

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 7:09 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

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

Others Present: Mr. Joseph Kovalchik, Superintendent of Record and Superintendent of Northampton Area School District; Mr. Adam S. Lazarchak, Executive Director of BAVTS; Ms. Avery Smith, Alternate Solicitor, Mrs. Susan Fahrenkopf, Secretary/Treasurer; Mrs. Debra Miller, Business Administrator, and interested staff members.

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

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

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

Regular Meeting

January 3, 2018

The Report of the Secretary/Treasurer for the period ending December 31, 2017, was approved on motion of Directors Faccinetto and Gogel and unanimous voice vote.

There were no visitors present, and no public input.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 6, 2018

IN-SERVICE – 2018-2019 PROPOSED BUDGET PRESENTATION

Mr. Adam Lazarchak and Mrs. Debra Miller presented a Power Point of the 2018-2019 proposed budget along with a handout to the Joint Committee Members.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 6, 2018

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through February 6, 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 Faccinetto
SECOND BY: Director Eichfeld
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Gogel, Longacre, Dettmar, Eichfeld,
Neiman, Faccinetto - seven Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 6, 2018

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 resignations be accepted:

Christopher Baumann

Position: HVAC Instructor
Effective: November 30, 2017

Jill Kulak

Position: First Aid Officer
Effective: February 2, 2018

- b.) That the following appointment be approved:

Deborah Wilson

Position: First Aid Officer
(Replacement for Jill Kulak)

Salary: \$36,000, prorated for the 2017-18 school year,
with benefits in accordance with the Administrative
Support Employee Agreement

Effective: February 7, 2018, pending receipt of all required
paperwork and drug screening test

- c.) Accept the resignation of Donald Heptner as a long-term substitute HVAC instructor effective February 6, 2018 and approve his appointment as permanent HVAC instructor, effective February 7, 2018, at a salary of \$61,860.35 (Column A, Step 8), prorated for the 2017-2018 school year, with benefits in accordance with the Professional Employee Benefit Package.

- d.) That the following retirement be accepted:

Thomas Reilly

Position: Custodian
Effective: July 31, 2018

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1. STAFFING, Cont'd.:

- e.) That the following individual be granted a Family Medical Leave:
Employee #0304: Beginning 12/5/17 for up to a maximum of 12 weeks
- f.) That the Joint Committee approve the Separation Agreement and General Release for Employee #0446, as presented.

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

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2. COLUMN/SALARY ADJUSTMENT:

RECOMMENDATION:

The following instructor has completed educational requirements to qualify for the following contractual salary schedule change for the 2017-2018 school year.

	<u>CHANGE FROM</u>	<u>CHANGE TO</u>
Craig Mosser (Letter of Equivalency for Bachelor's Degree, effective January 15, 2018)	Column C, Top	Column E, Top

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
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3. 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
000350772	10	Fashion	Bangor Area School District
000350768	11	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 Thomasik
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Gogel, Longacre, Dettmar, Eichfeld, Neiman,
Faccinetto, Thomasik - seven Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 6, 2018

4. 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.

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 February Joint Committee Meeting:

Policy 302, Employment of Executive Director/Assistant Director
Policy 303, Employment of Administrators
Policy 304, Employment of School Staff
Policy 305, Employment of Substitutes

This will be the first reading of the above policies.

It is further requested that the following policies be approved as presented. This is the required second reading of these policies.

Policy 246, School Wellness
Policy 301, Creating A Position

Additionally, it is requested that the Joint Committee approve to rescind and retire Policy 348 *Unlawful Harassment* as this policy has been merged into Policy 104 *Nondiscrimination in Employment Practices*, which was approved at the December 2017 Joint Committee Meeting.

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

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



Book	Policy Manual
Section	300 Employees
Title	Employment Of Executive Director/Assistant Director
Number	302
Status	First Reading

Authority

The Joint Committee places the primary responsibility and authority for the administration of the school in the Executive Director and Assistant Director. Therefore, selection of an Executive Director or Assistant Director is critical to the effective leadership and management of the school.^[1]

When the position of Executive Director or Assistant Director becomes vacant, the Joint Committee shall elect an Executive Director or Assistant Director by a majority vote of all members of the Joint Committee and shall fix the beginning salary and term of office.^[2]

The Joint Committee shall actively seek the best qualified and most capable candidate for the position of Executive Director. It may be aided in this task by a committee of Joint Committee members and/or the services of professional consultants.

The Joint Committee shall seek applicants for the position of Assistant Director by nomination of the Executive Director.

Guidelines

Recruitment

Recruitment procedures shall be prepared in advance of the search and may include the following:

- 1. Preparation of a job description** for the position, **written** in accordance with the requirements of federal and state laws and regulations.^{[3][4]}
- 2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.**^{[5][6]}
- 3. Preparation of informative material describing the school and its educational goals** and career and technical programs.
- 4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.**
- 5. Opportunity for applicants to visit the school,** at the Joint Committee's invitation.
- 6. Recruitment and evaluation of candidates in accordance with Joint Committee policy and state and federal law.**^{[9][10]}

A screening process shall be established that ensures the Joint Committee has an opportunity to interview a sufficient number of candidates so that an appropriate range of choices is available for final selection.

The Joint Committee shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school.

Employment

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the school has evaluated the results of that screening process.^{[7][11][12]}

An individual **shall not be employed as** Executive Director or Assistant Director **unless s/he has signed an employment contract or has been employed by Joint Committee resolution, either of which** may include:

1. **Term for which employment is contracted, including beginning and ending dates.**
2. **Salary contracted and the intervals at which it will be paid.**^[2]
3. **Benefits to which the employee is entitled.**
4. Statement of mutually agreeable evaluation procedures.
5. Procedures for resolving misunderstandings or disagreements.

After receiving an offer of employment but prior to beginning employment, **the candidate shall** undergo a medical **examination, as required** by law, and any other pre-employment screenings required by policy.^{[8][13][3]}

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Committee.

- Legal
1. 24 P.S. 1001
 2. 24 P.S. 1850.1
 3. 42 U.S.C. 12101 et seq
 4. Pol. 104
 5. 24 P.S. 1804
 6. 22 PA Code 49.163
 7. 24 P.S. 111
 8. 28 PA Code 23.43
 9. 20 U.S.C. 1681 et seq
 10. 42 U.S.C. 2000e et seq
 11. 22 PA Code 8.1 et seq
 12. 23 Pa. C.S.A. 6301 et seq
 13. 28 PA Code 23.45



Book	Policy Manual
Section	300 Employees
Title	Employment Of Administrators
Number	303
Status	First Reading

Purpose

The Joint Operating Committee places substantial responsibility and authority for the effective management of the school (center) with its administrators.

Authority

The Joint Operating Committee shall, by a majority vote of all members present, approve the employment; set the compensation; and establish the term of employment for each administrator employed by the school (center).[1][2]

Guidelines

Approval shall normally be given to those candidates for employment recommended by the Executive Director.

Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.

No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.[3][11]

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the school (center) has evaluated the results of that screening process.[4][5][6]

The school (center) shall submit a New Hire Report for each employee required to be reported by law.[7]

Delegation of Responsibility

The Executive Director or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment.

The Executive Director or designee shall recruit and recommend applicants in accordance with Joint Operating Committee policy and state and federal law.[8][9][10]

The Executive Director or designee shall seek candidates of good moral character who possess the following attributes:

- () Successful vocational technical educational training and experience.

- () Scholarship and intellectual prowess.
- () Appreciation of children.
- () Emotional and mental maturity and stability.

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to school (center) personnel so they may apply for such positions.

The Executive Director or designee may apply necessary screening procedures to determine the candidate's ability to perform the essential functions of the position.

The Executive Director or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

After receiving an offer of employment but prior to beginning employment, the candidate shall undergo a medical examination, as required by law, and any other pre-employment screenings required by policy.[8][13][3]

- Legal
1. 24 P.S. 1850.1
 2. 22 PA Code 4.4
 3. 24 P.S. 1804
 4. 24 P.S. 111
 5. 23 Pa. C.S.A. 6301 et seq
 6. 22 PA Code 8.1 et seq
 7. 42 U.S.C. 653a
 8. Pol. 104
 9. P.L. 88-352
 10. P.L. 92-318
 11. 22 PA Code 49.161

Last Modified by Adam Lazarchak on January 29, 2018



Book	Policy Manual
Section	300 Employees
Title	Employment Of School Staff
Number	304
Status	First Reading

Authority

The Joint Committee places substantial responsibility for the effective management and operation of the school and the quality of the educational program with its administrative, professional and support employees.

The Joint Committee shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the school.^{[1][2]}

Approval shall normally be given to the candidates for employment recommended by the Executive Director.

No teacher shall be employed who is related to any member of the Joint Committee, as defined in statute, unless such teacher receives the affirmative vote of a majority of all members of the Joint Committee other than the member related to the applicant, who shall not vote.^[3]

The Joint Committee **authorizes the use of professional and support employees prior to Joint Committee approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Joint Committee at the next regular Joint Committee meeting.**

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Committee.

A candidate for employment in the school shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.^{[4][5]}

A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the school has evaluated the results of that screening process.^{[6][16][17]}

The school shall submit a New Hire Report for each employee required to be reported by law.^[7]

The school shall use the Standard Application for Teaching Positions but may establish and implement additional application requirements for professional employees.^[8]

Delegation of Responsibility

The Executive Director or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Joint Committee policy and state and federal laws and regulations.^{[10][11][9]}

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to school personnel so they may apply for such positions.

The Executive Director or designee **may** apply necessary **screening** procedures to determine **a candidate's ability to perform the** job functions of the position for which a candidate **is being considered.**^[12]

The Executive Director or designee **shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.**

After receiving **an offer** of employment but prior to beginning employment, **the candidate shall** undergo a medical **examination, as required** by law, and any other pre-employment screenings required by policy.^{[8][13][3]}

Each certificated administrative and professional employee employed by the school shall be responsible for maintaining a valid certificate when such certificate is required by law.^{[13][14][15][1][5]}

- Legal
1. 24 P.S. 1850.1
 2. 22 PA Code 4.4
 3. 24 P.S. 1111
 4. 24 P.S. 1804
 5. 22 PA Code 49.161
 6. 24 P.S. 111
 7. 42 U.S.C. 653a
 8. 24 P.S. 1204.1
 9. 20 U.S.C. 1681 et seq
 10. 42 U.S.C. 2000e et seq
 11. Pol. 104
 12. 42 U.S.C. 12101 et seq
 13. 24 P.S. 1109
 14. 24 P.S. 1201
 15. 22 PA Code 49.163
 16. 22 PA Code 8.1 et seq
 17. 23 Pa. C.S.A. 6301 et seq



Book	Policy Manual
Section	300 Employees
Title	Employment Of Substitutes
Number	305
Status	First Reading
Adopted	April 7, 2009
Last Revised	February 6, 2018

Authority

Qualified and competent substitutes for professional and support employees shall be employed by the school in order to provide continuity in the educational programs and services of the school.

The Joint Committee shall approve annually the names of potential substitute employees and the positions in which they may substitute.[1]

Additional names may be added to the list of substitutes by the Joint Committee during the school year.

Approval shall normally be given to the candidates for employment recommended by the Executive Director.

No person shall be employed who is related, as defined in statute, to any member of the Joint Committee, unless such a person receives the affirmative vote of a majority of all members of the Joint Committee other than the member related to the applicant, who shall not vote.

Utilization of substitutes prior to approval by the Joint Committee is authorized when their use is required to maintain continuity in the educational program and services of the school. Retroactive approval shall be recommended to the Joint Committee at the next regular Joint Committee meeting.

A candidate shall not be employed until the individual has signed an affidavit affirming compliance with the mandatory background check requirements for criminal history and child abuse and the school has evaluated the results of that screening process.[2][3][4]

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Committee.

Compensation

Substitutes for professional employees shall be paid on a per diem basis at a rate set by the Joint Committee and shall not be entitled to any benefits.[5]

Substitutes for support employees shall be paid on an hourly basis at a rate set annually by the Joint Committee for the various classes of employees and shall not be entitled to any benefits.

A substitute employed for a full semester or more for a professional employee on leave for a specified period shall be compensated at **the minimum salary on the professional employee's salary scale**

and shall be eligible for the following benefits in accordance with the collective bargaining agreement with BAVTSEA: [5]

1. Medical.
2. Dental.
3. Prescription.
4. Vision coverage.

A BAVTS support staff employee who substitutes for another BAVTS employee shall not be subject to a reduction in pay or benefits during the substitute period.

Delegation of Responsibility

The Executive Director or designee shall develop and implement procedures to recruit, screen, assign, train and evaluate candidates for substitute employment.

The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

The Executive Director or designee **may** implement procedures requiring all substitutes to complete the orientation program prior to working.

The Executive Director or designee shall develop procedures that utilize current staff members as qualified substitutes whenever possible.

The Executive Director or designee shall recommend retention on the Joint Committee's approved substitute list only for those substitutes who have satisfactorily performed their duties.

- | | |
|-------|------------------------------|
| Legal | 1. 24 P.S. 1850.1 |
| | 2. 24 P.S. 111 |
| | 3. 22 PA Code 8.1 et seq |
| | 4. 23 Pa. C.S.A. 6301 et seq |
| | 5. 24 P.S. 1148 |

Last Modified by Adam Lazarchak on January 29, 2018



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

Last Modified by Adam Lazarchak on February 1, 2018



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

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BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
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5. HOSA STATE LEADERSHIP CONFERENCE

RECOMMENDATION:

That three (3) chaperones (Mrs. Melodie Bloszinsky, Mrs. Jenifer Stilgenbauer, Mr. Stanley Prodes) and one (1) alternate chaperone (Ms. Moreen Hunsberger) be approved to accompany students (list to be provided at March JC meeting after competitions have been chosen) to the HOSA (Future Health Professionals) State Leadership Conference in Lancaster, Pennsylvania to be held March 7-9, 2018. There is no cost to the school for the students to attend; the total estimated cost for the chaperones to attend is approximately \$1,167.

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

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6. CONTINUING EDUCATION

a.) COURSE FEE CHANGE

INFORMATION:

The Joint Committee, at its October meeting, approved the Continuing Education Department's offering of short, non-career related enrichment courses. At the November meeting, the course fee of \$16 per hour, plus supplies, was approved.

RECOMMENDATION:

That the Joint Committee ratify a change to the Electrical CUE course fee to a pro-rated fee as based on the needs of the student.

b.) 2017-2018 COURSE LIST AND TUITION FEES

RECOMMENDATION:

That the following additions to 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
Phlebotomy Exam	1.5	\$125.00 (includes test)
Medical Clinical Skills	51	\$795.00
EKG Technician	57	\$750.00
Medical Billing & Coding	48	\$720.00

c.) 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	Course
Lori Karb	\$25.00	Medical Billing & Coding
Lawrence Fortunato	\$25.00	ServSafe
Karen Mustonen	\$25.00	ServSafe
Emily Hough	\$25.00	Keeping Your Children Safe In This Digital World

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
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7. PROPOSED NEW PROGRAM OF STUDY

INFORMATION:

Bethlehem AVTS administration has been reviewing several proposed program offerings to expand opportunities for the students that we serve and to meet the needs of area employers.

BAVTS has reviewed the list of High Priority Occupations in the Lehigh Valley and compared our findings to the State developed Programs of Study and approved CIP Codes in the field. Based on this research and discussions with the district superintendents and administrators, we are proposing that BAVTS open a Computer Networking and Telecommunications program in the 2018-2019 school year. An overview of the program was presented to the Joint Committee at its December 6, 2017 meeting.

Preliminary discussions have begun with other CTCs who offer this program and with post-secondary institutions to identify the necessary resources, curriculum, partnerships, and articulation agreements to make this course successful.

RECOMMENDATION:

Pending necessary budget allocations, that BAVTS develop and implement a new program of study entitled "Computer Networking and Telecommunications" to commence with the 2018-2019 school term.

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

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K. (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


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K. (2.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending December 31, 2017.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

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

Mr. Lazarchak reported that there has been no activity due to the weather.

NEW BUSINESS

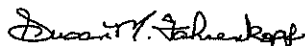
Mr. Michael Galler, Supervisor of Curriculum, informed the Joint Committee members present that the SkillsUSA District competition resulted in 13 gold medals for BAVTS; these students will be advancing to the State competition in April. As part of an initiative to increase marketing and recruiting, SkillsUSA also invited students in grades 5 through 8 to attend the competition as a field trip. There was much enthusiasm from the students, and disappointment that they would have to wait until 10th grade to have the opportunity to attend a career and technical school.

The Joint Committee welcomed Mr. Donald Heptner, HVAC Instructor, whose appointment as a permanent member of the faculty was approved tonight. Mr. Heptner has been substituting in this position since 2016 and we are pleased to add him to the staff.

Mr. Lazarchak reported that we have successfully piloted an Entrepreneurship Course through Northampton Community College. Nineteen (19) students are enrolled in the course and will be eligible for college credit after their successful completion.

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

Attest,



Susan M. Fahrenkopf
Joint Committee Secretary