

June 5, 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 7:08 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Directors Faccinetto (arrived at 7:20 p.m.), Sinkler, Thomasik, Gogel, Longacre, Dettmar, Eichfeld, – seven; Absent: Directors Neiman, Ortiz, – two.

Others Present: 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 the motion of Directors Sinkler and Thomasik and unanimous voice vote.

An Executive Session was prior to the start of the regular meeting to discuss negotiations/agreements and personnel matters.

The minutes of the May 1, 2018 meeting were approved on motion by Director Sinkler, and seconded by Director Eichfeld, and unanimous voice vote.

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

There were no visitors present, and no public input.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 5, 2018

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through June 5, 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 Sinkler  
SECOND BY: Director Thomasik  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Sinkler, Thomasik, Gogel, Longacre, Dettmar,  
Eichfeld - six Nay: none.

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

June 5, 2018

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

The administration respectfully submits the following information and recommendations:

1. ELECTION OF SUPERINTENDENT OF RECORD

RECOMMENDATION:

That Dr. Joseph Roy, Superintendent of the Bethlehem Area School District, be appointed as Superintendent of Record for Bethlehem Area Vocational-Technical School for the 2018-19 school term from July 1, 2018 through June 30, 2019.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 5, 2018

2. ELECTION OF SOLICITOR

RECOMMENDATION:

That the firm of King, Spry, Herman, Freund & Faul, LLC be elected as Solicitors for the Bethlehem AVTS for 2018-2019 beginning July 1, 2018 through June 30, 2019, and that Administration be authorized to execute the agreement. The proposed retainer fee reflects a \$2,000 increase, from \$6,000 to \$8,000. This will be the first increase in retainer fee since July 2007. The scope of retainer services has remained the same but the services provided have increased. The hourly rates remain the same.

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

**AGREEMENT MADE BETWEEN THE  
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
AND  
KING, SPRY, HERMAN, FREUND & FAUL, LLC  
ONE WEST BROAD STREET, SUITE 700  
BETHLEHEM, PENNSYLVANIA**

**SOLICITOR**

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AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, between **KING, SPRY, HERMAN, FREUND & FAUL, LLC**, (hereafter "KSHFF"), a professional law corporation, with offices at One West Broad Street, Suite 700, Bethlehem, Northampton County, Pennsylvania, hereinafter called "Solicitor" and **THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**, with offices at 3300 Chester Avenue, Bethlehem, Pennsylvania, hereinafter called "BAVTS".

WHEREAS, King, Spry, Herman, Freund & Faul, LLC, is currently appointed Solicitor for BAVTS; and

WHEREAS, BAVTS wishes to retain the services of King, Spry, Herman, Freund & Faul, LLC, as Solicitor; and

**NOW THEREFORE, IT IS AGREED THAT:**

**1. RETAINER:**

The above named Solicitor will perform legal services for an annual sum of EIGHT THOUSAND DOLLARS (\$8,000.00), as retainer and shall be paid on a monthly basis.

**2. RETAINER SERVICES:**

- a. Prepare for and attend all regular public meetings and executive sessions of the Joint Committee, render legal advice at these meetings and general legal advice to the Joint Committee and Administration on matters not involving research, administrative/Court proceedings, or extensive contract review and revisions.

**3. BILLING:**

The Solicitor shall make monthly billings for retainer and non-retainer services and for reimbursement of out-of-pocket expenses.

- a. **Services Outside of Retainer – Non-litigation:** For all other services above Retainer Fee and not involved in litigation, BAVTS shall be billed at the blended rate of \$140 per hour for professional tasks and \$90 per hour for paraprofessional tasks.

**Services Outside of Retainer – Litigation:** For matters where KSHFF represents BAVTS in litigation, billing will be charged at litigation rates consistent with hourly rates which shall be a blended rate of \$160 per hour for professional tasks and \$90 per hour for paraprofessional tasks or the current rate approved by BAVTS’s Errors & Omissions carrier, whichever is greater. Litigation rates may vary with changes in approved insurance rates or the current rate approved by BAVTS’s Errors and Omissions carrier. Current approved rates are as follows:

SCS	AIG	WRM	CHUBB
\$175/Partner	\$ 200/Partner	\$165/Partner	\$250/Partner
\$175/Associate	\$175/Associate	\$165/Associate	\$200/Associate
\$85/Paralegal	\$85/Paralegal	\$80/Paralegal	\$125/Paralegal

PHC	Ohio Casualty	Allied
\$160/Partner	\$ 175/ Partner	\$170/Partner
\$140/Associate	\$150/Associate	\$170/Associate
\$85/Paralegal	\$80/Paralegal	\$95/Paralegal

- b. Litigation rates apply whether or not insurance coverage applies. When KSHFF is approved defense counsel rates shall be consistent with those rates approved by the carrier, when KSHFF represents BAVTS before courts, administrative agencies or in arbitrations.

KSHFF represents to BAVTS that it is approved and qualified as defense counsel for the Pennsylvania School Boards Association Insurance Trust endorsed school leaders errors and omissions insurance, as well as other writers of educators liability and errors and omissions insurance. In the event of litigation, an administrative due process request, a claim, or suit within the coverage of the Joint Committee’s errors and omissions policy, BAVTS agrees to submit such claims for coverage and defense, and to request the designation of KSHFF as defense counsel for BAVTS. In the event of such designation, BAVTS agrees to accept the hourly rate approved by the insurance carrier.

We will submit itemized invoices on a monthly basis. Litigation matters subject to the approved insurance rate will be invoiced separately from school solicitor services. Bond counsel fees will be paid at closing and will be contingent upon a successful closing.

**4. REIMBURSABLE EXPENSES:**

BAVTS agrees to reimburse the Solicitor for out-of-pocket expenses advanced on behalf of BAVTS including, but not limited to, filing fees for legal documents, advertising, experts, exhibit preparation, extraordinary photocopying, and overnight delivery costs. Long distance telephone charges, ordinary photocopying and postage will not be charges.

**5. MUNICIPAL FINANCE AND BOND COUNSEL SERVICES:**

KSHFF represents and warrants that it is qualified and experienced in the handling of tax free municipal bonds and other municipal finance matters. In the event BAVTS elects to use the services of KSHFF for purposes of bond counsel in a general obligation financing, KSHFF's fee will be calculated as follows:

<u>Multiplier</u>	<u>Issue Amount</u>	<u>Fee Amount</u>
	\$0 - \$3.5 million	\$5,000.00
on the first	\$3.5 - \$10 million	.0015
on the next	\$10 - \$25 million	.0010
	Over \$25 million	.0005

Should the financing transaction present unusual issues or complexity, KSHFF will advise BAVTS and arrive at a mutually agreed fee before undertaking the assignment. All out-of-pocket expenses involving the transaction will be reimbursed to KSHFF. KSHFF acts as bond counsel. In the event KSHFF is not Bond Counsel, KSHFF will receive a fee equal to fifty (50%) percent of Bond Counsel's fee for local counsel fees.

**6. PERSONNEL ASSIGNED:**

KSHFF represents that it has adequate personnel trained in school law and municipal finance to meet BAVTS's needs. The primary responsible attorney will be KSHFF partner Donald F. Spry, II, Esq. Time charges are based upon the professional nature of the task and not personnel assigned. Task assignments shall be at the sole discretion of the primary responsible attorney.

KSHFF represents that it has secured and upon request will provide BAVTS with evidence of Professional Liability Insurance.

**7. CONFLICTS OF INTEREST:**

KSHFF is governed by the Rules of Professional Conduct and will be guided by Rules 1.6 to 1.9 in the event of a conflict in representation.

**8. EFFECTIVE DATE:**

This Agreement shall be effective July 1, 2018 and terminate on June 30, 2019.

**IN WITNESS WHEREOF**, Solicitor has executed this Agreement and BAVTS has caused this Agreement to be signed by its Executive Director and attested by its Secretary, the day and year first above written.

**KING, SPRY, HERMAN, FREUND & FAUL, LLC**

By: \_\_\_\_\_  
**Donald F. Spry, II, Esquire**  
**Attorney I.D. 16156**

**ATTEST:**

**BETHLEHEM AREA**  
**VOCATIONAL-TECHNICAL SCHOOL**

By: \_\_\_\_\_  
**SECRETARY**

By: \_\_\_\_\_  
**EXECUTIVE DIRECTOR**



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 5, 2018

3. STAFFING

RECOMMENDATION:

- a.) That the following appointments be approved:

**Daniel Mirza**

Position: Automotive Technology Instructor  
(Replacement for retiring instructor, Michael Lemke)

Effective: July 18, 2018\*, pending receipt of all required  
paperwork and drug screening test

Salary: \$49,984.94 (Column A, Step 17), pending 2018-  
2019 salary scale, with benefits in accordance with  
the Professional Employee Benefit Package

\*Salary and benefits effective start of 2018-2019  
school year

**Sarina Kocher**

Position: Computer Networking Instructor

Effective: August 1, 2018\*, pending receipt of all required  
paperwork and drug screening test

Salary: \$49,984.94 (Column A, Step 17), pending 2018-  
2019 salary scale, with benefits in accordance with  
the Professional Employee Benefit Package

\*Salary and benefits effective start of 2018-2019  
school year

- b.) That the Joint Committee approve the Grievance Settlement Agreement and  
General Release for Employee #0446, as presented.

- c.) That the following individual be granted a Family Medical Leave:

Employee #0089: Beginning 5/9/18 for up to 12 weeks

MOTION BY: Director Eichfeld

SECOND BY: Director Sinkler

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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4. SUMMER CUSTODIAL SUBSTITUTE

RECOMMENDATION:

That the individual listed below be approved as a summer custodial substitute for the 2017-2018 school term, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at a rate of \$12.50 per hour (pending receipt of all required paperwork necessary for an employee who will have no direct contact with children).

David Schooley

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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5. SUMMER EMPLOYMENT

RECOMMENDATION:

That the following individuals be employed during the summer of 2018 at the rates specified:

Name	Description	Quantity	Rate
		Not to exceed 75 hours – Additional hours as authorized by Administration	
Carson, Cindy	Summer Printing Needs		\$15.07*
Dakota Budnik	Curriculum Work	As authorized by Admin.	\$35.29*
Dakota Budnik	Welding Lab Relocation	As authorized by Admin.	\$26.47*
Sarina Kocher	Curriculum Work	As authorized by Admin.	\$35.29*
Sarina Kocher	Classroom Set Up	As authorized by Admin.	\$26.47*

\*Listed are 2017-18 rates. 2018-19 rates will apply when calculated.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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6. 2018-2019 STIPEND POSITIONS

RECOMMENDATION:

That the following stipend positions for 2018-2019 be approved as presented:

<b>STIPEND DESCRIPTION</b>	<b>NAME</b>	<b>AMOUNT</b>
SkillsUSA - Advisor A	Angela Thom	\$1,627.37
SkillsUSA - Advisor B	Jeff Cantrel	\$1,627.37
SkillsUSA - Advisor C	Kevin Strawn	\$1,627.37
SkillsUSA - Advisor D	John Karb	\$1,627.37
HOSA Advisor	Jenifer Stilgenbauer	\$3,254.74
National Tech Honor Society Advisor	Angela Thom	1,029.82
Lead Teacher for Induction	Dana Huber	1,221.02
Committee Chair - Marketing	Heather Burkhart	1,262.86
Cosmetology Coordinator	Vicky Haines	1,242.24
Culinary Coordinator	Larry Fortunato	1,242.24

Listed stipends are at 2017-18 rates. 2018-19 rates will apply when calculated.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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7. 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.

<b>STUDENT ID #</b>	<b>Grade</b>	<b>PROGRAM/SHOP</b>	<b>TUITION PAID BY</b>
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 Eichfeld  
SECOND BY: Director Sinkler  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Thomasik, Gogel, Longacre, Dettmar, Eichfeld,  
Faccinetto, Sinkler - seven Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
 June 5, 2018

8. BUDGET TRANSFERS

INFORMATION:

Below are necessary budget transfers based on actual transactions through May 31, 2018. Additional budget transfers may be necessary for 2017-2018 based on year-end adjustments.

TRANSFER FROM ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	TRANSFER TO ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	COMMENT
10-1700-000	Higher Education	\$ 14,000	10-2840-000	Technology Data Processing Services	\$ 14,000	Reallocate budget for ECLC A/V Upgrades
10-4500-000	Building Acquisition	\$ 10,000	10-5250-000	Transfer to Food Service Fund	\$ 10,000	Reallocate budget for additional transfer to Cafeteria Fund
		<hr/>			<hr/>	
		\$ 24,000			\$ 24,000	

RECOMMENDATION:

That the Budget Transfers for June 2018 be approved as presented and additional budget transfers for the 2017-2018 year, based on year-end adjustments, be pre-approved.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 5, 2018

9. CAFETERIA LUNCH PRICE INCREASE FOR 2018-2019 SCHOOL TERM

RECOMMENDATION:

That the rates for the 2018-2019 school term for the cafeteria be increased as follows:

	2017-2018	Increase	2018-2019
Student Lunch	\$2.85	\$.05	\$2.90
Milk	\$ .55	No Change	\$ .55
Adult Lunch	\$3.85	\$.10	\$3.95

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 5, 2018

10. NATURAL GAS

INFORMATION:

BAVTS has been purchasing its natural gas based on the recommendations of the energy procurement consultant, Provident Energy for several years. Provident is now soliciting pricing for supplies beyond the 2018-2019 school year. Their proposal will require that we are able to enter into the agreements on or around June 12-13, 2018. The administration is recommending the Joint Committee appoint the Executive Director and the Business Administrator the authority to contract for natural gas based on the advice of Provident Energy.

RECOMMENDATION:

It is recommended that the Joint Committee authorize the Executive Director and the Business Administrator to contract for the strategic purchase of natural gas based on the advice of Provident Energy.

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



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 5, 2018

11. DONATED ITEMS

INFORMATION:

During 2017-2018, many individuals and organizations have donated items to BAVTS. As per Policy, the Joint Committee approves donations upon the recommendation of the Executive Director. Attached is a list of items donated in 2017-2018. If a value appears on the list, it was provided by the donor. Written acknowledgement is provided to each donor.

RECOMMENDATION:

It is recommended that the Joint Committee acknowledge and accept the attached list of items donated to BAVTS during 2017-2018.

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

### Donations to Bethlehem AVTS for 2017-2018

Date	Donated By	Item Description	Recipient (Shop/Dept.)	Donation Value
9/6/17	Theresa Holderman	1997 Dodge Neon	Collision	\$200.00
10/4/16	John Siftar	5-window A/Cs & 2-portable humidifiers	HVAC	\$0.00
9/12/17	Bill Lewis - Mortar Net Solutions	Total Flash, House Net, Weep Vents, Dri Plane, Wall Net, Butyl Sealant.	Masonry	\$2,750.00
9/12/17	Victor Bock - Sands	2017 Doyon Dough Sheeter, Model DL 18 DP	Bake Shop	\$3,500.00
9/12/17	Annelise Difilippantonio-Pen	2002 Hyundai Elantra	Auto Tech	\$1,200.00
10/4/17	Grace Giampiccolo	Assorted fabric	Fashion	\$200.00
10/20/17	John Smigley/Sherri Noon	1999 Oldsmobile Alero	Auto Tech	\$1,934.00
10/27/17	Chris Bush - Gulfeagle Supply	Various siding and parts	Carpentry	\$5,000.00
12/7/17	Victor Bock - Sands	Cash for Welding students Thank you for a job well done (WO 451)	Welding	\$30.00
12/19/17	Dennis Sienicki	Chrysler 3.3 litre engine rebuilt w/ new a parts	Auto. Tech.	\$495.00
12/21/17	Sandra E. Rinehart	Hardwoods; various quantities & sizes	Bldg. Trades	\$200.00
12/21/17	Anthony & Cheryl Dougan	2001 Town & Country Lxi with FWD	Collision	\$2,075.00
3/26/18	Tom JeBran (Transbridge Lines)	4 round -trip tickets	Auto Tech	\$216.40
3/26/18	Russell Chorney	Various machinist tools	Industrial Design	\$3,000.00
3/26/18	Jonathan Sullivan	2004 Subaru Impreza	Collision	\$5,000.00
3/28/18	Scott T. Jones - Nissan North America	2009 Nissan Sentra	Auto Tech	\$4,100.00
3/28/18	Scott T. Jones - Nissan North America	2009 Nissan Murano 2008 Infiniti EX 35	Auto Tech Auto Tech	\$8,842.00 \$11,415.00
4/10/18	Hellertown Sportsmen Assoc.	\$300.00	SkillsUSA	\$300.00
4/17/18	Scott T. Jones - Nissan North America	2008 Nissan Altima Cpe. 2008 Nissan Versa 2005 Infiniti	Auto Tech Auto Tech Auto Tech	\$5,331.00 \$2,748.00 \$4,598.00
4/20/18	Herbert Schreck	2006 Chevy Silverado	Auto Tech	\$1,000.00
4/23/18	Covenant Christian Academy of L.V.	\$75.00	Culinary	\$75.00
4/23/18	Our Lady of Perpetual Help	\$50.00	Culinary	\$50.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 5, 2018

12. 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
Joe	Scott	Carpenter's Apprentice	Jerdon Construction	Carpentry/ Building Trades
Francis	Loughney	Council Rep	Carpenter's Union	Carpentry/ Building Trades
James	Szoke	Retired		Carpentry/ Building Trades
Kenneth	Schoch	Owner	Saucon Construction	Carpentry/ Building Trades
Frank	Bialobreski	Owner	Keystone General Contracting	Carpentry/ Building Trades
Jason	Russell	Foreman	Klover SEPA	Carpentry/ Building Trades

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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13. NEW LOCAL ADVISORY COMMITTEE MEMBER

RECOMMENDATION:

That Karianne Gelinas, Director of Talent Supply, Lehigh Valley Economic Development Coporation, be appointed as an additional member of the Local Advisory Committee of Bethlehem Area Vocational-Technical School for the remainder of the 2017-2018 school year.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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14. JULY 3, 2018 JOINT COMMITTEE MEETING

INFORMATION:

On the approved Joint Committee Meeting calendar, there is a July 3, 2018 Joint Committee Meeting scheduled, if needed.

RECOMMENDATION:

That the Joint Committee vote on the July 3, 2018 meeting to either have the meeting on July 3rd or, if not needed, to cancel the meeting.

A recommendation was made to cancel the July 3, 2018 Joint Committee Meeting.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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15. GENERAL BUDGET AND CAPITAL RESERVE ACCOUNTS

INFORMATION:

If the Joint Committee follows past practice and chooses not to have a July Joint Committee Meeting, it is requested that pre-approval for bills for the General Budget and Capital Reserve Fund be paid and presented at the August 2018 Joint Committee Meeting.

RECOMMENDATION:

That the bills for the General Budget and Capital Reserve Fund be pre-approved for payment and the list be presented at the August 2018 BAVTS Joint Committee Meeting.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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16. DESIGNATION OF DEPOSITORIES

RECOMMENDATION:

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

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

Checking Accounts  
Liquid Asset Fund and CD purchase program

MOTION BY:  
SECOND BY:  
ROLL CALL

Director Eichfeld  
Director Sinkler  
Motion carried by the following roll call vote: Aye:  
Directors Thomasik, Gogel, Longacre, Dettmar, Eichfeld,  
Faccinetto, Sinkler - seven Nay: none.





BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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18. CONFERENCE REQUESTS

RECOMMENDATION:

That Glenn Milositz, Electronic Engineering & Manufacturing Instructor, be granted permission to attend IPC-A-610 Instructor Industry Recertification in Philadelphia, PA from July 16-17, 2018. This industry recertification is required to certify students and for students to be able to receive college credit through the articulation agreement with Northampton Community College. The approximate cost is \$1,475.13.

That Jeffrey Cantrel and Daniel Mirza, Automotive Technology Instructors, be granted permission to attend the 34<sup>th</sup> Annual UNOH Instructor Update Seminar at The University of Northwestern, Ohio from July 18-July 21, 2018. 20 hours of technical update training is required annually by ASE/NATEF. The total approximate cost is \$758.78.

That Daniel Mirza, Automotive Technology Instructor, Donald Heptner, HVAC Instructor, Dakota Budnik, Welding Instructor and the incoming Computer Networking Instructor, be granted permission to attend the Teacher Education Pre-Induction Workshop at Temple University, Fort Washington, PA from August 6-9, 2018. This workshop is a requirement by Temple in the teacher certification process. The approximate cost for all to attend is \$2,400.

Any conference requests listed above are in the budget.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 5, 2018

19. SUPPORT STAFF AGREEMENTS

RECOMMENDATION:

That the following Agreements for the period July 1, 2018 to June 30, 2021, be approved by the Joint Committee:

- Clerical Agreement
- Instructional Assistants Agreement

That the following Agreement for the period July 1, 2018 to June 30, 2020, be approved by the Joint Committee:

- Custodial/Maintenance Agreement

The Agreements will be made available to the Joint Committee members at the meeting.

MOTION BY: Director Eichfeld

SECOND BY: Director Sinkler

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 5, 2018

20. PROGRAM CHANGES

FASHION INDUSTRIES

RECOMMENDATION:

The Fashion Industries program has been identified for curtailment due to inadequate enrollment over a three-year period, and predicted inadequate enrollment in the coming year. Administration is recommending reduction to half-time status for the 2018-2019 school year, with the intention to close the program at the end of that school year. This will allow students currently enrolled in the program to finish the program or seek other program areas of interest.

It is further recommended that the Joint Committee authorize Administration to close the Fashion Industries program permanently effective the last day of the 2018-2019 school year.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 5, 2018

21. VOTING DELEGATE FOR PSBA DELEGATE ASSEMBLY

INFORMATION:

The Pennsylvania School Boards Association (PSBA) has once again extended an invitation to the Bethlehem Area Vocational-Technical School to appoint a voting delegate to participate in the PSBA Delegate Assembly (to be held on Friday, October 19, 2018, in Hershey, PA, in conjunction with the PASA-PSBA School Leadership Conference. Appointment of a delegate is not mandatory; however, if one is chosen, the delegate may only be appointed by or represent one member entity.

RECOMMENDATION:

That Director Craig Neiman be appointed voting delegate on behalf of the Bethlehem Area Vocational-Technical School and granted permission to attend the PSBA Delegate Assembly to be held on Friday, October 19, 2018.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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22. CONTINUING EDUCATION

a.) 2018-2019 COURSE LIST AND TUITION FEES

RECOMMENDATION:

That the 2018-2019 Course List and Tuition & Material Fees offered by the Continuing Education Department be approved as presented.

<b>2018-19 Course Titles</b>	<b>Course Hours</b>	<b>Tuition &amp; Material Fees</b>
HVAC Theory & EPA Certification Testing	85	\$1,535.00 (includes test)
NHA Certification Tests	2	\$125.00 (includes test)
EKG Technician	57	\$750.00
ServSafe Manager's Certification Test	9	\$199.00
EPA Refrigerant Usage Certification Review & Exam	9	\$125.00
EPA Refrigerant Usage Certification Exam	1.5	\$45.00
HVAC	165	\$3,375.00
Esthetician	300	\$4,775.00
Machining - Part 1	105	\$1,890.00
Master Electrician Exam Prep	72	\$1,095.00
Medical Terminology	48	\$625.00
Residential Electrician Part 1	100	\$1,795.00
Residential Electrician Part 2	80	\$1,425.00
Residential Electrician Part 3	60	\$1,075.00
Electrical License Renewal	4	\$65.00
Short Term Classes	2 – 20 hrs.	\$16.00 per hour plus materials

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22. CONTINUING EDUCATION, Cont'd.

<b>2018-19 Course Titles</b>	<b>Course Hours</b>	<b>Tuition &amp; Material Fees</b>
Teacher of Cosmetology -- Esthetics	500 hrs.	\$3,500.00 – (would be part of the evening Esthetics program for 2 years)
Teacher of Cosmetology –	500 hrs.	\$3,500.00 – (would be part of the daytime Cosmo program for AM or PM for 1 year)
Phlebotomy	45 hrs.	\$650.00
Medical Clinical Skills	51 hrs.	\$795.00
EKG	57 hrs.	\$750.00
Medical Billing & Coding	48 hrs.	\$720.00
Medical Administration	48 hrs.	\$720.00

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

b.) 2018-2019 CONTINUING EDUCATION INSTRUCTORS

RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructors for the 2018-2019 school year, at the hourly rate listed:

<b>Name</b>	<b>Wage</b>	<b>Subject Area</b>
Daniel Wetzel	\$25.00	Machining
Connie Muschko	\$25.00	Cosmetology
Laura Donaldson	Normal Hourly	Administrative Sub.
Monique Van-Spanje	\$25.00	Medical
Ed Degnan	\$25.00	Electrical
Karen Mustonen	\$25.00	Culinary
Larry Fortunato	\$25.00	Culinary
Pat Korp	\$23.00	Sewing
Katie Di Paolo	\$23.00	Culinary
Davon Williams	\$25.00	Medical

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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22. CONTINUING EDUCATION, Cont'd.

<b>Name</b>	<b>Wage</b>	<b>Subject Area</b>
Lori Karb	\$25.00	Medical
Joanne McTague	\$25.00	Estheticians
Jan Christensen	\$25.00	Medical
Dennis Henritz	\$25.00	HVAC
Jeffrey Cantrel	\$25.00	Automotive
Emily Hough	\$25.00	Web
Kevin Strawn	\$25.00	Electrical
Robert Kulick	\$25.00	Masonry
Scott Ferry	\$25.00	Culinary

c.) SUMMER 2018 COURSE LIST AND TUITION FEES

RECOMMENDATION:

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

<b>Summer 2018 Course Titles</b>	<b>Course Hours</b>	<b>Tuition &amp; Material Fees</b>
Cosmetology Make-up Hours & Exam Review	100	\$12.00 per hour

d.) 2018 CONTINUING EDUCATION SUMMER INSTRUCTORS

RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructors for Summer 2018, at the hourly rate listed:

<b>Name</b>	<b>Wage</b>	<b>Subject Area</b>
Connie Muschko	\$25.00	Cosmetology
Ariel Baab	\$23.00	Cosmetology

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 5, 2018

23. VEHICLE PURCHASE

INFORMATION

BAVTS needs to replace our 1998 Dodge van and had a budget transfer approved at the May 1, 2018 Joint Committee meeting to proceed with the purchase. We have been able to locate a 2018 Ford Transit passenger van that meets our needs at Koch 33 and it is available for purchase through the COSTARS program. The administration recommends the Joint Committee authorize the Executive Director to sign documents associated with the vehicle purchase and transfer of title paperwork.

RECOMMENDATION

It is recommended that the Joint Committee authorize the Executive Director to sign any documents associated with the purchase of the 2018 Ford Transit van and transfer of title paperwork.

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



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 5, 2018

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

INFORMATION:

The previous contract with Trane of Northeastern Pennsylvania for the Tracer Building Automation System expires June 30, 2018. Trane U.S Inc. has assumed management of the local office and has presented a new Service Agreement for the 3-year period July 1, 2018 through June 30, 2021. The annual costs, net of discount, are listed below. The 2017-18 cost was \$11,410.00.

2018-2019	\$11,866.00
2019-2020	\$12,341.00
2020-2021	\$12,835.00

RECOMMENDATION:

We are recommending that the Joint Committee approve the Service Agreement for the Building Automation System with Trane U.S. Inc. for the period July 1, 2018 through June 30, 2021 at the rates listed above.

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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J. (1.) 2018-2019 BETHLEHEM AVTS BUDGET

INFORMATION:

Administration has received, from all three participating school districts, the tabulations of their budget votes for the Bethlehem AVTS 2018-2019 budget in the amount of \$12,151,210.

At the Regular Meeting of the Board of School Directors of the Bethlehem Area School District held on April 23, 2018, the budget was approved with BASD contribution at \$7,340,911, by a vote of 8 yes, 1 no, no absences, no abstentions.

At the Regular Meeting of the Board of School Directors of the Northampton Area School District held on May 7, 2018, the budget was not approved with NASD contribution at \$1,934,121, by a vote of 5 no, 4 yes, no absences, no abstentions.

At the Regular Meeting of the Board of School Directors of the Saucon Valley School District held on May 22, 2018, the budget was approved with SVSD contribution at \$652,947, by a vote of 8 yes, 0 no, 1 absence, no abstentions.

In accordance with the Articles of Agreement, the above votes constitute an adoption of the annual school budget. The Articles require an affirmative vote of a majority of all the members of all of the School Districts, and the affirmative vote of a majority of all the members in each of two of the School Districts, having a combined market value of taxable real property of more than fifty per cent of the total market value of all of the School Districts.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
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J. (2.) 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

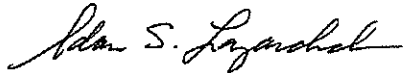
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 5, 2018

J. (3.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending April 30, 2018.

Respectfully submitted,



Adam S. Lazarchak  
Executive Director

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June 5, 2018

J.(4.) HOUSE PROJECT REPORT

Mr. Lazarchak reported that the students have finished the pointing on one side of the house, the basement has been cleaned out in preparation for water and gas hook-up, and the cement pad for the garage/addition has been poured. Additionally, the vegetation on the side of the house has been removed.

NEW BUSINESS

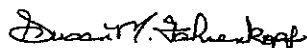
Mrs. Miller was requested by Gorman & Company, the school's auditing firm, to seek a volunteer from the Joint Committee that would be willing to be interviewed in conjunction with this year's audit. Director Longacre had volunteered last year. Director Faccinnetto agreed to be interviewed this year and requested that the interview be conducted over the phone, if possible.

Mr. Lazarchak invited the Joint Committee members to the 2<sup>nd</sup> Annual District Summit, on Monday, June 18 at the National Museum of Industrial History. Representatives from labor and industry, secondary and post-secondary institutions have been invited to discuss the trends and needs of the local labor market.

Director Longacre requested an update on the new Welding lab; Mr. Lazarchak reported that the area will be ready for the start of the school year. Several welding students have come in on their own time to dismantle the welding booths in preparation for the move. It was requested that the Joint Committee be given an opportunity to walk through the new lab at the August meeting.

The meeting adjourned at 8:00 p.m. on motion of Directors Gogel and Sinkler and unanimous voice vote.

Attest,



Susan M. Fahrenkopf  
Joint Committee Secretary