

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

Regular Meeting
BAVTS Joint Committee
December 3, 2025 – 7:00 p.m.

- A. Roll Call
- B. Announcement of Executive Session
- C. Approval of Minutes – Regular Meeting, November 5, 2025
- D. Report of Secretary/Treasurer
- E. Payment of Bills
- F. Courtesy of the Floor to Visitors – Agenda Items Only
- G. Administrative Recommendations
 - 1. Staffing
 - 2. 2025-2026 Substitutes
 - 3. Occupational Advisory Committee Members
 - 4. 2025-2026 Tuition Rate For Non-Resident Students
 - 5. Board Policy Updating
 - 6. Conference Requests
 - 7. Continuing Education
 - 8. Special Meeting Needed
- H. Informational Items
 - 1. Condition of the Budget
 - 2. House Project Update (Verbal Report To Be Provided At Meeting)
- I. Unfinished Business
- J. New & Miscellaneous Business
- K. Courtesy of the Floor to Visitors
- L. Adjournment

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

December 3, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

October 31, 2025

FUND NAME	BALANCE		RECEIPTS	DISBURSEMENTS	BALANCE	
	October 1, 2025				October 31, 2025	
General includes PLGIT/CD	2,816,781.44	1,030,237.93	(1,135,181.14)	2,711,838.23		
House Project	99,502.91	1.79	(9,220.75)	90,283.95		
Production	205,421.87	23,618.41	(25,280.27)	203,760.01		
Capital Reserves includes PLGIT/CD	4,009,006.94	12,865.00	0.00	4,021,871.94		
Payroll	11,833.79	549,959.78	(550,592.30)	11,201.27		
Cafeteria	83,340.82	21,200.19	(14,561.95)	89,979.06		
Adult Education includes PLGIT/CD	409,535.41	38,717.56	(67,831.24)	380,421.73		
Student Activities	52,944.54	5,123.72	(5,527.50)	52,540.76		
TOTALS	7,688,367.72	1,681,724.38	(1,808,195.15)	7,561,896.95		

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

October 1, 2025 2,332,154.94

RECEIPTS

Production	23,614.44	
Interest	43.55	
District Contrib.	925,305.00	
District Contrib./Auth.		
State / Fed Funds	3,150.00	
Tuition		
Other	79,175.50	
Transfers - PLGIT		
Inter-Fund Transfers	19,957.89	1,051,246.38

DISBURSEMENTS

Prepaid Bills	(78,877.42)	
Bill Listings	(566,258.26)	
Payroll	(522,558.04)	
Other--Authority Bond		
Fees	(1,024.35)	
Void Checks	18,336.53	
Transfers - PLGIT		(1,150,381.54)

October 31, 2025	ADJ BOOK BALANCE	2,233,019.78
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BANK RECONCILIATION

October 31, 2025

Bank Balance	2,239,065.30	
Memo		
Outstanding Checks	(6,442.83)	
Deposit in Transit	397.31	
October 31, 2025	ADJ BANK BALANCE	2,233,019.78

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

October 31, 2025

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

October 1, 2025		789,551.28
	Transfers In	0.00
	Interest	2,611.75
	P Card purchases	(19,300.62)
	Transfers Out	
	Transfers Out-CD purch	
October 31, 2025	ADJ BOOK BALANCE	772,862.41

BANK RECONCILIATION

	October 31, 2025	
Bank Balance		772,862.41
Deposit in Transit		
Outstanding Checks		
October 31, 2025	ADJ BANK BALANCE	772,862.41
Average Yield for Oct 2025 is 3.97%		

CAPITAL RESERVES - EMBASSY BANK

October 1, 2025		195,726.98
	Receipts	0.00
	Interest	4.82
	Void Checks	0.00
		4.82
	Fees	
	Disbursements	0.00
October 31, 2025	ADJ BOOK BALANCE	195,731.80

BANK RECONCILIATION

	October 31, 2025	
Bank Balance		195,731.80
Memos		
Outstanding Checks		0.00
Deposit in Transit		0.00
October 31, 2025	ADJ BANK BALANCE	195,731.80

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

October 1, 2025		3,813,279.96
	Transfers In	0.00
	Interest	12,860.18
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
October 31, 2025	ADJ BOOK BALANCE	3,826,140.14

BANK RECONCILIATION

	October 31, 2025	
Bank Balance		3,826,140.14
Outstanding Checks		0.00
October 31, 2025	ADJ BANK BALANCE	3,826,140.14
Average Yield for Oct 2025 is 3.97%		

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

October 31, 2025

PAYROLL FUND - EMBASSY BANK

October 1, 2025			11,833.79
	Receipts	549,958.24	
	Interest	1.54	
	Void Checks		549,959.78
	Fees		
	Disbursements	(550,592.30)	(550,592.30)
October 31, 2025	ADJ BOOK BALANCE		11,201.27

BANK RECONCILIATION

October 31, 2025

Bank Balance	11,450.13	
Memos		
Outstanding Checks	(248.86)	
Deposit in Transit		
October 31, 2025	ADJ BANK BALANCE	11,201.27

CAFETERIA FUND - EMBASSY BANK

October 1, 2025			83,340.82
	Receipts	21,198.46	
	Transfers		
	Interest	1.73	21,200.19
	Disbursements	(14,561.95)	
	Void Check	0.00	(14,561.95)
October 31, 2025	ADJ BOOK BALANCE		89,979.06

BANK RECONCILIATION

October 31, 2025

Bank Balance	89,960.51	
Memos	0.00	
Outstanding Checks	(16.45)	
Deposit in Transit	35.00	
October 31, 2025	ADJ BANK BALANCE	89,979.06

ADULT EDUCATION FUND - EMBASSY BANK

October 1, 2025			409,535.41
	Receipts	38,709.15	
	PLGIT Transfers	0.00	
	Interest	8.41	38,717.56
	Disbursements	(67,831.24)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(67,831.24)
October 31, 2025	ADJ BOOK BALANCE		380,421.73

BANK RECONCILIATION

October 31, 2025

Bank Balance	382,774.23	
Memos	0.00	
Outstanding Checks	(3,173.50)	
Deposit in Transit	821.00	
October 31, 2025	ADJ BANK BALANCE	380,421.73

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

December 3, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

October 31, 2025

STUDENT ACTIVITY ACCT -EMBASSY BANK

October 1, 2025			52,944.54
	Receipts	5,122.61	
	Other		
	Interest	1.11	5,123.72
	Disbursements	(5,527.50)	
	Other--Ret'd Check		
	Voided Check	0.00	(5,527.50)
October 31, 2025	ADJ BOOK BALANCE		52,540.76

BANK RECONCILIATION

October 31, 2025

Bank Balance	52,599.08	
Outstanding Checks	(58.32)	
Deposit in Transit	0.00	
October 31, 2025	ADJ BANK BALANCE	52,540.76

REPORT OF DEPOSITORIES

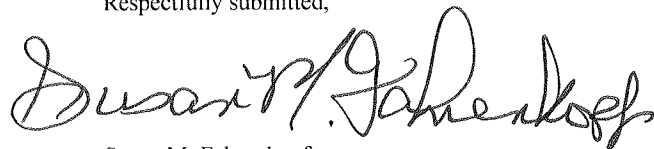
October 31, 2025

EMBASSY BANK

General Fund	2,239,065.30	
Capital Reserve	195,731.80	
Payroll Account	11,450.13	
Cafeteria Fund	89,960.51	
Adult Ed. Fund	382,774.23	
Student Activity Fund	52,599.08	
PLGIT		
PLGIT General Fund	772,862.41	
PLGIT CD (General Fund)	0.00	772,862.41
PLGIT Capital Reserve	3,826,140.14	
PLGIT CD (Cap Reserve)	0.00	3,826,140.14
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 7,570,583.60

Respectfully submitted,



Susan M. Fahrenkopf
 Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
December 3, 2025

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through December 3, 2025 for the General Budget as tabulated and certified as to correctness and receipt of materials or services, be paid.*

***The list of bills to be paid will be provided to the Joint Committee members via e-mail the day of the meeting and a hard copy will be placed at their seat as well.**

MOTION BY:

SECOND BY:

ROLL CALL

REPORT DATE
12/3/2025

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	AMOUNT	DESCRIPTION
11/6/2025	Y	34714	CANON SOLUTIONS AMERICA, INC.	\$ 139.62	COPIER MAINTENANCE
11/6/2025	Y	34715	NRG BUSINESS MARKETING	\$ 245.46	25-26 GAS SUPPLY
11/6/2025	Y	34716	PP&L	\$ 17,471.12	25-26 ELECTRIC
11/6/2025	Y	34717	VERIZON WIRELESS	\$ 265.47	CELL PHONES
11/6/2025	Y	34718	WEX BANK	\$ 582.42	FUEL 25-26
11/11/2025	Y	34719	EMBASSY BANK -	\$ 6,555.67	INSTRUCTOR,MAINTENANCE SUPPLIES
11/12/2025	Y	34720	KIRIPOSKI & SONS	\$ 125.00	PORT O POTTY
11/12/2025	Y	34721	UGI ENERGY SERVICES LLC	\$ 830.23	GAS SERVICE
11/12/2025	Y	34722	UGI UTILITIES	\$ 2,022.89	GAS SERVICE
11/13/2025	Y	34723	SYSCO	\$ 327.61	CULINARY & BAKING SUPPLEIS
11/19/2025	Y	34724	CANON FINANCIAL SERVICES,INC.	\$ 1,963.15	LEASE RENTAL OF HARDWARE
11/19/2025	Y	34725	CITY OF BETHLEHEM	\$ 2,544.21	25-26 WATER BILL
11/19/2025	Y	34726	SERVICE ELECTRIC CABLE TV	\$ 98.84	PHONE SERVICE
11/19/2025	Y	34727	SDIC	\$ 205.56	WCOMP CLAIMS
11/21/2025	Y	34728	NORTHAMPTON COUNTY CONSERVATION DISTRICT	\$ 1,845.00	PARKING LOT IMPROVEMENTS
12/3/2025		34729	ADVANCE AUTO PARTS	\$ 823.32	AUTO TECH SUPPLIES
12/3/2025		34730	ALFRED MASER CO.	\$ 3,894.73	PRECISION MAC. SUPPLIES
12/3/2025		34731	AMAZON CAPITOL SERVICES	\$ 20,377.78	OFFICE, INSTRUCTOR, MAINTENANCE SUPPLIES
12/3/2025		34732	AUTOZONE	\$ 783.08	AUTO TECH SUPPLIES
12/3/2025		34733	AYKROYD HARDWARE	\$ 85.56	CARPENTRY SUPPLIES
12/3/2025		34734	BETH-HANOVER SUPPLY CO.	\$ 80.00	MASONRY SUPPLIES
12/3/2025		34735	BETHLEHEM TOWNSHIP	\$ 55.75	SEWER
12/3/2025		34736	BILL FLANNERY AUTOMOTIVE	\$ 4,435.35	AUTO COLLISION SUPPLIES
12/3/2025		34737	BINDICS CUSTOM SCREEN PRINTING	\$ 4,952.90	CLASS SHIRTS
12/3/2025		34738	BINDICS EMBROIDERY	\$ 1,260.00	SHOP SHIRTS
12/3/2025		34739	CAREERSAFE LLC	\$ 10,797.00	OSHA 30 TRAINING
12/3/2025		34740	CARTRIDGE XCHANGE LL	\$ 114.00	TONER CARTRIDGES
12/3/2025		34741	CHRIN HAULING, INC	\$ 2,126.80	TRASH REMOVAL

12/3/2025	34742	CLARK SERVICE GROUP INC	\$ 1,968.59	REPAIRS
12/3/2025	34743	CM REGENT LLC	\$ 2,931.60	DEC 25 LIFE/LTD
12/3/2025	34744	COL. NORTH. I.U. 20	\$ 5,045.00	TRAINING
12/3/2025	34745	CONNIE MUSCHKO	\$ 291.20	MILEAGE REIMBURSEMENT
12/3/2025	34746	COOPER ELECTRIC SUPPLY	\$ 8,838.46	ELECTRICAL SUPPLIES
12/3/2025	34747	DEAN RUCH	\$ 275.10	MILEAGE REIMBURSEMENT
12/3/2025	34748	DERMALOGICA	\$ 2,409.60	COSMOTOLOGY SUPPLIES
12/3/2025	34749	DICK BLICK CO. INC.	\$ 202.31	COMMERCIAL ART SUPPLIES
12/3/2025	34750	EASTERN AUTOPARTS WAREHOUSE	\$ 1,091.84	AUTO TECH SUPPLIES
12/3/2025	34751	EBTEP	\$ 167,660.90	DEC 25 DENTAL
12/3/2025	34752	ECCOTROL LLC	\$ 23,572.50	ANNUAL SERVICE CONTRACT
12/3/2025	34753	EMEDCO INC.	\$ 217.69	SIGNS
12/3/2025	34754	HENDERSHOT DOOR SYSTEMS INC.	\$ 140.00	REPAIRS
12/3/2025	34755	HIGHMARK BLUE SHIELD	\$ 1,102.28	DEC 25 VISION
12/3/2025	34756	HUNTER ENGINEERING CO.	\$ 3,694.31	REPAIRS
12/3/2025	34757	INTEGRITEC INC.	\$ 245.00	WATER TREATMENT
12/3/2025	34758	JACK WILLIAMS TIRE	\$ 169.48	TIRES
12/3/2025	34759	JAMECO ELECTRONICS	\$ 597.28	ELECTRONICS SUPPLIES
12/3/2025	34760	KAREN MUSTONEN	\$ 73.88	REIMBURSEMENT
12/3/2025	34761	KEYSTONE AUTOMOTIVE	\$ 2,652.16	AUTO COLLISION SUPPLIES
12/3/2025	34762	KEYSTONE FIRE AND SECURITY	\$ 2,814.00	TECHNOLOGY
12/3/2025	34763	KIMBALL MIDWEST	\$ 1,663.60	WELDING SUPPLIES
12/3/2025	34764	KING SPRY HERMAN FREUND FAUL	\$ 1,207.17	SOLICITOR'S FEES
12/3/2025	34765	KISTLER O'BRIEN CO.	\$ 350.50	FIRE SUPPRESSION INSPECTION
12/3/2025	34766	L.V. JANITORIAL SUPPLY	\$ 1,043.78	MAINTENANCE SUPPLIES
12/3/2025	34767	LOWES BUSINESS ACCOUNT	\$ 299.13	CARPENTRY SUPPLIES
12/3/2025	34768	MOYER LUMBER & HARDWARE	\$ 8,369.70	CARPENTRY SUPPLIES
12/3/2025	34769	MOYER PEST CONTROL	\$ 134.00	PEST CONTROL
12/3/2025	34770	NAPA AUTO PARTS	\$ 1,782.74	AUTO TECH SUPPLIES
12/3/2025	34771	NORTHEAST JANITORIAL	\$ 616.80	MAINTENANCE SUPPLIES
12/3/2025	34772	NRG BUSINESS MARKETING	\$ 894.64	25-26 GAS SUPPLY
12/3/2025	34773	PA. DEPT OF LABOR & IND.B'	\$ 145.28	BOILER CERTIFICATES
12/3/2025	34774	PENN JERSEY PAPER CO.	\$ 2,118.00	MAINTENANCE SUPPLIES
12/3/2025	34775	PENN STATE	\$ 1,400.00	ILC 2025 REGISTRATION

12/3/2025	34776	PEPSICO BEVERAGE SALES LLC	\$ 512.77	DRINKS FOR SCHOOL STORE
12/3/2025	34777	PERFORMANCE FOOD GROUP	\$ 687.14	CULINARY SUPPLIES
12/3/2025	34778	PP&L	\$ 301.43	25-26 ELECTRIC
12/3/2025	34779	PRACTICAL COMPONENTS INC.	\$ 1,124.04	ELECTRONICS SUPPLIES
12/3/2025	34780	QUADIANT FINANCE USA INC.	\$ 3,000.00	POSTAGE FOR METER
12/3/2025	34781	QXO	\$ 1,648.27	BUILDING TRADES SUPPLIES
12/3/2025	34782	R.E. MICHEL	\$ 3,829.48	HVAC SUPPLIES
12/3/2025	34783	R.J.WALKER	\$ 10,473.36	PLUMBING SUPPLIES
12/3/2025	34784	RESET OUTDOORS	\$ 15,350.00	MENTAL HEALTH SERVICES
12/3/2025	34785	RICHTER DRAFTING AND OFFICE SUPPLY CO.	\$ 1,312.95	OFFICE, INSTRUCTOR, MAINTENANCE SUPPLIES
12/3/2025	34786	SAN MAR CORPORATION	\$ 2,016.50	SHIRTS
12/3/2025	34787	SCHOOL FIX	\$ 1,318.66	MAINTENANCE SUPPLIES
12/3/2025	34788	SDIC	\$ 5,466.01	WCOMP CLAIMS
12/3/2025	34789	SHARDA PAPER INC	\$ 505.50	GRAPHICS SUPPLIES
12/3/2025	34790	STATE CHEMICAL	\$ 308.04	DRAIN MAINTENANCE
12/3/2025	34791	SYSCO	\$ 5,213.75	CULINARY & BAKING SUPPLEIS
12/3/2025	34792	THE MORNING CALL	\$ 3,094.59	LEGAL AD
12/3/2025	34793	TIMES NEWS LLC	\$ 946.50	LEGAL AD
12/3/2025	34794	UGI UTILITIES	\$ 741.93	GAS SERVICE
12/3/2025	34795	ULINE	\$ 433.15	MAINTENANCE SUPPLIES
12/3/2025	34796	UNIFORMS USA	\$ 347.43	CHEF COATS
12/3/2025	34797	VAN CLEEF ENGINEERING ASSOCIATES	\$ 3,295.25	SERVICES
12/3/2025	34798	WAREHOUSE BATTERY OUTLET	\$ 117.69	MAINTENANCE SUPPLIES
12/3/2025	34799	WEX BANK	\$ 260.52	FUEL 25-26
12/3/2025	34800	WITMER PUBLIC SAFETY GROUP	\$ 3,461.49	PRO SERVE SUPLIES
12/3/2025	34801	WILSON PRODUCTS	\$ 15,409.55	TANK EXCHANGE & WELDING SUPPLIES
		TOTAL	<u>\$412,203.04</u>	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

December 3, 2025

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 resignations be accepted:

Jeff Bower

Position: Supervisor of Buildings and Grounds

Effective: January 1, 2026

- b. That the Executive Director be authorized to hire for the Supervisor of Buildings and Grounds position, and for any other vacancy that may occur prior to the next scheduled Joint Committee meeting, with ratification at the next scheduled Joint Committee meeting.

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

Employee #0496: Up to 12 weeks

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
December 3, 2025

2. 2025-2026 SUBSTITUTES

RECOMMENDATION:

That the following individual be approved as substitute 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.

Lizette Morales
Richard Petovic

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
December 3, 2025

3. 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
Reykha	Capoor	HR Manager	Pratt Industries	Mechatronics
Jaimie	Constable	Senior Athletic Trainer	Lehigh Valley Health Network	Sports Medicine
Ashley	Felker	Behavioral Health Education Specialist	Lehigh Valley Health Network	Behavioral/Mental Health
Kayla	Harper	Server/ Bartender/ Baker	3rd & Ferry Fish Market	Baking
Joshua	Howard	Owner	ICS Heating and Air Conditioning	HVAC
Michael	Lee	Aviation Instructor	AIM	Aviation Technology
Stephanie	Molnar	Police Officer/ School Resource Officer	City of Bethlehem Police Department	Protective Services
Kaleena	Poyer	Senior Employment Specialist	Country Meadows Retirement Communities	Health Careers

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

December 3, 2025

4. 2025-2026 TUITION RATE FOR NON-RESIDENT STUDENTS

INFORMATION:

The Pennsylvania School Code section, #24 PS 18-1847, addresses the attendance and billing of non-participating pupils at Area Vocational-Technical Schools and Technical Institutes. The tuition rate is based on the total general fund budget plus debt service payments divided by the full-time equivalent number of students. The Bethlehem Area Vocational-Technical School Policy states that the Joint Committee is to approve the tuition rate for billings on an annual basis.

RECOMMENDATION:

It is recommended that the tuition rate of \$12,439.05 be approved for full-time non-resident students who attend Bethlehem Area Vocational-Technical School for the 2025-2026 school term.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
December 3, 2025

5. BOARD POLICY UPDATING

RECOMMENDATION:

It is requested that the Joint Committee approve the following policy for the required second and final 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

2. 24 P.S. 527

4. 41 U.S.C. 703

5. 35 P.S. 780-101 et seq

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

December 3, 2025

6. CONFERENCE REQUESTS

RECOMMENDATION:

That Adam Lazarchak, Executive Director, be granted permission to attend Pennsylvania Association of Career and Technical Administrators Career Readiness Symposium in Hershey, PA, from February 5-6, 2026. Mr. Lazarchak has applied to be a presenter. The approximate cost to attend is \$800.00.

Any conference requests listed above are in the budget.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

December 3, 2025

7. CONTINUING EDUCATION

PART-TIME TEMPORARY EVENING PROGRAM SUPPORT SPECIALIST
POSITION

RECOMMENDATION:

That Michele Bracero and John Karb be appointed to the position of part-time Temporary Evening Continuing Education Program Support Specialist at the rate of \$22 per hour, with no benefits. The total hours for this position are up to 14 hours per week with prior approval of Administration. The total hours will be divided between the two employees to ensure continual coverage of the Continuing Education office.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

December 3, 2025

8. SPECIAL MEETING NEEDED

RECOMMENDATION:

That the Joint Committee schedule a special meeting for the purpose of awarding bids related to renovations at both the South (aka Factory) and North (aka Main) campuses.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
December 3, 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

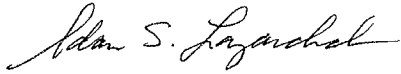
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
December 3, 2025

I.2. CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending October 31, 2025.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

/sf

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
October 31, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL		BUDGET		YEAR-TO-DATE		BUDGET	
		BUDGET	REVISIONS	ACTIVITY	ENCUMBRANCES	BALANCE			
10.1110.000.000.000	ACADEMIC PROGRAM	665,985.00	(1,084.00)	104,420.69	455,585.89	104,894.42			
10.1240.000.000.000	SPECIAL EDUCATION	691,392.00	(2,439.00)	95,916.18	278,687.61	314,349.21			
10.1320.000.000.000	MARKETING DISTRIBUTIVE EDUCATION	149,022.00	(271.00)	26,641.76	99,441.59	22,667.65			
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	829,726.00	(1,355.00)	138,408.05	503,534.39	186,428.56			
10.1342.000.000.000	HOME ECONOMICS PROGRAM	951,837.00	(1,355.00)	183,321.98	558,404.36	208,755.66			
10.1370.000.000.000	TECHNICAL PROGRAM	163,175.00	(271.00)	27,937.35	94,121.70	40,844.95			
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,536,080.00	(7,858.00)	763,378.98	2,286,904.65	1,477,938.37			
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00			
10.2100.000.000.000	STUDENT SERVICES	1,625,189.00	(2,439.00)	322,368.01	1,061,797.33	238,584.66			
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,886.00	-	17,581.72	-	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	-	11,452.84	42,547.16	6,000.00			
10.2360.000.000.000	OFFICE OF THE DIRECTOR	465,658.00	(813.00)	142,414.91	228,562.05	93,868.04			
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	661,995.00	(1,084.00)	187,513.57	327,007.29	146,390.14			
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	113,350.00	(271.00)	17,837.20	60,860.94	34,380.86			
10.2511.000.000.000	BUSINESS OFFICE	648,488.00	(1,626.00)	193,311.87	257,206.97	196,343.16			
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,622,825.00	(2,665.00)	608,826.94	736,305.63	1,275,027.43			
10.2660.000.000.000	SECURITY SERVICES	62,660.00	(271.00)	2,820.66	59,703.62	(135.28)			
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	641.77	1,959.79	26,398.44			
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	664,186.00	(6,072.00)	149,465.12	178,696.90	329,951.98			
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	107,525.00	-	3,238.10	8,902.29	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	-	34,470.61	55,288.22	21,489.17			
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	-	-	-	-			
10.4600.000.000.000	IMPROVEMENT EXPENSES	75,000.00	-	11,230.04	6,890.05	56,879.91			
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-			
10.5140.000.000.000	LEASES & RIGHT TO USE ARRANGEMENT	-	29,874.00	29,874.00	-	-			
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	-	3,073,322.54	7,302,408.43	5,179,307.03			
	TOTAL EXPENSES	15,555,038.00	-	3,073,322.54	7,302,408.43	5,179,307.03			
	EXCESS OF REVENUE OVER EXPENSES			1,456,255.89					

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
October 31, 2025

ACCOUNT NUMBER	DESCRIPTION	YEAR-TO-DATE		BUDGET BALANCE
		ORIGINAL BUDGET	ACTIVITY	
10.6510.000.000.000	INTEREST ON INVESTMENTS	20,000.00	10,995.19	9,004.81
10.6910.000.000.000	RENTALS	6,000.00	2,500.00	3,500.00
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	2,854,830.00	4,377,406.00
10.6946.002.000.000	RECEIPTS FROM NASD	3,339,635.00	1,142,505.00	2,197,130.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,147,742.00	483,336.00	664,406.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-		0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	23,543.23	76,456.77
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	-	3,150.00	-3,150.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	8,540.00	-8,540.00
	TOTALS FOR GENERAL FUND	15,555,038.00	4,529,578.43	11,025,459.57
	TOTAL REVENUES	15,555,038.00	4,529,578.43	11,025,459.57

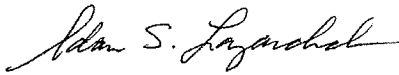
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
December 3, 2025

I.1. CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending October 31, 2025.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

/sf