

August 6, 2024

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOINT COMMITTEE
REGULAR MEETING

The Regular Meeting of the Bethlehem Area Vocational-Technical School Joint Committee was held on the evening of the above date, beginning at 7:00 p.m., for general purposes.

Members Present: Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar, Makary, Soldridge - eight; Absent: Directors Faccinetto – one.

Others Present: Mr. Adam S. Lazarchak, Executive Director of BAVTS; Mr. Donald F. Spry, II, Esq., Solicitor; Mrs. Susan Fahrenkopf, Secretary/ Treasurer; Mrs. Debra Miller, Business Administrator; and interested staff members.

An Executive Session was held before the regular meeting regarding personnel and legal matters.

The minutes of the Regular Meeting held on June 12, 2024, were approved on motion of Directors Patrick and Makary and unanimous voice vote.

The minutes of the Special Meeting held on July 8, 2024, were approved on motion of Directors Patrick and White and unanimous voice vote.

The Report of the Secretary/Treasurer for the period ending May 31, 2024, was approved on motion of Directors Makary and Patrick and unanimous voice vote.

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

August 6, 2024

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

UNAUDITED
June 30, 2024

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL					
FUND NAME		BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
		June 1, 2024			June 30, 2024
General	includes PLGIT/CD	3,543,340.25	855,300.81	(2,148,718.78)	2,249,922.28
House Project		167,935.65	4.52	(22,850.88)	145,089.29
Production		156,087.85	14,442.13	(4,075.43)	166,454.55
Capital Reserves	includes PLGIT/CD	3,355,577.28	13,267.85	(47,626.90)	3,321,218.23
Payroll		5,802.70	1,139,536.59	(1,139,789.36)	5,549.93
Cafeteria		105,238.45	34,754.77	(19,627.07)	120,366.15
Adult Education	includes PLGIT/CD	268,006.85	46,560.84	(30,722.24)	283,845.45
Student Activities		47,228.90	810.96	(7,193.59)	40,846.27
TOTALS		7,649,217.93	2,104,678.47	(3,420,604.25)	6,333,292.15

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

June 1, 2024 2,875,288.53

RECEIPTS

Production	15,586.70	
Interest	49.83	
District Contrib.	490,159.00	
District Contrib./Auth.		
State / Fed Funds	329,268.66	
Tuition		
Other	6,870.08	
Transfers - PLGIT		
Inter-Fund Transfers	23,775.41	865,709.68

DISBURSEMENTS

Prepaid Bills	(188,132.81)	
Bill Listings	(849,722.23)	
Payroll	(1,105,070.07)	
Other--Authority Bond		
Fees	(419.46)	
Void Checks	780.42	
Transfers - PLGIT		(2,142,564.15)

June 30, 2024	ADJ BOOK BALANCE	1,598,434.06
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BANK RECONCILIATION

June 30, 2024

Bank Balance	2,052,266.61	
Memo		
Outstanding Checks	(454,636.21)	
Deposit in Transit	803.66	
June 30, 2024	ADJ BANK BALANCE	1,598,434.06

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

August 6, 2024

Ladies and Gentlemen:

UNAUDITED
 June 30, 2024

Your Treasurer respectfully submits the following report for the period ending

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

June 1, 2024		992,075.22
	Transfers In	0.00
	Interest	4,037.78
	P Card purchases	(33,080.94)
	Transfers Out	
	Transfers Out-CD purch	
June 30, 2024	ADJ BOOK BALANCE	963,032.06

BANK RECONCILIATION

	June 30, 2024	963,032.06
	Bank Balance	
	Deposit in Transit	
	Outstanding Checks	
June 30, 2024	ADJ BANK BALANCE	963,032.06

Average Yield for June 2024 is 5.11%

CAPITAL RESERVES - EMBASSY BANK

June 1, 2024		189,960.41
	Receipts	0.00
	Interest	3.93
	Void Checks	0.00
		3.93
	Fees	
	Disbursements	(47,626.90)
		(47,626.90)
June 30, 2024	ADJ BOOK BALANCE	142,337.44

BANK RECONCILIATION

	June 30, 2024	189,964.34
	Bank Balance	
	Memos	
	Outstanding Checks	(47,626.90)
	Deposit in Transit	0.00
June 30, 2024	ADJ BANK BALANCE	142,337.44

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

June 1, 2024		3,165,616.87
	Transfers In	0.00
	Interest	13,263.92
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
June 30, 2024	ADJ BOOK BALANCE	3,178,880.79

BANK RECONCILIATION

	June 30, 2024	3,178,880.79
	Bank Balance	
	Outstanding Checks	0.00
June 30, 2024	ADJ BANK BALANCE	3,178,880.79

Average Yield for June 2024 is 5.11%

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

August 6, 2024

Ladies and Gentlemen:

UNAUDITED
June 30, 2024

Your Treasurer respectfully submits the following report for the period ending

PAYROLL FUND - EMBASSY BANK			
June 1, 2024			5,802.70
	Receipts	1,139,534.17	
	Interest	2.42	
	Void Checks		1,139,536.59
	Fees		
	Disbursements	(1,139,789.36)	(1,139,789.36)
June 30, 2024	ADJ BOOK BALANCE		5,549.93

BANK RECONCILIATION		June 30, 2024	
	Bank Balance	6,473.18	
	Memos		
	Outstanding Checks	(923.25)	
	Deposit in Transit		
June 30, 2024	ADJ BANK BALANCE		5,549.93

CAFETERIA FUND - EMBASSY BANK			
June 1, 2024			105,238.45
	Receipts	34,752.56	
	Transfers		
	Interest	2.21	34,754.77
	Disbursements	(19,627.07)	
	Void Check	0.00	(19,627.07)
June 30, 2024	ADJ BOOK BALANCE		120,366.15

BANK RECONCILIATION		June 30, 2024	
	Bank Balance	122,707.38	
	Memos	0.00	
	Outstanding Checks	(2,136.29)	
	Deposit in Transit	95.06	
June 30, 2024	ADJ BANK BALANCE		120,366.15

ADULT EDUCATION FUND - EMBASSY BANK			
June 1, 2024			268,006.85
	Receipts	46,555.38	
	PLGIT Transfers	0.00	
	Interest	5.46	46,560.84
	Disbursements	(30,722.24)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(30,722.24)
June 30, 2024	ADJ BOOK BALANCE		283,845.45

BANK RECONCILIATION		June 30, 2024	
	Bank Balance	289,346.01	
	Memos	0.00	
	Outstanding Checks	(5,557.46)	
	Deposit in Transit	56.90	
June 30, 2024	ADJ BANK BALANCE		283,845.45

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

August 6, 2024

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

UNAUDITED
June 30, 2024

STUDENT ACTIVITY ACCT -EMBASSY BANK			
June 1, 2024			47,228.90
	Receipts	810.00	
	Other		
	Interest	0.96	810.96
	Disbursements	(7,193.59)	
	Other--Ret'd Check		
	Voided Check	0.00	(7,193.59)
June 30, 2024	ADJ BOOK BALANCE		40,846.27

BANK RECONCILIATION		June 30, 2024	
	Bank Balance	40,978.30	
	Outstanding Checks	(132.03)	
	Deposit in Transit	0.00	
June 30, 2024	ADJ BANK BALANCE		40,846.27

REPORT OF DEPOSITORIES

June 30, 2024

EMBASSY BANK

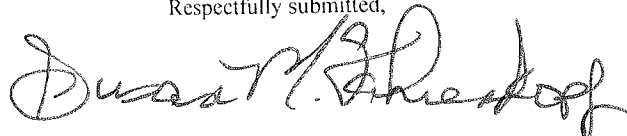
General Fund	2,052,266.61	
Capital Reserve	189,964.34	
Payroll Account	6,473.18	
Cafeteria Fund	122,707.38	
Adult Ed. Fund	289,346.01	
Student Activity Fund	40,978.30	

PLGIT

PLGIT General Fund	963,032.06	
PLGIT CD (General Fund)	0.00	963,032.06
PLGIT Capital Reserve	3,178,880.79	
PLGIT CD (Cap Reserve)	0.00	3,178,880.79
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 6,843,648.67

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through August 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: Director Patrick

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: none

REPORT DATE
6/30/2024

BETHLEHEM VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK Date	PREPAY	CHECK NUMBER	VENDOR	Amount	DESCRIPTION
6/13/2024	Y	33109	CANON FINANCIAL SERVICES,INC.	\$ 6,885.66	COPIER MAINTANCE FEES
6/13/2024	Y	33110	CANON SOLUTIONS AMERICA, INC.	\$ 104.50	COPIER MAINTENANCE
6/13/2024	Y	33111	CITY OF BETHLEHEM	\$ 2,011.26	WATER BILL
6/13/2024	Y	33112	PP&L	\$ 20,023.69	ELECTRIC SERVICE
6/13/2024	Y	33113	UGI UTILITIES	\$ 1,779.61	GAS SERVICE
6/14/2024	Y	33114	QUADIENT FINANCE USA INC.	\$ 3,000.00	POSTAGE FOR METER
6/19/2024	Y	33115	CHRIN HAULING, INC	\$ 1,925.00	TRASH REMOVAL
6/19/2024	Y	33116	ONEGROUP NY, INC.	\$ 10,459.00	CYBER INSURANCE 24-25
6/19/2024	Y	33117	SERVICE ELECTRIC CABLE TV	\$ 97.83	PHONE SERVICE
6/19/2024	Y	33118	UGI ENERGY SERVICES LLC	\$ 894.13	GAS SERVICE
6/20/2024	Y	33119	EMBASSY BANK -	\$ 14,660.45	INSTRUCT/OFFICE/MAINT. SUPPLIES, TRAVEL
6/24/2024	Y	33120	WEX BANK	\$ 487.86	FUEL FOR VEHICLES
6/26/2024		33121	LOWES BUSINESS ACCOUNT	\$ 241.64	INSTRUCTIONAL & PRODUCTION SUPPLIES
6/28/2024		33122	A.J. TRUNZO	\$ 9,857.00	MAINTENANCE REPAIRS
6/28/2024		33123	ABE AREA GLASS LLC	\$ 350.00	REPLACE GLASS - AUTO TECH REPAIRS
6/28/2024		33124	ADVANCE AUTO PARTS	\$ 89.33	AUTO TECH SUPPLIES
6/28/2024		33125	ALBARELL ELECTRIC INC.	\$ 5,717.00	INSTALLATION - ELECTRICAL DROPS & BREAKERS
6/28/2024		33126	ALL-PHASE ELECTRIC SUPPLY CO.	\$ 100.75	MAINTENANCE SUPPLIES
6/28/2024		33127	AMAZON CAPITOL SERVICES	\$ 3,242.60	FIRST AIDE, OFFICE & MAINTENANCE SUPPLIES
6/28/2024		33128	ANGELA THOM	\$ 238.08	MILEAGE REIMBURSEMENT
6/28/2024		33129	ANTONIA PARDOE	\$ 1.00	PRODUCTION LUNCH ACCOUNT REFUND
6/28/2024		33130	AR TECHNOLOGY SOLUTIONS LLC	\$ 2,900.00	VAPE SENSORS & INSTALLATION
6/28/2024		33131	ARAMSCO INC DBA PENN VALLEY CHEMICAL	\$ 8,048.75	MAINTENANCE EQUIPMENT & SUPPLIES
6/28/2024		33132	ASL REFRIGERATION INC	\$ 443.86	SERVICE CALL HOUSE PROJECT
6/28/2024		33133	BATH SUPPLY	\$ 690.24	PLUMBING SUPPLIES
6/28/2024		33134	CARTRIDGE XCHANGE LL	\$ 1,158.75	TONER/IT SUPPLIES
6/28/2024		33135	CHRIN HAULING, INC	\$ 522.60	DISPOSAL

6/28/2024	33136	CLARK SERVICE GROUP INC	CLARK SERVICE GROUP INC	6,451.48	PREVENT. MAINT. FOOD SERVICE EQUIPMENT
6/28/2024	33137	CM REGENT LLC	CM REGENT LLC	2,585.34	JULY 2024 LIFE/LTD
6/28/2024	33138	COMMONWEALTH OF PA.	COMMONWEALTH OF PA.	10.00	APIARY LICENSE
6/28/2024	33139	CONNIE MUSCHKO	CONNIE MUSCHKO	138.02	MILEAGE REIMBURSEMENT
6/28/2024	33140	D'HUY ENGINEERING INC.	D'HUY ENGINEERING INC.	2,286.09	PROFESSIONAL SERVICES
6/28/2024	33141	DEBRA MILLER	DEBRA MILLER	39.82	MILEAGE REIMBURSEMENT
6/28/2024	33142	DEPT. OF LABOR & INDUSTRY	DEPT. OF LABOR & INDUSTRY	581.37	BOILER INSPECTIONS
6/28/2024	33143	DOCUMENT SYSTEMS LTD.	DOCUMENT SYSTEMS LTD.	77.36	POSTAGE MACHINE SUPPLIES
6/28/2024	33144	E. THOMAS BRETT BUSINESS MACHINES	E. THOMAS BRETT BUSINESS MACHINES	43,596.00	AEROCUT MACHINE - GRAPHICS EQUIPMENT
6/28/2024	33145	EBTEP	EBTEP	155,509.41	JULY 2024 MED/RX/DENTAL
6/28/2024	33146	ECCOTROL LLC	ECCOTROL LLC	6,100.00	KITCHEN HOOD INTEGRATION
6/28/2024	33147	EFFECTIVE CONTROLS INC.	EFFECTIVE CONTROLS INC.	550.00	ANNUAL SERVICE AGREEMENT
6/28/2024	33148	FORTRA	FORTRA	6,768.57	IT SECURITY MONITORING
6/28/2024	33149	FULL FLOW EXTERIOR SERVICES	FULL FLOW EXTERIOR SERVICES	2,400.00	MAINTENANCE SERVICE
6/28/2024	33150	GORDON BENNETT PAINTING	GORDON BENNETT PAINTING	3,480.00	PAINTING
6/28/2024	33151	GULDIN PAINTING CO. INC.	GULDIN PAINTING CO. INC.	5,970.00	PARKING LOT LINES - PCCD GRANT
6/28/2024	33152	HENDERSHOT DOOR SYSTEMS INC.	HENDERSHOT DOOR SYSTEMS INC.	3,077.00	GARAGE DOOR OPENERS & PHOTOCELLS
6/28/2024	33153	HIGHMARK BLUE SHIELD	HIGHMARK BLUE SHIELD	1,108.09	JULY 2024 VISION
6/28/2024	33154	HOME DEPOT CREDIT SVCS.	HOME DEPOT CREDIT SVCS.	2,019.30	MAINTENANCE & PLUMBING SUPPLIES
6/28/2024	33155	HSA MECHANICAL INC.	HSA MECHANICAL INC.	19,519.26	MAINTENANCE SERVICE/REPAIRS
6/28/2024	33156	INTEGRITEC INC.	INTEGRITEC INC.	225.00	WATER TREATMENT
6/28/2024	33157	JUDY MILOSITZ	JUDY MILOSITZ	9.25	PRODUCTION LUNCH ACCOUNT REFUND
6/28/2024	33158	KENSOL AIRWAYS	KENSOL AIRWAYS	1,775.00	INSPECTION/CLEANING OF EXHAUST
6/28/2024	33159	KEYSTONE FIRE AND SECURITY	KEYSTONE FIRE AND SECURITY	4,117.15	SERVICE CO2 SYSTEM, INSPECTIONS
6/28/2024	33160	KING SPRY HERMAN FREUND FAUL	KING SPRY HERMAN FREUND FAUL	8,129.67	SOLICITOR'S FEES
6/28/2024	33161	L.V. JANITORIAL SUPPLY	L.V. JANITORIAL SUPPLY	1,998.00	MAINTENANCE SUPPLIES
6/28/2024	33162	MACGILL & CO.	MACGILL & CO.	66.80	NURSE SUPPLIES
6/28/2024	33163	MAGIC CARPET CARE INC	MAGIC CARPET CARE INC	1,080.00	CARPET CLEANING
6/28/2024	33164	MICHAEL GALLER	MICHAEL GALLER	209.71	MILEAGE REIMBURSEMENT
6/28/2024	33165	MOYER PEST CONTROL	MOYER PEST CONTROL	130.17	PEST CONTROL
6/28/2024	33166	NAPA AUTO PARTS	NAPA AUTO PARTS	49.14	AUTO TECH SUPPLIES
6/28/2024	33167	NORTHAMPTON COMMUNITY COLLEGE	NORTHAMPTON COMMUNITY COLLEGE	402.00	BLS COURSE - HEALTH CAREERS
6/28/2024	33168	NORTHEAST JANITORIAL	NORTHEAST JANITORIAL	797.93	MAINTENANCE SUPPLIES
6/28/2024	33169	PENN JERSEY PAPER CO.	PENN JERSEY PAPER CO.	3,166.85	MAINTENANCE SUPPLIES

6/28/2024	33170	QUILL CORP.	\$	1,414.45	OFFICE SUPPLIES
6/28/2024	33171	ROBINSON STEEL COMPANY	\$	9,962.00	NEW LOCKERS
6/28/2024	33172	SCHOOL FIX	\$	1,200.00	MAINTENANCE SUPPLIES
6/28/2024	33173	SCHOOL GATE GUARDIAN INC.	\$	437.80	VISITOR PASSES & RELATED SUPPLIES
6/28/2024	33174	SDIC	\$	2,564.00	PAYROLL WC AUDIT 22-23
6/28/2024	33175	SINGER EQUIP CO.	\$	3,721.64	CULINARY EQUIPMENT
6/28/2024	33176	SKILLS USA COUNCIL	\$	2,967.43	QUARTERLY SERVICES
6/28/2024	33177	SNAP-ON	\$	7,097.26	AUTO TECH EQUIPMENT
6/28/2024	33178	SSM GROUP INC.	\$	2,150.00	INSPECTION & TRAINING
6/28/2024	33179	STATE CHEMICAL	\$	299.07	DRAIN MAINTENANCE
6/28/2024	33180	STOTZ & FATZINGER	\$	1,231.72	OFFICE & MAINTENANCE SUPPLIES
6/28/2024	33181	SYSCO	\$	226.78	CULINARY & STUDENT SERVICE SUPPLIES
6/28/2024	33182	TESTEQUITY LLC	\$	7,178.84	ELECTRONICS EQUIPMENT
6/28/2024	33183	THE MORNING CALL	\$	261.99	SUBSCRIPTION RENEWAL
6/28/2024	33184	TOYOTALIFT NORTHEAST LLC	\$	319.50	SERVICE CALL
6/28/2024	33185	TRANE OF NORTHEASTERN PA.	\$	5,597.00	MAINTENANCE REPAIRS
6/28/2024	33186	TYLER TECHNOLOGIES INC.	\$	12,292.55	ANNUAL SOFTWARE FEES - BUSINESS DEPT.
6/28/2024	33187	UGI UTILITIES	\$	28.72	GAS SERVICE
6/28/2024	33188	ULINE	\$	859.61	MAINTENANCE SUPPLIES
6/28/2024	33189	UNITED SITE SERVICES	\$	170.00	PORT O POTTY HOUSE PROJECT
6/28/2024	33190	VALLEY YOUTH HOUSE	\$	5,273.25	MENTAL HEALTH COUNSELING SERVICES
6/28/2024	33191	VIRCO INC.	\$	4,453.80	CLASSROOM FURNITURE
6/28/2024	33192	W.W. GRAINGER	\$	341.50	MAINTENANCE SUPPLIES
6/28/2024	33193	WILSON PRODUCTS	\$	129.27	CYLINDER RENTALS
6/28/2024	33194	WORKHORSE LANDSCAPING & EXCAVATING	\$	11,425.00	LANDSCAPING & LAWN SERVICE
6/28/2024	33195	YESKA & SONS	\$	595.00	PUMPING GREASE TRAPS
6/28/2024	33196	ASL REFRIGERATION INC	\$	39,790.95	BAKE SHOP WALK IN REFRIGERATOR & FREEZER
6/28/2024	33197	KEYSTONE FIRE AND SECURITY	\$	1,148.65	FIRE EXTINGUISHERS
6/28/2024	33198	LORI BECKWITH CONSULTING	\$	4,350.00	PROFESSIONAL SERVICE - FOOD SERVICE

\$ 507,842.15

REPORT DATE
8/6/2024

BETHLEHEM AREA VOCATIONAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	AMOUNT	DESCRIPTION
7/3/2024	Y	33199	CANON SOLUTIONS AMERICA, INC.	\$ 23.77	COPIER MAINTENANCE
7/3/2024	Y	33200	NRG BUSINESS MARKETING	\$ 107.68	GAS SERVICE
7/3/2024	Y	33201	ONEGROUP NY, INC.	\$ 87,222.00	24-25 INSURANCE RENEWAL
7/3/2024	Y	33202	ROBERT KULICK	\$ 2,038.00	TUITION REIMBURSEMENT
7/3/2024	Y	33203	UGI UTILITIES	\$ 126.79	GAS SERVICE
7/3/2024	Y	33204	VERIZON WIRELESS	\$ 304.31	CELL PHONES & MOBILE HOT SPOT
7/10/2024	Y	33205	PP&L	\$ 17,754.66	ELECTRIC
7/10/2024	Y	33206	UGI ENERGY SERVICES LLC	\$ 688.13	GAS SERVICE
7/11/2024	Y	33207	QUADIANT FINANCE USA INC.	\$ 2,044.32	POSTAGE FOR METER
7/17/2024	Y	33208	EMBASSY BANK -	\$ 11,084.70	TRAVEL/PROF. DEVELOP, FOOD, SUPPLIES-VARIOUS, DUES
7/17/2024	Y	33209	CITY OF BETHLEHEM	\$ 1,941.06	WATER AND SEWAGE
7/17/2024	Y	33210	SERVICE ELECTRIC CABLE TV	\$ 98.14	PHONE SERVICE
7/24/2024	Y	33211	SDIC	\$ 204.20	WCOMP CLAIMS
7/31/2024	Y	33212	CITY OF BETHLEHEM	\$ 25.75	HOUSE PROJECT WATER BILL
7/31/2024	Y	33213	HOME DEPOT CREDIT SVCS.	\$ 1,307.52	MAINTENANCE SUPPLIES
7/31/2024	Y	33214	QUADIANT LEASING USA INC.	\$ 720.00	POSTAGE MACHINE LEASE PAYMENT
7/31/2024	Y	33215	STAPLES	\$ 125.55	GRAPHICS SUPPLIES
7/31/2024	Y	33216	UGI UTILITIES	\$ 28.72	GAS SERVICE
7/31/2024	Y	33217	WEX BANK	\$ 232.98	FUEL FOR VEHICLES
8/6/2024		33218	ABE AREA GLASS LLC	\$ 295.00	REPLACE GLASS IN CLASSROOM DOOR
8/6/2024		33219	ADVANCE AUTO PARTS	\$ 5.84	FOOD TRUCK SUPPLIES
8/6/2024		33220	AMAZON CAPITOL SERVICES	\$ 4,554.75	CLASROOM, OFFICE, IT & MAINTENANCE SUPPLIES
8/6/2024		33221	ANGELA THOM	\$ 11.98	TRANSPORTATION REIMBURSEMENT
8/6/2024		33222	ASCD	\$ 105.00	MEMBERSHIP DUES RENEWAL
8/6/2024		33223	AXA EQUITABLE	\$ 2,812.41	6/30/24 VACATION PAYOUT-ADMIN
8/6/2024		33224	BIT DIRECT INC.	\$ 14,287.00	IT SUPPLIES
8/6/2024		33225	BURMAX CO.	\$ 5,045.87	COSMOTOLOGY SUPPLIES
8/6/2024		33226	CENGAGE LEARNING	\$ 1,196.25	MEDICAL SCIENCE BOOKS
8/6/2024		33227	CHRIN HAULING, INC	\$ 1,925.00	TRASH REMOVAL
8/6/2024		33228	CLARK SERVICE GROUP INC	\$ 5,631.55	REPAIR SERVICES - VARIOUS CULINARY/FOOD SERVICE EQUIP
8/6/2024		33229	CM REGENT LLC	\$ 2,676.01	AUG LIFE/LTD BENEFITS
8/6/2024		33230	COL. NORTH. I.U. 20	\$ 7,239.93	23-24 SERVICES - WAN, FIREWALL & PHONE SERVICES
8/6/2024		33231	D'HUY ENGINEERING INC.	\$ 3,943.37	RETAINER & ENGINEERING SERVICES
8/6/2024		33232	DICK BLICK CO. INC.	\$ 1,930.20	COMMERCIAL ART SUPPLIES

8/6/2024	33233	EBTEP	\$ 159,684.41	AUG MEDICAL/DENTAL/PRESCRIPTION
8/6/2024	33234	GORMAN & ASSOCIATES P.C.	\$ 5,800.00	ANNUAL AUDIT 23-24
8/6/2024	33235	HAIRNET COMPANY	\$ 172.60	HAIRNETS - BAKING PROGRAM
8/6/2024	33236	HIGHMARK BLUE SHIELD	\$ 1,057.72	AUG VISION BENEFITS
8/6/2024	33237	HSA MECHANICAL INC.	\$ 337.00	IT ROOM MAINTENANCE
8/6/2024	33238	IDENTIFIX INC.	\$ 1,068.00	SOFTWARE SUBSCRIPTION - AUTO TECH
8/6/2024	33239	INTEGRA ONE	\$ 12,825.00	IT SERVER UPGRADES
8/6/2024	33240	INTEGRITEC INC.	\$ 235.00	WATER TREATMENT
8/6/2024	33241	INTERSTATE TAX SERVICE INC.	\$ 156.60	UNEMPLOYMENT COMPENSATION
8/6/2024	33242	JAMF SOFTWARE LLC	\$ 9,819.99	IT SOFTWARE
8/6/2024	33243	KEYSTONE FIRE AND SECURITY	\$ 3,597.88	FOOD TRUCK KITCHEN INSPECTION & GENETEC SOFTWARE
8/6/2024	33244	KING SPRY HERMAN FREUND FAUL	\$ 9,767.67	LEGAL SERVICES
8/6/2024	33245	LANCASTER LEBANON I.U. 13	\$ 12,054.60	SOFTWARE SUBSCRIPTIONS
8/6/2024	33246	MALWAREBYTES INC	\$ 9,383.50	SOFTWARE SUBSCRIPTION
8/6/2024	33247	MASTERMAN'S	\$ 537.03	SAFETY GLASSES
8/6/2024	33248	MOYER PEST CONTROL	\$ 130.17	PEST CONTROL
8/6/2024	33249	PDQ.COM CORPORATION	\$ 2,550.00	SOFTWARE SUBSCRIPTION
8/6/2024	33250	PERFORMANCE SCREEN SUPPLY	\$ 576.57	GRAPHICS SUPPLIES
8/6/2024	33251	PREMIUM SIGN SUPPLIES INC.	\$ 1,194.38	GRAPHICS SUPPLIES
8/6/2024	33252	QUILL CORP.	\$ 1,040.25	OFFICE SUPPLIES
8/6/2024	33253	SCHOOL FIX	\$ 1,200.00	MAINTENANCE SUPPLIES
8/6/2024	33254	SDIC	\$ 8,001.00	WORKERS COMPENSATION
8/6/2024	33255	SHARDA PAPER INC	\$ 1,003.07	GRAPHICS SUPPLIES
8/6/2024	33256	STATE CHEMICAL	\$ 299.07	DRAIN MAINTENANCE
8/6/2024	33257	THE MORNING CALL	\$ 2,580.42	CLASSIFIED & LEGAL ADS
8/6/2024	33258	THRIVENT MUTUAL	\$ 1,092.51	6/30/24 VACATION PAYOUT - ADMIN
8/6/2024	33259	TK ELEVATOR CORPORATION	\$ 2,372.34	MAINTENANCE SERVICE
8/6/2024	33260	TRAVELERS	\$ 242.00	TREASURER/SECRETARY PUBLIC OFF. BOND
8/6/2024	33261	ULINE	\$ 6,236.79	PRECISION MACH. SUPPLIES/EQUIPMENT
8/6/2024	33262	UNITED SITE SERVICES	\$ 622.00	PORTA POTTY FOR EVENT
8/6/2024	33263	VALLEY YOUTH HOUSE	\$ 3,989.50	SERVICES
8/6/2024	33264	VASTEX INTERNATIONAL INC	\$ 2,088.00	GRAPHIC ARTS SUPPLIES
8/6/2024	33265	VIRCO INC.	\$ 4,232.54	FURNITURE ELECTRICAL CLASS
8/6/2024	33266	W.B. MASON INC.	\$ 1,152.80	COPY PAPER
8/6/2024	33267	WAREHOUSE BATTERY OUTLET	\$ 89.90	MAINTENANCE SUPPLIES
8/6/2024	33268	WILSON PRODUCTS	\$ 486.75	CYLINDER RENTALS
		TOTAL	<u>\$ 445,415.50</u>	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

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

The administration respectfully submits the following information and recommendations:

1. **STAFFING**

RECOMMENDATION:

- a. That the following appointment be approved:

Nicole Meletiche

Position: Part-Time Instructional Assistant (replacement for
AimeeJo Muth)

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

Effective: August 21, 2024, pending receipt of
all required paperwork

Lauryn Stauffer

Position: Mechatronics Engineering Instructor
(replacement for Judy Milositz)

Salary/Benefits \$60,150.30 (Column A, Step 16) for the 2024-2025
school year, with benefits in accordance with the
Professional Employee Benefit package.

Effective: August 19, 2024 pending receipt of
all required paperwork

- b. That the following retirement be approved:

Robert Score

Position: Custodian

Effective: January 10, 2025

- c. That Jessica Rosario, 2nd shift custodian, be appointed to 1st shift custodian
(replacement for Bonnie Doncesz) effective September 30, 2024.

- d. That the Executive Director be authorized to hire for the 2nd shift custodian
position, with ratification to be performed at an upcoming Joint Committee
meeting.

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:

Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

2. BUSINESS ADMINISTRATOR'S 2024-2025 SALARY

RECOMMENDATION:

The Joint Committee set and approve the salary of Business Administrator, Debra Miller, at \$120,263.84, effective July 1, 2024, for the 2024-2025 school year.

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

3. SUPPORT STAFF SALARY ADJUSTMENTS

RECOMMENDATION:

That the Cafeteria Staff wages for 2024-25 school year be approved as follows:

Pinelopi Alestas	Cafeteria Lunch Utility Person	\$14.50
Shirley Gehman	School Lunch/Breakfast Program Coordinator	\$24.41
Tracy Kleintop	Cafeteria Lunch Utility Person	\$15.25

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

REPLACEMENT PAGE

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

4. 2024-2025 STIPEND POSITIONS

RECOMMENDATION:

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

STIPEND DESCRIPTION	NAME	AMOUNT
Mentor Teacher (2 nd year – Induction)	Jeff Cantrel for Jesse Schneck	\$790.24
Mentor Teacher (2 nd year – Induction)	Robert Kulick for Jordan Montague	\$790.24
Mentor Teacher (2 nd year – Induction)	Mike Giamoni for Merissa Long	\$790.24
Mentor Teacher (1 st year – Induction)	Jalissa Kuehner for Janessa Herman	\$790.24
Mentor Teacher (1 st year - Induction)	Jenifer Stilgenbauer for Elspeth Sipple	\$790.24
Mentor Teacher (1 st year – Induction)	Dario Chavez for AimeeJo Muth	\$790.24
Mentor Teacher (1 st year – Induction)	Glenn Milositz for Lauryn Stauffer	\$790.24

b. That the annual stipend for Supplemental First Aid Officer be increased from \$500 to \$1,000 for the 2024-2025 school year.

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

5. 2024-2025 SUBSTITUTES

RECOMMENDATION:

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

Kathleen Bevan
Ashley Brothers
Carol Boscia (custodial)
Rob Cain
Demetrius Chaikalis (custodial)
Ross Dartouzos
Robert Gotzon
Paula Cuchran*
Joan Dinbokowitz*
Angela Dorney*
Stephanie Flaherty*
Rhonda Geiselman*
Shirley Gehman (custodial)
Bronwyn Hanley*
Tiffany Heller
Chris Hill
Amber Hunsicker
Julia Intrepido-Kmetz
Daneisha Jimenez-Huettas (custodial)

Tonya Judah
Joe Kelhart
Tracy Kleintop (custodial)
Amy Knight*
Elisabeth Kohler
Karen Kurinovich*
Richard Martin
Greg Maurer
Carly McKeon*
Christina Miskovich*
Maria Musso*
Nicole Meletiche*
Zach Milkovits
Kim Orejuela
Alicia Schwartz*
Wanda Schutt
Karen Tavares*
Sally Tresize*
Lauren Turkel
Brandi Wagner*

* BAVTS Instructional Assistant

MOTION BY: Director Patrick
SECOND BY: Director White
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

6. DECA CHAPTER CREATION

RECOMMENDATION:

BAVTS is pursuing the implementation of a student chapter for DECA-Distributive Education Clubs of America. This CTSO is new to BAVTS and will provide additional opportunities for our students for professional growth and competitions. Establishing this chapter also conforms with Chapter 339 requirements. This chapter will initially impact the Social Media & Marketing Program for the first year, however we anticipate the chapter to grow across several program areas. The chapter will be guided by one stipend position to be posted upon Joint Committee approval of the chapter.

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

7. CONTRACTED SERVICES – ON-SITE RESOURCE OFFICER

INFORMATION:

With permission of the Joint Committee, the Bethlehem Area Vocational-Technical School will enter into an agreement with the Bethlehem Township Police Department to employ a full-time police officer (aka On-Site Resource Officer). We are entering our seventeenth year with this agreement. BAVTS will pay 50% of the Officer's salary and benefits for 180 days of service. The amount for the 2024-2025 school year is \$53,555.00.

RECOMMENDATION:

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

MOTION BY: Director Patrick
SECOND BY: Director White
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

SCHOOL RESOURCE OFFICER AGREEMENT

This Agreement is made effective as of August 6, 2024, by and between the Joint Committee of the Bethlehem Area Vocational Technical School (“BAVTS”), with offices located at 3300 Chester Avenue, Bethlehem, PA 18020, and Bethlehem Township (“the Township”), with offices located at 4225 Easton Avenue, Bethlehem, PA 18020. BAVTS and the Township may hereafter be collectively referred to as the “Parties”.

WITNESSETH:

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

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

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

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

2. **TERM.** The term of this Agreement shall commence on August 26, 2024, and shall terminate upon close of business on June 30, 2025 (hereafter, “Term”), unless earlier terminated pursuant to the terms of this Agreement.

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

4. **PAYMENT.** Except as otherwise specifically set forth herein, on February 1, 2025, the BAVTS will pay to the Township fifty (50%) percent of the Officer’s then-current salary and benefits for one hundred and eighty (180) days of Service, prorated over one hundred and eighty (180) days. Based on the Township’s current collective bargaining agreement with the Bethlehem Township Police Association, this amount is \$53,555.00. If, during the Term of this Agreement, by reason of a new collective bargaining agreement the Officer’s salary increases, the Township shall notify BAVTS of said increase and BAVTS shall pay to the Township the difference between fifty (50%) percent of the Officer’s prior salary and fifty (50%) percent of the Officer’s increased salary, adjusted pro rata based upon that portion of the Term remaining as of the effective date of the Officer’s salary increase. In the event this Agreement is terminated prior to February 1, 2025, a pro-

rated payment will be made to the Township for all Services performed to the date of termination. In the event this Agreement is terminated subsequent to February 1, 2025, but prior to June 30, 2025, a pro-rated refund will be made to the BAVTS for the then-remaining Term.

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

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

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

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

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

9. **INDEMNIFICATION.**

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

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

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

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

If to the BAVTS:

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

If to the Township:

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

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

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

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

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

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

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

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

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

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

THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: _____ Date: _____
Emily Schenkel, Chairperson

BY: _____ Date: _____
Susan M. Fahrenkopf, Secretary

BETHLEHEM TOWNSHIP

BY: _____ Date: _____
Chairperson, Bethlehem Township Commissioners

BY: _____ Date: _____
Secretary, Bethlehem Township Commissioners

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

8. APPOINTMENT OF JC MEMBER TO BRIDGES BOARD OF DIRECTORS

INFORMATION:

The By-Laws of the BAVTS Bridges Foundation requires that a member of the BAVTS Joint Committee be on the Board of Directors. Director Schenkel is presently serving on the Bridges Board; she was appointed in December of 2019.

RECOMMENDATION:

That Director Schenkel continue to serve on the BAVTS Bridges Foundation Board of Directors as the Joint Committee representative.

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

9. 2024-2025 OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

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

First Name	Last Name	Job Title	Company	Program/Shop
Paula	Benstein	Manager	Lehigh Northampton Airport Authority	Social Media Marketing
Michael	Dellatore	Apprentice	Bihler of America	Machining
John	Demyan	Fire Chief	Lehigh Northampton Airport Authority	Protective Services
Braydon	Heckman	Apprentice	Bihler of America	Precision Machining
Kerry	Rutherford	Superintendent	Lehigh Northampton Airport Authority	HVAC
Timothy	Wagner	Police Officer	LVIAA Police Department	Protective Services

MOTION BY: Director Patrick
SECOND BY: Director White
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
 August 6, 2024

10. CONTINUING EDUCATION

a. 2024-2025 HOURLY RATES FOR INSTRUCTORS
RECOMMENDATION:

That the 2024-2025 hourly rates for Continuing Education Instructors be approved:

\$28.00 (non-BAVTS professional certified staff)

\$32.00 (BAVTS professional certified staff)

b. 2024-2025 CONTINUING EDUCATION INSTRUCTORS
RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructors for the 2024-2025 school year, at the hourly rate listed:

Name	Course(s)	Salary
Daniel Berardesca	FUNDamentals of Cooking With A Chef	\$32.00
Jose Acosta	PA Safety Inspection PA Emissions Inspection	\$28.00
Maureen Brown	EKG CPR Nursing Assistant Clinical Skills Medical Assistant Patient Care Tech	\$28.00
Madison Passaro	Pharmacy Tech	\$28.00
Colleen Ciliberti	Phlebotomy Medical Assistant Patient Care Tech	\$28.00
Edward Laky	Plumbing	\$28.00
Robert Gotzon	Residential Electrical Residential Electrical Test Prep	\$28.00
Dennis Henritzky	HVAC EPA Training & Certification	\$28.00
Robert Kulick	Intro To Masonry Fireplace & Brick Ovens	\$32.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

10. CONTINUING EDUCATION

b. 2024-2025 CONTINUING EDUCATION INSTRUCTORS
RECOMMENDATION, Cont'd.:

Name	Course(s)	Salary
Kurtis Samson	Welding	\$32.00
Ross Dartouzos	DIY Home Repair	\$28.00
Wanda Schutt	Esthetics	\$28.00
Nicole Meletiche	Nail Tech	\$28.00
Eric Prostko	A+ Certification / Networking	\$28.00

c. 2024-2025 COURSE LIST AND FEES

Course Title	Course Hrs	Cost
Automotive		
PA Safety Inspection	12	\$175.00
PA Emissions Inspection	10.5	\$165.00
CDL	40	\$6,300.00
Drone License Prep & Industry	10	TBD
Aviation Maintenance	100	TBD
Health		
CPR for Professionals	3.5	\$80.00
Nursing Assistant Clinical Skills	51	\$850.00
EKG	51	\$800.00
Pharmacy Tech	30	\$650.00
Phlebotomy	45	\$750.00
Medical Billing & Coding	45	\$700.00
Patient Care Tech	195	\$2,600.00
Medical Assistant	267	\$2,950.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

10. CONTINUING EDUCATION

c. 2024-2025 COURSE LIST AND FEES, Cont'd.

Course Title	Course Hrs	Cost
Construction		
Plumbing	105	\$2,300.00
Residential Electrical	148	\$2,500.00
Residential Electrical Test Prep	77	\$1,350.00
Intro to Masonry	35	\$600.00
Fireplaces & Brick Ovens	35	\$600.00
HVAC	132	\$3,100.00
EPA Training & Certification	17.5	\$450.00
DIY Home Repair	48	\$3,100.00
Cosmetology		
PA Cosmo Teacher License	500	\$3,500.00
Nail Technology	212	\$4,500.00
Esthetics	312	\$5,200.00
Cosmetology	1390	\$14,900.00
Cosmetology Completer Hours		\$13.00 per hr.
Computers & Design		
A+ Certification/Networking	90	\$1,800.00
Intro to Google Suites	25	\$400.00
Intro to MicroSoft Office	35	\$550.00
Social Media for Business	20	\$325.00
Web Design	51	\$800.00
Manufacturing		
Welding	100	\$2,300.00
Culinary		
FUNDamentals of Cooking w/ a Chef	3	\$60.00

MOTION BY: Director Patrick

SECOND BY: Director White

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

11. BAVTS 2023-2026 COMPREHENSIVE PLAN – FIRST READ

INFORMATION:

BAVTS is preparing to submit our 2023-2026 Comprehensive Plan to the Pennsylvania Department of Education (PDE). A draft of the plan is provided for your review and comment.

RECOMMENDATION:

That the Joint Committee approve the 2023-2026 Comprehensive Plan as a first read. The Strategic Plan will then be finalized and presented at a future meeting for approval and sign off by the Executive Director and Joint Committee Chair.

MOTION BY: Director Patrick
SECOND BY: Director White
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

Bethlehem AVTS
 Comprehensive Plan | 2023 - 2026

Profile and Plan Essentials

LEA Type	AUN	
Career and Technical Center	120481107	
Address 1		
3300 Chester Avenue		
Address 2		
City	State	Zip Code
Bethlehem	PA	18020
Chief School Administrator	Chief School Administrator Email	
Mr Adam S Lazarchak	lazarchaka@bavts.org	
Single Point of Contact Name		
Adam Lazarchak		
Single Point of Contact Email		
lazarchaka@bavts.org		
Single Point of Contact Phone Number	Single Point of Contact Extension	
6108668013	103	
Principal Name		
Michael Galler		
Principal Email		
gallerm@bavts.org		
Principal Phone Number	Principal Extension	
6108668013	380	
School Improvement Facilitator Name	School Improvement Facilitator Email	
Adam S. Lazarchak	lazarchaka@bavts.org	

Steering Committee

Name	Position/Role	Building/Group/Organization	Email
Jen Stiligenbauer	Teacher-CTE	Bethlehem AVTS	stiligenbauerj@bavts.org
Russell Gaffney	Teacher-Special Ed	Bethlehem AVTS	gaffneyr@bavts.org
John Karb	Teacher-CTE	Bethlehem AVTS	karbj@bavts.org
Jeff Cantrel	Teacher-CTE	Bethlehem AVTS	cantrelj@bavts.org
Emily Hough	Teacher-CTE	Bethlehem AVTS	houghe@bavts.org
Judy Milositz	Teacher-CTE	Bethlehem AVTS	milositzj@bavts.org
Robert Kulick	Teacher-CTE	Bethlehem AVTS	kulickr@bavts.org
Heather Chilcote	School Counselor	Bethlehem AVTS	chilcoteh@bavts.org
Karen Cook	Parent	Bethlehem AVTS	kaymcook@yahoo.com
Mere Chepolis	Parent	Bethlehem AVTS	mallen_08825@yahoo.com
Monica Werkheiser	Parent	Bethlehem AVTS	mirwerkheiser@gmail.com
Michael Galler	Administrator	Bethlehem AVTS	gallerm@bavts.org
Adam Lazarchak	Administrator	Bethlehem AVTS	lazarchaka@bavts.org
Debra Miller	Administrator	Bethlehem AVTS	millerd@bavts.org
Karianne Gelinias	Community Representative	Lehigh Valley Economic Development Corp.	kgelinias@lehighvalley.org
Andy Hammer	Community Representative	SkillsUSA District XI	andy@skillsusacouncil.org
Georgina Winfield	Business Representative	St. Luke's University Health Network	Georgina.Winfield@sluhn.org
Jim McCauley	Business Representative	Crayola	jmccauley@crayola.com
Scott Ferry	Teacher	Bethlehem AVTS	ferrys@bavts.org
Kaylee Dougherty	Student	Bethlehem AVTS	doughertyk0724@bavts.org
Caleb Goch	Student	Bethlehem AVTS	GochC0028@bavts.org

LEA Profile

BAVTS is located in Northampton County in the eastern region of Pennsylvania, serving students in grades 9 through 12 from three primary districts -- Bethlehem, Northampton, and Saucon Valley -- as well as several parochial and private schools in the community. All these schools are located in Northampton County which is identified as an urban county except for its northeastern most region. BAVTS serves students in grades 10 through 12 for career and technical program enrollment and grade 9 for career exploration. The school also serves adult learners through evening program options in health care, cosmetology, mechanical trades, and construction trades. High school program enrollment has averaged 1,175 students annually for the last five years while adult program enrollment averaged 100 students per year.

Demographics for each of our participating school districts are as follows (SOURCE: <http://quickfacts.census.gov/>):

The City of Bethlehem (Bethlehem Area School District) : 78.92% of people are white, 7.10% are black, 2.95% are asian, 0.23% are native american, and 7.34% claim 'Other' and 23.60% of the people in Bethlehem, PA, claim hispanic ethnicity (meaning 76.40% are non-hispanic). Bethlehem Area School District students represent approximately 60% of students enrolled at Bethlehem AVTS.

The Borough of Hellertown (Saucon Valley School District): 96.07% of people are white, 0.84% are black, 1.12% are asian, 0.00% are native american, and 0.42% claim 'Other', and 2.58% of the people in Hellertown, PA, claim hispanic ethnicity (meaning 97.42% are non-hispanic). Saucon Valley School District students represent approximately 10% of students enrolled at Bethlehem AVTS.

The Borough of Northampton (Northampton Area School District): 95.66% of people are white, 1.56% are black, 0.37% are asian, 0.46% are native american, and 0.52% claim 'Other', and 2.77% of the people in Northampton, PA, claim hispanic ethnicity (meaning 97.23% are non-hispanic). Northampton Area School District students represent approximately 30% of students enrolled at Bethlehem AVTS.

The unemployment rate in Bethlehem currently sits below 4% and as of the last census the median income for a household in the city was \$35,815, and the median income for a family was \$45,354. Males had a median income of \$35,190 versus \$25,817 for females. The per capita income for the city was \$18,987. About 11.1% of families and 15.0% of the population were below the poverty line, including 20.7% of those under age 18 and 8.8% of those age 65 or over. The largest industry sectors in Bethlehem are Health Care, Manufacturing, Logistics/Transportation and Education. Bethlehem has three full hospital campuses, over a dozen skilled nursing facilities and hundreds of health care providers/provider groups. Manufacturing employers include Just Born, Inc., Lehigh Heavy Forge Corp., B Braun Medical and Air Products, while Walgreen's, Kraft Foods and JB Hunt offer local residents employment opportunities in logistics/transportation. Bethlehem is also home to two four year post-secondary institutions -- Lehigh University and Moravian College as well Northampton Community College's main and South Bethlehem campuses. (SOURCE - <http://www.careerlinkhighvalley.org/>)

Mission and Vision

Mission

The mission of the Bethlehem Area Vocational-Technical School is to support economic and community development by preparing students for a successful life after high school.

Vision

Positive student achievement, growth, and development are the main focus in all educational and student services programs. Recognized industry and academic achievement standards are embedded into all aspects of the learning process. All students progress through their chosen CTE programs toward related high wage, high skill jobs, military careers, or post secondary education placements. All purchased, leased, or donated resources are sustainable and cost effective. Instructional resources and program inventories are closely aligned to annual enrollment and instructional needs. Support services are designed to fit both student and staff needs. Facilities are of the highest quality across the campus, and operational systems fully support a positive student learning and work-place environment. Adult Education offerings are of the highest quality, meet immediate and long-term local workforce needs and remain non-competitive with other local providers of post-secondary education. The school maintains well planned-budgetary and financial systems with thorough and prudent fiscal management of school and its program services. Human Resources focus upon meeting PDE requirements for all staff as well as setting top qualifications for all personnel. There is a demand by local students to attend BAVTS and complete our programs of study. High quality, engaging instruction energizes students to achieve at high levels on academic and industry-based assessments. Key stakeholders, including sending schools, community organizations, parents, and others are addressed as we plan and implement our priorities throughout the school. Special attention is paid to students with special needs and those who are entering non-traditional careers. Guidance services specialize in addressing the social, emotional, and academic support needs of our students. Friends and visitors are greeted warmly and feel welcome and safe as they enter our doors. Student discipline is minimized as we pay close attention to sound instructional practices, safety of buildings and grounds, and other focused, customer service practices.

Educational Values

Students

BAVTS Students will embrace rigorous, standards-based, and student-centered instruction in all program areas. BAVTS Students will perform at high levels through engaged and career-focused curriculums structured to meet individual abilities. BAVTS Students will strive to become highly-skilled employees and students for the local workforce and/or post-secondary education markets. BAVTS Students will continuously strive to be a top performing CTC, as measured by a variety of local, regional, state, and national assessments. BAVTS Students will respect our facility and maintain its appearance, cleanliness, and safety for all who enter the school. BAVTS Students will uphold a positive, safe, and rewarding educational environment for all.

Staff

BAVTS Instructors will deliver cost-effective instructional programs that lead students to a recognized industry credential, post-secondary articulation, and at every opportunity, a high-wage, high-demand career in our community and beyond. BAVTS Instructors will provide rigorous, standards-based, and student-centered instruction in all program areas. BAVTS Instructors will perform at the highest levels through systemic, prescriptive, and institutional staff development programs. BAVTS Instructors will continue their efforts to produce highly-skilled employees and students for the local workforce development and/or post-secondary education markets. BAVTS Instructors will continue to maintain a positive relationship with its sending school districts and other CTC's. BAVTS Instructors will remain student-centered in its approach to teaching and learning and will strive for academic, student services, and career and technical excellence in all classrooms and labs. BAVTS Instructors will continuously strive to be a top performing CTC, as measured by a variety of local, regional, state, and national assessments. BAVTS Instructors will assist in the monitoring of the facility to maintain its appearance, cleanliness, and safety for all who enter the school. BAVTS Instructors will continue to nurture and build upon its solid relationships with its local and wider community, industry/employers, and post-secondary institutions. BAVTS Instructors will provide an equitable, safe, and rewarding learning environment for all students.

Administration

BAVTS Administration will strive to maintain cost-effective instructional programs that lead students to a recognized industry credential, post-secondary articulation, and at every opportunity, a high-wage, high-demand career in our community and beyond. BAVTS Administration will ensure that students are provided rigorous, standards-based, and student-centered instruction in all program areas. BAVTS Administration will ensure that staff perform at the highest levels through systemic, prescriptive, and institutional staff development programs. BAVTS Administration will ensure the institution produces highly-skilled employees and students for the local workforce development and/or post-secondary education markets. BAVTS Administration will continue to maintain a positive relationship with its sending school districts and other CTC's. BAVTS Administration will ensure the institution remains a student-centered organization in its approach to teaching and learning and will strive for school-wide academic, student services, and career and technical excellence in all classrooms and labs. BAVTS Administration will continuously strive to be a top performing CTC, as measured by a variety of local, regional, state, and national assessments. BAVTS Administration will continue to be a benchmark for appearance, cleanliness and safety for all who enter the school. BAVTS Administration will continue to nurture and build upon its solid relationships with its local and wider community, industry/employers, and post-secondary institutions. BAVTS Administration will provide an equitable, safe, and rewarding work environment for all employees. BAVTS Administration will maintain as being a fiscally responsible organization that brings value for services to its constituents.

Parents

BAVTS Parents will support students to achieve recognized industry credential, post-secondary articulation, and at every opportunity, a high-wage, high-demand career in our community and beyond. BAVTS Parents will support rigorous, standards-based and student-centered instruction in all program areas. BAVTS Parents will be involved with the school and maintain a positive relationship with its instructors, student services, and administration. BAVTS Parents will provide recommendations on how to remain a student-centered organization in its approach to teaching and learning and continue to strive for school-wide academic, student services, and career and technical excellence in all classrooms and labs. BAVTS Parents will ensure the organization provides an equitable, safe, and rewarding work environment for all employees. BAVTS Parents will ensure the organization is will remain a fiscally responsible and brings value for services to its constituents.

Community

BAVTS Community will provide guidance and support to ensure the organization offers cost-effective instructional programs that lead students to a recognized industry credential, post-secondary articulation, and at every opportunity, a high-wage, high-demand career in our community and beyond. BAVTS Community will provide guidance and support to ensure the organization offers students rigorous, standards-based and student-centered instruction in all program areas. BAVTS Community will provide guidance and support to ensure the organization performs at the highest levels through systemic, prescriptive, and institutional staff development programs. BAVTS Community will provide guidance and support to ensure the organization produces highly-skilled employees and students for the local workforce development and/or post-secondary education markets. BAVTS Community will continue to maintain a positive relationship with the organization and its stakeholders. BAVTS Community will provide guidance and support to ensure the organization maintains its approach to teaching and learning and strives for school-wide academic, student services, and career and technical excellence in all classrooms and labs. BAVTS Community will provide guidance and support to ensure the organization strives to be a top performing CTC, as measured by a variety of local, regional, state, and national assessments. BAVTS Community will provide guidance and support to ensure the organization provides an equitable, safe, and rewarding work environment for all. BAVTS Community will provide guidance and support to ensure the organization remains a fiscally responsible organization that brings value for services to its constituents.

Other (Optional)

Future Ready PA Index

Select the grade levels served by your school. Select all that apply.

False K	False 1	False 2	False 3	False 4	False 5	False 6
False 7	False 8	False 9	True 10	True 11	True 12	

Review of the School(s) Level Performance

Strengths

Indicator	Comments/Notable Observations
Regular Attendance	We saw our total rate increase from 43.7% to 61.9%.
Career Standards	We saw our total rate increase from 79.5% to 83.9%.
Industry-Based Learning	We saw our total rate increase from 72% to 73.7%.

Challenges

Indicator	Comments/Notable Observations
Regular Attendance	We failed to meet the statewide average of 73.9%.
Career Standards	We failed to meet the statewide average of 88.3%.
Industry-Based Learning	We failed to meet the statewide average of 93.7%.

Review of Grade Level(s) and Individual Student Group(s)

Strengths

Indicator	Comments/Notable Observations
Regular Attendance ESSA Student Subgroups African-American/Black, Hispanic, English Learners	We saw our regular attendance rates increase by 20 or more percentage point in these student groups.
Indicator Career Standards ESSA Student Subgroups White	Comments/Notable Observations This group exceeded the Statewide Average.

Challenges

<p>Indicator Regular Attendance ESSA Student Subgroups African-American/Black, Hispanic, Economically Disadvantaged, Students with Disabilities</p>	<p>Comments/Notable Observations These groups failed to meet the Statewide Average by 20 or more percentage points.</p>
<p>Indicator Career Standards ESSA Student Subgroups African-American/Black, Hispanic</p>	<p>Comments/Notable Observations These groups failed to meet the Statewide Average by 14 or more percentage points.</p>
<p>Indicator Industry-Based learning ESSA Student Subgroups African-American/Black, Hispanic, White, Economically Disadvantaged, Students with Disabilities</p>	<p>Comments/Notable Observations These groups failed to meet the Statewide Average by 15 or more percentage points.</p>

Summary

Strengths

Review the strengths listed above and copy and paste 2-5 strengths which have had the most impact in improving your most pressing challenges.

Regular Attendance
Career Standards
Industry-Based Learning

Challenges

Review the challenges listed above and copy and paste 2-5 challenges if improved would have the most impact in achieving your Future Ready PA index targets.

Regular Attendance
Career Standards
IndustryBased Learning

Local Assessment

English Language Arts

Data	Comments/Notable Observations
N/A	

English Language Arts Summary

Strengths
N/A

Challenges
N/A

Mathematics

Data	Comments/Notable Observations
N/A	

Mathematics Summary

Strengths
N/A

Challenges
N/A

Science, Technology, and Engineering Education

Data	Comments/Notable Observations
N/A	

Science, Technology, and Engineering Education Summary

Strengths
N/A

Challenges
N/A

Related Academics

Career Readiness

Data	Comments/Notable Observations
Career Standards Benchmark	None of the groups have met the Statewide average or 2030 Goal.
Regular Attendance	None of the groups have met the Statewide average or 2030 Goal.

Career and Technical Education (CTE) Programs

False Career and Technical Education (CTE) Programs Omit

Data	Comments/Notable Observations
Industry Based Learning	None of the groups have met the Statewide average or 2030 Goal.
Advanced on Industry-Based Competency Assessment	None of the groups have met the Statewide average or 2030 Goal.

Arts and Humanities

True Arts and Humanities Omit

Environment and Ecology

True Environment and Ecology Omit

Family and Consumer Sciences

True Family and Consumer Sciences Omit

Health, Safety, and Physical Education

True Health, Safety, and Physical Education Omit

Social Studies (Civics and Government, Economics, Geography, History)

True Social Studies (Civics and Government, Economics, Geography, History) Omit

Articulation Agreements

True We do not have any articulation agreements because we do not have high school students, or ALL current agreements have been uploaded to other FRCPP plans.

Summary

Strengths

Review the comments and notable observations listed previously and record 2-5 strengths which have had the most impact in improving your most pressing challenges.

N/A

Challenges

Review the comments and notable observations listed previously and record 2-5 Challenges which if improved would have the most impact in achieving your Mission and Vision.

Regular Attendance Every group dropped from the previous year and none of the groups have met the Statewide average or 2030 Goal.

Career Standards Benchmark None of the groups have met the Statewide average or 2030 Goal.
--

Industry-Based Learning None of the groups have met the Statewide average or 2030 Goal.

Advanced on Industry-Based Competency Assessment None of the groups have met the Statewide average or 2030 Goal.
--

Rigorous Courses of Study None of the groups have met the Statewide average or 2030 Goal.

Equity Considerations

English Learners

True This student group is not a focus in this plan.

Students with Disabilities

False This student group is not a focus in this plan.

Data	Comments/Notable Observations
Regular Attendance	This group dropped from the previous year, is lower than the student group average, and didn't meet the Statewide average or 2030 Goal.
Career Standards Benchmark	This group is lower than the student group average and didn't meet the Statewide average or 2030 Goal.
Industry-Based Learning	This group was higher than the student group average but didn't meet the Statewide average or 2030 Goal.
Advanced on Industry-Based Competency	This group is lower than the student group average and didn't meet the Statewide average or 2030 Goal.
Rigorous Courses of Study	This group is lower than the student group average and didn't meet the Statewide average or 2030 Goal.

Students Considered Economically Disadvantaged

False This student group is not a focus in this plan.

Data	Comments/Notable Observations
Regular Attendance	This group dropped from the previous year, is lower than the student group average, and didn't meet the Statewide average or 2030 Goal.
Career Standards Benchmark	This group is lower than the student group average and didn't meet the Statewide average or 2030 Goal.
Industry-Based Learning	This group was higher than the student group average but didn't meet the Statewide average or 2030 Goal.
Advanced on Industry-Based Competency	This group is lower than the student group average and didn't meet the Statewide average or 2030 Goal.
Rigorous Courses of Study	This group is lower than the student group average and didn't meet the Statewide average or 2030 Goal.

Student Groups by Race/Ethnicity

False This student group is not a focus in this plan.

Student Groups	Comments/Notable Observations
American Indian/Alaskan Native	0.4%
Asian	0.9%
Black	10.1%
Hawaiian/Pacific Islander	0.5%
Hispanic	29.3%
White	58.2%
2 or More Races	0.5%

Summary

Strengths

Review the comments and notable observations listed previously and record the 2-5 strengths which have had the most impact in improving your most pressing challenges.

Career Standards Benchmark - White = 82.6% Exceeds our student group average of 79.5%
Industry-Based Learning - White = 74.6%, Hispanic = 78.4%, and Student with Disabilities = 74.3% Exceeds our student group average of 72%
Advanced on Industry-Based Competency - White = 32.4% Exceeds our student group average of 25.9%
Rigorous Courses of Study - White = 75.8% Exceeds our student group average of 72.5%

Challenges

Review the comments and notable observations listed previously and record the 2-5 Challenges which if improved would have the most impact in achieving your Mission and Vision.

Regular Attendance Benchmark Every group dropped from the previous year and none of the groups have met the Statewide average or 2030 Goal.
Career Standards Benchmark None of the groups have met the Statewide average or 2030 Goal.
Industry-Based Learning None of the groups have met the Statewide average or 2030 Goal.
Advanced on Industry-Based Competency None of the groups have met the Statewide average or 2030 Goal.
Rigorous Courses of Study None of the groups have met the Statewide average or 2030 Goal.

Supplemental LEA Plans

Programs and Plans	Comments/Notable Observations
Special Education Plan	
Title 1 Program	
Student Services	
K-12 Guidance Plan (339 Plan)	
Technology Plan	
English Language Development Programs	

Strengths

Review the comments and notable observations listed and record those which have had the most impact in improving your most pressing challenges.

Challenges

Review the comments and notable observations listed previously and record the 2-5 challenges which if improved would have the most impact in achieving your Mission and Vision.

Conditions for Leadership, Teaching, and Learning

Focus on Continuous Improvement of Instruction

Align curricular materials and lesson plans to the PA Standards	Operational
Use systematic, collaborative planning processes to ensure instruction is coordinated, aligned, and evidence-based	Emerging
Use a variety of assessments (including diagnostic, formative, and summative) to monitor student learning and adjust programs and instructional practices	Operational
Identify and address individual student learning needs	Operational
Provide frequent, timely, and systematic feedback and support on instructional practices	Operational

Empower Leadership

Foster a culture of high expectations for success for all students, educators, families, and community members	Operational
Collectively shape the vision for continuous improvement of teaching and learning	Operational
Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school	Emerging
Organize programmatic, human, and fiscal capital resources aligned with the school improvement plan and needs of the school community	Operational
Continuously monitor implementation of the school improvement plan and adjust as needed	Operational

Provide Student-Centered Support Systems

Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually and physically	Operational
Implement an evidence-based system of schoolwide positive behavior interventions and supports	Operational
Implement a multi-tiered system of supports for academics and behavior	Operational
Implement evidence-based strategies to engage families to support learning	Emerging
Partner with local businesses, community organizations, and other agencies to meet the needs of the school	Operational

Foster Quality Professional Learning

Identify professional learning needs through analysis of a variety of data	Operational
Use multiple professional learning designs to support the learning needs of staff	Emerging
Monitor and evaluate the impact of professional learning on staff practices and student learning	Operational

Summary

Strengths

Which Essential Practices are currently Operational or Exemplary and could be leveraged in your efforts to improve upon your most pressing challenges?

Provide frequent, timely, and systematic feedback and support on instructional practices
Collectively shape the vision for continuous improvement of teaching and learning
Organize programmatic, human, and fiscal capital resources aligned with the school improvement plan and needs of the school community
Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually, and physically
Continuously monitor implementation of the school improvement plan and adjust as needed

Challenges

Thinking about all the most pressing challenges identified in the previous sections, which of the Essential Practices that are currently Not Yet Evident or Emerging, if improved, would greatly impact your progress in achieving your mission, vision and Future Ready PA Index interim targets in State Assessment Measures, On-Track Measures, or College and Career Measures?

Implement evidence-based strategies to engage families to support learning
Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school
Identify professional learning needs through analysis of a variety of data
Use multiple professional learning designs to support the learning needs of staff
Monitor and evaluate the impact of professional learning on staff practices and student learning

Summary of Strengths and Challenges from the Needs Assessment

Strengths

Examine the Summary of Strengths. Identify the strengths that are most positively contributing to achievement of your mission and vision. Check the box to the right of these identified strength(s).

Strength	Check for Consideration in Plan
Regular Attendance	False
Career Standards	False
Industry-Based Learning	False
N/A	False
N/A	False
N/A	False
N/A	False
Career Standards Benchmark - White = 82.6% Exceeds our student group average of 79.5%	False
Industry-Based Learning - White = 74.6%, Hispanic = 78.4%, and Student with Disabilities = 74.3% Exceeds our student group average of 72%	False
Advanced on Industry-Based Competency - White = 32.4% Exceeds our student group average of 25.9%	False
Rigorous Courses of Study - White = 75.8% Exceeds our student group average of 72.5%	False
Provide frequent, timely, and systematic feedback and support on instructional practices	True
Collectively shape the vision for continuous improvement of teaching and learning	True
Organize programmatic, human, and fiscal capital resources aligned with the school improvement plan and needs of the school community	True
Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually, and physically	True
Continuously monitor implementation of the school improvement plan and adjust as needed	True

Challenges

Examine the Summary of Challenges. Identify the challenges which are most pressing at this time for your Career Technical Center and if improved would have the most pronounced impact in achieving your mission and vision. Check the box to the right of these identified challenge(s).

Strength	Check for Consideration in Plan
Regular Attendance	False
Career Standards	False
IndustryBased Learning	False
N/A	False
N/A	False
N/A	False
Regular Attendance Every group dropped from the previous year and none of the groups have met the Statewide average or 2030 Goal.	False
Career Standards Benchmark None of the groups have met the Statewide average or 2030 Goal.	False
Industry-Based Learning None of the groups have met the Statewide average or 2030 Goal.	False
Advanced on Industry-Based Competency Assessment None of the groups have met the Statewide average or 2030 Goal.	False
Rigorous Courses of Study None of the groups have met the Statewide average or 2030 Goal.	False
Regular Attendance Every group dropped from the previous year and none of the groups have met the Statewide average or 2030 Goal.	True
Career Standards Benchmark None of the groups have met the Statewide average or 2030 Goal.	False
Industry-Based Learning None of the groups have met the Statewide average or 2030 Goal.	True
Advanced on Industry-Based Competency None of the groups have met the Statewide average or 2030 Goal.	True
Rigorous Courses of Study None of the groups have met the Statewide average or 2030 Goal.	True
Implement evidence-based strategies to engage families to support learning	True
Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school	True
Identify professional learning needs through analysis of a variety of data	True
Use multiple professional learning designs to support the learning needs of staff	False
Monitor and evaluate the impact of professional learning on staff practices and student learning	True

Most Notable Observations/Patterns

In the space provided, record any of the comments and notable observations made as your team worked through the needs assessment that stand out as important to the challenge(s) you checked for consideration in your comprehensive plan.

Analyzing (Strengths and Challenges)

Analyzing Challenges

Analyzing Challenges	Discussion Points	Check for Priority
Regular Attendance Every group dropped from the previous year and none of the groups have met the Statewide average or 2030 Goal.		True
Industry-Based Learning None of the groups have met the Statewide average or 2030 Goal.		True
Advanced on Industry-Based Competency None of the groups have met the Statewide average or 2030 Goal.		False
Rigorous Courses of Study None of the groups have met the Statewide average or 2030 Goal.		False
Implement evidence-based strategies to engage families to support learning		True
Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school		True
Identify professional learning needs through analysis of a variety of data		False
Monitor and evaluate the impact of professional learning on staff practices and student learning		False

Analyzing Strengths

Analyzing Strengths	Discussion Points
Provide frequent, timely, and systematic feedback and support on instructional practices	
Collectively shape the vision for continuous improvement of teaching and learning	
Organize programmatic, human, and fiscal capital resources aligned with the school improvement plan and needs of the school community	
Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually, and physically	
Continuously monitor implementation of the school improvement plan and adjust as needed	

Priority Challenges

Analyzing Priority Challenges	Priority Statements
	BAVTS will increase the percentage of students who meet or exceed regular attendance, as a whole and within all sub-groups.
	BAVTS will increase the percentage of students who participate in Industry-Based Learning experiences, as a whole and within all sub-groups.
	BAVTS will implement and maintain evidence-based strategies to engage families to support learning.
	BAVTS will build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school.

Goal Setting

Priority: BAVTS will increase the percentage of students who meet or exceed regular attendance, as a whole and within all sub-groups.

Outcome Category		
Regular Attendance		
Measurable Goal Statement (Smart Goal)		
BAVTS will improve the percentage of students who meet or exceed regular attendance by 3% a year for the next six(6) years.		
Measurable Goal Nickname (35 Character Max)		
Attendance Initiative 3.0		
Target Year 1	Target Year 2	Target Year 3
N/A	N/A	BAVTS will improve the percentage of students who meet or exceed regular attendance by 3% a year for the next six(6) years.

Priority: BAVTS will increase the percentage of students who participate in Industry-Based Learning experiences, as a whole and within all sub-groups.

Outcome Category		
Industry-Based Learning		
Measurable Goal Statement (Smart Goal)		
BAVTS will improve the percentage of students who obtain Industry-Based Learning Credentials by 3% a year for the next six(6) years.		
Measurable Goal Nickname (35 Character Max)		
Industry-Based Learning 3.0		
Target Year 1	Target Year 2	Target Year 3
N/A	N/A	BAVTS will improve the percentage of students who obtain Industry-Based Learning Credentials by 3% a year for the next six(6) years.

Outcome Category		
Industry-Based Learning		
Measurable Goal Statement (Smart Goal)		
BAVTS will improve the percentage of students who attain Advanced on Industry-Based Competency by 3% a year for the next six(6) years.		
Measurable Goal Nickname (35 Character Max)		
Advanced on Industry-Based Competency 3.0		
Target Year 1	Target Year 2	Target Year 3
		BAVTS will improve the percentage of students who attain Advanced on Industry-Based Competency by 3% a year for the next six(6) years.

Priority: BAVTS will implement and maintain evidence-based strategies to engage families to support learning.

Outcome Category		
Parent and family engagement		
Measurable Goal Statement (Smart Goal)		
Implement evidence-based strategies to engage families to support learning		
Measurable Goal Nickname (35 Character Max)		
Parent Advisory Council		
Target Year 1	Target Year 2	Target Year 3
Implement evidence-based strategies to engage families to support learning	Implement evidence-based strategies to engage families to support learning	Implement evidence-based strategies to engage families to support learning

Priority: BAVTS will build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school.

Outcome Category		
Essential Practices 2: Empower Leadership		
Measurable Goal Statement (Smart Goal)		
Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school		
Measurable Goal Nickname (35 Character Max)		
School Initiative Committee		
Target Year 1	Target Year 2	Target Year 3
Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school	Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school	Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school

Action Plan

Measurable Goals

Attendance Initiative 3.0	Industry-Based Learning 3.0
Advanced on Industry-Based Competency 3.0	Parent Advisory Council
School Initiative Committee	

Action Plan For: Attendance Reports

<p>Measurable Goals:</p> <ul style="list-style-type: none"> • BAVTS will improve the percentage of students who meet or exceed regular attendance by 3% a year for the next six(6) years.

Action Step	Anticipated Start/Completion Date
Generate and share monthly School-Wide and Individual program attendance reports	2023-12-04
Lead Person/Position	PD Step?
Adam S. Lazarchak, Executive Director	No
Material/Resources/Supports Needed	Com Step?
Student Information System	Yes

Anticipated Output	Monitoring/Evaluation (People, Frequency, and Method)
BAVTS will improve the percentage of students who meet or exceed regular attendance by 3% a year for the next six (6) years.	Monitored by the Executive Director on a monthly basis through reports generated by the BAVTS Student Information System.

Action Plan For: High School Administrative Team Meetings

<p>Measurable Goals:</p> <ul style="list-style-type: none"> • BAVTS will improve the percentage of students who meet or exceed regular attendance by 3% a year for the next six(6) years.

Action Step	Anticipated Start/Completion Date
Meet with the sending high school's administrative teams on a monthly basis.	2023-09-05
Lead Person/Position	PD Step?
Adam S. Lazarchak, Executive Director	No
Material/Resources/Supports Needed	Com Step?
Student Information System	Yes

Anticipated Output	Monitoring/Evaluation (People, Frequency, and Method)
BAVTS will improve the percentage of students who meet or exceed regular attendance by 3% a year for the next six (6) years.	Monitored by the Executive Director on a monthly basis through reports generated by the BAVTS Student Information System.

Action Plan For: Improve Student Achievement

Measurable Goals:	
•	BAVTS will improve the percentage of students who obtain Industry-Based Learning Credentials by 3% a year for the next six(6) years.
•	BAVTS will improve the percentage of students who attain Advanced on Industry-Based Competency by 3% a year for the next six(6) years.

Action Step	Anticipated Start/Completion Date	
BAVTS will assign an Industry-Based Learning Team to those programs who are struggling to meet the NOCTI improvement goals.	2023-09-01	2029-04-30
Lead Person/Position	Material/Resources/Supports Needed	Com Step?
Mike Galler, Supervisor of CTE Programs	NOCTI Pre- Tests, NOCTI Historical Results, NOCTI Task/Link Reports, CTDSL	No

Anticipated Output	Monitoring/Evaluation (People, Frequency, and Method)
BAVTS will improve the percentage of students who obtain Industry-Based Learning Credentials and those who score advanced by 3% a year for the next six (6) years.	Monitored by the Executive Director, Supervisor of CTE Programs, and CTDSL on a monthly and yearly basis through meetings, pre-test, and post-test reports.

Action Plan For: Parent Advisory Council

Measurable Goals:	
•	Implement evidence-based strategies to engage families to support learning

Action Step	Anticipated Start/Completion Date	
BAVTS will meet with its Parent Advisory Council at least twice a year for the next six (6) years.	2023-09-01	2029-06-15
Lead Person/Position	Material/Resources/Supports Needed	Com Step?
Adam S. Lazarchak, Executive Director	Meeting agendas and minutes, BAVTS data and surveys, Administrative Assistant to the Executive Director.	No

Anticipated Output	Monitoring/Evaluation (People, Frequency, and Method)
BAVTS will maintain a vibrant and effective Parent Advisory Council	Monitored by the Executive Director, on a yearly basis through PAC minutes and attendance of parents at PAC supported initiatives.

Action Plan For: BAVTS Steering Committee

Measurable Goals:
<ul style="list-style-type: none"> Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school

Action Step	Anticipated Start/Completion Date
BAVTS will create and implement a Steering Committee comprised of staff members from all levels to discuss initiatives and concerns.	2024-01-03
Lead Person/Position	PD Step?
Adam S. Lazarchak, Executive Director	No
	Com Step?
	No

Anticipated Output	Monitoring/Evaluation (People, Frequency, and Method)
The BAVTS Steering Committee will help drive school-wide initiatives and address concerns and/or challenges brought to the administration.	Monitored by the Steering Committee and BAVTS Administration on a monthly basis through meeting agendas, minutes, and outcomes to presented topics.

Expenditure Tables

School Improvement Set Aside Grant

True School does not receive School Improvement Set Aside Grant.

Schoolwide Title 1 Funding Allocation

True School does not receive Schoolwide Title 1 funding.

Professional Development

Professional Development Action Steps

Evidence-based Strategy	Action Steps
Improve Student Achievement	BAVTS will assign an Industry-Based Learning Team to those programs who are struggling to meet the NOCTI improvement goals.

Task Link Analysis

Action Step	• BAVTS will assign an Industry-Based Learning Team to those programs who are struggling to meet the NOCTI improvement goals.	
Audience	CTE Program Instructors and Instructional Assistants	
Topics to be Included	Teachers will work with Industry-Based Learning Team to develop strategies on how to improve test scores in their programs.	
Evidence of Learning	Post-Test test scores	
Lead Person/Position	Anticipated Start	Anticipated Completion
Assigned CTDSL	2024-09-03	2029-05-31

Learning Format

Type of Activities	Frequency
Coaching (peer-to-peer; school leader-to-teacher; other coaching models)	Monthly
Observation and Practice Framework Met in this Plan	
<ul style="list-style-type: none"> • 1d: Demonstrating Knowledge of Resources • 3d: Using Assessment in Instruction • 1f: Designing Student Assessments • 1c: Setting Instructional Outcomes • 4a: Reflecting on Teaching • 1b: Demonstrating Knowledge of Students 	
This Step Meets the Requirements of State Required Trainings	

Communications Activities

Attendance Reports				
Action Step	Audience	Topics to be Included	Type of Communication	Anticipated Timeline Completion Date
	CTE Instructors	Individual and overall program regular attendance percentage as well as a program's overall attendance percentage.	Adam S. Lazarchak, Executive Director	01/03/2024 06/15/2029
Communications				
Type of Communication			Frequency	
Email			Monthly	

Attendance Reports				
Action Step	Audience	Topics to be Included	Type of Communication	Anticipated Timeline Completion Date
	High School Administrative Teams	A list of students from their high school who are struggling to meet regular attendance guidelines.	Adam S. Lazarchak, Executive Director	01/03/2024 05/31/2029
Communications				
Type of Communication			Frequency	
Brief			Monthly	

Approvals & Signatures

Uploaded Files

- Comp Plan Memo.docx

Chief School Administrator	Date
Adam Lazarchak	2024-06-10
Building Principal Signature	Date
School Improvement Facilitator Signature	Date
Adam Lazarchak	2024-06-10

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

12. MOU FOR PARTICIPATION IN BCTE TECHNICAL ASSISTANCE PROGRAM

INFORMATION:

The Technical Assistance Program (TAP) is focused on assisting schools in raising student academic achievement. The technical assistance is designed to support career and technical centers (CTCs) and high schools with approved programs by offering these sites multiple resources at minimal cost.

The Technical Assistance Program's purpose is to significantly raise the academic and technical achievement of all students enrolled in career and technical education programs at a CTC or high school. Through this program, BCTE will assist CTCs and their sending school districts with raising student performance on academic assessments and occupational end-of-program assessments.

BAVTS has participated in this beneficial program for the past several years.

RECOMMENDATION:

That the Joint Committee approve the attached Memorandum of Understanding (MOU) between Bethlehem Area Vocational-Technical School and The Bureau of Career and Technical Education for participation in the BCTE Technical Assistance Program for the 2024-2025 school year.

MOTION BY: Director Patrick
SECOND BY: Director White
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

2024-2025

MEMORANDUM of UNDERSTANDING

Between

Career and Technical Education Centers

Or

School Districts

And

The Bureau of Career and Technical Education (BCTE)

For

Participation in the BCTE Technical Assistance Program

Technical Assistance Program Commitment

The Bureau of Career and Technical Education's Technical Assistance Program (TAP) is an initiative designed to assist schools in raising student academic and technical achievement across all Career and Technical Education programs. Career and Technical Centers and schools offering career and technical education are provided a menu of technical assistance resources and services.

Purpose

The purpose of the Technical Assistance Program (TAP) is to significantly raise the academic and technical achievement of all students enrolled in approved Career and Technical Education programs at a Career and Technical Education Center (CTC) or high school. The TAP, will assist CTCs, their sending school districts, and high schools offering Career and Technical Education with increasing student performance as measured on academic assessments and occupational end-of-program assessments, like the Keystone Algebra exam or the NOCTI exam, by providing job-embedded professional learning for educators and administrators. Each participating school agrees to align their Perkins local application activities for increasing student achievement with the TAP offerings along with participating in all professional development activities provided by the Bureau of Career and Technical Education (BCTE).

Goal

Increase the academic targets and skill attainment targets for Pennsylvania, which are based on the meaningful progress targets negotiated as part of the Perkins V grant process for 2S1 Keystone Literature, 2S2 Keystone Algebra, 2S3 Keystone Biology, and 5S4 Skill Attainment.

TAP Activities

Your school has indicated participation in all TAP services and activities for the 2024-2025 school year. Schools have been chosen to participate in the TAP services and activities based on the BCTE review of your Intent to Participate Survey responses and the school's ability to most benefit from each of the TAP services and activities. By signing and returning the Memorandum of Understanding (MOU), your school agrees to participate in all TAP activities listed on the MOU. **The BCTE staff expects each school to commit to the training and coaching days listed for each TAP service and activity. TAP consultants will contact each school's administrator to schedule training and coaching days after the MOU is signed and returned.** If participating in any of the PIL Programs, the BCTE will assume the cost in EACH of the PILs for two participants who are seeking Act 45 hours. In the future, if you are unable to participate in a TAP activity listed on the signed MOU, contact The Education Resource Center at Penn State Greater Allegheny at erc@careertechpa.org . The BCTE staff will be made aware of these changes to the MOU.

Due to the ongoing updates to school safety regulations, providers of TAP activities will adapt training and coaching sessions to meet the specific needs of each school. Activities will be delivered face-to-face, synchronous, or asynchronous as feasible and appropriate for each school. Schools will receive a range of services and resources identified by their "intent to participate survey" contingent upon the availability of Bureau of Career and Technical Education funding.

**Memorandum of Understanding
with
Bethlehem Area Vocational-Technical School
2024 - 2025
Technical Assistance Program (TAP) Activities**


By signing this Memorandum of Understanding, you are assuring your school's participation in the following TAP activities. TAP activities will be prioritized based on sequence of response in the TAP survey, each activity beyond the first two selections will be contingent on Bureau of Career and Technical Education (BCTE) funding for fiscal year 2024. The top two TAP activities selected in survey are highlighted below.

- Career and Technical Distinguished School Leaders (CTDSL)
- NOCTI Pre - Tests and Study Guides
- Teacher Coaching Clinics

Career and Technology Center Director Signature Date

Superintendent of Records Signature Date

Joint Operating Committee Chair Signature Date

 7/2/2024
Director, Bureau of Career and Technical Education Date
Pennsylvania Department of Education

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

13. CONTRACT FOR SERVICES WITH COLONIAL IU 20 – TECH SUPPORT

INFORMATION:

The Technology Department would like the option to utilize consulting services provided by the Colonial Intermediate Unit 20, should assistance be needed. Attached is a contract they have provided; BAVTS will only be billed for actual hours of service provided. We originally entered into a contract in 2021-2022 due to an extended leave of absence in the department. No services were utilized.

The cost of the Help Desk Technician is \$67.74 per hour; the cost of the Network/System Management Technician is \$104.67 per hour, with the “not to exceed” contract amount of \$17,000.

RECOMMENDATION:

That the Joint Committee authorize the Executive Director to enter into a Contract For Service with Colonial Intermediate Unit 20 to provide services of a Help Desk Technician and Network/System Management Technician.

MOTION BY: Director Patrick
SECOND BY: Director White
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

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

CONTRACT FOR SERVICE
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will provide network consulting to the Bethlehem Area Vocational-Technical School.

The rates for these services are as follows:

Help Desk Technician	\$67.74/hour
Network/System Management Technician	\$104.57/hour

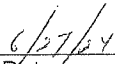
This contract shall not exceed \$17,000.00 and will be in effect from July 1, 2024 through June 30, 2025.

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

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



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



Date

Bethlehem Area Vocational-Technical
School
Executive Director

Date

Federal ID Number

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

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

14. CONFERENCE REQUESTS

RECOMMENDATION:

That Connie Muschko and Dean Ruch, School-to-Career Coordinators, be granted permission to attend the 2024 Pennsylvania Cooperative Education Conference in State College, PA from October 17 - 18, 2024. The approximate cost for both to attend is \$1,800.

Any conference request listed above is in the budget.

MOTION BY: Director Patrick
SECOND BY: Director White
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – eight; Nay: None

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

J.1. PROPOSED CAPITAL PROJECT – PAVING REPAIRS

INFORMATION:

The Administration has requested updated numbers associated with the proposed parking lot paving and improvements project. Given the timeline associated with the planned expansion project, we may propose to start the project earlier given the condition of the existing parking lot. If approved earlier, this would reduce the overall cost of the project and amount to be financed.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

J.2. REQUESTED OCTOBER BUDGET TRANSFERS:

Due to the changes in costs associated with approved employee agreements settled after budget adoption and the addition of the Mental Health & Behavioral Science Program, transfers will be needed within the budget.

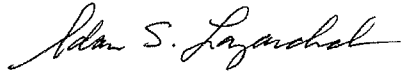
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

J.3. CONDITION OF THE BUDGET
INFORMATION:

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

Respectfully submitted,



Adam S. Lazarchak
Executive Director

/sf

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
6/30/24 UNAUDITED*

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	630,953.00	-	609,232.24	-	21,720.76
10.1240.000.000.000	SPECIAL EDUCATION	656,429.00	-	596,429.57	-	59,999.43
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	517,194.00	-	479,941.67	-	37,252.33
10.1342.000.000.000	HOME ECONOMICS PROGRAM	876,396.00	35,413.00	898,727.38	-	13,081.62
10.1370.000.000.000	TECHNICAL PROGRAM	164,042.00	-	157,224.79	-	6,817.21
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,526,275.00	(19,718.00)	4,290,030.83	-	216,526.17
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	1,490.00	-	8,510.00
10.2100.000.000.000	STUDENT SERVICES	1,525,994.00	(47,970.00)	1,404,846.53	-	73,177.47
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	105,066.00	-	70,969.21	-	34,096.79
10.2310.000.000.000	BOARD SECRETARY	3,633.00	-	2,983.24	-	649.76
10.2320.000.000.000	BOARD TREASURER	1,586.00	-	1,493.48	-	92.52
10.2350.000.000.000	LEGAL SERVICES	45,000.00	-	27,158.27	-	17,841.73
10.2360.000.000.000	OFFICE OF THE DIRECTOR	437,795.00	-	412,839.01	-	24,955.99
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	433,942.00	-	415,787.78	-	18,154.22
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	103,455.00	7,500.00	100,739.97	-	10,215.03
10.2511.000.000.000	BUSINESS OFFICE	601,230.00	-	567,781.21	-	33,448.79
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,166,535.00	54,346.00	1,958,370.79	-	262,510.21
10.2660.000.000.000	SECURITY SERVICES	57,597.00	-	37,801.66	-	19,795.34
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	28,500.00	(1,725.00)	9,728.11	-	17,046.89
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	656,963.00	7,500.00	605,467.51	-	58,995.49
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	97,554.00	-	75,060.39	-	22,493.61
10.3350.000.000.000	WELFARE ACTIVITIES	-	4,000.00	3,296.45	-	703.55
10.3390.000.000.000	COMMUNITY SERVICES	53,951.00	-	53,152.69	-	798.31
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	4,380.00	4,081.53	-	298.47
10.4600.000.000.000	IMPROVEMENT EXPENSES	481,656.00	6,274.00	152,646.20	-	335,283.80
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	1,071,928.90	-	(971,928.90)
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	14,356,746.00	-	14,009,209.41	-	347,536.59
	TOTAL EXPENSES	14,356,746.00	-	14,009,209.41	-	347,536.59
	EXCESS OF REVENUE OVER EXPENSES			847,530.79		

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
6/30/24 UNAUDITED*

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	2,000.00	53,583.40	-51,583.40
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	5,500.00	500.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	4,250.00	-4,000.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	971,928.90	-971,928.90
10.6946.001.000.000	RECEIPTS FROM BASD	6,943,128.00	6,943,128.00	0.00
10.6946.002.000.000	RECEIPTS FROM NASD	2,878,422.00	2,878,422.00	0.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,015,792.00	1,015,792.00	0.00
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	50,000.00	34,924.57	15,075.43
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	5,056.93	-3,056.93
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,100,000.00	1,474,448.42	-374,448.42
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	34,582.50	105,417.50
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	150,000.00	253,583.14	-103,583.14
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	212,173.00	125,253.89	86,919.11
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	983,660.00	593,771.74	389,888.26
10.8521.000.663.000	FEDERAL	340,600.00	332,780.25	7,819.75
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	507,721.00	116,829.46	390,891.54
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	12,905.00	-12,905.00
	TOTALS FOR GENERAL FUND	14,356,746.00	14,856,740.20	-499,994.20
	TOTAL REVENUES	14,356,746.00	14,856,740.20	(499,994.20)

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 6, 2024

J.4. HOUSE PROJECT UPDATE

INFORMATION:

Mr. Lazarchak informed the Joint Committee members present that a vendor has been contacted to finalize the taping and spackling at an approximate cost of \$3,800.

NEW BUSINESS

The electric car has made recent appearances at Nazareth Days, Northampton Car Show, and the PACTA Conference.

The SREB “Making Schools Work” conference that was held recently in Nashville, Tennessee, attended by Mr. Lazarchak and a team consisting of administrators, along with instructional and support staff, was very worthwhile. The workshops were informative and the team hope to employ some of the initiatives during the coming school year. The presentation by the team on positive and inclusive school climate was well received by those who attended and there has been a request from LCTI for the team to present to their administrators. The members of the team that were in attendance reiterated their thanks to the Joint Committee for approving this professional development activity.

On a motion by Director Patrick, seconded by Director Soldridge, and all present voting in favor, the meeting was adjourned at 7:15 p.m.