

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

Regular Meeting - BAVTS Joint Committee
November 5, 2025 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, October 7, 2025
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor to Visitors – Agenda Items Only
- H. In-Service – CHA Presentation on Expansion Project
- I. Administrative Recommendations
 - 1. Job Description Updating
 - 2. Staffing
 - 3. 2025-2026 Substitutes
 - 4. 2025-2026 Stipend Positions
 - 5. Board Policy Updating
 - 6. Occupational Advisory Committee Members
 - 7. Conference Requests
 - 8. Executive Director’s 2025-2026 Salary
 - 9. Textbooks
- J. Informational Items
 - 1. Work Project Report
 - 2. Condition of the Budget
 - 3. House Project Update (Verbal Report To Be Provided At Meeting)
- J. Unfinished Business
- K. New Business
- L. Courtesy of the Floor to Visitors
- M. Adjournment

Next Meeting Date: Wednesday, December 3, 2025
Note: Meeting on Wednesday Due to Sending School Board Re-organizations

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

November 5, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

September 30, 2025

FUND NAME	BALANCE		RECEIPTS	DISBURSEMENTS	BALANCE	
	September 1, 2025				September 30, 2025	
General includes PLGIT/CD	3,072,018.25	1,037,221.54	(1,292,458.35)		2,816,781.44	
House Project	104,533.79	1.95	(5,032.83)		99,502.91	
Production	194,597.47	19,596.99	(8,772.59)		205,421.87	
Capital Reserves includes PLGIT/CD	4,323,340.32	12,681.94	(327,015.32)		4,009,006.94	
Payroll	9,228.04	794,006.38	(791,400.63)		11,833.79	
Cafeteria	105,030.25	3,253.80	(24,943.23)		83,340.82	
Adult Education includes PLGIT/CD	399,837.62	49,177.23	(39,479.44)		409,535.41	
Student Activities	50,149.47	2,940.99	(145.92)		52,944.54	
TOTALS	8,258,735.21	1,918,880.82	(2,489,248.31)		7,688,367.72	

**GENERAL , HOUSE PROJECT, PRODUCTION FUNDS, CHECKING ACCOUNT - EMBASSY BANK
 GENERAL, HOUSE PROJECT, PRODUCTION FUNDS - CASH ACCTS**

September 1, 2025		2,573,400.58
RECEIPTS		
Production	20,674.26	
Interest	45.80	
District Contrib.	837,348.00	
District Contrib./Auth.		
State / Fed Funds	34,254.12	
Tuition		
Other	9,119.72	
Transfers - PLGIT		
Inter-Fund Transfers	152,748.67	1,054,190.57
DISBURSEMENTS		
Prepaid Bills	(61,069.20)	
Bill Listings	(479,128.87)	
Payroll	(754,642.24)	
Other--Authority Bond		
Fees	(595.90)	
Void Checks		
Transfers - PLGIT		(1,295,436.21)
September 30, 2025	ADJ BOOK BALANCE	2,332,154.94

BANK RECONCILIATION

September 30, 2025

Bank Balance	2,361,716.27
Memo	
Outstanding Checks	(30,556.97)
Deposit in Transit	995.64
September 30, 2025	ADJ BANK BALANCE
	2,332,154.94

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

November 5, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

September 30, 2025

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

September 1, 2025		797,748.93
	Transfers In	0.00
	Interest	2,629.91
	P Card purchases	(10,827.56)
	Transfers Out	
	Transfers Out-CD purch	
September 30, 2025	ADJ BOOK BALANCE	789,551.28

BANK RECONCILIATION

	September 30, 2025	
Bank Balance		789,551.28
Deposit in Transit		
Outstanding Checks		
September 30, 2025	ADJ BANK BALANCE	789,551.28

Average Yield for Sept 2025 is 4.05%

CAPITAL RESERVES - EMBASSY BANK

September 1, 2025		522,731.84
	Receipts	0.00
	Interest	10.46
	Void Checks	0.00
		10.46
	Fees	
	Disbursements	(327,015.32)
		(327,015.32)
September 30, 2025	ADJ BOOK BALANCE	195,726.98

BANK RECONCILIATION

	September 30, 2025	
Bank Balance		452,111.10
Memos		
Outstanding Checks		(256,384.12)
Deposit in Transit		0.00
September 30, 2025	ADJ BANK BALANCE	195,726.98

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

September 1, 2025		3,800,608.48
	Transfers In	0.00
	Interest	12,671.48
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
September 30, 2025	ADJ BOOK BALANCE	3,813,279.96

BANK RECONCILIATION

	September 30, 2025	
Bank Balance		3,813,279.96
Outstanding Checks		0.00
September 30, 2025	ADJ BANK BALANCE	3,813,279.96

Average Yield for Sept 2025 is 4.05%

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

September 30, 2025

PAYROLL FUND - EMBASSY BANK

September 1, 2025			9,228.04
	Receipts	794,005.07	
	Interest	1.31	
	Void Checks		794,006.38
	Fees		
	Disbursements	(791,400.63)	(791,400.63)
September 30, 2025	ADJ BOOK BALANCE		11,833.79

BANK RECONCILIATION

	September 30, 2025		
Bank Balance		12,146.61	
Memos			
Outstanding Checks		(312.82)	
Deposit in Transit			
September 30, 2025	ADJ BANK BALANCE		11,833.79

CAFETERIA FUND - EMBASSY BANK

September 1, 2025			105,030.25
	Receipts	3,251.89	
	Transfers		
	Interest	1.91	3,253.80
	Disbursements	(24,943.23)	
	Void Check	0.00	(24,943.23)
September 30, 2025	ADJ BOOK BALANCE		83,340.82

BANK RECONCILIATION

	September 30, 2025		
Bank Balance		83,206.27	
Memos		0.00	
Outstanding Checks		(16.45)	
Deposit in Transit		151.00	
September 30, 2025	ADJ BANK BALANCE		83,340.82

ADULT EDUCATION FUND - EMBASSY BANK

September 1, 2025			399,837.62
	Receipts	49,168.75	
	PLGIT Transfers	0.00	
	Interest	8.48	49,177.23
	Disbursements	(39,479.44)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(39,479.44)
September 30, 2025	ADJ BOOK BALANCE		409,535.41

BANK RECONCILIATION

	September 30, 2025		
Bank Balance		407,489.41	
Memos		0.00	
Outstanding Checks		(794.00)	
Deposit in Transit		2,840.00	
September 30, 2025	ADJ BANK BALANCE		409,535.41

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

November 5, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

September 30, 2025

STUDENT ACTIVITY ACCT -EMBASSY BANK

September 1, 2025			50,149.47
	Receipts	2,939.95	
	Other		
	Interest	1.04	2,940.99
	Disbursements	(145.92)	
	Other--Ret'd Check		
	Voided Check	0.00	(145.92)
September 30, 2025	ADJ BOOK BALANCE		52,944.54

BANK RECONCILIATION

September 30, 2025

Bank Balance		52,944.54	
Outstanding Checks		0.00	
Deposit in Transit		0.00	
September 30, 2025	ADJ BANK BALANCE		52,944.54

REPORT OF DEPOSITORIES

September 30, 2025

EMBASSY BANK

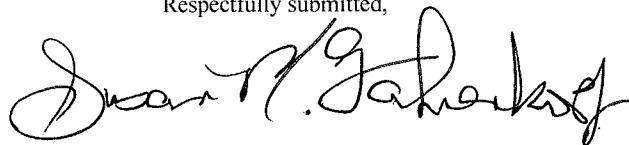
General Fund	2,361,716.27	
Capital Reserve	452,111.10	
Payroll Account	12,146.61	
Cafeteria Fund	83,206.27	
Adult Ed. Fund	407,489.41	
Student Activity Fund	52,944.54	

PLGIT

PLGIT General Fund	789,551.28	
PLGIT CD (General Fund)	0.00	789,551.28
PLGIT Capital Reserve	3,813,279.96	
PLGIT CD (Cap Reserve)	0.00	3,813,279.96
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 7,972,445.44

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 5, 2025

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through November 5, 2025 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:
SECOND BY:
ROLL CALL

REPORT DATE
11/5/2025

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAYS	CHECK NUMBER	VENDOR	AMOUNT	DESCRIPTION
10/8/2025	Y	34612	PP&L	\$ 22,393.18	25-26 ELECTRIC
10/8/2025	Y	34613	UGI UTILITIES	\$ 1,749.03	GAS SERVICE
10/8/2025	Y	34614	VERIZON WIRELESS	\$ 265.31	CELL PHONES
10/8/2025	Y	34615	WEX BANK	\$ 263.30	FUEL 25-26
10/13/2025	Y	34616	EMBASSY BANK -	\$ 6,673.53	INSTRUCTOR, MAINTENANCE SUPPLIES, TRAVEL
10/15/2025	Y	34617	CANON FINANCIAL SERVICES, INC.	\$ 1,963.15	LEASE RENTAL OF HARDWARE
10/15/2025	Y	34618	CITY OF BETHLEHEM	\$ 1,943.94	25-26 WATER BILL
10/15/2025	Y	34619	KIRIPOSKI & SONS	\$ 300.00	PORT-O-POTTY
10/15/2025	Y	34620	UGI ENERGY SERVICES LLC	\$ 512.74	GAS SERVICE
10/15/2025	Y	34621	WORKHORSE LANDSCAPING & EXCAVAT	\$ 1,087.50	LAWN SERVICE, MULCH
10/20/2025	Y	34622	UGI UTILITIES	\$ 1,661.13	GAS SERVICE
10/22/2025	Y	34623	SERVICE ELECTRIC CABLE TV	\$ 98.84	PHONE SERVICE
10/29/2025	Y	34624	CITY OF BETHLEHEM	\$ 24.89	25-26 WATER BILL
10/29/2025	Y	34625	HOME DEPOT CREDIT SVCS.	\$ 689.79	MAINTENANCE, SOCIAL MEDIA, ELECTRONICS SUPPLIES
10/29/2025	Y	34626	LOWES BUSINESS ACCOUNT	\$ 1,073.30	BLDG. TRADES SUPPLIES
10/29/2025	Y	34627	UGI UTILITIES	\$ 277.85	GAS SERVICE
11/5/2025		34628	ADVANCE AUTO PARTS	\$ 366.51	AUTO TECH SUPPLIES
11/5/2025		34629	ADVANCED COMMUNICATION SOLUTION	\$ 140.00	SERVICE CALL
11/5/2025		34630	ALBARELL ELECTRIC INC.	\$ 917.20	MAINTENANCE SUPPLIES
11/5/2025		34631	ALBERT USTER IMPORTS INC.	\$ 1,370.87	BAKING SUPPLIES
11/5/2025		34632	AMAZON CAPITOL SERVICES	\$ 30,634.94	INSTRUCTOR, MAINTENANCE, OFFICE SUPPLIES
11/5/2025		34633	AMERICAN RED CROSS	\$ 386.00	TRAINING
11/5/2025		34634	ARTHOFR TOWING & TRANSPORT LLC	\$ 1,211.48	FOOD TRUCK TOWING
11/5/2025		34635	AUTOZONE	\$ 1,186.58	AUTO TECH SUPPLIES
11/5/2025		34636	AYKROYD HARDWARE	\$ 3,181.14	CARPENTRY SUPPLIES
11/5/2025		34637	B & H FOTO-VIDEO	\$ 224.78	VIDEO MEDIA SUPPLIES
11/5/2025		34638	BATH SUPPLY	\$ 1,110.00	HVAC SUPPLIES
11/5/2025		34639	BEAUTY SYSTEM GROUP LLC	\$ 1,036.62	COSMO SUPPLIES

11/5/2025	34640	BEST LINE LEASING DBA BEST LINE EQUIP	\$	2,977.95	LIGHT TOWER
11/5/2025	34641	BETH-HANOVER SUPPLY CO.	\$	1,639.38	MASONRY SUPPLIES
11/5/2025	34642	BILL FLANNERY AUTOMOTIVE	\$	240.09	AUTO COLLISION SUPPLIES
11/5/2025	34643	BINDICS CUSTOM SCREEN PRINTING	\$	2,659.00	CLASS SHIRTS
11/5/2025	34644	BINDICS EMBROIDERY	\$	50.00	SHOP SHIRTS
11/5/2025	34645	BODY TEEZE SCREEN PRINTING	\$	387.50	LAB COAT EMBROIDERY
11/5/2025	34646	BRENNTAG SOLUTIONS	\$	1,031.55	BAKING SUPPLIES
11/5/2025	34647	BRETT GRAPHICS	\$	1,195.48	GRAPHICS SERVICE CALL
11/5/2025	34648	BROOKAIRE COMPANY LLC	\$	454.38	MAINTENANCE SUPPLIES
11/5/2025	34649	CARTRIDGE XCHANGE LL	\$	1,168.00	INK, TONER
11/5/2025	34650	CHRIN HAULING, INC	\$	2,808.85	TRASH REMOVAL
11/5/2025	34651	CLARK SERVICE GROUP INC	\$	303.75	SERVICE CALL
11/5/2025	34652	CM REGENT LLC	\$	2,886.04	NOV 25 LIFE/LTD
11/5/2025	34653	COL. NORTH. I.U. 20	\$	8,517.04	25-26 QUARTERLY SERVICES
11/5/2025	34654	COMBUSTION SERVICE & EQUIPMENT CC	\$	4,814.00	ANNUAL SERVICE
11/5/2025	34655	COMPTIA IINC	\$	2,950.00	LICENSES
11/5/2025	34656	CONNIE MUSCHKO	\$	291.41	REIMBURSEMENT
11/5/2025	34657	COOPER ELECTRIC SUPPLY	\$	5,353.79	HVAC, MAINTENANCE SUPPLIES
11/5/2025	34658	DEAN RUCH	\$	475.42	REIMBURSEMENT
11/5/2025	34659	DICK BLICK CO. INC.	\$	670.98	COMM. ARTS SUPPLIES
11/5/2025	34660	DIGIKEY CORP.	\$	504.74	ELECTRONICS SUPPLIES
11/5/2025	34661	EASTERN AUTOPARTS WAREHOUSE	\$	42.99	AUTO TECH SUPPLIES
11/5/2025	34662	EBTEP	\$	165,569.40	NOV 25 DENTAL
11/5/2025	34663	ECCOTROL LLC	\$	1,700.00	SERVICE
11/5/2025	34664	ECOLAB CO	\$	56.45	CHEMICALS USED
11/5/2025	34665	FRED BEANS PARTS INC	\$	874.92	AUTO COLLISION SUPPLIES
11/5/2025	34666	GORDON BENNETT PAINTING	\$	860.00	PAINTING
11/5/2025	34667	HIGHMARK BLUE SHIELD	\$	1,040.93	NOV 25 VISION
11/5/2025	34668	HUMPHREYS HYDRAULICS INC	\$	4,100.00	SALT SPREADER
11/5/2025	34669	INTEGRA ONE	\$	3,967.20	TECHNOLOGY SUPPLIES
11/5/2025	34670	INTEGRITEC INC.	\$	245.00	WATER TREATMENT
11/5/2025	34671	INTERSTATE TAX SERVICE INC.	\$	170.10	UNEMPLOYMENT COMPENSATION
11/5/2025	34672	JAMECO ELECTRONICS	\$	185.00	ELECTRONICS SUPPLIES
11/5/2025	34673	KIMBALL MIDWEST	\$	1,308.70	AUTO TECH SUPPLIES

11/5/2025	34674	KING SPRY HERMAN FREUND FAUL	\$	3,170.17	SOLICITOR'S FEES
11/5/2025	34675	L.V. JANITORIAL SUPPLY	\$	1,407.94	MAINTENANCE SUPPLIES
11/5/2025	34676	LEGACY AUTOMATIC DOORS	\$	1,529.75	EMPLOYEE DOOR
11/5/2025	34677	MACGILL & CO.	\$	307.00	NURSE SUPPLIES
11/5/2025	34678	MORE MILES AUTOMOTIVE LLC	\$	62.43	INSPECTION
11/5/2025	34679	MOYER LUMBER & HARDWARE	\$	4,947.71	CARPENTRY SUPPLIES
11/5/2025	34680	MOYER PEST CONTROL	\$	134.00	PEST CONTROL
11/5/2025	34681	MSC INDUSTRIAL SUPPLY CO.	\$	303.42	PERCISION MAC. SUPPLIES
11/5/2025	34682	NAPA AUTO PARTS	\$	875.33	AUTO TECH SUPPLIES
11/5/2025	34683	NATL. INSTITUTE FOR METALWORKING S	\$	1,000.00	ACCREDITATION
11/5/2025	34684	NAVIGATE 360	\$	2,346.95	ELEARNING TRAINING/SUPPORT
11/5/2025	34685	NAZARETH PRODUCE	\$	131.60	BAKING SUPPLIES
11/5/2025	34686	PCEA MEMBERSHIP	\$	50.00	PCEA MEMBERSHIP
11/5/2025	34687	PERFORMANCE HEALTH SUPPLY	\$	4,068.31	ATHLETIC FITNESS SUPPLIES
11/5/2025	34688	PIVOT POINT INT'L. CO.	\$	1,190.75	ONLINE EXAM PREP
11/5/2025	34689	PREFERRED EAP	\$	477.75	EMPLOYEE ASSISTANCE PROGRAM
11/5/2025	34690	PREMIUM SIGN SUPPLIES INC.	\$	147.59	GRAPHICS SUPPLIES
11/5/2025	34691	QUADIANT LEASING USA INC.	\$	720.00	LEASE PAYMENT
11/5/2025	34692	QUILL CORP.	\$	1,302.68	CLASSROOM, OFFICE SUPPLIES
11/5/2025	34693	R.E. MICHEL	\$	245.00	HVAC SUPPLIES
11/5/2025	34694	R.J.WALKER	\$	1,301.13	PLUMBING SUPPLIES
11/5/2025	34695	RESET OUTDOORS	\$	7,850.00	MENTAL HEALTH SERVICES
11/5/2025	34696	RICHTER DRAFTING AND OFFICE SUPPLY I	\$	706.27	CLASSROOM, OFFICE SUPPLIES
11/5/2025	34697	SAFETY KLEEN	\$	359.47	SERVICES
11/5/2025	34698	SMOCKERS	\$	495.00	COSMO SUPPLIES
11/5/2025	34699	SSM GROUP INC.	\$	3,153.07	TRAINING
11/5/2025	34700	STATE CHEMICAL	\$	308.04	DRAIN MAINTENANCE
11/5/2025	34701	SYSO	\$	6,973.61	CULINARY, BAKING SUPPLIES
11/5/2025	34702	TESTEQUITY LLC	\$	3,258.47	ELECTRONICS SUPPLIES
11/5/2025	34703	THE MORNING CALL	\$	130.96	LEGAL AD
11/5/2025	34704	TRANE OF NORTHEASTERN PA.	\$	34,735.00	ANNUAL SERVICE AGREEMENT
11/5/2025	34705	ULINE	\$	2,782.96	MAINTENANCE SUPPLIES
11/5/2025	34706	VALLEY SCRUBS	\$	280.00	CLASS SCRUBS
11/5/2025	34707	VAN CLEEF ENGINEERING ASSOCIATES	\$	7,445.25	ENGINEERING FEES

11/5/2025	34708	VISIBLE BODY	\$ 1,200.00	ONLINE COURSE
11/5/2025	34709	WAREHOUSE BATTERY OUTLET	\$ 131.70	MAINTENANCE SUPPLIES
11/5/2025	34710	WELDON TIRE	\$ 80.00	AUTO TECH SUPPLIES
11/5/2025	34711	WILSON PRODUCTS	\$ 2,487.58	CYLINDER RENTALS
11/5/2025	34712	WURTH USA INC.	\$ 401.50	AUTO TECH SUPPLIES
11/5/2025	34713	CHA CONSULTING INC.	\$ 133,965.85	

\$ 536,707.88

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2025

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

The administration respectfully submits the following information and recommendations:

1. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the following job descriptions, presented for a second and final reading:

- Custodian
- Part-time Evening Continuing Education Program Support Specialist

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2025

2. STAFFING

RECOMMENDATION:

That the following appointments be approved:

Amber Grube

Position: Part-Time Instructional Assistant (replacement for Paula Cuchran)
Salary/Benefits: \$24.72 per hour, with no health benefits. All other terms in accordance with the Instructional Assistants Agreement
Effective: November 4, 2025, pending receipt of all required paperwork

Mary Bracken

Position: Part-Time Instructional Assistant (additional position)
Salary/Benefits: \$24.72 per hour, with no health benefits. All other terms in Accordance with the Instructional Assistants Agreement
Effective: TBD

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: Custodian

GENERAL POSITION REQUIREMENTS

Education/ Certification High School Graduate or Equivalent.
Minimum of Two (2) Years Custodial Experience – school setting preferred.
Possess a valid Pennsylvania Driver’s License preferred.

Machinery & Equipment Operate all types of equipment related to custodial work.

Other (skills) LANGUAGE SKILLS: General reading and writing ability; able to understand and apply information contained in material safety data sheets when dealing with hazardous materials.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense and understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Ability to maintain a high level of confidentiality.

Reports to Supervisor of Buildings & Grounds

ESSENTIAL JOB FUNCTIONS

- Maintain cleanliness of building or section of building according to an assigned work schedule.
- Secure building as requested.
- Move and set up equipment or furniture as necessary.
- Note condition of buildings and grounds and take immediate steps to correct any dangerous, unsanitary or unsightly conditions; report any conditions requiring building maintenance to Supervisor.

- Remove snow using a shovel, snow blower etc.
- Paint, clean walks and windows, shampoo carpets, scrub, wax and polish floors using various cleaning equipment and materials.
- Perform emergency work on an on-call basis.
- Perform other duties as assigned by the Supervisor of Building & Grounds.
- Exhibit an ability to get along well with staff, students and public.
- Exhibit a work ethic based on self-initiative and/or incentive and a high level of satisfaction in accomplishment of the task at hand.
- Recognize the need to place the welfare and safety of the students and staff served at a high priority in the conduct of the job. Observes proper safety procedures and use of safety equipment relative to the performance of the job.
- Able to use and maintain the necessary equipment to provide for the upkeep and care of the building and grounds surrounding the building to which he/she may be assigned, e.g., scrubbers, vacuums, polishers.
- Possess the knowledge to utilize and maintain the proper equipment to ensure completion of housecleaning assignments, to include cleaning of all areas of the building, the proper use of cleansers, disinfectants, removers, strippers, surface sealants, waxes and other similar products.
- Exhibit some working knowledge in the following areas: heating/ventilation/cooling systems, general plumbing repairs, general electrical repairs, door closures/locks, carpentry and paint applications.
- Able to lift materials and move equipment relative to carrying out the job duties, e.g., moving equipment, snow removal, cleaning tasks and the delivery of equipment, products and materials throughout the building.

TERMS OF EMPLOYMENT

12 month, 8 hour day, inclusive of a 30-minute lunch and two 15-minute breaks. Benefits in accordance with the Custodial/Maintenance Employees 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	Frequently
Walk	Frequently

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

JOB TITLE: Part-Time Evening Continuing Education Program Support Specialist

GENERAL POSITION REQUIREMENTS:

Person must possess proficient keyboarding skills in Microsoft Office (word & excel), Google (docs & gmail), and prefer experience in registration & student management software skills. General clerical skills required along with excellent customer service and communication skills (verbal and written).

Minimum requirement:

High School diploma

Preferred requirement:

Prior clerical experience.

Machinery & Equipment:

Computer (Mac & PC), printer, overhead projector, LCD projector, copier, telephone, fax, calculator, credit card machine.

Other (skills):

Experience assisting customers with registration, payment options, and processing payments. Ability to maintain high level of confidentiality.

REPORTS TO:

Supervisor of Lifelong Learning

ESSENTIAL JOB FUNCTIONS:

Responsible for assigned clerical duties and for serving as Continuing Education Department representative during evening school hours. Must be able to oversee the evening programs and provide support for the staff and students. Check in on programs and ensure the doors are kept secure. Must be able to learn the registration and student management software for inputting payments, attendance and reporting, make copies, and direct students and clients to classrooms.

JOB TITLE: Part-Time Evening Continuing Education Program Support Specialist

PRIMARY DUTIES AND RESPONSIBILITIES

1. Duplicate materials needed by Instructional staff.
2. Record attendance on daily basis.
3. Process cash and check payments.
4. Receive phone calls related to adult programs and follow-up on inquiries/concerns directly with callers or through referrals to other staff.
5. Maintain evening student attendance records for agency sponsored students.
6. Assist with student surveys.
7. Assist instructors with set-up of room and/or equipment as needed.
8. Produce weekly enrollment and schedule reports.
9. Provide support for staff and students.
10. Check on programs and ensure doors are kept secure.
11. Direct students and clients to classrooms.
12. Other duties as assigned by supervising personnel.

TERMS OF EMPLOYMENT

10 months with hours up to 14 hours/week with prior approval of administration. Work days and hours are assigned by Administration. Compensated for actual hours worked with timecard submission. No benefits are provided for this part-time position.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All 0%	Occasionally 1 – 33%	Frequently 24 – 66%	Constantly 67 – 100%
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LIFTING

Up to 10 lbs.	Frequently
11 to 20 lbs.	Frequently
Beyond 20 lbs.	Occasionally

BODY MOVEMENTS

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 5, 2025

2. STAFFING

RECOMMENDATION:

New IA ???

Adult Ed Position ??

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2025

3. 2025-2026 SUBSTITUTES

RECOMMENDATION:

That the following individual(s) be approved as substitutes for the 2025-2026 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, pending receipt of all required paperwork.

Brianna Walter

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2025

4. 2025-2026 STIPEND POSITIONS

RECOMMENDATION:

That the following stipend position(s) for 2025-2026 be approved as presented:

STIPEND DESCRIPTION	NAME	AMOUNT
Mentor Teacher (1 year – Procedural)	Heather Burkhart for Tracy Snyder	\$ 816.79
Mentor Teacher (1 year - Procedural)	Michael Giamoni for Kevin Kuehner	\$ 816.79

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2025

5. BOARD POLICY UPDATING

RECOMMENDATION:

It is requested that the Joint Committee approve the following policy for a first reading:

Policy 351, Drug and Substance Abuse

MOTION BY:

SECOND BY:

ROLL CALL



Book	Policy Manual
Section	300 Employees
Title	Drug And Substance Abuse
Code	351
Status	First Reading

Purpose

Bethlehem Area Vocational-Technical School (BAVTS) is committed to a safe, healthy, and productive workplace for all employees. The Joint Committee recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the whole school community. Abuse of alcohol and controlled substances in the workplace is a danger to the safety, health, and welfare of employees and students of the school. An alcohol and drug-free workplace enhances the safety of all employees and ensures their fitness to fulfill job responsibilities.

The primary purpose and justification for any workplace action pursuant to this policy will be for the protection of the health, safety and welfare of students, staff and school property.

As one means of maintaining a drug and alcohol-free workplace, BAVTS shall implement an employee drug, alcohol, and substance abuse testing program pursuant to this policy. The objective of the program shall be to ensure:

1. BAVTS employees are drug and alcohol free during their employment with the school.
2. BAVTS employees do not present a threat to the safety, health, and welfare of those with whom they will come into contact.

Definitions

The following terms have the meanings listed below, unless the context clearly indicates to the contrary:

Alcohol - Ethyl alcohol of any degree of proof, whether rectified or diluted, and any beverage containing the same, including but not limited to liquor, wine, spirits, fermented beverages, and malt or brewed beverages.

Conviction - A finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.^[3]

Criminal Drug Statute - A federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.^[3]

Designer Drug - A substance not listed in Schedules I through V of the Controlled Substances Act and Controlled Substance, Drug, Device, and Cosmetic Act that has a chemical structure similar to that of a controlled substance that produces an effect substantially similar to that of a controlled substance. The term **workplace** shall be defined as the site for the performance of work. This term includes off-school sites where a school activity is occurring, as well as a vehicle being used for school transportation and activities.

Drug or Controlled Substance - A controlled substance listed in Schedules I through V of the Controlled Substances Act, listed in the Controlled Substance, Drug, Device and Cosmetic Act, a look-alike drug, or a designer drug.

Drug and Alcohol-Free Workplace - The site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of drugs, controlled substances, and/or alcohol. The term workplace shall be defined as the site for the performance of work. This term includes off school sites where a school activity is occurring, as well as a vehicle being used for school transportation and activities.

Look-Alike Drug - A substance not listed in Schedules I through V of the Controlled Substances Act and Controlled Substance, Drug, Device, and Cosmetic Act that: (i) has a stimulant or depressant effect on humans, other than a prescription drug, which, or the the label or container of which, substantially resembles a specific controlled substance; or (ii) is or has been represented to be a controlled substance, stimulant or depressant.

Authority

The Joint Committee requires that each employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.[4][5]

An employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with Bethlehem Area Vocational-Technical School.[1][2]

BAVTS is authorized to conduct drug and alcohol testing based upon reasonable suspicion of violation of school policy while on BAVTS property and/or engaged in employment duties.

Delegation of Responsibility

A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, as well as the possession and/or use of alcohol, is prohibited in the employee's workplace and/or while the employee is engaged in employment duties shall be provided by the Executive Director and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination, and referral for prosecution.[5][6]

Grantors of funds shall be notified within ten (10) days after the school receives notice from an employee or receives actual notice of a conviction.[5]

BAVTS shall be responsible for taking action within thirty (30) days of receiving notice, with respect to any convicted employee.[5][6]

In establishing a drug and alcohol-free awareness program, the employee shall be informed about:

1. Dangers of drug abuse and alcohol use in the workplace.
2. School's policy of maintaining a drug and alcohol-free workplace.
3. Availability of drug and alcohol counseling, rehabilitation, and employee assistance programs.
4. Penalties that may be imposed for drug abuse and/or alcohol use violations occurring in the workplace.

BAVTS shall make a good faith effort to continue to maintain a drug and alcohol-free workplace through implementation of this policy.[5]

Guidelines

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, as well as the possession and/or use of alcohol, is prohibited at all times when an employee is on BAVTS property and/or is engaged in assigned employment duties. Violation of this policy shall result in discipline, up to and including termination, and may result in referral for prosecution.

Drug and Alcohol Treatment

Any employee who feels that s/he is addicted to, dependent on, or has a problem with alcohol or drugs shall be encouraged to seek professional assistance at his/her own expense.

1. Any employee who engages in treatment shall be entitled to benefits under the school's group medical/hospital insurance plans, within the constraints of the business agreements with the medical insurance providers, on the same basis and with the same restrictions and limits as for other illnesses/disabilities. Any employee who engages in such treatment through an insurance plan or an Employee Assistance Program provider shall have all such treatment and related expenses covered by applicable school benefit coverage, again within the constraints of the providers' business agreements with the school.
2. If the nature of the treatment allows, and at the sole discretion of the Executive Director, an employee shall be permitted to continue to work during the course of such treatment where the Executive Director reasonably believes that the employee does not pose a threat to students or staff.
3. BAVTS shall grant sick, disability, unpaid or Family and Medical Leave for drug and alcohol addiction treatment on the same basis that medical leaves are granted for other disabilities. All such requests for medical leave shall be treated with the utmost confidentiality. Requests must be made directly to the Executive Director or designee, and such requests for leave shall not be unreasonably denied.
4. Employees who engage in illegal activities before, during, or after treatment shall not be immune from discipline. Requests made by employees to obtain help in such a treatment program, however, shall not be cause for discipline.

5. Following successful and satisfactory completion of a drug and alcohol treatment program, an employee shall be reintegrated into the workforce on the same basis as other employees without regard to his/her treatment or disability.
6. All information obtained in the course of assistance, counseling, rehabilitation, or treatment of employees with alcohol, drug, or controlled substance abuse problems shall be protected as confidential and shall be kept separate from the employee's official personnel file. The importance of this confidentiality to the school and its employees is of the highest importance to the Joint Committee.

Drug/Alcohol Testing

All employees shall be subject to testing for the presence of alcohol and illegal drugs under the following conditions. Cost of the testing shall be borne by BAVTS.

Reasonable Suspicion:

1. Any employee shall be subjected to drug and/or alcohol testing immediately where there is reason to suspect that such employee is in violation of school policy regarding employee use of drugs and/or alcohol.
2. Reasonable suspicion shall be limited to suspicion based upon behavior or conduct observed upon school property or observed during the employee's performance of employment-related duties. All school employees are obligated to report directly to the immediate supervisor or Executive Director where they have reason to suspect that another employee is under the influence of illegal drugs or alcohol on school grounds and/or while performing his/her duties. Observation shall be by any specifically trained administrator, registered nurse, or police officer. Testing can be authorized only by the Executive Director or designee. All such individuals shall undergo specific training. Such training must include specific information on the physical behavioral and performance indicators of probable drug or alcohol use. Any trained employee making reasonable suspicion observations shall make and file with the school a written report on a form provided by the school of the attendant circumstances. Where it has been determined that the school has reasonable suspicion that a specific employee may be under the influence of drugs or alcohol, and where the Executive Director has authorized testing, such information, including all facts that led to the determination of reasonable suspicion, shall be documented and confidentially maintained in the employee's file.
3. Prior to interviewing an employee as part of an investigation that may lead to a recommendation to test such employee, BAVTS shall affirmatively advise an affected employee that s/he has a right to representation by the employee's employment association or group, if applicable. All such requests for representation shall be honored immediately, and the investigation shall not proceed until an association representative is present. Affected employees shall have the right to representation throughout the investigatory, testing and follow-up processes, and any/all meetings involving said employee that may result from testing. In the event an association or group representative is not available, the specimen collection alone may proceed whereas all other stages of the process will proceed with association representation.
4. A decision by the school to test requires that the employee be advised of the reasons for the decision and what s/he will be tested for. Any employee so required shall be afforded full opportunity to explain his/her behavior and the causes for the same, but the school shall not have any obligation to change its testing decision based on the employee's explanation.
5. A designated supervisor shall transport the employee to be tested along with his/her association or group representative, if the employee has no objections to the representation, to a collection facility designed by BAVTS. In either event, two (2) persons will transport the employee at all times, a supervisor and group or association representative or two (2) members of the school's administrative staff.

Testing Procedure

A. In general:

1. BAVTS will utilize a third party collection agency to administer the testing. At the discretion of the Executive Director, testing shall be performed either on school property or at the third party collection agency's testing center.
2. All specimens shall be submitted by the third party collection agency directly to a third party testing agency. The school will utilize the third party testing agency to test the specimens. The third party agency will communicate the results exclusively to the school through a Medical Review Officer (MRO) of the third party testing agency.
3. All drug and alcohol testing will be conducted in a medical testing laboratory approved by the school and certified by the Pennsylvania Department of Health and the U.S. Department of Health and Human Services - Substance Abuse Mental Health Services Administration.

4. Federal standards, as enumerated in the federal Department of Health and Human Services Department guidelines in effect at the time of testing, shall control with respect to all phases of the testing procedures, including but not limited to the certification of the testing facility, the level of particular substances in the urine, blood or hair, the reading and reporting of the test results by a qualified medical review officer, the use of proper chain of-custody procedures and sample storage, and the use of appropriate confirmatory test procedures.
5. Employees to be tested pursuant to this policy shall be notified of such testing in writing by receipt of an Authorization Voucher setting forth the date of notice, the time limit by which the employee or applicant must submit to the test, and the list of approved testing centers, if testing is not to be conducted on school property.
6. Any refusal or failure by the employee to submit to any test required by this policy shall be treated as if the employee were tested with and found to be under the influence of illegal drugs or alcohol, and the school shall proceed to the applicable employee discipline up to and/or including termination. Refusal to submit to a test under this policy shall include any act or omission which prevents, thwarts, or frustrates the objectives of this policy, including without limitation the following:
 - a. Refusal or failure by the employee or applicant to complete, sign or initial the required testing forms.
 - b. Refusal or failure without good cause to provide any sample or provide an adequate sample for testing.
 - c. Failure or refusal to cooperate with the testing process in a way which prevents the completion of any required test.

7. Transportation Arrangements

BAVTS shall provide or arrange transportation to and/or from the testing site, job site or the school's facilities, as appropriate or as determined by the Executive Director or his/her designee, under the following circumstances:

- a. All reasonable suspicion tests.
- b. Upon receipt of notification of a positive drug/alcohol test.

8. Record Keeping

The school shall retain in the employee/applicant's personnel file all information pertaining to any test administered hereunder, including the employee/applicant's copy of Attachment "1" or "2," as applicable, and the results of any test. All school files, documents, and records related to the application of this policy shall be deemed and kept confidential by the school. The school shall not release any such information to any person without first obtaining written authorization from the employee/applicant unless otherwise authorized by law.

B. Alcohol Testing

1. Alcohol testing shall be conducted using a federally or state-approved breathalyzer or by a medically recognized blood, hair or urine test, at the school's discretion.
2. Any employee receiving a test result of greater than 0.02 but less than 0.04 blood alcohol level shall be removed from duties for twenty-four (24) hours.
3. Any test result of 0.04 blood alcohol level or greater shall be considered a positive test.
4. Employees being tested for alcohol based upon reasonable suspicion shall not drive their personal vehicles to the testing site for an alcohol test.
5. Any employee testing positive for alcohol will have the opportunity to request a split sample of the same specimen to be retested, at the employee's expense. Split-sample requests must be made within five (5) working days of the employee's receipt of written notice of a positive result. Split specimen samples shall be retained for each test performed until final disposition is made and until the testing facility is notified by both BAVTS and the affected employee, or his/her authorized group or association representative, that the samples may be discarded.

C. Drug Testing

1. Reasonable suspicion drug testing shall be conducted using a medically recognized blood, hair or urine test, at the school's discretion.

2. Any test result showing the presence of illegal drugs shall be reviewed by the third party testing agency's Medical Review Officer (MRO). The MRO shall issue a final determination as to whether the test results indicate a positive result.
3. Employees being tested for drugs based upon reasonable suspicion shall not drive their personal vehicles to the testing site for a drug test.
4. Any employee testing positive for illegal drugs will have the opportunity to request a split sample of the same specimen to be retested, at the employee's expense. Split-sample requests must be made within five (5) working days of the employee's receipt of written notice of a positive result. Split specimen samples shall be retained for each test performed until final disposition is made and until the testing facility is notified by both the school and the affected employee or his/her authorized group or association representative, that the samples may be discarded.
6. An employee who receives a "negative but dilute" test result will be subject to an immediate retest upon receipt of the "negative but dilute" test result if the creatinine concentration of the dilute specimen is greater than five (5) mg/dL.

Positive Test Results

Employees shall be notified of any positive drug or alcohol test result orally and in writing.

Positive drug or alcohol test results shall subject the employee to the disciplinary provisions of BAVTS policy, which may include termination.

Legal [1. 35 P.S. 780-101 et seq](#)

[2. 24 P.S. 527](#)

[3. 41 U.S.C. 8101](#)

[4. 24 P.S. 111](#)

[5. 41 U.S.C. 8103](#)

[6. 41 U.S.C. 8104](#)

[24 P.S. 1302.1-A](#)

[24 P.S. 1303-A](#)

[22 PA Code 10.2](#)

[22 PA Code 10.21](#)

[41 U.S.C. 8101 et seq](#)

Pol. 417

Legal

[1. 41 U.S.C. 706](#)

[2. 41 U.S.C. 702](#)

[3. 24 P.S. 527](#)

[4. 41 U.S.C. 703](#)

[5. 35 P.S. 780-101 et seq](#)

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2025

6. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS
RECOMMENDATION:

That the Joint Committee approve the attached listing of new members on the Occupational Advisory Committee (OAC) for the programs noted:

First Name	Last Name	Job Title	Company	Shop/Program
Kaitlin	Borda	Police Officer	City of Bethlehem	Pro Serve
Connor	Blake	Apprentice	BAC Local 5	Masonry
Ryan	Freedman-Nield	Apprentice	BAC Local 5	Masonry
Darrell	Frey	President, CEO	New World Aviation, INC.	Aviation Maintenance
Marcy	Fries	Director, Contracts, and New Business Development	New World Aviation, Inc.	Aviation Maintenance
Matthew	Harman	CI/NPI Manufacturing Engineer	Exalta	Precision Machining
Jonah	Hendershot	Chef		Culinary
Braden	Korpics	Lead Welder/Estimator	Korpics Kontracting Inc.	Welding
Justin	Pagut	Supervisor	Industrial Cooling Corp	HVAC
Spencer	Parker	Motor Vehicle Electrical Installer	Structural Metal Fabricators, Inc	Auto Tech
Rebecca	Remaly-Somers	Nursing Supervisor	Valley Central Referral Emergency Center	Vet Science
Jason	Smith	Plant & Facilities Engineering Manager	Crayola	Mechatronics
Raymond	Stivala	Designer UX/UI Developer	Digital Blue.com	Web Design

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2025

7. CONFERENCE REQUESTS

RECOMMENDATION:

That Janessa Herman, Mental and Behavioral Health Instructor, be granted permission to attend Management of Aggressive Behavior (MOAB) training required to train and certify students in Langhorne, PA from March 3-5, 2026. The approximate cost for both to attend is \$2,369.08.

That Angela Thom, Guidance Counselor/Word Travelers' Club Adviser, be granted permission to attend Pennsylvania Association of Career and Technical Administrators Career Readiness Symposium in Hershey, PA, from February 5-6, 2026. Mrs. Thom is a panel presenter. The approximate cost to attend is \$695.24.

Any conference requests listed above are in the budget.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 5, 2025

8. EXECUTIVE DIRECTOR'S 2025-2026 SALARY

RECOMMENDATION:

The Joint Committee set and approve the salary of Executive Director, Adam Lazarchak, effective July 1, 2025, for the 2025-2026 school year.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2025

9. TEXTBOOK APPROVAL

RECOMMENDATION:

Mental Health and Behavioral Science

DHO Health Science Hardback

Louise Simmers, M.Ed., Karen Simmers-Nartker, B.S.N., Sharon Simmers-Kobelak, B.B.A. | 10th Edition | Copyright 2026

ISBN-13: 9798214094359

COST 150.06 PER BOOK

30 books @ \$150.06 per book – Total Cost \$4,501.80

DHO Health Science Workbook 10th Edition

Simmers, Louise; Simmers-Nartker, Karen; Simmers-Kobelak, Sharon; Morris, Lara
Edition: 10th

ISBN13: 9798214094373

Cost 41.00 PER BOOK

30 books @ \$41 per book – Total Cost \$1,230.00

Publisher Cengage

The above textbooks have been approved by the Occupational Advisory Committee. A sample of the textbook will be made available for your review at the Joint Committee meeting.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2025

I.(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

*TYPES: 1-BAVTS staff; 2-BAVTS students; 3-General Public; 4-BAVTS Interfund; 5-Schools/Township; 6-NON-Profits									
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date Paid Status
26-1	Sue Fahrenkopf	GRAPHICS	100 Business Cards	07/23/25	4	07/23/25	\$ 6.00	\$ 6.00	Paid
26-2	Bake Shop	GRAPHICS	150 "Get To Know You" cards for rotation	08/20/25	4	08/25/25	\$ 16.00	\$ 16.00	Paid
26-3	Angela Thom	CUL. EVENTS	Bring Your Child To Work Day (4/23/26)	08/20/25	4				
26-4	Angela Thom	BAKING	Bring Your Child To Work Day (4/23/26)	08/20/25	4				
26-5	Angela Thom	CUL. EVENTS	Career & Colleg Fair Breakfast & Lunch (03/25/26)	08/20/25	4				
26-6	Angela Thom	BAKING	Career & Colleg Fair Breakfast & Lunch (03/25/26)	08/20/25	4				
26-7	Angela Thom	CUL. EVENTS	Nocti lunch & breakfast (4/20,4/21,4/22)	08/20/25	4				
26-8	Angela Thom	BAKING	Nocti lunch & breakfast (4/20,4/21,4/22)	08/20/25	4				
26-9	Angela Thom	CUL. EVENTS	SkillUSA Team Building Event - (10/8/25)	08/20/25	4				VOID
26-10	Elspeth Sipple	GRAPHICS	Business Cards	08/22/25	4	08/25/25	\$ 6.00	\$ 6.00	Paid
26-11	Heather Burkhardt	Baking	Baked goods for Freedom Open House (9/3/25)	08/28/25	4		\$ 250.00	\$250.00	Paid
26-12	Heather Burkhardt	Baking	Baked goods for Liberty Open House (9/10/25?)	08/28/25	4	09/03/25	\$ 250.00	\$250.00	Paid
26-13	Food Truck	GRAPHICS	Banners for Food Truck Tuesday	08/29/25	4	09/10/25	\$ 180.00	\$180.00	Paid
26-14	Bake Shop	GRAPHICS	Laminated supplies posters	09/09/25	4	09/10/25	\$ 120.00	\$120.00	Paid
26-15	Bake Shop	GRAPHICS	6 posters	09/09/25	4	10/02/25	\$ 270.00	\$270.00	
26-16	Heather Burkhardt	BAKING	Baked Goods for Northampton MS Open House (9/11/25)	09/12/25	4	09/11/25	\$ 200.00		Paid
26-17	Dan Berardesca - Culit	GRAPHICS	12 books	09/12/25	4				
26-18	Adam Lazarchak	CUL. EVENTS	Luncheon at The Factory for Local Advisory Comm. (10/17)	09/15/25	4	10/17/25			
26-19	Stan Prodes	GRAPHICS	42 Polo Shirts	09/17/25	4		\$ 420.00	\$420.00	
26-20	Heather Burkhardt	BAKING	Small baked goods for FHS Career & College Fair (10/7)	09/17/25	4	10/07/25	\$ 60.00	\$60.00	Paid
26-21	Christal Vitko	Baking	192 cookies for bake sale	09/17/25	4				
26-22	Peggy Fuehrer	BAKING	OAC Desserts (10/13-10/14)	09/18/25	4	10/14/25	\$ 450.00	\$450.00	
26-23	Peggy Fuehrer	Culinary	OAC Dinners (10/13 -10/14)	09/18/25	4	10/14/25			
26-24	Peggy Fuehrer	BAKING	OAC Desserts (4/13-4/14)	09/18/25	4				
26-25	Peggy Fuehrer	Culinary	OAC Dinners (4/13 -4/14)	09/18/25	4				
26-26	Mechatronics	GRAPHICS	5 Posters	09/22/25	4				

*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits										
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date	Paid Status
26-27	Sue Fahrenkopf	Culinary	Lunch & Dessert for LAC in Bistro (3/20/26)	09/22/25	4					
26-28	Sue Fahrenkopf	Culinary	Lunch & Dessert for LAC in Bistro (3/13/26)	09/22/25	4					
26-29	Sue Fahrenkopf	Culinary	Treats for Oct. board meeting	10/08/25	4	10/07/25	\$ 30.00	\$30.00		
26-30	Sue Fahrenkopf	CUL. EVENTS	Lunch in Bistro for Parent Advisory Meeting (10/10/25)	10/08/25	4	10/10/25	\$ 360.00	\$360.00		
26-31	Adam Lazarchak	Food Truck	Freedom / Liberty Tailgate (10/25/25)	10/09/25	4	10/25/25				
26-32	Welding	Culinary	20 Boxed lunches	10/09/25	4	10/10/25	\$ 140.00			
26-33	Sue Fahrenkopf	GRAPHICS	200 Spiral notebooks	10/16/25	4					
26-34	Sipple	BAKING	50 cupcakes, 50 cookies	10/17/25	4					
26-35	Janelle Schaeffer	Culinary	Breakfast for Principals Meeting (12/11/25)	10/21/25	4					
26-36	Freedom High School	BAKING	135 Halloween Cookies	10/23/25			\$ 270.00			
26-37	Connie Muschko	Culinary	CO-OP Breakfast (5/13/25)	10/27/25						
26-38	Connie Muschko	Baking	CO-OP Breakfast (5/13/25)	10/27/25						
26-39	Louis Temple	Carpentry	Create a mock-up kitchen island	10/27/25						
26-141	Bridges Foundation	Culinary	Luncheon for board meeting (9-16-25)	08/25/25	6	09/16/25	238.00	\$252.28	Paid 9/22/25	
26-142	Bridges Foundation	Culinary	Luncheon for board meeting (12-16-25)	08/25/25	6					
26-143	Stacey Keiper	Baking	60 cupcakes & large cookie tray(9/12/25)	09/01/25	3	09/12/25	120.00	\$120.00	Paid 9-12-25	
26-144	Angela Dorney	Baking	Lg. cookie & sm. Cookie Tray (11/7/25)	09/12/25	1					
26-145	Christal Vitko	Baking	192 Cookies for bake sale NTHS	09/17/25	4	09/29/25	222.00	\$222.00	Paid by PO 10/01/25	
26-146	Stacey Keiper	Baking	60 cupcakes (9/26/25)	09/22/25	3	09/26/25	60.00	\$60.00	Paid 9/26/25	
26-147	Kate Worthington	Baking	Gluten Free rainbow cupcakes (10/23/25)	10/07/25	1					
26-148	Robert Webb	Baking	Desserts for NHS (10/14/25)	10/07/25	5					
26-149	NTHS	Baking	Induction Ceremony (10/15/25)	10/09/25	6			\$700.00	PAID ON PO	
26-150	NTHS	Culinary	Induction Ceremony (10/15/25)	10/09/25	6			\$1,800.00	PAID ON PO	
26-151	Connie Muschko	Baking	Cake	10/24/25	1	10/24/25	20.00	\$20.00	Paid 10/27/25	
26-152	NTHS	Baking	Cookies for bake sale	10/27/25	6				PAID ON PO	
26-153	Irene Piri Pavel	Baking	Large chocolate cake (10/31/25)	10/27/25	3					

*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits										
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date	Paid Status
26-176	Mike Galler	AUTO TECH	Saturn - replace sensors, rotate tires	08/20/25	1	10/02/25	80.76	\$98.44	Paid 10/16/25	
26-177	Jennifer Klo	AUTO TECH	Subaru - Exhaust - check brakes	08/22/25	4	09/30/25	280.16	\$341.51	Paid 10/02/25	
26-178	Kurt Samson	AUTO TECH	Chevy - new front brakes	08/27/25	4	09/22/25	87.04	\$106.11	Paid 09/24/25	
26-179	Mike Galler	AUTO TECH	Silverado - oil change, filter, rotate tires	09/02/25	4	09/16/25	32.03	\$39.04	Paid	
26-180	Jeff Cantrel	AUTO TECH	Jeep - Inspect for Winter	09/03/25	1			\$0.00		
26-181	Jeff Cantrel	AUTO TECH	Subaru - Oil change	09/03/25	1			\$0.00		
26-182	Jeff Cantrel	AUTO TECH	Toyota - Maintenance services	09/03/25	1			\$0.00		
26-183	Connie Muschko	AUTO TECH	Toyota - replace frame bushings & signal motor	09/17/25	1			\$0.00		
26-184	Adam Lazarchak	AUTO TECH	Toyota - Oil change, slow leak in right front tire	09/23/25		09/25/25	53.63	\$65.37	Paid 09/26/25	
26-185	Rodney Sigley	AUTO TECH	Hyundai - Diagnose charging system	09/25/25	2			\$0.00		
26-186	Greta Wilmot	AUTO TECH	KIA - Oil change, rotate tires	09/26/25	1	09/30/25	38.75	\$47.23	Paid 10/01/25	
26-187	Janelle Schaffer	AUTO TECH	Audi - Oil change	09/29/25	1	10/13/25	63.65	\$77.59	Paid 10/15/25	
26-188	Karl Cuchran	AUTO TECH	Toyota - Brakes lock up	10/01/25	2	10/02/25	0.00	\$5.30	Paid 10/23/25	
26-189	Nichlas Lentz	AUTO TECH	Temp. sensors, mount & balance tires, alignment	10/03/25	2	10/07/25	80.00	\$97.52	Paid 10/15/25	
26-190	Howie Nonnemacher	AUTO TECH	Mercedes - Wiper blades, MPI	10/15/25	1			\$0.00		
26-191	Heather Burkhart	AUTO TECH	Ford - Install new sensors, tire	10/15/25	1			\$0.00	Paid 10/17/25	
26-192	Daniel Berardesca	AUTO TECH	Lexus - LOF, align	10/15/25	1			\$0.00		
26-193	Jennifer Klo	AUTO TECH	Subaru - Oil change and check back bearings	10/15/25	1	10/23/25	37.94	\$46.25	Paid 10/24/25	
26-194	Jeremy Sroggi	AUTO TECH	Nissan - Rear wheel alignment	10/16/25	2					
26-195	Jordan Montegue	AUTO TECH	Ford - Tire pressure sensors	10/16/25	1					
26-196	Carly McKeon	AUTO TECH	Ford - Small oil leak, oil change	10/16/25	1	10/21/25	35.00	\$42.67	Paid 10/22/25	
26-197	Mike Giamoni	AUTO TECH	Honda - Oil change, fluids, interior light, check TPMS	10/21/25	1		29.00	\$36.04	Paid 10/24/25	
26-198	Karen Mustonen	AUTO TECH	Acura - Oil change, filters, wiper blades	10/21/25	1					
26-199	Christina Miskovich	AUTO TECH	Chevy - Replace tires, serpentine belt, brake rotors & pads, coolant	10/24/25	1					
26-200	Dario Chavez	AUTO TECH	Ford - Coolant, front right bearings, brakes, alignment, filters	10/27/25	1					
26-376	Arc of LV	FOOD TRUCK	Staff Appreciation Picnic (7/18/25)	02/26/25	6	07/18/25	1,800.00	\$1,800.00	Paid 7/23/25	

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WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date Paid Status	
26-377	Ann Marie Schumann	FOOD TRUCK	Reunion (7/19/25)	06/30/25	3	07/19/25	1,610.37	\$1,706.99	Paid 7/28/25	
26-378	Wilson Products	FOOD TRUCK	Event on 9/24/25 & 9/25/25	07/10/25	3		6,300.00	\$6,678.00	Paid 8/6/25	
26-379	Angela Thom	FOOD TRUCK	Skills/HOSA Carnival (07/06/25)	08/20/25	4					
26-380	SkillsUSA	FOOD TRUCK	Clay Shoot event (9/19/25)	09/02/25	6	09/19/25	1,440.00	\$1,440.00		
26-427	Doc's Backyard BBQ	Graphics	Sign, 100 Business Cards	08/18/25	3		20.00			
26-428	Christina Miskovich	Graphics	6 screen printed shirts	09/05/25						
26-429	Joan Dinbokowitz	Graphics	Decals for wood projects	09/09/25	3	10/15/25	30.00	\$37.10	Paid 10/16/25	
26-430	Connie Mischko	Graphics	Banner	09/17/25	1	10/10/25	15.00	\$21.20	Paid 10/13/25	
26-431	Christina Miskovich	Graphics	Stickers	10/03/25	1					
26-432	Alex Glassberg	Graphics	Notebooks & Cornhole board prints	10/03/25	1					
26-433	Angela Dorney	Graphics	Various items for baby shower	10/28/25	1					
26-481	County of Northampton	Welding	Tree Cages	05/14/25	6					
26-482	Via of Lehigh Valley	Bld. Trades	Engraved wood Plaques	08/21/25	3	10/09/25	35.00	\$42.67	Paid 10/10/25	
26-483	Debra Miller	Auto Coll.	Honda - Paint spoiler & rear roof, headlights	08/25/25	1	09/15/25	30.00	\$37.10	Paid 09/15/25	
26-484	Martyn Banham	Auto Coll.	Mercedes - replace front bumper	09/08/25	3					
26-485	Sara Heintzelman	Carpentry	Build Ice Cream Playhouse	09/10/25	3		1,100.00	\$1,340.90		
26-486	Mike Galler	Prec. Mac.	Powder coat bike frame/bars	09/12/25	1	09/22/25	5.00	\$10.60	Paid 09/24/25	
26-487	Alex Glassberg	Carpentry	Cornhole boards	09/25/25	1					
26-488	Kristin Soldridge	Prec. Mac.	Thread pencils with nuts provided	09/25/25	5	09/25/25	0.00	\$5.30	Paid 9/25/25	
26-489	Presley McNichol	Auto Coll.	Dodge - Replace left bedside	10/01/25	2					
26-490	Heather Burkhardt	Auto Coll.	Refinish front bumper	10/07/25	1					
26-491	Mark Deysher	Auto Coll.	Toyota - hood work	10/09/25	3	10/09/25	240.09	\$292.67	Paid 10/10/25	
26-492	Jennifer Klo	Carpentry	Build steps for puppy to get on bed	10/15/25	1					

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

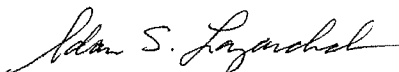
November 5, 2025

I.(2.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending September 30, 2025.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

Sf

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
September 30, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET			YEAR-TO-DATE		ENCUMBRANCES	BUDGET BALANCE
		BUDGET	REVISIONS	ACTIVITY	ACTIVITY			
10.1110.000.000.000	ACADEMIC PROGRAM	665,985.00	-	55,552.71	498,652.31	111,779.98		
10.1240.000.000.000	SPECIAL EDUCATION	691,392.00	-	57,534.58	304,523.32	329,334.10		
10.1320.000.000.000	MARKETING DISTRIBUTIVE EDUCATION	149,022.00	-	10,986.89	110,911.05	27,124.06		
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	829,726.00	-	75,024.80	554,634.69	200,066.51		
10.1342.000.000.000	HOME ECONOMICS PROGRAM	951,837.00	-	109,731.67	612,882.24	229,223.09		
10.1370.000.000.000	TECHNICAL PROGRAM	163,175.00	-	13,373.34	99,886.99	49,914.67		
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,536,080.00	-	409,319.02	2,514,877.77	1,611,883.21		
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00		
10.2100.000.000.000	STUDENT SERVICES	1,625,189.00	-	206,981.19	1,097,955.67	320,252.14		
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,886.00	-	17,431.72	150.00	103,304.28		
10.2310.000.000.000	BOARD SECRETARY	3,646.00	-	104.97	-	3,541.03		
10.2320.000.000.000	BOARD TREASURER	1,665.00	-	145.22	-	1,519.78		
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	2,257.67	51,742.33	6,000.00		
10.2360.000.000.000	OFFICE OF THE DIRECTOR	465,658.00	-	105,436.50	245,622.80	114,598.70		
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	661,995.00	-	139,650.45	364,610.38	157,734.17		
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	113,350.00	-	10,072.79	66,624.98	36,652.23		
10.2511.000.000.000	BUSINESS OFFICE	648,488.00	-	154,357.25	197,924.90	296,205.85		
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,622,825.00	-	447,349.94	657,714.99	1,517,760.07		
10.2660.000.000.000	SECURITY SERVICES	62,660.00	-	3,030.43	57,592.38	2,037.19		
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	81.77	1,221.56	27,696.67		
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	664,186.00	-	103,995.60	212,446.90	347,743.50		
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	107,525.00	-	70.67	12,069.72	95,384.61		
10.3350.000.000.000	WELFARE ACTIVITIES	9,500.00	-	-	-	9,500.00		
10.3390.000.000.000	COMMUNITY SERVICES	111,248.00	-	26,143.56	61,543.02	23,561.42		
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	-	-	-	-		
10.4600.000.000.000	IMPROVEMENT EXPENSES	75,000.00	-	7,952.54	10,167.55	56,879.91		
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-		
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	-	-	100,000.00		
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	-	-	-	50,000.00		
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-		
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00		
	TOTAL FOR GENERAL FUND	15,555,038.00	-	1,956,585.28	7,733,755.55	5,864,697.17		
	TOTAL EXPENSES	15,555,038.00	-	1,956,585.28	7,733,755.55	5,864,697.17		
	EXCESS OF REVENUE OVER EXPENSES			1,615,293.84				

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
September 30, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL	YEAR-TO-DATE	BUDGET
		BUDGET	ACTIVITY	BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	20,000.00	8,344.11	11,655.89
10.6910.000.000.000	RENTALS	6,000.00	1,000.00	5,000.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00		250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-		0.00
10.6946.001.000.000	RECEIPTS FROM BASD	7,232,236.00	2,283,864.00	4,948,372.00
10.6946.002.000.000	RECEIPTS FROM NASD	3,339,635.00	878,850.00	2,460,785.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,147,742.00	392,652.00	755,090.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-		0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00		100,000.00
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	179.01	1,820.99
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,500,000.00		1,500,000.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00		25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-		0.00
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	2,500.00		2,500.00
10.7362.000.360.000	PCCD ACT 55 GRANT	80,187.17		80,187.17
10.7362.000.360.001	PCCD ACT 55 GRANT	59,812.83		59,812.83
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00		300,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	239,408.00		239,408.00
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,120,880.00		1,120,880.00
10.8521.000.663.000	FEDERAL	379,387.00		379,387.00
10.8749.000.987.000	PCCD GRANT	-		0.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	6,990.00	-6,990.00
TOTALS FOR GENERAL FUND		15,555,038.00	3,571,879.12	11,983,158.88
TOTAL REVENUES		15,555,038.00	3,571,879.12	11,983,158.88