

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

November 1, 2024

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

Dear Committee Members:

There will be an Executive Session on **Wednesday, November 6, 2024 at 6:45 p.m.** in the ECLC to discuss negotiations and personnel matters.

Sincerely,

A handwritten signature in black ink that reads "Emily Schenkel / s". The signature is written in a cursive style.

Emily Schenkel  
Joint Committee Chairperson

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

November 1, 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, November 6, 2024, 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,

A handwritten signature in black ink, appearing to read "Susan M. Fahrenkopf". The signature is written in a cursive, flowing style.

Susan M. Fahrenkopf  
Joint Committee Secretary

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

Regular Meeting - BAVTS Joint Committee  
November 6, 2024 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, October 1, 2024
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor to Visitors – Agenda Items Only
- H. Administrative Recommendations
  - 1. Staffing/Substitutes
  - 2. 2024-2025 Tuition Rate For Non-Resident Students
  - 3. Occupational Advisory Committee Members
  - 4. SkillsUSA Professional Development Conference
  - 5. MOU With The Instructional Assistants Employee Group
  - 6. Budget Transfers
  - 7. Continuing Education
  - 8. Textbooks
- I. Informational Items
  - 1. Business Office Software
  - 2. Work Project Report
  - 3. Condition of the Budget
  - 4. House Project Update (Verbal Report To Be Provided At Meeting)
- J. Unfinished Business
- K. New Business
- L. Courtesy of the Floor to Visitors
- M. Adjournment

***Next Meeting Date: Wednesday, December 6, 2023***  
***Note: Meeting on Wednesday Due to Sending School Board Re-organizations***

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

November 6, 2024

**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

September 30, 2024

<b>BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL</b>					
<b>FUND NAME</b>		<b>BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
		September 1, 2024			September 30, 2024
General	includes PLGIT/CD	3,255,743.96	1,122,043.67	(1,345,944.43)	3,031,843.20
House Project		143,558.53	3.10	(200.96)	143,360.67
Production		156,129.09	23,577.85	(1,707.46)	177,999.48
Capital Reserves	includes PLGIT/CD	3,223,301.90	12,225.37	(49,104.00)	3,186,423.27
Payroll		15,175.60	1,006,507.49	(1,007,250.29)	14,432.80
Cafeteria		117,187.42	3,868.16	(23,549.76)	97,505.82
Adult Education	includes PLGIT/CD	306,930.26	38,228.16	(38,113.75)	307,044.67
Student Activities		40,709.88	1,973.34	0.00	42,683.22
<b>TOTALS</b>		<b>7,258,736.64</b>	<b>2,208,427.14</b>	<b>(2,465,870.65)</b>	<b>7,001,293.13</b>

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

September 1, 2024		2,606,825.30
RECEIPTS		
Production	23,574.00	
Interest	52.03	
District Contrib.	761,305.72	
District Contrib./Auth.		
State / Fed Funds	351,341.03	
Tuition	0.00	
Other	5,508.81	
Transfers - PLGIT		
Inter-Fund Transfers	0.00	1,141,781.59
DISBURSEMENTS		
Prepaid Bills	(48,546.96)	
Bill Listings	(324,600.56)	
Payroll	(969,921.36)	
Other--Authority Bond		
Fees	(295.75)	
Void Checks		
Transfers - PLGIT		(1,343,364.63)
September 30, 2024	ADJ BOOK BALANCE	2,405,242.26

**BANK RECONCILIATION**

September 30, 2024

Bank Balance	2,405,869.01
Memo	
Outstanding Checks	(626.75)
Deposit in Transit	0.00
September 30, 2024	ADJ BANK BALANCE
	2,405,242.26

**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

September 30, 2024

**PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)**

September 1, 2024			948,606.28
	Transfers In	0.00	
	Interest	3,843.03	
	P Card purchases	(4,488.22)	
	Transfers Out		
	Transfers Out-CD purch		
September 30, 2024	ADJ BOOK BALANCE		947,961.09

**BANK RECONCILIATION**

September 30, 2024

Bank Balance		947,961.09	
Deposit in Transit			
Outstanding Checks			
September 30, 2024	ADJ BANK BALANCE		947,961.09

Average Yield for Sept 2024 is 5.06%

**CAPITAL RESERVES - EMBASSY BANK**

September 1, 2024				217,995.75
	Receipts	0.00		
	Interest	3.72		
	Void Checks	0.00	3.72	
	Fees			
	Disbursements	(49,104.00)	(49,104.00)	
September 30, 2024	ADJ BOOK BALANCE			168,895.47

**BANK RECONCILIATION**

September 30, 2024

Bank Balance		168,895.47	
Memos			
Outstanding Checks		0.00	
Deposit in Transit		0.00	
September 30, 2024	ADJ BANK BALANCE		168,895.47

**PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)**

September 1, 2024				3,005,306.15
	Transfers In	0.00		
	Interest	12,221.65		
	Transfers Out	0.00		
	Transfers Out-CD purch	0.00		
September 30, 2024	ADJ BOOK BALANCE			3,017,527.80

**BANK RECONCILIATION**

September 30, 2024

Bank Balance		3,017,527.80	
Outstanding Checks		0.00	
September 30, 2024	ADJ BANK BALANCE		3,017,527.80

Average Yield for Sept 2024 is 5.06%

**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

September 30, 2024

**PAYROLL FUND - EMBASSY BANK**

September 1, 2024			15,175.60
	Receipts	1,006,504.49	
	Interest	3.00	
	Void Checks		1,006,507.49
	Fees		
	Disbursements	(1,007,250.29)	(1,007,250.29)
September 30, 2024	ADJ BOOK BALANCE		14,432.80

**BANK RECONCILIATION**

September 30, 2024

Bank Balance	15,847.80	
Memos		
Outstanding Checks	(1,415.00)	
Deposit in Transit		
September 30, 2024	ADJ BANK BALANCE	14,432.80

**CAFETERIA FUND - EMBASSY BANK**

September 1, 2024			117,187.42
	Receipts	3,865.99	
	Transfers		
	Interest	2.17	3,868.16
	Disbursements	(23,549.76)	
	Void Check	0.00	(23,549.76)
September 30, 2024	ADJ BOOK BALANCE		97,505.82

**BANK RECONCILIATION**

September 30, 2024

Bank Balance	97,330.02	
Memos	0.00	
Outstanding Checks	(39.65)	
Deposit in Transit	215.45	
September 30, 2024	ADJ BANK BALANCE	97,505.82

**ADULT EDUCATION FUND - EMBASSY BANK**

September 1, 2024			306,930.26
	Receipts	38,221.77	
	PLGIT Transfers	0.00	
	Interest	6.39	38,228.16
	Disbursements	(38,113.75)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(38,113.75)
September 30, 2024	ADJ BOOK BALANCE		307,044.67

**BANK RECONCILIATION**

September 30, 2024

Bank Balance	306,781.67	
Memos	0.00	
Outstanding Checks	(275.00)	
Deposit in Transit	538.00	
September 30, 2024	ADJ BANK BALANCE	307,044.67

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

November 6, 2024

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

September 30, 2024

<b>STUDENT ACTIVITY ACCT -EMBASSY BANK</b>			
September 1, 2024			40,709.88
	Receipts	1,972.50	
	Other		
	Interest	0.84	1,973.34
	Disbursements	0.00	
	Other--Ret'd Check		
	Voided Check	0.00	0.00
September 30, 2024	ADJ BOOK BALANCE		42,683.22

**BANK RECONCILIATION**

September 30, 2024

Bank Balance		42,683.22	
Outstanding Checks		0.00	
Deposit in Transit		0.00	
September 30, 2024	ADJ BANK BALANCE		42,683.22

**REPORT OF DEPOSITORIES**

September 30, 2024

**EMBASSY BANK**

General Fund	2,405,869.01	
Capital Reserve	168,895.47	
Payroll Account	15,847.80	
Cafeteria Fund	97,330.02	
Adult Ed. Fund	306,781.67	
Student Activity Fund	42,683.22	

**PLGIT**

PLGIT General Fund	947,961.09	
PLGIT CD (General Fund)	0.00	947,961.09
PLGIT Capital Reserve	3,017,527.80	
PLGIT CD (Cap Reserve)	0.00	3,017,527.80
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

**TOTAL BANK BALANCES 7,002,896.08**

Respectfully submitted,



Susan M. Fahrenkopf  
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 6, 2024

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through November 6, 2024 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY:

SECOND BY:

ROLL CALL



CHECK DATE	PREPAYS	CHECK NUMBER	VENDOR	CHECK AMOUNT	DESCRIPTION
10/2/2024	Y	33429	CANON SOLUTIONS AMERICA, INC.	\$ 150.65	COPIER MAINTENANCE
10/2/2024	Y	33430	HOME DEPOT CREDIT SVCS.	\$ 1,695.70	MAINTENANCE, CLASSROOM, HOUSE PROJECT SUPPLIES
10/2/2024	Y	33431	NRG BUSINESS MARKETING	\$ 135.47	GAS SERVICE
10/2/2024	Y	33432	PP&L	\$ 142.94	24-25 ELECTRIC
10/2/2024	Y	33433	UGI UTILITIES	\$ 173.35	GAS SERVICE
10/9/2024	Y	33434	PENN STATE	\$ 1,125.00	ILC 2024 REGISTRATION
10/9/2024	Y	33435	PP&L	\$ 19,583.67	24-25 ELECTRIC
10/9/2024	Y	33436	UGI ENERGY SERVICES LLC	\$ 447.07	GAS SERVICE
10/9/2024	Y	33437	VERIZON WIRELESS	\$ 304.73	CELL PHONES
10/9/2024	Y	33438	WORKHORSE LANDSCAPING & EXCAVATING	\$ 1,662.50	LAWN SERVICE
10/10/2024	Y	33439	QUADIENT FINANCE USA INC.	\$ 3,000.00	POSTAGE FOR METER
10/16/2024	Y	33440	CITY OF BETHLEHEM	\$ 1,764.69	WATER BILL
10/16/2024	Y	33441	SERVICE ELECTRIC CABLE TV	\$ 98.40	PHONE SERVICE
10/16/2024	Y	33442	UGI UTILITIES	\$ 1,494.56	GAS SERVICE
10/23/2024	Y	33443	EMBASSY BANK -	\$ 9,831.05	SUPPLIES - INSTRUCT/OFFICE/MAINT, SOFTWARE, FOOD
10/23/2024	Y	33444	CANON FINANCIAL SERVICES,INC.	\$ 3,217.42	COPIER LEASES
10/23/2024	Y	33445	CITY OF BETHLEHEM	\$ 26.85	WATER BILL
10/23/2024	Y	33446	LOWES BUSINESS ACCOUNT	\$ 625.58	INSTRUCTIONAL, HOUSE PROJECT SUPPLIES
10/30/2024	Y	33447	HOME DEPOT CREDIT SVCS.	\$ 391.62	MAINTENANCE, HOUSE PROJECT, INSTRUCTOR SUPPLIES
10/30/2024	Y	33448	NRG BUSINESS MARKETING	\$ 310.13	24-25 GAS SUPPLY
10/30/2024	Y	33449	QUADIENT FINANCE USA INC.	\$ 3,000.00	POSTAGE FOR METER
10/30/2024	Y	33450	UGI UTILITIES	\$ 332.41	GAS SERVICE
10/30/2024	Y	33451	WEX BANK	\$ 121.24	FUEL FOR VEHICLES
11/6/2024		33452	ADVANCE AUTO PARTS	\$ 2,125.17	AUTO TECH TUPPLIES
11/6/2024		33453	ALBARELL ELECTRIC INC.	\$ 1,660.24	MAINTENANCE SUPPLIES & ELECTRICAL SERVICES
11/6/2024		33454	ALEX GLASSBERG	\$ 201.56	TRIP REIMBURSEMENT
11/6/2024		33455	ALL BRAND APPL. PARTS OF PA.	\$ 76.77	MAINTENANCE SUPPLIES
11/6/2024		33456	ALL-PHASE ELECTRIC SUPPLY CO.	\$ 9,731.40	ELECTRICAL SUPPLIES
11/6/2024		33457	AMAZON CAPITOL SERVICES	\$ 21,368.19	CLASSROOM, OFFICE, MAINTENANCE, HOUSE PROJ. SUPPLIES
11/6/2024		33458	ANGELA THOM	\$ 41.24	REIMBURSEMENT FOR GAS FOR SCHOOL VAN
11/6/2024		33459	APPLE INC.	\$ 199.00	TECHNOLOGY SUPPLIES
11/6/2024		33460	APR SUPPLY COMPANY	\$ 2,398.31	HVAC SUPPLIES
11/6/2024		33461	AUTOZONE	\$ 317.26	AUTO TECH TUPPLIES

11/6/2024	33462	BATH SUPPLY		\$	534.12	HVAC SUPPLIES
11/6/2024	33463	BEST LINE LEASING DBA BEST LINE EQUIPMEN		\$	141.55	LIGHT TOWER RENTAL FOR OPEN HOUSE
11/6/2024	33464	BETHLEHEM AVTS AUTHORITY		\$	334.38	AUTHORITY PAYMENT FROM SVSD
11/6/2024	33465	BILL FLANNERY AUTOMOTIVE		\$	2,095.99	AUTO COLLISION SUPPLIES
11/6/2024	33466	BINDICS SCREEN PRINTING		\$	2,251.70	STUDENT UNIFORMS - AUTO TECH & COMMERCIAL ART
11/6/2024	33467	BIT DIRECT INC.		\$	119.00	TECHNOLOGY SUPPLIES
11/6/2024	33468	BURMAX CO.		\$	1,743.65	COSMETOLOGY & ESTHETICS SUPPLIES
11/6/2024	33469	CARTRIDGE XCHANGE LL		\$	831.50	INK FOR PRINTERS
11/6/2024	33470	CHA CONSULTING INC.		\$	3,154.96	RETAINER, PROF SERVICES - VARIOUS CAPITAL PROJECTS
11/6/2024	33471	CHANEY ELECTRONICS INC.		\$	415.90	ELECTRONICS SUPPLIES
11/6/2024	33472	CHRIN HAULING, INC		\$	2,842.40	TRASH REMOVAL SERVICES
11/6/2024	33473	CLARK SERVICE GROUP INC		\$	312.50	SERVICE CALL - CULINARY EQUIPMENT
11/6/2024	33474	CM REGENT LLC		\$	2,799.08	NOV 24 LIFE/LTD BENEF
11/6/2024	33475	COL. NORTH. I.U. 20		\$	7,362.06	WAN INTERNET, PHONES, FIREWALL, TECH POOL COUNSEL
11/6/2024	33476	CONNIE MUSCHKO		\$	254.16	MILEAGE/TRIP REIMBURSEMENT
11/6/2024	33477	DEAN RUCH		\$	419.15	MILEAGE/TRIP REIMBURSEMENT
11/6/2024	33478	DOCUMENT SYSTEMS LTD.		\$	688.38	INK CARTRIDGE/SEALER FOR POSTAGE MACHINE
11/6/2024	33479	EAST LAWN SUPPLY		\$	1,260.52	BOTTLE FILLING STATION
11/6/2024	33480	EASTERN AUTOPARTS WAREHOUSE		\$	1,203.38	AUTO TECH TUPPLIES
11/6/2024	33481	EBTEP		\$	170,038.61	NOV 24 MEDICAL/PRESCRIPTION/DENTAL BENEFITS
11/6/2024	33482	ECCOTROL LLC		\$	344.00	MAINTENANCE INSTALLATION SERVICES
11/6/2024	33483	FRED BEANS PARTS INC		\$	679.08	AUTO COLLISION SUPPLIES
11/6/2024	33484	HEATHER CHILCOTE		\$	136.70	MILEAGE/MEALS REIMBURSEMENT
11/6/2024	33485	HIGHMARK BLUE SHIELD		\$	1,159.10	NOV 24 VISION BENEFITS
11/6/2024	33486	HSA MECHANICAL INC.		\$	652.00	MAINTENANCE DEPT - SERVICE CALL
11/6/2024	33487	IMMERSIVE ENGINEERING INC		\$	1,750.00	ONLINE CURRICULUM - PRECISION MACHINING
11/6/2024	33488	INTEGRITEC INC.		\$	500.00	WATER TREATMENT
11/6/2024	33489	INTERSTATE TAX SERVICE INC.		\$	156.60	UNEMPLOYMENT COMPENSATION
11/6/2024	33490	JAMECO ELECTRONICS		\$	201.22	ELECTRONICS SUPPLIES
11/6/2024	33491	JASPER ENGINES & TRANSMISSIONS		\$	3,527.00	AUTO TECH TUPPLIES
11/6/2024	33492	JM SWANK LLC		\$	902.37	BAKING SUPPLIES
11/6/2024	33493	KEYSTONE AUTOMOTIVE		\$	880.00	AUTO COLLISION SUPPLIES
11/6/2024	33494	KEYSTONE FIRE AND SECURITY		\$	972.00	MAINTENANCE SERVICE
11/6/2024	33495	KING SPRY HERMAN FREUND FAUL		\$	9,026.21	SOLICITOR'S FEES
11/6/2024	33496	L.V. JANITORIAL SUPPLY		\$	553.77	MAINTENANCE SUPPLIES
11/6/2024	33497	VOID		\$	-	VOID
11/6/2024	33498	MAKERBOT INDUSTRIES LLC		\$	247.71	PRECISION MACHINING SUPPLIES
11/6/2024	33499	MOREEN WHEATLEY		\$	212.45	REIMBURSEMENT FOR BOOKS
11/6/2024	33500	MOUSER ELECTRONICS		\$	100.93	ELECTRONICS SUPPLIES



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 6, 2024

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

The administration respectfully submits the following information and recommendations:

1.a. STAFFING

RECOMMENDATION:

(1) That Amber Hunsicker, part-time Instructional Assistant, be appointed to the position of full-time Instructional Assistant (replacement for Sally Tresize) effective October 7, 2024, at a salary of \$25,493.74, pro-rated for the 2024-2025 school year, with benefits in accordance with the Instructional Assistants Employee Agreement.

(2) That Nicole Meletiche, part-time Instructional Assistant, be appointed to the position of full-time Instructional Assistant (replacement for Joan Dinbokowitz) effective January 6, 2025, at a salary of \$25,493.74, pro-rated for the 2024-2025 school year, with benefits in accordance with the Instructional Assistants Employee Agreement.

(3) That the following appointments be approved:

**Robert Cain**

Position: Part-Time Instructional Assistant (replacement for Amber Hunsicker)

Salary/Benefits: \$24.00 per hour, with no health benefits.  
All other terms in accordance with the Instructional Assistants Agreement

Effective: November 8, 2024, pending receipt of all required paperwork

**Keisha Camacho**

Position: Custodian (replacement for Robert Scorce)

Salary/Benefits: \$22.50 per hour for the 2024-2025 school year  
school year, with benefits in accordance with the Custodial and Maintenance Employee Agreement

Effective: December 9, 2024, pending receipt of all required paperwork

(4) That the following individual be granted Family Medical Leave:

Employee #0152: Effective 9/17/24 – 9/27/24 (9 days)

1.b. 2024-2025 SUBSTITUTES

RECOMMENDATION:

That Kaitlin Worthington 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.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 6, 2024

2. 2024-2025 TUITION RATE FOR NON-RESIDENT STUDENTS

INFORMATION:

The Pennsylvania School Code section, #24 PS 18-1847, addresses the attendance and billing of non-participating pupils at Area Vocational-Technical Schools and Technical Institutes. The tuition rate is based on the total general fund budget plus debt service payments divided by the full-time equivalent number of students. The Bethlehem Area Vocational-Technical School Policy states that the Joint Committee is to approve the tuition rate for billings on an annual basis.

RECOMMENDATION:

It is recommended that the tuition rate of \$11,526.17 approved for full-time non-resident students who attend Bethlehem Area Vocational-Technical School for the 2024-2025 school term.

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 6, 2024

3. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS  
RECOMMENDATION:

That the Joint Committee approve the attached listing of new members on the Occupational Advisory Committee (OAC) for the programs noted:

MOTION BY:  
SECOND BY:  
ROLL CALL

NEW OAC MEMBERS FOR APPROVAL AT NOVEMBER 6, 2024 MEETING

First Name	Last Name	Job Title	Company	Program/Shop
James	Arnone	Help Desk/ IT Specialist	Wilson Area School District	Computer Networking
Vincent	Beller	Manager, Operations Technical Training	B. Braun Medical	Mechatronics
Nick	Buzzett	Tech	Wind Gap Chevy	Auto Tech
Susan	Capobianco	Executive Director	MorminsStar Living, Inc.	Social Media Marketing
Mike	Carey	Field Representative	Local 592 OPCMIA	Masonry
Tim	Cox	Associate Director of Social Media for Development & Alumni Relations	Lehigh University	Social Media Marketing
Danielle	Gioliana	Supervisor, Athletic Training	Lehigh Valley Health Network	Sports Medicine
David	Havrilla	Regional Director	JDK Management	Culinary
Stuart	Heisey	Principal - Director of MEP Services	Entech Engineering, Inc.	Mechatronics
Brian	Herstine	Owner	Herstine Automotive, LCC	Auto Tech
Susan	Hodge	Primary Therapist	Water Gap Wellness	Mental Health & Behavioral Science
Meghan	Hogan	Technical Training Program Specialist	B. Braun Medical	Mechatronics
Joe	Luther	Orthopedic & Sports Medicine Liaison	Lehigh Valley Health Network	Sports Medicine
Robert	McClarlin	Administrator	Lehigh Valley Health Network	Sports Medicine
Brian	Miskovich	Manager Insights & AI	Johnson & Johnson Innovative Medicine	Computer Networking
Tori	Morgan	Director of Funding, Regulatory Relations & Compliance	Entech Engineering, Inc.	Mechatronics
Lara	Moyer	Certified Surgical Technologist		Health Careers
Andy	Pierre	Program Supervisor	Valley Youth House	Mental Health & Behavioral Science
Kevin	Querio	Deputy Sheriff	Lehigh County Sheriff Department	Protective Services
Theresa	Radline	Educational Consultant / Owner	Trad Consulting, LLC	Mental Health & Behavioral Science
Clark	Sarge	Instructor	Pennsylvania College of Technology	Mechatronics
Rebecca	Siegrfried	Office Administrator	Next Chapter Smile	Health Careers
Brad	Tycholiz	Lead Recruiter	Coherent Corp	Electronics Technology
Jacob	Wessner	Diesel Technician	Ascendance Truck Center	Auto Tech
Eric	Wuerstle	Laborer	McCarthy Masonry and Concrete, Inc.	Masonry

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 6, 2024

4. SKILLS USA PROFESSIONAL DEVELOPMENT CONFERENCE

INFORMATION:

The Ambassador Training and Professional Development Conference for students will be held at Camelback Resorts, Tannersville, PA on November 20-22, 2024. This training institute has provided leadership training for numerous Bethlehem AVTS students desiring to become actively involved in the leadership roles of SkillsUSA.

The ten (10) officers and ambassadors will be paid in full from the SkillsUSA student activity account. The estimated cost is \$2,840.

The twenty-two (22) students attending PDC (non-officers and ambassadors) will each contribute \$75 to attend; the expected student contribution is \$1,650; the remaining portion will be paid from the SkillsUSA student activity account. The estimated total cost is \$4,885.

The four (4) chaperones/advisors will be paid from the General Fund. The estimated cost is \$1,180.

RECOMMENDATION:

That four (4) chaperones and twenty-two (22) students be permitted to participate in the SkillsUSA Ambassador Training and Professional Development Conference at Camelback Resorts, Tannersville, PA on November 20-22, 2024.

MOTION BY:

SECOND BY:

ROLL CALL



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 6, 2024

5. MEMORANDUM OF UNDERSTANDING WITH THE INSTRUCTIONAL ASSISTANTS EMPLOYEE GROUP

RECOMMENDATION:

It is recommended that the Joint Committee approve the attached Memorandum of Understanding to the current agreement between the Bethlehem Area Vocational-Technical School and the Instructional Assistants of Bethlehem Area Vocational-Technical School Group to provide mid-year newly hired or newly appointed full-time Instructional Assistants with the option of receiving their bi-weekly payment in equal installments on the pay dates through the end of June rather than through the end of August.

MOTION BY:

SECOND BY:

ROLL CALL

**MEMORANDUM OF UNDERSTANDING**

**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
AND  
THE INSTRUCTIONAL ASSISTANTS OF THE BETHLEHEM AREA VOCATIONAL-  
TECHNICAL SCHOOL**

This Memorandum of Understanding (“MOU”) between the Bethlehem Area Vocational-Technical School (“BAVTS”) and the Instructional Assistants of the Bethlehem Area Vocational-Technical School (“Employees”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

WHEREAS, the BAVTS and the Employees entered into an Agreement, dated February 6, 2024 (the “Agreement”); and

WHEREAS, the BAVTS and the Employees wish to modify and amend the Agreement to adjust the method of payment for new Full-Time Instructional Assistant(s) that start mid-year, subject to the terms and conditions set forth herein.

NOW, THEREFORE, IT IS AGREED:

1. The above recitals do form a part of this MOU and are incorporated herein by reference thereto.

2. Article VII – Compensation, Section C. Method of Payment, first paragraph is hereby amended add the following language:

New Mid-Year Full-Time Instructional Assistants - Newly hired or newly appointed (transitioning from Part-Time) Full-Time Instructional Assistants who start after January 1<sup>st</sup> of the current school year, may make an irrevocable election to receive their wages in equal installments on each of the pay dates as scheduled for the current school year through the end of June. There will not be any wage payments in July and August. This is a one-time, irrevocable election only applicable in their first school year as a Full-Time Instructional Assistant. They will follow the Full-Time wage payment schedule as described in the first paragraph of this section the following school year. Any employee benefit deductions that would have been scheduled to be made in July and August will be withheld from their final June pay.

3. Both parties hereto acknowledge that this MOU is the result of “Meet and Discuss”, as that term is defined by the Pennsylvania Public Employee Relations Act at 43 P.S. § 1101.301, as amended, and the terms set forth herein are not subject to collective bargaining.

IN WITNESS WHEREOF, 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: \_\_\_\_\_

INSTRUCTIONAL ASSISTANTS  
OF THE BETHLEHEM AREA VOCATIONAL-  
TECHNICAL SCHOOL

By: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
November 6, 2024

6. BUDGET TRANSFERS

RECOMMENDATION:

That the attached budget transfers for November, 2024 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	40,000.00		Engineering Services for Capital Projects
	10.2620.330.000.000	SVCS - ENGINEER		14,000.00	Reclassify budgeted engineering fees
	10.2620.390.000.000	CONTRACTED SVCS		26,000.00	Reallocate contracted services
	Reallocate budgeted engineering fees to the appropraite account for costs associated with proposed capital projects				
2	10.2140.650.360.001	PCCD MENTAL HEALTH SOFTWARE 24-25	3,341.00		Navigate 360 Behavioral Case Manager
	10.2143.330.360.001	PCCD MENTAL HEALTH SERVICES 24-25	58,482.00		Mental Health Professional Services
	10.2270.360.360.001	PCCD STAFF TRAINING 24-25	5,085.00		TACT2 De-escalation Training
	10.2270.640.360.001	PCCD STAFF TRAINING MATERIALS 24-25	560.00		TACT2 Training Workbooks
	10.2660.610.360.001	PCCD SAFETY SUPPLIES 24-25	2,532.00		Facility Knox Box
	10.2270.240.000.000	EDUATIONAL ASSISTANCE		4,929.50	Reallocate available funds
	10.2620.610.360.000	PCCD SAFETY SUPPLIES		365.05	Reallocate remaining grant funds from the 22-23 grant
	10.2620.752.360.000	PCCD CAPITAL EQUIPMENT		64,705.45	Reclassify to match grant allowables expenditures
	Budget transfers for the approved 24-25 PCCD Mental Heath Grant				

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 6, 2024

7. CONTINUING EDUCATION

2024-2025 CONTINUING EDUCATION INSTRUCTORS  
RECOMMENDATION:

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

<b>Name</b>	<b>Course(s)</b>	<b>Salary</b>
Mersadies Bonilla	Sub Instructor for Nursing Assistants Clinical Skills, EKG, and Medical Billing & Coding	\$28.00/hour
Irainna Murphy	Medical Billing & Coding	\$28.00/hour

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 6, 2024

8. TEXTBOOKS:

RECOMMENDATION:

**Mental Health & Behavioral Science Program**

Psychology in Your Life, 4th Edition (Text Book)

50 Textbooks @ \$65.00 – Total Cost \$3,250.00

Sarah Grison and Michael Gazzaniga

W.W. Norton & Company

ISBN 9780393877533

This is a package price, which includes digital student access. Licenses will not expire; they have provided an extension for the license to hold for two years rather than one at no extra cost to last the duration of use in program per student.

Diagnostic and Statistical Manual of Mental Disorders, 5<sup>th</sup> Edition, Text Revision

(DSM-5-TR) - Clinical Book for Diagnosing

6 Books @ \$170.00 – Total Cost - \$1,020.00

American Psychiatric Association Publishing

ISBN 978-0-89042-576-3

The above textbooks have been approved by the Occupational Advisory Committee. A sample of the textbook will be available for your review at the Joint Committee meeting.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 6, 2024

I.(1.) BUSINESS OFFICE SOFTWARE

INFORMATION:

It has been recommended that the business office software transition to a hosted solution to alleviate server functionality, hardware and backup concerns for our IT department. This would also allow for automatic updating of the software without involving our IT staff. We have used software from Tyler Technology for many years and are exploring a change to Central Susquehanna Intermediate Unit (CSIU) software. The CSIU software is designed for schools in PA and is utilized by many PA schools. Several CTC's that previously used Tyler software have transitioned to CSIU and are very happy with the new software. We expect to bring a decision to the Joint Committee in the coming months if we want to transition to CSIU for a July implementation.



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 6, 2024

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	Est Cost	*Type	Completion Date	Materials Cost	Total Cost	Paid Date	Status	
INTERFUND TRANSFERS:												
25-1	Glenn Milositz	Graphics	Visitor/Trespassing Signage						\$0.00			
25-2	Glenn Milositz	Graphics	Vinyl Window Coverings for Identifies Program Areas						\$0.00			
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	\$ 500.00	4	08/06/24	\$ 500.00	\$500.00		PAID	
25-5	Marketing	Baking	Baked Goods for Northampton Open House	08/14/24	\$ 100.00	4	08/21/24	\$ 100.00	\$100.00		PAID	
25-6	Mike Galler	Food Truck	Meals for Substitute Meeting (08/20/2024)	08/16/24	\$ 216.00	4	08/20/24	\$ 216.00	\$216.00		PAID	
25-7	Karen Mustonen	Graphics	Business Cards	08/21/24	\$ 6.00	4	08/28/24	\$ 6.00	\$6.00		PAID	
25-8	Susan Fahrenkopf	Culinary Events	Food for Sister City Roundtable (9/18/24)	08/29/24			09/30/24	\$ 300.00	\$300.00		PAID	
25-9	Marketing	Baking	Baked Goods for Freedom Open House (9/4/24)	09/05/24	\$ 200.00	4	09/04/24	\$ 200.00	\$200.00		PAID	
25-10	Directors Office	Graphics	2 signs for under clocks in Director's office "Every Second Counts"	09/05/24	\$ 5.00	4	10/11/24	\$ 5.00	\$5.00		PAID	
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	\$ 50.00	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	\$ 75.00	4	09/13/24	\$ 75.00	\$75.00		PAID	
25-14	Jeff Bower	Auto Coll.	Repaint School Van	09/13/24		4			\$0.00		PAID	
25-15	Marketing	Baking	Desserts for Liberty Open House	09/12/24	\$ 200.00	4	09/16/24	\$ 200.00	\$200.00		PAID ON PO	
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	09/16/24		4			\$0.00			
25-19	Angela Thom	Culinary Events	SkillsUSA Team Building Event (10/17/24)	09/16/24		4			\$0.00			
25-20	Adam Lazarachak	Food Truck	Freedom/Liberty Tailgate (10/26/24)	09/16/24	\$ 1,000.00	4	10/26/24	\$ 1,000.00	\$1,000.00			
25-21	Jeff Bower	Graphics	Notpads for office	09/18/24	\$ 5.00	4	09/18/24	\$ 5.00	\$5.00		PAID	
25-22	Don Heptner (HVAC)	Graphics	Sign in sheets, inventory cards, notebooks	09/18/24	\$ 5.00	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			\$0.00		DONATIONS	
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			
25-26	Lauryn Stauffer	Graphics	Shirts & hoodies for class uniforms	09/26/24		4			\$0.00			
25-27	Culinary	Graphics	Hats & books	09/30/24		4	09/30/24	\$ 1,173.00	\$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			
25-30	Social Media Marketing	Graphics	3 Windo Graphics	10/03/24		4	10/11/24	\$ 54.00	\$54.00			
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	\$2,400.00			
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			
25-33	Elspeth Sipple	Health Careers	100 brain cupcakes for Open House project	10/03/24		4	10/23/24	\$ 250.00	\$250.00			
25-34	Susan Fahrenkopf	Graphics	42 shirts printed	10/04/24		4	10/07/24	\$ 21.00	\$21.00			
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		VOID	
25-36	Mike Galler	Culinary	Boxed Lunches for 10 people every Tuesday 10/29-12/7	10/08/24		4			\$0.00			
25-37	Susan Fahrenkopf	Baking	Cupcakes for Mayor's Tree Lighting (11/21/24)	10/11/24		4			\$0.00			
25-38	Susan Fahrenkopf	Baking	Apple Almond Tarts for November JC Meeting	10/11/24		4			\$0.00			
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
25-41	Social Media Marketing	Graphics	50 Printed Halloween theme shirts	10/18/24			4		\$	382.10	\$382.10
25-42	Dawn Sutter	Culinary Events	Simple lunch for 5 people for interviews (11/13/24)	10/22/24			4				\$0.00
25-43	Marketing	Culinary	100 Sodas for Open House Volunteers	10/28/24			4	10/23/24	\$	100.00	\$100.00
25-44	Bake Shop	Graphics	12 posters	10/28/24			4		\$	78.00	\$78.00
25-45	Mechatronics	Graphics	100 business cards	10/28/24			4		\$	6.00	\$6.00
25-46	HVAC	Graphics	200 business cards	10/29/24			4		\$	12.00	\$12.00
25-141	Heather Chilcote	Baking	24 Cream cheese cupcakes	09/10/24	24.00		1	09/17/24		24.00	\$24.00
25-142	Angela Dorney	Baking	Cake	10/15/24	30.00		1	10/18/24		50.00	\$50.00
25-143	BAVTS EA	Culinary	4 dozen birthday cupcakes (October)	10/15/24			1				\$0.00
25-144	BAVTS EA	Baking	Cupcakes for November birthdays	10/15/24			1				\$0.00
25-145	Michelle Kesen	Baking	Full sheet birthday cake (12/6/24)	10/18/24			3				\$0.00
25-176	Jennifer Klo	Auto Tech	Brakes not working properly	08/23/24			1				VOID
25-177	Connie Muschko	Auto Tech	Check ball joint, rod and sway bar	08/23/24			1	09/23/24		0.00	\$5.30
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
25-180	Karen Mustonen	Auto Tech	Acura - 2017 Oil Change	08/29/24			1	09/10/24		38.13	\$46.48
25-181	Karen Mustonen	Auto Tech	Acura - 2011 Oil Change	08/29/24			1	09/06/24		39.77	\$48.48
25-182	Michael Giamoni	Auto Tech	Chevy - Noise in rear, balance tires	08/30/24			1				\$0.00
25-183	Michael Giamoni	Auto Tech	Ford - Oil, Trans Oil, Rear, Brakes, Flush brake fluid	08/30/24			1				\$0.00
25-184	Meri Lindenmuth	Auto Tech	Dashboard lights	08/30/24			1				\$0.00
25-185	Dario Chavez	Auto Tech	Dodge - Replace alternator	09/03/24			1	09/13/24		239.79	\$292.31
25-186	Daniel Berardasca	Auto Tech	Lexus - brakes & control arm	09/04/24			1	09/30/24		254.24	\$309.92
25-187	Daniel Berardasca	Auto Tech	Volkswagon - Oil change	09/04/24			1	05/24/24		0.00	\$5.30
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
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
25-190	Alex Glassberg	Auto Tech	Jeep - Needs horn, turn signal bulb, pre inspection, hazard button	09/05/24			1				\$0.00
25-191	Robert Gotzon	Auto Tech	Replace Spark Plugs	09/05/24			1	09/23/24		0.00	\$5.30
25-192	Steve Mantz	Auto Tech	Jeep - Oil filter change, flush & fill	09/05/24			1				\$0.00
25-193	Robert Kulick	Auto Tech	Chevy - Transmission	09/05/24	Diag. Needed		1				\$0.00
25-194	Michael Goch	Auto Tech	Chrysler - Replace exhaust flex pipe and valve cover gaskets	09/09/24	50.00		2	10/03/24		180.69	\$220.26
25-195	Alexa Madurski	Auto Tech	Hyundai - Oil change	09/09/24	30.00		2				\$0.00
25-196	Darian Caraballo	Auto Tech	Honda - front wheel bearing replacement, balance tires	09/10/24			2	09/30/24		95.81	\$116.79
25-197	Julian Muniz	Auto Tech	Nissan -	09/10/24			2	09/20/24		0.00	\$5.30
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
25-199	Heather Chilcote	Auto Tech	Toyota - Oil change & brakes	09/12/24			1	09/24/24		279.48	\$340.68
25-200	Julian Korpics	Auto Tech	Wheel nuts replaced	09/18/24			2	09/24/24		0.00	\$5.30
25-201	Nikhil Khellawan	Auto Tech	Oil change	09/19/24			2	10/10/24		45.41	\$55.35
25-202	Bill Grushow	Auto Tech	Replace 4 tires and align	09/19/24			1	10/04/24		0.00	\$5.30
25-203	Luis Santiago	Auto Tech	Tire sensor and passenger side noise when hit bump	09/19/24	Diag. Needed		1	10/10/204		113.25	\$138.05
25-204	Dennis Kassick	Auto Tech	Front brakes, rotate 2 tires	09/20/24	5.00		2	09/23/24		0.00	\$5.30
25-205	Jariel Brazoban	Auto Tech	Rotor	09/20/24			2	09/30/24		42.50	\$51.81
25-206	Jordan Montague	Auto Tech	Oil Change, check brakes	09/23/24	35.00		1	09/25/24		40.00	\$48.76
25-207	Brian Moser	Auto Tech	Subaru - trouble starting	09/24/24	Diag. Needed		1				\$0.00
25-208	Jeff Cantrel	Auto Tech	Toyota - Oil Change	09/24/24	40.00		1	05/26/24		30.00	\$37.10





25-432	Jennifer Stigenbauer	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	
25-434	Craig Mosser	Graphics	Paint mask for wall	09/20/24	35.00	1	09/20/24	35.00	\$42.67	
25-435	Carly McKeon	Graphics	2 V-necks	09/26/24	15.00	1			\$0.00	
25-436	Peggy Fuehrer	Graphics	1 V-neck	09/26/24	7.50	1	10/29/24	7.50	\$13.25	VOID
25-437	Holy Infancy	Graphics	3 18x24 signs	09/26/24	30.00	6			\$0.00	
25-438	Jennifer Klo	Graphics	5 foot banner	09/26/24		1			\$0.00	
25-439	Greta Wilmot	Graphics	2 V-necks	09/26/24	15.00	1			\$0.00	
25-440	Karen Kurinovich	Graphics	2 V-necks (supplied)	09/30/24		1	10/29/24	23.00	\$29.68	
25-441	Jennifer Klo	Graphics	1 V-neck	09/30/24	7.50	1			\$0.00	
25-442	Christina Miskovich	Graphics	2 V-necks	09/30/24	15.00	1			\$0.00	
25-443	Angela Thom	Graphics	2 V-necks	09/30/24	15.00	1	10/29/24	15.00	\$21.20	
25-444	Justine Williams	Graphics	4 V-necks	09/30/24	30.00	1		30.00	\$37.10	
25-445	Lauren Turkel	Graphics	1 V-neck	09/30/24	7.50	1	10/29/24	7.50	\$13.25	
25-446	Michele Bracero	Graphics	5 V-necks	09/30/24	47.50	1	10/30/24	47.50	\$57.91	
25-447	Dawn Sutter	Graphics	4 V-necks	09/30/24	30.00	1			\$0.00	
25-448	Janelle Schaffer	Graphics	1 V-neck	10/02/24	7.50	1	10/29/24	7.50	\$13.25	
25-449	Bridges Foundation	Graphics	Invitations for Donor Event	10/03/24	18.00	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	48.50	1	10/29/24	47.50	\$57.91	
25-451	Justine Williams	Graphics	2x6 Banner	10/10/24	24.00	1			\$0.00	
25-452	Michele Bracero	Graphics	Business cards	10/11/24	6.00	1			\$0.00	
25-481	Jennifer Klo	Bldg. Trades	Replace panel on 2 cabinet doors	09/03/24		1			\$0.00	
25-482	Amber Lyn Hunsicker	Auto Coll.	Car doors fixed from accident	09/04/24		1			\$0.00	
25-483	Emily Hough	Auto Coll.	Adjust bumper	09/04/24		1	10/01/24	578.00	\$704.58	
25-484	Emily Hough	Precis.Mach.	Headphone holders	09/10/24		1			\$0.00	
25-485	Lori Kram	Bldg. Trades	Wooden Planter	09/20/24		1			\$0.00	
25-486	Dawn Sutter	Bldg. Trades	Jenga	09/24/24		1			\$0.00	
25-487	Jennifer Klo	Bldg. Trades	Jenga	09/24/24		1			\$0.00	
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			\$0.00	
25-491	Karen Mustonen	Auto Coll.	Replace rear driver's side tail light	10/18/24	350.00	1			\$0.00	
25-492	Kyle Miller	Auto Coll.	Paint & Buff	10/23/24	50.00	2			\$0.00	
25-493	Daniel Lynn	Auto Coll.	Motorcycle fender	10/23/24	30.00	2			\$0.00	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

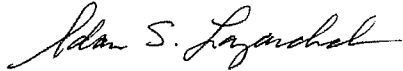
November 6, 2024

I.(3.) CONDITION OF THE BUDGET

INFORMATION:

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

Respectfully submitted,



Adam S. Lazarchak  
Executive Director

Sf

CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
September 30, 2024

ACCOUNT NUMBER	DESCRIPTION	YEAR-TO-DATE		BUDGET BALANCE
		ORIGINAL BUDGET	ACTIVITY	
10.6510.000.000.000	INTEREST ON INVESTMENTS	10,000.00	12,170.58	-2,170.58
10.6720.000.000.000	BOOKSTORE SALES	-	-	0.00
10.6821.000.000.000	RECEIPTS IU 13 - OTDA GRANT	-	-	0.00
10.6910.000.000.000	RENTALS	6,000.00	1,000.00	5,000.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	-	250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	-	0.00
10.6946.001.000.000	RECEIPTS FROM BASD	7,052,064.00	1,855,809.44	5,196,254.56
10.6946.002.000.000	RECEIPTS FROM NASD	3,140,829.00	743,877.00	2,396,952.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,080,587.00	369,681.00	710,906.00
10.6949.000.000.000	TUITION - ADULT DAY REGULAR	-	-	0.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	-	100,000.00
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	112.43	1,887.57
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,143,686.00	247,853.00	895,833.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7362.000.360.000	PCCD ACT 55 GRANT	140,000.00	-	140,000.00
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	-	300,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	224,172.00	-	224,172.00
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,027,329.00	-	1,027,329.00
10.8521.000.663.000	FEDERAL	345,982.00	102,762.24	243,219.76
10.8742.000.988.000	GEER GRANT - COVID-19 CARES ACT	-	-	0.00
10.8745.000.991.000	GEER GRANT II	-	-	0.00
10.8755.000.998.000	ARP ESSER GRANT	-	-	0.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	-	0.00
<b>TOTALS FOR GENERAL FUND</b>		14,597,899.00	3,333,265.69	11,264,633.31
<b>TOTAL REVENUES</b>		14,597,899.00	3,333,265.69	11,264,633.31



CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
September 30, 2024

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET			YEAR-TO-DATE			BUDGET	
		BUDGET	REVISIONS	ACTIVITY	ENCUMBRANCES	BALANCE			
10.1110.000.000.000	ACADEMIC PROGRAM	641,430.00	6,291.00	59,508.09	483,236.79	104,976.12			
10.1240.000.000.000	SPECIAL EDUCATION	671,226.00	6,291.00	69,558.57	404,776.83	203,181.60			
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	528,568.00	121,645.00	56,395.40	443,067.73	150,749.87			
10.1342.000.000.000	HOME ECONOMICS PROGRAM	922,443.00	9,606.00	91,473.63	587,018.23	253,557.14			
10.1370.000.000.000	TECHNICAL PROGRAM	158,257.00	1,305.00	16,015.44	90,333.19	53,213.37			
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,717,375.00	(97,566.00)	405,313.35	2,570,169.19	1,644,326.46			
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00			
10.2100.000.000.000	STUDENT SERVICES	1,510,698.00	7,357.50	195,262.83	1,072,253.91	250,538.76			
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,768.00	-	5,978.90	-	114,789.10			
10.2310.000.000.000	BOARD SECRETARY	3,631.00	-	106.20	-	3,524.80			
10.2320.000.000.000	BOARD TREASURER	1,655.00	-	146.02	-	1,508.98			
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	5,749.17	39,250.83	15,000.00			
10.2360.000.000.000	OFFICE OF THE DIRECTOR	459,370.00	-	104,147.36	242,872.04	112,350.60			
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	628,778.00	-	132,623.92	349,610.88	146,543.20			
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	105,901.00	-	11,775.03	64,028.51	30,097.46			
10.2511.000.000.000	BUSINESS OFFICE	631,795.00	-	139,409.60	312,383.55	180,001.85			
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,210,628.00	(4,929.50)	426,572.82	594,558.69	1,184,566.99			
10.2660.000.000.000	SECURITY SERVICES	57,628.00	-	-	53,555.00	4,073.00			
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	5,405.30	1,223.22	22,371.48			
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	657,615.00	-	135,545.56	186,465.57	335,603.87			
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	106,528.00	-	86.51	11,869.72	94,571.77			
10.3350.000.000.000	WELFARE ACTIVITIES	5,000.00	-	-	-	5,000.00			
10.3390.000.000.000	COMMUNITY SERVICES	109,605.00	-	25,475.67	59,487.16	24,642.17			
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	(1,383.00)	8,059.10	9,349.61	56,208.29			
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-			
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	-	-	100,000.00			
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	(50,000.00)	-	-	-			
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-			
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00			
	<b>TOTAL FOR GENERAL FUND</b>	14,597,899.00	-	1,894,608.47	7,576,892.76	5,126,397.77			
	<b>TOTAL EXPENSES</b>	14,597,899.00	-	1,894,608.47	7,576,892.76	5,126,397.77			
	<b>EXCESS OF REVENUE OVER EXPENSES</b>			1,438,657.22					