pressure sensor; check work involved to re-seal timing cover/gasket. | Void | Cantrel, Jeff | 9/13/2016 |
| 148 | Michael Galler -- 2003 Toyota 4Runner - black Oil change/filter; install 2" leveling kit; install new tires (will provide all materials). | Closed | Cantrel, Jeff | 9/16/2016 |
| 149 | Melissa Garrity -- 2011 Toyota Corolla - silverWhen backing up my brakes squeel. | Void | Cantrel, Jeff | 9/16/2016 |
| 150 | Thea Phalon -- 2009 Hyundai - silverRepair right door. | Closed | Gruschow, Bill | 9/19/2016 |
| 151 | Larry Fortunato -- 2006 Chevy Trailblazer - white (1) inspect/replace wheel bearings - front; (2) inspect/repair - belts/belt tensioners - check hoses; (3) diagnose trailer wiring - short causing rear brake lights fust to blow. | Closed | Cantrel, Jeff | 9/19/2016 |
| 152 | Scott Ribarchik -- Hardwood tops/cabinets. | Closed | Ribarchik, Scott | 9/19/2016 |
| 153 | Aaron Longley -- 2011 Chevrolet Camaro SS - orangeRefinish customer supplied grille. | Work In Progress | Gruschow, Bill | 9/19/2016 |
| 154 | Ethan Howells -- 1995 Ford F150 XLT 4 x 4 - blackOil change. | Closed | Cantrel, Jeff | 9/19/2016 |
| 155 | Adam Lazarchak -- 2012 GMC Acadia - whiteSpark plugs, transmission fluid & tire rotation. | Closed | Cantrel, Jeff | 9/19/2016 |
| 156 | Mike Lemke -- 2008 Chevrolet Trailblazer - whiteOil change, tire rotation, wiper blades. | Closed | Cantrel, Jeff | 9/20/2016 |
| 157 | William Laslo -- 1978 Chevy Kio - multi.Wiper wiring. | Closed | Cantrel, Jeff | 9/20/2016 |
| 158 | Lynn DeBonis -- Wooden yard toy. 3' x 3' wooden tic-tac-toe frame (9 squares - ea. square 1' x 1') | Void | Sullivan, Jon | 9/21/2016 |
| 159 | Aneht Gonzalez -- 2000 Toyota Camry - tanWheel alignment | Closed | Cantrel, Jeff | 9/21/2016 |
| 160 | Dana Huber -- 2005 Ford Escape - blueRear brakes and rotors. | Closed | Cantrel, Jeff | 9/22/2016 |
| 161 | Bettie Kichline -- 2012 Ford Escape - GreyOil change. | Closed | Cantrel, Jeff | 9/22/2016 |
| 162 | Bettie Kichline -- 2012 Ford Escape - greyCar detailing. | Void | Gruschow, Bill | 9/22/2016 |
| 163 | D. Rebecca Shoemaker -- Repair & refinish (2) oak kitchen cabinets. Crack down the middle o | Void | Ribarchik, Scott | 9/23/2016 |
| 164 | Dave Williamson -- Mazda 6 - redPaint bumper and mirror. | Closed | Gruschow, Bill | 9/26/2016 |
| 165 | Lisa Blank -- 2007 Subaru Forester - redReplace driver side head light. | Closed | Cantrel, Jeff | 9/27/2016 |
| 166 | David Stover -- 2003 Saturn L200 - tanBalance tires. | Closed | Cantrel, Jeff | 9/27/2016 |
| 167 | Alex Glassberg -- 2011 Jeep Wrangler - green Oil change, filter, tire rotation. 2011 Jeep Wrangler Unlimited. Synthetic oil. | Closed | Cantrel, Jeff | 9/27/2016 |
| 168 | Gregory Rivas -- 2005 Honda Civic - goldPainting front bumper. | Closed | Gruschow, Bill | 9/28/2016 |
| 169 | Hiram Santiago-Santana -- 2002 Nissan Maxima - grayAlignment & oil change. | Closed | Cantrel, Jeff | 9/29/2016 |
| 170 | Kevin Strawn -- 2003 Ford Ranger - blackTail light lense, dash light, oil change. | Closed | Cantrel, Jeff | 9/29/2016 |
| 171 | Alex Schrader -- 2010 Ford Focus - redOil change (will provide materials). | Closed | Cantrel, Jeff | 10/3/2016 |
| 172 | Alex Schrader -- 2008 Chevy Colbalt - red Oil change; intermittent sound from front speakers (will provide materials). | Closed | Cantrel, Jeff | 10/3/2016 |
| 173 | Connie Muschko - Vinyl print w/gromets reinforced. | Closed | Huber, Dana | 10/4/2016 |
| 174 | Robert Kleeman -- 2000 VW Jetta - redOil & filter change (supplied by requester) | Closed | Cantrel, Jeff | 10/5/2016 |
| 175 | Olga Echevarria (Carlos Falcon) -- 2011 Mitsubishi Lancer - whiteRepair pearl bumper. | Closed | Gruschow, Bill | 10/5/2016 |
| 176 | Larry Fortunato -- 2006 Chevy Trailblazer - white - Finish work from 2015-16 school year: 1) Bumper cover, 2) right side fender (inside splash guard), 3) pinstripe, 4) detail. | Work In Progress | Gruschow, Bill | 10/6/2016 |
| 177 | Dana Huber - 2006 MDX Acura -- Dk. grayOil change/window regulator. | Closed | Cantrel, Jeff | 10/7/2016 |

| | | | | |
|-----|---|------------------|------------------|------------|
| 178 | David C. Smith - 1998 Mazda MPV -- whiteRemove & replace transmission. | Closed | Cantrel, Jeff | 10/7/2016 |
| 179 | Robert Kulick - 2006 Chevy Impala -- blackRepair shocks and struts. | Closed | Cantrel, Jeff | 10/10/2016 |
| 180 | Mark Kudera -- 2003 Ford F150 4x4 - white Replace transfer case; replace oil dip stick tube and stick. | Closed | Cantrel, Jeff | 10/13/2016 |
| 181 | Larry Fortunato -- 2010 Honda Civic - silverClean & detail the vehicle (interior/exterior). | Closed | Gruschow, Bill | 10/14/2016 |
| 182 | Albert Renn - Re-glue & secure rocking chair arm. | Closed | Sullivan, Jon | 10/14/2016 |
| 183 | Larry Fortunato -- 2008 Kia Sedona - blue - Inspect belts/hoses, alignment (4 wheel). Inspect & repair - front suspension parts as needed. | Closed | Cantrel, Jeff | 10/14/2016 |
| 184 | Jeremy Anderson -- 2015 Chevy Silverado - metallic greyPatch tires. | Closed | Cantrel, Jeff | 10/14/2016 |
| 185 | Thomas Roberts -- 2006 Chevy dorado - metallic blue/greyReplace u-joints. | Closed | Cantrel, Jeff | 10/14/2016 |
| 186 | Melissa Garrity -- 2012 Toyota Corolla - greyBrakes checked. | Closed | Cantrel, Jeff | 10/17/2016 |
| 187 | John Sottolare -- 1997 Ford F150 - red Coolant flush, injector clearer, brakes, exhaust bend (straighten pipe). | Closed | Cantrel, Jeff | 10/17/2016 |
| 188 | William Lasko -- ENGINE ONLY, NO VEHICLEDisassembly only. | Void | Cantrel, Jeff | 10/18/2016 |
| 189 | Alex Glassberg -- 2008 Toyota Sienna - blue Diagnose and repair warning lights & might need new ignition. Call. | Closed | Cantrel, Jeff | 10/19/2016 |
| 190 | Carmen Rosado -- 2010 GMC Acadia - redRotate tires & check alignment. | Closed | Cantrel, Jeff | 10/19/2016 |
| 191 | Robert Beidleman (Son in HVAC) -- 2002 Subaru Impreza - white/blue - Replace head & valve cover gaskets (has parts already). Also needs headstuds (does not have parts). | Work In Progress | Cantrel, Jeff | 10/21/2016 |
| 192 | Kathy Petko - Plane/sand 15 8' boards. Please take off as little as possible & make sure they a | Closed | Ribarchik, Scott | 10/21/2016 |
| 193 | Stan Dixon - Repair and paint trailer. | Closed | Gruschow, Bill | 10/21/2016 |
| 194 | Michael Galler -- 2008 Corvette - silverOil change/install back-up light (will supply materials). | Closed | Cantrel, Jeff | 10/24/2016 |
| 195 | Austin Fenstermacher -- 2004 Chevy SilveradoReplace starter. | Closed | Cantrel, Jeff | 10/25/2016 |
| 196 | Jeff Cantrel -- 2001 Jeep Cherokee - orangeReplace suspension parts. | Closed | Cantrel, Jeff | 10/25/2016 |
| 197 | Mike Giamoni - 1 - Poster 3' x 4' ish / 1 - Banner - 8' long | Closed | Huber, Dana | 10/27/2016 |
| 198 | Larry Fortunato -- 2006 Chevy Trailblazer - whiteService transmission & transfer case. | Closed | Cantrel, Jeff | 10/27/2016 |
| 199 | Lisa Blank -- 2007 Subaru - redinstall entire headlight assembly (will supply materials). | Closed | Cantrel, Jeff | 10/27/2016 |
| 200 | Lisa Blank -- 2007 Subaru forester - redReplace head gasket & spark plugs. | Closed | Cantrel, Jeff | 10/27/2016 |
| 201 | Heather Burkhart -- 2013 Ford Explorer XLT - blackOil change. | Closed | Cantrel, Jeff | 10/27/2016 |
| 202 | G. Richard Snyder (Matt Snyder) -- 2001 BMW 530i - black Pressure test, radiator mounts, oil change, oil pan gasket. | Closed | Cantrel, Jeff | 10/27/2016 |
| 203 | Dana Huber -- 2006 Acura MDX - dark grayTune-up/valve adjustment. | Closed | Cantrel, Jeff | 11/1/2016 |
| 204 | Arnaldo Bermudez Cruz -- 2002 Honda Civic LX - silverControl arm bushings. | Closed | Cantrel, Jeff | 11/1/2016 |
| 205 | David A. Zimmerman -- 1999 Ford F150 XLT - redRepair fuel pump, exhaust leak. | Closed | Cantrel, Jeff | 11/1/2016 |
| 206 | Jennifer Miller - Finishing/framing large inclusive wheelchair paintings and building buddy bench | Waiting Funding | Dixon, Stan | 11/3/2016 |
| 207 | John Kalynych (Lehigh County Special Operations) - Remove existing hot H2O system, remove | Work In Progress | Giamoni, Michael | 11/3/2016 |
| 208 | Mike Galler -- 2004 Chevy Truck - tanInstall wheel bearing; mount/install new tires. | Closed | Cantrel, Jeff | 11/4/2016 |
| 209 | Dawn Sutter - Hem 2 dress pants. | Void | Blank, Lisa | 11/4/2016 |
| 210 | Kevin Strawn -- Ford Range - black Cut out and replace rusted in section on back wheel driver's side; spot paint. | Work In Progress | Gruschow, Bill | 11/7/2016 |
| 211 | Mike Lemke -- 2011 Chevy Pick-up - whiteTire rotation & oil change. | Closed | Cantrel, Jeff | 11/9/2016 |
| 212 | Mike Lemke -- 2008 Chevy Trailblazer - whiteTire rotation & oil change. | Closed | Cantrel, Jeff | 11/9/2016 |
| 213 | Alex Glassberg -- 2008 Toyota Sienna - blueNeed 2 tires installed. | Closed | Cantrel, Jeff | 11/9/2016 |
| 214 | Elaine Josephs (son in Auto) -- 2002 Honda Odyssey - Grey Oil leak, bulbs out, brake pulsation. | Closed | Cantrel, Jeff | 11/10/2016 |
| 215 | Marie Rossi (son in EC) -- 2010 Chevy Colorado - black - Replace leaf springs, install new bracket (will provide materials); fix front differential/axle housing; alignment. | Work In Progress | Cantrel, Jeff | 11/11/2016 |
| 216 | Jeffery Cantrel -- 2013 Toyota Tacoma - blue Transmission service, oil change, replace spark plugs. | Void | Cantrel, Jeff | 11/11/2016 |
| 217 | Steve Mantz -- 2003 Jeep Liberty - blue Check over vehicle - make recommendations/estimates for inspection. | Closed | Cantrel, Jeff | 11/15/2016 |
| 218 | Pink Heels LV (Bill Andress) -- 2000 Ford - white. Paint ambulance pink. | Work In Progress | Gruschow, Bill | 11/17/2016 |
| 219 | Heather Chilcote -- 2015 Honda Pilot - blackOil change. | Closed | Cantrel, Jeff | 11/17/2016 |
| 220 | Craig Mosser -- 2002 Ford Explorer Sport Trac - green - Check all fluids/hoses for winter. Chec | Closed | Cantrel, Jeff | 11/17/2016 |
| 221 | Mike Giamoni -- 1999 Ford F250 - whiteRepair/replace tire. | Closed | Cantrel, Jeff | 11/17/2016 |
| 222 | Elaine Josephs (son in Auto Tech) -- 2002 Hyundai Elantra - greyAlternator belt. | Work In Progress | Cantrel, Jeff | 11/21/2016 |
| 223 | William Lasko (student) -- UJoint. | Work In Progress | Cantrel, Jeff | 11/22/2016 |
| 224 | George Bonomo -- 2000 GMC - WhiteCheck driveline noise. | Void | Cantrel, Jeff | 11/23/2016 |
| 225 | Seth Henrie -- 2011 GMC Acadia - blueRepair dent; paint damage on front passenger door. | Work In Progress | Gruschow, Bill | 11/29/2016 |
| 226 | Annalies Franzese -- Grandson in Cabinet Making. Cutting boards. | Closed | Ribarchik, Scott | 11/29/2016 |
| 227 | Karen Buck, Manufacturers Resource Center - Print certificates for student video contest. | Closed | Huber, Dana | 11/30/2016 |
| 228 | Steven Volk -- 1997 Chevy Tahoe - whiteBreak line replacement. | Work In Progress | Cantrel, Jeff | 12/1/2016 |
| 229 | Joseph Lattermann - Business cards to show dell catering & local corner store. | Work In Progress | Huber, Dana | 12/1/2016 |
| 230 | Scott Ribarchik - Ford F150 - redPlug hole in tire. | Closed | Cantrel, Jeff | 12/1/2016 |
| 231 | Hiram Santiago - 2000 Honda Accord -- blackOil change & tire rotation. | Closed | Cantrel, Jeff | 12/5/2016 |
| 232 | David Zimmerman - 1992 GMC G2500 Vandura - white - Diagnose & repair suspension & brake issue. Check all fluids, change as necessary, repair electrical components, repair audio, undercoat. | Work In Progress | Cantrel, Jeff | 12/5/2016 |
| 233 | Phil Tarboro -- 2006 Chrysler van - blueInstall drive shaft. | Closed | Cantrel, Jeff | 12/6/2016 |
| 234 | Andrew Sottolare (son in Auto Tech) -- 1997 Ford F150 - redInstall lift. | Closed | Cantrel, Jeff | 12/6/2016 |
| 235 | Natalie Green -- 2002 Ford Explorer - whiteOil change | Closed | Cantrel, Jeff | 12/7/2016 |
| 236 | Gordon Silfes -- 1989 Chevy Beretta - blueCar broke down in lot. Water pump, gasket. | Closed | Cantrel, Jeff | 12/8/2016 |
| 237 | Dana Huber -- 2002 BMW 525i - dark gray Drain & replace power steering fluid; replace 3rd brake light socket (bulb in trunk); reattach driver's side seat control cover, reverse driver's side rear window switch. | Closed | Cantrel, Jeff | 12/8/2016 |

| | | | | | |
|-----|---|--|------------------|------------------|------------|
| 238 | Joanne Marsh (son in Auto Tech) -- 1999 Chevy Cavalier - red | Check engine light on. | Closed | Cantrel, Jeff | 12/8/2016 |
| 239 | David Gogel -- Lettering on panel per picture. NEED BY JAN. 15. | | Closed | Huber, Dana | 12/9/2016 |
| 240 | Russ Gaffney -- 2015 Dodge Ram 1500 - black | New tires. | Closed | Cantrel, Jeff | 12/9/2016 |
| 241 | Joanne Marsh (Son in Auto Tech) -- 1999 Chevy Cavalier - red | Check engine light on. | Void | Blank, Lisa | 12/13/2016 |
| 242 | Phil Tarboro -- Subaru Imprezza- blue | Coil pack (replace) | Closed | Cantrel, Jeff | 12/13/2016 |
| 243 | Karen Nester (son in Auto Tech) -- 2007 Volkswagon GTI - black | Diagnose check engine light. | Closed | Cantrel, Jeff | 12/13/2016 |
| 244 | Melissa Garrity -- 2010 Kia Sportage - maroon | Oil change. | Closed | Cantrel, Jeff | 12/16/2016 |
| 245 | Michael Giamoni -- 1996 Ford Explorer - green | Shocks, check brakes, general inspection, replace hood cable. | Work In Progress | Cantrel, Jeff | 12/16/2016 |
| 246 | Michael Giamoni -- 1997 Dodge Ram - black | Check antifreeze smell. | Work In Progress | Cantrel, Jeff | 12/16/2016 |
| 247 | Michael Giamoni -- 2008 Chevy 300 - silver | Oil change, rotate tires, check brakes. | Closed | Cantrel, Jeff | 12/16/2016 |
| 248 | Richard Hildenbrandt (grandson in Auto Tech) -- 2014 Ford FX4 Pickup - silver - | Oil change. | Void | Cantrel, Jeff | 12/16/2016 |
| 249 | Lisa Blank -- 2007 Forester - red | Head gasket replacement. Available after 1/9/17. | Closed | Cantrel, Jeff | 12/21/2016 |
| 250 | Jeffery Pichel - family of former students. 100 booklets; color cover; inside pages Liberty alma m | Nishika Vidanage -- 2007 Volvo S40 - black | New Request | Blank, Lisa | 12/21/2016 |
| 251 | Replace timing belt, water pump, & other areas not working properly. | | Declined | Blank, Lisa | 12/22/2016 |
| 252 | Karen Buck - Manufactures Resource Ctr.- 1. Revise & print "What's So Cool" tickets (from last yr.); 2. Design & print laminate "VIP" Passes for participating students & teachers. | | Closed | Huber, Dana | 12/22/2016 |
| 253 | William Hoy -- 2005 Mazda 6 - blue -- | Replace exhaust system & suspension dampers; service | Void | Blank, Lisa | 1/4/2017 |
| 254 | Larry Fortunato -- 2010 Chevy Suburban - white | Inspect rear brakes. | Closed | Cantrel, Jeff | 1/4/2017 |
| 255 | Michael Galler -- 2004 Toyota 4 Runner - black | LOF/tire rotation; check brakes (he will provide materials). | Closed | Cantrel, Jeff | 1/4/2017 |
| 256 | Michael Galler -- 2012 Arctic Cat MB - black | Troubleshoot engine - possible replacement. | Closed | Cantrel, Jeff | 1/4/2017 |
| 257 | Jenifer Stilgenbauer -- Nissan Rogue - grey | Windshield wipers broke mid-storm. | Closed | Cantrel, Jeff | 1/4/2017 |
| 258 | Jeff Cantrel -- 2005 Dodge Dakota - Silver | Check overheating & coolant loss. | Work In Progress | Cantrel, Jeff | 1/4/2017 |
| 259 | Dean Wilson - All About FunWeld (4) casters (provided by owner). | | Closed | Facchiano, Vince | 1/4/2017 |
| 260 | John Jetter (former student) -- 2001 Ford Mustang - green | Balance tires. ** Stationed in VA. In area for 1 week. | Closed | Cantrel, Jeff | 1/4/2017 |
| 261 | Dana Huber -- 200 Subaru Legacy - white | Replace engine. | Closed | Cantrel, Jeff | 1/5/2017 |
| 262 | Adam Lazarchak -- GMC Acadia - white | Right rear tire losing air. | Closed | Cantrel, Jeff | 1/6/2017 |
| 263 | Robert Kleeman -- 2000 VW Jetta - red - | Add transmission fluid treatment (supplied by owner). | Closed | Cantrel, Jeff | 1/6/2017 |
| 264 | John Sottolare (son in AutoTech) -- 2006 Dodge Ram 1500 - grey | Misfire diagnosis. | Void | Cantrel, Jeff | 1/6/2017 |
| 265 | Erika Dilenno -- 2003 Jeep Liberty - black | Oil change. | Closed | Cantrel, Jeff | 1/9/2017 |
| 266 | Chad & Holly Wasserman -- 2010 Chrysler SW - black | Repair damage to rear driver side quarter panel & light. Remove dent & scratching. | Declined | Gruschow, Bill | 1/9/2017 |
| 267 | Denise Garcia Brady (L.V. Health Fest) Create new website for LVHEALTHFEST.ORG. | | Work In Progress | Guth, Emily | 1/9/2017 |
| 268 | Lynn E. DeBonis Design & print cards - 20 ct. Card stock supplied. | | Closed | Maniz, Steve | 1/10/2017 |
| 269 | Dave Williamson -- 2004 Envoy - grey | Power steering leak. | Closed | Cantrel, Jeff | 1/10/2017 |
| 270 | Gordon Silfies -- 2001 Chevy Trail Blazer - white - | Door hinges; oil change; head unit instrumen | Closed | Cantrel, Jeff | 1/10/2017 |
| 271 | Carmen Rosado -- 2010 GMC Acadia - red - | Balance tires, check air pressure; new wipers. | Closed | Cantrel, Jeff | 1/11/2017 |
| 272 | Glenn Milositz -- 2010 Ford F150 - silver | Replace battery. | Work In Progress | Cantrel, Jeff | 1/11/2017 |
| 273 | Steve Mantz - Need a few tiles cut. | | Closed | Kulick, Robert | 1/11/2017 |
| 274 | Karen Mustonen -- 2012 Acura - white | Yellow paint on rear bumper. | Work In Progress | Gruschow, Bill | 1/11/2017 |
| 275 | Bill Gruschow -- 2005 F150 - silver | Check PA inspection; change fuel filter; change oil filter. | Closed | Cantrel, Jeff | 1/12/2017 |
| 276 | Jennifer Stilgenbauer - Nissan Rogue - grey | Replace windshield wipers. | Void | | 1/12/2017 |
| 277 | Bob Hawxhurst - (2) Cutting boards - dimensions sent via email. | | Closed | Sullivan, Jon | 1/12/2017 |
| 278 | Sue Fahrenkopf - Bridges Foundation - Print 1 box of #10 envelopes w/Bridges logo (sample in | | Closed | Huber, Dana | 1/13/2017 |
| 279 | Blanca Gonzalez Crespo (son in AHF) -- 2009 Toyota Corolla - grey | Bumper repair, dent & painting. | Declined | Gruschow, Bill | 1/13/2017 |
| 280 | Jeremy Anderson (for HVAC) - Assess small refrigerator compressor pump; fixed or replaced. | | Work In Progress | Heptner, Don | 1/13/2017 |
| 281 | Seth Henrie -- 2011 GMC Acadia - blue | Balance tires. | Closed | Cantrel, Jeff | 1/18/2017 |
| 282 | Melissa Suttiff -- 1999 Jeep Grand Cherokee - 2-tone white/black - | New muffler, possible new b | Work In Progress | Cantrel, Jeff | 1/18/2017 |
| 283 | Mike Galler - Cut out new top for coffee table (will provide materials). | | Complete | Sullivan, Jon | 1/20/2017 |
| 284 | Heather Chilcote - 2015 Honda Pilot - black | Remove green paint from exterior front panel & passenger side door. | Closed | Gruschow, Bill | 1/23/2017 |
| 285 | Laura Lynn -- 1995 Jeep Grand Cherokee Limited - chargold (taupe) | Oil change; wheel balance 2nd rotation; look at transmission gasket. | Declined | Cantrel, Jeff | 1/23/2017 |
| 286 | Michael DiBilio - 2013 Wrangler Sahara -- Silver | Oil change and tire rotation. | Closed | Cantrel, Jeff | 1/26/2017 |
| 287 | Emily Guth - 120 Wedding invitations, RSVP cards, wedding programs, rehearsal dinner. | | Void | Huber, Dana | 1/26/2017 |
| 288 | Russell Gaffney -- 2007 Mitsubishi Endeavor - gold | Detail vehicle. | Closed | Gruschow, Bill | 1/26/2017 |
| 289 | Deanna L. Webb -- 2003 Nissan Altima - white - | Floor pan replacement. | Declined | Blank, Lisa | 1/27/2017 |
| 290 | Susan Valkovec -- 2003 Toyota Camry - black | Fix valve cover, oil leak, and others if needed. | Void | Cantrel, Jeff | 1/27/2017 |
| 291 | Heather Chilcote -- 2012 Infinity - brown/gold | Oil change. | Closed | Cantrel, Jeff | 1/27/2017 |
| 292 | Lawrence Kopp -- 2003 Nissan Altima - gray - | Drove home with 1 bad coil, then died. Won't restart. Put 4 new coils & plugs. Will bring vehicle. | Declined | Cantrel, Jeff | 1/30/2017 |
| 293 | Lynn DeBonis -- 2008 Saturn Vue - black | Check wires on stereo speaker in car. | Work In Progress | Cantrel, Jeff | 1/30/2017 |
| 294 | Ernilio Cintron - Culinary - | Name stitched on chef coat. | Closed | Werst, Sharon | 1/30/2017 |
| 295 | Russ Gaffney for Bridges Luncheon - 38 Place/name cards on heavy stock. Same as last year. | | Closed | Huber, Dana | 1/30/2017 |
| 296 | Stan Dixon - Repair base for power feeder (welding). | | Work In Progress | Facchiano, Vince | 1/31/2017 |
| 297 | Nina Pardoe -- 200 Subaru - white | Attach bumper. | Closed | Gruschow, Bill | 1/31/2017 |
| 298 | Moreen Hunsberger - Polo orders with logo. Dana has sizes and amounts. | | Work In Progress | Huber, Dana | 1/31/2017 |
| 299 | Megan Giangliulo (Health Careers) - 2006 Chevy Impala - tan | Paint bumper. Bringing in bumper only, not car. | Work In Progress | Gruschow, Bill | 1/31/2017 |
| 300 | Alex Glassberg -- 2011 Jeep Wrangler Unlimited - green | Oil & filter change. | Closed | Cantrel, Jeff | 2/3/2017 |

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|-----|---|------------------|----------------|-----------|
| 301 | Hailey Carson (Cindy's daughter) -- 1999 Subaru Impreza - white Replace driver's side rear wheel bearing (part provided). | Closed | Cantrel, Jeff | 2/3/2017 |
| 302 | Damien Steffen (Marsh) -- 1999 Chevy Cavalier - red Disassemble vehicle. | Void | Cantrel, Jeff | 2/6/2017 |
| 303 | Nick Campanella -- 2004 SAAB 9-3 Turbo - brown Wheel alignment; check tire rods & ball joints. | Work In Progress | Cantrel, Jeff | 2/6/2017 |
| 304 | Robert Kleeman -- 2002 VW Passat - silver Full preliminary inspection. | Work In Progress | Cantrel, Jeff | 2/7/2017 |
| 305 | Joel Hough (Emily Guth's fiance) - Embroider logo on sweatshirts (26) Karen Buck - Manufactures Resource Ctr. | New Request | | 2/7/2017 |
| 306 | Print 155 additional laminate "VIP" Passes for participating students & teachers. | Closed | Huber, Dana | 2/7/2017 |
| 307 | Dan Mantz (Steve's relative) -- Dodge Grand Caravan - black Repair leaking antifreeze. | Work In Progress | Cantrel, Jeff | 2/8/2017 |
| 308 | Russ Gaffney -- 2015 Dodge Ram - black Oil change. | Closed | Cantrel, Jeff | 2/10/2017 |
| 309 | For Commercial Art (Mantz) -- Nina Pardoe - FHS Band Organization 1) Program booklet for Band Banquet (price quote - 11 x 17 paper - 200 booklets. 2) Graphic color for newsletter ad. Need by 5/17/17. | Work In Progress | Mantz, Steve | 2/13/2017 |
| 310 | Russell Becker -- 20012 Nissan Altima - white Oil change. | Void | Cantrel, Jeff | 2/14/2017 |
| 311 | Mike Galler -- 2004 Chevy Truck - tan Oil change & tire rotation (materials supplied). | Work In Progress | Cantrel, Jeff | 2/15/2017 |
| 312 | Hiram Santiago-Santana -- 2000 Mitsubishi Eclipse - white Tie rod - tune up. | Work In Progress | Cantrel, Jeff | 2/15/2017 |
| 313 | Dana Huber -- 2005 Ford Escape - blue - Fix driver side front & rear tires (slow leak- front worse); il change. | Work In Progress | Cantrel, Jeff | 2/16/2017 |
| 314 | Thomas Rutherford -- 2014 Honda CRV - black Detail & check vehicle before lease return. | Work In Progress | Gruschow, Bill | 2/21/2017 |
| 315 | Heather Chilcote (For Bridges) -- For Commercial Art 120 Bridges "Night of Excellence" booklets. Approx. 20 pgs. | Work In Progress | Mantz, Steve | 2/22/2017 |
| 316 | Maryetta Rivas - 2002 Dodge Stratus - red Blower motor, headlight, antifreeze for AC, oil change. | Work In Progress | Cantrel, Jeff | 2/23/2017 |
| 317 | Emily Laurent (daughter in Comm. Art) -- 2002 Dodge Durango - white Front end alignment only. | Work In Progress | Cantrel, Jeff | 2/24/2017 |
| 318 | John Sottolare -- 1997 Ford F150 - red Oil change. | Work In Progress | Cantrel, Jeff | 2/24/2017 |
| 319 | Jon Sullivan 2 x 4 rustic end table & coffee table. | New Request | Blank, Lisa | 2/28/2017 |

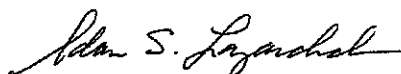
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
March 7, 2017

J. (2.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending January 31, 2017.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

sf

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
January 31, 2017

| ACCOUNT NUMBER | DESCRIPTION | ORIGINAL BUDGET | | | BUDGET REVISIONS | | YEAR-TO-DATE ACTIVITY | | ENCUMBRANCES | BUDGET BALANCE |
|---------------------|--|-----------------|-----------|--------------|------------------|--------------|-----------------------|--------------|--------------|----------------|
| | | BUDGET | REVISIONS | ACTIVITY | REVISIONS | ACTIVITY | ENCUMBRANCES | | | |
| 10.1110.000.000.000 | ACADEMIC PROGRAM | 808,256.00 | | 338,371.18 | | 375,787.58 | | 94,097.24 | | |
| 10.1240.000.000.000 | SPECIAL EDUCATION | 498,935.00 | | 216,622.08 | | 257,129.16 | | 25,183.76 | | |
| 10.1330.000.000.000 | HEALTH OCCUP. PROGRAM | 386,968.00 | | 184,033.26 | | 177,118.08 | | 25,816.66 | | |
| 10.1342.000.000.000 | HOME ECONOMICS PROGRAM | 657,783.00 | | 335,445.99 | | 364,372.24 | | -42,035.23 | | |
| 10.1370.000.000.000 | TECHNICAL PROGRAM | 161,343.00 | | 56,244.59 | | 61,759.32 | | 43,339.09 | | |
| 10.1380.000.000.000 | TRADE & INDUSTRY PROGRAM | 3,872,721.00 | | 1,678,114.83 | | 1,571,442.63 | | 623,163.54 | | |
| 10.1700.000.000.000 | HIGHER EDUCATION | 15,000.00 | | - | | - | | 15,000.00 | | |
| 10.2100.000.000.000 | STUDENT SERVICES | 974,888.00 | | 453,152.80 | | 456,154.03 | | 65,581.17 | | |
| 10.2270.000.000.000 | STAFF DEVELOPMENT - INSTRUCTIONAL | 28,600.00 | | 20,346.38 | | - | | 8,253.62 | | |
| 10.2310.000.000.000 | BOARD SECRETARY | 3,319.00 | | 1,203.39 | | - | | 2,115.61 | | |
| 10.2320.000.000.000 | BOARD TREASURER | 1,268.00 | | 515.98 | | - | | 752.02 | | |
| 10.2350.000.000.000 | LEGAL SERVICES | 55,000.00 | | 7,812.50 | | 23,419.50 | | 23,768.00 | | |
| 10.2360.000.000.000 | OFFICE OF THE DIRECTOR | 357,757.00 | | 181,265.55 | | 128,954.37 | | 47,537.08 | | |
| 10.2380.000.000.000 | OFFICE OF THE PRINCIPAL | 371,470.00 | | 192,270.24 | | 154,937.51 | | 24,262.25 | | |
| 10.2440.000.000.000 | PUPIL HEALTH - FIRST AID | 75,887.00 | | 33,471.04 | | 36,575.31 | | 5,840.65 | | |
| 10.2511.000.000.000 | BUSINESS OFFICE | 474,205.00 | | 256,352.40 | | 128,765.80 | | 89,086.80 | | |
| 10.2600.000.000.000 | OPERATIONS & MAINTENANCE | 1,968,987.00 | | 1,017,330.51 | | 422,972.33 | | 528,684.16 | | |
| 10.2660.000.000.000 | SECURITY SERVICES | 100,196.00 | | 24,875.89 | | 26,729.34 | | 48,590.77 | | |
| 10.2830.000.000.000 | STAFF DEVELOPMENT - NON-INST. | - | | 5,772.00 | | - | | -5,772.00 | | |
| 10.2840.000.000.000 | DATA PROCESSING - TECHNOLOGY | 372,431.00 | | 162,849.30 | | 156,644.64 | | 52,937.06 | | |
| 10.3210.000.000.000 | SCHOOL SPONSORED ACTIVITIES | 68,412.00 | | 11,018.66 | | 9,687.29 | | 47,706.05 | | |
| 10.4600.000.000.000 | IMPROVEMENT EXPENSES | 20,000.00 | | 76,141.75 | | 3,637.00 | | -59,778.75 | | |
| 10.5100.000.000.000 | REFUND OF PRIOR YEAR RECEIPTS | - | | - | | - | | 0.00 | | |
| 10.5220.000.000.000 | CAPITAL RESERVE TRANSFERS | 100,000.00 | | 293,030.55 | | - | | -193,030.55 | | |
| 10.5251.000.000.000 | FOOD SERVICE TRANSFERS | 15,000.00 | | 25,000.00 | | - | | -10,000.00 | | |
| 10.5258.000.000.000 | HOUSE PROJECT FUND TRANSFER | - | | - | | - | | 0.00 | | |
| 10.5900.000.000.000 | BUDGETARY RESERVE | 25,000.00 | | - | | - | | 25,000.00 | | |
| | TOTAL FOR GENERAL FUND | 11,413,426.00 | | 5,571,240.87 | | 4,356,086.13 | | 1,486,099.00 | | |
| | TOTAL EXPENSES | 11,413,426.00 | | 5,571,240.87 | | 4,356,086.13 | | 1,486,099.00 | | |
| | EXCESS OF REVENUE OVER EXPENSES | | | 919,773.18 | | | | | | |

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT

January 31, 2017

| ACCOUNT NUMBER | DESCRIPTION | ORIGINAL BUDGET | YEAR-TO-DATE ACTIVITY | BUDGET BALANCE |
|---------------------|---|----------------------|--------------------------|---------------------|
| 10.6510.000.000.000 | INTEREST ON INVESTMENTS | 500.00 | 589.31 | -89.31 |
| 10.6910.000.000.000 | RENTALS | 1,000.00 | 632.50 | 367.50 |
| 10.6920.000.000.000 | CONTRIBUTIONS AND DONATIONS | 15,000.00 | - | 15,000.00 |
| 10.6946.000.000.000 | PRIOR YEAR EXCESS REVENUES FOR TRANSFER | | 293,030.55 | -293,030.55 |
| 10.6946.001.000.000 | RECEIPTS FROM BASD | 6,647,600.00 | 3,848,614.00 | 2,798,986.00 |
| 10.6946.002.000.000 | RECEIPTS FROM NASD | 1,982,545.00 | 1,252,128.00 | 730,417.00 |
| 10.6946.003.000.000 | RECEIPTS FROM SVSD | 752,238.00 | 435,505.00 | 316,733.00 |
| 10.6949.000.000.000 | TUITION - ADULT DAY REGULAR | - | - | 0.00 |
| 10.6950.000.000.000 | TUITION FROM OTHER DISTRICT | 50,000.00 | - | 50,000.00 |
| 10.6990.000.000.000 | MISCELLANEOUS REVENUE | 2,000.00 | 6,344.32 | -4,344.32 |
| 10.7220.000.000.000 | VOCATIONAL EDUC. SUBSIDY | 750,000.00 | 349,782.00 | 400,218.00 |
| 10.7230.000.000.000 | OTHER STATE GRANTS | - | - | 0.00 |
| 10.7509.000.000.000 | SUPPLEMENTAL EQUIPMENT GRANT | 25,000.00 | 41,027.00 | -16,027.00 |
| 10.7810.000.000.000 | SOC. SEC. REIMBURSEMENT | 181,372.00 | 23,173.99 | 158,198.01 |
| 10.7820.000.000.000 | RETIREMENT REIMBURSEMENT | 698,171.00 | 93,327.36 | 604,843.64 |
| 10.8521.000.000.000 | FEDERAL | 308,000.00 | 146,860.02 | 161,139.98 |
| 10.9400.000.000.000 | PROCEEDS FROM SALE OF FIXED ASSETS | - | - | 0.00 |
| | TOTALS FOR GENERAL FUND | 11,413,426.00 | 6,491,014.05 | 4,922,411.95 |
| | TOTAL REVENUES | 11,413,426.00 | 6,491,014.05 | 4,922,411.95 |