

March 6, 2018

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 7:14 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

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

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

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

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

The minutes of the February 6, 2018 meeting were approved on motion of Directors Faccinetto and Gogel and unanimous voice vote:

The Report of the Secretary/Treasurer for the period ending January 31, 2018, 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
March 6, 2018

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through March 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 Sinkler

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

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

March 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 individual be granted a Family Medical Leave:
Employee #0438: Beginning 1/21/18 up to 12 weeks
Employee #0431: From 1/26/18 to 1/29/18 (2 days/.4 in weeks)
- b. That Employee #0304 be granted an extended illness leave, retroactive to December 1, 2017, up to a maximum of 120 teacher days if needed, per the applicable employee group agreement.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 6, 2018

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
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 Sinkler

SECOND BY: Director Eichfeld

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 6, 2018

3. GREATER NY AUTOMOTIVE DEALERS ASSOCIATION COMPETITION

RECOMMENDATION:

That Mr. Jeffrey Cantrel, and Mr. Michael Lemke, Automotive Technology Instructors, and two (2) students be granted permission to attend the Greater New York Automotive Dealers Association Automotive Technology Competition (GNYADA) in New York, NY from April 2-4, 2018. The cost of lodging is being paid by the Greater Lehigh Valley Automotive Dealers Association. The estimated cost for meals and transportation is \$696.40.

MOTION BY: Director Sinkler

SECOND BY: Director Eichfeld

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 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 following policies be approved as presented. This is the required second reading of these policies.

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

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

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



Book	Policy Manual
Section	300 Employees
Title	Employment Of Executive Director/Assistant Director
Number	302
Status	Second 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	Second 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 February 28, 2018



Book	Policy Manual
Section	300 Employees
Title	Employment Of School Staff
Number	304
Status	Second 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. [2].

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	Second 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 February 28, 2018

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 6, 2018

5. 2018-2019 BUDGET CONSIDERATION

INFORMATION:

As a result of the discussion at the February 6, 2018 Joint Committee meeting concerning funding of the 2018-2019 budget and the inclusion of the Bethlehem 9th grade flex Fast-Track students in the last day of enrollment, the administration reviewed options to address the impact of the flex students on the funding formula. The 9th grade flex students, enrolled in Fast-Track, only attend BAVTS for the second half of the school year. The options listed below will be reviewed at the meeting.

RECOMMENDATION:

That the Joint Committee approve the preliminary 2018-2019 Bethlehem Area Vocational-Technical School budget in the amount of \$12,111,210 and recommend the adoption of that budget by the three participating school districts' Board of Directors. The member district contributions for the 2018-2019 budget included in the budget are calculated using the (one option to be selected at the meeting)

- _____ Last day enrollment (past practice)
- _____ Adjusted last day enrollment – 50% removal of 16-17 BASD 9th grade flex students, enrolled in Fast-Track
- _____ Adjusted last day enrollment – 100% removal of 16-17 BASD 9th grade flex, enrolled in Fast-Track

A motion was made by Director Gogel, seconded by Director Faccinnetto, and passed by unanimous voice vote to table this item pending further discussion regarding budget adjustments.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 6, 2018

6. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the following new members on the Occupational Advisory Committee (OAC) for the programs listed:

First Name	Last Name	Job Title	Company	Shop/Program
Gil	Resto	Owner/President	GR Electric LLC	Electrical
Mike	Bubernack	Co-owner/CEO	ET&T	Computer Networking
John	Swartz, Jr.	Clinical Care Coordinator	Lehigh Valley Health Network	Athletic Health & Fitness
Francine	Marz	Culinary Director	NCC	Culinary Arts

MOTION BY:
SECOND BY:
ROLL CALL

Director Sinkler

Director Eichfeld

Motion carried by the following roll call vote: Aye:

Directors Ortiz, Sinkler, Gogel, Longacre, Dettmar, Eichfeld,
Neiman, Faccinnetto - eight Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 6, 2018

7. REVISED BAVTS 2017-2018 SCHOOL CALENDAR

INFORMATION:

The 2017-2018 school year needs to be revised due to the number of snow/emergency days used to date. These unforeseen days reduced our "original" school calendar from 182 days of instruction to 179 days. In accordance with Pennsylvania Department of Education (PDE), this institution needs to be open for business for our students a minimum of 180 days. In keeping with the three sending school districts' calendar revisions, the following date has been added to the calendar as an instructional day: Thursday, March 29, 2018.

Further loss of instructional days will make it necessary to add days to the end of the school year.

RECOMMENDATION:

That the revised 2017-2018 school calendar be approved as presented; and that should additional snow/emergency days be used, that the appropriate amount of days needed be added to the end of the school year.

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



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

2017-2018 CALENDAR (Revised 3/6/18)

- 22 New Teacher In-Service
- 23 New Teacher In-Service
- 24 In-Service (1 of 6)
- 25 In-Service (2 of 6)
- 28 **FIRST DAY FOR STUDENTS**
First Day For All Districts and BAVTS

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 16 In-Service (5 of 6)
- 19 **PRESIDENTS' DAY - CLOSED**

- 4 **LABOR DAY - CLOSED**
- 21 Rosh Hashanah
In-Service (3 of 6)

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 29 **SNOW MAKE UP DAY #1**
- 30 **GOOD FRIDAY - CLOSED**

- 9 **Columbus Day**
In-Service (4 of 6)

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Spring Recess Ends
- 3 **ALL SCHOOLS REOPEN**

- 22 **BASD and BAVTS CLOSED**
In-Service for NASD and SVSD
- 23 **THANKSGIVING DAY - CLOSED**
- 27 Thanksgiving Recess Ends
- 28 **ALL SCHOOLS REOPEN**

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 28 **MEMORIAL DAY - CLOSED**

- 25 **CHRISTMAS DAY - CLOSED**
Winter Holiday Break Begins
For All Districts and BAVTS
(SVSD closed through 1/2/18;
BASD, NASD and BAVTS
closed through 1/3/18)

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 6 Last Day For Students
- 7 Last Day For Teachers/
In-Service (6 of 6)

- 2 SVSD Re-opens
- 3 BASD, NASD, BAVTS Re-open
- 15 **M.L. KING DAY - CLOSED**

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JC Approved 4/4/17

Revision pending JC
Approval on 3/6/18

STUDENT/TEACHER DAYS

Aug.	4/6	Feb.	18/19
Sept.	19/20	Mar.	20/20
Oct.	21/22	Apr.	20/20
Nov.	18/18	May	22/22
Dec.	16/16	June	4/5
Jan.	20/20	TOTAL	182/188

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

2017-2018 SCHOOL CALENDAR

REVISED 3/6/18

New Teacher In-Service Day	Tuesday	August 22, 2017
New Teacher In-Service Day	Wednesday	August 23, 2017
In-Service Day	Thursday	August 24, 2017
In-Service Day	Friday	August 25, 2017
School Session Begins	Monday	August 28, 2017
School Closed for Labor Day Holiday	Monday	September 4, 2017
In-Service Day	Thursday	September 21, 2017
In-Service Day	Monday	October 9, 2017
School Closed for Thanksgiving Holiday	Wednesday	November 22, 2017
	Thursday	November 23, 2017
	Friday	November 24, 2017
	Monday	November 27, 2017
School Closed for Winter Holiday	Monday	December 25, 2017
	Tuesday	December 26, 2017
	Wednesday	December 27, 2017
	Thursday	December 28, 2017
	Friday	December 29, 2017
	Monday	January 1, 2018
	Tuesday	January 2, 2018
School Closed for Martin Luther King Holiday	Monday	January 15, 2018
In-Service Day	Friday	February 16, 2018
School Closed for Presidents' Day Holiday	Monday	February 19, 2018
School Closed for Spring Recess	Thursday	March 29, 2018
School Will Be In Session March 29	Friday	March 30, 2018
	Monday	April 2, 2018
School Closed for Memorial Day Holiday	Monday	May 28, 2018
Last Day for Students	Wednesday	June 6, 2018
Last Day for Teachers (In-Service)	Thursday	June 7, 2018
<hr/>		
Total Number of Days for Students	=	182
Total Number of Days for Teachers	=	188

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 6, 2018

8. AWARDING OF BIDS

BID AWARD – VARIABLE HEIGHT FRAME MACHINE SYSTEM

INFORMATION:

Below is the tabulation of bids received on March 6, 2018 for a Chief Impulse E/VHT 18'2" Tower Variable Heights Frame Machine with Laser Lock Measuring System for Auto Collision. The system will be purchased using funds received from the Pennsylvania Department Education under the Supplemental Equipment Grant.

Company	Bid Amount
Crash Max Equipment	\$56,681.20

RECOMMENDATION:

It is recommended that the Joint Committee award the bid for the purchase of the Chief Impulse Frame Machine System to Crash Max Equipment in the amount of \$56,681.20 as they were the sole bidder.

BID AWARD – VERTICAL TURRET MILLING MACHINE

INFORMATION:

Below is the tabulation of bids received on March 6, 2018 for two (2) Sharp LMV-50 Vertical Turret Milling Machines for Industrial Design/Advanced Manufacturing. One machine will be 50% funded under the Competitive Equipment Grant received from the Pennsylvania Department Education.

Company	Bid Amount
Action Machinery Company Inc.	\$27,000.00

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8. AWARDING OF BIDS, Cont'd.

RECOMMENDATION:

It is recommended that the Joint Committee award the bid for the purchase of two (2) Sharp LMV-50 Vertical Turret Milling Machines to Action Machinery Company Inc. in the amount of \$27,000.00 as they were the sole bidder.

BID AWARD – CNC Mini Mill

INFORMATION:

Below is the tabulation of bids received on March 6, 2018 for the Haas Mini Mill for Industrial Design/Advanced Manufacturing. This will be 50% funded under the Competitive Equipment Grant received from the Pennsylvania Department Education.

Company	Bid Amount
Phillips Corporation	\$32,911.00

RECOMMENDATION

It is recommended that the Joint Committee award the bid for the purchase of the Haas Mini Mill to Phillips Corporation in the amount of \$32,911.00 as they were the sole bidder.

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

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9. CONTINUING EDUCATION

a.) COURSE FEES

RECOMMENDATION:

That the following course fees be adjusted as follows:

Course	Previously Approved Fee	Proposed Fee	Justification
ServSafe Manager's Certification Test	\$175.00	\$199.00	Increased cost of test and text book
PA Vehicle Safety Inspection License	\$155.00	\$195.00	Based on tuition charged by other comparable Adult Ed programs

b.) 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
Cynthia Carson	\$25.00	Various computer graphic related courses
Davon Williams*	\$25.00	Medical Clinical Skills

*pending receipt of all required paperwork

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

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10. WELDING SHOP RENOVATIONS CHANGE ORDER

INFORMATION:

Administration has been notified by D'Huy Engineering, Inc. (DEI) of a necessary repair needed to maintain the structural integrity of the Annex building (see attached documentation from DEI). DEI recommends performing this repair for a Not to Exceed Cost of \$3,500.

RECOMMENDATION:

That the Joint Committee approve the Change Order to Paul Weiss Construction, as recommended by DEI for a Not to Exceed Cost of \$3,500, to be funded through Capital Reserve funds.

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

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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

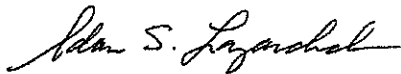
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J. (2.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending January 31, 2018.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

Sf

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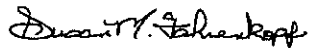
I.(3.) HOUSE PROJECT REPORT

Mr. Lazarchak reported that students from electrical construction and masonry have begun to dig out for the rough-in of electric.

The meeting adjourned at 7:52 p.m. on motion of Directors Eichfeld and Faccinetto and unanimous voice vote.

The Joint Committee returned to Executive Session at the conclusion of the Regular Meeting.

Attest,



Susan M. Fahrenkopf
Joint Committee Secretary