

January 3, 2018

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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. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Directors Faccinetto, Sinkler, Thomasik, Gogel, Longacre, Dettmar, Eichfeld, Neiman - eight. Absent: Director Ortiz – one.

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

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

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

The following minutes were approved on motion of Directors Faccinetto and Sinkler and unanimous voice vote:

Reorganization Meeting	December 6, 2017
Regular Meeting	December 6, 2017

The Report of the Secretary/Treasurer for the period ending November 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

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PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through January 3, 2018 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 Eichfeld
SECOND BY: Director Dettmar
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Sinkler, Thomasik, Gogel, Longacre, Dettmar,
Eichfeld, Neiman, Faccinnetto - eight Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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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:

Erika Di Ienno

Position: Instructional Assistant
Effective: December 15, 2017

b.) That the following retirement be accepted:

Michael Lemke

Position: Automotive Technology Instructor
Effective: August 15, 2018

Vincent Facchiano

Position: Welding Instructor
Effective: Last day of the 2017-18 school year

c.) Extend employment of Donald Heptner as a Long-Term Substitute HVAC Instructor from first semester to full 2017-2018 school year, at \$49,984.94 (Column A, Step 17), with the benefits per policy for long-term substitutes.

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Gogel, Longacre, Dettmar, Eichfeld,
Neiman, Faccinetto, Sinkler - eight Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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2. 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
000350544	12	Academy of Applied Engineering	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

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, Gogel, Longacre, Dettmar, Eichfeld,
Neiman, Faccinetto, Sinkler - eight Nay: none.

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3. BOARD POLICY UPDATING

INFORMATION:

BAVTS is in the process of updating Board policies. This process will continue through the 2017-2018 school year. Each month, policies will be presented to the Joint Committee for review and approval as a first reading.

Formerly, the policy book was divided into sections by type of employee – 300 for Administrative, 400 for Professional and 500 for Classified. Section 300 now pertains to all employees and the policies in this section will be revised to reflect this, where applicable. Therefore, by approving policies in the 300 section, the Joint Committee is approving the rescinding and retiring of the associated policy in the 400 and/or 500 section.

RECOMMENDATION:

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

Policy 246, School Wellness
Policy 301, Creating A Position

This will be the first reading of the above policy.

Any questions or information regarding these policies should be presented to Mr. Lazarchak or Director Neiman prior to the January meeting.

MOTION BY: Director Faccinetto
SECOND BY: Director Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Gogel, Longacre, Dettmar, Neiman, Faccinetto,
Sinkler, Thomasik - seven Nay: Director Eichfield - one.



Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Number	246
Status	First Reading

Purpose

Bethlehem Area Vocational-Technical School recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Joint Operating Committee is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Joint Operating Committee adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[1][2][3]

To ensure the health and well-being of all students, the Joint Operating Committee establishes that the center (school) shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Curriculum and programs for appropriate career and technical labs and academic courses that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Executive Director or designee shall be responsible to monitor the school's programs and curriculum to ensure compliance with related policies and established guidelines or administrative regulations.[2][3]

The designated building administrator shall annually report to the Executive Director or designee regarding compliance in his/her building.[3]

Staff members responsible for programs related to school wellness shall report to the Executive Director or designee regarding the status of such programs.

The Executive Director or designee shall annually report to the Joint Operating Committee on the center's (school's) compliance with law and policies related to school wellness. The report may include:

1. Evaluation of food services program.
2. Review of all foods and beverages sold in the center (school) for compliance with established nutrition guidelines.
3. Listing of activities and programs conducted to promote nutrition and physical activity.
4. Recommendations for policy and/or program revisions.
5. Suggestions for improvement in specific areas.

6. Feedback received from center (school) staff, students, parents/guardians, community members and the Wellness Committee.

The Executive Director or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[2][3]

1. The extent to which the center (school) is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the center (school) in attaining the goals of this policy.

At least once every three (3) years, the center (school) shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as center (school) and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[3]

The center (school) shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the center (school) website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[2][3]

Guidelines

Recordkeeping

The center (school) shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

1. The written School Wellness policy.
2. Documentation demonstrating that the center (school) has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the center (school) to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The center (school) shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: Joint Operating Committee member, center (school) administrator, food service representative, student, parent/guardian, school health professional, and member of the public. It shall be the goal that committee membership will include representatives from each center (school) building and reflect the diversity of the community.[2]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Joint Operating Committee for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[3]

Nutrition Education

Nutrition education will be provided by the sending school districts within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[5][6][7]

Nutrition education shall encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

Consistent nutrition messages shall be disseminated and displayed throughout the center (school),

Physical Activity

Physical activity shall not be used or withheld solely as a form of punishment.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education. Physical education will be offered by the sending districts. [6][7][9]

Physical activity shall not be used or withheld solely as a form of punishment.

Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[10][11]

Nutrition professionals who meet hiring criteria established by the center (school) and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for nutrition staff, as required by federal regulations.[8][12][13][14]

The center (school) shall provide adequate space, as defined by the center (school), for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: twenty (20) minutes sit down time for lunch.

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the center (school).[10]

Students

Nutrition Guidelines for All Foods/Beverages at the Center (School)

All foods and beverages available in the center (school) during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[10][11][12][13]

Competitive Foods -

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, center (school) stores, snack carts and fundraisers.[3][15][16]

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the center (school) that students may access during the school day.[3][15]

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[3][15]

The center (school) may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[15]

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Joint Operating Committee policy and administrative regulations.[17]

The center (school) may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to ten (10) exempt fundraisers. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[15]

The center (school) shall establish administrative regulations to implement fundraising activities, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the center (school).

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:

Food may be used as an incentive or reward subject to administrative approval.

2. Classroom Parties and Celebrations:

Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom. Administration may limit the number further based upon administrative regulations.

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Joint Operating Committee policy and administrative regulations.[3][15]

Management of Food Allergies in the Center (School)

The center (school) shall establish Joint Operating Committee policy and administrative regulations to address food allergy management in the center (school) in order to:[19]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all center (school) programs and activities.

PSBA Revision 2/17 © 2017 PSBA

Legal

1. 24 P.S. 1422.1
2. 42 U.S.C. 1758b
3. 7 CFR 210.31
4. 7 CFR 210.15
5. 24 P.S. 1513
6. Pol. 102
7. Pol. 105
8. Pol. 808
9. 24 P.S. 1512.1
10. 7 CFR 210.10
11. 7 CFR 220.8
12. 42 U.S.C. 1751 et seq
13. 42 U.S.C. 1773
14. 7 CFR 210.30
15. 7 CFR 210.11
16. 7 CFR 220.12
17. Pol. 229
18. 24 P.S. 504.1
19. Pol. 209.1
- 24 P.S. 1337.1
- 24 P.S. 1422.3
- 24 P.S. 1850.1
- P.L. 111-296
- 7 CFR Part 210
- 7 CFR Part 220
- Pol. 103
- Pol. 103.1



Book	Policy Manual
Section	300 Employees
Title	Creating A Position
Number	301
Status	First Reading

Authority

Positions for administrative, professional and support employees shall be established by the Joint Committee in order to provide the effective leadership and management necessary to operate the school and to provide quality educational programs and services, consistent with the needs of the school and the resources of the community.

The need for creating positions shall be determined by the Joint Committee, based on the recommendation of the Executive Director. The Joint Committee reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management and operation of the school.[1][2]

The initial salary or salary range for a new position shall be determined by the Joint Committee when creating the position, based upon the recommendation of the Executive Director and supporting documentation.[3][4]

In the exercise of its authority to create a new position, the Joint Committee shall give primary consideration to the following:

- 1. Effective management of the school.**
- 2. Number of students enrolled.**
- 3. Special needs of students.**
- 4. Operational needs of the school.**
- 5. Financial resources of the school.**

The Executive Director shall be responsible for recommending a new or additional administrative, professional or support position.

Delegation of Responsibility

Recommendations for a new or additional position shall include:

- 1. Job description clearly stating the duties for which the position was created.**
- 2. Title that conforms with the appropriate certificate if certification is required.**
- 3. Supporting data and other rationale relevant to the recommendation.**

The Joint Committee may, through the Executive Director, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing

positions.

The Executive Director or designee **shall** be responsible to **maintain a comprehensive and up-to-date job description for all positions in the school.** Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.[5][6]

Legal

1. 24 P.S. 1850.1
2. 22 PA Code 4.4
3. 24 P.S. 1075
4. 24 P.S. 1142
5. 42 U.S.C. 12101 et seq
6. Pol. 104

Last Modified by Adam Lazarchak on December 22, 2017

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

January 3, 2018

4. AUDIT REPORT

RECOMMENDATION:

That the Audit Report prepared by Gorman & Associates, P.C., for the period ended June 30, 2017, be accepted and spread upon the minutes. The Audit Report will be provided to each Joint Committee member at the meeting.

MOTION BY: Director Faccinetto

SECOND BY: Director Sinkler

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Gogel, Longacre, Dettmar, Eichfeld,
Neiman, Faccinetto, Sinkler - eight Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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J.(1.) WORK PROJECT REPORT

INFORMATION:

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

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

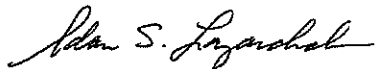
January 3, 2018

J.(2.) CONDITION OF THE BUDGET

INFORMATION:

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

Respectfully submitted,



Adam S. Lazarchak
Executive Director

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BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
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J.(3.) HOUSE PROJECT REPORT

Mr. Lazarchak reported that due to the holiday break, there has not been much activity; going forward, weather will play a large role in determining what work can be done.

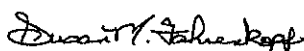
NEW BUSINESS

Mr. Lazarchak informed the Joint Committee members present that he has been in dialogue with Northampton Community College regarding dual enrollment possibilities. Beginning on Tuesday, January 16, NCC will be teaching an Entrepreneurship course on site at BAVTS. The class will run twice a week, during the school day. We were able to fund this locally, with no cost to the students, and are able to accommodate up to 20 students. Director Longacre requested to be sent a syllabus of the class; Mr. Lazarchak will secure this and provide to all Joint Committee members via e-mail.

The Joint Committee members were invited to attend the upcoming SkillsUSA District Competition on January 31.

The meeting adjourned at 7:15 p.m. on motion of Directors Faccinetto and Sinkler and unanimous voice vote.

Attest,



Susan M. Fahrenkopf
Joint Committee Secretary