

August 7, 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 Patrick (alternate for Director Faccinetto), Thomasik, Gogel, Longacre, Eichfeld, Neiman – six; Absent: Directors Faccinetto, Ortiz, Sinkler, Dettmar – four.

Others Present: Dr. Joseph Roy, Bethlehem Area School District Superintendent and BAVTS Superintendent of Record, Mr. Adam S. 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 the motion of Directors Eichfeld, seconded by Director Patrick and unanimous voice vote.

An Executive Session was held prior to the regular meeting to discuss contracts and personnel matters.

The minutes of the June 5, 2018 meeting were approved on motion by Director Patrick, seconded by Director Gogel, and unanimous voice vote.

The Report of the Secretary/Treasurer for the period ending April 30, 2018, was approved on motion of Director Patrick, seconded by Director Eichfeld and unanimous voice vote.

There were no visitors present, and no public input.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through August 7, 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 Patrick
SECOND BY: Director Gogel
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Thomasik, Gogel, Longacre, Eichfeld, Neiman,
Patrick - six Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 7, 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 appointment be approved:

Ryan Davis

Position: Supervisor of Buildings and Grounds
(replacement for retiring Supervisor, David Williamson)
Salary/Benefits: \$68,000 per year for the 2018-19 school year, with benefits
in accordance with the Act 93 Employee Benefit Package
Effective: July 2, 2018

b.) Hire Zaire Dennis and Cathin Rodriguez through the Cooperative Education Program to assist with the School Lunch Program for the 2018-19 school year, effective August 27, 2018, at a rate of \$8.50 per hour, up to a maximum of 3 hours per day on an as-needed basis.

c.) That the following retirement be accepted:

Sharon Werst

Position: Fashion Industries Instructor
Effective: June 12, 2018

d.) That the following resignation be accepted:

Ariel Baab

Position: Instructional Assistant
Effective: August 3, 2018

e.) Approve the appointment of Maria Kastrinakis as a part-time (50%) Long-Term Substitute Fashion Industries Instructor for the 2018-2019 school year, effective August 8, 2018, at \$25,406.78 (50% of Column A, Step 17), pending receipt of all required clearances, drug screening and emergency certification. Per diem rate will be \$135.14 (\$25,406.78 divided by 188 days). If required by Administration to work full days, the per diem rate will be \$270.28. Benefits per policy for long-term substitutes will be effective at the start of the 2018-2019 school year.

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

Employee #0382: Beginning July 13 through July 23, 2018

Employee #0089: Beginning July 1, 2018 for up to 12 weeks

MOTION BY: Director Patrick

SECOND BY: Director Gogel

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Gogel, Longacre, Eichfeld, Neiman, Patrick,
Thomasik - six Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

2. COLUMN/SALARY ADJUSTMENTS

RECOMMENDATION:

The following instructor has completed educational requirements to qualify for the following contractual salary schedule change for the 2018-2019 school year.

	<u>CHANGE FROM</u>	<u>CHANGE TO</u>
Angela Thom (effective August 23, 2018, due to attainment of 15 additional college credits)	Column I, Step 2	Column J, Step 2

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

3. SUMMER EMPLOYMENT

RECOMMENDATION:

That the following individual be employed during the summer of 2018 at the rate specified:

Name	Description	Quantity	Rate
Maria Kastrinakis	Curriculum Work	As authorized by Admin.	\$35.88
Daniel Mirza	Curriculum Work	As authorized by Admin.	\$35.88

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

4. SUPPORT STAFF SALARY ADJUSTMENTS

RECOMMENDATION:

That the Cafeteria Staff wages for 2018-19 school year be approved at an increase of 2.45% as follows:

Shirley Gehman	School Lunch/Breakfast Program Coordinator	\$20.46
Tracy Kleintop	Cafeteria Lunch Utility Person	\$10.45

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

5. SUBSTITUTE EMPLOYEE SALARY SCHEDULE 2018-2019

RECOMMENDATION:

It is recommended that the Joint Committee approve the Substitute Employee Salary Schedule for 2018-2019.

**Bethlehem Area Vocational-Technical School
Substitute Employee Salary Schedule
2018-2019**

Substitute Teacher

Full Day		
1-10 days	\$100.00	per day
11 + days	\$110.00	per day
Half Day		
1-10 days	\$55.00	per half day
11 + days	\$65.00	per half day

Substitute Teacher - Licensed Cosmetology Instructor

Full Day	\$175.00	per day
Half Day	\$87.50	per half day

Substitute Support

Substitute First Aid Officer	\$15.00	per hour
Substitute Instructional Assistant	\$13.50	per hour
Substitute Custodial	\$12.50	per hour
Substitute Clerical	\$12.50	per hour
Substitute Cafeteria	\$10.00	per hour

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

6. 2018-2019 SUBSTITUTES

RECOMMENDATION:

That the following individuals be approved as substitutes for the 2018-2019 school term, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at the rates approved by the Joint Committee.

Ariel Baab
Shawn Campbell
Cynthia Carson
Giovannina Collura
Dennis Davis
Lynn DeBonis
Edward Degnan
Joan Dinbokowitz
Kathleen DiPaolo
Angela Dorney
Melissa Garrity
Bronwyn Hanley
Michele Horn
Julia Intrepido-Kmetz
Lori Karb
David Kennedy

Jennifer Klo
Amy Knight
Patricia Korp
Richard Martin
Kathleen McDonald
Joanne McTague
Eric Moyer
CarolAnn Murphy
Verne Orth
Antonia Pardoe
Patricia Schafer
Dennis Sienicki
Phillip Tarboro
Sally Tresize
Bruce Ward
Marc Wolf

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

7. MEMORANDUM OF UNDERSTANDING WITH THE CUSTODIAL/
MAINTENANCE GROUP

RECOMMENDATION:

It is recommended that the Joint Committee approve the attached Memorandum of Understanding with the BAVTS Custodial/Maintenance Group to modify and amend Article X, Paragraph E of the Agreement, "Prescription Drug" to provide the same benefits as provided to the Professional Bargaining Unit (BAVTSEA) for full-time employees and their dependents.

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

MEMORANDUM OF UNDERSTANDING

**BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL
AND
BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL CUSTODIAL AND
MAINTENANCE EMPLOYEES**

This Memorandum of Understanding (“MOU”) between the Bethlehem Area Vocational Technical School (“BAVTS”) and the Bethlehem Area Vocational Technical School Custodial and Maintenance Employees (the “Employees”) is entered into this _____ day of _____, 2018.

WHEREAS, the BAVTS and the Employees entered into an Agreement, dated June 5, 2018 (the “Agreement”); and

WHEREAS, the BAVTS and Administrators wish to modify and amend Article X, Paragraph E of the Agreement, “Prescription Drugs”, subject to the terms and conditions set forth herein.

NOW, THEREFORE, IT IS AGREED:

1. The above recitals do form a part of this MOU and are incorporated herein by reference thereto.
2. Article X, Paragraph E of the Agreement is hereby deleted and replaced in its entirety with the following:

The JC shall provide the same prescription drug benefits as provided to the Professional Bargaining Unit (BAVTSEA) for full-time Employees and their dependents enrolled in the program, pursuant to the then-current Collective Bargaining Agreement between the JC and the BAVTSEA.

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 Employees shall collaborate to promptly change this MOU to ensure compliance by the BAVTS and Employees 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 Employees will actively work to resolve any differences in interpretation of this MOU or in fulfilling the terms thereof.

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: _____

CUSTODIAL AND MAINTENANCE EMPLOYEES
OF THE BETHLEHEM AREA VOCATIONAL-
TECHNICAL SCHOOL

By: _____

Date: _____

By: _____

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

8. TUITION-PAID STUDENTS

INFORMATION:

The following is a list of tuition-paid students for the 2018-2019 school term who are currently attending Bethlehem Area Vocational-Technical School.

STUDENT ID #	GRADE	PROGRAM/SHOP	TUITION PAID BY
000340889	12	Baking	Nazareth/Nazareth
000340691	12	Fashion	Nazareth/Nazareth
000350772	11	Fashion	Bangor/Bangor
000350768	12	Fashion	Bangor/Bangor

RECOMMENDATION:

That the students listed above be enrolled at BAVTS for the 2018-2019 school term.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

9. CONFERENCE REQUESTS

RECOMMENDATION:

That Connie Muschko, School-to-Career Coordinator, be granted permission to attend the Pennsylvania Cooperative Education Association annual conference in State College, PA, from October 15-17, 2018. The approximate cost is \$875.00.

That Dana Huber, Supervisor of Lifelong Learning, be granted permission to attend the PACTA Workshop for Adult CTE Coordinators, in State College, PA, from September 20-21, 2018. The approximate cost is \$546.93.

That Debra Miller, Business Administrator, be granted permission to attend the PACTA Workshop for CTE Business Administrators in State College, PA, from September 20-21, 2018. The approximate cost is \$500.00.

That Angela Thom, Guidance Counselor/NOCTI Coordinator, and Jennifer Stilgenbauer, Health Careers Instructor, be granted permission to attend the 2018 NOCTI Credential Summit in Louisville, KY, from September 24-26, 2018. The approximate cost is \$1,119.00.

That Ryan Davis, Supervisor of Buildings and Grounds, be granted permission to attend the 2018 Safety Day Conference sponsored by PA One Call, in Moon, PA, from September 19-20, 2018. There is no fee to attend this conference; approximate cost for travel and accommodations is \$535.62.

Any conference requests listed above are in the budget.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

10. CONTRACTED SERVICES – ON-SITE RESOURCE OFFICER

INFORMATION:

With permission of the Joint Committee, the Bethlehem Area Vocational-Technical School will enter into an agreement with the Bethlehem Township Police Department to employ a full-time police officer (aka On-Site Resource Officer). We are entering our thirteenth year with this agreement. BAVTS will pay 50% of the Officer's salary and benefits for 180 days of service. The amount for the 2018-2019 school year is \$45,624.00.

RECOMMENDATION:

That the Joint Committee approve the continued agreement between Bethlehem Area Vocational-Technical School and Bethlehem Township Police Department for the On-Site Resource Officer.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

11. APPOINTMENT OF JC MEMBER TO BRIDGES BOARD OF DIRECTORS

INFORMATION:

The By-Laws of the BAVTS Bridges Foundation requires that a member of the BAVTS Joint Committee be on the Board of Directors. Director Thomasik is presently serving on the Bridges Board; he was appointed in August of 2017.

RECOMMENDATION:

That Director Thomasik be re-appointed to serve on the BAVTS Bridges Foundation Board of Directors.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

12. POSTAGE MACHINE LEASE

INFORMATION:

We have an aging postage machine that should be replaced due to declining performance. We have received pricing for a comparable machine from Document Systems Ltd. for a Neopost In-700 Mailing System. The pricing for a 60 month lease is \$250 per month under the NJPA Contact. The administration recommends that the Joint Committee grant the Business Administrator and Executive Director the authority to enter into the agreement for the new postage machine and to sign any related documents associated with the new machine and removal of the old machine.

RECOMMENDATION:

It is recommended that the Joint Committee grant the Business Administrator and Executive Director the authority to enter into the agreement for the new postage machine and to sign any related documents associated with the new machine and removal of the old machine.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

13. BOARD POLICY UPDATING

INFORMATION:

BAVTS is in the process of updating Board policies. This process will continue through the 2018-2019 school year. Periodically, policies will be presented to the Joint Committee for review and approval.

RECOMMENDATION:

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

Policy 611, Purchases Budgeted

This will be the first reading of the above policy.

Any questions or information regarding this policy should be presented to Mr. Lazarchak or Director Neiman prior to the August meeting.

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



Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Number	611
Status	First Reading
Adopted	September 3, 2013
Last Reviewed	August 7, 2018

Authority

It is the policy of the Joint Committee that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the school.[1][2]

Delegation of Responsibility

All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Executive Director or his/her designee.[3][1][2]

All purchase order requests must be referred to the Executive Director or his/her designee who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available in the school.[1][2]

Legal	1. 24 P.S. 751
	2. 24 P.S. 807.1
	3. 24 P.S. 609
	24 P.S. 1850.1

Last Modified by Adam Lazarchak on July 27, 2018

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

14. 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
Debra	Bruder	Ops Manager HR	Sodexo	Culinary/Baking
Andrew	Chandler	District Mgr.	Metz Culinary Mgmt.	Culinary
Brian	Dravec	Supervisor of Technology Services	Colonial IU20	Computer Networking
Jonathan	Fritz	Auto Technician	Lehigh Northampton Airport Authority	Auto Tech
Daniel	Petino	Project Manager	Toll Brothers, Inc.	Carpentry/ Building Trades
Michael	Snyder	Education Director, Paramedic	Bethlehem Township Volunteer Fire Co.	Protective Services
Sarah	Sterner-Hausknecht	Freelance Graphic Designer	Sarah Sterner Design	Commercial Art

MOTION BY:
SECOND BY:
ROLL CALL

Director Patrick
Director Gogel
Motion carried by the following roll call vote: Aye:
Directors Gogel, Longacre, Eichfeld, Neiman, Patrick,
Thomasik - six Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

15. CONTINUING EDUCATION

a.) POLICY UPDATES

RECOMMENDATION:

That the attached Continuing Education policy be approved for the 2018-2019 term.

b.) ENRICHMENT CLASSES

INFORMATION:

The Continuing Education Department is planning to once again offer short, non-career related enrichment classes. It is requested that the Joint Committee approve these classes, which will be offered throughout the year, provided each class meets the minimum enrollment necessary to be profitable. It has been determined that these courses will meet these guidelines if the course fee is set at \$16.00 per hour, plus supplies, and the minimum enrollment is six (6) students. The salary for instructors of these classes will range from \$23 to \$25 per hour, depending on the skill set and experience of each instructor.

RECOMMENDATION:

The Joint Committee previously approved the Continuing Education Department's offering of short, non-career related enrichment classes, provided each class met the minimum enrollment necessary to be profitable.

It is further recommended that the Joint Committee approve the fee of \$16.00 per hour, plus supplies, and the enrollment requirement of six (6) students in order for the class to be offered.

MOTION BY: Director Patrick

SECOND BY: Director Gogel

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Gogel, Longacre, Eichfeld, Neiman, Patrick,
Thomasik - six Nay: none.

OFFICE INFORMATION:

3300 Chester Ave.
Bethlehem, PA 18020
610-866-8013 Ext. 111
huberd@bavts.org

WHO CAN ATTEND:

Individuals ages 18 years old and older are able to pursue a new interest, obtain valuable industry recognized certifications and credentials or update present skills with the latest techniques and technology being used within the industry. Some of the certification and/or credential courses may have a minimum age and/or education requirement that must be met.

REGISTRATION:

Since our programs are not semester-based, we keep registration open throughout the year. There is a \$25.00 registration fee.

All courses have a maximum student capacity; early registration is highly recommended. All enrollment criteria such as pre-testing and prerequisites must be satisfied at the time of registration.

All registration needs to be completed online and you will not be able to complete the registration process without payment in full or enrollment into a payment plan if applicable. If you do not have access to a computer, you can make an appointment to come in and register online in the adult/continuing education office.

PAYMENT METHODS:

Electronic Check
Credit/Debit Card (Visa, MasterCard)
Payment Plan (for courses over \$300.00)

PAYMENT PLAN:

For courses over \$300.00 and/or over 20 hours, a monthly payment plan can be set-up at the time of registration.

1. All payment plans require a minimum deposit of \$300.00.
2. Students are responsible for all payments once classes begin.

DEFAULT of PAYMENT PLAN:

In the event that a monthly payment is unable to be processed, the student may be removed from the course until payment is made, plus an addition \$30.00 return payment fee. No course adjustments will be made for time missed.

STUDENT CANCELLATION/WITHDRAWAL and REFUND POLICY:

The Adult/Continuing Education Department has established a series of refund policies applicable to the various situations encountered during the normal course of business. The approved refund policies are outlined below.

WITHDRAWAL FROM A CLASS:

Registration fees will NOT be refunded. You must withdrawal from a course prior to the start of the second class to receive a partial refund. Failure to withdrawal from a course will result in the loss of any refund. Material fees will only be refunded if withdrawn 2 weeks prior to the start of the course.

1. Withdrawal from a course 2 weeks prior to the first scheduled class will result in a refund of tuition and any material fees less the registration fee.
2. Withdrawal less then 2 weeks prior to the first scheduled class will result in a refund of 90% of the tuition only, material fees and the registration fee are NON-refundable.
3. Withdrawal after the first class will result in a refund of 75% of the tuition only, material fees and the registration fee are NON-refundable.
4. There will be NO refunds once the second class begins.
5. No refund will be issued for courses that are 8 hours or less in length after the start of the first class.
6. If a course is cancelled by us, a full refund will be issued.
7. Refunds are processed after the monthly school board meeting.

COURSE CANCELLATION REFUND:

BAVTS reserves the right to cancel any program. Minimum and maximum class size will be determined by the administration. BAVTS reserves the right to limit enrollment and change instructors. We also reserve the right to cancel a class due to low enrollment or due to the unavailability of instructor or facilities.

1. 100% refund, including processing fees will be issued for courses cancelled by BAVTS prior to the start of class.
2. Refunds will be prorated by the number of classes held if a course is canceled after the start of the course.
3. If a class date and time must be changed, tuition and lab fees will be refunded on a prorated basis if unable to attend due to the change.

SCHOOL CLOSINGS:

It will be announced and indicated that adult/continuing education classes will be closed by 3:00 p.m. on WFMZ Channel 69 web-site. Class cancelation due to inclement weather will be made up at the end of the session or at the discretion of the instructor.

CONCERNS, ISSUES or PROBLEMS:

For any concerns, issues or problems with Adult/Continuing Education matters please call 610-866-8013 Ext. 111. All communication with our office staff will be kept confidential.

NON-ENDORSEMENT:

Instructors hired by the Adult/Continuing Education Department are employed because of their skills and expertise. Please note, however that BAVTS does not endorse the opinions and business affiliations of our instructors.

BAVTS is not responsible for typographical errors. Costs of materials, books or other supplies are subject to change without notice.

COMPLIANCE STATEMENT:

The Bethlehem Area Vocational-Technical School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bethlehem Area Vocational-Technical School's Title IX Coordinator or the Section 504 Coordinator at 3300 Chester Ave., Bethlehem, PA 18020. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the School.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

16. SUMMER HOURS

RECOMMENDATION:

That Connie Muschko, School-to-Career Coordinator, be approved for up to 20 additional summer hours at a rate of \$35.88. Mrs. Muschko was approved for 35 hours at the June 5 Joint Committee Meeting.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

17. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the following job descriptions as presented for a first reading:

- Instructional Assistant
- Part-Time Instructional Assistant

MOTION BY: Director Patrick

SECOND BY: Director Gogel

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Gogel, Longacre, Eichfeld, Neiman, Patrick,
Thomasik - six Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOB DESCRIPTION

Position Title: Instructional Assistant

GENERAL POSITION REQUIREMENTS

Education/Certification High School Diploma with Highly Qualified Certification received prior to July 1, 2010 or Associates Degree or 60 post-secondary credits.

Experience Work experience academically assisting high school students and in trade area.

Other (Skills) Ability to maintain high level of confidentiality. Knowledge of Microsoft Office Suite products.

Machinery & Equipment Computer, printer, copier, telephone, fax, calculator, and laminator.

Reports to Principal/Supervisor

ESSENTIAL JOB FUNCTIONS

Paraprofessional

- Monitors and provides support to students.
- Assists in the implementation of the specially designed instruction within the Individual Educational Plan (IEP) for all identified students.
- Assists in the vocational assessment of students, as necessary.
- Maintains accurate records as required.
- Provides assistance to staff, students and community members as directed.
- Attends applicable meetings as assigned.

General

- Performs assigned duties during non-instructional time periods.
- Additional duties as assigned.

Position Title: Instructional Assistant

TERMS OF EMPLOYMENT

188 day teacher work year. 7 hours and 20 minutes per day inclusive of a 30-minute duty free lunch. Pre-day, mid-day and post-day general duties account for up to 60 minutes per day. Paraprofessional duties account for 5 hours and 50 minutes per day. Benefits in accordance with the Instructional Assistant agreement.

Up to 70% of the cost position may be funded by the Perkins Grant in support of the paraprofessional duties. Loss of Perkins funding may affect the number of Instructional Assistants that continue to be funded from year to year.

PHYSICAL REQUIREMENTS OF JOB:

MEASURED IN TERMS OF FREQUENCY

<u>Not At All</u> 0%	<u>Occasionally</u> 1 - 33%	<u>Frequently</u> 34 - 66%	<u>Constantly</u> 67 - 100%
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LIFTING:

Up to 10 lbs:	<u>Occasionally</u>
11 to 20 lbs:	<u>Occasionally</u>
Beyond 20 lbs:	<u>Occasionally</u>

BODY MOVEMENTS:

Bend/Stoop:	<u>Frequently</u>
Climb:	<u>Frequently</u>
Kneel:	<u>Frequently</u>
Push:	<u>Frequently</u>
Pull:	<u>Frequently</u>
Twisting:	<u>Frequently</u>
Standing:	<u>Frequently</u>
Sitting:	<u>Frequently</u>
Walking:	<u>Frequently</u>

I have read and understand the responsibilities and requirements of this position and I can perform the essential functions and physical requirements of this job either with or without reasonable accommodations. If accommodations are needed, I will provide appropriate documentation to the Executive Director's Office.

Signature

**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOB DESCRIPTION**

Position Title: Part-Time Instructional Assistant

GENERAL POSITION REQUIREMENTS

Education/Certification High School Diploma with Highly Qualified Certification received prior to July 1, 2010 or Associates Degree or 60 post-secondary credits.

Experience Work experience academically assisting high school students and in trade area.

Other (Skills) Ability to maintain high level of confidentiality. Knowledge of Microsoft Office Suite products.

Machinery & Equipment Computer, printer, copier, telephone, fax, calculator, and laminator.

Reports to Principal/Supervisor

ESSENTIAL JOB FUNCTIONS

Paraprofessional

- Monitors and provides support to students.
- Assists in the implementation of the specially designed instruction within the Individual Educational Plan (IEP) for all identified students.
- Assists in the vocational assessment of students, as necessary.
- Maintains accurate records as required.
- Provides assistance to staff, students and community members as directed.
- Attends applicable meetings as assigned.

General

- Performs assigned duties during non-instructional time periods.
- Additional duties as assigned.

Position Title: Instructional Assistant

TERMS OF EMPLOYMENT

Less than 30 hours per week during the work year of the Teachers Bargaining Unit. Work days and hours are assigned by Administration with an unpaid 30-minute duty free lunch. Compensated for actual hours worked with timecard submission. No benefits are provided for this part-time position.

Up to 70% of the cost position may be funded by the Perkins Grant in support of the paraprofessional duties. Loss of Perkins funding may affect the number of Instructional Assistants that continue to be funded from year to year.

PHYSICAL REQUIREMENTS OF JOB:

MEASURED IN TERMS OF FREQUENCY

<u>Not At All</u> 0%	<u>Occasionally</u> 1 - 33%	<u>Frequently</u> 34 - 66%	<u>Constantly</u> 67 - 100%
-------------------------	--------------------------------	-------------------------------	--------------------------------

LIFTING:

Up to 10 lbs:	<u>Occasionally</u>
11 to 20 lbs:	<u>Occasionally</u>
Beyond 20 lbs:	<u>Occasionally</u>

BODY MOVEMENTS:

Bend/Stoop:	<u>Frequently</u>
Climb:	<u>Frequently</u>
Kneel:	<u>Frequently</u>
Push:	<u>Frequently</u>
Pull:	<u>Frequently</u>
Twisting:	<u>Frequently</u>
Standing:	<u>Frequently</u>
Sitting:	<u>Frequently</u>
Walking:	<u>Frequently</u>

I have read and understand the responsibilities and requirements of this position and I can perform the essential functions and physical requirements of this job either with or without reasonable accommodations. If accommodations are needed, I will provide appropriate documentation to the Executive Director's Office.

Signature

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 7, 2018

18. WELDING SHOP RENOVATIONS CHANGE ORDER

INFORMATION:

In order to utilize the space previously occupied by the Welding program, Weiss Construction has provided a cost to perform the necessary cleaning, preparation and painting of walls, floors and ceiling.

RECOMMENDATION:

That the Joint Committee approve Change Order #2 to Weiss Construction, for \$41,828.09, to be funded through Capital Reserve funds.

MOTION BY: Director Patrick

SECOND BY: Director Gogel

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Gogel, Longacre, Eichfeld, Neiman, Patrick,
Thomasik - six Nay: none.

MEMORANDUM

**TO: ADAM LAZARCHAK, EXECUTIVE DIRECTOR
BETHLEHEM AREA VOCATIONAL TECHNICAL SHOOOL**

**FROM: BILL NISWENDER
D'HUY ENGINEERING, INC.**

**RE: BAVTS ANNEX BUILDING WELDING SHOP RENOVATIONS
DEI PROJECT NO. 016023**

DATE: AUGUST 6, 2018

As requested by the Bethlehem Area Vocational Technical School (BAVTS), attached please find the proposed Change Order #2 and quotes from Paul Weiss Construction in the amount of \$41,828.09 for the preparation and painting of walls, floors and ceilings in the Old Welding Shop in the Annex building of the BAVTS.

BAVTS currently plans on relocating the Protective Services Program to the Old Welding Shop as the space this program currently utilizes in the Main Building is under sized for the program use.

With a prompt approval of this Change Order by the BAVTS Board the contractor will do their best to complete this work prior to the start of school.

Please advise if the attached Change Order to Paul Weiss Construction will be approved and work may proceed.

Please call me with any questions or concerns.

Attachments: Proposed Change Order #2
Paul Weiss Construction Quote

040317G:\Projects\006-299 - Schools\016 - Bethlehem Area Vo-Tech\016023 - BAVTS Additions & Renovations\Memo Lazarchak 080618



D'HUY Engineering, Inc.

Change Order

No. 2

Date of Issuance: 8/6/2018

Effective Date: 8/6/2018

Project: <u>Welding Shop Renovations</u>	Owner: <u>Bethlehem Area VoTech</u>	Owner's Contract No.:
Contract: <u>Welding Shop Renovations -General Construction</u>		Date of Contract: <u>11/8/2017</u>
Contractor: <u>Weiss Construction</u>	Engineer's Project No.: <u>016023</u>	

The Contract Documents are Modified as follows upon execution of this Change Order:

Description: Additional cost to prepare and paint old welding shop wall and floor areas. Amount: \$41,828.09

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Contract Price:
\$ 411,929.00

Increase from previously approved
Change Orders No. 1 to No. _____
\$ 3,500.00

Contract Price prior to this Change Order:
\$ 415,429.00

Increase of this Change Order:
\$ 41,828.09

Contract Price incorporating this Change Order:
\$ 457,257.09

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working Days Calendar Days
Substantial completion (days or date): 7/20/2018
Ready for final payment (days or date): 7/31/2018

[Increase] [Decrease] from previously approved
Change Orders No. _____ to No. _____
Substantial completion (days): _____
Ready for final payment(days) _____

Contract Times prior to this Change Order:
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

[Increase] [Decrease] of this Change Order:
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

RECOMMENDED:

By: _____
Engineer (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____



3649 CHIPMAN ROAD, EASTON, PA 18045 610-253-9807

CONSTRUCTION

EMAIL : PWEISS1032@AOL.COM

FAX: 610-253-4435

July 30, 2018

D HUY ENGINEERING
One East Broad Street
Bethlehem, PA 18018
Attn : Bill Niswender

Re : BAVT Welding Shop Renovations
Change Order Request
Painting Old Welding Shop Excluding the Floor


Dear Bill,

In accordance with your request, below please find our proposal to paint the existing welding shop as follows:

- Rooms to be washed and painted as follows: welding garage, main weld shop, locker room, tool room and two block hallways
- We will supply a generator to power our explosion proof lights
- Plant operations to shut off all power to the weld shop making it possible to degrease and power wash the ceiling, ductwork, walls and floor
- All water to be vacuumed and cleaned up immediately
- After cleaning, ceilings and upper walls will be airless sprayed painted using Direct to Metal(DTM) semi-gloss paint(color Anew Gray)
- Lower areas and some trim to be painted semigloss(color MQ5-54 Compass B)
- Remaining trim to be painted Anew Gray
- All colors and locations as selected by Owner
- Price includes all labor at prevailing wages, materials and equipment

Bennett Painting	\$ 25,158.00
O&P (10%)	2,515.00
Subtotal	27,673.80
Bond 3%	830.21
Total	\$ 28,504.01

TOTAL COST OF THIS PROPOSAL..... \$ 28,504.01

Very truly yours,
WEISS CONSTRUCTION INC.

Paul D. Weiss

RESIDENTIAL • INDUSTRIAL • COMMERCIAL



3649 CHIPMAN ROAD, EASTON, PA 18045 610-253-9807

CONSTRUCTION

EMAIL : PWEISS1032@AOL.COM

FAX 610-253-4435

July 30, 2018

D HUY ENGINEERING
One East Broad Street
Bethlehem, PA 18018
Attn : Bill Niswender

Re : BAVT Welding Shop Renovations
Change Order Request
Painting Old Welding Shop Concrete Floors

Dear Bill,

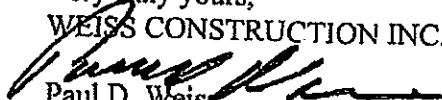
In accordance with your request, below please find our proposal to paint the existing welding shop as follows:

- Concrete floors to be power washed a second time removing all dirt and pollutants (power washing is contained using a unique attachment on wheels)
- Dry the floor with fans
- A three (3) coat epoxy system will be used : primer, and epoxy first and second finish coats
- Two finish coats are self leveling, paint will flow into the cracks and crevices; a few large gouges will be patched using epoxy patch prior to finish coat
- Areas to be completed include main weld shop, two hallways, locker room and tool room
- Price includes all labor at prevailing wages, materials and equipment

Bennett Painting	\$ 11,760.00
O&P (10%)	1,176.00
Subtotal	12,936.00
Bond 3%	388.08
Total	\$ 13,324.08

TOTAL COST OF THIS PROPOSAL..... \$ 13,324.08

Very truly yours,
WEISS CONSTRUCTION INC.


Paul D. Weiss

RESIDENTIAL • INDUSTRIAL • COMMERCIAL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 7, 2018

19. SALARY INCREASE FOR EXECUTIVE DIRECTOR AND BUSINESS ADMINISTRATOR

RECOMMENDATION:

That the Joint Committee approve a 3% salary increase for Adam Lazarchak, Executive Director, and Debra Miller, Business Administrator for the 2018-19 school year, effective July 1, 2018.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

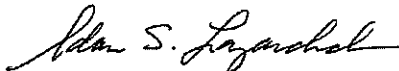
August 7, 2018

J.(1.) CONDITION OF THE BUDGET

INFORMATION:

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

Respectfully submitted,



Adam S. Lazarchak
Executive Director

/sf

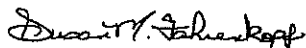
New Business

Mr. Lazarchak informed the Joint Committee members that he had recently presented a proposal to The Bridges Foundation Board of Directors regarding purchasing a food truck, which would be an innovative way to support and market the school as well as The Foundation. Sponsorship of the truck will be solicited and those will be direct contributions to Bridges. A percentage of profits could also be donated back to The Foundation. This is a very exciting opportunity and could potentially involve all of the programs and student organizations at BAVTS.

The Joint Committee welcomed Ryan Davis, incoming Supervisor of Buildings and Grounds. Mr. Davis will be replacing David Williamson, who will be retiring in October.

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

Attest,



Susan M. Fahrenkopf
Joint Committee Secretary