

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

3300 Chester Avenue  
Bethlehem, PA 18020

BAVTS Joint Committee Regular Meeting

February 4, 2025 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, January 7, 2025
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor – Agenda Items Only
- H. Administrative Recommendations
  - 1. Staffing
  - 2. Column/Salary Adjustments
  - 3. Job Description Updating
  - 4. 2024-2025 Substitutes
  - 5. SkillsUSA State Conference
  - 6. HOSA State Leadership Conference
  - 7. Appointment of Auditor
  - 8. Occupational Advisory Committee Members
  - 9. Conference Requests
  - 10. Budget Transfers
  - 11. Continuing Education
  - 12. Amended and Restated Articles of Agreement
  - 13. Memorandum of Understanding
- I. Informational Items
  - 1. Competitive Equipment Grant – Welding Equipment Purchase
  - 2. Capital Improvement Projects
  - 3. Work Project Report
  - 4. Condition of the Budget
  - 5. House Project Update (verbal report provided at meeting)
- J. Unfinished Business
- K. New & Miscellaneous Business
- L. Courtesy of the Floor to Visitors
- M. Adjournment

***Next Meeting Date: Tuesday, March 4, 2025***

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***Emergency/Alternate Date: Wednesday, March 4, 2025***

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

February 4, 2025

**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

December 31, 2024

<b>BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL</b>					
<b>FUND NAME</b>		<b>BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
		December 1, 2024			December 31, 2024
General	includes PLGIT/CD	3,920,690.61	1,525,149.81	(1,599,551.60)	3,846,288.82
House Project		146,641.58	2.98	(927.48)	145,717.08
Production		176,657.81	24,304.70	(22,293.04)	178,669.47
Capital Reserves	includes PLGIT/CD	3,000,456.64	10,032.07	0.00	3,010,488.71
Payroll		9,761.28	1,231,167.39	(1,000,783.49)	240,145.18
Cafeteria		92,206.94	14,773.30	(20,662.67)	86,317.57
Adult Education	includes PLGIT/CD	310,070.41	53,080.60	(59,572.40)	303,578.61
Student Activities		50,336.86	13,934.14	(7,064.43)	57,206.57
<b>TOTALS</b>		<b>7,706,822.13</b>	<b>2,872,444.99</b>	<b>(2,710,855.11)</b>	<b>7,868,412.01</b>

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

**GENERAL, HOUSE PROJECT, PRODUCTION FUNDS - CASH ACCTS**

December 1, 2024 3,338,309.16

**RECEIPTS**

Production	24,301.04	
Interest	67.23	
District Contrib.	972,665.86	
District Contrib./Auth.		
State / Fed Funds	529,936.50	
Tuition		
Other	10,955.98	
Transfers - PLGIT		
Inter-Fund Transfers	8,223.33	1,546,149.94

**DISBURSEMENTS**

Prepaid Bills	(63,268.54)	
Bill Listings	(348,818.38)	
Payroll	(1,188,945.13)	
Other--Authority Bond		
Fees	(305.29)	
Void Checks	87.50	
Transfers - PLGIT		(1,601,249.84)

December 31, 2024	ADJ BOOK BALANCE	3,283,209.26
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**BANK RECONCILIATION**

December 31, 2024

Bank Balance	3,309,127.55	
Memo		
Outstanding Checks	(25,918.29)	
Deposit in Transit		
December 31, 2024	ADJ BANK BALANCE	3,283,209.26

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

February 4, 2025

**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

December 31, 2024

**PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)**

December 1, 2024		905,680.84
	Transfers In	0.00
	Interest	3,307.55
	P Card purchases	(21,522.28)
	Transfers Out	
	Transfers Out-CD purch	
December 31, 2024	ADJ BOOK BALANCE	887,466.11

**BANK RECONCILIATION**

	December 31, 2024	
Bank Balance		887,466.11
Deposit in Transit		
Outstanding Checks		
December 31, 2024	ADJ BANK BALANCE	887,466.11
Average Yield for Dec 2024 is 4.40%		

**CAPITAL RESERVES - EMBASSY BANK**

December 1, 2024		311,143.87
	Receipts	0.00
	Interest	6.58
	Void Checks	0.00
		6.58
	Fees	
	Disbursements	0.00
		0.00
December 31, 2024	ADJ BOOK BALANCE	311,150.45

**BANK RECONCILIATION**

	December 31, 2024	
Bank Balance		311,150.45
Memos		
Outstanding Checks		0.00
Deposit in Transit		0.00
December 31, 2024	ADJ BANK BALANCE	311,150.45

**PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)**

December 1, 2024		2,689,312.77
	Transfers In	0.00
	Interest	10,025.49
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
December 31, 2024	ADJ BOOK BALANCE	2,699,338.26

**BANK RECONCILIATION**

	December 31, 2024	
Bank Balance		2,699,338.26
Outstanding Checks		0.00
December 31, 2024	ADJ BANK BALANCE	2,699,338.26
Average Yield for Dec 2024 is 4.40%		

**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

December 31, 2024

**PAYROLL FUND - EMBASSY BANK**

December 1, 2024			9,761.28
	Receipts	1,231,164.60	
	Interest	2.79	
	Void Checks		1,231,167.39
	Fees		
	Disbursements	(1,000,783.49)	(1,000,783.49)
December 31, 2024	ADJ BOOK BALANCE		240,145.18

**BANK RECONCILIATION**

December 31, 2024

Bank Balance	240,338.28	
Memos		
Outstanding Checks	(193.10)	
Deposit in Transit		
December 31, 2024	ADJ BANK BALANCE	240,145.18

**CAFETERIA FUND - EMBASSY BANK**

December 1, 2024			92,206.94
	Receipts	14,771.34	
	Transfers		
	Interest	1.96	14,773.30
	Disbursements	(20,662.67)	
	Void Check	0.00	(20,662.67)
December 31, 2024	ADJ BOOK BALANCE		86,317.57

**BANK RECONCILIATION**

December 31, 2024

Bank Balance	86,347.87	
Memos	0.00	
Outstanding Checks	(30.30)	
Deposit in Transit	0.00	
December 31, 2024	ADJ BANK BALANCE	86,317.57

**ADULT EDUCATION FUND - EMBASSY BANK**

December 1, 2024			310,070.41
	Receipts	53,074.02	
	PLGIT Transfers	0.00	
	Interest	6.58	53,080.60
	Disbursements	(59,572.40)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(59,572.40)
December 31, 2024	ADJ BOOK BALANCE		303,578.61

**BANK RECONCILIATION**

December 31, 2024

Bank Balance	303,496.61	
Memos	0.00	
Outstanding Checks	0.00	
Deposit in Transit	82.00	
December 31, 2024	ADJ BANK BALANCE	303,578.61

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

February 4, 2025

**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

December 31, 2024

**STUDENT ACTIVITY ACCT -EMBASSY BANK**

December 1, 2024			50,336.86
	Receipts	13,933.00	
	Other		
	Interest	1.14	13,934.14
	Disbursements	(7,064.43)	
	Other--Ret'd Check		
	Voided Check	0.00	(7,064.43)
December 31, 2024	ADJ BOOK BALANCE		57,206.57

**BANK RECONCILIATION**

December 31, 2024

Bank Balance		57,206.57	
Outstanding Checks		0.00	
Deposit in Transit		0.00	
December 31, 2024	ADJ BANK BALANCE		57,206.57

**REPORT OF DEPOSITORIES**

December 31, 2024

**EMBASSY BANK**

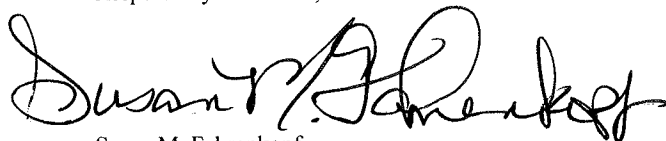
General Fund	3,309,127.55	
Capital Reserve	311,150.45	
Payroll Account	240,338.28	
Cafeteria Fund	86,347.87	
Adult Ed. Fund	303,496.61	
Student Activity Fund	57,206.57	

**PLGIT**

PLGIT General Fund	887,466.11	
PLGIT CD (General Fund)	0.00	887,466.11
PLGIT Capital Reserve	2,699,338.26	
PLGIT CD (Cap Reserve)	0.00	2,699,338.26
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

**TOTAL BANK BALANCES 7,894,471.70**

Respectfully submitted,



Susan M. Fahrenkopf  
 Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
February 4, 2025

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through February 4, 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  
2/4/2025

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	AMOUNT	DESCRIPTION
1/8/2025	Y	33710	CANON SOLUTIONS AMERICA, INC.	\$ 133.64	COPIER MAINTENANCE
1/8/2025	Y	33711	CUTTING EDGE PROPERTY SERVICES	\$ 3,402.50	SNOW REMOVAL/SALTING
1/8/2025	Y	33712	DANIEL BERARDESCA	\$ 2,113.00	TUITION REIMBURSEMENT
1/8/2025	Y	33713	JORDAN MONTAGUE	\$ 2,113.00	TUITION REIMBURSEMENT
1/8/2025	Y	33714	MERI LINDENMUTH	\$ 2,113.00	TUITION REIMBURSEMENT
1/8/2025	Y	33715	MERISSA LONG	\$ 2,113.00	TUITION REIMBURSEMENT
1/8/2025	Y	33716	PP&L	\$ 21,126.05	24-25 ELECTRIC
1/8/2025	Y	33717	ROBERT KULICK	\$ 2,113.00	TUITION REIMBURSEMENT
1/8/2025	Y	33718	TYLER HEFT	\$ 2,113.00	TUITION REIMBURSEMENT
1/8/2025	Y	33719	COUCHPOTA DOH	\$ 577.00	HOLIDAY BREAKFAST
1/9/2025	Y	33720	UNIVERSAL DOOR SERVICES LLC	\$ 633.75	DOOR REPAIRS
1/15/2025	Y	33721	CITY OF BETHLEHEM	\$ 1,657.79	24-25 WATER BILL
1/15/2025	Y	33722	CUTTING EDGE PROPERTY SERVICES	\$ 3,085.00	SNOW REMOVAL/SALTING
1/15/2025	Y	33723	SYSCO	\$ 115.64	BAKING SUPPLES
1/15/2025	Y	33724	UGI ENERGY SERVICES LLC	\$ 2,875.25	GAS SERVICE
1/15/2025	Y	33725	UGI UTILITIES	\$ 3,395.07	GAS SERVICE
1/15/2025	Y	33726	PEARSON VUE	\$ -	VOID CHECK
1/15/2025	Y	33727	CANON FINANCIAL SERVICES, INC.	\$ 2,028.59	LEASE RENTAL OF HARDWARE
1/22/2025	Y	33728	CITY OF BETHLEHEM	\$ 25.42	24-25 WATER BILL
1/22/2025	Y	33729	SERVICE ELECTRIC CABLE TV	\$ 98.50	PHONE SERVICE
1/22/2025	Y	33730	EMBASSY BANK -	\$ 13,012.86	TRAVEL, SUPPLIES, EQUIPMENT, SOFTWARE
1/29/2025	Y	33731	UGI UTILITIES	\$ 77.07	GAS SERVICE
1/29/2025	Y	33732	ALTEK BUSINESS SYSTEMS INC	\$ 5,358.70	COPIER MAINTENANCE FEES
2/4/2025		33733	ADVANCE AUTO PARTS	\$ 1,391.47	AUTO TECH SUPPLIES
2/4/2025		33734	ADVANCED COMMUNICATION SOLUTIONS LLC	\$ 91.25	SERVICE ON VAPE CENSORS
2/4/2025		33735	ALBARELL ELECTRIC INC.	\$ 363.65	MAINTENANCE SUPPLIES
2/4/2025		33736	ALBERT USTER IMPORTS INC.	\$ 199.88	BAKING SUPPLIES
2/4/2025		33737	ALL-PHASE ELECTRIC SUPPLY CO.	\$ 1,669.04	HVAC SUPPLIES
2/4/2025		33738	AMAZON CAPITOL SERVICES	\$ 4,311.67	SUPPLIES - VARIOUS, BOOKS - HEALTH CAREERS
2/4/2025		33739	AUTO DATA LABELS	\$ 40.85	AUTO COLLISION SUPPLIES
2/4/2025		33740	AUTOZONE	\$ 107.20	AUTO TECH SUPPLIES

2/4/2025	33741	AXA EQUITABLE		\$	5,371.86	VAC PAYOUT - 6/30/24
2/4/2025	33742	AYKROYD HARDWARE		\$	4,120.55	CARPENTRY & BUILDING TRADES SUPPLIES
2/4/2025	33743	B & H FOTO-VIDEO		\$	429.79	VIDEO MEDIA SUPPLIES
2/4/2025	33744	BATH SUPPLY		\$	1,284.84	HVAC SUPPLIES
2/4/2025	33745	BEAUTY SYSTEM GROUP LLC		\$	2,828.19	COSMO SUPPLIES
2/4/2025	33746	BETH-HANOVER SUPPLY CO.		\$	1,042.84	MASONRY SUPPLIES
2/4/2025	33747	BILL FLANNERY AUTOMOTIVE		\$	1,647.35	AUTO COLLISION SUPPLIES
2/4/2025	33748	BINDICS EMBROIDERY		\$	878.00	SHOP SHIRTS/HOODIES - PRECISION MACHINING
2/4/2025	33749	BINDICS SCREEN PRINTING		\$	4,997.20	SHOP SHIRTS/HOODIES - VARIOUS PROGRAMS
2/4/2025	33750	BURMAX CO.		\$	1,172.45	COSMO SUPPLIES
2/4/2025	33751	CAROLINA BIOLOGICAL SUPPLY CO.		\$	91.27	MEDICAL ACADEMY SUPPLIES
2/4/2025	33752	CENGAGE LEARNING		\$	884.40	ESTHETICS EXAM BOOKS
2/4/2025	33753	CHA CONSULTING INC.		\$	18,614.58	RETAINER & ENGINEERING FEES
2/4/2025	33754	CHRIN HAULING, INC		\$	2,045.00	TRASH REMOVAL
2/4/2025	33755	CHRISTMAS CITY STUDIO		\$	5,524.47	STUDENT ID BADGES 24-25
2/4/2025	33756	CLARK SERVICE GROUP INC		\$	4,465.51	MAINTENANCE SERVICE CALLS
2/4/2025	33757	CM REGENT LLC		\$	2,779.40	FEB 2025 LIFE/LTD BENEFITS
2/4/2025	33758	COL. NORTH. I.U. 20		\$	6,732.06	WAN/INTERNET, PHONE SVC & HOSTED FIREWALL
2/4/2025	33759	CURTIS POWER SOLUTIONS LLC		\$	190.12	MAINTENANCE SUPPLIES
2/4/2025	33760	DEAN RUCH		\$	192.78	MILEAGE REIMBURSEMENT
2/4/2025	33761	DEBRA MILLER		\$	99.00	MILEAGE REIMBURSEMENT
2/4/2025	33762	DUKE TRANSPORT		\$	2,560.04	BULK SALT - MAINTENANCE SUPPLIES
2/4/2025	33763	EAST LAWN SUPPLY		\$	249.35	PLUMBING SUPPLIES
2/4/2025	33764	EBTEP		\$	165,863.61	FEB 2025 MEDICAL, DENTAL & PRESCRIPTION
2/4/2025	33765	FAULKNER SUBARU		\$	102.14	AUTO TECH SUPPLIES
2/4/2025	33766	HENDERSHOT DOOR SYSTEMS INC.		\$	154.50	DOOR REPAIR SERVICES
2/4/2025	33767	HIGHMARK BLUE SHIELD		\$	1,120.35	FEB 2025 VISION
2/4/2025	33768	HSA MECHANICAL INC.		\$	2,761.98	MAINTENANCE SERVICE/REPAIRS
2/4/2025	33769	INTEGRITEC INC.		\$	235.00	WATER TREATMENT
2/4/2025	33770	INTERSTATE TAX SERVICE INC.		\$	156.60	UNEMPLOYMENT COMPENSATION
2/4/2025	33771	JENNINGS TRANSPORTATION CORP		\$	1,062.30	FIELD TRIP TRANSPORT
2/4/2025	33772	JOHNSTONE SUPPLY		\$	674.62	POWER VENT MOTOR - MAINTENANCE
2/4/2025	33773	KEYSTONE AUTOMOTIVE		\$	1,688.48	AUTO COLLISION SUPPLIES
2/4/2025	33774	KEYSTONE FIRE AND SECURITY		\$	1,036.48	MAINTENANCE SERVICES
2/4/2025	33775	KING SPRY HERMAN FREUND FAUL		\$	9,957.17	SOLICITOR'S FEES
2/4/2025	33776	L.V. JANITORIAL SUPPLY		\$	1,354.78	MAINTENANCE SUPPLIES
2/4/2025	33777	LORI BECKWITH CONSULTING		\$	3,990.00	MENU NUTRITIONAL ANALYSIS SERVICES

2/4/2025	33778	MACGILL & CO.		\$	88.00	NURSE SUPPLIES
2/4/2025	33779	MAPLE STREET WOODWORKING LLC		\$	813.75	BLDG. TRADES SUPPLIES
2/4/2025	33780	MARIANNA INDUSTRIES, INC.		\$	1,249.75	ESTHETICS SUPPLIES
2/4/2025	33781	MCMASTER-CARR SUPPLY CO.		\$	371.36	PRECISION MACHINING SUPPLIES
2/4/2025	33782	MORE MILES AUTOMOTIVE LLC		\$	35.09	TRUCK INSPECTION SEERVICE
2/4/2025	33783	MOYER LUMBER & HARDWARE		\$	5,064.52	CARPENTRY SUPPLIES
2/4/2025	33784	MOYER PEST CONTROL		\$	134.00	PEST CONTROL
2/4/2025	33785	MSC INDUSTRIAL SUPPLY CO.		\$	89.03	AUTO COLLISION SUPPLIES
2/4/2025	33786	NAPA AUTO PARTS		\$	1,874.00	AUTO TECH, AUTO COLL & MAINTENANCE SUPPLIES
2/4/2025	33787	NJ ADVANCE MEDIA		\$	1,025.82	LEGAL AD FOR BIDS
2/4/2025	33788	PASBO		\$	80.00	WEBINAR TRAINING
2/4/2025	33789	PENNSYLVANIA PRINCIPALS ASSOCIATION		\$	605.00	MEMBERSHIP
2/4/2025	33790	PERFORMANCE SCREEN SUPPLY		\$	330.94	GRAPHICS SUPPLIES
2/4/2025	33791	PREFERRED EAP		\$	477.75	EMPLOYEE ASSISTANCE PROGRAM
2/4/2025	33792	PREMIUM SIGN SUPPLIES INC.		\$	837.78	GRAPHICS SUPPLIES
2/4/2025	33793	QUILL CORP.		\$	184.35	CLASSROOM & OFFICE SUPPLIES
2/4/2025	33794	R.E. MICHEL		\$	1,717.42	HVAC SUPPLIES
2/4/2025	33795	R.J. WALKER		\$	6,055.76	PLUMBING SUPPLIES
2/4/2025	33796	RADIOEPOT.COM		\$	396.00	MAINTENANCE SUPPLIES
2/4/2025	33797	RESET OUTDOORS		\$	5,000.00	MENTAL HEALTH SERVICES
2/4/2025	33798	SAFETY KLEEN		\$	722.25	AUTO COLLISION SERVICE
2/4/2025	33799	SAN MAR CORPORATION		\$	1,891.33	GRAPHICS SUPPLIES, HEALTH CAREER UNIFORMS
2/4/2025	33800	SCHOOL NURSE SUPPLY		\$	95.25	NURSE SUPPLIES
2/4/2025	33801	SDIC		\$	13,825.05	WORKERS COMPENSATION
2/4/2025	33802	SHARDA PAPER INC		\$	1,122.76	GRAPHICS SUPPLIES
2/4/2025	33803	SKILLS USA COUNCIL		\$	600.00	SKILLSUSA DISTRICT COMPETITION
2/4/2025	33804	STATE CHEMICAL		\$	299.07	DRAIN MAINTENANCE PROGRAM
2/4/2025	33805	SYSCO		\$	3,940.47	CULINARY & BAKING SUPPLEIS
2/4/2025	33806	THE MORNING CALL		\$	954.10	SUBSCRIPTION RENEWAL & LEGAL AD
2/4/2025	33807	TK ELEVATOR CORPORATION		\$	2,585.84	SERVICE AGREEMENT - QUARTERLY BILLING
2/4/2025	33808	TRANE OF NORTHEASTERN PA.		\$	6,310.80	VAV RETROFIT INSTALLATION
2/4/2025	33809	TRI STATE KNIFE GRINDING CORP		\$	50.00	KNIFE SHARPENING FOR PAPER CUTTER
2/4/2025	33810	TYLER BUSINESS FORMS		\$	494.50	W2 & 1099 FORMS
2/4/2025	33811	ULINE		\$	2,043.88	MECHATRONICS SUPPLIES
2/4/2025	33812	UNGER		\$	538.13	BAKING SUPPLIES
2/4/2025	33813	UNITED SITE SERVICES		\$	170.00	PORT O POTTY HOUSE PROJECT
2/4/2025	33814	W.B. MASON INC.		\$	2,305.60	COPY PAPER

2/4/2025	33815	W.W. GRAINGER	\$	50.07	AUTO COLLISION SUPPLIES
2/4/2025	33816	WARD'S NATURAL SCIENCE	\$	876.88	FETAL PIGS - HEALTH CAREERS
2/4/2025	33817	WAREHOUSE BATTERY OUTLET	\$	73.44	MAINTENANCE SUPPLIES
2/4/2025	33818	WILSON PRODUCTS	\$	3,184.82	CYLINDER RENTALS & WELDING SUPPLIES
2/4/2025	33819	YOURNEWSCHOOL	\$	753.65	COSMO SUPPLIES

**TOTAL** \$ 406,133.11

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

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

The administration respectfully submits the following information and recommendations:

1. STAFFING

- a. That the resignation of Jalissa Kuehner as DECA Advisor, be accepted, effective January 7, 2025.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

2. COLUMN/SALARY ADJUSTMENTS

RECOMMENDATION:

The following instructors have completed educational requirements to qualify for the following contractual salary schedule change for the 2024-2025 school year.

	<u>CHANGE FROM</u>	<u>CHANGE TO</u>	<u>EFFECTIVE</u>
Jenifer Stilgenbauer	Column F (Masters)	Column G (Masters + 15)	January 14, 2025

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

3. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the following job description, presented for a first reading:

- School Support Officer

MOTION BY:

SECOND BY:

ROLL CALL

# BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

## JOB DESCRIPTION

**Position Title:** School Support Officer

### GENERAL POSITION REQUIREMENTS

<b>Education/Certification</b>	High School diploma, Possess a valid Pennsylvania Driver's License, Must have or be able to obtain the CDL-Bus endorsement within six months of hire.
<b>Machinery &amp; Equipment</b>	Computer, printer, copier, calculator, telephone, fax machine.
<b>Other (skills)</b>	Ability to facilitate and coordinate all school vehicle maintenance and usage; drive for all school transportation needs; understand and facilitate BAVTS behavior modification program as needed; excellent organizational skills; detail oriented; excellent communication skills (verbal and written); ability to multitask; excellent record keeping skills.
<b>Reports to</b>	School Safety Officer (Primary) and Supervisor of Building & Grounds (Secondary)

### ESSENTIAL JOB FUNCTIONS

1. Facilitates the maintenance and upkeep of all school vehicles.
2. Provides driving support for all school transportation needs.
3. Tracks and maintains school vehicle records and reports to Administration upon request.
4. Coordinates vehicle requests from staff and maintains vehicle requests/schedule for all BAVTS areas.
5. Assists with BAVTS behavior modification program under the guidance of school administration and the Dean of Students
6. Provides substitute coverage as needed.
7. Provides outdoor and indoor duty coverage as assigned.
8. Performs additional duties as assigned.

**Position Title: School Support Officer**

**TERMS OF EMPLOYMENT**

10 month (217 days), 7.5 hour day, inclusive of a 30-minute lunch and two 15-minute breaks.  
Benefits in accordance with the Clerical Employees agreement.

**PHYSICAL REQUIREMENTS**

**MEASURED IN TERMS OF FREQUENCY**

Not At All  
0%

Occasionally  
1 – 33%

Frequently  
24 – 66%

Constantly  
67 – 100%

**LIFTING**

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

**BODY MOVEMENTS**

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

4. 2024-2025 SUBSTITUTES

That the following individuals be approved as substitutes for the 2024-2025 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.

Mark Porcaro  
Nicole Somers  
Karissa Mitch

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

5. SKILLS USA STATE CONFERENCE

RECOMMENDATION:

The Bethlehem Area Vocational-Technical School SkillsUSA Organization would like to send fourteen (14) students, and three (3) chaperones to Hershey, Pennsylvania for the SkillsUSA competition to be held April 2-4, 2025. The total estimated cost for the trip is \$8,000.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

6. HOSA STATE LEADERSHIP CONFERENCE

RECOMMENDATION:

That fifty-nine (59) competitors, one (1) delegate and six (6) chaperones be approved to attend the HOSA (Future Health Professionals) State Leadership Conference in Lancaster, Pennsylvania to be held March 26-28, 2025. The total estimated cost for the chaperones to attend is approximately \$3,810. There is no cost to the school for the students to attend as their expenses have been covered by money raised through fundraising.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

7. APPOINTMENT OF AUDITOR

INFORMATION:

Gorman and Associates have performed the School and Authority audits since 2009. They have provided a quotation to perform audit services through 2027 for the following fees:

Year ended June 30,	School	Authority	Hourly Rate for Additional Services
2025	\$15,500	\$2,600	\$105
2026	\$16,000	\$2,700	\$110
2027	\$16,500	\$2,800	\$115

\$3,500 is the fee if a Single audit is required in any fiscal year.

RECOMMENDATION:

It is recommended that the Joint Committee appoint Gorman and Associates, PC to perform the audit of the School and the Authority for the years ending 2025, 2026, and 2027.

MOTION BY:

SECOND BY:

ROLL CALL



# GORMAN & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

Members of  
American Institute of Certified Public Accountants  
Pennsylvania Institute of Certified Public Accountants

January 21, 2025

Mrs. Debra Miller, Business Manager  
Bethlehem Area Vocational Technical School  
3300 Chester Avenue  
Bethlehem, PA 18020

Dear Mrs. Miller:

We are pleased to confirm our understanding of the services we are to provide the Bethlehem Area Vocational Technical School for the years ended June 30, 2025, 2026, and 2027. As you are aware, the Single Audit Act of 1996, as amended requires a single audit if the District expends more than \$750,000 in federal expenditures in any one year. Since we cannot determine whether you'll be subject to the Single Audit Act until we perform the audit, this engagement letter is being prepared on the basis that the Single Audit requirements may be applicable.

## **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the Bethlehem Area Vocational Technical School as of and for the years ended June 30, 2025, 2026, and 2027. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Bethlehem Area Vocational Technical School's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Bethlehem Area Vocational Technical School's RSI in accordance with auditing standards generally accepted in the U. S. of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Funding Progress (OPEB)
3. Schedule of District's Proportionate Share of Net Pension Liability
4. Schedule of District's Contributions – Pensions

We have also been engaged to report on supplementary information other than RSI that accompanies the Bethlehem Area Vocational Technical School's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements

1825 Franklin Street  
Northampton, Pennsylvania 18067 - 1573  
tele} 610/ 262/ 1280 fax} 610/ 262/ 1756  
[www.gaapc.com](http://www.gaapc.com)

and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Combining Statements
2. Individual Fund Statements
3. Supporting Schedules
4. Schedule of Expenditures of Federal Awards, if applicable

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of the accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of the audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and the *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets or liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

#### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve concealment, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we

will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Bethlehem Area Vocational Technical School's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Bethlehem Area Vocational Technical School's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Bethlehem Area Vocational Technical School's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements' date or shortly thereafter. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party

relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review during our compliance testing visit.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with Uniform Guidance; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains

and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplemental information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with U.S. generally accepted accounting principles; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. generally accepted accounting principles; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions, or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing the information. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Bethlehem Area Vocational Technical School in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the

estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, account receivables, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to Bethlehem Area Vocational Technical School; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Gorman & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Bethlehem Area Vocational Technical School or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gorman & Associates, P. C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fees for these services, based on our three-year contract, are:

	2024 - 2025 Amount	2025 - 2026 Amount	2026 - 2027 Amount	2027 - 2028 Amount
Audit Fee - School District	\$ 15,500	\$ 16,000	\$ 16,500	\$ -
Audit Fee - Authority	2,600	2,700	2,800	-
Single Audit Fee (if required)	3,500	3,500	3,500	-
Hourly Rate for additional services	105	110	115	-

Our invoices for these fees will be rendered as work progresses and are payable on presentation. Our fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you before we incur the additional costs.

Our fees are based upon the expectation and assumption that the general ledger has been properly maintained and up to date, adjusted for prior audits, balanced, and fully reconciled to auxiliary records; bank accounts are all properly reconciled; all records will be readily available on our arrival and remain available during our entire scheduled workday; all corrective measures recommended in prior year management reports, relating to deficiencies in internal control, have been properly instituted and all corrections made, and that no new funds, bond issues, or new accounting principles have been added beyond those included in our last engagement. In addition, our quotation assumes that your fixed asset records have been properly maintained and reconciled. Time required by our personnel to satisfy these conditions will be billed at our hourly rates as extra charges. In addition, any new accounting principles or auditing standards established subsequent to your prior fiscal year that require additional time will be billed at our established hourly rates.

Hank Miller is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We are tentatively planning to perform preliminary reviews and interim audit procedures between the months of June and July. This work will include testing of general fund, cafeteria fund, capital project funds (including capital reserve fund), board minutes, bid folders, payroll contracts, payroll records and quarterly payroll tax returns, real estate taxes, and capitalized fixed assets.

We welcome the opportunity to discuss any matter that we can help you with during the year at no additional fee. However, we must limit the time requirements; therefore, any extensive time beyond answering routine questions will constitute a new engagement.

### **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors, circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) that the report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Bethlehem Area Vocational Technical School and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Very truly yours,



Gorman & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the Bethlehem Area Vocational Technical School.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

8. 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
Rosemarie	Barbour	Pastry Chef	Wind Creek Casino	Baking
Allison	Bressette	Graduate Student	Moravian University	Health Careers
Owen	Dreher	Laborer	McCarthy Masonry	Masonry
Cassandra	Lollis	Graduate Student	Moravian University	Mental Health
Trevor	Longenbach	Shop foreman	Koch 33 Collision	Auto Collision
Nicole	Parra	School Counselor	Glenn R. Koch & Associates, LLC	Mental Health
John	Smith	Collision Director	Koch 33 Collision	Auto Collision
Planton	Torounidis	Laborer	New Sunset Pools	Masonry
Elizabeth	Volk	Sign Maker & Apparel Decorator	G&L Sign Factory	Commercial Arts
Kaitlyn	Werkheiser	Warehouse Attendant	Windcreek	Baking

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

9. CONFERENCE REQUESTS

RECOMMENDATION:

That Tyler Heft, Electronics Technology Instructor, be granted permission to attend IPC-J-STD-001 from May 15-16, 2025 and IPC-A-610 Instructor Industry Certification from May 22-23, 2025 in Ashton, PA. This industry certification is required to certify students and for students to be able to receive college credit through the articulation agreements with post-secondary institutions. The approximate cost is \$5,411.96.

Any conference request listed above is in the budget.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
 February 4, 2025

10. BUDGET TRANSFERS

RECOMMENDATION:

That the below budget transfers for February, 2025 be approved as presented.

BUDGET TRANSFERS					
February 4, 2025					
#	Account	Description	To	From	REASON
1	10.3350.890.000.000	NSLP Negative Balances	4,500.00		Increase in Negative Lunch Balances
	10.2836.240.000.000	TUITION - NON-INSTRUCTIONAL		4,500.00	Reallocate available funds
Transfer funds for increased cafeteria negative student balances. Utilize projected available funds from tuition reimbursement.					
2	10.4600.330.000.000	EXISTING BUIDLING IMPROVE SVC	2,020.00		Engineering Services for Capital Projects
	10.2620.390.000.000	CONTRACTED SVCS		2,020.00	Reallocate contracted services
Reallocate budgeted engineering fees to the appropriate account for costs associated with proposed capital projects					

MOTION BY:  
 SECOND BY:  
 ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

11. CONTINUING EDUCATION:

a. COURSE REVISION  
RECOMMENDATION:

That the following course be revised:

Course Name	Course Hours	Tuition and Materials Fee
DIY Home Repairs	32 (previously 52)	\$550 (previously \$900)

This revision is necessary as the instructor was recently hired as a part-time Instructional Assistant at the school. Part-time employees must average less than 30 hours per week.

b. COURSE APPROVAL  
RECOMMENDATION:

That the following course be approved:

Course Name	Course Hours	Tuition and Materials Fee
American Heart Association (BLS) CPR For Medical Personnel	8	\$85

c. 2024-2025 CONTINUING EDUCATION INSTRUCTORS  
RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructor for the 2024-2025 school year, at the hourly rate listed, pending receipt of all required paperwork:

Name	Course	Salary
Melodie Bloszinsky	American Heart Association (BLS) CPR For Medical Personnel	\$32.00/hour
Jenifer Stilgenbauer	American Heart Association (BLS) CPR For Medical Personnel	n/a (part-time Evening Supervisor of Lifelong Learning)

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

12. AMENDED AND RESTATED ARTICLES OF AGREEMENT

INFORMATION:

The current Articles of Agreement will expire on June 30, 2025. At a special meeting of the Joint Committee held on July 8, 2024, amended and restated Articles were presented to the Joint Committee, at which time, they were approved and recommended to the three participating district's Board of Directors. As these Articles were not approved by all three sending districts and due to the changing of plans for building expansion, the School's Solicitor has developed Amended and Restated Articles of Agreement that will extend to June 30, 2075.

RECOMMENDATION:

That the Joint Committee approve the proposed Amended and Restated Articles of Agreement and recommend the adoption of those amended Articles by the three participating districts' Board of Directors.

MOTION BY:

SECOND BY:

ROLL CALL

**AMENDED AND RESTATED ARTICLES OF AGREEMENT**  
**OF**  
**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**

AMENDED AND RESTATED ARTICLES OF AGREEMENT (“Agreement”), made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the BETHLEHEM AREA SCHOOL DISTRICT, the SAUCON VALLEY SCHOOL DISTRICT, and the NORTHAMPTON AREA SCHOOL DISTRICT (collectively the “School Districts” or “Districts”).

**WITNESSETH:**

WHEREAS, the Northampton County School Board, pursuant to the provisions of the Public School Code of 1949, as amended, divided Northampton County into two Vocational-Technical Attendance Areas, one being the Bethlehem Area Vocational-Technical School Attendance Area, known as Area No. 1, and the other being the Easton Area Vocational-Technical School Attendance Area, known as Area No. 2, and now known as the Career Institute of Technology; and

WHEREAS, the School Districts, parties to the within Agreement, are all the School Districts in the Bethlehem Area Vocational-Technical School Attendance Area; and

WHEREAS, all the School Districts of the Bethlehem Area Vocational-Technical School Attendance Area entered into an Agreement dated June 21, 1965, for the establishment and operation of an Area Vocational-Technical School to be known as the BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL (the “School”); and

WHEREAS, the School Districts, parties to the within Agreement, desired to amend said Agreement dated June 21, 1965, and entered into certain Articles of Agreement effective June 30, 1995 (the “1995 Articles”) to memorialize their understanding and agreement concerning the

operation of the School and the apportionment of the costs and expenses and other matters incidental thereto; and

WHEREAS, the 1995 Articles were amended in 2000 to extend the term of the 1995 Articles until June 30, 2025, and again in 2009 to amend the quorum and voting requirements contained in Paragraph 6(b) of the 1995 Articles;

NOW, THEREFORE, it is hereby covenanted and agreed by and between the School Districts, parties hereto, each intending to be legally bound hereby, that the 1995 Articles for the establishment of the BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL dated June 30, 1995, as amended, shall now be amended and restated in their entirety and shall read in their entirety as follows:

The School Districts, parties hereto, by and under the authority and in accordance with the provisions of the Public School Code of 1949, as amended, do hereby covenant and agree that the Bethlehem Area Vocational-Technical School Attendance Area shall be known as the BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL and shall be maintained by said School Districts and shall be operated, administered and managed in the following manner and upon the following terms, to wit:

1. DEFINITIONS

- a. "School District": A School District which is a party to this Agreement.
- b. "Member": A member of a Board of School Directors of a School District.
- c. "Area Vocational-Technical Board": All the members of the Boards of School Directors of the School Districts, acting jointly.
- d. "Area Vocational-Technical School Committee" or "Joint Committee": Members of the Boards of School Directors of the School Districts, appointed by the School

Districts, as herein provided, to operate, administer and manage the School, and having all the rights, privileges and authority given by law to Area Vocational-Technical School Committees.

e. "Administrative Committee": The Superintendents of the School Districts or their designated representatives.

f. "Executive Director": Chief School Administrator for the Joint Committee.

g. "Director": The Area Director of Vocational-Technical education.

## 2. FACILITIES

The School shall be conducted and operated, as herein set forth, in the Vocational-Technical School Complex, Bethlehem Campus located in Bethlehem Township, Northampton County, Pennsylvania. Satellite program offerings may be conducted and operated at a facility in other locations when deemed educationally and financially prudent.

Expenditures for renovations, improvements, and additions to the Bethlehem Area Vocational-Technical School or its property shall be made only upon both of the following two (2) conditions:

(1) – Affirmative vote of a majority of all the members of the Boards of School Districts of all the Schools Districts;

AND

(2) – Affirmative vote of a majority of all the members of the Boards of School Districts in each of two of the School Districts, having a combined market value of taxable real property, as certified by the State Equalization Board for the last fiscal year available, of more than fifty per centum of the total market value of all of the School Districts. All additions shall be understood to be capital expenses, all renovations shall be understood to be operating expenses, and improvements shall be either depending on the amount of expenditure, to wit, expenses in

excess of \$10,000 shall be deemed additions and expenses of less than \$10,000 shall be deemed renovations.

3. APPROVAL AND TERM OF AGREEMENT

This Amended and Restated Agreement shall become effective upon the affirmative vote of a majority of all the members of each Board of School Directors of each of said School Districts at a regular or special meeting of each Board, duly held for this purpose, and the action thereof duly entered upon the Minutes of each Board of School Directors, showing how each member voted: provided, however, that notice thereof shall have been given in writing to each member at least 60 days prior to the date upon which initial action on the Amended and Restated Agreement is taken and shall continue in force and effect until June 30, 2075, unless terminated at an earlier date, as herein provided or as otherwise provided by operation of law.

4. ORGANIZATION

The School Directors herein agree that the School shall be operated, administered and managed by a Joint Committee within the limits of the budget prepared and reviewed by the Joint Committee and adopted by the Area Vocational-Technical Board, as herein provided.

The School shall operate as a vocational-technical service center for the high schools of the School Districts. The primary focus of the School will be to provide an application based program in specific or cluster area studies taught by appropriately certificated vocational-technical educators. The programs of study will complement the academic training presented by the respective high schools or appropriately certified academic instructors approved through the School's budget process. Students shall attend the School based on student needs. This may include, but not be limited to, half-day about, week about, semester about, block scheduling, minimum of 80 minutes per day, types of scheduling formats.

The students enrolled in the School shall be under the authority and supervision of their respective high school principals while in their sending high schools, and shall be under the authority and supervision of the Director during the time spent at the Vocational-Technical School. Assignment to the School will be a collaborative effort of the high school principal and the Director. Placement in regular vocational-technical education programs will be based on whether gainful employment and/or pursuit of post-secondary training in a reasonable time-frame is attained. If mutual agreement in matters of placement is unresolved, the Administrative Committee will be the decision maker.

The coordination of the School program and the development of the total curriculum shall be the responsibility of the Director.

5. DUTIES OF THE AREA VOCATIONAL-TECHNICAL BOARD

The members of said School Districts may meet in joint session as the Area Vocational-Technical Board for the purpose of adopting the annual School budget and for any other lawful purpose. The Chairman, Vice-Chairman and Secretary of the Joint Committee shall be the Chairman, Vice-Chairman and Secretary of the Area Vocational-Technical Board. All actions of the Area Vocational-Technical Board shall be by the affirmative vote of a majority of all of the members of all of the School Districts, either in convention, by mail ballot, or at a regular meeting of each board, whichever procedure the Board shall select; provided, however, that the approval of each budget shall require the affirmative vote of a majority of all of the members of all of the School Districts, and the affirmative vote of a majority of all of the members in each of two of the School Districts, having a combined market value of taxable real property, as certified by the State Tax Equalization Board for the last fiscal year available, of more than fifty per centum of the total market value of all of the School Districts. The vote of each School District shall be determined

by a majority vote of all of the School Directors comprising such School District. All votes shall be duly recorded and shall show how each member voted.

6. AREA VOCATIONAL-TECHNICAL SCHOOL COMMITTEE

a. The Area Vocational-Technical School Committee (Joint Committee) shall consist of nine members, of whom five shall be Directors from the Bethlehem Area School District, two shall be Directors from the Saucon Valley School District, and two shall be Directors from the Northampton Area School District.

b. A quorum shall consist of five (5) members of the Joint Operating Committee so long as two (2) of the participating School Districts are represented at the meeting. The affirmative vote of at least five (5) members of the Joint Operating Committee from two (2) or more School Districts shall be required to take any official action. To take action on any of the subjects set forth in Section 508 of the Public School Code of 1949, as amended, as well as any action on subjects requiring six (6) votes, the vote must be duly recorded showing how each member voted.

c. Each School District shall elect to the Joint Committee, at its annual organization meeting in December, the number of members to which it is entitled, who, with the other members chosen in like manner, shall constitute the Joint Committee, which shall operate, administer and manage the School in the same manner as provided by the within Agreement and the Public School Code of 1949, as amended.

d. The members of the Joint Committee shall take office on the day of the annual organization meeting of the School following their election by their School District, and shall serve for a three-year term commencing the date of their election in the month of December; provided, however, that the terms of office of one-third of the members shall expire each year.

e. Vacancies in the Joint Committee shall be filled for the unexpired term by the School District represented by the vacated membership.

f. Any members of the Board of School Directors from each School District may serve as an alternate in the event elected members from that district are unable to attend a meeting of the Joint Committee.

In the absence of an appointed member, the alternate shall have all the powers and duties of the appointed member. An alternate may attend meetings of the Joint Committee but shall not vote unless an appointed member of his Board of School Directors is not present.

7. DUTIES OF AREA VOCATIONAL-TECHNICAL SCHOOL COMMITTEE

a. The Area Vocational-Technical School Committee (Joint Committee) shall determine the need for a particular program, laboratory-occupation, equipment, curriculum, labor-management coordination, business-industrial requirements, pupil admission policy, the selection of personnel, or any change in personnel from time to time as may be required. Personnel shall be nominated by the Director.

b. The Joint Committee shall have the sole and exclusive obligation and duty to review and submit the annual operating budget to the Area Vocational-Technical Board for adoption.

c. The Joint Committee shall meet on such dates and at such hours and places as it shall determine at its annual organization meeting. The Secretary shall give each member of the Joint Committee written notice of each meeting.

d. The Joint Committee shall organize annually during the month of December and shall choose from its members a Chairman and Vice-Chairman, each to serve for one year; and shall, annually, during the month of May, elect a Treasurer to serve for one year, beginning the

first Monday in July following such election, to whom shall be paid by said School Districts the amount agreed upon, to be contributed by each District for the support of the School; and shall, during the month of May, once every four years, elect a Secretary, who shall not be a member of the Area Vocational-Technical Board, to serve for a term of four years, beginning the first Monday of July following such election.

e. Should any of the offices of Chairman, Vice-Chairman, Secretary and/or Treasurer become vacant other than at the end of their terms, they shall be filled as provided in the School Code.

f. There shall be delegated to the Joint Committee, and the Joint Committee shall have, all the powers and duties and be subject to all the liabilities with reference to the supervision, maintenance, regulation and operation, except as herein otherwise provided, of the School as are now conferred or imposed by law upon school boards generally; except, however, such powers and duties as are herein reserved for, or by law made the responsibility and obligation of, the Area Vocational-Technical Board and which by law may not be delegated to the Joint Committee.

g. The Joint Committee, except as herein otherwise provided, shall have complete authority to adopt and enforce such reasonable rules and regulations as it may deem necessary and proper regarding the management of the School, the conduct, duties and responsibility of all administrators, supervisors, teachers, custodians, and other employees during the time in which they are engaged in their duties, as well as the conduct of all pupils attending the School; provided, however, that all matters which involve the direct expenditures of funds of the School shall be within the limits of the total School budget adopted by the Area Vocational-Technical Board.

8. DUTIES OF THE EXECUTIVE DIRECTOR OF THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

The Executive Director of the School shall be the chief school administrator for the Joint Committee and shall exercise the same supervisory and administrative authority, carry the same responsibilities in relation to the Bethlehem Area Vocational-Technical School as a district superintendent has to his local district and report to the Superintendent of Record and Joint Committee.

9. VOCATIONAL-TECHNICAL SCHOOL FINANCES

a. The budgeting and fiscal recording and reporting requirements and procedures shall be in accordance with the Manual of Accounting and Related Financial Procedures for Pennsylvania Schools (Revised) as promulgated by the Department of Education, from time to time.

b. Operating expenses and capital expenses, not of revenues from other sources, shall be apportioned to the three member districts as follows:

Operating expenses of the General Budget will be based on a three-year history of averaged Full Time Equivalency (FTE) costs for all expenditures with the exception of an average three year market value determination for the 750 and 4000 function series of the budget. Those Capital expenditures of the 750, New Equipment, and 4000, Site Improvement, series will be estimated for the proposed budget.

Method of calculation will be as follows:

(1) Calculate the average of the last audited three years of FTE during the School's budget year in progress.

- (2) That calculated average for all three districts will become the percentage factor for determining the district's FTE costs for the budget year subsequent to the year in progress.
- (3) Calculate the three year average market value as certified by the State Tax Equalization Board for the three participating districts. That result is to be applied to the 750, New Equipment, and 4000, Site Improvement, series to determine the anticipated capital expenditure cost to each district for the proposed budget.
- (4) With the exception of the proposed dollar amount of the 750 and 4000 series, calculate the cost to each district based on the three year FTE percentage.
- (5) Determine proposed costs to district by adding the resultant averaged FTE costs and averaged market value costs for the 750 and 4000 series to determine actual budget costs.
- (6) If any funds are unexpected during that fiscal year, such funds will be returned to the districts on the same basis after the audit of that year in both FTE and market value.
- (7) Fluctuations in district participation will not modify the costs to the districts during any fiscal year. Reconciliation of final participant's costs would be accomplished in the fiscal year following final audit.
- (8) The above procedure will be repeated each successive year.

10. CAPITAL PROPERTY

a. All costs of capital outlay, as included under Capital Outlay in the Manual of Accounting and Related Financial Procedures in Pennsylvania School Systems, for new buildings and additions and extensions, renovations and improvements, the purchase of real estate

and buildings, and equipping new buildings, in excess of \$10,000, shall be divided among the School Districts on the basis of the current market value of real property of each of the School Districts as determined by the State Tax Equalization Board in the proportion that the same bears to the total current market value of real property of all School Districts. Lease rentals will be considered as a general operating expense utilizing the FTE formula.

Current market value shall be the market value as certified by the State Tax Equalization Board for the last fiscal year available at the time of the adoption of the budgets under which the shares are to be computed.

b. Capital outlay costs incurred on account of new construction shall be shared by the School Districts in the same ratio as the market valuation of each School District bears to the total market valuation of all the School Districts. Title to new buildings and/or equipment shall be held jointly by the School Districts under conditions that may be provided in the School Laws or that may be mutually agreed upon. Current market valuation shall be the market value as certified by the State Tax Equalization Board for the last fiscal year available at the time of the adoption of the budgets under which the shares are to be computed.

c. Upon the termination of this Agreement, School Districts losing the use of facilities and equipment purchased for the School by the Joint Committee shall be reimbursed for the current value of the facilities and equipment, less depreciation, in the same ratio as the current market value of each School District bears to the total market value of all the School Districts. Current market value shall be the market value as certified by the State Tax Equalization Board of the last fiscal year available at the time of the adoption of the budgets under which the shares are to be computed.

d. Any unforeseen circumstances that may arise relative to appropriate handling of capital expenditures shall be decided in an equitable manner recommended by the Joint Committee and approved by the affirmative vote of a majority of all of the Directors of all of the School Districts, and the affirmative vote of a majority of all of the Directors in each of two of the School Districts, having a combined market value of taxable real property, as certified by the State Tax Equalization Board for the last fiscal year available, of more than fifty per centum of the total market value of all of the School Districts.

11. TRANSPORTATION

Transportation costs shall be excluded from current operating expenses referred to in Section 10.

12. ACCOUNTING AND AUDIT

The accounts of the School shall be kept and maintained as determined by the Joint Committee and shall be subject to audit as required by the Public School Code of 1949, as amended. A copy of the annual audit shall be forwarded to the Secretary of each participating School District.

13. GENERAL ADMINISTRATION AND SUPERVISION

a. The School Superintendents of the School Districts or their designated representatives and the Vocational Director shall serve as an Administrative Committee to develop basic policy for the administration of the School and shall prepare recommendations for consideration by the Joint Committee.

b. The administrative officer of the School shall be a Superintendent of Schools of one of the participating School Districts, who shall be elected in May of each year by

the Joint Committee as the Superintendent of the School for the school year beginning the following July 1.

c. A Local Advisory Committee shall be appointed by the Joint Committee in accordance with Section 1842 of the School Laws of Pennsylvania 1961, and as amended from time to time.

14. STUDENT SELECTION

Each School District shall have the privilege and responsibility of recommending the students to attend the School in conformity with the students admission policies and procedures adopted by the Joint Committee.

15. ADDITIONAL DISTRICTS

Additional school districts, upon their request in writing to the Joint Committee, may become a part of the School if the following two (2) conditions are approved:

(1) - Affirmative vote of a majority of all the members of the Boards of School Districts of all the School Districts;

AND

(2) - Affirmative vote of a majority of all the members of the Boards of School Districts in each of two of the School Districts, having a combined market value of taxable real property, as certified by the State Equalization Board for the last fiscal year available, of more than fifty per centum of the total market value of all of the School Districts.

16. STUDENTS FROM NON-PARTICIPATING DISTRICTS

a. Upon obtaining the consent of the Joint Committee and with the consent of the school district in which a student resides, any student residing in a school district not a party to this Agreement may attend the Bethlehem Area Vocational-Technical School.

b. Any student accepted from a school district not a party to this Agreement shall be permitted to enroll in the School, provided the student meets the admission standards of the School as adopted by the Joint Committee.

c. The school districts in which the students or their parents/legal guardians reside shall be charged for each student, except that a parent may pay with the appropriate security when a district will not pay, based on current tuition rate.

17. COOPERATION BETWEEN NORTHAMPTON COUNTY EDUCATIONAL INSTITUTIONS

a. The administrative officers of the Bethlehem Area Vocational-Technical School and the administrative officers of the Career Institute of Technology, may call a meeting of the Joint Committees of each school when deemed advisable to plan cooperatively for Vocational-Technical School activities for the two attendance areas.

b. Students from all school districts of Northampton County shall have the opportunity of attending an Area Vocational-Technical School other than in their attendance area if a course of their choice is not offered in the Vocational-Technical School in their attendance area.

c. The school districts in which the students or their parents/legal guardians reside shall be charged for each student attending the School based on current tuition rates.

18. ADULT/OUT-OF-SCHOOL YOUTH STUDENTS

a. Daytime Enrollment – Any adult or out-of-school youth may request admission to any traditional daytime training program as long as vacant slots exist. Student placement will be based on appropriateness of curriculum to meet the training and employment needs of the individual. The hourly tuition rate will be established by the Joint Committee and

will remain consistent regardless of residency. Tuition cost will be paid by the student directly, by the sponsoring social service agency, or by the employer.

b. General Evening/Continuing Education Enrollment – Any adult or out-of-school youth may enroll in a variety of vocational and technical courses and certificate programs offered through the Continuing Education (CE) Program. Course fees will be approved by the Joint Committee. There will be no additional charges for residents residing outside the sending school districts.

c. Local Social Service Agency Contracted Training – Local social service agencies may contract with the CE Department to develop and provide short and long term vocational-technical training programs for clients who are unemployed and/or dislocated from their jobs.

d. Specific Contracted Business/Industry Training – Local companies may contract with the CE Department to provide specific requested vocational-technical training and other educational/curricular services to support employees and employers in the Greater Lehigh Valley Area. Training will follow a traditional or flex-schedule format. Training will be scheduled at the facility campus or at the business/industry site.

e. Contracted rates agreed upon by the training provider and training contractor will be determined by program administration, curriculum preparation, and instructional hours; facility rental; lab and equipment maintenance; and required supplies and texts. There will be no cost to the sending school districts for any training program operated through the Continuing Education Department.

19. AMENDMENT AND DISCONTINUANCE

This Agreement may be amended or discontinued upon the affirmative vote of a majority of all the members of each Board of School Directors of each participating school district at a regular or special meeting of each Board, duly held for this purpose and the action thereof duly entered upon the Minutes of each Board of Directors, showing how each Director voted; provided, however, that notice thereof shall have been given in writing to each member at least 60 days prior to the date upon which initial action on the amendment or discontinuance is taken.

20. DISSOLUTION

Upon dissolution of the Bethlehem Area Vocational-Technical School the various assets (both real property and personal property) shall be apportioned to the Member School Districts and proportioned to the market value of real property of each of the School Districts as determined by the State Tax Equalization Board in proportion that the value bears to the total current market value of real property of all School Districts.

In the event that there is a dispute as to the value of personal property, an appraisal shall be secured from a qualified appraiser approved by a majority vote of the Joint Committee.

Each Member School District which selects real property or personal property as its share (or a portion thereof) on dissolution shall pay to the Bethlehem Area Vocational-Technical School for distribution to the to the other Member School Districts any sum in excess of its distributive share as reflective of the value of the property secured.

In the event that more than one (1) Member District claims the same property, the decision as to which District secures the property; except as to any property located within the political boundary of one of the districts, that district would have preference, shall be made only upon both of the following two (2) conditions:

(1) – Affirmative vote of a majority of all the members of the Boards of School Districts of all the School Districts; AND

(2) – Affirmative vote of a majority of all the members of the Boards of School Districts in each of two of the School Districts, having combined market value of taxable real property, as certified by the State Equalization Board for the last fiscal year available, of more than fifty per centum of the total market value of all of the School Districts.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed the day and year first above written.

BETHLEHEM AREA SCHOOL DISTRICT

ATTEST:

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

SAUCON VALLEY SCHOOL DISTRICT

ATTEST:

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

NORTHAMPTON AREA SCHOOL DISTRICT

ATTEST:

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

13. MEMORANDUM OF UNDERSTANDING

INFORMATION:

The Solicitor has developed a Memorandum of Understanding (MOU) between BAVTS, the three sending districts and the School's Authority regarding financial obligation concerning the purchase and renovation of The Factory as a satellite campus for the School.

RECOMMENDATION:

That the Joint Committee approve the attached MOU and recommend its approval by the three participating districts' Board of Directors.

MOTION BY:

SECOND BY:

ROLL CALL

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is by and among the BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL (“BAVTS”), the BETHLEHEM AREA SCHOOL DISTRICT (“Bethlehem”), the NORTHAMPTON AREA SCHOOL DISTRICT (“Northampton”), the SAUCON VALLEY SCHOOL DISTRICT (“Saucon Valley”), and the BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL AUTHORITY (the “Authority”). The parties hereto have agreed to enter into BAVTS Articles of Agreement that will take effect at or before the June 30, 2025 termination date of the Articles of Agreement dated June 30, 1995 (collectively, the “AOA”), that will have substantially identical material provisions. In consideration of, and as a condition to, such AOA, the parties do hereto agree to implement a series of actions and transactions described generally as follows:

1. Bethlehem has purchased land, with a commercial building thereon, located at 315 Columbia Street, Bethlehem, Pennsylvania, known as the Factory Building, for a price of \$8,000,000, plus fees and costs associated with the purchase (collectively, the “Factory Building”).

2. Bethlehem, Northampton and Saucon Valley (collectively, the “Districts”) hereby authorize and direct BAVTS and the Authority to immediately undertake the design, testing and other preconstruction activities necessary to renovate the Factory Building to become suitable for vocational technical school education, in accordance with the recommendations and oversight of BAVTS’ Joint Operating Committee. Contracts for architectural and related services shall be executed by BAVTS, on behalf of the Authority. The Factory Building as improved is hereafter referred to as the “Project”.

3. The Districts shall pay their respective shares of such preconstruction costs in accordance with paragraph 11 of the AOA (the “Capital Shares”). Such payments shall be advanced promptly to BAVTS from each of the Districts, not more often than monthly, from cash reserves. Preconstruction Capital Shares will be reimbursed at the time Final Project Funding takes place (defined below). Each of the Districts shall within 60 days hereof adopt appropriate reimbursement resolutions in accordance with IRS laws and regulations.

4. Contract documents prepared for construction of the Project shall be in the name of the Authority as “owner”, though BAVTS shall oversee and coordinate all design and construction activities.

5. After bids are received, and total Project costs are determined to be within the parameters described below, but before construction contracts are awarded, each of the District’s shall tender its share of total Project costs, including the preconstruction costs paid to date and the purchase of the Factory Building, based on the Capital Shares as of the bid opening date (the “Final Project Funding”). Such Capital Shares shall be funded in the discretion of each of the Districts, individually or as part of a combined financing through the Authority. If a District elects to provide its Capital Share from its own funds or borrowing, monthly advances shall be tendered to, or withdrawn by, BAVTS from such funding.

6. Final Project Funding shall include a payment or credit to Bethlehem to reimburse it for the purchase of the Factory Building, including interest at the yield on bonds issued

initially by Bethlehem to reimburse itself for the Factory Building purchase, and all ownership costs, including insurance, taxes, utilities and environmental testing, from the date of purchase through the Capital Shares payment date. Bethlehem shall simultaneously transfer legal title to the Factory Building to the Authority. The Authority also shall receive or retain title to the existing BAVTS school and facilities.

7. The Authority shall lease the Factory Building, including Project improvements, as well as the existing BAVTS school facilities, to BAVTS and the three Districts, under an Agreement of Lease (the "Lease"). Any lease payments due under such Lease shall be determined based on the structure of the Final Project Funding.

8. The Final Project Funding, including the purchase reimbursement to Bethlehem, shall not exceed \$25,000,000 unless approved in accordance with paragraph 2 of the AOA.

THIS MEMORANDUM OF UNDERSTANDING IS APPROVED, as of the last of the respective dates set forth below:

BETHLEHEM AREA VOCATIONAL  
TECHNICAL SCHOOL

\_\_\_\_\_  
Date Executed

By: \_\_\_\_\_  
President of the Joint Operating Committee

BETHLEHEM AREA SCHOOL  
DISTRICT, Northampton and Lehigh  
Counties, Pennsylvania

\_\_\_\_\_  
Date Executed

By: \_\_\_\_\_  
President of the Board

NORTHAMPTON AREA SCHOOL  
DISTRICT, Northampton County,  
Pennsylvania

\_\_\_\_\_  
Date Executed

By: \_\_\_\_\_  
President of the Board

SAUCON VALLEY SCHOOL DISTRICT,  
Northampton County, Pennsylvania

\_\_\_\_\_  
Date Executed

By: \_\_\_\_\_  
President of the Board

BETHLEHEM AREA VOCATIONAL  
TECHNICAL SCHOOL AUTHORITY

\_\_\_\_\_  
Date Executed

By: \_\_\_\_\_  
Chairman

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

I.1 COMPETITIVE EQUIPMENT GRANT - WELDNG EQUIPMENT PURCHASE

INFORMATION:

The administration was approved for a \$48,679 2024-25 Competitive Equipment Grant to purchase equipment for the Welding program. We will be soliciting bids for the equipment that is not available through COSTARS. We need to proceed quickly due to the requirement of purchasing everything by the end of April, with items being received and paid by May 15<sup>th</sup> to complete the final expenditure report. We anticipate requesting bid awards at the March or April Joint Committee meeting.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

I.2. CAPITAL IMPROVEMENTS PROJECTS

INFORMATION:

At the October Joint Committee meeting, CHA (formerly D'Huy Engineering) was approved to work with the administration on bidding the following capital projects:

- Main Building Make Up Air Unit Replacement
- Annex Building Roof Top Unit Replacement
- Annex Building Exterior Door & Frame Replacement
- Main Building Cosmetology Renovations

The bids will be opened on February 18<sup>th</sup> and are scheduled to be awarded at the March meeting. Capital reserve funds will be used for the projects.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

I.3. 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



25-25	Susan Fahrenkopf	Culinary	Desserts for October Board Meeting	09/26/24	4	10/01/24	\$ 30.00	\$30.00	PAID
25-26	Lauryn Stauffer	Graphics	Shirts & hoodies for class uniforms	09/26/24	4	12/12/24	\$ 214.50	\$214.50	PAID
25-27	Culinary	Graphics	Hats & books	09/30/24	4	09/30/24	\$ 1,173.00	\$1,173.00	PAID
25-28	Food Truck	Graphics	Hoodies	09/30/24	4	09/30/24	\$ 344.40	\$344.40	PAID
25-29	Bake Shop	Graphics	50 Blue and red equipment papers	10/01/24	4	10/02/24	\$ 35.00	\$35.00	PAID
25-30	Social Media Marketing	Graphics	3 Windo Graphics	10/03/24	4	10/11/24	\$ 54.00	\$54.00	PAID
25-31	Peggy Fuehrer	Culinary Events	150 OAC Meals 10/14, 10/15, & 10/22	10/03/24	4	10/22/24	\$ 2,400.00	\$2,400.00	PAID
25-32	Peggy Fuehrer	Baking	Desserts for OAC 10/14, 10/15, & 10/22 150 people	10/03/24	4	10/22/24	\$ 300.00	\$300.00	PAID
25-33	Eispeth Sipple	Health Careers	100 brain cupcakes for Open House project	10/03/24	4	10/23/24	\$ 250.00	\$250.00	PAID
25-34	Susan Fahrenkopf	Graphics	42 shirts printed	10/04/24	4	10/07/24	\$ 21.00	\$21.00	PAID
25-35	Dean Ruch	Culinary	Lunch for 15 people in Bistro 10/24/24	10/08/24	4	10/24/24	\$ 180.00	\$180.00	PAID
25-36	Mike Galler	Culinary	Boxed Lunches for 10 people every Tuesday 10/29-12/7	10/08/24	4			\$0.00	VOID
25-37	Susan Fahrenkopf	Baking	Cupcakes for Mayor's Tree Lighting (11/21/24)	10/11/24	4	11/21/24	\$ 200.00	\$200.00	PAID
25-38	Susan Fahrenkopf	Baking	Apple Almond Tarts for November JC Meeting	10/11/24	4	11/06/24	\$ 36.00	\$36.00	PAID
25-39	Mental Health	Graphics	Forrest Green Hoodies	10/11/24	4			\$0.00	
25-40	Mechatronics	Baking	100 Halloween Themed Sugar Cookies	10/15/24	4	10/23/24	\$ 200.00	\$200.00	PAID
25-41	Social Media Marketing	Graphics	50 Printed Halloween theme shirts	10/18/24	4		\$ 382.10	\$382.10	PAID
25-42	Dawn Sutter	Culinary	Simple lunch for 5 people for interviews (11/13/24)	10/22/24	4	11/13/24	\$ 22.00	\$22.00	PAID
25-43	Marketing	Culinary	100 Sodas for Open House Volunteers	10/28/24	4	10/23/24	\$ 100.00	\$100.00	PAID
25-44	Bake Shop	Graphics	12 posters	10/28/24	4	12/11/24	\$ 160.50	\$160.50	PAID
25-45	Mechatronics	Graphics	100 business cards	10/28/24	4	12/18/24	\$ 6.00	\$6.00	PAID
25-46	HVAC	Graphics	200 business cards	10/29/24	4	12/18/24	\$ 12.00	\$12.00	PAID
25-47	Bake Shop	Graphics	150 stickers	11/08/24	4	11/19/24	\$ 12.00	\$12.00	PAID
25-48	SKILLS	Culinary	Lunch for 5 people	11/11/24	4	11/11/24	\$ 90.00	\$90.00	PAID BY PO
25-143	Adam Lazarchak	Culinary	1/2 of EA invoice for staff cupcakes October	11/11/24	4	11/11/24	\$ 36.00	\$36.00	PAID
25-144	Adam Lazarchak	Baking	1/2 of EA invoice for staff cupcakes November	11/13/24	4	11/13/24	\$ 24.00	\$24.00	PAID
25-49	Maria Womer Stiffinella	Graphics	Signs for bathroom stalls (feminine products)	11/12/24	4			\$0.00	

25-50	Jalissa Kuehner	Graphics	Aprons (AM)		11/18/24	4				\$0.00	
25-147	Adam Lazarchak	Culinary	1/2 of EA invoice for staff cupcakes December		11/18/24	4	12/19/24	\$ 18.00		\$18.00	PAID
25-484	Emily Hough	Precis.Mach.	Headphone holders		09/10/24	4	11/18/24	5.00		\$10.60	PAID
25-51	Janelle Schaeffer	Culinary	CTE Administrator luncheon (12/12/24)		11/20/21	4	12/12/24	114.00		\$114.00	PAID
25-52	Kurt Samson	Welding	100 Decals		11/21/24		12/16/24	\$ 36.00		\$36.00	PAID
25-53	Heather Burkhardt	Baking	Coffee, Juice, baked goods for Fast Track Parent Night (1/8/25)		11/21/24	4	01/08/25	\$ 60.00		\$60.00	
25-54	Susan Fahrenkopf	Culinary	12 Gingerbread people for December Board Meeting (12/04/24)		11/25/24	4	12/06/24	\$ 35.00		\$35.00	PAID
25-55	Susan Fahrenkopf	Culinary	Buffet Lunch for Local Advisory Committee (12/16/24)		11/25/24	4	12/16/24	\$ 360.00		\$360.00	PAID
25-56	Heather Burkhardt	Culinary	Luncheon for 40 people...Counselor Luncheon		12/03/24	4	12/11/24	720.00		\$720.00	PAID
25-57	Heather Burkhardt	Baking	Baked goods for 40 people...Counselor Luncheon		12/03/24	4	12/11/24	80.00		\$80.00	PAID
25-58	Scott Ferry	Culinary	Donation for Pediatric Cancer (PCFLU) 110 sugar cookies		12/05/24	4	12/18/24	60.00		\$60.00	PAID
25-59	Dan Berardesca	Graphics	Books for classroom		12/05/24	4	12/20/24	442.00		\$442.00	PAID
25-60	Angela Thom	Culinary	Lunch in Bistro for GLVADA (12/09/24)		09/09/24	4	12/09/24	216.00		\$216.00	PAID
25-61	Connie Muschko	Baking	Waffles & Toppings for CO-OP - (12/18 & 12/20)		12/09/24	4	12/20/24			\$0.00	PAID
25-62	Graphics	CULINARY	Food for Holiday Party		12/09/24	4	12/19/24	250.00		\$250.00	PAID
25-63	Aesthetics	CULINARY	Food for Holiday Party		12/09/24	4	12/19/24	100.00		\$100.00	PAID
25-64	Welding	CULINARY	Food for Holiday Party		12/12/24	4	12/19/24	100.00		\$100.00	PAID
25-150	Adam Lazarchak	Culinary	Cupcakes for January birthdays - EA pays half		12/12/24	4	01/22/24	18.00		\$18.00	
25-65	Jesse Schneck	CULINARY	Food for Holiday Party		12/12/24	4		\$ 200.00		\$200.00	PAID
25-66	Melodie Bloszinsky	Baking	50 Sugar Cookies with frosting		12/12/24	4		100.00		\$100.00	VOID
25-67	Marketing	Baking	Baked Goods for 8th grade night @FHS (1/15/25)		12/13/24	4				\$0.00	
25-68	Janelle Schaeffer	Baking	Baked goods for LV Principal's Meeting (1/9/25)		12/13/24	4	01/09/25	20.00		\$20.00	
25-69	Daniel Berardesca	Bldg. Tradws	Cutting boards		12/16/24	4		20.00		\$20.00	PAID
25-70	Susan Fahrenkopf	Baking	Baked goods for Local Advisory Meeting		12/16/24	4	12/16/24	40.00		\$40.00	PAID
25-71	Angela Thom/Skills	Culinary	Skills paying for 150.00 of Welding classroom party		12/19/24	4	12/19/24	150.00		\$150.00	PAID BY PO
25-72	Culinary	Graphics	BEO WORK FOR DECEMBER		12/20/24	4		13.00		\$13.00	PAID
25-73	Janelle Schaeffer	Culinary	Breakfast for LV Principals Meeting		01/07/25	4	01/09/25	80.00		\$80.00	

25-74	Web Design	Graphics	24 Hoodies & 1 Tee for uniforms	01/09/24	4				\$0.00	
25-75	Janelle Schaeffer	Culinary	Hoagies & Sides for 5 people (1/15/2025)	01/13/25	4				\$0.00	
25-76	Susan Fahrenkopf	Baking	3 Mason jars with cake mix for holiday gifts for Superintendents	01/14/25	4	01/14/25		30.00	\$30.00	
25-77	Susan Fahrenkopf	Baking	12 sets of 4 hot cocoa bombs for board meeting (02/04/25)	01/14/25					\$0.00	
25-78	BAVTS EA	BAKING	Cupcakes for February Staff Birthdays (02/19/25) 1/2 of charge	01/21/25	4				\$0.00	
25-141	Heather Chilcote	Baking	24 Cream cheese cupcakes	09/10/24	1	09/17/24		24.00	\$24.00	PAID 09/17/24
25-142	Angela Dorney	Baking	Cake	10/15/24	1	10/18/24		50.00	\$50.00	PAID 10/21/24
25-143	BAVTS EA	Culinary	4 dozen birthday cupcakes (October)	10/15/24	1	10/30/24		36.00	\$36.00	PAID 11/11/24
25-144	BAVTS EA	Baking	Cupcakes for November birthdays (EA PAYS HALF)	10/15/24	1	11/13/24		24.00	\$24.00	PAID 11/19/24
25-145	Michelle Kesen	Baking	Full sheet birthday cake (12/6/24)	10/18/24	3				\$0.00	VOID
25-146	Bridges Foundation	Culinary	Luncheon for Board Meeting	11/18/24	6	12/17/24		420.00	\$445.20	PAID 01/09/25
25-147	BAVTS EA	Culinary	Cupcakes for December birthdays (EA PAYS HALF)	11/18/24	6			18.00	\$18.00	PAID 01/15/25
25-148	Angela Thom	Culinary	Charchuterie Board	11/22/24	1	11/22/24		41.02	\$50.00	PAID 11/22/24
25-149	(Sunshine Club)	Baking	Cake for Joan's retirement (12/20)	12/16/24	1	12/20/24		10.00	\$10.00	PAID 12/18/24
25-150	BAVTS EA	Culinary	Cupcakes for January birthdays (EA PAYS HALF)	12/12/24	1					
25-151	Bridges Foundation	Baking	Dessert for 12/17/24 meeting	12/17/24	6	12/17/24		42.00	\$42.00	PAID 01/09/25
25-152	BAVTS	Culinary	Food for 2024 Christmas Party	12/19/24	5	12/19/24		215.00	\$215.00	
25-153	Jennifer Klo	Baking	60 cupcakes (03/07/25)	01/14/25	1				\$0.00	
25-154	Trinity Hein	Baking	2 Dozen cupcakes for 2/7/25	01/21/25	1				\$0.00	
25-155	BAVTS EA	Baking	Cupcakes for February Staff Birthdays	01/21/25	5				\$0.00	
25-176	Jennifer Klo	Auto Tech	Brakes not working properly	08/23/24	1				\$0.00	VOID
25-177	Connie Muschko	Auto Tech	Check ball joint, rod and sway bar	08/23/24	1	09/23/24		0.00	#REF!	PAID 9/26/24
25-178	George Lockenbill	Auto Tech	Fuel pump replace & oil change	08/27/24	3				\$0.00	
25-179	Joan Dinbokowitz	Auto Tech	Jeep - Oil Change	08/29/24	1	09/16/24		48.46	\$59.07	PAID 9/16/24
25-180	Karen Mustonen	Auto Tech	Acura - 2017 Oil Change	08/29/24	1	09/10/24		38.13	\$46.48	PAID 9/10/24
25-181	Karen Mustonen	Auto Tech	Acura - 2011 Oil Change	08/29/24	1	09/06/24		39.77	\$48.48	PAID 9/10/24
25-182	Michael Giamoni	Auto Tech	Chevy - Noise in rear, balance tires	08/30/24	1				\$0.00	VOID

25-183	Michael Giamoni	Auto Tech	Ford - Oil, Trans Oil, Rear, Brakes, Flush brake fluid	08/30/24	1	12/03/24	864.00	\$1,053.22	PAID 12/05/24
25-184	Meri Lindenmuth	Auto Tech	Dashboard lights	08/30/24	1	11/18/24	185.00	\$225.52	PAID 11/19/24
25-185	Dario Chavez	Auto Tech	Dodge - Replace altinator	09/03/24	1	09/13/24	239.79	\$292.31	PAID 9/16/24
25-186	Daniel Berardesca	Auto Tech	Lexus - brakes & control arm	09/04/24	1	09/30/24	254.24	\$309.92	PAID 10/08/24
25-187	Daniel Berardesca	Auto Tech	Volkswagon - Oil change	09/04/24	1	05/24/24	0.00	\$5.30	PAID 9/25/24
25-188	Mike Galler	Auto Tech	Kawasaki - New soundbar, toggle switch, winch w/switch	09/04/24	1	09/23/24	10.00	\$15.90	PAID 9/23/24
25-189	Mike Galler	Auto Tech	Saturn - MPI, LOF, New lugs on rear wheels	09/04/24	1	10/24/24	448.74	\$547.01	PAID 10/28/24
25-190	Alex Glassberg	Auto Tech	Jeep - Needs horn, turn signal bulb, pre inspection, hazard button	09/05/24	1	11/19/24	503.18	\$613.38	PAID 11/20/24
25-191	Robert Gotzon	Auto Tech	Replace Spark Plugs	09/05/24	1	09/23/24	0.00	\$5.30	PAID 11/4/24
25-192	Steve Mantz	Auto Tech	Jeep - Oil filter change, flush & fill	09/05/24	1	11/07/24	219.15	\$267.14	PAID 11/11/24
25-193	Robert Kulick	Auto Tech	Chevy - Transmission	09/05/24	1	11/04/24	3,816.99	\$4,652.44	PAID 11/5/24
25-194	Michael Goch	Auto Tech	Chrysler - Replace exhaust flex pipe and valve cover gaskets	09/09/24	2	10/03/24	180.69	\$220.26	PAID 10/04/24
25-195	Alexa Madurski	Auto Tech	Hyundai - Oil change	09/09/24	2			\$0.00	VOID
25-196	Darian Caraballo	Auto Tech	Honda - front wheel bearing replacement, balance tires	09/10/24	2	09/30/24	95.81	\$116.79	PAID 10/16/24
25-197	Julian Muniz	Auto Tech	Nissan -	09/10/24	2	09/20/24	0.00	\$5.30	PAID 9/20/24
25-198	Dario Chavez	Auto Tech	Toyota - Neet front left rotor & all tires looked at	09/10/24	1	09/19/24	135.98	\$165.76	PAID 9/20/24
25-199	Heather Chilcote	Auto Tech	Toyota - Oil change & brakes	09/12/24	1	09/24/24	279.48	\$340.68	PAID 9/24/24
25-200	Julian Korpics	Auto Tech	Wheel nuts replaced	09/18/24	2	09/24/24	0.00	\$5.30	PAID 9/24/24
25-201	Nikhil Khellawan	Auto Tech	Oil change	09/19/24	2	10/10/24	45.41	\$55.35	PAID 10/16/24
25-202	Bill Grushow	Auto Tech	Replace 4 tires and align	09/19/24	1	10/04/24	0.00	\$5.30	PAID 10/04/24
25-203	Luis Santiago	Auto Tech	Tire sensor and passenger side noise when hit bump	09/19/24	1	10/10/204	113.25	\$138.05	PAID 10/10/24
25-204	Dennis Kassick	Auto Tech	Front brakes, rotate 2 tires	09/20/24	2	09/23/24	0.00	\$5.30	PAID 9/26/24
25-205	Jarrel Brazoban	Auto Tech	Rotor	09/20/24	2	09/30/24	42.50	\$51.81	PAID 9/30/24
25-206	Jordan Montague	Auto Tech	Oil Change, check brakes	09/23/24	1	09/25/24	40.00	\$48.76	PAID 09/30/24
25-207	Brian Moser	Auto Tech	Subaru - trouble starting	09/24/24	1			\$0.00	VOID
25-208	Jeff Cantrel	Auto Tech	Toyota - Oil Change	09/24/24	1	05/26/24	30.00	\$37.10	PAID 09/30/24
25-209	Caleb Goch	Auto Tech	Mitsubishi - lookover, diag. A/C	09/26/24	2	09/26/24	0.00	\$5.30	PAID 09/27/24

25-210	Heather Chilcote	Auto Tech	Jeep - oil change	09/26/24	1				\$0.00	VOID
25-211	Melanie Sigley	Auto Tech	Volvo - L/F Axle, scan	09/30/24	2	10/08/24	213.35		\$260.07	PAID 10/14/24
25-212	Rhonda Geiselman	Auto Tech	Mitsubishi - Transmission Replaced	09/30/24	1				\$0.00	
25-213	Jeff Cantrel	Auto Tech	Toyota - Power Steering leak, fog light, noise in rear	10/01/24	1	10/23/24	737.38		\$898.87	PAID 10/24/24
25-214	Stephen Seil	Auto Tech	Jeep - Won't start	10/01/24	2	10/23/24	331.46		\$404.05	
25-215	Rebecca Sullivan	Auto Tech	Dodge	10/01/24	2	11/25/24	0.00		\$5.30	PAID 12/5/24
25-216	Karen Mustonen	Auto Tech	Acura - Tire Replacement	10/07/24	1	10/10/24	10.00		\$15.90	PAID 10/11/24
25-217	Mo Wheatley	Auto Tech	Tire Pressure, gas cap alert, check engine	10/07/24	1	12/16/24	275.96		\$336.39	PAID 12/20/24
25-218	Stephanie Flaherty	Auto Tech	Oil Change	10/07/24	2	10/08/24	32.10		\$39.33	PAID 10/11/24
25-219	Adam Lazarchak	Auto Tech	Oil Change	10/08/24	1	10/14/24	48.19		\$58.75	PAID 10/24
25-220	Connie Muschko	Auto Tech	Toyota - Oil Change	10/10/24	1	10/29/24	26.79		\$33.70	PAID 11/04/24
25-221	Glenn Milositz	Auto Tech	Ford - Tire installation, oil change, check fluids	10/11/24	1	11/07/24	80.00		\$97.52	PAID 11/20/24
25-222	Jacob Schlittler	Auto Tech	GLI - Fron right ev axle	10/11/24	2	10/21/24	133.48		\$162.71	PAID 10/21/24
25-223	Lori Kram	Auto Tech	Chevy - Oil change, sensor, pre-inspection	10/15/24	1	10/21/24	40.00		\$48.76	PAID 10/22/24
25-224	Angela Thom	Auto Tech	Change cabin filter, engine air filter, leak in motor mount	10/18/24	1	10/18/24	125.28		\$152.71	PAID 10/23/24
25-225	Carly McKeon	Auto Tech	Engine light on, O2 sensor code, oil change	10/18/24	1	10/24/24	99.53		\$121.33	PAID 10/24/24
25-226	Bruce Gilbert	Auto Tech	Brake fluid leak	10/18/24	2				\$0.00	VOID
25-227	Howie Nonnamacher	Auto Tech	Heater blower motor intermittent	10/21/24	1	12/16/24	424.53		\$517.50	PAID 12/16/24
25-228	Joseph Kelhart	Auto Tech	Oil and filter change, front brake pad changed	10/21/24	1	10/25/24	0.00		\$5.30	PAID 10/25/24
25-229	Prestan Blewis	Auto Tech	Front Brakes	10/22/24	2	11/08/24	152.99		\$186.50	PAID 11/14/24
25-230	Randy Ziminsky	Auto Tech	Heater and wheel position sensor replaced	10/22/24	3	11/07/24	36.00		\$43.88	PAID 11/8/24
25-231	Alexis Ibaniez	Auto Tech	Electrical issue	10/24/24	2				\$0.00	VOID
25-232	Dario Chavez	Auto Tech	Ford - Universal joints, rear brakes, oil change	10/24/24	1	11/25/24	362.96		\$442.44	PAID 12/2/24
25-233	George Lockenbill	Auto Tech	Chevrolet - Fluid refresh, multi-point , replace fuel pump	10/25/24	2				\$0.00	
25-234	Deanna Leibig	Auto Tech	Dodge - Oil Change, pre-check	10/25/24	3				\$0.00	VOID
25-235	Deanna Leibig	Auto Tech	Chevy - Oil change, pre-check - gift certificate winner	10/25/24	3	11/07/24	0.00		\$5.30	PAID 11/8/24
25-236	Nate Petraski	Auto Tech	Mitsubishi - Alignment, inspect front brake pads, rotors, fluids	10/28/24	2				\$0.00	VOID

25-237	Dave Gogel	Auto Tech	Ford - Intermittent no crank, intermittent stall	10/29/24	2	11/08/24	0.00	\$5.30	PAID 11/08/24
25-238	Craig Mosser	Auto Tech	Mazda - noise over bumps, front end	10/29/24	1	11/05/24	240.54	\$293.22	PAID 11/7/24
25-239	Sudantha Vidanage	Auto Tech	Volvo - Front brakes, oil change, required from Volvo	10/30/24	3	12/16/24	130.99	\$159.68	PAID 12/16/24
25-240	Jared Rohn	Auto Tech	Subaru - engine repair/replacement	11/04/24	2		0.00	\$0.00	
25-241	Cesar Corvera	Auto Tech	Honda - Wheel alignment and tire balancing	11/04/24	2			\$0.00	VOID
25-242	Alex Glassberg	Auto Tech	Audi - Oil change	11/04/24	1	11/08/24	50.88	\$62.02	PAID 11/12/24
25-243	Michael Giaroni	Auto Tech	Honda - Oil change, fluids, rotate tires	11/05/24	1	11/08/24	30.64	\$37.78	PAID 11/08/24
25-244	Jennifer Klo	Auto Tech	Mazda - noise over bumps, back end	11/07/24	1	11/11/24	170.88	\$208.30	PAID 11/12/24
25-245	Stan Prodes	Auto Tech	Mazda - Install battery	11/07/24	1	11/08/24	0.00	\$5.30	PAID 11/11/24
25-246	Paula Curchran	Auto Tech	Subaru - check exhaust for leak, trans, brakes	11/08/24	1	12/16/24	0.00	\$5.30	PAID 12/20/24
25-247	Albert Renn	Auto Tech	Honda - Pre-inspection, oil change	11/08/24	1	12/09/24	165.99	\$202.34	PAID 12/09/24
25-248	Matt Bellis	Auto Tech	Jeep - oil change/tire rotation	11/11/24	2			\$0.00	VOID
25-249	Joel Schneider	Auto Tech	Dodge - pre inspectio, speedometer not working	11/13/24	2	01/16/25	0.00	\$5.30	PAID 01/16/25
25-250	Kevin Hams	Auto Tech	Work needed to clear codes	11/18/24	3			\$0.00	
25-251	Meri Lindenmuth	Auto Tech	Oil change, replace spark plugs, air filter, 4 wheel drive service	11/18/24	1			\$0.00	
25-252	Kevin Strawn	Auto Tech	Transmission	11/18/24	1	12/02/24	327.45	\$399.16	PAID 12/03/24
25-253	Kimberly Applegate	Auto Tech	Add trans. Fluid	11/18/24	2	11/22/24	44.06	\$53.71	PAID 11/25/24
25-254	Lori Kram	Auto Tech	Toyota - Oil change, pre inspection	11/19/24	1			\$0.00	PAID 12/02/24
25-255	Christine Miskovich	Auto Tech	Chevy - Brakes, tire pressure sensor	11/19/24	1	11/25/24	321.98	\$392.50	PAID 11/25/24
25-256	Christopher Ponce Redon	Auto Tech	Infiniti - valve cover gasket	11/19/24	2	01/09/25	181.98	\$221.84	
25-257	Lauryn Staufer	Auto Tech	Chevy - Oil change	11/19/24	1	11/25/24	0.00	\$0.00	GIFT VOUCHER
25-258	Aida Rivera	Auto Tech	Kia - Oil Change, tire rotation	11/20/24	3	11/25/24	48.37	\$58.97	PAID 11/25/24
25-259	Dazzcity Torres	Auto Tech	Brake hose & clips	12/03/24	2	12/04/24	212.12	\$258.58	PAID 12/05/24
25-260	Alex Glassberg	Auto Tech	Replace fuel pump	12/06/24	1	12/16/24	164.34	\$200.33	PAID 12/16/24
25-261	Karen Mustonen	Auto Tech	Acura - Oil change, check timing belt	12/06/24	1	12/11/24	30.64	\$37.78	PAID 12/11/24
25-262	Jim Gurcsik	Auto Tech	Battery	12/04/24	1	01/05/24	151.99	\$185.28	PAID 12/05/24
25-263	Mike Galler	Auto Tech	Oil change, rotate tires, change air & cabin filters	12/09/24	1	01/06/25	61.99	\$75.57	

25-264	Amelia Pagut	Auto Tech	Chevy - steering locking, hard time up hills...	12/09/24	2				\$0.00	
25-265	Christine Miskovich	Auto Tech	Chevy - Tire sensors	12/10/24	1				\$0.00	
25-266	Bill Grushow	Auto Tech	Ford - R Axle & Axle seals	12/10/24	1	01/09/25	31.38		\$38.56	PAID 1/15/25
25-267	Dean Ruch	Auto Tech	Replace starter	12/12/24	1				\$0.00	VOID
25-268	Christine Miskovich	Auto Tech	Replace Throttle body hose	12/16/24	1	01/07/25	5.00		\$10.60	PAID 1/7/25
25-269	Daniel Berardesca	Auto Tech	Brakes, pads, air flow sensor	12/16/24	1	01/15/25	483.39		\$589.25	PAID 1/15/25
25-270	Craig Mosser	Auto Tech	Oil change	12/20/24	1	01/09/25	30.64		\$37.78	
25-271	Caleb Vogel	Auto Tech	Oil Change	01/07/25	2	01/14/25	55.98		\$68.24	PAID 1/15/25
25-272	Aaron Beete	Auto Tech	Alignment	01/07/25	2				\$0.00	
25-273	Nathan Newcomer	Auto Tech	Level and Alignment	01/07/25	2	01/16/25	0.00		\$5.30	
25-274	Al Renn	Auto Tech	Oil change & tire pressure	01/08/25	1	01/16/25	35.21		\$42.92	
25-275	Howie Nonnamacher	Auto Tech	Oil Change	01/09/25	1				\$0.00	
25-276	Greta Wilmot	Auto Tech	Oil Change	01/09/25	1	01/21/25	32.61		\$39.87	PAID 01-22-25
25-277	Karen Mustonen	Auto Tech	Oil change & put snow tires on	01/12/25	1				\$0.00	
25-278	Russell Gaffney	Auto Tech	Oil change & driver's side rear turn signal	01/14/25	1	01/21/25	40.00		\$48.76	
25-279	Valerie Evner	Auto Tech	Jeep - Does not start	01/16/25	2				\$0.00	
25-280	John Walsh	Auto Tech	Chevy - Replace Transmission	01/16/25	2				\$0.00	
25-281	Glenn Milositz	Auto Tech	Ford - Overheating	01/16/25	1	01/24/25	25.97		\$32.83	PAID 01/24/25
25-282	Jen Stijgenbauer	Auto Tech	Acura - Oil change, pre-inspection	01/16/25	1	01/21/25	30.64		\$37.78	PAID 01/22/25
25-283	Jeff Cantrel	Auto Tech	Toyota - Replace Exhaust	01/21/25	1				\$0.00	
25-284	Jeff Cantrel	Auto Tech	Subaru - Oil change/Cabin Filter	01/21/25	1				\$0.00	
25-285	Jeff Cantrel	Auto Tech	Jeep - Oil change / Replace Exhaust	01/21/25	1				\$0.00	
25-286	Ashley Share	Auto Tech	Rear brake - drums, tie rod, alignment	01/21/25	1				\$0.00	
25-287	Alicia Schwartz	Auto Tech	Replace 2 struts	01/22/25	1	01/24/25	371.98		\$453.45	PAID 1/24/25
25-288	Connie Muschko	Auto Tech	Toyota - Replace switch in passenger door handle	01/24/25	1				\$0.00	
25-289	Michele Bracero	Auto Tech	Honda - Engine making noise	01/24/25	1				\$0.00	
25-290	Alex Glassberg	Auto Tech	Chevy - Install Apple car play radion, camera, oil change	01/24/25	1				\$0.00	

25-291	John Walsh	Auto Tech	Toyoto - Alignment & Oil Change	01/24/25	2				\$0.00	
25-292	Sudantha Vidanage	Auto Tech	Steering Rack	01/27/25	2				\$0.00	
25-293	Sudantha Vidanage	Auto Tech	Replace main battery & Auxillary battery	01/27/25	2				\$0.00	
25-294	Jariel Brazoban	Auto Tech	Strut, battery terminal fuse	01/27/25	2				\$0.00	
25-295	Russell Gaffney	Auto Tech	Brakes & weird noise	01/27/25	1				\$0.00	
25-296	Adrian Marrero Jr.	Auto Tech	Rear drums, rotars, hub & bearings	01/28/25	1				\$0.00	
25-297	Samuel Voges	Auto Tech	Clutch replacement/flywheel	01/28/25	2				\$0.00	
25-376	The Arc of Lehigh Valley	Food Truck	Food Truck event	03/18/24	6	07/19/24	1,983.75		\$2,102.78	Paid 07/19/24
25-377	King Spry	Food Truck	Food Truck Event 09/17/2024	08/08/24	3	09/17/24	1,609.08		\$1,705.62	Paid 09/17/24
25-378	Bridges Foundation	Culinary Events	Luncheon for 09/17/2024 Board Meeting	08/08/24	6	09/17/24	300.00		\$318.00	PAID 9/27/24
25-379	Skills USA Clayshoot (And	Food Truck	Food Truck Event 09/06/2024	08/06/24	6	09/06/24	1,200.00		\$1,200.00	PAID 10/01/24
25-380	FAB Olympics	Food Truck	Food Truck Event 09/28/2024	08/08/24	6				\$0.00	VOID
25-381	Jesse Schneck	Culinary Events	08/30/2024 Rehearsal Dinner	08/21/24	1	08/30/24	300.00		\$318.00	Paid 09/04/2024
25-382	Bridges Foundation	Food Truck	Food Truck Event (11/07/24) Lost Tavern	11/07/24	6	11/07/24	1,320.75		\$1,400.00	Paid 11/11/24
25-383	Maintenance/Custodians	Food Truck	Food for Rob's retirement	12/12/24	1	12/27/24	225.00		\$225.00	PAID 01/03/25
25-384	Rotary Foundation	Food Truck	Luncheon for 03/19/25	01/13/25	6				\$0.00	
25-427	Maria Womer Stiffinella	Graphics	Business Cards	03/08/24	1		7.50		\$13.25	
25-428	Dawn Sutter	Graphics	Put BAVTS logo on shirts provided	08/01/24	1				\$0.00	PAID ON 25-447
25-429	Greta Wilmot	Graphics	Repair Book Binding	08/14/24	1	11/07/24			\$0.00	VOID
25-430	Jennifer Klo	Auto Collision	Replace hood	08/29/24	1	12/03/24	821.00		\$1,000.80	
25-431	Nikhil Khellawan	Auto Collision	Scratch on bumper	08/29/24	2	10/03/24	365.06		\$445.01	PAID 10/09/24
25-432	Jennifer Stilgenbauer	Graphics	Poster & sign	08/29/24	1	08/29/24	15.00		\$21.20	Paid 08/30/24
25-433	Dharvam Sookram	Graphics	Business banner & 500 business cards	09/12/24	3				\$0.00	VOID
25-434	Craig Mosser	Graphics	Paint mask for wall	09/20/24	1	09/20/24	35.00		\$42.67	PAID 10/09/24
25-435	Carly McKeon	Graphics	2 V-necks	09/26/24	1	11/07/24	15.00		\$21.20	PAID 11/11/24
25-436	Peggy Fuehrer	Graphics	1 V-neck	09/26/24	1	10/29/24	7.50		\$13.25	PAID 11/07/24
25-437	Holy Infancy	Graphics	3 18x24 signs	09/26/24	6				\$0.00	VOID

25-438	Jennifer Klo	Graphics	5 foot banner	09/26/24	1	11/22/24	10.50	\$16.43	PAID 11/22/24
25-439	Greta Wilmot	Graphics	2 V-necks	09/26/24	1	11/01/24	15.00	\$21.20	PAID 11/4/24
25-440	Karen Kurinovich	Graphics	2 V-necks (supplied)	09/30/24	1	10/29/24	23.00	\$29.68	PAID 11/5/24
25-441	Jennifer Klo	Graphics	1 V-neck	09/30/24	1	11/07/24	7.50	\$13.25	PAID 11/7/24
25-442	Christina Miskovich	Graphics	2 V-necks	09/30/24	1	11/07/24	15.00	\$21.20	PAID 11/7/24
25-443	Angela Thom	Graphics	2 V-necks	09/30/24	1	10/29/24	15.00	\$21.20	PAID 11/5/24
25-444	Justine Williams	Graphics	4 V-necks	09/30/24	1	11/01/24	30.00	\$37.10	PAID 11/01/24
25-445	Lauren Turkel	Graphics	1 V-neck	09/30/24	1	10/29/24	7.50	\$13.25	PAID 11/01/24
25-446	Michele Bracero	Graphics	5 V-necks	09/30/24	1	10/30/24	47.50	\$57.91	PAID 11/04/24
25-447	Dawn Sutter	Graphics	4 V-necks	09/30/24	1	11/07/24	32.00	\$39.22	PAID 11/7/24
25-448	Janelle Schaffer	Graphics	1 V-neck	10/02/24	1	10/29/24	7.50	\$13.25	PAID 12/04/24
25-449	Bridges Foundation	Graphics	Invitations for Donor Event	10/03/24	6	10/07/24	18.00	\$24.38	PAID 10/14/24
25-450	Aimee Jo Muth	Graphics	5 V-necks, one supplied	10/08/24	1	10/29/24	47.50	\$57.91	PAID 11/01/24
25-451	Justine Williams	Graphics	2x6 Banner	10/10/24	1	11/14/24	24.00	\$30.74	PAID 11/14/24
25-452	Michele Bracero	Graphics	Business cards	10/11/24	1	12/10/24	6.00	\$11.66	PAID 12/10/24
25-453	Carly McKeon	Graphics	7 Banners for the swim team	11/05/24	1	12/10/24	84.00	\$102.40	PAID 12/11/24
25-454	Angela Gable	Graphics	Screenprint t shirt	11/18/24	3	12/05/24	5.00	\$10.60	PAID 12/09/24
25-455	Nina Pardoe	Graphics	Small tablets for college visits	11/18/24	1	11/22/24	5.00	\$10.60	PAID 11/25/24
25-456	Lauren Stauffer	Graphics	V-neck	11/18/24	1	11/19/24	15.00	\$21.20	PAID 1/16/25
25-457	Jesse Schneck	Graphics	Thank you cards	11/18/24	1	11/21/24	20.00	\$26.50	PAID 11/25/24
25-458	Jennifer Klo	Graphics	60 Holiday cards	11/21/24	1	12/16/24	10.00	\$15.90	PAID 12/16/24
25-459	Heather Chilcote	Graphics	150 Photo cards	12/09/24	1	12/10/24	45.00	\$54.86	PAID 12/12/24
25-460	Dana Huber	Graphics	Printing	12/11/24	1	12/11/12	20.00	\$26.50	PAID 12/11/24
25-461	Robert Cain	Graphics	Poster	12/11/24	1	12/12/24	10.00	\$15.90	PAID 12/13/24
25-462	Mo Wheatley	Graphics	100 Christmas cards	12/12/24	1	12/16/24	15.00	\$21.20	PAID 12/17/24
25-463	Russ Gaffney	Graphics	Hoodies	12/19/24	1	12/20/24	177.00	\$215.76	PAID 12/20/24
25-464	Christal Vitko	Graphics	Printed apparel	12/20/24	1	12/20/24	22.00	\$28.62	PAID 12/20/24

25-465	Dana Huber	Graphics	Posters	01/08/25	1	01/10/25	20.00	\$26.50	PAID 01/13/25
25-466	Justine Williams	Graphics	Flyer	01/08/25	1	01/15/25	100.00	\$121.90	PAID 1/16/25
25-467	Emily Hough	Graphics	2 shirts to be printed with class design	01/09/25	1			\$0.00	
25-468	Rotary Foundation	Graphics	36x18 Check	01/13/25	6	01/16/25	20.00	\$25.00	PAID 1/16/25
25-469	Christina Carvalho	Graphics	Windo Perf as per supplied file	01/21/25	3			\$0.00	
25-470	Skills USA Council	Graphics	850 Programs	01/21/25	6			\$0.00	
25-471	Joan Dinbokowitz	Graphics	6 American flags, 4 chess boards	01/22/25	1			\$0.00	
25-472	Liberty Swim Team	Graphics	3 color design on 44 shirts	01/27/25	5			\$0.00	
25-481	Jennifer Klo	Bldg. Trades	Replace panel on 2 cabinet doors	09/03/24	1	01/16/25	20.00	\$26.50	PAID 1/16/25
25-482	Amber Lyn Hunsicker	Auto Coll.	Car doors fixed from accident	09/04/24	1	11/19/24	490.00	\$597.31	PAID 12/05/24
25-483	Emily Hough	Auto Coll.	Adjust bumper	09/04/24	1	10/01/24	578.00	\$704.58	PAID 10/3/24
25-484	Emily Hough	Precis.Mach.	Headphone holders	09/10/24	1	11/18/24	5.00	\$10.60	INTERFUND
25-485	Lori Kram	Bldg. Trades	Wooden Planter	09/20/24	1			\$0.00	
25-486	Dawn Sutter	Bldg. Trades	Jenga	09/24/24	1	11/19/24	40.00	\$48.76	PAID 11/20/24
25-487	Jennifer Klo	Bldg. Trades	Jenga	09/24/24	1	11/19/24	40.00	\$48.76	
25-488	Connor Moriary	Auto Coll.	Leak on dash	09/27/24	3			\$0.00	
25-489	Michael Jagggers	Auto Coll.	Repair Front Collision Damage	10/03/24	2		1,120.00	\$1,365.28	PAID 12/20/24
25-490	Jeff Bower	Auto Coll.	Prep & paint roof and possible rust on bottom	10/04/24	1	12/10/24	173.00	\$210.89	PAID 12/19/24
25-491	Karen Mustonen	Auto Coll.	Replace rear driver's side tail light	10/18/24	1	11/07/24	346.14	\$421.94	PAID 11/8/24
25-492	Kyle Miller	Auto Coll.	Paint & Buff	10/23/24	2	12/20/24	5.00	\$10.60	PAID 12/20/24
25-493	Daniel Lynn	Auto Coll.	Motorcycle fender	10/23/24	2	11/14/24	275.99	\$336.43	PAID 1/8/25
25-494	Michele Bracero	Carpentry	Build shelves	11/05/24	1	12/13/24	70.00	\$85.33	PAID 12/19/24
25-495	Michele Bracero	Electrical	Install lights	11/05/24	1			\$0.00	
25-496	Tyler Rocco	Auto Coll.	Truck cap re-weather sealing & re screen	11/06/24	2		0.00	\$5.30	PAID 12/20/24
25-497	Talia Matos-Keller	Welding	Material requested from class	11/08/24	2			\$0.00	VOID
25-498	Brian Hayes	Auto Coll.	Passenger side front fender	11/13/24	1			\$0.00	
25-499	Kevin Hams	Auto Coll.	Body work, painting	11/21/24	3	12/19/24	200.00	\$243.80	PAID 1/6/25

<b>25-500</b>	Talia Matos-Keller	Carpentry	3/4 sheet of Birch	11/21/24	3	12/13/24	65.95	<b>\$75.21</b>	VOID
<b>25-501</b>	Kathy Bevan	Auto Coll.	Repair front bumper cover	12/10/24	1	01/09/25	135.00	<b>\$164.57</b>	PAID 1/9/25
<b>25-502</b>	Dario Chavez	Web Design	Develop web page for company	12/11/24	1			<b>\$0.00</b>	
<b>25-503</b>	Bernadette Datis-Corder	Welding	Repair trailers	12/16/24	2			<b>\$0.00</b>	
<b>25-504</b>	Nancy Run Fire Company	Carpentry	Rip & cut 2x4s for training	12/17/24	6	01/10/25	5.00	<b>\$5.30</b>	PAID 1/13/25
<b>25-505</b>	Christina Miskovitch	Auto Coll.	Install splash shields	01/06/25	1	01/06/25	5.00	<b>\$10.60</b>	PAID 1/8/25
<b>25-506</b>	Tucker Drozd	Auto Coll.	Pillar	01/09/25	2			<b>\$0.00</b>	
<b>25-507</b>	Albert Renn	Bldg. Trades	Frame for stained glass window	01/22/25	1			<b>\$0.00</b>	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

I.4. CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending December 31, 2024.

CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
December 31, 2024

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL YEAR-TO-DATE			BUDGET BALANCE
		BUDGET	ACTIVITY	BALANCE	
10.6510.000.000.000	INTEREST ON INVESTMENTS	10,000.00	22,770.83	-12,770.83	
10.6720.000.000.000	BOOKSTORE SALES	-	-	0.00	
10.6821.000.000.000	RECEIPTS IU 13 - OTDA GRANT	-	-	0.00	
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	7,052,064.00	3,897,200.02	3,154,863.98	
10.6946.002.000.000	RECEIPTS FROM NASD	3,140,829.00	1,570,407.00	1,570,422.00	
10.6946.003.000.000	RECEIPTS FROM SVSD	1,080,587.00	682,488.00	398,099.00	
10.6949.000.000.000	TUITION - ADULT DAY REGULAR	-	-	0.00	
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00	
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	23,037.84	76,962.16	
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	1,284.41	715.59	
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,143,686.00	743,650.00	400,036.00	
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	-	2,315.25	0.00	
10.7362.000.360.000	PCCD ACT 55 GRANT	140,000.00	4,189.50	135,810.50	
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	-	300,000.00	
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	224,172.00	29,263.28	194,908.72	
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,027,329.00	139,901.55	887,427.45	
10.8521.000.663.000	FEDERAL	345,982.00	171,270.40	174,711.60	
10.8755.000.998.000	ARP ESSER GRANT	-	-	0.00	
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	211.00	-211.00	
	<b>TOTALS FOR GENERAL FUND</b>	14,597,899.00	7,290,489.08	7,309,725.17	
	<b>TOTAL REVENUES</b>	14,597,899.00	7,290,489.08	7,309,725.17	

CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
December 31, 2024

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL			YEAR-TO-DATE			BUDGET BALANCE
		BUDGET	REVISIONS	ACTIVITY	ENCUMBRANCES	BALANCE		
10.1110.000.000.000	ACADEMIC PROGRAM	641,430.00	6,291.00	206,531.45	363,027.73	78,161.82		
10.1240.000.000.000	SPECIAL EDUCATION	671,226.00	6,291.00	225,010.55	303,102.61	149,403.84		
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	528,568.00	121,645.00	200,103.11	339,920.62	110,189.27		
10.1342.000.000.000	HOME ECONOMICS PROGRAM	922,443.00	9,606.00	312,972.04	436,701.88	182,375.08		
10.1370.000.000.000	TECHNICAL PROGRAM	158,257.00	1,305.00	57,531.28	67,596.92	34,433.80		
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,717,375.00	(97,566.00)	1,445,313.47	1,927,440.32	1,247,055.21		
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00		
10.2100.000.000.000	STUDENT SERVICES	1,510,698.00	69,180.50	537,439.67	795,808.40	246,630.43		
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,768.00	715.50	14,105.48	-	107,378.02		
10.2310.000.000.000	BOARD SECRETARY	3,631.00	-	1,167.34	873.70	1,589.96		
10.2320.000.000.000	BOARD TREASURER	1,655.00	-	853.45	-	801.55		
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	25,053.22	19,946.78	15,000.00		
10.2360.000.000.000	OFFICE OF THE DIRECTOR	459,370.00	-	206,956.16	169,857.03	82,556.81		
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	628,778.00	-	276,478.08	251,882.20	100,417.72		
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	105,901.00	-	34,061.40	48,404.24	23,435.36		
10.2511.000.000.000	BUSINESS OFFICE	631,795.00	-	268,551.17	214,673.93	148,569.90		
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,210,628.00	(122,000.00)	847,663.15	499,627.97	741,336.88		
10.2660.000.000.000	SECURITY SERVICES	57,628.00	2,532.00	-	55,790.19	4,369.81		
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	7,318.76	-	21,681.24		
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	657,615.00	-	248,834.77	138,516.12	270,264.11		
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	106,528.00	-	3,285.94	10,219.31	93,022.75		
10.3350.000.000.000	WELFARE ACTIVITIES	5,000.00	-	(29.10)	-	5,029.10		
10.3390.000.000.000	COMMUNITY SERVICES	109,605.00	-	49,795.38	41,370.58	18,439.04		
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	1,383.00	-	1,382.11	0.89		
10.4600.000.000.000	IMPROVEMENT EXPENSES	75,000.00	50,617.00	14,822.65	109,961.06	833.29		
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		
	<b>TOTAL FOR GENERAL FUND</b>	14,597,899.00	-	4,983,819.42	5,796,103.70	3,817,975.88		
	<b>TOTAL EXPENSES</b>	14,597,899.00	-	4,983,819.42	5,796,103.70	3,817,975.88		
	<b>EXCESS OF REVENUE OVER EXPENSES</b>			2,306,669.66				