

May 1, 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 7:10 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Directors Faccinetto, Sinkler, Longacre, Dettmar, Eichfeld, Neiman – six.
Absent: Director Ortiz, Thomasik, Gogel – three.

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

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

Regular Meeting

April 3, 2018

The Report of the Secretary/Treasurer for the period ending March 31, 2018, was approved on motion of Directors Sinkler and Faccinetto and unanimous voice vote.

There were no visitors present, and no public input.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 1, 2018

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through May 1, 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 Faccinetto
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Sinkler, Longacre, Dettmar, Eichfeld, Neiman,
Faccinetto - six Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 1, 2018

IN-SERVICE – RECOGNITION OF STUDENT COMPETITORS AND AWARD WINNERS

Students that represented BAVTS at the SkillsUSA District and State competitions were in attendance. Two students will be representing BAVTS at the SkillsUSA National Competition in June. They introduced themselves to the Joint Committee members and expressed their appreciation for being given this opportunity; the Joint Committee members congratulated the students and wished the best of luck to those advancing to the National level.

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

May 1, 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 appointments be approved:

Jake Strow

Position: Summer Technology Assistant*
Salary/Benefits: \$12.50 per hour, no benefits
Effective: June 13, 2018 – August 24, 2018,
(pending receipt of all required paperwork
necessary for an employee who will have no
direct contact with children*.)

Dakota Budnik

Position: Welding Instructor
(replacement for retiring instructor)
Salary: \$51,304.43 (Column A, Step 16), prorated for the 2017-18
school year, with benefits in accordance with the
Professional Employee Benefit Package
Effective: May 14, 2018, pending receipt of all required
paperwork and drug screening test

b.) That the following individuals be granted a Family Medical Leave:

Employee #0369: Beginning 5/15/18 for up to 12 weeks
Employee #0303: Beginning 4/18/18 for up to 12 weeks

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 1, 2018

1. STAFFING, Continued

RECOMMENDATION:

c.) That the following retirement be approved:

James Rice

Position: Maintenance
Effective: November 1, 2018

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 1, 2018

2. ELECTION OF TREASURER

INFORMATION:

Section 1850.3 (d) of the Public School Code states: "Each year during the month of December, the Joint Committee shall choose from its members a chairman and vice-chairman, each to serve for one year; and **shall, annually, during the month of May, elect a treasurer to serve for one year, beginning the first Monday in July following such election;** and shall, during the month of May, once every four years, elect a secretary, who may or may not be a member of the area vocational-technical school board, to serve for a term of four years, beginning the first Monday of July following such election."

RECOMMENDATION:

- a.) That the salary for the Treasurer of the Bethlehem AVTS for 2018-2019 be fixed at \$750.00.
- b.) That Susan M. Fahrenkopf be elected Treasurer of the Bethlehem AVTS for a term of one year beginning July 1, 2018.
- c.) That the bond of the Treasurer be fixed at \$50,000.00, premium to be paid by the Joint Committee.

MOTION BY: Director Faccinetto

SECOND BY: Director Sinkler

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Longacre, Dettmar, Eichfeld, Neiman, Faccinetto,
Sinkler, - six Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 1, 2018

3. SUMMER EMPLOYMENT

RECOMMENDATION:

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

| Name | Description | Quantity | Rate | Total |
|-------------------|--------------------------|-----------|--------|-------------|
| Burkhart, Heather | Counselor | | | |
| Chilcote, Heather | Counselor | | | |
| Glassberg, Alex | Counselor | | | |
| Thom, Angela | Counselor | | | |
| Total Combined | Counselors | 120 Hours | 35.29 | \$ 4,234.80 |
| | | | | |
| Muschko, Connie | CO-OP | 35 Hours | 35.29 | 1,235.15 |
| Nickischer, Adam | Dean of Students | 30 Hours | 35.29 | 1,058.70 |
| Wilson, Deborah | School First Aid Officer | 2 Days | 199.49 | 398.98 |
| | | | | |
| | | | | \$ 6,927.63 |

Hourly rate for professional staff is based on 2017-18 salary schedule. Actual hourly rate paid will be based on appropriate salary schedule when available.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 1, 2018

4. SUMMER CUSTODIAL SUBSTITUTES

RECOMMENDATION:

That the individuals listed below be approved as summer custodial substitutes for the 2017-2018 school term, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at 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).

Amy Crivellaro
Amber Hunsicker
Victoria Pinel
Mark Wolf

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 1, 2018

5. TUITION-PAID STUDENTS

INFORMATION:

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

| STUDENT ID # | Grade | PROGRAM/SHOP | TUITION PAID BY |
|---------------------|--------------|--------------------------------|-------------------------------|
| 000340889 | 11 | Baking | Nazareth Area School District |
| 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 Sinkler
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Longacre, Dettmar, Eichfeld, Neiman, Faccinetto,
Sinkler, - six Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 1, 2018

6. CONFERENCE REQUESTS

RECOMMENDATION:

That Melodie Bloszinsky and Jenifer Stilgenbauer, Health Careers Instructors, be granted permission to attend the Organ and Tissue Donation Awareness Spring Institute in State College, PA from May 10-11, 2018. The approximate cost is \$204.38 for transportation as all other expenses are being covered by the sponsoring organization.

Any conference request listed above is in the budget.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
 May 1, 2018

7. BUDGET TRANSFERS

RECOMMENDATION:

That the following budget transfers be approved as presented.

| TRANSFER FROM ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT | TRANSFER TO ACCOUNT | ACCOUNT DESCRIPTION | AMOUNT | COMMENT |
|-----------------------|----------------------|------------|---------------------|--------------------------|------------|---|
| 10-1300-000 | Vocational Programs | \$ 62,000 | 10-2600-000 | Operations & Maintenance | \$ 62,000 | Reallocate budget for unbudgeted staffing expense |
| 10-4600-000 | Improvement Expenses | \$ 20,000 | 10-4500-000 | Bldg Acquisition | \$ 20,000 | Reallocate budget purchase of pole building for storage |
| 10-1300-000 | Vocational Programs | \$ 30,000 | 10-2600-000 | Operations & Maintenance | \$ 30,000 | Reallocate budget purchase of van to replace 1998 Dodge van |
| | | \$ 112,000 | | | \$ 112,000 | |

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 1, 2018

8. JOINT PURCHASING BOARD BID AWARDS

RECOMMENDATION:

That the attached bids awarded through the Northampton/Monroe/Pike County Joint Purchasing Board be approved for the 2018-2019 school year.

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

NORTHAMPTON/MONROE/PIKE COUNTY JOINT PURCHASING BOARD

SUMMARY OF BID AWARDS

2018-2019 SCHOOL YEAR

BETHLEHEM AREA VO-TECH SCHOOL DISTRICT

| <u>Item #</u> | <u>Company Awarded</u> | <u>Brand Name Awarded</u> | <u>Case Qty</u> | <u>Price/Case</u> | <u>Total Amount</u> |
|---------------|------------------------|---------------------------|-----------------|-------------------|---------------------|
| XP-1 | W.B. Mason | Mason Flagship - Boise | 160 | \$22.74 | \$3,638.40 |
| | | | <u>160</u> | | <u>\$3,638.40</u> |

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 1, 2018

9. 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.

RECOMMENDATION:

It is requested that the Joint Committee approve the following policies as presented. This is the required second reading of these policies:

Policy 808, Food Services

Policy 808.1, Free/Reduced-Price Meals and Free Milk

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

MOTION BY: Director Faccinetto

SECOND BY: Director Sinkler

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



| | |
|---------|----------------|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Food Services |
| Number | 808 |
| Status | First Reading |

FIRST READ

808. FOOD SERVICES

Purpose

The Joint Operating Committee recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Joint Operating Committee directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA) and school policy. [1][2][3][4][5][6][7][8][9].

The School shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability. [12][13]

Definitions

"School program meal" means any school food program meal served on a nonprofit basis. School food programs include, but are not limited to, federal school food programs. A "nonprogram food" shall be defined as a food or beverage, other than a reimbursable meal or snack, sold at the School and purchased using funds from the child nutrition account. Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items.

Delegation of Responsibility

The Business Manager shall be responsible for the operation and supervision of the food service program and shall present to the Joint Operating Committee each month a statement of receipts and expenditures for the food service program. [3]

The Executive Director or designee shall develop and disseminate administrative regulations to implement this policy and shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program. [1][2][3][5][6][7][8][9]

The Executive Director or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in

appropriate inspection services and training programs. [14][16][19][20]

The Executive Director or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and administrative regulations via the school's website, student handbooks, newsletters, posted notices, and/or other efficient communication methods. [12]

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate staff, and contracted food service personnel.

Guidelines

School Cafeteria Fund

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the auditor. [2][3]

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the school cafeteria fund. Such funds shall be expended in the manner approved and directed by the Joint Operating Committee, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, advances to the food service program may be returned to the School's general fund from any surplus resulting from its operation. [3]

Surplus accounts shall be used only for the improvement and maintenance relating to the food service program. [3]

Accommodating Students with Special Dietary Needs

The school shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Joint Operating Committee policy. [23]

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Joint Operating Committee policy and procedures.[21][22]

Professional Standards for Food Service Personnel

The school shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both school-operated food service programs and contracted food service programs. [5][6][20]

School Food Safety Inspections

The school shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][19][24]

The school shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The school shall comply with federal requirements in developing a food safety program that enables the school to take systematic action to prevent or minimize the risk of foodborne

illness among students.[7][9][16]

The school shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements. [19][24][25]

Free/Reduced-Price School Meals and Free Milk

As outlined more fully in Policy No. 808.1, the school shall provide free and reduce-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.

The school shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The school may also conduct direct certification on a weekly or monthly basis.[KBS1]

LOCAL MEAL CHARGE POLICY

1. School Meal Service and Accounts:

- a. Parents/Guardians are solely responsible for providing their children with money for school meals and responsible for all charges incurred by their children for school meals.
- b. The school's food services department is equipped with a computerized lunch payment system that operates as a point of sale system based on a student's identification number. Parents/guardians are encouraged to deposit money into their child's account.
- c. Regardless of whether a student has money to pay for a school meal or owes money for school meals, a school meal must be provided to a student who requests one, unless the student's parent or guardian has specifically provided written directive to the school to withhold a meal.
- d. When a student owes money for five (5) or more school meals, the school must make at least two (2) attempts to reach the student's parent or guardian and have the parent or guardian apply for participation in the Free and Reduced Lunch Program.

Regardless of the result of the two initial attempts (successful or unsuccessful) to reach the parent/guardian, the school shall continue with its procedures to collect delinquent debt as outlined in its Collection of Unpaid Meal Charges set forth below and in applicable administrative regulations.

- e. Communications regarding money owed by a student for school meals must be made to the student's parent/guardian and not to the student. Such correspondence may be delivered via written notice to the parent/guardian that is delivered by the student. The envelope containing the letter shall be marked "Confidential – to be opened by addressee only".
- f. A student who cannot pay for a school meal or who owes money for a school meal shall not be publicly identified or stigmatized.
- g. A student who cannot pay for a school meal shall not be required to perform chores or other work to pay for the school meal. This paragraph shall not apply if chores or other work are required of all students regardless of the student's inability to pay for the school meal.
- h. A student may not be required to discard a school meal after it was served to the student due to the student's inability to pay for the school meal or the amount of money owed by the student for prior school meals.

[2]

2. Collection of Unpaid Meal Charges

- a. Reasonable efforts shall be made by the school to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the students, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.
- b. If the school is unable to collect the unpaid meal charge balance, and related costs and expenses, after the reasonable efforts outlined above, the debt shall be categorized as bad debt and it must be removed from the school's cafeteria fund account by receiving a transfer from a non-federal source.

3. Gifts and Donations

The school may accept gifts or donations from third parties to be used toward unpaid school meal account balances. The funds received for this purpose shall be held in a separate account from those used for the food service account and shall not be co-mingled. The donated or gifted funds may be transferred to the food service account at the appropriate time to offset delinquent student meal accounts. The school shall establish administrative regulations to further detail how gifted or donated funds will be distributed amongst delinquent accounts. [3]

Legal

- 1. 24 P.S. 1335
- 2. 24 P.S. 1337
- 3. 24 P.S. 504

4. 24 P.S. 807.1
5. 42 U.S.C. 1751 et seq
6. 42 U.S.C. 1773
7. 2 C.F.R. Part 200
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. Pol. 103
12. Pol. 246
13. FNS Instruction 113-1 (USDA)
14. 42 U.S.C. 1760
15. 3 Pa.C.S.A. 5713
16. Pol. 808.1
17. 42 U.S.C. 1758(h)
18. 42 U.S.C. 1758
19. 7 CFR 210.23
20. 7 CFR 210.13
21. 7 CFR 210.30
22. Policy 610
23. Policy 626
24. 7 C.F.R. 15b.40
25. 7 C.F.R. 220.7
26. 7 C.F.R. 210.9
27. 7 C.F.R. Part 15
28. 7 C.F.R. Part 245
29. P.L. 111-296
30. Policy 103

[KBS1]Consider moving to 808.1 (see 808.1 update attached)

Last Modified by Adam Lazarchak on March 26, 2018



| | |
|---------|--|
| Book | Policy Manual |
| Section | 800 Operations |
| Title | Copy of Free/Reduced-Price Meals And Free Milk |
| Number | 808.1 |
| Status | First Reading |
| Adopted | September 4, 2012 |

Authority

The Joint Committee shall provide free and reduced-price meals to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program.[1][10]

Definition

Point of service - the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price or paid lunch has been served to any eligible student.[2]

Delegation of Responsibility

The Executive Director or designee shall develop and disseminate administrative regulations that establish procedures in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program. Administrative regulations should include the following:

1. Method of retaining records required by this policy.
2. Procedures for disclosure of information, including what information can be disclosed with or without consent from the parent/guardian.
3. Procedures for compliance with nondiscrimination practices as well as procedures for receiving and processing discrimination complaints.
4. Method by which the school will keep an accurate count of meals served in the school.

Guidelines

Free/Reduced-Price School Meals and Free Milk

The school shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The school may also conduct direct certification on a weekly or monthly basis.

Confidentiality/Disclosure Of Eligibility

The school shall only release a student's name, eligibility status, and other information provided on the application, or obtained through direct certification or verification, if disclosure of such information is specifically authorized by law.[1]

Meal Pricing

The school shall set reduced-price charges for lunch and breakfast at or below the maximum reduced price allowed by federal regulations and below the full price of lunch or breakfast.[1]

The school shall make meal substitutions at no extra charge to eligible students who require such modifications because of a disability.[3]

Counting/Claiming

The school shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster.[4]

The school shall implement an approved counting system that provides an accurate count at the point of service of free, reduced-price and paid meals in the school.

The school shall claim reimbursement only for reimbursable meals served to eligible students.

Records Retention

The school shall retain production and menu records for the meals they produce for a minimum of three (3) and not in excess of five (5) years.[3][5][6][7]

Nondiscrimination

The school shall ensure that, in the operation of the free and reduced-price meals and/or free milk programs, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][8][9]

The school shall treat students who receive free or reduced-price meals and/or free milk in the same manner as those students who pay full price for their meals.

The school shall take such actions as are necessary to ensure that the names of students eligible to receive free or reduced-price meals and/or milk shall not be published, posted, or announced in any manner and there shall be no overt identification by the use of special tokens or tickets or any other means.

Legal

1. 42 U.S.C. 1758
2. 7 CFR 210.2
3. 7 CFR 210.10
4. 7 CFR 210.7
5. 24 P.S. 1337
6. 7 CFR 210.9
7. 7 CFR 210.20
8. 7 CFR 245.8
9. Pol. 103
10. 7 CFR Part 245

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 1, 2018

10. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the following job descriptions as presented. This is the required second reading of these job descriptions:

- Supervisor of Buildings and Grounds
- Maintenance

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: *Supervisor of Buildings and Grounds*

GENERAL POSITION REQUIREMENTS

| | |
|----------------------------------|---|
| Education/Certification | <i>High School Graduate. Related Industry Certifications/Licenses Preferred Must possess a valid Pennsylvania Driver's License</i> |
| Experience | <i>Five Years Industrial/Commercial Building Maintenance and/or related trade experience required. Facilities Management/Supervisory experience in a Public School setting preferred.</i> |
| Machinery & Equipment | <i>Computer, copy machine, telephone, fax machine Ability to operate forklift, skid loader and backhoe.</i> |
| Other (skills) | <i>Working knowledge of HVAC, Plumbing, Electrical systems. Knowledge of blueprints and schematics, operational budgeting. Knowledge of MS Office Suite or related computer systems. Strong communication, management, supervisory skills</i> |
| Reports to | <i>Executive Director</i> |

ESSENTIAL JOB FUNCTIONS

- Supervises, assists and evaluates the work of all maintenance and custodial personnel.
- Makes recommendations for hiring, assignment, and termination of employment for all personnel encompassed within this area of operation.
- Performs custodial duties as needed.
- Performs maintenance on all school equipment and facilities as required.
- Plans and schedules all maintenance and grounds work.
- Manages the work of outside contractors as necessary.
- Inspects all school buildings, grounds, and installation on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
- Orders, evaluates and inventories all materials used for maintenance, grounds, and custodial work
- Maintains current files and records of building plans and specifications.
- Establishes and maintains a comprehensive preventative maintenance program.
- Utilizes electronic maintenance work order system to accurately account for all work requests and the resources utilized in completion of the requests.

- Manages utilization of vehicle fleet.
- Serves as compliance officer for all matters regarding asbestos , ADA, EPA requirements, hazardous waste disposal, underground storage tanks, lead paint testing, indoor air quality, Integrated pest management, RTK/SDS and PA Safe Drinking Water Act.
- Maintains the school security system, fire alarm system and time clock system.
- Provides coordination between and among the architect, contractors, and the school administration on construction and renovation projects.
- Prepares the annual budget for all maintenance and operation areas.
- Develops or obtains cost estimates/bids/quotes for maintenance projects.
- Manages energy management software system and implement energy conservation program recommendations
- Develops and recommends policies and procedures relative to building operations.
- Assists the operational administrators in the development and implementation of safety and emergency response plans.
- Be on-call for emergencies during non-scheduled hours and perform emergency work as needed.
- Attend meetings in evenings and beyond regularly scheduled work hours
- Other duties as assigned by the Executive Director.

TERMS OF EMPLOYMENT

12-month position. Benefits in accordance with the Act 93 agreement.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

| <u>Not At All</u> | <u>Occasionally</u> | <u>Frequently</u> | <u>Constantly</u> |
|-------------------|---------------------|-------------------|-------------------|
| 0% | 1 – 33% | 24 – 66% | 67 – 100% |

LIFTING

| | |
|----------------|--------------|
| Up to 10 lbs. | Constantly |
| 11 to 20 lbs. | Frequently |
| Beyond 20 lbs. | Occasionally |

BODY MOVEMENTS

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: Maintenance

GENERAL POSITION REQUIREMENTS

**Education/
Certification** High School Graduate or Equivalent
Five (5) Years Building Maintenance Experience with Technical Trade experience and Refrigerant Certification preferred
Possess a valid Pennsylvania Driver's License.

**Machinery &
Equipment** Use and repair of equipment, materials, and parts used to ensure a safe and clean facility.
Demonstrated experience and competence in mechanical and electrical systems, boilers, air conditioning equipment, building automation systems, water treatment, plumbing systems, kitchen equipment, roof maintenance and general preventative maintenance.
Ability to operate forklift.
Ability to operate skid loader and backhoe preferred.

Other (skills)

- Working knowledge of HVAC, plumbing, and electrical systems.
- Ability to perform routine repairs on all school equipment and facilities.
- Ability to read and understand blueprints, schematics and working drawings.
- Ability to maintain a high level of confidentiality.
- Visual acuity to read correspondence and computer screen.
- Listening skills for discussions in person or on the telephone.
- Ability to speak clear and distinctly.
- Ability to follow written and verbal directions.
- Ability to complete assigned tasks with minimal supervision.
- Ability to read and write.
- Ability to do computations.
- Ability to maintain, test, repair and replace:
 - Electrical items such as wiring, switches, motors, fuses, breakers, starters, ballasts, bulbs, fire alarms, security alarms, intercom systems, and other like items.
 - Carpentry items such as doors including closures, panic hardware, handles, locks, hinges, frames; windows, jambs, walls, ceiling tiles, broken glass, and other like items.

- Plumbing/mechanical such as clearing stoppage in water closets, lavatories, condensate drains, sewer lines, faucets, urinals, pipes, and other like items.
- Heating/ventilating such as read gauges, check safety valves, change filters, clean coils, install belts, adjust automatic/manual controls, lubricate mechanical apparatus and other such.
- Ability to perform other trades such as floor coverings, ceramic tiles/asphalt tiles, and security alarms/smoke detection/fire suppression system operation.

Reports to Supervisor of Buildings and Grounds

ESSENTIAL JOB FUNCTIONS

- Perform routine maintenance and repairs inside and outside on the physical plant.
- Possess knowledge in use, repair and replacement of appropriate equipment, materials or parts.
- Read and understand blueprints and schematics of facility.
- Report dangerous, unsanitary or unsightly conditions and take steps to correct.
- Perform emergency work on an on-call basis.
- Perform other duties as assigned by the Supervisor of Buildings and Grounds.
- Maintain good communication with supervisor, teachers and staff.
- Be on call for emergencies during non-scheduled hours.

TERMS OF EMPLOYMENT

12 month, 8 hour day, inclusive of a 30-minute lunch. Benefits in accordance with the Custodial/Maintenance Employees agreement.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

| | |
|----------------|--------------|
| Up to 10 lbs. | Constantly |
| 11 to 20 lbs. | Frequently |
| Beyond 20 lbs. | Occasionally |

BODY MOVEMENTS

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

May 1, 2018

11. 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 |
|------------|-----------|-------------------|-----------------------|----------------|
| Dennis | Henritzy | HVAC Tech | County of Northampton | HVAC |
| Ricky | Kocher | Test Tech | Gardner Cryogenics | Welding |
| Kenneth | Zuniga | Student | BAVTS | Web Design |
| Gage | Sanon | Student | BAVTS | Web Design |
| Dalton | Hayes | Technician | BDA | HVAC |
| Brian | Hayes | Owner/Technician | BDA | HVAC |
| Chris | Field | Boas surgical | CFO | Web Design |
| Cheryl | Gillen | Student | BAVTS | Web Design |
| Kayla | Hart | Student | BAVTS | Web Design |
| Lindsey | Faust | Student | BAVTS | Web Design |
| Deborah | Wilson | First Aid Officer | BAVTS | Health Careers |

MOTION BY: Director Faccinetto

SECOND BY: Director Sinkler

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Longacre, Dettmar, Eichfeld, Neiman, Faccinetto,
Sinkler, - six Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 1, 2018

12. MEMORADUM OF UNDERSTANDING WITH ACT 93 GROUP

RECOMMENDATION:

It is recommended that the Joint Committee approve the attached Memorandum of Understanding with the BAVTS Administrative (Act 93) Group, to amend and restate the Early Retirement Incentive to require five (5) years of employment as a BAVTS Administrator for administrators hired after June 1, 2018, and to impose additional limitations on spousal coverage.

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

MEMORANDUM OF UNDERSTANDING

**BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL
AND
BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL ADMINISTRATIVE
(ACT 93) GROUP**

This Memorandum of Understanding (“MOU”) between the Bethlehem Area Vocational Technical School (“BAVTS”) and the Act 93 Group (“Administrators”) is entered into this _____ day of _____, 2018.

WHEREAS, the BAVTS and the Administrators entered into an Administrative Compensation Plan, dated January 6, 2015 (the “Agreement”); and

WHEREAS, the BAVTS and Administrators wish to modify and amend Paragraph 2 of the Agreement, “Fringe Benefits”, subject to the terms and conditions set forth herein.

NOW, THEREFORE, IT IS AGREED:

1. Paragraph 2 of the Agreement is hereby modified to amend and restate subparagraph 2(k) in its entirety with the following:

k. Early Retirement Incentive.

i. Current Administrators. The BAVTS shall pay the cost of medical insurance, as defined in subparagraph 2(e) above, for each Administrator who:

- A. As of May 31, 2018, is currently employed by the BAVTS as an Administrator;
- B. As of the Administrator’s date of retirement:
 - 1. Is fifty-five (55) years of age or older;
 - 2. Has a minimum of fifteen (15) years of employment at the BAVTS; and
 - 3. Has met all the retirement criteria of PSERS.

ii. Administrators Hired After 6/1/18. The BAVTS shall pay the cost of medical insurance, as defined in subparagraph 2(e) above, for each Administrator who:

- A. Is hired/appointed as an Administrator on or after June 1, 2018;
- B. As of the Administrator’s date of retirement:
 - 1. Is fifty-five (55) years of age or older;
 - 2. Has a minimum of fifteen (15) years of employment at the BAVTS;
 - 3. Has a minimum of five (5) years of employment as an Administrator with the BAVTS; and
 - 4. Has met all the retirement criteria of PSERS.

iii. Upon such Administrator meeting the above requirements in either subparagraphs 2(k)(i) or (ii) above, the BAVTS shall pay the cost of medical insurance, as defined in subparagraph 2(e) above, for each such qualifying Administrator retiree and Administrator retiree's spouse¹ as follows:

A. With respect to the Administrator retiree, until the earliest of the following to occur:

1. The death of the Administrator;
2. The Administrator attains age sixty-five (65);
3. The Administrator becomes eligible for Medicare; or
4. The Administrator is provided another similar insurance program, to be determined in the discretion of the BAVTS, by another employer or agency.

B. With respect to the Administrator retiree's spouse, until the earliest of the following to occur:

1. A final divorce decree has been entered between the Administrator and the spouse;
2. The spouse attains age sixty-five (65);
3. The death of the Administrator;
4. The death of the spouse;
5. The spouse becomes eligible for Medicare;
6. Five (5) years following termination of the Administrator retiree's coverage, for any reason; or
7. The spouse is provided another similar insurance program by another employer or agency (to be determined in the discretion of the BAVTS).

iii. In the event of the death or divorce of the Administrator retiree, the Administrator retiree's spouse or ex-spouse, as the case may be, may purchase medical insurance through the BAVTS plan until the earliest of the following to occur: a) the spouse/ex-spouse attains age sixty-five (65); b) the spouse/ex-spouse becomes Medicare eligible; or c) the spouse/ex-spouse is provided another similar insurance program by another employer or agency (be determined in the discretion of the BAVTS).

iv. Written notification of the Administrator's intended retirement date must be submitted to the Executive Director at least six (6) months prior to the intended retirement date in order to be eligible for the above BAVTS-paid benefit. This notification requirement shall be waived if the individual is advised of a reduction in hours or the individual experiences one of the following qualifying events: Marriage, Divorce, Death of Spouse, Birth/Adoption of Child, or Spouse involuntarily losing employment.

¹ Spouse shall be defined, for purposes of this subparagraph 2(k), as the legally-recognized spouse of the Administrator as of the date of the Administrator's retirement, and coverage hereunder shall specifically not extend to any spouse by reason of a legally recognized union following the date of the Administrator's retirement.

2. This MOU is not intended to and does not create any contractual rights or obligations other than as set forth herein. Except as specifically modified by this MOU, the Agreement shall in all other respects remain in full force and effect.

3. This MOU may be amended, expanded or modified any time only upon the written consent of both parties.

4. In the event of changes in State or Federal law which necessitate changes to this MOU, the BAVTS and the Administrators shall collaborate to promptly change this MOU to ensure compliance by the BAVTS and Administrators with State and Federal requirements.

5. All agreements and covenants contained in this MOU are severable, and in the event any of them are held to be invalid by any competent court, this MOU will be interpreted as if invalid agreements or covenants were not contained in this MOU.

6. The BAVTS and Administrators will actively work to resolve any differences in interpretation of this MOU or in fulfilling the terms thereof.

7. This MOU and the terms herein shall not apply to any BAVTS Administrators who have retired prior to the effective date of this MOU.

IN WITNESS WHEREOF, and intending to be legally bound thereby, the parties have caused this Memorandum of Understanding to be duly executed the day and year first above written.

SEAL
Attest:

JOINT COMMITTEE OF THE BETHLEHEM
AREA VOCATIONAL-TECHNICAL SCHOOL

Secretary

By: _____
Chairperson

Date: _____

ACT 93 EMPLOYEES/ADMINISTRATORS
OF THE BETHLEHEM AREA VOCATIONAL-
TECHNICAL SCHOOL

By: _____

Date: _____

By: _____

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 1, 2018

13. 2017-2018 CAREER-TECHNICAL ADVISOR STIPENDS

RECOMMENDATION:

That the stipend for the following faculty members be approved as presented:

| | |
|-----------------------|--------|
| Cantrel, Jeffrey | 426.72 |
| Giamoni, Michael J | 60.96 |
| Karb, John | 640.08 |
| Layoun, Khitam | 60.96 |
| Lemke, Michael | 182.88 |
| Schock, Aaron | 60.96 |
| Stilgenbauer, Jenifer | 91.44 |
| Strawn, Kevin | 640.08 |
| Thom, Angela | 457.70 |

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 1, 2018

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 |

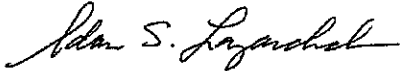
BET.HLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 1, 2018

K. (2.) CONDITION OF THE BUDGET

INFORMATION:

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

Respectfully submitted,



Adam S. Lazarchak
Executive Director

sf

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
May 1, 2018

K.(3.) HOUSE PROJECT REPORT

Mr. Lazarchak reported that the students were continuing to work on the pointing. Meetings have been scheduled to arrange for the gas and water connections to the house from the street.

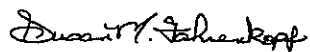
NEW BUSINESS

Mr. Lazarchak invited the Joint Committee members present to several upcoming events: Bridges Foundation Celebration of Excellence on Thursday, May 3 beginning at 5:00 p.m., the Co-op Breakfast on Wednesday, May 9, and the annual Senior Recognition Nigh on Tuesday, May 15 at 6:30 p.m., which will be held at Sands Bethlehem Event Center. Additionally, he informed those present that we will again be having a District Summit, to discuss the trends and needs of the local labor market, and plan to invite representatives from labor and industry, secondary and post-secondary institutions,. It will be held on Monday, June 18 and we will again be using the Museum of Industrial History as the venue. Invitations will be going out within the next week or two.

The Joint Committee members were given a copy of an article that recently appeared in *Lehigh Valley Business* regarding the inaugural Entrepreneurship course that was offered at BAVTS through our partnership with Northampton Community College.

The meeting adjourned at 7:50 p.m. on motion of Directors Faccinetto and Sinkler and unanimous voice vote.

Attest,



Susan M. Fahrenkopf
Joint Committee Secretary