

August 1, 2017

M-1

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 7:02 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Directors Faccinetto, Thomasik, Sinkler, Longacre, Dowling, Eichfeld, Gogel – seven; Absent: Directors Neiman, Ortiz – two.

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

The agenda was approved on the motion of Directors Faccinetto and Eichfeld and unanimous voice vote.

An Executive Session was held prior to the regular meeting to discuss personnel matters.

The minutes of the June 14, 2017 meeting were approved on motion by Director Faccinetto, and seconded by Director Dowling, and unanimous voice vote.

The Report of the Secretary/Treasurer for the period ending April 30, 2017, was approved on motion of Directors Faccinetto and Sinkler and unanimous voice vote.

There were no visitors present, and no public input.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through August 1, 2017 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2017

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 resignation be accepted

Scott Ribarchik

Position:	Cabinetmaking Instructor
Effective:	June 30, 2017

b.) Hire Zabdiel Martinez through the Cooperative Education Program to assist with the School Lunch Program for the 2017-18 school year, effective August 28, 2017, at a rate of \$8.50 per hour, up to a maximum of 3 hours per day on an as-needed basis.

c.) That the Joint Committee approve the Separation Agreement and General Release for Employee # RI86917, as presented.

d.) That the appointment of Donald Heptner as a Long-Term Substitute HVAC Instructor for the first semester of the 2017-2018 school year, effective August 24, 2017, at \$49,984.94 (Column A, Step 17), with the benefits per policy for long-term substitutes, be approved, pending emergency certification.

MOTION BY: Director Faccinetto

SECOND BY: Director Sinkler

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

2. SUPPORT STAFF SALARY ADJUSTMENTS

RECOMMENDATION:

That the Cafeteria Staff wages for 2017-18 school year be approved at an increase of 2.0% as follows:

Shirley Gehman	School Lunch/Breakfast Program Coordinator	\$19.97
Tracy Kleintop	Cafeteria Lunch Utility Person	\$10.20

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

3. SUBSTITUTE EMPLOYEE SALARY SCHEDULE 2017-2018

RECOMMENDATION:

It is recommended that the Joint Committee approve the Substitute Employee Salary Schedule for 2017-2018.

**Bethlehem Area Vocational-Technical School
Substitute Employee Salary Schedule
2017-2018**

Substitute Teacher

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

Substitute Teacher - Licensed Cosmetology Instructor

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

Substitute Support

Substitute First Aid Officer	\$15.00	per hour
Substitute Instructional Assistant	\$13.50	per hour
Substitute Custodial	\$12.50	per hour
Substitute Clerical	\$12.50	per hour
Substitute Cafeteria	\$10.00	per hour

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

4. 2017-2018 SUBSTITUTES

RECOMMENDATION:

That the following individuals be approved as substitutes for the 2017-2018 school term, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at the rates approved by the Joint Committee.

Ariel Baab
Dakota Budnick
Shawn Campbell
Jane Carrigan
Cynthia Carson
Anthony Cuccinello
Giovannina Collura
Dennis Davis
Lynn DeBonis
Edward Degnan
Sean Demczyszyn
Erika DiIenno
Joan Dinbokowitz
Donna Dodd
Angela Dorney
Melissa Garrity
Bronwyn Hanley
Donald Heptner
Michele Horn
Julia Intrepido-Kmetz

Lori Karb
David Kennedy
Jennifer Klo
Amy Knight
Patricia Korp
Richard Martin
Kathleen McDonald
Joanne McTague
Eric Moyer
CarolAnn Murphy
Verne Orth
Felicia Ortiz
Antonia Pardoe
Patricia Schafer
Dennis Sienicki
Phillip Tarboro
Sally Tresize
Bruce Ward
Deborah Wilson
Marc Wolf

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

5. TUITION-PAID STUDENTS

INFORMATION:

The following is a list of tuition-paid students for the 2017-2018 school term who are currently attending Bethlehem Area Vocational-Technical School.

STUDENT ID #	Grade	PROGRAM/SHOP	TUITION PAID BY
000340889	11	Baking	Nazareth Area School District
000340691	11	Fashion	Nazareth Area School District
000340883	12	Fashion	Bangor Area School District
000340885	12	Athletic Health & Fitness	Bangor Area School District
000330146	12	Video & Media Arts	Nazareth Area School District
000350634	12	Fashion	Bangor Area School District

RECOMMENDATION:

That the students listed above be enrolled at BAVTS for the 2017-2018 school term.

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

6. CONFERENCE REQUESTS

RECOMMENDATION:

That Connie Muschko, School-to-Career Coordinator, be granted permission to attend the Pennsylvania Cooperative Education Association annual conference in State College, PA from October 9-11, 2017. The approximate cost is \$812.95.

That Aaron Schock, Industrial Design/Advanced Manufacturing Instructor, be granted permission to attend the Teacher Education Pre-Induction Workshop at Temple University, Fort Washington, PA from August 7–10, 2017. The approximate cost to attend is \$614.42.

Any conference requests listed above are in the budget.

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

7. DESIGNATION OF DEPOSITORIES

RECOMMENDATION:

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

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

Checking Accounts
Liquid Asset Fund and CD purchase program

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

8. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the following job description as presented for a first reading:

- Part-time Supervisor of Lifelong Learning

That the following job description, presented as a first reading in June, be approved as a second reading by the Joint Committee:

- Culinary Arts Coordinator (new stipend position)

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOB DESCRIPTION**

Position Title: Part-Time Supervisor of Lifelong Learning

GENERAL POSITION REQUIREMENTS

Education/Certification Bachelor's degree in related field; Masters degree or Program Planning Certification (CPP) for Continuing Education preferred.

Machinery/Equipment Computer, printer, typewriter, copier, telephone, fax, calculator, credit card machine.

Other (skills) Microsoft Office mastery (Word, Excel, PowerPoint, Access, and Outlook), excellent organizational skills, excellent communication skills (verbal and written), effective personnel management skills required. Adult vocational program coordination experience; minimum three years experience as business/education liaison and/or program/curricula developer for adult vocational technical training programs.

Reports to Executive Director

JOB SUMMARY

Supervise and administer all aspects of Continuing Education training programs including general evening/weekend options, business/industry customized training, community agency contracts and individual agreements; develop and market training options leading to employment/ professional certification. Oversee coordination of adult student data required by state/local funding sources.

Supervises Evening Clerical Staff, Internal Training Program Coordinator, Training Coordinators, and Continuing Education Instructors.

Position Title

Supervisor of Lifelong Learning

ESSENTIAL JOB FUNCTIONS

- Supervises the daily operation of adult educational activities in the school.
- Oversees registration, payment, data management, transcripts, and IRS reporting.
- Plans and conducts in service meetings.
- Implements and nurtures relationships with regional workforce development and employment agencies.
- Coordinates training partnerships with local companies, professional organizations and agencies.
- Generate instructional contracts for General Evening courses.
- Prepare instructor materials for start and end of classes.
- Assist instructors with set-up of room and/or equipment as needed.
- Oversees the monitoring of adult industry credential testing when warranted.
- Oversees annual state and local agency reporting requirements for adult programs.
- Oversees the quality and delivery of all adult instructional programs.
- Works with staff to ensure that lab safety is practiced and documentation is provided.
- Supervises the maintenance of adult student attendance and evaluation system and procedures.
- Oversees program marketing activities and expenses.
- Researches, develops, plans and maintains instructional programs that meet regional workforce demands.
- Creates opportunities for secondary students to participate in adult programming.
- Aligns adult training programs with recognized industry certifications.
- Authors, executes, monitors and finalizes all contract training offered through the department.
- Authors and monitors equipment-related grants offered through various entities.
- Coordinates appropriate budgets and expenditures of funds with the Business Administrator for all adult instructional programs.
- Reviews and authorizes purchase requisitions.
- Authors, executes, and/or monitors all training-related invoices.
- Recommends candidates for instructional positions to the Joint Committee.
- Supervises the hiring/termination of all departmental staff.
- Performs all departmental personnel evaluations.
- Other duties as assigned by the Executive Director.

TERMS OF EMPLOYMENT

16 hrs/week without benefits. Additional hours approved in advance by the Executive Director. Performance will be evaluated by the Executive Director.

Position Title

Supervisor of Lifelong Learning

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

Up to 10 lbs.

Frequently

11 to 20 lbs.

Frequently

Beyond 20 lbs.

Occasionally

BODY MOVEMENTS

Bend/Stoop

Occasionally

Climb

Occasionally

Kneel

Occasionally

Push

Occasionally

Pull

Occasionally

Twist

Occasionally

Stand

Frequently

Sit

Frequently

Walk

Frequently

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOB DESCRIPTION

Position Title: Culinary Arts Coordinator

GENERAL POSITION REQUIREMENTS

Employee Group Professional Staff Member
Job Requirement Active Teacher in Culinary Arts group
Reports to Principal/Supervisor

ESSENTIAL JOB FUNCTIONS

- Monitors inventory of food & culinary supplies in the Bistro kitchen, Institutional Food kitchen, and cold prep kitchen.
- Prepares and submits requisitions for culinary supplies for the three kitchens as needed.
- Develops annual culinary budget for the three shops.
- Recommends new and replacement equipment for the three shop/kitchen areas.
- Assumes leadership role with Occupational Advisory Committee.
- Coordinates special functions (costs, staffing, billing, etc.)
- Performs additional assigned duties as requested.

TERMS OF EMPLOYMENT

School year stipend position appointed annually. Work hours concurrent with and in addition to the normal school day.

Updated:

Joint Committee Action:

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

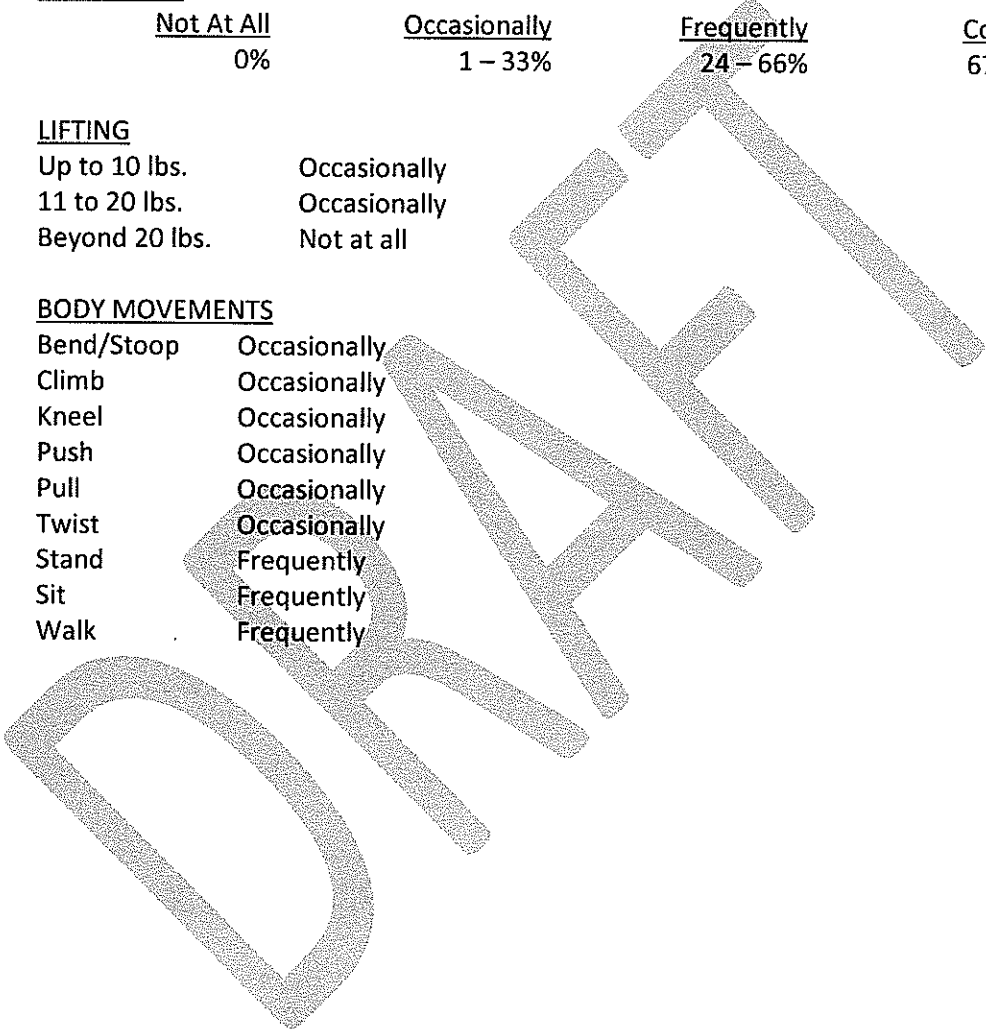
Constantly
67 – 100%

LIFTING

Up to 10 lbs.	Occasionally
11 to 20 lbs.	Occasionally
Beyond 20 lbs.	Not at all

BODY MOVEMENTS

Bend/Stoop	Occasionally
Climb	Occasionally
Kneel	Occasionally
Push	Occasionally
Pull	Occasionally
Twist	Occasionally
Stand	Frequently
Sit	Frequently
Walk	Frequently



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 1, 2017

9. 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 twelfth year with this agreement. BAVTS will pay \$37,516.00 (50% of the Officer's salary and benefits for 180 days of service) for 180 days of service.

RECOMMENDATION:

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

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

10. SERVICE CONTRACT RENEWAL – TRANE U.S. INC.

INFORMATION:

We have previously contracted with Trane U.S. Inc. to service the air handling units and cooling tower. Trane has proposed a three-year service agreement beginning September 1, 2017 through August 31, 2020 with proposed contract pricing per CoStars contract number 008-274 listed below:

Year 1 - \$27,969

Year 2 - \$29,088

Year 3 - \$30,252

Last year, our contracted payments totaled \$26,893.

RECOMMENDATION:

We are recommending that the Joint Committee approve the service contract with Trane U.S. Inc. for the three-year period of September 1, 2017 through August 31, 2020.

MOTION BY: Director Faccinetto

SECOND BY: Director Sinkler

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

11. APPOINTMENT OF TRUSTEE TO EBTEP BOARD

INFORMATION:

BAVTS belongs to a consortium of schools for the purpose of self-funding employee group insurance. The consortium, Employee Benefit Trust of Eastern Pennsylvania (EBTEP), is governed by a Board of Trustees. Each member school may identify one trustee and one alternate trustee from the stakeholder groups of School Board, Administration, Professional Staff and Support Staff. Lisa Blank has served as Administration Trustee for several years. A trustee's duty is to attend four annual meetings.

RECOMMENDATION:

That Debra Miller be appointed as EBTEP Administration Trustee.

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

12. 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 Dowling is presently serving on the Bridges Board; he was appointed in August of 2015.

RECOMMENDATION:

That Tom Thomasik be appointed to serve on the BAVTS Bridges Foundation Board of Directors.

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
 August 1, 2017

13. CONTINUING EDUCATION

a.) 2017-2018 COURSE LIST AND TUITION FEES

RECOMMENDATION:

That the 2017-2018 Course List and Tuition & Material Fees offered by the Continuing Education Department be approved as presented.

2017-18 Course Titles	Course Hours	Tuition & Material Fees
Emissions Recertification	3.5	\$100.00
Automotive State Inspection Training	16	\$155.00
Enhanced Emission Inspection (EEIC)	16	\$200.00
ServSafe Manager's Certification Test	9	\$175.00
EPA Refrigerant Usage Certification Review & Exam	9	\$125.00
EPA Refrigerant Usage Certification Exam	1.5	\$45.00
HVAC	165	\$3,375.00
Esthetician	300	\$4,775.00
Machining - Part 1	105	\$1,890.00
Master Electrician Exam Prep	72	\$1,095.00
Medical Terminology	48	\$625.00
Phlebotomy	45	\$650.00
Residential Electrician Part 1	100	\$1,795.00
Residential Electrician Part 2	80	\$1,425.00
Residential Electrician Part 3	60	\$1,075.00
Electrical License Renewal	12	\$150.00

** Textbooks and testing fees may be in addition to the costs listed above for some of the courses.*

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

13. CONTINUING EDUCATION, Cont'd.

b.) POLICY UPDATES

RECOMMENDATION:

That the attached Continuing Education policy be approved for the 2017-2018 term.

c.) ASAP SUBSCRIPTION AGREEMENT

INFORMATION:

BAVTS wishes to enter into an agreement with Administrative Software Applications, Inc. to provide services to their Adult Education Department. These services would include on-line registration, student information management, transcript requests, and payment processing. The initial term of this agreement will be for one year, effective August 1, 2017. The cost is \$1,200 for the initial set up and implementation of the system and \$150/month thereafter. The solicitor has been requested to review the proposed agreement.

RECOMMENDATION:

That the Administration be authorized to enter into an agreement with Administrative Software Applications, Inc., subject to the review and recommendation of the solicitor.

d.) CONTINUING EDUCATION INSTRUCTORS

RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructors for the 2017-2018 school year, at the hourly rate listed:

Instructor Name	Hourly Rate
Jan Christensen	\$25.00
Edward Degnan	\$23.00
Ralph Gardner	\$24.00
Dennis Henritz	\$24.00
Joanne McTague	\$24.00
Monique Van-Spanje	\$25.00

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

OFFICE INFORMATION:

3300 Chester Ave.
Bethlehem, PA 18020
610-866-8013 Ext. 111
huberd@bavts.org

WHO CAN ATTEND:

Individuals ages 18 years old and older are able to pursue a new interest, obtain valuable industry recognized certifications and credentials or update present skills with the latest techniques and technology being used within the industry. Some of the certification and/or credential courses may have a minimum age and/or education requirement that must be met.

REGISTRATION:

Since our programs are not semester-based, we keep registration open throughout the year. There is a \$45.00 registration fee.

All courses have a maximum student capacity. Early registration is highly recommended and encouraged by our \$20.00 Early Payment Discount if you register 2 weeks prior to the start of the class. All enrollment criteria such as pre-testing and prerequisites must be satisfied at the time of registration.

All registration needs to be completed online and you will not be able to complete the registration process without payment in full or enrollment into a payment plan if applicable. If you do not have access to a computer, you can make an appointment to come in and register online in the adult/continuing education office.

PAYMENT METHODS:

Electronic Check
Credit/Debit Card (Visa, MasterCard)
Payment Plan (for courses over \$300.00)

PAYMENT PLAN:

For courses over \$300.00 and/or over 20 hours, a monthly payment plan can be set-up at the time of registration.

1. All payment plans require a minimum deposit of \$300.00 or 20% (whichever is greater).
2. Students are responsible for all payments once classes begin.

DEFAULT of PAYMENT PLAN:

In the event that a monthly payment is unable to be processed, the student may be removed from the course until payment is made, plus an addition \$30.00 return payment fee. No course adjustments will be made for time missed.

STUDENT CANCELLATION/WITHDRAWAL and REFUND POLICY:

The Adult/Continuing Education Department has established a series of refund policies applicable to the various situations encountered during the normal course of business. The approved refund policies are outlined below.

WITHDRAWAL from a CLASS:

Registration fees will NOT be refunded. You must withdrawal from a course prior to the start of the second class to receive a partial refund. Failure to withdrawal from a course will result in the loss of any refund. Material fees will only be refunded if withdrawn 2 weeks prior to the start of the course.

REFUND POLICY:

1. Withdrawal from a course 2 weeks prior to the first scheduled class will result in a refund of tuition and any material fees less the registration fee.
2. Withdrawal less then 2 weeks prior to the first scheduled class will result in a refund of 90% of the tuition only, material fees and the registration fee are NON-refundable.
3. Withdrawal after the first class will result in a refund of 75% of the tuition only, material fees and the registration fee are NON-refundable.
4. There will be NO refunds once the second class begins.
5. No refund will be issued for courses that are 8 hours or less in length after the start of the first class.
6. If a course is cancelled by us, a full refund will be issued.
7. Refunds are processed after the monthly school board meeting.

COURSE CANCELLATION REFUND:

BAVTS reserves the right to cancel any program. Minimum and maximum class size will be determined by the administration. BAVTS reserves the right to limit enrollment and change instructors. We also reserve the right to cancel a class due to low enrollment or due to the unavailability of instructor or facilities.

1. 100% refund, including processing fees will be issued for courses cancelled by BAVTS prior to the start of class.

2. Refunds will be prorated by the number of classes held if a course is canceled after the start of the course.
3. If a class date and time must be changed, tuition and lab fees will be refunded on a prorated basis if unable to attend due to the change.

SCHOOL CLOSINGS:

It will be announced and indicated that adult/continuing education classes will be closed by 3:00 p.m. on WFMZ Channel 69 web-site. Class cancelation due to inclement weather will be made up at the end of the session or at the discretion of the instructor.

CONCERNS, ISSUES or PROBLEMS:

For any concerns, issues or problems with Adult/Continuing Education matters please call 610-866-8013 Ext. 111. All communication with our office staff will be kept confidential.

NON-ENDORSEMENT:

Instructors hired by the Adult/Continuing Education Department are employed because of their skills and expertise. Please note, however that BAVTS does not endorse the opinions and business affiliations of our instructors.

BAVTS is not responsible for typographical errors. Costs of materials, books or other supplies are subject to change without notice.

COMPLIANCE STATEMENT:

The Bethlehem Area Vocational-Technical School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bethlehem Area Vocational-Technical School's Title IX Coordinator or the Section 504 Coordinator at 3300 Chester Ave., Bethlehem, PA 18020. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the School.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

13. DESIGN, BIDDING AND CONSTRUCTION SERVICES FOR WELDING SHOP RENOVATIONS

INFORMATION:

The Administration was authorized by the Joint Committee to proceed with the specification development and bidding for the required renovations for the Welding program. D'Huy Engineering, Inc. (DEI) has submitted a proposal; the proposed fee will be based on 7.5% of construction costs including all alternates. If the project as a whole, or specific alternates are rejected, fees will be reduced by 20% to account for deletion of related construction administration fees. In addition, because of the complexity and multiple trades that will be involved in executing this project, it will be necessary to supplement the construction phase services. DEI recommends performing this on a time and expense basis for a fee not to exceed \$25,000.

RECOMMENDATION:

That the Joint Committee approve the agreement with D'Huy Engineering, Inc. for the design, bidding and construction services for the Welding Shop renovations. This project can be funded through Capital Reserve funds.

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Sinkler, Longacre, Dowling, Eichfeld,
Gogel, Faccinetto – seven; Nay: none.

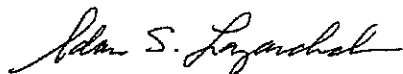
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

J.(1.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending June 30, 2017.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

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BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 1, 2017

J.(2.) HOUSE PROJECT REPORT

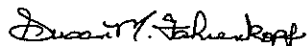
It was reported to the Joint Committee members present that Frank Alexander, a Carpentry Program OAC member for 25 years had been consulted regarding the house project. Mr. Alexander firmly believes in the house projects; his opinion is to finish the renovations to the existing home and sell the remaining property. The potential of re-engineering the property to make it more marketable was proposed as the existing swales pose an issue; the Committee would like to explore what the cost would be to re-engineer the property to form four decent lots. During lengthy discussions on this topic, it was noted that several permits have expired and any additional work would require re-application for permits. Director Eichfeld requested the Administration report on how much has already been spent and what the cost would be to build each house. Director Longacre has a contact whose field of expertise is land development; he recommends reaching out so that we can put numbers/dollars on various options, keeping in mind the educational value of what can be offered to future students. Director Faccinetto has a contact with a commercial real estate agent who has worked with BASD; Director Faccinetto asked Mr. Lazarchak to contact Dr. Roy for this information. The Joint Committee would like to make a final decision at the October meeting.

NEW & MISCELLANEOUS BUSINESS

A discussion was had regarding rescheduling the Joint Committee meeting scheduled for Wednesday, November 8, as Mr. Lazarchak will be attending the Integrated Learning Conference in State College, PA. Attorney Spry informed the Joint Committee that the meeting could proceed without the Director's attendance; therefore, the meeting will not need to be rescheduled.

The meeting adjourned at 8:10 p.m. on motion of Directors Dowling and Eichfeld and Faccinetto and unanimous voice vote.

Attest,



Susan M. Fahrenkopf
Joint Committee Secretary