

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

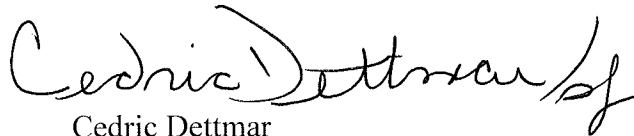
December 22, 2024

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

Dear Committee Members:

There will be an Executive Session on **Wednesday, January 7, 2025 at 6:00 p.m.** in the
ECLC to discuss legal matters.

Sincerely,

A handwritten signature in black ink that reads "Cedric Dettmar" with a stylized flourish at the end.

Cedric Dettmar
Joint Committee Chairperson

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

December 20, 2024

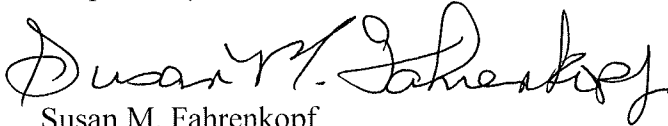
The Joint Committee
Bethlehem Area Vocational-Technical School

Dear Committee Member:

A Regular Meeting of the Joint Committee of the Bethlehem Area Vocational-Technical School is called for **Wednesday, January 7, 2025 at 7:00 p.m.** for general purposes.

The meeting will be held in the ECLC, Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA.

Respectfully,



Susan M. Fahrenkopf
Joint Committee Secretary

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

3300 Chester Avenue
Bethlehem, PA 18020

BAVTS Joint Committee Regular Meeting
January 7, 2025 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Reorganization Meeting, December 4, 2024
Regular Meeting, December 4, 2024
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor – Agenda Items Only
- H. Administrative Recommendations
 - 1. Staffing
 - 2. 2024-2025 Substitutes
 - 3. Close of Fiscal Year 2023-2024
 - 4. Audit Report
 - 5. Continuing Education
 - 6. Rescheduled SkillsUSA Ambassador Training
 - 7. Budget Transfers
- I. Informational Items
 - 1. Equipment Grants
 - 2. Work Project Report
 - 3. Condition of the Budget
 - 4. House Project Update (verbal report provided at meeting)
- J. Unfinished Business
- K. New & Miscellaneous Business
- L. Courtesy of the Floor to Visitors
- M. Adjournment

Next Meeting Date: Tuesday, February 4, 2025

Inclement Weather Date: Wednesday, February 5, 2025

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

January 7, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

November 30, 2024

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL					
FUND NAME		BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
		November 1, 2024			November 30, 2024
General	includes PLGIT/CD	3,758,838.94	1,027,162.89	(865,311.22)	3,920,690.61
House Project		147,011.12	1,034.72	(1,404.26)	146,641.58
Production		183,065.84	19,623.67	(26,031.70)	176,657.81
Capital Reserves	includes PLGIT/CD	3,038,531.42	10,032.27	(48,107.05)	3,000,456.64
Payroll		11,608.63	519,895.31	(521,742.66)	9,761.28
Cafeteria		105,151.54	2,798.84	(15,743.44)	92,206.94
Adult Education	includes PLGIT/CD	302,373.00	34,862.62	(27,165.21)	310,070.41
Student Activities		43,591.21	7,322.22	(576.57)	50,336.86
TOTALS		7,590,171.70	1,622,732.54	(1,506,082.11)	7,706,822.13

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

November 1, 2024 3,160,914.68

RECEIPTS

Production	19,620.38	
Interest	61.24	
District Contrib.	946,886.86	
District Contrib./Auth.		
State / Fed Funds	57,873.74	
Tuition		
Other	6,212.48	
Transfers - PLGIT		
Inter-Fund Transfers	13,776.52	1,044,431.22

DISBURSEMENTS

Prepaid Bills	(42,083.99)	
Bill Listings	(332,513.31)	
Payroll	(495,882.21)	
Other--Authority Bond		
Fees	(547.23)	
Void Checks	3,990.00	
Transfers - PLGIT		(867,036.74)

November 30, 2024	ADJ BOOK BALANCE	3,338,309.16
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BANK RECONCILIATION

November 30, 2024

Bank Balance	3,340,614.14	
Memo		
Outstanding Checks	(2,304.98)	
Deposit in Transit		
November 30, 2024	ADJ BANK BALANCE	3,338,309.16

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

January 7, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

November 30, 2024

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

November 1, 2024		928,001.22
	Transfers In	0.00
	Interest	3,390.06
	P Card purchases	(25,710.44)
	Transfers Out	
	Transfers Out-CD purch	
November 30, 2024	ADJ BOOK BALANCE	905,680.84

BANK RECONCILIATION

	November 30, 2024	
Bank Balance		905,680.84
Deposit in Transit		
Outstanding Checks		
November 30, 2024	ADJ BANK BALANCE	905,680.84
Average Yield for Nov 2024 is 4.56%		

CAPITAL RESERVES - EMBASSY BANK

November 1, 2024		359,243.63
	Receipts	0.00
	Interest	7.29
	Void Checks	0.00
		7.29
	Fees	
	Disbursements	(48,107.05)
		(48,107.05)
November 30, 2024	ADJ BOOK BALANCE	311,143.87

BANK RECONCILIATION

	November 30, 2024	
Bank Balance		311,143.87
Memos		
Outstanding Checks		0.00
Deposit in Transit		0.00
November 30, 2024	ADJ BANK BALANCE	311,143.87

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

November 1, 2024		2,679,287.79
	Transfers In	0.00
	Interest	10,024.98
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
November 30, 2024	ADJ BOOK BALANCE	2,689,312.77

BANK RECONCILIATION

	November 30, 2024	
Bank Balance		2,689,312.77
Outstanding Checks		0.00
November 30, 2024	ADJ BANK BALANCE	2,689,312.77
Average Yield for Nov 2024 is 4.56%		

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

January 7, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

November 30, 2024

PAYROLL FUND - EMBASSY BANK

November 1, 2024			11,608.63
	Receipts	519,894.05	
	Interest	1.26	
	Void Checks		519,895.31
	Fees		
	Disbursements	(521,742.66)	(521,742.66)
November 30, 2024	ADJ BOOK BALANCE		9,761.28

BANK RECONCILIATION

November 30, 2024

Bank Balance	10,037.76	
Memos		
Outstanding Checks	(276.48)	
Deposit in Transit		
November 30, 2024	ADJ BANK BALANCE	9,761.28

CAFETERIA FUND - EMBASSY BANK

November 1, 2024			105,151.54
	Receipts	2,796.85	
	Transfers		
	Interest	1.99	2,798.84
	Disbursements	(15,743.44)	
	Void Check	0.00	(15,743.44)
November 30, 2024	ADJ BOOK BALANCE		92,206.94

BANK RECONCILIATION

November 30, 2024

Bank Balance	92,237.24	
Memos	0.00	
Outstanding Checks	(30.30)	
Deposit in Transit	0.00	
November 30, 2024	ADJ BANK BALANCE	92,206.94

ADULT EDUCATION FUND - EMBASSY BANK

November 1, 2024			302,373.00
	Receipts	34,856.52	
	PLGIT Transfers	0.00	
	Interest	6.10	34,862.62
	Disbursements	(27,165.21)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(27,165.21)
November 30, 2024	ADJ BOOK BALANCE		310,070.41

BANK RECONCILIATION

November 30, 2024

Bank Balance	308,895.41	
Memos	0.00	
Outstanding Checks	0.00	
Deposit in Transit	1,175.00	
November 30, 2024	ADJ BANK BALANCE	310,070.41

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

January 7, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

November 30, 2024

STUDENT ACTIVITY ACCT -EMBASSY BANK

November 1, 2024			43,591.21
	Receipts	7,321.25	
	Other		
	Interest	0.97	7,322.22
	Disbursements	(576.57)	
	Other--Ret'd Check		
	Voided Check	0.00	(576.57)
November 30, 2024	ADJ BOOK BALANCE		50,336.86

BANK RECONCILIATION

November 30, 2024

Bank Balance	50,336.86
Outstanding Checks	0.00
Deposit in Transit	0.00
November 30, 2024	ADJ BANK BALANCE
	50,336.86

REPORT OF DEPOSITORIES

November 30, 2024

EMBASSY BANK

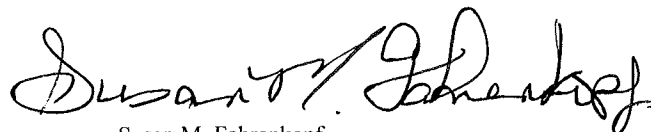
General Fund	3,340,614.14
Capital Reserve	311,143.87
Payroll Account	10,037.76
Cafeteria Fund	92,237.24
Adult Ed. Fund	308,895.41
Student Activity Fund	50,336.86

PLGIT

PLGIT General Fund	905,680.84	
PLGIT CD (General Fund)	0.00	905,680.84
PLGIT Capital Reserve	2,689,312.77	
PLGIT CD (Cap Reserve)	0.00	2,689,312.77
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 7,708,258.89

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

January 7, 2025

PAYMENT OF BILLS

RECOMMENDATION:

GENERAL BUDGET

That the bills through January 7, 2025 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY:

SECOND BY:

ROLL CALL

REPORT DATE
1/7/2025

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	AMOUNT	DESCRIPTION
12/5/2024	Y	33613	CANON SOLUTIONS AMERICA, INC.	\$ 241.71	COPIER MAINTENANCE
12/5/2024	Y	33614	HOME DEPOT CREDIT SVCS.	\$ 1,431.92	MAINTENANCE & HOUSE PROJECT SUPPLIES
12/5/2024	Y	33615	NRG BUSINESS MARKETING	\$ 673.80	24-25 GAS SUPPLY
12/5/2024	Y	33616	PP&L	\$ 98.31	24-25 ELECTRIC
12/5/2024	Y	33617	UGI UTILITIES	\$ 643.81	GAS SERVICE
12/5/2024	Y	33618	VERIZON WIRELESS	\$ 304.83	CELL PHONES
12/5/2024	Y	33619	WEX BANK	\$ 408.90	GAS FOR SCHOOL VEHICLES
12/5/2024	Y	33620	WORKHORSE LANDSCAPING & EXCAVATING	\$ 925.00	LAWN SERVICE
12/5/2024	Y	33621	VALLEY SCRUBS	\$ 87.50	SAMPLE SIZE BUNDLE FOR COSMO
12/11/2024	Y	33622	CITY OF BETHLEHEM	\$ 1,974.18	24-25 WATER BILL
12/11/2024	Y	33623	PP&L	\$ 18,091.36	24-25 ELECTRIC
12/11/2024	Y	33624	UGI ENERGY SERVICES LLC	\$ 1,376.26	GAS SERVICE
12/11/2024	Y	33625	UGI UTILITIES	\$ 2,224.20	GAS SERVICE
12/18/2024	Y	33626	CANON FINANCIAL SERVICES, INC.	\$ 2,028.59	LEASE RENTAL OF HARDWARE
12/18/2024	Y	33627	COUCHPOTA DOH	\$ 1,163.00	CATERING
12/18/2024	Y	33628	SERVICE ELECTRIC CABLE TV	\$ 98.40	PHONE SERVICE
12/18/2024	Y	33629	EMBASSY BANK -	\$ 10,224.33	SUPPLIES - VARIOUS, FOOD, SOFTWARE, PERMITS
12/18/2024	Y	33630	SCOTT FERRY	\$ 2,113.00	TUITION REIMBURSEMENT
1/7/2025		33631	4IMPRINT	\$ 2,079.41	HOODIE PRE-ORDERS - MARKETING SUPPLIES
1/7/2025		33632	ADVANCE AUTO PARTS	\$ 730.78	AUTO TECH & MAINTENANCE SUPPLIES
1/7/2025		33633	ALBERT USTER IMPORTS INC.	\$ 53.98	BAKING SUPPLIES
1/7/2025		33634	ALL-PHASE ELECTRIC SUPPLY CO.	\$ 4,160.33	ELECTRICAL & BLDG. TRADES SUPPLIES
1/7/2025		33635	AMAZON CAPITOL SERVICES	\$ 14,124.06	OFFICE, CLASSROOM, MAINT. SUPPLIES, BOOKS
1/7/2025		33636	ANGELA THOM	\$ 125.00	REIMBURSEMENT FOR LICENSE
1/7/2025		33637	AUTOZONE	\$ 1,251.66	AUTO TECH SUPPLIES
1/7/2025		33638	BILL FLANNERY AUTOMOTIVE	\$ 3,078.79	CLASSROOM SUPPLIES
1/7/2025		33639	BINDICS CUSTOM EMBROIDERY	\$ 483.00	CLASSROOM UNIFORMS - PLUMBING
1/7/2025		33640	BINDICS EMBROIDERY	\$ 2,033.00	CLASSROOM UNIFORMS- HVAC & AUTO TECH

1/7/2025	33641	BINDICS SCREEN PRINTING	\$	3,889.30	CLASSROOM UNIFORMS - VARIOUS AREAS
1/7/2025	33642	BURMAX CO.	\$	2.80	ESTHETICS SUPPLIES
1/7/2025	33643	CHA CONSULTING INC.	\$	11,487.50	RET. FEES, ENGINEERING FEES - VARIOUS PROJECTS
1/7/2025	33644	CHRIN HAULING, INC	\$	2,068.79	TRASH REMOVAL
1/7/2025	33645	CM REGENT LLC	\$	2,803.91	JANUARY 2025 LIFE/LTD
1/7/2025	33646	CONNIE MUSCHKO	\$	136.40	MILEAGE & GAS REIMBURSEMENT
1/7/2025	33647	DEAN RUCH	\$	130.65	MILEAGE REIMBURSEMENT
1/7/2025	33648	DISTRICT 7 DECA	\$	45.00	CONFERENCE FEE
1/7/2025	33649	DURAMAX MOBILE	\$	925.00	WELDING SUPPLIES
1/7/2025	33650	EASTERN AUTOPARTS WAREHOUSE	\$	19.30	AUTO TECH SUPPLIES
1/7/2025	33651	EBTEP	\$	167,951.11	JANUARY 2025 MED/RX/DENTAL
1/7/2025	33652	EFFECTIVE CONTROLS INC.	\$	550.00	ANNUAL SERVICE AGREEMENT - MAINTENANCE
1/7/2025	33653	FAULKNER SUBARU	\$	527.46	AUTO TECH SUPPLIES
1/7/2025	33654	FRED BEANS PARTS INC	\$	12.20	MAINTENANCE SUPPLIES
1/7/2025	33655	FRONTLINE TECHNOLOGIES GROUP	\$	2,534.74	EMPLOYEE EVALUATION MANAGEMENT SOFTWARE
1/7/2025	33656	HENDERSHOT DOOR SYSTEMS INC.	\$	1,098.52	GARAGE DOOR - HOUSE PROJECT
1/7/2025	33657	HIGHMARK BLUE SHIELD	\$	1,091.30	JANUARY 2025 VISION
1/7/2025	33658	INTEGRITEC INC.	\$	235.00	WATER TREATMENT
1/7/2025	33659	JM SWANK LLC	\$	1,270.17	BAKING SUPPLIES
1/7/2025	33660	JOHNSTONE SUPPLY	\$	756.69	MAINTENANCE SUPPLIES
1/7/2025	33661	KEYSTONE AUTOMOTIVE	\$	157.66	AUTO COLLISION SUPPLIES
1/7/2025	33662	KEYSTONE FIRE AND SECURITY	\$	1,261.32	INSPECTIONS & SERVICE CALL
1/7/2025	33663	KING SPRY HERMAN FREUND FAUL	\$	5,188.17	SOLICITOR'S FEES
1/7/2025	33664	L.V. JANITORIAL SUPPLY	\$	742.22	MAINTENANCE SUPPLIES
1/7/2025	33665	LEGACY AUTOMATIC DOORS	\$	4,615.00	DOOR OPENER REPLACEMENT
1/7/2025	33666	MCMaster-CARR SUPPLY CO.	\$	306.67	PREC. MACHINING & GRAPHICS SUPPLIES
1/7/2025	33667	MOPAC RENDERING	\$	75.00	GREASE REMOVAL - CULINARY
1/7/2025	33668	MOREEN WHEATLEY	\$	57.02	MILEAGE REIMBURSEMENT FOR WORKSHOP
1/7/2025	33669	MOYER LUMBER & HARDWARE	\$	2,331.92	PLUMBING, CARPENTRY, & BLDG. TRADES SUPPLIES
1/7/2025	33670	MOYER PEST CONTROL	\$	260.34	PEST CONTROL
1/7/2025	33671	MSC INDUSTRIAL SUPPLY CO.	\$	393.76	PREC. MACHINING & BUILDING TRADES SUPPLIES
1/7/2025	33672	NAPA AUTO PARTS	\$	1,365.46	AUTO TECH & MAINTENANCE SUPPLIES
1/7/2025	33673	NAVIGATE 360	\$	2,235.19	ELEARNING TRAINING INSTITUTE/SUPPORT
1/7/2025	33674	NEARPOD LLC	\$	4,037.50	SOFTWARE LICENSE

1/7/2025	33675	NEW ENGLAND JOURNAL OF MEDICINE	\$	209.00	SUBSCRIPTION RENEWAL - ACAD MED SCIENCE
1/7/2025	33676	PENN JERSEY PAPER CO.	\$	640.00	MAINTENANCE SUPPLIES
1/7/2025	33677	PEPSICO BEVERAGE SALES LLC	\$	462.12	SCHOOL STORE SUPPLIES
1/7/2025	33678	POCONO MOUNTAIN DAIRIES	\$	311.04	BAKING SUPPLIES
1/7/2025	33679	QUILL CORP.	\$	1,738.86	CLASSROOM, OFFICE SUPPLIES
1/7/2025	33680	RADIODEPOT.COM	\$	396.00	MAINTENANCE SUPPLIES
1/7/2025	33681	RESET OUTDOORS	\$	3,875.00	MENTAL HEALTH SERVICES
1/7/2025	33682	SAFETY KLEEN	\$	644.95	OIL REMOVAL SERVICES
1/7/2025	33683	SAN MAR CORPORATION	\$	2,411.01	CLASS UNIFORMS - HEALTH CAREERS & GRAPHICS
1/7/2025	33684	SDIC	\$	489.19	WORKERS COMPENSATION
1/7/2025	33685	SKILLS USA COUNCIL	\$	4,057.43	QUARTERLY SERVICES & PDC CONFERNECE FEES
1/7/2025	33686	STATE CHEMICAL	\$	299.07	DRAIN MAINTENANCE SERVICE
1/7/2025	33687	SUSQUEHANNA CONTAINER	\$	4,399.00	STORAGE CONTAINER
1/7/2025	33688	SYSCO	\$	4,947.52	CULINARY & BAKING SUPPLIES
1/7/2025	33689	THE MORNING CALL	\$	279.99	SUBSCRIPTION RENEWAL
1/7/2025	33690	ULINE	\$	667.07	PLUMBING SUPPLIES
1/7/2025	33691	UNITED SITE SERVICES	\$	170.00	PORT O POTTY HOUSE PROJECT
1/7/2025	33692	VIRCO INC.	\$	882.96	FURNITURE - MECHATRONICS
1/7/2025	33693	W.W. GRAINGER	\$	50.07	AUTO COLLISION SUPPLIES
1/7/2025	33694	W.W. NORTON & COMPANY	\$	3,250.00	DIGITALBOOKS - MENTAL HEALTH PROGRAM
1/7/2025	33695	WILSON PRODUCTS	\$	1,485.32	CYLINDER RENTALS & HVAC SUPPLIES
1/7/2025	33696	WURTH USA INC.	\$	206.00	AUTO TECH SUPPLIES
12/20/2024	33697	JENIFER STILGENBAUER	\$	2,979.00	TUITION REIMBURSEMENT

TOTAL

\$ 327,642.78

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

January 7, 2025

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

The administration respectfully submits the following information and recommendations:

1. STAFFING

RECOMMENDATION:

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

Employee #0479: Effective 1/31/25 (approximately) for up to 12 weeks

Employee #0491: Effective 11/11/24 for up to 12 weeks

Employee #0444: Effective 11/25/24 for up to 12 weeks

b. That the following retirement be accepted:

John Karb

Position: Protective Services Instructor

Effective: June 30, 2025

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

January 7, 2025

2. 2024-2025 SUBSTITUTES

RECOMMENDATION:

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

Karissa Mitch

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

January 7, 2025

3. CLOSE OF FISCAL YEAR 2023-2024
INFORMATION:

The audit of the fiscal year ended June 30, 2024 is complete. The revenues in excess of expenditures for the general fund have been calculated at a net of \$1,357,025.48. We are recommending that the Joint Committee approve 100% of the excess funds be transferred into BAVTS Capital Reserve fund for future building expansions and renovations. This information was presented to the Joint Committee in December.

The 2018 Capital Plan contained \$13.8M in recommendations. There is a projected balance of \$1.5M in the Capital Reserve Fund remaining after existing and pending projects are completed. Given the age of our building and the time since our last major renovation project, many of our critical infrastructure systems are approaching end of life. While we have been able to do a few projects over the past few years, several capital projects are needed in the next few years. The anticipated projects include:

Paving Repairs	\$ 750,000.00*
Added student parking & traffic improvements (based on costs from 5+ years ago)	\$1,200,000.00*
Main Campus Carport	TBD
Front Entrance Safety – Main Building	\$ 305,000.00
Van/Vehicles to be purchased	\$ 150,000.00
Auto Body Dust Vacuum System	\$ 380,000.00*
A/C in Precision Machining	\$ 60,000.00
Replace Annex Supply Air & Return Ductwork, Exhaust Fans & Relief Air Hood	\$ 222,000.00*
Mezzanine Railing	\$ 75,000.00
2 Additional Welding Booths	\$ 50,000.00*

Paving repairs and parking lot improvements are included original expansion plan budget. Not included in proposed Factory building estimates.

*Projects on Hold due to the pending expansion project

** In the event of an expansion project, Capital Reserve funds may be used to offset costs or address other areas within our aging buildings.

RECOMMENDATION:

It is recommended that the Joint Committee approve the transfer of 100% of the excess funds for the fiscal year ended June 30, 2024 to the Capital Reserve fund.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

January 7, 2025

4. AUDIT REPORT

RECOMMENDATION:

That the attached Audit Report prepared by Gorman & Associates, P.C., for the period ended June 30, 2024, be accepted and spread upon the minutes.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
January 7, 2025

5. CONTINUING EDUCATION

a. 2024-2025 COURSE LIST AND TUITION FEES

Course Titles	Tuition & Material Fees
EPA Test	\$75.00*

*This is not a class - students would be given a study guide and will need to prepare on their own. Cost covers study guide and tests.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

January 7, 2025

6. RESCHEDULED SKILLS USA AMBASSADOR TRAINING

INFORMATION:

The Ambassador Training portion of the SkillsUSA Professional Development Conference held in November was cancelled due to the threat of inclement weather. It has been rescheduled to March 27-28, 2025.

RECOMMENDATION:

That Angela Thom, SkillsUSA Advisor, and ten (10) students be approved to attend the rescheduled Ambassador Training at Camelback Lodge from March 27-28, 2025. The cost of this training was previously approved by the Joint Committee.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

January 7, 2025

6. BUDGET TRANSFERS

RECOMMENDATION:

That the attached budget transfers for January, 2025 be approved as presented.

MOTION BY:

SECOND BY:

ROLL CALL

BUDGET TRANSFERS

#	Account	Description	To	From	REASON
1	10.4600.330.000.000	EXISTING BUIDLING IMPROVE SVC	12,000.00		Engineering Services for Capital Projects
	10.2620.390.000.000	CONTRACTED SVCS		12,000.00	Reallocate contracted services

Reallocate budgeted engineering fees to the appropriate account for costs associated with proposed capital projects

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
January 7, 2025

I.(1.) EQUIPMENT GRANTS

As discussed at the December meeting, BAVTS has applied for over \$380,000 in equipment grants. In the coming months, Administration will be soliciting bids (when needed) for awarded items so that we can comply with the terms of the grants regarding ordering and receiving deadlines.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

January 7, 2025

I.(2.) WORK PROJECT REPORT

INFORMATION:

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

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

*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits									
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date Paid Status
25-1	Glenn Milositz	Graphics	Visitor/Trespassing Signage	03/28/24		11/22/24	\$ 200.00	\$200.00	PAID
25-2	Glenn Milositz	Graphics	Vinyl Window Coverings for Identifies Program Areas	03/28/24		11/22/24	\$ 400.00	\$400.00	PAID
25-3	Glenn Milositz	Graphics	Reflective Room Letter/Number Vinyl Signage			09/23/24	\$ 200.00	\$200.00	PAID
25-4	Mike Galler	Culinary Events	End of Summer Luncheon	08/05/24	4	08/06/24	\$ 500.00	\$500.00	PAID
25-5	Marketing	Baking	Baked Goods for Northampton Open House	08/14/24	4	08/21/24	\$ 100.00	\$100.00	PAID
25-6	Mike Galler	Food Truck	Meals for Substitute Meeting (08/20/2024)	08/16/24	4	08/20/24	\$ 216.00	\$216.00	PAID
25-7	Karen Mustonen	Graphics	Business Cards	08/21/24	4	08/28/24	\$ 6.00	\$6.00	PAID
25-8	Susan Fahrenkopf	Culinary Events	Food for Sister City Roundtable (9/18/24)	08/29/24		09/30/24	\$ 300.00	\$300.00	PAID
25-9	Marketing	Baking	Baked Goods for Freedom Open House (9/4/24)	09/05/24	4	09/04/24	\$ 200.00	\$200.00	PAID
25-10	Directors Office	Graphics	2 signs for under clocks in Director's office "Every Second Counts"	09/05/24	4	10/11/24	\$ 5.00	\$5.00	
25-11	Business Office	Graphics	Push Door To Open sign	09/13/24	4	09/25/24	\$ 5.00	\$5.00	PAID
25-12	Marketing	Baking	Freedom Career & College Night (10/01/24)	09/13/24	4	10/01/24	\$ 50.00	\$50.00	PAID
25-13	Marketing	Baking	Baked Goods for Northampton Open House (09/12/24)	09/12/24	4	09/13/24	\$ 75.00	\$75.00	PAID
25-14	Jeff Bower	Auto Coll.	Repaint School Van	09/13/24	4	11/19/24	\$ 200.00	\$200.00	
25-15	Marketing	Baking	Desserts for Liberty Open House	09/12/24	4	09/16/24	\$ 200.00	\$200.00	PAID
25-16	NTHS	Baking	Baked goods for Induction Ceremony (10/10/24)	09/13/24	4			\$0.00	PAID ON PO
25-17	NTHS	Culinary Events	Finger Foods for Induction Ceremony (10/10/24)	09/13/24	4			\$0.00	PAID ON PO
25-18	Jalissa Kuehner	Graphics	Aprons (PM)	09/16/24	4	12/18/24	\$ 205.00	\$205.00	
25-19	Angela Thom	Culinary Events	SkillsUSA Team Building Event (10/17/24)	09/16/24	4			\$0.00	PAID ON PO
25-20	Adam Lazarchak	Food Truck	Freedom/Liberty Tailgate (10/26/24)	09/16/24	4	10/26/24	#####	\$1,000.00	PAID
25-21	Jeff Bower	Graphics	Notpads for office	09/18/24	4	09/18/24	\$ 5.00	\$5.00	PAID
25-22	Don Heptner (HVAC)	Graphics	Sign in sheets, inventory cards, notebooks	09/18/24	4	09/18/24	\$ 5.00	\$5.00	PAID
25-23	Dana Huber	Culinary Events	600 Cookies for Little Pink Dress Event (10/22/24)CE PRODUCTION	09/18/24	4		\$ 300.00	\$300.00	PAID

25-24	Dana Huber	Culinary Events	200 Cookies for Taste & Tunes (10/11/24) DONATION	09/18/24	4				\$0.00	DONATIONS
25-25	Susan Fahrenkopf	Culinary	Desserts for October Board Meeting	09/26/24	4	10/01/24	\$ 30.00		\$30.00	PAID
25-26	Laurny Stauffer	Graphics	Shirts & hoodies for class uniforms	09/26/24	4	12/12/24	\$ 214.50		\$214.50	
25-27	Culinary	Graphics	Hats & books	09/30/24	4	09/30/24	#####		\$1,173.00	PAID
25-28	Food Truck	Graphics	Hoodies	09/30/24	4	09/30/24	\$ 344.40		\$344.40	PAID
25-29	Bake Shop	Graphics	50 Blue and red equipment papers	10/01/24	4	10/02/24	\$ 35.00		\$35.00	PAID
25-30	Social Media Marketing	Graphics	3 Windo Graphics	10/03/24	4	10/11/24	\$ 54.00		\$54.00	PAID
25-31	Peggy Fuehrer	Culinary Events	150 OAC Meals 10/14, 10/15, & 10/22	10/03/24	4	10/22/24	#####		\$2,400.00	PAID
25-32	Peggy Fuehrer	Baking	Desserts for OAC 10/14, 10/15, & 10/22 150 people	10/03/24	4	10/22/24	\$ 300.00		\$300.00	PAID
25-33	Elspeth Sipple	Health Careers	100 brain cupcakes for Open House project	10/03/24	4	10/23/24	\$ 250.00		\$250.00	PAID
25-34	Susan Fahrenkopf	Graphics	42 shirts printed	10/04/24	4	10/07/24	\$ 21.00		\$21.00	PAID
25-35	Dean Ruch	Culinary	Lunch for 15 people in Bistro 10/24/24	10/08/24	4	10/24/24	\$ 180.00		\$180.00	PAID
25-36	Mike Galler	Culinary	Boxed Lunches for 10 people every Tuesday 10/29-12/7	10/08/24	4				\$0.00	VOID
25-37	Susan Fahrenkopf	Baking	Cupcakes for Mayor's Tree Lighting (11/21/24)	10/11/24	4	11/21/24	\$ 200.00		\$200.00	PAID
25-38	Susan Fahrenkopf	Baking	Apple Almond Tarts for November JC Meeting	10/11/24	4	11/06/24	\$ 36.00		\$36.00	PAID
25-39	Mental Health	Graphics	Forrest Green Hoodies	10/11/24	4				\$0.00	
25-40	Mechatronics	Baking	100 Halloween Themed Sugar Cookies	10/15/24	4	10/23/24	\$ 200.00		\$200.00	PAID
25-41	Social Media Marketing	Graphics	50 Printed Halloween theme shirts	10/18/24	4		\$ 382.10		\$382.10	PAID
25-42	Dawn Sutter	Culinary	Simple lunch for 5 people for interviews (11/13/24)	10/22/24	4	11/13/24	\$ 22.00		\$22.00	PAID
25-43	Marketing	Culinary	100 Sodas for Open House Volunteers	10/28/24	4	10/23/24	\$ 100.00		\$100.00	PAID
25-44	Bake Shop	Graphics	12 posters	10/28/24	4	12/11/24	\$ 160.50		\$160.50	
25-45	Mechatronics	Graphics	100 business cards	10/28/24	4		\$ 6.00		\$6.00	PAID
25-46	HVAC	Graphics	200 business cards	10/29/24	4		\$ 12.00		\$12.00	PAID
25-47	Bake Shop	Graphics	150 stickers	11/08/24	4	11/19/24	\$ 12.00		\$12.00	PAID
25-48	SKILLS	Culinary	Lunch for 5 people	11/11/24	4	11/11/24	\$ 90.00		\$90.00	PAID BY PO
25-143	Adam Lazarchak	Culinary	1/2 of EA Invoice for staff cupcakes October	11/11/24	4	11/11/24	\$ 36.00		\$36.00	PAID
25-144	Adam Lazarchak	Baking	1/2 of EA Invoice for staff cupcakes November	11/13/24	4	11/13/24	\$ 24.00		\$24.00	PAID

25-49	Maria Womer Stiffinella	Graphics	Signs for bathroom stalls (feminine products)	11/12/24	4				\$0.00	
25-50	Jalissa Kuehner	Graphics	Aprons (AM)	11/18/24	4				\$0.00	
25-147	Adam Lazarchak	Culinary	1/2 of EA invoice for staff cupcakes December	11/18/24	4					
25-484	Emily Hough	Precis.Mach.	Headphone holders	09/10/24	4	11/18/24	5.00		\$10.60	PAID
25-51	Janelle Schaeffer	Culinary	CTE Administrator luncheon (12/12/24)	11/20/21	4	12/12/24	114.00		\$114.00	
25-52	Kurt Samson	Welding	100 Decals	11/21/24		12/16/24	\$ 36.00		\$36.00	
25-53	Heather Burkhardt	Baking	Coffee, Juice, baked goods for Fast Track Parent Night (1/8/25)	11/21/24	4				\$0.00	
25-54	Susan Fahrenkopf	Culinary	12 Gingerbread people for December Board Meeting (12/04/24)	11/25/24	4	12/06/24	\$ 35.00		\$35.00	
25-55	Susan Fahrenkopf	Culinary	Buffet Lunch for Local Advisory Committee (12/16/24)	11/25/24	4	12/16/24	\$ 360.00		\$360.00	
25-56	Heather Burkhardt	Culinary	Luncheon for 40 people...Counselor Luncheon	12/03/24	4	12/11/24	720.00		\$720.00	
25-57	Heather Burkhardt	Baking	Baked goods for 40 people...Counselor Luncheon	12/03/24	4	12/11/24	80.00		\$80.00	
25-58	Scott Ferry	Culinary	Donation for Pediatric Cancer (PCFLU) 110 sugar cookies	12/05/24	4				\$0.00	
25-59	Dan Berardesca	Graphics	Books for classroom	12/05/24	4				\$0.00	
25-60	Angela Thom	Culinary	Lunch in Bistro for GLVADA (12/09/24)	09/09/24	4				\$0.00	
25-61	Connie Muschko	Baking	Waffles & Toppings for CO-OP - (12/18 & 12/20)	12/09/24	4			250.00	\$250.00	
25-62	Graphics	Food Truck	Food for Holiday Party	12/09/24	4			100.00	\$100.00	
25-63	Aesthetics	Food Truck	Food for Holiday Party	12/09/24	4			250.00	\$250.00	
25-64	Welding	Food Truck	Food for Holiday Party	12/12/24	4			18.00	\$18.00	
25-150	Adam Lazarchak	Culinary	Cupcakes for January birthdays - EA pays half	12/12/24	4	01/22/24			\$200.00	
25-65	Jesse Schneck	Food Truck	Food for Holiday Party	12/12/24	4			100.00	\$100.00	VOID
25-66	Melodie Bloszinsky	Baking	50 Sugar Cookies with frosting	12/12/24	4				\$0.00	
25-67	Marketing	Baking	Baked Goods for 8th grade night @FHS (1/15/25)	12/13/24	4				\$0.00	
25-68	Janelle Schaeffer	Baking	Baked goods for LV Principal's Meeting (1/9/25)	12/13/24	4				\$0.00	
25-69	Daniel Berardesca	Bldg. Tradws	Cutting boards	12/16/24	4				\$0.00	
25-70	Susan Fahrenkopf	Baking	Baked goods for Local Advisory Meeting	12/16/24	4	12/16/24	40.00		\$40.00	
25-141	Heather Chilcote	Baking	24 Cream cheese cupcakes	09/10/24	1	09/17/24	24.00		\$24.00	PAID 09/17/24
25-142	Angela Dorney	Baking	Cake	10/15/24	1	10/18/24	50.00		\$50.00	PAID 10/21/24

25-143	BAVTS EA	Culinary	4 dozen birthday cupcakes (October)	10/15/24	1	10/30/24	36.00	\$36.00	PAID 11/11/24
25-144	BAVTS EA	Baking	Cupcakes for November birthdays (EA PAYS HALF)	10/15/24	1	11/13/24	24.00	\$24.00	PAID 11/19/24
25-145	Michelle Kesen	Baking	Full sheet birthday cake (12/6/24)	10/18/24	3			\$0.00	VOID
25-146	Bridges Foundation	Culinary	Luncheon for Board Meeting	11/18/24	6			\$0.00	
25-147	BAVTS EA	Culinary	Cupcakes for December birthdays (EA PAYS HALF)	11/18/24	6			\$0.00	
25-148	Angela Thom	Culinary	Charcuterie Board	11/22/24	1	11/22/24	41.02	\$50.00	PAID 11/22/24
25-149	Maria Musso (Sunshine Club)	Baking	Cake for Joan's retirement (12/20)	12/16/24	1			\$0.00	
25-150	BAVTS EA	Culinary	Cupcakes for January birthdays (EA PAYS HALF)	12/12/24	1	10/16/24	10.00	\$10.00	
25-151	Bridges Foundation	Baking	Dessert for 12/17/24 meeting	12/17/24	6			\$0.00	
25-176	Jennifer Klo	Auto Tech	Brakes not working properly	08/23/24	1			\$0.00	VOID
25-177	Connie Muschko	Auto Tech	Check ball joint, rod and sway bar	08/23/24	1	09/23/24	0.00	#REF!	PAID 9/26/24
25-178	George Lockenbill	Auto Tech	Fuel pump replace & oil change	08/27/24	3			\$0.00	
25-179	Joan Dinbokowitz	Auto Tech	Jeep - Oil Change	08/29/24	1	09/16/24	48.46	\$59.07	PAID 9/16/24
25-180	Karen Mustonen	Auto Tech	Acura - 2017 Oil Change	08/29/24	1	09/10/24	38.13	\$46.48	PAID 9/10/24
25-181	Karen Mustonen	Auto Tech	Acura - 2011 Oil Change	08/29/24	1	09/06/24	39.77	\$48.48	PAID 9/10/24
25-182	Michael Giamoni	Auto Tech	Chevy - Noise in rear, balance tires	08/30/24	1			\$0.00	VOID
25-183	Michael Giamoni	Auto Tech	Ford - Oil, Trans Oil, Rear, Brakes, Flush brake fluid	08/30/24	1	12/03/24	864.00	\$1,053.22	PAID 12/05/24
25-184	Meri Lindenmuth	Auto Tech	Dashboard lights	08/30/24	1	11/18/24	185.00	\$225.52	PAID 11/19/24
25-185	Dario Chavez	Auto Tech	Dodge - Replace altinator	09/03/24	1	09/13/24	239.79	\$292.31	PAID 9/16/24
25-186	Daniel Berardesca	Auto Tech	Lexus - brakes & control arm	09/04/24	1	09/30/24	254.24	\$309.92	PAID 10/08/24
25-187	Daniel Berardesca	Auto Tech	Volkswagon - Oil change	09/04/24	1	05/24/24	0.00	\$5.30	PAID 9/25/24
25-188	Mike Galler	Auto Tech	Kawasaki - New soundbar, toggle switch, winch w/switch	09/04/24	1	09/23/24	10.00	\$15.90	PAID 9/23/24
25-189	Mike Galler	Auto Tech	Saturn - MPI, LOF, New lugs on rear wheels	09/04/24	1	10/24/24	448.74	\$547.01	PAID 10/28/24
25-190	Alex Glassberg	Auto Tech	Jeep - Needs horn, turn signal bulb, pre inspection, hazard button	09/05/24	1	11/19/24	503.18	\$613.38	PAID 11/20/24
25-191	Robert Gotzon	Auto Tech	Replace Spark Plugs	09/05/24	1	09/23/24	0.00	\$5.30	PAID 11/4/24
25-192	Steve Mantz	Auto Tech	Jeep - Oil filter change, flush & fill	09/05/24	1	11/07/24	219.15	\$267.14	PAID 11/11/24
25-193	Robert Kulick	Auto Tech	Chevy - Transmission	09/05/24	1	11/04/24	3,816.99	\$4,652.44	PAID 11/5/24

25-194	Michael Goch	Auto Tech	Chrysler - Replace exhaust flex pipe and valve cover gaskets	09/09/24	2	10/03/24	180.69	\$220.26	PAID 10/04/24
25-195	Alexa Madurski	Auto Tech	Hyundai - Oil change	09/09/24	2			\$0.00	VOID
25-196	Darian Caraballo	Auto Tech	Honda - front wheel bearing replacement, balance tires	09/10/24	2	09/30/24	95.81	\$116.79	PAID 10/16/24
25-197	Julian Muniz	Auto Tech	Nissan -	09/10/24	2	09/20/24	0.00	\$5.30	PAID 9/20/24
25-198	Dario Chavez	Auto Tech	Toyota - Neet front left rotor & all tires looked at	09/10/24	1	09/19/24	135.98	\$165.76	PAID 9/20/24
25-199	Heather Chilcote	Auto Tech	Toyota - Oil change & brakes	09/12/24	1	09/24/24	279.48	\$340.68	PAID 9/24/24
25-200	Julian Korpics	Auto Tech	Wheel nuts replaced	09/18/24	2	09/24/24	0.00	\$5.30	PAID 9/24/24
25-201	Nikhil Khehawan	Auto Tech	Oil change	09/19/24	2	10/10/24	45.41	\$55.35	PAID 10/16/24
25-202	Bill Grushow	Auto Tech	Replace 4 tires and align	09/19/24	1	10/04/24	0.00	\$5.30	PAID 10/04/24
25-203	Luis Santiago	Auto Tech	Tire sensor and passenger side noise when hit bump	09/19/24	1	10/10/24	113.25	\$138.05	PAID 10/10/24
25-204	Dennis Kassick	Auto Tech	Front brakes, rotate 2 tires	09/20/24	2	09/23/24	0.00	\$5.30	PAID 9/26/24
25-205	Jarrel Brazoban	Auto Tech	Rotor	09/20/24	2	09/30/24	42.50	\$51.81	PAID 9/30/24
25-206	Jordan Montague	Auto Tech	Oil Change, check brakes	09/23/24	1	09/25/24	40.00	\$48.76	PAID 09/30/24
25-207	Brian Moser	Auto Tech	Subaru - trouble starting	09/24/24	1			\$0.00	VOID
25-208	Jeff Cantrel	Auto Tech	Toyota - Oil Change	09/24/24	1	05/26/24	30.00	\$37.10	PAID 09/30/24
25-209	Caleb Goch	Auto Tech	Mitsubishi - lookover, diag. A/C	09/26/24	2	09/26/24	0.00	\$5.30	PAID 09/27/24
25-210	Heather Chilcote	Auto Tech	Jeep - oil change	09/26/24	1			\$0.00	VOID
25-211	Melanie Sigley	Auto Tech	Volvo - L/F Axle, scan	09/30/24	2	10/08/24	213.35	\$260.07	PAID 10/14/24
25-212	Rhonda Geiselman	Auto Tech	Mitsubishi - Transmission Replaced	09/30/24	1			\$0.00	
25-213	Jeff Cantrel	Auto Tech	Toyota - Power Steering leak, fog light, noise in rear	10/01/24	1	10/23/24	737.38	\$898.87	PAID 10/24/24
25-214	Stephen Seil	Auto Tech	Jeep - Won't start	10/01/24	2	10/23/24	331.46	\$404.05	
25-215	Rebecca Sullivan	Auto Tech	Dodge	10/01/24	2	11/25/24	0.00	\$5.30	PAID 12/5/24
25-216	Karen Mustonen	Auto Tech	Acura - Tire Replacement	10/07/24	1	10/10/24	10.00	\$15.90	PAID 10/11/24
25-217	Mo Wheatley	Auto Tech	Tire Pressure, gas cap alert, check engine	10/07/24	1	12/16/24	275.96	\$336.39	
25-218	Stephanie Flaherty	Auto Tech	Oil Change	10/07/24	2	10/08/24	32.10	\$39.33	PAID 10/11/24
25-219	Adam Lazarchak	Auto Tech	Oil Change	10/08/24	1	10/14/24	48.19	\$58.75	PAID 10/24
25-220	Connie Muschko	Auto Tech	Toyota - Oil Change	10/10/24	1	10/29/24	26.79	\$33.70	PAID 11/04/24

25-221	Glenn Milositz	Auto Tech	Ford - Tire installation, oil change, check fluids	10/11/24	1	11/07/24	80.00	\$97.52	PAID 11/20/24
25-222	Jacob Schlittler	Auto Tech	GLI - Fron right ev axle	10/11/24	2	10/21/24	133.48	\$162.71	PAID 10/21/24
25-223	Lori Kram	Auto Tech	Chevy - Oil change, sensor, pre-inspection	10/15/24	1	10/21/24	40.00	\$48.76	PAID 10/22/24
25-224	Angela Thom	Auto Tech	Change cabin filter, engine air filter, leak in motor mount	10/18/24	1	10/18/24	125.28	\$152.71	PAID 10/23/24
25-225	Carly McKeon	Auto Tech	Engine light on, O2 sensor code, oil change	10/18/24	1	10/24/24	99.53	\$121.33	PAID 10/24/24
25-226	Bruce Gilbert	Auto Tech	Brake fluid leak	10/18/24	2			\$0.00	VOID
25-227	Howie Nonnamacher	Auto Tech	Heater blower motor intermittent	10/21/24	1	12/16/24	424.53	\$517.50	PAID 12/16/24
25-228	Joseph Kelhart	Auto Tech	Oil and filter change, front brake pad changed	10/21/24	1	10/25/24	0.00	\$5.30	PAID 10/25/24
25-229	Prestan Blewis	Auto Tech	Front Brakes	10/22/24	2	11/08/24	152.99	\$186.50	PAID 11/14/24
25-230	Randy Ziminsky	Auto Tech	Heater and wheel position sensor replaced	10/22/24	3	11/07/24	36.00	\$43.88	PAID 11/8/24
25-231	Alexis Ibaniez	Auto Tech	Electrical issue	10/24/24	2			\$0.00	VOID
25-232	Dario Chavez	Auto Tech	Ford - Universal joints, rear brakes, oil change	10/24/24	1	11/25/24	362.96	\$442.44	PAID 12/2/24
25-233	George Lockenbill	Auto Tech	Chevrolet - Fluid refresh, multi-point , replace fuel pump	10/25/24	2			\$0.00	
25-234	Deanna Leibig	Auto Tech	Dodge - Oil Change, pre-check	10/25/24	3			\$0.00	VOID
25-235	Deanna Leibig	Auto Tech	Chevy - Oil change, pre-check - gift certificate winner	10/25/24	3	11/07/24	0.00	\$5.30	PAID 11/8/24
25-236	Nate Petraski	Auto Tech	Mitsubishi - Alignment, inspect front brake pads, rotors, flush fluids	10/28/24	2			\$0.00	VOID
25-237	Dave Gogel	Auto Tech	Ford - Intermittent no crank, intermittent stall	10/29/24	2	11/08/24	0.00	\$5.30	PAID 11/08/24
25-238	Craig Mosser	Auto Tech	Mazda - noise over bumps, front end	10/29/24	1	11/05/24	240.54	\$293.22	PAID 11/7/24
25-239	Sudantha Vidanage	Auto Tech	Volvo - Front brakes, oil change, required from Volvo	10/30/24	3	12/16/24	130.99	\$159.68	PAID 12/16/24
25-240	Jared Rohn	Auto Tech	Subaru - engine repair/replacement	11/04/24	2			\$0.00	
25-241	Cesar Corvera	Auto Tech	Honda - Wheel alignment and tire balancing	11/04/24	2			\$0.00	VOID
25-242	Alex Glassberg	Auto Tech	Audi - Oil change	11/04/24	1	11/08/24	50.88	\$62.02	PAID 11/12/24
25-243	Michael Giamoni	Auto Tech	Honda - Oil change, fluids, rotate tires	11/05/24	1	11/08/24	30.64	\$37.78	PAID 11/08/24
25-244	Jennifer Klo	Auto Tech	Mazda - noise over bumps, back end	11/07/24	1	11/11/24	170.88	\$208.30	PAID 11/12/24
25-245	Stan Prodes	Auto Tech	Mazda - Install battery	11/07/24	1	11/08/24	0.00	\$5.30	PAID 11/11/24
25-246	Paula Curchran	Auto Tech	Subaru - check exhaust for leak, trans, brakes	11/08/24	1	12/16/24	0.00	\$5.30	
25-247	Albert Renn	Auto Tech	Honda - Pre-inspection, oil change	11/08/24	1	12/09/24	165.99	\$202.34	PAID 12/09/24

25-248	Matt Bellis	Auto Tech	Jeep - oil change/tire rotation	11/11/24	2				\$0.00	VOID
25-249	Joel Schneider	Auto Tech	Dodge - pre inspectio, speedometer not working	11/13/24	2				\$0.00	
25-250	Kevin Hams	Auto Tech	Work needed to clear codes	11/18/24	3				\$0.00	
25-251	Meri Lindenmuth	Auto Tech	Oil change, replace spark plugs, air filter, 4 wheel drive service	11/18/24	1				\$0.00	
25-252	Kevin Strawn	Auto Tech	Transmission	11/18/24	1	12/02/24	327.45		\$399.16	
25-253	Kimberly Applegate	Auto Tech	Add trans. Fluid	11/18/24	2	11/22/24	44.06		\$53.71	PAID 11/25/24
25-254	Lori Kram	Auto Tech	Toyota - Oil change, pre inspection	11/19/24	1				\$0.00	PAID 12/02/24
25-255	Christine Miskovich	Auto Tech	Chevy - Brakes, tire pressure sensor	11/19/24	1	11/25/24	321.98		\$392.50	PAID 11/25/24
25-256	Christopher Ponce Redondo	Auto Tech	Infiniti - valve cover gasket	11/19/24	2				\$0.00	
25-257	Laurny Stauffer	Auto Tech	Chevy - Oil change	11/19/24	1	11/25/24	0.00		\$0.00	GIFT VOUCHER
25-258	Aida Rivera	Auto Tech	Kia - Oil Change, tire rotation	11/20/24	3	11/25/24	48.37		\$58.97	PAID 11/25/24
25-259	Dazzcity Torres	Auto Tech	Brake hose & clips	12/03/24	2	12/04/24	212.12		\$258.58	PAID 12/05/24
25-260	Alex Glassberg	Auto Tech	Replace fuel pump	12/06/24	1	12/16/24	164.34		\$200.33	
25-261	Karen Mustonen	Auto Tech	Acura - Oil change, check timing belt	12/06/24	1	12/11/24	30.64		\$37.78	
25-262	Jim Gurcsik	Auto Tech	Battery	12/04/24	1	01/05/24	151.99		\$185.28	PAID 12/05/24
25-263	Mike Galler	Auto Tech	Oil change, rotate tires, change air & cabin filters	12/09/24	1				\$0.00	
25-264	Amelia Pagut	Auto Tech	Chevy - steering locking, hard time up hills...	12/09/24	2				\$0.00	
25-265	Christine Miskovich	Auto Tech	Chevy - Tire sensors	12/10/24	1				\$0.00	
25-266	Bill Grushow	Auto Tech	Ford - R Axle & Axle seals	12/10/24	1				\$0.00	
25-267	Dean Ruch	Auto Tech	Replace starter	12/12/24	1				\$0.00	
25-268	Christine Miskovich	Auto Tech	Replace Throttle body hose	12/16/24	1				\$0.00	
25-269	Daniel Berardesca	Auto Tech	Brakes, pads, air flow sensor	12/16/24	1				\$0.00	
25-376	The Arc of Lehigh Valley	Food Truck	Food Truck event	03/18/24	6	07/19/24	1,983.75		\$2,102.78	Paid 07/19/24
25-377	King Spry	Food Truck	Food Truck Event 09/17/2024	08/08/24	3		1,609.08		\$1,705.62	Paid 09/17/24
25-378	Bridges Foundation	Culinary Events	Luncheon for 09/17/2024 Board Meeting	08/08/24	6	09/17/24	300.00		\$318.00	PAID 9/27/24
25-379	Skills USA Clayshoot (Andy H)	Food Truck	Food Truck Event 09/06/2024	08/06/24	6	09/06/24	1,200.00		\$1,200.00	PAID 10/01/24
25-380	FAB Olympics	Food Truck	Food Truck Event 09/28/2024	08/08/24	6				\$0.00	VOID

25-381	Jesse Schneck	Culinary Events	08/30/2024 Rehearsal Dinner	08/21/24	1	08/30/24	300.00	\$318.00	Paid 09/04/2024
25-382	Bridges Foundation	Food Truck	Food Truck Event (11/07/24) Lost Tavern	11/07/24	6	11/07/24	1,320.75	\$1,400.00	Paid 11/11/24
25-383	Maintenance/Custodians	Food Truck	Food for Rob's retirement	12/12/24	1			\$0.00	
25-427	Maria Womer Stiffinella	Graphics	Business Cards	03/08/24	1		7.50	\$13.25	
25-428	Dawn Sutter	Graphics	Put BAVTS logo on shirts provided	08/01/24	1			\$0.00	PAID ON 25-447
25-429	Greta Wilmot	Graphics	Repair Book Binding	08/14/24	1			\$0.00	VOID
25-430	Jennifer Klo	Auto Collision	Replace hood	08/29/24	1	12/03/24	821.00	\$1,000.80	
25-431	Nikhil Khellawan	Auto Collision	Scratch on bumper	08/29/24	2	10/03/24	365.06	\$445.01	PAID 10/09/24
25-432	Jennifer Stilgenbauer	Graphics	Poster & sign	08/29/24	1	08/29/24	15.00	\$21.20	Paid 08/30/24
25-433	Dharvam Sookram	Graphics	Business banner & 500 business cards	09/12/24	3			\$0.00	VOID
25-434	Craig Mosser	Graphics	Paint mask for wall	09/20/24	1	09/20/24	35.00	\$42.67	PAID 10/09/24
25-435	Carly McKeon	Graphics	2 V-necks	09/26/24	1	11/07/24	15.00	\$21.20	PAID 11/11/24
25-436	Peggy Fuehrer	Graphics	1 V-neck	09/26/24	1	10/29/24	7.50	\$13.25	PAID 11/07/24
25-437	Holy Infancy	Graphics	3 18x24 signs	09/26/24	6			\$0.00	VOID
25-438	Jennifer Klo	Graphics	5 foot banner	09/26/24	1	11/22/24	10.50	\$16.43	PAID 11/22/24
25-439	Greta Wilmot	Graphics	2 V-necks	09/26/24	1	11/01/24	15.00	\$21.20	Paid 11/4/24
25-440	Karen Kurinovich	Graphics	2 V-necks (supplied)	09/30/24	1	10/29/24	23.00	\$29.68	PAID 11/5/24
25-441	Jennifer Klo	Graphics	1 V-neck	09/30/24	1	11/07/24	7.50	\$13.25	PAID 11/7/24
25-442	Christina Miskovich	Graphics	2 V-necks	09/30/24	1	11/07/24	15.00	\$21.20	PAID 11/7/24
25-443	Angela Thom	Graphics	2 V-necks	09/30/24	1	10/29/24	15.00	\$21.20	PAID 11/5/24
25-444	Justine Williams	Graphics	4 V-necks	09/30/24	1		30.00	\$37.10	PAID 11/01/24
25-445	Lauren Turkel	Graphics	1 V-neck	09/30/24	1	10/29/24	7.50	\$13.25	PAID 11/01/24
25-446	Michele Bracero	Graphics	5 V-necks	09/30/24	1	10/30/24	47.50	\$57.91	PAID 11/04/24
25-447	Dawn Sutter	Graphics	4 V-necks	09/30/24	1	11/07/24	32.00	\$39.22	PAID 11/7/24
25-448	Janelle Schaffer	Graphics	1 V-neck	10/02/24	1	10/29/24	7.50	\$13.25	PAID 12/04/24
25-449	Bridges Foundation	Graphics	Invitations for Donor Event	10/03/24	6	10/07/24	18.00	\$24.38	PAID 10/14/24
25-450	Aimee Jo Muth	Graphics	5 V-necks, one supplied	10/08/24	1	10/29/24	47.50	\$57.91	PAID 11/01/24

25-451	Justine Williams	Graphics	2x6 Banner	10/10/24	1	11/14/24	24.00	\$30.74	PAID 11/14/24
25-452	Michele Bracero	Graphics	Business cards	10/11/24	1	12/10/24	6.00	\$11.66	
25-453	Carly McKeon	Graphics	7 Banners for the swim team	11/05/24	1	12/10/24	84.00	\$102.40	PAID 12/11/24
25-454	Angela Gable	Graphics	Screenprint t shirt	11/18/24	3	12/05/24	5.00	\$10.60	PAID 12/09/24
25-455	Nina Pardoe	Graphics	Small tablets for college visits	11/18/24	1	11/22/24	5.00	\$10.60	PAID 11/25/24
25-456	Lauren Stauffer	Graphics	V-neck	11/18/24	1	11/19/24	15.00	\$21.20	
25-457	Jesse Schneck	Graphics	Thank you cards	11/18/24	1	11/21/24	20.00	\$26.50	PAID 11/25/24
25-458	Jennifer Klo	Graphics	60 Holiday cards	11/21/24	1	12/16/24	10.00	\$15.90	PAID 12/16/24
25-459	Heather Chilcote	Graphics	150 Photo cards	12/09/24	1	12/10/24	45.00	\$54.86	PAID 12/12/24
25-460	Dana Huber	Graphics	Printing	12/11/24	1	12/11/12	20.00	\$26.50	PAID 12/11/24
25-461	Robert Cain	Graphics	Poster	12/11/24	1	12/12/24	10.00	\$15.90	PAID 12/13/24
25-462	Mo Wheatley	Graphics	100 Christmas cards	12/12/24	1	12/16/24	15.00	\$21.20	PAID 12/17/24
25-481	Jennifer Klo	Bldg. Trades	Replace panel on 2 cabinet doors	09/03/24	1			\$0.00	
25-482	Amber Lyn Hunsicker	Auto Coll.	Car doors fixed from accident	09/04/24	1	11/19/24	490.00	\$597.31	PAID 12/05/24
25-483	Emily Hough	Auto Coll.	Adjust bumper	09/04/24	1	10/01/24	578.00	\$704.58	PAID 10/3/24
25-484	Emily Hough	Precis.Mach.	Headphone holders	09/10/24	1	11/18/24	5.00	\$10.60	INTERFUND
25-485	Lori Kram	Bldg. Trades	Wooden Planter	09/20/24	1			\$0.00	
25-486	Dawn Sutter	Bldg. Trades	Jenga	09/24/24	1	11/19/24	40.00	\$48.76	PAID 11/20/24
25-487	Jennifer Klo	Bldg. Trades	Jenga	09/24/24	1	11/19/24	40.00	\$48.76	
25-488	Connor Moriarty	Auto Coll.	Leak on dash	09/27/24	3			\$0.00	
25-489	Michael Jagers	Auto Coll.	Repair Front Collision Damage	10/03/24	2			\$0.00	
25-490	Jeff Bower	Auto Coll.	Prep & paint roof and possible rust on bottom	10/04/24	1	12/10/24	173.00	\$210.89	
25-491	Karen Mustonen	Auto Coll.	Replace rear driver's side tail light	10/18/24	1	11/07/24	346.14	\$421.94	PAID 11/8/24
25-492	Kyle Miller	Auto Coll.	Paint & Buff	10/23/24	2			\$0.00	
25-493	Daniel Lynn	Auto Coll.	Motorcycle fender	10/23/24	2	11/14/24	275.99	\$336.43	
25-494	Michele Bracero	Carpentry	Build shelves	11/05/24	1	12/13/24	70.00	\$85.33	
25-495	Michele Bracero	Electrical	Install lights	11/05/24	1			\$0.00	

25-496	Tyler Rocco	Auto Coll.	Truck cap re-weather sealing & re screen	11/06/24	2			\$0.00	
25-497	Talia Matos-Keller	Welding	Material requested from class	11/08/24	2			\$0.00	
25-498	Brian Hayes	Auto Coll.	Passenger side front fender	11/13/24	1			\$0.00	
25-499	Kevin Hams	Auto Coll.	Body work, painting	11/21/24	3			\$0.00	
25-500	Talia Matos-Keller	Carpentry	3/4 sheet of Birch	11/21/24	3	12/13/24	65.95	\$75.21	
25-501	Kathy Bevan	Auto Coll.	Repair front bumper cover	12/10/24	1			\$0.00	
25-502	Dario Chavez	Web Design	Develop web page for company	12/11/24	1			\$0.00	
25-503	Bernadette Datis-Cordero	Welding	Repair trailers	12/16/24	2			\$0.00	
25-504	Nancy Run Fire Company	Carpentry	Rip & cut 2x4s for training	12/17/24	6			\$0.00	

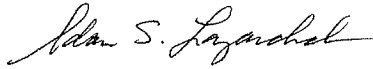
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
January 7, 2025

I.(3.) CONDITION OF THE BUDGET

INFORMATION:

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

Respectfully submitted,



Adam S. Lazarchak
Executive Director

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CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
November 30, 2024

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	10,000.00	19,399.90	-9,399.90
10.6720.000.000.000	BOOKSTORE SALES	-	-	0.00
10.6821.000.000.000	RECEIPTS IU 13 - OTDA GRANT	-	-	0.00
10.6910.000.000.000	RENTALS	6,000.00	1,000.00	5,000.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	-	250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	-	0.00
10.6946.001.000.000	RECEIPTS FROM BASD	7,052,064.00	3,340,457.16	3,711,606.84
10.6946.002.000.000	RECEIPTS FROM NASD	3,140,829.00	1,239,795.00	1,901,034.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,080,587.00	597,177.00	483,410.00
10.6949.000.000.000	TUITION - ADULT DAY REGULAR	-	-	0.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	23,037.84	76,962.16
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	1,084.90	915.10
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,143,686.00	495,706.00	647,980.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	-	2,315.25	0.00
10.7362.000.360.000	PCCD ACT 55 GRANT	140,000.00	4,189.50	135,810.50
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	-	300,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	224,172.00	29,263.28	194,908.72
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,027,329.00	-	1,027,329.00
10.8521.000.663.000	FEDERAL	345,982.00	137,016.32	208,965.68
10.8755.000.998.000	ARP ESSER GRANT	-	-	0.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	-	0.00
	TOTALS FOR GENERAL FUND	14,597,899.00	5,890,442.15	8,709,772.10
	TOTAL REVENUES	14,597,899.00	5,890,442.15	8,709,772.10

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
November 30, 2024

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL			YEAR-TO-DATE			BUDGET BALANCE
		BUDGET	REVISIONS	ACTIVITY	ENCUMBRANCES	BALANCE		
10.1110.000.000.000	ACADEMIC PROGRAM	641,430.00	6,291.00	157,765.48	404,627.80	85,327.72		
10.1240.000.000.000	SPECIAL EDUCATION	671,226.00	6,291.00	173,456.86	341,743.75	162,316.39		
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	528,568.00	121,645.00	153,885.98	373,678.61	122,648.41		
10.1342.000.000.000	HOME ECONOMICS PROGRAM	922,443.00	9,606.00	245,419.45	484,020.22	202,609.33		
10.1370.000.000.000	TECHNICAL PROGRAM	158,257.00	1,305.00	37,987.81	84,173.99	37,400.20		
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,717,375.00	(97,566.00)	1,107,606.87	2,159,318.67	1,352,883.46		
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00		
10.2100.000.000.000	STUDENT SERVICES	1,510,698.00	69,180.50	422,833.74	890,708.33	266,336.43		
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,768.00	715.50	7,752.58	-	113,730.92		
10.2310.000.000.000	BOARD SECRETARY	3,631.00	-	1,167.34	-	2,463.66		
10.2320.000.000.000	BOARD TREASURER	1,655.00	-	853.45	-	801.55		
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	18,112.05	26,887.95	15,000.00		
10.2360.000.000.000	OFFICE OF THE DIRECTOR	459,370.00	-	173,644.09	192,155.57	93,570.34		
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	628,778.00	-	229,090.53	285,438.37	114,249.10		
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	105,901.00	-	26,584.74	53,648.25	25,668.01		
10.2511.000.000.000	BUSINESS OFFICE	631,795.00	-	227,708.40	243,661.44	160,425.16		
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,210,628.00	(110,000.00)	694,782.09	542,968.49	862,877.42		
10.2660.000.000.000	SECURITY SERVICES	57,628.00	2,532.00	-	53,555.00	6,605.00		
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	7,318.76	-	21,681.24		
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	657,615.00	-	201,865.99	181,318.25	274,430.76		
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	106,528.00	-	3,253.94	8,991.31	94,282.75		
10.3350.000.000.000	WELFARE ACTIVITIES	5,000.00	-	-	-	5,000.00		
10.3390.000.000.000	COMMUNITY SERVICES	109,605.00	-	41,688.81	47,409.44	20,506.75		
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	1,383.00	-	1,382.11	0.89		
10.4600.000.000.000	IMPROVEMENT EXPENSES	75,000.00	38,617.00	10,464.06	114,319.65	(11,166.71)		
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-		
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	-	-	100,000.00		
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	(50,000.00)	-	-	-		
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-		
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00		
	TOTAL FOR GENERAL FUND	14,597,899.00	-	3,943,243.02	6,490,007.20	4,164,648.78		
	TOTAL EXPENSES	14,597,899.00	-	3,943,243.02	6,490,007.20	4,164,648.78		
	EXCESS OF REVENUE OVER EXPENSES			1,947,199.13				