

June 11, 2025

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOINT COMMITTEE
REGULAR MEETING

The Regular Meeting of the Bethlehem Area Vocational-Technical School Joint Committee was held on the evening of the above date, beginning at 7:01 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Director Michael Faccinetto, Michael Recchiuti, Emily Schenkel, Silagh White, Ross Makary, Doug Vaughn (alternate for Kristin Soldridge), Cedric Dettmar- seven. Absent: Directors Shannon Patrick, Vivian Demko - two.

Others Present: Dr. Jack Silva, Superintendent of Bethlehem Area School District and BAVTS Superintendent of Record, Mr. Adam S. Lazarchak, Executive Director of BAVTS; Ms. Sarah Modrick, Alternate Solicitor, Mrs. Susan Fahrenkopf, Secretary/Treasurer; Mrs. Debra Miller, Business Administrator, and interested staff members.

An Executive Session was held before the regular meeting. The annual school safety and security report was presented.

The minutes of the May 6, 2025 meeting were approved on motion of Directors White and Faccinetto and unanimous voice vote.

The Report of the Secretary/Treasurer for the period ending April 30, 2025, was approved on motion of Directors Makary and Faccinetto and unanimous voice vote.

To the Members of the Joint Committee
 Bethlehem Area Vocational-Technical School
Ladies and Gentlemen:

June 11, 2025

Your Treasurer respectfully submits the following report for the period ending

April 30, 2025

FUND NAME		BALANCE April 1, 2025	RECEIPTS	DISBURSEMENTS	BALANCE April 30, 2025
General	includes PLGIT/CD	3,271,310.93	1,229,738.13	(1,002,114.99)	3,498,934.07
House Project		140,899.33	1.96	(22,860.76)	118,040.53
Production		172,669.34	25,816.34	(10,642.29)	187,843.39
Capital Reserves	includes PLGIT/CD	4,407,348.25	12,832.51	(47,749.50)	4,372,431.26
Payroll		6,508.46	518,391.90	(514,555.68)	10,344.68
Cafeteria		68,962.29	23,675.37	(12,956.12)	79,681.54
Adult Education	includes PLGIT/CD	322,356.72	40,804.62	(33,313.80)	329,847.54
Student Activities		56,272.55	2,162.41	(632.98)	57,801.98
TOTALS		8,446,327.87	1,853,423.24	(1,644,826.12)	8,654,924.99

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

April 1, 2025		2,728,721.03
RECEIPTS		
Production	25,813.21	
Interest	49.30	
District Contrib.	890,012.86	
District Contrib./Auth.		
State / Fed Funds	282,107.08	
Tuition		
Other	33,394.24	
Transfers - PLGIT	21,285.01	
Inter-Fund Transfers		1,252,661.70
DISBURSEMENTS		
Prepaid Bills	(94,934.13)	
Bill Listings	(428,006.36)	
Payroll	(495,934.27)	
Other--Authority Bond		
Fees	(549.33)	
Void Checks	180.34	
Transfers - PLGIT		(1,019,243.75)
April 30, 2025	ADJ BOOK BALANCE	2,962,138.98

BANK RECONCILIATION

April 30, 2025		
Bank Balance	2,963,951.77	
Memo	(1,144.68)	
Outstanding Checks	(2,771.08)	
Deposit in Transit	2,102.97	
April 30, 2025	ADJ BANK BALANCE	2,962,138.98

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2025

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

April 1, 2025		856,158.57
	Transfers In	0.00
	Interest	2,894.73
	P Card purchases	(16,374.29)
	Transfers Out	
	Transfers Out-CD purch	
April 30, 2025	ADJ BOOK BALANCE	842,679.01

BANK RECONCILIATION

	April 30, 2025	
Bank Balance		842,679.01
Deposit in Transit		
Outstanding Checks		
April 30, 2025	ADJ BANK BALANCE	842,679.01

Average Yield for Apr 2025 is 4.17%

CAPITAL RESERVES - EMBASSY BANK

April 1, 2025		672,034.19
	Receipts	0.00
	Interest	13.79
	Void Checks	0.00
		13.79
	Fees	
	Disbursements	(47,749.50)
		(47,749.50)
April 30, 2025	ADJ BOOK BALANCE	624,298.48

BANK RECONCILIATION

	April 30, 2025	
Bank Balance		672,047.98
Memos		
Outstanding Checks		(47,749.50)
Deposit in Transit		0.00
April 30, 2025	ADJ BANK BALANCE	624,298.48

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

April 1, 2025		3,735,314.06
	Transfers In	0.00
	Interest	12,818.72
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
April 30, 2025	ADJ BOOK BALANCE	3,748,132.78

BANK RECONCILIATION

	April 30, 2025	
Bank Balance		3,748,132.78
Outstanding Checks		0.00
April 30, 2025	ADJ BANK BALANCE	3,748,132.78

Average Yield for Apr 2025 is 4.17%

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

June 11, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2025

PAYROLL FUND - EMBASSY BANK

April 1, 2025			6,508.46
	Receipts	518,390.35	
	Interest	1.55	
	Void Checks		518,391.90
	Fees		
	Disbursements	(514,555.68)	(514,555.68)
April 30, 2025	ADJ BOOK BALANCE		10,344.68

BANK RECONCILIATION

	April 30, 2025		
Bank Balance		10,344.68	
Memos			
Outstanding Checks		0.00	
Deposit in Transit			
April 30, 2025	ADJ BANK BALANCE		10,344.68

CAFETERIA FUND - EMBASSY BANK

April 1, 2025			68,962.29
	Receipts	23,673.91	
	Transfers		
	Interest	1.46	23,675.37
	Disbursements	(12,956.12)	
	Void Check	0.00	(12,956.12)
April 30, 2025	ADJ BOOK BALANCE		79,681.54

BANK RECONCILIATION

	April 30, 2025		
Bank Balance		79,587.54	
Memos		0.00	
Outstanding Checks		0.00	
Deposit in Transit		94.00	
April 30, 2025	ADJ BANK BALANCE		79,681.54

ADULT EDUCATION FUND - EMBASSY BANK

April 1, 2025			322,356.72
	Receipts	40,797.81	
	PLGIT Transfers	0.00	
	Interest	6.81	40,804.62
	Disbursements	(33,313.80)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(33,313.80)
April 30, 2025	ADJ BOOK BALANCE		329,847.54

BANK RECONCILIATION

	April 30, 2025		
Bank Balance		331,300.39	
Memos		0.00	
Outstanding Checks		(3,440.85)	
Deposit in Transit		1,988.00	
April 30, 2025	ADJ BANK BALANCE		329,847.54

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

June 11, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2025

STUDENT ACTIVITY ACCT - EMBASSY BANK

April 1, 2025			56,272.55
	Receipts	2,161.25	
	Other		
	Interest	1.16	2,162.41
	Disbursements	(632.98)	
	Other--Ret'd Check		
	Voided Check	0.00	(632.98)
April 30, 2025	ADJ BOOK BALANCE		57,801.98

BANK RECONCILIATION

April 30, 2025

Bank Balance	58,119.48	
Outstanding Checks	(317.50)	
Deposit in Transit	0.00	
April 30, 2025	ADJ BANK BALANCE	57,801.98

REPORT OF DEPOSITORIES

April 30, 2025

EMBASSY BANK

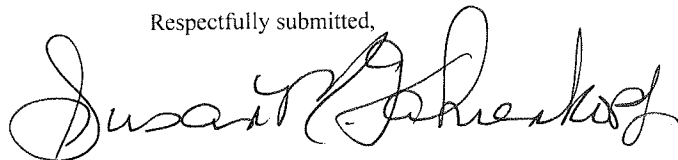
General Fund	2,963,951.77	
Capital Reserve	672,047.98	
Payroll Account	10,344.68	
Cafeteria Fund	79,587.54	
Adult Ed. Fund	331,300.39	
Student Activity Fund	58,119.48	

PLGIT

PLGIT General Fund	842,679.01	
PLGIT CD (General Fund)	0.00	842,679.01
PLGIT Capital Reserve	3,748,132.78	
PLGIT CD (Cap Reserve)	0.00	3,748,132.78
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 8,706,163.63

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through June 11, 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: Director White
SECOND BY: Director Schenkel
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinnetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

REPORT DATE
6/11/2025

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	CHECK AMOUNT	DESCRIPTION
5/7/2025	Y	34111	CANON SOLUTIONS AMERICA, INC.	\$ 241.16	COPIER MAINTENANCE FEES
5/7/2025	Y	34112	PP&L	\$ 82.22	24-25 ELECTRIC
5/7/2025	Y	34113	QUADIENT FINANCE USA INC.	\$ 3,000.00	POSTAGE FOR METER
5/7/2025	Y	34114	TYLER HEFT	\$ 2,113.00	TUITION REIMBURSEMENT
5/7/2025	Y	34115	UGI UTILITIES	\$ 876.18	GAS SERVICE
5/7/2025	Y	34116	VERIZON WIRELESS	\$ 304.86	CELL PHONES
5/14/2025	Y	34117	CANON FINANCIAL SERVICES, INC.	\$ 2,028.59	LEASE RENTAL OF HARDWARE - COPIERS
5/14/2025	Y	34118	CITY OF BETHLEHEM	\$ 2,092.21	24-25 WATER BILL
5/14/2025	Y	34119	DANIEL BERARDESCA	\$ 2,113.00	TUITION REIMBURSEMENT
5/14/2025	Y	34120	DONALD HEPTNER	\$ 2,113.00	TUITION REIMBURSEMENT
5/14/2025	Y	34121	JESSE SCHNECK	\$ 2,113.00	TUITION REIMBURSEMENT
5/14/2025	Y	34122	JORDAN MONTAGUE	\$ 2,113.00	TUITION REIMBURSEMENT
5/14/2025	Y	34123	KURTIS SAMSON	\$ 2,113.00	TUITION REIMBURSEMENT
5/14/2025	Y	34124	MERI LINDENMUTH	\$ 2,113.00	TUITION REIMBURSEMENT
5/14/2025	Y	34125	MERISSA LONG	\$ 2,113.00	TUITION REIMBURSEMENT
5/14/2025	Y	34126	MOREEN WHEATLEY	\$ 3,022.00	TUITION REIMBURSEMENT
5/14/2025	Y	34127	PP&L	\$ 17,099.26	24-25 ELECTRIC
5/14/2025	Y	34128	ROBERT KULICK	\$ 2,113.00	TUITION REIMBURSEMENT
5/14/2025	Y	34129	UGI ENERGY SERVICES LLC	\$ 1,218.47	GAS SERVICE
5/14/2025	Y	34130	UGI UTILITIES	\$ 1,317.78	GAS SERVICE
5/21/2025	Y	34131	EMBASSY BANK -	\$ 10,946.37	TRAVEL, SUPPLIES, SOFTWARE, EQUIPMENT, FOOD
5/21/2025	Y	34132	BETHLEHEM TOWNSHIP	\$ 55.75	SEWER BILLINGS
5/21/2025	Y	34133	LOUIS TEMPLE	\$ 870.00	TUITION REIMBURSEMENT
5/21/2025	Y	34134	PENN HOSA INC	\$ 700.00	STUDENT/ADVISOR CONFERENCE REGISTRATION
5/21/2025	Y	34135	SERVICE ELECTRIC CABLE TV	\$ 98.55	PHONE SERVICE
5/23/2025	Y	34136	SKILLS USA PENNSYLVANIA	\$ -	VOID
5/23/2025	Y	34137	SKILLS USA PENNSYLVANIA	\$ 5,787.20	STUDENT/ADVISOR CONFERENCE FEES & HOTEL
5/28/2025	Y	34138	COMMONWEALTH OF PENNSYLVANIA	\$ 1.55	REFUND COMPETITIVE EQUIPMENT GRANT
5/28/2025	Y	34139	HOME DEPOT CREDIT SVCS.	\$ 128.15	HOUSE PROJECT SUPPLIES
5/28/2025	Y	34140	LOWES BUSINESS ACCOUNT	\$ 452.26	BLDG. TRADES SUPPLIES
5/28/2025	Y	34141	WORKHORSE LANDSCAPING & EXCAVATING	\$ 3,937.50	LAWN CARE SERVICES AND PLANTER REMOVAL

5/30/2025	Y	34142	PERFORMANCE FOOD GROUP		\$ 10,035.77	CULINARY AND FOOD TRUCK SUPPLIES
6/4/2025	Y	34143	AIMEEJO MUTH		\$ 155.00	TUITION REIMBURSEMENT
6/4/2025	Y	34144	ALEXIS SANTIAGO		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34145	AMY A. WILLIAMS		\$ 635.62	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34146	BRITTANY KALE		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34147	CANON SOLUTIONS AMERICA, INC.		\$ 182.39	COPIER MAINTENANCE FEES
6/4/2025	Y	34148	CASEY ZUBER		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34149	DIANE TWORKOWSKY		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34150	DONNA STANLEY		\$ 635.62	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34151	JAKIM TURNER		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34152	KAREN COOK		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34153	LUCY ROBINSON		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34154	LYNDA KONAPELSKY		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34155	NIRUPA PRASHAD		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34156	NRG BUSINESS MARKETING		\$ 430.69	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34157	ONEGROUP NY, INC.		\$ 2,500.00	24-25 GAS SUPPLY
6/4/2025	Y	34158	PP&L		\$ 40.14	INSURANCE - INTERNATIONAL TRAVEL
6/4/2025	Y	34159	RICHARD OLESH		\$ 635.63	24-25 ELECTRIC
6/4/2025	Y	34160	STACY FREY		\$ 635.62	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34161	UGI UTILITIES		\$ 527.94	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34162	VERIZON WIRELESS		\$ 304.86	GAS SERVICE
6/4/2025	Y	34163	VILMA RODRIGUEZ		\$ 635.62	CELL PHONES
6/4/2025	Y	34164	WEX BANK		\$ 412.57	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34165	YAITZA BAEZ		\$ 635.62	FUEL FOR VEHICLES
6/4/2025	Y	34166	AMANDA LEWIS		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34167	AMANDA TILLOTSON		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/4/2025	Y	34168	LISA BASTINELLI		\$ 635.63	WORLD TRAVELER DISBURSEMENT
6/11/2025		34169	ABE AREA GLASS LLC		\$ 385.00	WORLD TRAVELER DISBURSEMENT
6/11/2025		34170	ADVANCE AUTO PARTS		\$ 706.76	GLASS REPLACEMENT
6/11/2025		34171	ALBARELL ELECTRIC INC.		\$ 858.00	AUTO TECH & MAINTENANCE SUPPLIES
6/11/2025		34172	AMAZON CAPITOL SERVICES		\$ 4,927.97	MAINTENANCE SUPPLIES
6/11/2025		34173	AMERICAN 3B SCIENTIFIC LP		\$ 1,101.50	CLASSROOM, MAINT, OFFICE SUPPLIES & BOOKS
6/11/2025		34174	AMERICAN RED CROSS -HEALTH & SAFETY SVC.		\$ 1,240.00	MENTAL HEALTH SUPPLIES
6/11/2025		34175	ASDRUBAL PICHARDO		\$ 75.00	CPR, BLS AND FIRST AID TRAINING
6/11/2025		34176	AUTOZONE		\$ 810.27	COSMO KIT REFUND
6/11/2025		34177	BETH-HANOVER SUPPLY CO.		\$ 315.42	AUTO TECH SUPPLIES
6/11/2025		34178	BETHLEHEM FORD		\$ 57.60	HOUSE PROJECT & MAINTENANCE SUPPLIES
						AUTO TECH SUPPLIES

6/11/2025	34179	BILL FLANNERY AUTOMOTIVE	\$	920.74	MAINTENANCE SUPPLIES
6/11/2025	34180	BINDICS CUSTOM SCREEN PRINTING	\$	777.00	STUDENT SHIRTS
6/11/2025	34181	BIT DIRECT INC.	\$	78,196.00	TECHNOLOGY SUPPLIES - COMPUTERS
6/11/2025	34182	BRETT GRAPHICS	\$	1,608.00	GRAPHICS SUPPLIES
6/11/2025	34183	BUCKS RUN OIL	\$	689.75	MAINTENANCE SUPPLIES
6/11/2025	34184	CARTRIDGE XCHANGE LL	\$	700.75	INK CARTRIDGE, TONER - TECH SUPPLIES
6/11/2025	34185	CHA CONSULTING INC.	\$	5,850.99	RETAINER FEES, ENGINEERING FEES
6/11/2025	34186	CHRIN HAULING, INC	\$	2,295.00	TRASH REMOVAL
6/11/2025	34187	CLARK SERVICE GROUP INC	\$	5,249.97	MAINTANANCE SERVICE - CULINARY EQUIPMENT
6/11/2025	34188	CM REGENT LLC	\$	2,781.36	JUNE 2025 LIFE/LTD
6/11/2025	34189	DEAN RUCH	\$	142.10	MILEAGE REIMBURSEMENT
6/11/2025	34190	DEBRA MILLER	\$	133.70	MILEAGE REIMBURSEMENT
6/11/2025	34191	DIVAL SAFETY EQUIPMENT INC	\$	2,705.00	PROTECTIVE SERVICES SUPPLIES
6/11/2025	34192	EASTERN AUTOPARTS WAREHOUSE	\$	136.80	AUTO TECH SUPPLIES
6/11/2025	34193	EBTEP	\$	164,861.51	JUNE 2025 MEDICAL, PRESCRIPTION & DENTAL
6/11/2025	34194	EDIVETTE BERRIOS	\$	75.00	COSMO KIT REFUND
6/11/2025	34195	EDWIN ZEA	\$	62.00	COSMO KIT REFUND
6/11/2025	34196	EMERGENCY PREPAREDNESS PROFESSIONALS	\$	990.00	PROTECTIVE SERVICES BLS/CPR/FIRST AID FEES
6/11/2025	34197	GREATER L.V. CHAMBER OF COMMERCE	\$	504.00	CHAMBER MEMBERSHIP DUES
6/11/2025	34198	HAZLETON OIL & ENVIRONMENTAL INC.	\$	100.00	SERVICE - USED OIL - AUTO TECH
6/11/2025	34199	HENDERSHOT DOOR SYSTEMS INC.	\$	4,294.00	SERVICE CALL & MAINTANCE REPAIR SERVICE
6/11/2025	34200	HIGHMARK BLUE SHIELD	\$	1,086.13	JUNE 2025 VISION
6/11/2025	34201	INTEGRITEC INC.	\$	235.00	WATER TREATMENT
6/11/2025	34202	JEFFREY CANTREL	\$	168.00	AIRPORT PARKING REIMBURSMENT
6/11/2025	34203	JENETTE LOPEZ	\$	75.00	COSMO KIT REFUND
6/11/2025	34204	JENNINGS TRANSPORTATION CORP	\$	715.80	BUS TRANSPORTATION
6/11/2025	34205	JUANA REYNOSO	\$	75.00	COSMO KIT REFUND
6/11/2025	34206	K & L SERVICES GROUP INC.	\$	247.00	ELECTRONICS SUPPLIES
6/11/2025	34207	KEYSTONE AUTOMOTIVE	\$	152.32	AUTO COLLISION SUPPLIES
6/11/2025	34208	KEYSTONE FIRE AND SECURITY	\$	598.32	MAINTENANCE INSPECTIONS
6/11/2025	34209	KING SPRY HERMAN FREUND FAUL	\$	1,541.67	SOLICITOR'S FEES
6/11/2025	34210	KIRIPOSKI & SONS	\$	300.00	PORT O POTTY HOUSE PROJECT/FOO
6/11/2025	34211	KISTLER O'BRIEN CO.	\$	370.10	FIRE SUPPRESSION INSPECTION
6/11/2025	34212	L.V. JANITORIAL SUPPLY	\$	4,051.20	MAINTENANCE SUPPLIES
6/11/2025	34213	MARIELA ACOSTA	\$	75.00	COSMO KIT REFUND
6/11/2025	34214	MICHAEL GALLER	\$	70.70	MILEAGE REIMBURSEMENT
6/11/2025	34215	MIKE LOPEZ	\$	75.00	COSMO KIT REFUND

6/11/2025	34216	MINERVA BEAUTY	\$	10,482.02	COSMO & ESTHETICS SUPPLIES
6/11/2025	34217	MOHAWK LIFTS LLC	\$	49,153.43	AUTO TECH EQUIPMENT
6/11/2025	34218	MOYER LUMBER & HARDWARE	\$	3,350.65	MAINTENANCE SUPPLIES -
6/11/2025	34219	MOYER PEST CONTROL	\$	134.00	PEST CONTROL
6/11/2025	34220	MSC INDUSTRIAL SUPPLY CO.	\$	5,043.88	PRECISION MACHINING EQUIPMENT
6/11/2025	34221	NAPA AUTO PARTS	\$	1,444.77	AUTO TECH SUPPLIES
6/11/2025	34222	NASCO	\$	1,438.20	HEALTH CAREERS SUPPLIES
6/11/2025	34223	NAZARETH PRODUCE	\$	278.00	BAKING & WELLNESS SUPPLIES
6/11/2025	34224	NELDY SANCHEZ	\$	75.00	COSMO KIT REFUND
6/11/2025	34225	PASBO	\$	400.00	ANNUAL MEMBERSHIP FEES
6/11/2025	34226	PENN JERSEY PAPER CO.	\$	14,241.94	MAINTENANCE SUPPLIES & CULINARY EQUIPMENT
6/11/2025	34227	PENNSYLVANIA STEEL CO., INC.	\$	1,648.80	MAINTENANCE SUPPLIES
6/11/2025	34228	PEPSICO BEVERAGE SALES LLC	\$	482.36	SCHOOL STORE SUPPLIES
6/11/2025	34229	PERFORMANCE FOOD GROUP	\$	4,828.99	FOOD TRUCK SUPPLIES
6/11/2025	34230	POCONO MOUNTAIN DAIRIES	\$	336.16	BAKING SUPPLIES
6/11/2025	34231	POWERCO INC	\$	5,280.00	MASONRY SAW
6/11/2025	34232	PREMIUM SIGN SUPPLIES INC.	\$	102.00	SUPPLIES FOR MAINTENANCE
6/11/2025	34233	PRO COMPRESSOR	\$	469.85	SERVICE FOR AUTO TECH AIR COMPRESSORS
6/11/2025	34234	QUILL CORP.	\$	2,101.30	OFFICE & CLASSROOM SUPPLIES
6/11/2025	34235	R.E. MICHEL	\$	84.94	HVAC SUPPLIES
6/11/2025	34236	RAQUIA GUNN	\$	75.00	COSMO KIT REFUND
6/11/2025	34237	RESET OUTDOORS	\$	6,500.00	MENTAL HEALTH SERVICES
6/11/2025	34238	RICHTER DRAFTING AND OFFICE SUPPLY CO.	\$	1,418.09	MAINTENANCE SUPPLIES
6/11/2025	34239	SAN MAR CORPORATION	\$	168.77	GRAPHICS & DIRECTOR'S SUPPLIES
6/11/2025	34240	SARAH MARZEC	\$	75.00	COSMO KIT REFUND
6/11/2025	34241	SCENARIO LEARNING	\$	1,953.00	VECTOR SOFTWARE
6/11/2025	34242	SCHOOL FIX	\$	50.23	MAINTENANCE SUPPLIES
6/11/2025	34243	SHARDA PAPER INC	\$	448.21	GRAPHICS SUPPLIES
6/11/2025	34244	SKILLS USA COUNCIL	\$	2,967.43	QUARTERLY SERVICES
6/11/2025	34245	SNAP-ON	\$	84,807.91	AUTO COLLISION & AUTO TECH EQUIPMENT
6/11/2025	34246	SOUTHWESTERN INDUSTRIES INC	\$	57,205.60	PRECISION MACHINING EQUIPMENT
6/11/2025	34247	SSM GROUP INC.	\$	2,797.43	SDS UPDATES AND INSPECTION
6/11/2025	34248	ST. LUKE'S HOSPITAL	\$	625.59	AHA HEARTSAVER CPR/AED CLASS
6/11/2025	34249	STATE CHEMICAL	\$	308.04	DRAIN MAINTENANCE
6/11/2025	34250	STOTZ & FATZINGER	\$	1,293.73	OFFICE FURNITURE
6/11/2025	34251	SYSCO ALLENTOWN	\$	326.43	FOOD TRUCK, STUDENT SERVICES & BAKING SUPPLIES
6/11/2025	34252	TAISHA ACEVEDO	\$	75.00	COSMO KIT REFUND

6/11/2025	34253	TAMARA ACOSTA		\$	75.00	COSMO KIT REFUND
6/11/2025	34254	TAYLOR PRODUCTS INC		\$	11,105.00	BATCH FREEZER - CULINARY EQUIPMENT
6/11/2025	34255	THE MORNING CALL		\$	819.10	LEGAL AD FOR BIDS
6/11/2025	34256	TINA TIRADO		\$	75.00	COSMO KIT REFUND
6/11/2025	34257	TYLER TECHNOLOGIES INC.		\$	12,907.18	ANNUAL BUSINESS OFFICE SOFTWARE FEES
6/11/2025	34258	ULINE		\$	1,255.91	MAINTENANCE SUPPLIES
6/11/2025	34259	UNIVERSAL DOOR SERVICES LLC		\$	1,383.25	MAINTENANCE REPAIRS
6/11/2025	34260	VAN CLEEF ENGINEERING ASSOCIATES		\$	4,534.00	PROFESSIONAL SERVICES
6/11/2025	34261	W.W. GRAINGER		\$	1,301.64	MAINTENANCE & OFFICE SUPPLIES
6/11/2025	34262	WEATHERPROOFING TECHNOLOGIES INC		\$	5,766.88	ROOF MAINTENANCE SERVICE
6/11/2025	34263	WILSON PRODUCTS		\$	1,438.90	CYLINDER RENTALS & AUTO COLLISION SUPPLIES
6/11/2025	34264	WIND GAP ELECTRIC INC.		\$	2,150.51	GENERATOR SERVICE CALL
6/11/2025	34265	YVETTE PADILLA		\$	75.00	COSMO KIT REFUND
		TOTAL			<u>\$698,054.26</u>	

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

June 11, 2025

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

The administration respectfully submits the following information and recommendations:

1. ELECTION OF SUPERINTENDENT OF RECORD

RECOMMENDATION:

That Mrs. Jaime Vlasaty, Superintendent of the Saucon Valley School District, be appointed as Superintendent of Record for Bethlehem Area Vocational-Technical School for the 2025-2026 school term from July 1, 2025 through June 30, 2026.

MOTION BY: Director Recchiuti
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

2. ELECTION OF SOLICITOR

RECOMMENDATION:

That the firm of King, Spry, Herman, Freund & Faul, LLC be elected as Solicitors for the Bethlehem AVTS for 2025-2026 beginning July 1, 2025 through June 30, 2026, and that Administration be authorized to execute the proposed agreement.

The attached agreement reflects a blended rate of \$185 per hour for attorney services and \$100 per hour for paraprofessional tasks rather than separate rates for litigation and non-litigation. All other terms are the same as the 2024-2025 fee agreement.

MOTION BY: Director Recchiuti

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinnetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

June 3, 2025

VIA EMAIL

Ms. Susan Fahrenkopf,
Administrative Assistant for Executive Director
Bethlehem Area Vocational-Technical School
3300 Chester Avenue
Bethlehem, PA 18020

Re: Professional Services Agreement 2025-2026

Dear Susan:

Pursuant to your request, enclosed is a proposed Fee Agreement (Agreement) for the period July 1, 2025 to June 30, 2026.

We propose a blended rate of \$185/hr. for attorney services and \$100/hr. for paraprofessional tasks rather than separate rates for litigation and non-litigation. All other terms are the same as the 2024-2025 fee agreement.

Thank you for the opportunity to submit a proposal.

Please call if you have any questions.

Thank you.

Very truly yours,

KING, SPRY, HERMAN, FREUND & FAUL, LLC



Donald F. Spry, II, Esq.

DFSII/bod
Attachment

cc: Avery E. Smith, Esq.

**AGREEMENT MADE BETWEEN THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
AND
KING, SPRY, HERMAN, FREUND & FAUL, LLC
ONE WEST BROAD STREET, SUITE 700
BETHLEHEM, PENNSYLVANIA**

SOLICITOR

AGREEMENT made this _____ day of June 2025, between **KING, SPRY, HERMAN, FREUND & FAUL, LLC**, (hereafter "KSHFF"), a professional law corporation, with offices at One West Broad Street, Suite 700, Bethlehem, Northampton County, Pennsylvania, hereinafter called "Solicitor" and **THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**, with offices at 3300 Chester Avenue, Bethlehem, Pennsylvania, hereinafter called "BAVTS".

WHEREAS, King, Spry, Herman, Freund & Faul, LLC, is currently appointed Solicitor for BAVTS; and

WHEREAS, BAVTS wishes to retain the services of King, Spry, Herman, Freund & Faul, LLC, as Solicitor; and

NOW THEREFORE, IT IS AGREED THAT:

1. RETAINER:

The above-named Solicitor will perform legal services for an annual sum of EIGHT THOUSAND DOLLARS (\$8,000.00), as retainer and shall be paid on a monthly basis.

2. RETAINER SERVICES:

- a. Prepare for and attend all regular public meetings and executive sessions of the Joint Committee, render legal advice at these meetings and general legal advice to the Joint Committee and Administration on matters not involving research, administrative/Court proceedings, or extensive contract review and revisions.

3. BILLING:

- (a) The Solicitor shall bill monthly for retainer and non-retainer services and for reimbursement of out-of-pocket expenses.

- (b) For services outside the retainer BAVTS will be billed a blended rate of \$185 per hour for professional tasks and \$100 per hour for paraprofessional tasks.

KSHFF represents to BAVTS that it is approved and qualified as defense counsel for the Pennsylvania School Boards Association Insurance Trust endorsed school leaders errors and omissions insurance, as well as other writers of educators liability and errors and omissions insurance. In the event of litigation, an administrative due process request, a claim, or suit within the coverage of the Joint Committee's errors and omissions policy, BAVTS agrees to submit such claims for coverage and defense, and to request the designation of KSHFF as defense counsel for BAVTS. In the event of such designation, BAVTS agrees to accept the hourly rate approved by the insurance carrier.

We will submit itemized invoices on a monthly basis. Litigation matters subject to the approved insurance rate will be invoiced separately from school solicitor services. Bond counsel fees will be paid at closing and will be contingent upon a successful closing.

4. REIMBURSABLE EXPENSES:

BAVTS agrees to reimburse the Solicitor for out-of-pocket expenses advanced on behalf of BAVTS including, but not limited to, filing fees for legal documents, advertising, experts, exhibit preparation, extraordinary photocopying, and overnight delivery costs. Long distance telephone charges, ordinary photocopying and postage will not be charges.

5. MUNICIPAL FINANCE AND BOND COUNSEL SERVICES:

KSHFF represents and warrants that it is qualified and experienced in the handling of tax free municipal bonds and other municipal finance matters. In the event BAVTS elects to use the services of KSHFF for purposes of bond counsel in a general obligation financing, KSHFF's fee will be calculated as follows:

<u>Issue Amount</u>	<u>Fee Amount/Multiplier</u>
Up to \$5,000,000	\$7,500.00 – Flat
Between \$5,000,000 to 10,000,000	.0015 x total issue up to \$10,000,000
Over \$10,000,000 to 35,000,000	Above multiplier plus .0010 x. issue over \$10,000,000
Over \$35,000,000	Above multipliers plus .0005 x issue over \$35,000,000

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

3. STAFFING

RECOMMENDATION:

- a. That the following resignation be accepted:

Melodie Bloszinsky

Position: Health Careers Instructor

Effective: June 9, 2025

- b. That the following appointments be approved:

John Karb

Position: School Support Officer (New Position)

Salary/Benefits: \$50,000 for the 2025-2026 school year with benefits in accordance with the Clerical Employees Agreement

Effective: August 11, 2025

Michael Leaser

Position: Protective Services Instructor
(replacement for John Karb)

Salary Benefits: \$71,737.05 (Column A, Step 9) for the 2025-2026 school year, with benefits in accordance with the Professional Employee Benefit package.

Effective: August 11, 2025 pending receipt of all required paperwork

Alison Deturk-Malia

Position: Health Careers Instructor
(replacement for Melodie Bloszinsky)

Salary/Benefits: \$79,889.30 (Column F, Step 8) for the 2025-2026 school year, with benefits in accordance with the Professional Employee Benefit package

Effective: August 11, 2025 pending receipt of all required paperwork

Dana Huber

Position: Full-time Supervisor of Lifelong Learning

Salary/Benefits: \$75,806.64, for the 2025-2026 school year, with benefits in accordance with Employment Agreement

Effective: July 1, 2025

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

3. STAFFING, Cont'd.

RECOMMENDATION:

- c. That the Executive Director be authorized to execute the attached employment agreement with Dana Huber, Full-time Supervisor of Lifelong Learning.
- d. That the Executive Director be authorized to hire for any unexpected vacancies, with ratification to occur at the August meeting should the Joint Committee approve the cancellation of the July meeting, per Agenda item H.14.
- e. That the Executive Director be authorized to hire 2025-2026 substitutes with ratification at the following meeting.
- f. That the following Summer Culinary Events student workers be hired through the school's Cooperative Education program, for the period June 7, 2025 through August 24, 2025, for up to 28 hours per week at a rate of \$12.50 per hour for first year summer Food Truck workers and \$13.50 per hour for returning summer Food Truck workers, with no benefits:

Christopher Bonstein
Nickolas Grim
Alexis Horvath
Luisa Rivera
Lucas Roman
Shiaraliz Rodriguez
Connor Stonehouse

MOTION BY: Director Recchiuti
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

**EMPLOYMENT AGREEMENT
BETWEEN DANA HUBER AND THE JOINT COMMITTEE OF
THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**

THIS EMPLOYMENT AGREEMENT (hereafter "Agreement") is made this 11th day of June, 2025 by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, with offices located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as "BAVTS") and Dana Huber (hereinafter referred to as "Employee"). The BAVTS and Employee may hereinafter be collectively referred to as the "Parties".

WHEREAS, the Joint Committee of BAVTS, at a regularly scheduled meeting duly and properly called upon this 11th day of June, 2025, did appoint the Employee to the full-time position of Supervisor of Lifelong Learning; and

WHEREAS, BAVTS desires to provide the Employee with a written employment contract to describe the relationship between the Parties.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained and intending to be bound hereby, the Parties hereto agree as follows:

SECTION 1. TERM

1.1 The term of this Agreement shall be for the period from July 1, 2025 through June 30, 2026, unless sooner terminated pursuant to the terms set forth herein.

1.2 **This Agreement is expressly conditioned upon the continued profitability of the Continuing Education Program. The Parties agree that this Employment Agreement will be nullified immediately upon the determination of a negative fund balance in the program, unless otherwise agreed, in writing, between BAVTS and the Employee.**

SECTION 2. DUTIES AND QUALIFICATIONS

2.1 Employee agrees to perform faithfully and professionally the duties of Supervisor of Lifelong Learning in accordance with the provisions of the School Code and the rules, regulations, and policies of the Board. The duties and responsibilities of the aforementioned positions have been set forth in the Job Description, a copy of which is attached as Exhibit "A".

2.2 Employee covenants that he/she possesses all of the qualifications that are required by the job description and as represented in his/her application. Any misrepresentation by the Employee, whether intentional or unintentional, of his/her credentials or qualifications shall be grounds for dismissal and termination of this Agreement.

2.3 BAVTS retains the right to reasonably request a recent criminal history record information and/or child abuse clearance from Employee at any time during the Term of this Agreement. For purposes of this paragraph, "recent" shall mean a criminal history record information and/or child abuse clearance that has been performed within one (1) year of Employee's submission of the criminal history record information and/or child abuse clearance to the BAVTS. Employee further agrees that if, during the Term of this Agreement, the Employee is arrested and/or convicted of an offense requiring notification to the BAVTS pursuant to 24 P.S. § 1-111, Employee shall so notify the BAVTS of such arrest or conviction within seventy-two (72) hours of the arrest or conviction.

SECTION 3. COMPENSATION

3.1 Effective July 1, 2025, the annual salary of the Employee shall be \$75,806.64. The salary is based upon 156 work days in the period of July 1, 2025 through June 30, 2026.

3.2 The Employee will receive his/her wages in twenty-six (26) pay periods or twenty-seven (27) pay periods, depending on the scheduled biweekly pay dates occurring between August 2025 and July 2026.

3.3 The Employee will track time worked in a manner directed by the BAVTS Executive Director or designee. The Employee agrees to truthfully and accurately report all time worked. Furthermore, the Employee agrees that any work in excess of the 156 work days are not compensable.

3.4 The Employee will receive his/her salary, minus statutory deductions, as according to BAVTS's regular payroll.

3.5 Any inaccuracies in pay are to be communicated immediately to the Executive Director, or designee.

3.6 The Employee shall only be entitled to the paid leave and any other benefits as listed below:

- a. **Life Insurance.** Term Life Insurance, equal to two (2) times the Employees's then-current annual salary. The Employee shall be allowed to convert Group Life Benefits to a Personal Policy which will be issued without medical examination.
- b. **Medical Insurance.** Each Administrator shall receive group health insurance, dental insurance, prescription drug insurance, and vision care as defined in the then-current BAVTS Professional Association Contract. The Joint Committee will continue to provide these benefits at no cost to the Employee whenever he/she has an absence due to a verified illness or disability which exceeds his/her accumulated sick days and is on a leave of absence approved by the Joint Committee.

- c. **Disability Insurance.** The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for each Administrator. The policy shall have the following minimum provisions: monthly benefits of sixty percent (60%) of covered wages to a maximum of Six Thousand Dollars and 00/100 (\$6,000.00) per month, elimination period of the greater of thirty (30) days or accumulated sick leave, and a maximum benefit duration of Social Security Normal Retirement age.
- d. **Sick Days.** The Employee shall receive seven (7) sick days per BAVTS fiscal year. The unused portion of such allowance of sick leave shall accrue year to year without limit.
- e. **Emergency Days.** The Employee shall be provided with two (2) emergency days in any one BAVTS fiscal year, which shall be deducted from sick leave; provided, however, emergency days may be permitted without deduction from sick leave for personal emergencies, subject to the approval of the Executive Director.
- f. **Personal Days.** Two (2) unrestricted personal days per school year without loss of compensation or sick leave shall be allowed to the Employee, provided written notice has been given to the Executive Director at least 48 hours prior to the personal day requested. Up to three (3) personal days may be accumulated and carried forward to the next school year. Personal days in excess of three (3) days at the end of a school year will be converted to sick days.
- g. **Death in Family.** Up to five (5) working days absence, at full salary, shall be allowed in the event of a death in the immediate family of an employee covered by this Agreement. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the employee has made his/her home. The Executive Director and/or designee may extend the period of absence with pay, at his/her discretion, to accommodate special circumstances which must be explained in writing. Day 4 and Day 5, if taken, will be deducted from sick leave.
- h. **Death of Near Relative.** Up to two (2) working days absence, at full salary, shall be allowed to attend the funeral of a near relative of the employee, spouse or any person with whom the employee has made his/her home. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. The Executive Director and/or designee may extend the period of absence with pay at his/her discretion to accommodate special

circumstances which must be explained in writing. The second day and each day thereafter, if taken, will be deducted from sick leave.

- i. **Retirement Severance.** Unused sick leave will be paid at One Hundred Dollars and 00/100 (\$100.00) per day for up to Two Hundred (200) days, regardless of years of service. The value of all unused sick leave payments and incentives accrued at the time of termination of employment shall be contributed as an employer contribution by the school district into a Section 403(b) tax sheltered account of the employee's choice up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year. In no case will any unused sick leave payments and/or incentives be paid directly to the employee. Written notification of intended retirement date must be submitted to the Executive Director at least six (6) months prior to the intended retirement date in order to be eligible for sick leave retirement allowance. This notification requirement shall be waived if the Administrator is advised of a reduction in hours or the Administrator experiences one of the following qualifying events: Marriage, Divorce, Death of Spouse, Birth/Adoption of Child, or Spouse involuntarily losing employment.

- j. **Longevity Stipend.** Longevity compensation will be based on years of service to the Bethlehem Area Vocational-Technical School on the anniversary date of hire into this full-time Supervisor of Lifelong Learning position. The compensation will begin after the completion of five years full-time service as Supervisor of Lifelong Learning at BAVTS.
 - 5yrs – 10yrs = \$1,750.00 annually
 - 11yrs – 15yrs = \$2,000.00 annually
 - 16yrs – 20yrs = \$2,250.00 annually
 - 20yrs+ = \$2,500.00 annuallyThe payment will be made in a single lump sum on the payroll following the anniversary date and is not added to salary.

3.7 Reimbursement for expenses shall be as communicated by BAVTS to the Employee.

SECTION 4. RENEWAL AND TERMINATION

4.1 Prior to the expiration of this Agreement, the Agreement may be terminated only by: Resignation of the Employee upon two weeks' advance written notice to BAVTS; or written mutual agreement of the Parties; or discharge of the Employee, pursuant to the provisions of the School Code, after due notice and, if demanded, after a hearing.

4.2 Upon the expiration of this Agreement, BAVTS may, solely at its option, either: Renew this Agreement or offer a new employment to the Employee; or terminate this Agreement without notice, cause, or a hearing.

4.3 This Agreement will not be renewed, modified, or extended without an affirmative vote of the BAVTS Joint Operating Committee.

SECTION 5. MISCELLANEOUS

5.1 All references to Public School Code or any law or regulation contained herein shall also refer to any amendment or recodification of such Code.

5.2 This Agreement shall be interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date of execution of this Agreement. The Parties agree to submit to the exclusive jurisdiction of the Northampton County Court of Common Pleas for any action in law or equity to interpret, enforce, or defend a breach thereof or action seeking a declaratory judgment or injunction.

5.3 The failure to enforce or require the performance at any time of the provisions of this Agreement shall in no way be construed to be a waiver of such provisions and shall not affect either the validity of this Agreement or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Agreement.

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

5.5 The provisions of this Agreement and amendments thereto may not be revised or modified except by written amendment upon mutual consent of both Parties. This Agreement sets forth the entire agreement and understanding between the Parties and supersedes any prior agreement or understanding, written or oral, relating to the subject matter of this Agreement.

5.6 This Agreement shall be binding on the heirs, successors, assigns, and legal representatives of the Parties hereto.

IN WITNESS THEREOF, the Parties hereto have executed this Agreement the date first above written.

Adam S. Lazarchak
Executive Director
Vocational-Technical School

Dana Huber
Supervisor of Lifelong Learning Bethlehem Area

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 11, 2025

4. CUSTODIAL & MAINTENANCE AGREEMENT

RECOMMENDATION:

That the Custodial and Maintenance Employees Agreement for the period July 1, 2025 to June 30, 2027, be approved by the Joint Committee.

MOTION BY: Director Recchiuti
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

AGREEMENT

BETWEEN THE JOINT COMMITTEE

AND

THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL'S
CUSTODIAL AND MAINTENANCE EMPLOYEES

July 1, 2025 – June 30, 2027

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ARTICLE I – AGREEMENT

This agreement entered into this ____ day of _____, 2025, by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, Bethlehem, Pennsylvania, hereinafter called the "JC", and the School's Custodial and Maintenance employees, individually and collectively, hereinafter called the "Employee" and "Employees".

TERM OF AGREEMENT

The term of this Agreement shall begin on July 1, 2025, and shall continue in full force and effect until June 30, 2027, or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended ending date shall be evidenced by an amendment to this Agreement. To this amendment, both parties shall signify their approval by affixing their signatures thereto.

ARTICLE II – RECOGNITION

The JC has agreed to meet and discuss with the representatives of the Custodial and Maintenance employees concerning the terms and conditions of employment for all Custodial and Maintenance employees.

ARTICLE III – MISCELLANEOUS

- A. If any provision of this Agreement, or any application of this Agreement to any employee or groups of employees, is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force.
- B. It is understood and agreed by the parties hereto, unless otherwise provided in this Agreement, that the Employees recognize the prerogatives of the JC to operate and manage its affairs in accordance with its responsibilities and in accordance with its power and authority.

ARTICLE IV – RIGHTS OF EMPLOYEES

- A. No employee shall be disciplined, discharged or reduced in position or compensation without due process under the Public School Code.
- B. Whenever any employee is required to appear before the Executive Director, JC, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her position or employment, or the salary or any increments pertaining thereto, he/she shall be given, where feasible, prior written notice of the reasons for such meeting or interview, and shall be entitled, if he/she so desires, to have a representative of the Employees present to advise him/her and represent him/her during such meeting or interview. If the JC has legal counsel present, the employee also shall be entitled to have legal counsel present.
- C. Seniority is the length of service with the school in a job classification. Any employee laid off shall retain his/her seniority for a one (1) year period. In case of layoff, or return to work following layoff, the principle of seniority shall prevail.

ARTICLE V – EMPLOYEES RIGHTS AND PRIVILEGES

- A. Whenever an employee, as the complainant, is mutually scheduled by the parties to participate in complaint proceedings during the working hours, through step 3, he/she shall suffer no loss in pay.
- B. The JC will permit the Employees and their representatives, upon request, reasonable use of school buildings for meetings.
- C. The Employees shall be provided with reasonable space on a bulletin board in the custodial room.
- D. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or disability.
- E. All documents, communications and records dealing with processing of a complaint shall be filed in a separate complaint file and shall not be kept in the personnel file of any participants.

ARTICLE VI – DISCHARGE OR SUSPENSION

- A. The JC will give written notice to an employee of his/her discharge or suspension and the reason(s) thereof.
- B. Any employee discharged will be paid in full all wages owed him/her by the JC, including earned vacation pay, if any, on or before the next regularly scheduled payday.

ARTICLE VII – COMPENSATION

- A. Wages - the basic wages of Employees covered by this Agreement are set forth in Appendix "A", which is attached to and incorporated in this Agreement and shall remain in effect during the term of this Agreement.
- B. Personal vehicles - Employees required, in the course of their work, to drive personal automobiles from one (1) school building to another, shall receive a vehicle allowance at the prevailing IRS rate. This same allowance shall be given for the use of personal cars for other business of the school.
- C. Method of payment – Each employee covered by the provisions of this Agreement shall receive his/her wages in bi-weekly pay periods.
- D. Overtime – Any hourly employee required to work beyond forty (40) hours per week shall be paid one and one-half (1½) times his/her hourly wage for such overtime. Overtime work either can be compensated at the agreed to rate, or taken as compensatory time at the discretion of the employee with three (3) days prior notice submitted to the Administrator in charge. Compensatory time shall be accrued at the rate of one (1) hour worked equals one and one-half (1½) hour of compensatory time. A maximum of twenty-four (24) earned compensatory hours shall be used within 30 days of earning them, or be paid as overtime pay at one and one-half (1½) times the hourly rate for each hour of overtime worked.
- E. Weekend/Holiday Coverage – Weekend security checks shall be paid, or receive compensatory time, at double (2x) time. The School shall establish a weekend/holiday building check (overtime) schedule by July 1 of each year. Employees shall be responsible for finding coverage if they are unavailable. If no coverage can be found, the Employee must notify Management at least 48 hours prior to said coverage. Management may then assign, in writing, the least senior Employee to cover said work on a rotating seniority basis.
- F. Accumulated Sick Leave - upon retirement or death, regardless of years of service at the Bethlehem Area Vocational-Technical School, any employee

hired prior to July 1, 2018 and covered by this Agreement shall receive any unused sick leave credit as follows: Forty dollars (\$40.00) for each day of unused cumulative sick days in this agreement up to a maximum of 250 days. The sum total of these dollars shall be placed into a special employer contributed 403(b) plan. Employees hired on or after July 1, 2018 must complete ten (10) years of service to receive credit for unused sick leave as described in this section of the agreement.

The value of all unused sick leave payments and incentives accrued at the time of termination of employment shall be contributed by the School as an employer contribution into a Section 403(b) tax sheltered account of the employee's choice up to the amount permissible by law. Each Employee will be responsible for determining and notifying the School of the amount permissible by law. The School's sole responsibility will be to follow the Employee's' directive.

Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year. In no case will any unused sick leave payments and/or incentives be paid directly to the employee.

- G. Direct Deposit of Payroll – All Employees are required to enroll in direct deposit of paychecks at the time of hire. All current Employees are required to enroll in direct deposit of paychecks by September 30, 2015.

ARTICLE VIII – VACANCIES

All vacancies shall be posted for five (5) working days and existing employees shall have an opportunity to apply for said vacancies. The selection shall be made on the basis of experience, competency, and seniority within thirty (30) days. Any new position shall be posted with accompanying job description, qualifications, and salary.

ARTICLE IX – WORKING CONDITIONS

- A. The JC shall provide closet space (locker) for each employee to store coats, overshoes, and personal articles.
- B. Employees shall not be required to work under unsafe or hazardous conditions, or to perform tasks which are unhealthy or unsafe. Employees who commit unsafe or hazardous acts are subject to disciplinary action.

- C. A normal work day shall consist of eight (8) hours, including a duty-free thirty (30) minute lunch. Employees may leave the premises during their duty-free thirty (30) minute lunch with the prior approval of the immediate supervisor.
- D. All custodial overtime in each designated building will be offered to the custodians of that building on a rotating seniority basis.

ARTICLE X – OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

The JC will provide the same benefit programs as provided to the Professional Bargaining Unit (BAVTSEA) for full-time Employees and their dependents enrolled in the program subject to the conditions hereinafter included in this article. Dependents are unmarried children (including step and legally adopted children) of a member of the bargaining unit who have not attained their nineteenth (19) birthday or twenty-third (23) birthday if such children over eighteen (18) are attending accredited school or colleges, on a full-time basis, and who have no other benefits from employers, government agency or other type of group insurer. If required by law, dependents up to age twenty-six (26) who are not eligible for an employer-sponsored health plan shall also be retained and paid for by the Joint Committee.

Employees will contribute the same amount per pay as the Professional Bargaining Unit (BAVTS-EA).

All benefits provided for employee dependents under the Bethlehem Area Vocational-Technical School Health Benefits Program will be coordinated with any other plan available to any dependent by reason of employment with another employer, whether that other plan is paid for in whole or in part by the other employer and whether or not that dependent has actually enrolled in that other benefit plan. Benefits of the health care program will not be payable to the extent that they are provided under or are a deductible under any other group plan. No employee may benefit under the Health Benefits Program both as an employee and as a dependent.

B. Life Insurance

Each full-time employee covered by this Agreement during the term of his or her employment shall be provided at JC expense with a group-term life insurance with AD&D. Coverage for Employees will be in the amount of fifty thousand dollars (\$50,000.00).

C. Income Protection Plan

The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for all full-time Employees. The policy shall have the following minimum provisions: monthly benefits of 60% of covered wages to a maximum of \$5,000 per month, elimination period of the greater of 30 days or accumulated sick leave, and a maximum benefit duration of Social Security Normal Retirement age.

D. Dental Service Plan

The JC shall provide a dental insurance program for each full-time employee identical to the BAVTS-EA Bargaining Unit with the JC paying ninety-five percent (95%) of the premium (single or family, as required) for the duration of the Agreement. The coverage will be for \$2,000.00 per year/per person.

E. Prescription Drugs

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

F. Vision

The JC will provide full-time employees a vision insurance program identical to the program provided to the Professional Bargaining Unit (BAVTS-EA).

G. Longevity

Any Employee covered by this Agreement who completes 20 years of continuous service with the Bethlehem Area Vocational-Technical School thereafter shall receive, during the life of this Agreement, an annual two hundred dollars (\$200) as a longevity increment (non-cumulative). Any employee covered by this Agreement who completes 25 years of continuous service during the life of this Agreement thereafter shall receive an annual three hundred dollars (\$300) longevity increment (noncumulative). Any employee covered by this Agreement who completes 30 years of continuous service during the life of this Agreement thereafter shall receive an annual three hundred fifty dollars (\$350) longevity increment (noncumulative). Any employee covered by this Agreement who completes 35 or more years of continuous service during the life of this Agreement thereafter shall receive an annual four hundred fifty dollars (\$450) longevity increment (noncumulative). The intent of this section is that the monies shall become

part of the affected employee's salary, and such salary shall not be further incremented.

H. Tuition Reimbursement/Training – any Employee who gets approved by the Executive Director to take coursework offered at the Bethlehem Area Vocational Technical School, or any other educational institution, shall be reimbursed for the cost of that course.

I. Retirement Program

1. Upon retirement from the School, the School will contribute 50% of the premium cost for single coverage under the medical and hospitalization, Major Medical, drug, vision, and dental plans that were provided to the retiring Employee during his or her last school year of employment, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Employee must be at least 55 years of age and have 25 years or more service with the School at the time of retirement. The contribution amount will be fixed at 50% of the premium costs for single coverage in the year the Employee retires, and will not increase thereafter. This fixed contribution will be made until the retiring Employee reaches the age of Medicare eligibility. Any premium differential between the School's contribution amount and the actual premium cost from time to time will be borne by the retiree.

2. Upon retirement from the School, the School will contribute 100% of the premium cost for single coverage under the medical and hospitalization, Major Medical, drug, vision, and dental plans that were provided to the retiring Employee during his or her last school year of employment, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Employee must be at least 62 years of age, have 35 years or more service with the School at the time of retirement and must provide 6 months written notice of retirement. The contribution amount will be fixed at 100% of the premium costs for single coverage in the year the Employee retires less \$100 per month, and will not increase thereafter. This fixed contribution will be made until the retiring Employee reaches the age of Medicare eligibility. The Employee is responsible for payment of \$100 per month to the School. Additionally, any premium differential between the School's contribution amount and the actual premium cost from time to time will be borne by the retiree.

3. As used in paragraphs 1 and 2 above, age is based on the Employee's specific birthdate.

4. As used in paragraphs 1 and 2 above, years of service is accrued on June 30 of each year and includes only full-time service. In the first year of employment, 1 year is accrued on June 30 of that fiscal year.

- J. Group Health, Dental, Prescription Drug, and Vision Insurance during Unpaid Leave - Employees will reimburse the School for the cost of Group Health, Dental, Prescription Drug, and Vision Insurance on days of absence not covered by paid leave or FMLA. The daily cost of Group Health, Dental, Prescription Drug and Vision Insurance is calculated as (Annual Cost – Employee’s Annual Premium Share)/ Number of Days in Work Year. The reimbursement will be deducted from the Employee’s paycheck. If the Employee is not receiving a paycheck then the Employee must pay the monthly cost by the first of the month in order for coverage to be extended for the month.

ARTICLE XI – LEAVES OF ABSENCE

A. Sick Leave

For each year of continuous service with this school, an employee covered by this Agreement shall receive sick leave with full pay according to the following schedule, whenever prevented by illness or accidental injury from following his or her occupation:

Twelve (12) days – One (1) year and beyond of continuous service with this school.

Fifteen (15) days – Over Ten (10) years of continuous service with this school if hired prior to July 1, 2015. This is restricted to employees currently receiving 15 sick days as of June 30, 2025.

During the first year of employment commencing on the date of hire and ending on the next succeeding June 30th, the employee shall receive, one (1) sick day for each whole month of completed service.

Sick leave shall be posted annually on July 1. Any unused sick leave shall be cumulative from year to year, without limitation. No employee’s salary shall be paid if the injury or illness is incurred while the employee is engaged in remunerative work unrelated to school duties.

1. Employees shall be given a written accounting of accumulated sick leave days no later than August 1 of each year.

2. If the sick leave absences exceed three (3) days, or if malingering is suspected, the JC or its representative may require that the employee furnish a certificate from a physician stating the nature of the sickness or injury and certifying that the employee was unable to perform his or her duties. When a certificate has been required by the JC or its representative, no payments will be paid unless said certificate is provided.

B. Death in Family

Up to three (3) days absence, at full wages, shall be allowed in the event of a death in the immediate family of an employee covered by this Agreement. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent in law, or near relative who resides in the same household, or any person with whom the employee has made his or her home. The JC may, upon recommendation of the administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances. Days of absence by reason of death of a near relative shall not be deducted from sick leave.

C. Death of Near Relative

One (1) day absence at full pay for the purpose of attending the services shall be allowed in the event of the death of a near relative. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The JC may, upon recommendation of the administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances. Days of absence by reason of death of a near relative shall not be deducted from sick leave.

D. Emergency Days

One (1) emergency day in any one (1) school year shall be allowed, without loss of compensation or sick leave. Personal emergencies may include serious illness of a member of the family, legal business, obligatory religious observances, or such other reasons as shall be acceptable to the Executive Director. Use of these days should only be made in cases of urgency.

E. Personal Days

Two (2) unrestricted personal days per school year, without loss of compensation or sick leave, will be allowed each Employee covered by this Agreement, provided written notice has been given to the Executive Director or designee on a school day at least forty-eight (48) hours prior to the personal day requested. Only upon approval by the Executive Director may more than two (2) Employees take a personal day on the same day. Up to two (2) unused personal days may be carried over to the next school year and may accumulate to a maximum of four (4) days that can be used in one school year.

Personal days may be used in one-half (1/2) or full day increments. No personal day will be granted in less than a one-half (1/2) day increment.

F. Extended Illness Leave

An employee who is unable to work because of illness or disability, and who has exhausted all sick leave and other available leaves, shall be granted a leave of absence without pay or benefits, except as noted below, for the duration of such illness or disability, except that such leave of absence shall not exceed one hundred twenty (120) work days.

1. The job position will remain open for a period of one hundred twenty (120) work days after exhaustion of all accumulated leave.
2. Bethlehem Area Vocational-Technical School will not pay medical insurance and life insurance premiums during Extended Illness Leave beyond the period covered by FMLA.
3. Bethlehem Area Vocational-Technical School will pay income protection in accordance with Article XI-C.

In order to qualify for the extended illness leave as described above, an employee must have been employed for a minimum of one (1) year. Any additional uncompensated extended illness leave beyond the leave described above will be subject to the approval of the BAVTS Joint Committee in accordance with Policy 539. Uncompensated Leave.

G. Shared Sick Leave

The Joint Committee and the Administration acknowledge that individuals within the custodial and maintenance group may choose to donate unused sick leave days to other individuals within the custodial and maintenance group. The donation of sick days will only occur when the recipient has completely exhausted all paid leave days and has a specific need for

additional leave days. The monitoring and administration of this practice is the responsibility of the custodial and maintenance group. All donations must be recorded in writing. Donations of unused sick leave to or from employees of other groups will not be accepted. A staff member can donate a maximum of five (5) sick days annually to an individual employee.

ARTICLE XII – VACATIONS-HOLIDAYS

- A. Employees covered by this Agreement who are employed full time shall be granted vacation with pay according to the following schedule:

<u>Years of Service</u>	<u>Vacation</u>
1-5	Ten (10) Days
6-10	Fifteen (15) Days
At the beginning of year 11	Twenty (20) Days

Effective July 1, 2012, vacation days shall be posted annually on July 1. Vacation days are earned during one (1) year of service and taken during the next year of service; therefore, there is no vacation time in the first year of service. If a paid holiday falls within an employee's vacation, the employee shall receive an additional vacation day in lieu of the holiday. In the event of the termination of employment by employer for any reason, the employee or his beneficiary will receive compensation for earned and unused vacation days payable within thirty (30) days.

Upon approval of the administrator in charge, a full-time employee will be permitted to defer one (1) week of annual vacation time to the following year. (A full-time employee is defined as one who works 30 or more hours per week, twelve (12) months per year.) Such deferred vacation time may not be accumulated. At no time can an employee be eligible for more than the normal annual vacation, plus one (1) week which has been deferred from the previous year.

Vacations may be taken at the employee's discretion based on established seniority, as long as the operation of the school is not adversely affected. All vacations must be approved by the administrator in charge.

- B. Employees covered by this Agreement will be granted thirteen (13) holidays per year. In the event a paid holiday should fall on a non-working day, an appropriate day, based on the school calendar will be substituted. If an employee is required to work on a paid holiday, except when regular classes are in session, he shall be compensated at one and one-half (1½) his hourly rate.

The holidays classified as paid holidays are as follows:

New Year's Eve	Memorial Day	Monday after Thanksgiving
New Year's Day	4 th of July	Day before Christmas
Presidents' Day	Labor Day	Christmas Day
Good Friday	Thanksgiving Day	
Easter Monday	Day After Thanksgiving	

In the event the school calendar is changed by Administration or JC action, the Administration shall have the right to substitute another day for the denied holiday.

ARTICLE XIII – COMPLAINT PROCEDURE

- A. In the event an employee has a complaint, the complaint shall be resolved in accordance with the following procedure:

Step 1 – The complainant shall, within ten (10) days of alleged infraction, present his or her complaint, in writing, to the Administrator in charge, who shall resolve the matter in writing within ten (10) days.

Step 2 – If the complaint is not resolved satisfactorily in the foregoing step, the complainant may appeal the decision within five (5) days of receipt of the written decision in Step 1 to the Executive Director. The appeal to the Executive Director must be in writing and must specify the complainant's dissatisfaction with the decision previously rendered. The Executive Director shall resolve the matter, in writing, within fifteen (15) days.

Step 3 – If the complaint is not resolved satisfactorily in the foregoing step, the complainant may request a review by the JC of the Executive Director's decision. The request must be made within five (5) days of the receipt of the written decision in Step 2 and shall be submitted in writing through the Superintendent of Record, who shall attach all related papers and forward same to the JC. The JC shall review the complaint and render a decision in writing within thirty (30) days of receipt of the complaint. The decision of the JC will be final and may not be further appealed.

A complainant may be represented at any stage of the complaint procedure by himself and/or, at his/her option, by a representative of the Employees.

IN WITNESS WHEREOF, the Employees have caused this Agreement to be signed their president and secretary and the JC has caused this Agreement to be signed by its chairperson, attested by its secretary, and its corporate seal to be placed thereon.

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

By _____

By _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

By _____
Chairperson

By _____
Secretary

APPENDIX "A" – COMPENSATION

The hourly rates for the period July 1, 2025 through June 30, 2027 are as follows:

Contract Year	Custodian hired prior to 7/1/2018	Custodian Hired after 7/1/2018 DURING first year of employment (time hired in permanent position)	Custodian Hired after 7/1/2018 AFTER first year of employment	Maintenance
2025-2026	\$28.90	\$24.00	\$25.00	\$32.36
2026-2027	\$29.91	\$24.84	\$25.88	\$33.49

There is no shift premium effective July 1, 2018.

A. Call In

Any employee called to work after his regular scheduled work shift shall be paid a minimum of four (4) hours at one and one-half (1 ½) times the regular rate. "Called to work" shall mean the calling back to work of the employee after he has left his regular place of employment for the purpose of returning home.

B. Reporting Pay

A minimum of four (4) hours work or four (4) hours pay at straight time pay shall be given to all employees reporting to work unless such employees have been previously notified not to report to work.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 11, 2025

5. INSTRUCTIONAL ASSISTANT AGREEMENT

RECOMMENDATION:

That the Instructional Assistant Employee Agreement for the period July 1, 2025 to June 30, 2026, be approved by the Joint Committee.

MOTION BY: Director Recchiuti
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

**AGREEMENT BETWEEN THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
AND
THE INSTRUCTIONAL ASSISTANTS OF THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
July 1, 2025 – June 30, 2026**

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ARTICLE I — AGREEMENT

This agreement entered into this _____ day of _____ by and between the Joint Committee, hereinafter the "Board", of the Bethlehem Area Vocational-Technical School, Bethlehem, Pennsylvania, hereinafter called the "School", and the Instructional Assistants of the Bethlehem Area Vocational-Technical School, hereinafter called "Employee" or "Employees", singularly or collectively.

ARTICLE II - TERM OF AGREEMENT

The term of this Agreement shall begin on July 1, 2025, and shall continue in full force and effect until June 30, 2026 or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended ending date shall be evidenced by an amendment to this Agreement. To this amendment, both parties shall signify their approval by affixing their signatures thereto.

ARTICLE III — MEET AND DISCUSS

The Board agrees to meet and discuss with representatives of the Instructional Assistants of the School concerning the term and conditions of employment for the Employees.

ARTICLE IV – SAVINGS CLAUSE

If any provision of this Agreement, or any application of this Agreement to any Employee or groups of Employees, is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE V — RIGHTS OF EMPLOYEES

- A. No Employee will be disciplined, discharged, or reduced in position or compensation without due process as provided by law.
- B. Whenever any Employee is required to appear before the Superintendent of Record, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that Employee in his/her position or employment, or the salary or any increments pertaining thereto, he/she will be given, where feasible, notice of the reasons for such meeting or interview and shall be entitled, if he/she so desires, to have a representative of the Employees present to advise and represent the Employee during such meeting or interview. If the Board has legal counsel present, the Employee also shall be entitled to have legal counsel present.

- C. No reprisals of any kind shall be taken by the Board or any members of the administration against any party in interest, any representatives or any member of the Employees, by reason of participation in such a meeting or interview, or the Complaint Procedure.
- D. Nothing contained herein shall be construed to deny or restrict to any Employee, or to the Board, such rights as they may have under the Public School Code of 1949 as amended, or other applicable laws.
- E. Seniority is the length of service with the School. Any Employee laid off will retain his/her seniority for a one (1) year period. In case of layoff, or return to work following layoff, the principle of seniority will prevail.

ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES

- A. Whenever an Employee, as the Complainant, is mutually scheduled by the parties to participate in Complaint proceedings during working hours, the Employee will suffer no loss in pay.
- B. The Board will permit the Employees, upon request, reasonable use of school buildings for meetings, and reasonable use of school computers, fax, copiers, e-mail and mailboxes. The School will charge the Employees the cost of supplies used at the School or the Employees will provide their own supplies.
- C. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or disability.

ARTICLE VII - COMPENSATION

- A. The annual increases to wages of Employees covered by this Agreement are set forth in Appendix "A", which is attached to and incorporated in this Agreement and will remain in effect during the term of this Agreement.
- B. **Travel Expenses** - Employees required, in the course of their work, to drive personal vehicles from one (1) school building to another, will receive reimbursement at the prevailing IRS rate. This same allowance will be given for the use of personal vehicles for other business of the School.
- C. **Method of payment**

Each full-time Employee shall receive his/her wages in equal installments on each of the 26 or 27 pay dates as scheduled for the school year. Any full-time Employee who separates from service prior to the end of the school year shall be paid a lump sum for any remaining wages owed as of the date of separation. The lump sum payment shall be made on the next scheduled pay date after the date of separation from services. Separation of services shall be defined as

death, retirement, resignation, or otherwise terminated from employment. *New Mid-Year Full-Time Instructional Assistants* - Newly hired or newly appointed (transitioning from Part-Time) Full-Time Instructional Assistants who start after January 1st of the current school year, may make an irrevocable election to receive their wages in equal installments on each of the pay dates as scheduled for the current school year through the end of June. There will not be any wage payments in July and August. This is a one-time, irrevocable election only applicable in their first school year as a Full-Time Instructional Assistant. They will follow the Full-Time wage payment schedule as described in the first paragraph of this section the following school year. Any employee benefit deductions that would have been scheduled to be made in July and August will be withheld from their final June pay.

Each part-time Employee shall receive his/her wages in bi-weekly pay periods with payment based on the actual hours worked as submitted on their timecard.

All Employees hired after July 1, 2011 are required to enroll in direct deposit of paychecks at the time of hire. All Employees hired prior to July 1, 2011 are required to enroll in direct deposit of paychecks by June 30, 2013.

- D. **Overtime** — Any Employee required to work beyond forty (40) hours per week will be paid one and one-half (1½) times his/her hourly wage for such overtime. Overtime work can either be compensated at the agreed to rate, or taken as compensatory time at the discretion of the Employee with three (3) days prior notice submitted to the Administrator in Charge of Employees.

Compensatory time will be at the rate of one (1) hour worked equals one and one-half (1 ½) hour of compensatory time. A maximum of twenty-four (24) earned compensatory hours may be used within 30 days of earning them, and any unused compensatory hours will be paid as overtime pay at one and one-half (1 ½) times the hourly rate for each hour of overtime worked.

If no election of compensatory time is made within five (5) days, the Employee will receive his or her additional hours, above those of forty (40) hours per week, as overtime pay.

- E. **Accumulated Paid Time Off (PTO) Leave** — Upon retirement, Employees with a minimum of ten (10) years of service at the School will receive a payment of forty dollars (\$40) for each day of accumulated unused PTO days up to a maximum of 350 days. The sum total of these dollars will be placed into a special employer contributed 403(b) plan.

The value of all unused PTO leave payments accrued at the time of separation from employment (other than disciplinary termination) payable after July 1, 2007, will be contributed as an employer contribution by the School into a Section 403(b) account up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount

permissible by law, payable on the first business day of the new tax year. In no case will any unused PTO leave payments and/or incentives be paid directly to the Employee.

Each Employee will be responsible for determining and notifying the School of the amount permissible by law. Except as may be required by law, the School's sole responsibility will be to follow the Employee's directive.

- F. **Summer Employment** – Employees who work during the summer will be paid the hourly rate of the Employee's regular compensation rate if performing normal work duties. Summer employment outside the normal work duties will be compensated at the established summer work rate.

ARTICLE VIII— PAYROLL DEDUCTIONS

- A. The Board agrees to make payroll deductions available for the Bethlehem Teachers' Federal Credit Union to all Employees on a voluntary basis. A payroll deduction authorization form for this purpose will be submitted by the Employee to the School's Business Office.

ARTICLE IX — VACANCIES

- A. Notices of all vacancies will be e-mailed to Employees and be posted for five (5) working days. Employees will have an opportunity to apply for said vacancies. The appointment shall be made at the discretion of the Board, but will consider experience, competency, and seniority within ninety (90) days. Any new position will be posted with accompanying job description, qualifications, and salary/hourly rate, and a copy of same will be provided to the Employees' President or designee on or before the date of posting.
- B. In the event that short-term vacancies occur, or that duties arise which are of a temporary nature, the Board has the right to hire substitutes to perform the required duties. Short-term shall be defined as less than ninety (90) work days.

ARTICLE X — WORKING CONDITIONS

- A. Employees will not be required to work under unsafe or hazardous conditions, or to perform tasks which are unhealthy or unsafe.
- B. Employees will not be required to transport students in the Employee's personal vehicle.
- C.

1. The normal working day for all full-time Employees is seven (7) hours and twenty (20) minutes including a duty-free thirty (30) minute paid lunch break.
2. The work year for all full-time Employees is the same as that of the Teachers' Bargaining Unit (BAVTS EA).
3. Part-time Employees work less than 30 hours per week during the work year of the Teachers' Bargaining Unit (BAVTS EA). The work day for part-time employees will be assigned by administration. An unpaid duty-free thirty (30) minute lunch break will also be assigned by administration. In-service days and hours to be worked will be assigned/approved by administration. Part-time Employees are only compensated for actual hours worked. The unpaid duty-free lunch break must be identified on timecard submissions.

D. Substitute Work

Any Employee who is required to substitute or co-substitute for a teacher will receive a stipend as defined in Appendix 'A'.

E. Inclement Weather

When School is closed due to snow or other inclement weather, Employees covered by this Agreement will not be expected to report to work unless otherwise directed to do so by the Executive Director or designee. Full-time Employees will suffer no loss of pay for cancelled days. Part-time employees are not compensated on cancelled inclement weather days. In the event of a school closure due to inclement weather, part-time employees impacted by the closure will be given the option to work on their next regular day off after the closed day. This option will be available a maximum of twice per school year.

In the event of an early dismissal or a delayed opening due to inclement weather, full-time Employees will receive a full day's pay. Part-time Employees will be compensated only for actual hours worked on inclement weather days.

ARTICLE XI — PERSONAL FREEDOM

- A. The personal life of an Employee is not an appropriate concern of the Board, unless such personal activity is detrimental to the school.
- B. Employees are entitled to full rights of citizenship, and no religious or political activities of an Employee, or lack thereof, will be grounds for any discipline or discrimination with respect to employment of such Employee, providing said activities do not violate any local, state, or federal law, and providing said activities do not interfere with performance of duties.

ARTICLE XII — INSURANCE AND OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

The Joint Committee will provide Group Health Insurance to each Full-Time Employee as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section A. Part-time employees do not receive this benefit.

B. Life Insurance

Each Full-Time Employee will be provided with a group-term life insurance with Accidental Death & Dismemberment, the premium of which shall be paid by the School. Coverage for Full-Time Employees will be in the amount of fifty thousand dollars (\$50,000.00). Part-time Employees do not receive this benefit.

The School will provide to each full-time Employee a description of the plan.

C. Income Protection Plan

The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for all Full-Time Employees. The policy shall have the following minimum provisions: monthly benefits of 60% of covered wages to a maximum of \$5,000 per month, elimination period of the greater of 30 days or accumulated PTO leave, and a maximum benefit duration of Social Security Normal Retirement age. Part-time Employees do not receive this benefit.

D. Dental Service Plan

The Joint Committee will provide Dental Service Plan to each Full-Time Employee as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section B. Part-time Employees do not receive this benefit.

E. Prescription Drugs

The Joint Committee will provide Prescription Drugs to each Full-Time Employee as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section E. Part-time Employees do not receive this benefit.

F. Vision Insurance Program

The Board will provide a vision insurance program for each Full-Time Employee identical to the program for the BAVTSEA Bargaining Unit. Part-time Employees do not receive this benefit.

G. Longevity

A longevity payment of \$500 will be paid to each Full-Time Employee in the first payroll of their 6th, 11th, 16th, 21st, 26th, etc. year of service. The payment shall be in a single lump sum and is not added to salary. Part-time Employees do not receive longevity payments.

H. Group Health, Dental, Prescription Drug, and Vision Insurance during Unpaid Leave.

Full-Time Employees will reimburse the School for the cost of Group Health, Dental, Prescription Drug, and Vision Insurance on days of absence not covered by paid leave or FMLA. The daily cost of Group Health, Dental, Prescription Drug and Vision Insurance is calculated as (Annual Cost – Employee's Annual Premium Share)/ Number of Days in Work Year. The reimbursement will be deducted from the Employee's paycheck. If the Employee is not receiving a paycheck then the Employee must pay the monthly cost by the first of the month in order for coverage to be extended for the month.

Employees will be allowed three (3) buffer days per year provided, at the time of absence, the employee submitted a written physician's excuse for at least nine (9) of the PTO days used that year. A buffer day is a day of absence that is unpaid due to the exhaustion of all available PTO leave and is not covered by FMLA. The employee will not be required to reimburse the School for the cost of Group Health, Dental, Prescription Drug, and Vision Insurance on a buffer day. Employees in their first year of service do not qualify for buffer days.

ARTICLE XIII — LEAVES OF ABSENCE

A. Paid Time Off (PTO)

1. For each year of continuous service with the School, a Full-Time Employee covered by this Agreement will receive twelve (12) days of Paid Time Off (PTO) with full pay.

Any unused PTO will be cumulative from year to year, without limitation.

Part-time Employees do not receive Paid Time Off.

2. During the first year of employment commencing on the date of hire and ending on the next succeeding June 30th, the Full-Time Employee will receive one (1) PTO day for each whole month of completed service.

3. Employees will be given a written accounting of accumulated PTO days upon request.

4. Any use of PTO greater than three (3) consecutive school days requires the written approval, in advance, of the employee's supervisor or the submission of appropriate documentation from a physician. The type of documentation is dependent on the situation and the employee will be advised of the specific type by the business office.

5. No Employee's salary will be paid if the accidental injury or illness is incurred while the Employee is engaged in remunerative work unrelated to school duties.

6. No payments of any disability, PTO leave, or other Employee benefits will be made to any Employee covered by this Agreement as a result of intentionally self-inflicted or voluntarily inflicted illness, disability, or injury.

B. Death in Family

Up to five (5) days absences, at full wages, will be allowed in the event of a death in the immediate family of a Full-Time Employee covered by this Agreement. Members of the immediate family are defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-relative or other near relative who resides in the same household, or any person with whom the Employee has made his or her home.

The Board may, upon recommendation of the Administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances which must be explained in writing. Day 4, Day 5, and thereafter, if taken, will be deducted from PTO leave.

Part-time employees will be allowed two (2) compensated bereavement days for the death of an immediate family member as defined above. Any leave taken beyond the two (2) will be unpaid.

C. Death of Near Relative

Up to two (2) days absence at full pay for the purpose of attending the services will be allowed in the event of the death of a near relative of a Full-Time Employee. A near relative will be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The Board may, upon recommendation of the Administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances which must be explained in writing. The second day and any day thereafter, if taken, will be deducted from PTO leave.

Part-time employees will be allowed one (1) compensated bereavement days for the death of a near relative as defined above. Any leave taken beyond the one (1) day will be unpaid.

D. Military Leave

The provisions of applicable laws governing members of the uniformed services will apply in the case of leaves of absence for involuntary military service.

E. Extended Illness Leave

A Full-Time Employee who is unable to work because of illness or disability which does not result from engaging in remunerative work unrelated to school duties, and who has exhausted all paid leave available, will be granted a leave of absence without pay for the duration of such illness or disability, except that such leave of absence may not exceed one hundred twenty (120) teacher days and must be used in the same School Year (full or partial benefit).

1. The job position will remain open for up to one hundred twenty (120) teacher days after exhaustion of all accumulated and available leave.
2. The School will not pay medical insurance and life insurance premiums during Extended Illness Leave beyond the period covered by FMLA. Employees will be responsible for Employee contributions.
3. The School will advise the Employee of their right to file an application for long-term disability in accordance with Article XIIC, subject to eligibility requirements.
4. A Full-time employee shall not be eligible for this benefit until the Employee has worked a full School Year of days.
5. If a Full-time employee has used this benefit, the Employee shall not be eligible for the benefit again until a full School Year of days has been worked.

A Part-Time Employee who is unable to work because of illness or disability which does not result from engaging in remunerative work unrelated to school duties, will be granted a leave of absence without pay for the duration of such illness or disability, except that such leave of absence may not exceed six (6) weeks and must be used in the same School Year (full or partial benefit). The job position will remain open for up to six (6) weeks of leave. A Part-time employee shall not be eligible for this benefit until the Employee has worked a full School Year of days. If a Part-time employee has used this benefit, the Employee shall not be eligible for the benefit again until a full School Year of days has been worked.

In order to qualify for the extended illness leave as described above, an employee must have been employed for a minimum of one (1) year. Any additional uncompensated extended illness leave beyond the leave described above will be subject to the approval of the BAVTS Joint Committee in accordance with Policy 539. Uncompensated Leave.

F. Leave for Good Reason

Other leaves of absence without pay or benefits may be granted at the sole discretion of the Board for good reason. The length of time permissible for such leaves will be determined at the sole discretion of the Board in each instance.

G. Shared PTO Leave

The Joint Committee and the Administration acknowledge that individuals employed full-time within the instructional assistant group may choose to donate unused PTO days to other individuals employed full-time within the instructional assistant group. The donation of PTO days will only occur when the recipient has completely exhausted all paid leave days and has a specific need for additional leave days. The monitoring and administration of this practice is the responsibility of the instructional assistant group. All donations must be recorded in writing. Donations of unused PTO leave to or from employees of other groups will not be accepted.

H. Use of Partial PTO

Time at work (*excluding lunch break*): If a full-time employee is at work...

1. less than one (1) hour, a whole day leave deduction is made.
2. between one (1) and five (5) hours, a half-day leave deduction is made.
3. five (5) or more hours, no leave deduction is made.

Use of partial PTO is for illness only with prior notification and administrative approval. Part-time employees do not receive PTO.

I. Part-Time Flex Days

Three times each semester, the Part-Time employee may adjust their scheduled day off by working on the non-scheduled day and taking another day off within the same school week with prior administrative approval and a minimum of one (1) week advance notice. Advance notice for sick and bereavement flex days is required as soon as practical.

ARTICLE XIV — STATUS CHANGE

Full-time employees may elect to transition from full-time to part-time status. Once the employee communicates the change in status in writing to the Executive Director and the change is approved by the Joint Committee, the election is irrevocable by the employee.

When an employee transfers from full-time employment to part-time employment, any accumulated leave time will be "banked" until the employee is reappointed by the Joint

Committee to full-time employment or until the employee retires. At retirement and with a minimum of ten (10) years of service, the employee will receive payment as an employer contribution to their 403(b) plan for all accumulated leave time at the current rate provided under this agreement.

ARTICLE XV — COMPLAINT PROCEDURES

A. Definitions

“Complaint” means an alleged violation of the terms and conditions of employment set forth in a specific article or section of this Agreement.

1. A “party in interest” is one or more Employees involved in a Complaint and any person who might be required to take action or against whom action may be taken in order to resolve the Complaint.
2. The term “days” shall mean working days; thus, weekend or vacation days during the school year are excluded. Complaints which extend beyond the normal school year will continue to be processed with “week days” (except Saturdays, Sundays, and holidays) being substituted in the procedure for all references to days.

B. Procedure

To process Complaints as rapidly as possible, the number of days indicated at each step will be considered as a maximum and every effort will be made to expedite the process. The time limit specified may, however, be extended by mutual written agreement of the parties in interest at any given step of the Complaint Procedure.

1. Failure at any step of this procedure to communicate the decision on a Complaint within the specified time limits will permit the Complainant to proceed to the next step, except when mutually agreed in writing.
2. Failure at any step of the procedure to appeal a decision on a Complaint to the next step within the specified time limits will be considered as acceptance of the decision rendered at that step.
3. It is understood that the Complainant shall, pending the processing of any Complaint, continue to observe all assignments and applicable rules and regulations until such complaint has been concluded.

C. Steps

A Complaint to be considered under this procedure must be initiated by the Complainant(s) within fifteen (15) days of the alleged violation or when the

Complainant first becomes aware of the alleged violation of the Agreement but in no event later than ninety (90) days thereafter.

Step 1. Any Employee who has a Complaint may at his/her option discuss it first with the appropriate administrative personnel in an attempt to resolve the matter at that step.

Step 2. If Step 1 is utilized and, as a result of the discussion, the Complaint is not resolved to the satisfaction of the Complainant(s), the Complainant(s) shall set forth the Complaints in writing to the Executive Director or designee within ten (10) days of the Decision at Step 1. Otherwise, all other Complaints will start at this step in accordance with the time limits above.

The written Complaint on the approved form (Formal Complaint) shall specify:

- a. Nature of complaint and section of Agreement allegedly violated
- b. The results of previous discussions
- c. Dissatisfaction with decisions previously rendered
- d. Date of occurrence
- e. Date filed
- f. Action requested

The Executive Director or designee will communicate the decision to the Complainant in writing within ten (10) days after receipt of the written complaint.

If the Complaint is not resolved to the Complainant's satisfaction, he/she may, no later than ten (10) days after receipt of the written decision of the Executive Director and/or designee, request a review by the Joint Committee. The request will be submitted in writing through the Executive Director and/or designee, who shall attach all related papers and forward the request to the Joint Committee. The Joint Committee may hold a meeting with the Complainant and will render a decision in writing to the Complainant no later than ten (10) days following its next regularly scheduled monthly meeting, which decision will be final.

D. Miscellaneous

All meetings under this procedure will be private unless otherwise agreed to in writing by the parties in interest.

ARTICLE XVI — TUITION REIMBURSEMENT

In order to be eligible for tuition reimbursement a Full-Time Employee must have been employed in the School for at least one school year, or equivalent thereof, and must have received at least a satisfactory performance review rating on their most recent rating. Part-time employees are not eligible for tuition reimbursement.

There will be no double reimbursement for credits. This includes federal grants, state grants, scholarships, G.I. Bill reimbursements, etc.

No payment will be made for courses where the grade received is below B, not completed, or for courses for which credit is not received. Payments will not be made to personnel who have terminated service with the School and have not yet completed the course. Employees on Board-approved leave may receive payment for approved courses completed before the start of the leave. Such payment will be made upon receipt of a written declaration of intent to return.

Tuition Reimbursement is viewed as an educational loan to the Employee which will be reduced by twenty-five percent (25%) for each twelve (12) calendar months (one year) of employment at the School following the Executive Director's approval of payment. If the Employee leaves the employment of the School for any reason other than death, total disability, or Board mandated furlough (RIF), said Employee will be responsible for the repayment of the remaining portion of the assistance. Failure of Employees who leave employment at BAVTS to repay their obligation may be subject to collection agency and/or legal action.

No tuition reimbursement will be paid unless the Executive Director receives the official transcript, itemized receipt showing cost of tuition, and tuition reimbursement form within a two-month period after the completion of the course.

A Full-Time Employee may be reimbursed for a maximum of twelve (12) college credits per school year. Courses authorized by the Executive Director and taken outside of the work schedule may be reimbursed to maintain certification or license for a position used at the School.

Eligible Full-Time Employees will receive reimbursement as follows:

- a) the Employee must submit the Educational Assistance Documentation Form requesting preapproval, tuition cost and a description of the course at least thirty (30) days in advance of the starting date.
- b) the maximum amount for credit reimbursement shall be based on the resident undergraduate rate at Northampton Community College until the Employee provides written verification that he/she has attained an Associate's Degree or a minimum of 60 credits toward a Bachelor's Degree Program or above, then the rate will be based on the resident undergraduate or graduate rate, as applicable, at East Stroudsburg University.
- c) The Executive Director has the sole discretion to approve courses with no legal recourse within or outside the Agreement, including the Complaint Procedure, by members.

ARTICLE XVII – RETIREMENT BONUS

1. Upon retirement from the School, the School will contribute 50% of the premium cost for single coverage under the medical and hospitalization, Major Medical, drug, vision, and dental plans that were provided to the retiring Full-Time Employee during his or her last school year of employment, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Full-Time Employee must be at least 55 years of age and have 25 years or more service with the School at the time of retirement. The contribution amount will be fixed at 50% of the premium costs for single coverage in the year the Employee retires, and will not increase thereafter. This fixed contribution will be made until the retiring Employee reaches the age of Medicare eligibility. Any premium differential between the School's contribution amount and the actual premium cost from time to time will be borne by the retiree.

2. Upon retirement from the School, the School will contribute 100% (less \$100 per month, see detail in next paragraph) of the premium cost for single coverage under the medical and hospitalization, Major Medical, drug, vision, and dental plans that were provided to the retiring Full-Time Employee during his or her last school year of employment, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Full-Time Employee must be at least 62 years of age, have 35 years or more service with the School at the time of retirement and have a retirement date within 6 months after reaching the age 62 plus 35 years of service combination. The contribution amount will be fixed at 100% of the premium costs for single coverage in the year the Employee retires less \$100 per month, and will not increase thereafter. This fixed contribution will be made until the retiring Employee reaches the age of Medicare eligibility. The Employee is responsible for payment of \$100 per month to the School. Additionally, any premium differential between the School's contribution amount and the actual premium cost from time to time will be borne by the retiree.

3. As used in paragraphs 1 and 2 above, age is based on the Employee's specific birthdate.
4. As used in paragraphs 1 and 2 above, years of service is accrued on June 30 of each year and includes only full-time service. In the first year of employment, 1 year is accrued on June 30 of that fiscal year.

IN WITNESS WHEREOF, the Employees have caused this Agreement to be signed by its representatives and the Board has caused this Agreement to be signed by its Chairperson, attested by its Secretary, and its corporate seal to be placed thereon.

INSTRUCTIONAL ASSISTANTS OF THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

BY: _____

BY: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: _____
Chairperson

BY: _____
Secretary

APPENDIX "A" — COMPENSATION

1. Starting salary, or minimum salary, for new full-time employees:

2025-26 \$26,389.47 (\$19.15 per hour)

- Starting rate of pay for new part-time hourly employees:

2025-26 \$24.72

2. Employees (full-time and part-time) will received the following percentage increases in their hourly rates:

Full-Time	3.5%
Part-Time	3.0%

Stipend for Substituting

All Employees covered by this agreement will be paid a stipend, per the schedule below, when assigned as a substitute for an instructor by the BAVTS Administration.

<u>Assignment</u>	<u>Full Day (AM and PM)</u>	<u>Half Day (AM or PM, greater than 60 minutes)</u>
Substitute Instructor	\$50	\$25
Co-Substitute	\$25	\$15
Licensed Cosmetology Substitute – must hold certificate	Adjustment in daily rate up to the approved Licensed Cosmetology Substitute daily rate	Adjustment in half day rate up to the approved Licensed Cosmetology Substitute half day rate

If BAVTS Administration requests that a part-time instructional assistant reports to work on their scheduled day off as substitute instructor, the part-time employee will be paid their hourly instructional assistant rate for the hours worked as well as the substitute stipend listed in the above paragraph.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

6. 2025-2026 SUBSTITUTE EMPLOYEE SALARY SCHEDULE
RECOMMENDATION:

It is recommended that the Joint Committee approve the Substitute Employee Salary Schedule for 2025-2026. The rates remain the same as the 2024-2025 school year.

**Bethlehem Area Vocational-Technical School
Substitute Employee Salary Schedule
2025-2026**

Substitute Teacher

Full Day		
1-10 days	\$120.00	per day
11 + days	\$130.00	per day
Half Day		
1-10 days	\$70.00	per half day
11 + days	\$80.00	per half day

Substitute Teacher - Consecutive Assignment (non-Long-Term Substitute)

Full Day		
20-45 days	\$155.00	per day
45+ days	\$175.00	per day
Half Day		
20-45 days	\$93.00	per half day
45+ days	\$105.00	per half day

Substitute Teacher - Licensed Cosmetology Instructor

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

Substitute Construction Management Instructor

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

Substitute Support

Substitute First Aide Officer	\$22.50	per hour
Substitute Instructional Assistant	\$13.50	per hour
Substitute Custodial	\$13.50	per hour
Substitute Clerical	\$13.50	per hour
Substitute Cafeteria	\$12.50	per hour

MOTION BY: Director Recchiuti

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinnetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

7. SUMMER EMPLOYMENT

a. SUMMER EMPLOYMENT – NON-PROFESSIONAL STAFF RECOMMENDATION:

That the following individuals be employed during the summer of 2025 at the rate specified:

Name	Description	Quantity	2024-2025 Hourly Rate	2025-2026 Hourly Rate
Fuehrer, Peggy	AESOP rollover	Up to 25 hours (additional hours subject to administrative approval)	\$22.02*	\$22.87

2024-2025 rate effective through June 30, 2025. 2025-2026 rate will apply effective July 1, 2025.

b. SUMMER EMPLOYMENT – PROFESSIONAL STAFF RECOMMENDATION:

That the following individuals be employed during the summer of 2025 at the rate specified:

Name	Description	Quantity	2024-2025 Hourly Rate	2025-2026 Hourly Rate
Burkhart, Heather	Counselor			
Chilcote, Heather	Counselor			
Glassberg, Alex	Counselor			
Thom, Angela	Counselor			
Total Combined	Counselors	Up to 150 Hours (additional hours subject to administrative approval)	\$41.50	\$42.90*
Gaffney, Russell	Special Education	15 Hours	\$41.50	\$42.90*
Muschko, Connie	Cooperative Education			
Ruch, Dean	Cooperative Education			
Total Combined	Cooperative Education	Up to 100 hours (additional hours subject to administrative approval)	\$41.50	\$42.90*
Schneck, Jesse	Industrial Design/Advanced Manufacturing Instructor - Auto CAD building plan updating	Up to 15 hours (additional hours subject to administrative approval)	\$41.50	\$42.90*
Lindenmuth, Meri	Summer Printing	Not to exceed 75 hours (additional hours subject to administrative approval)	\$41.50	\$42.90*
Milositz, Glenn	Dean of Students	Up to 15 hours (additional hours subject to administrative approval)	\$41.50	\$42.90*

***Incorrect rate was noted in the May 6, 2025 agenda.**

MOTION BY: Director Recchiuti
 SECOND BY: Director Makary
 ROLL CALL Motion carried by the following roll call vote: Aye:
 Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
 Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

8. 2025-2026 STIPEND POSITIONS

RECOMMENDATION:

That the following professional staff stipend positions for 2025-2026 be approved as presented:

STIPEND	25-26 RATE	
DESCRIPTION	NAME	AMOUNT
SkillsUSA - Advisor A	Angela Thom	\$1,978.05
SkillsUSA - Advisor B	James Gurcsik	\$1,978.05
SkillsUSA - Advisor C	TBD	\$1,978.05
SkillsUSA - Advisor D	TBD	\$1,978.05
HOSA - Advisor A	Moreen Wheatley	\$1,978.05
HOSA - Advisor B	Scott Ferry	\$1,978.05
National Tech Honor Society - Advisor	Christal Vitko	\$1,550.40
DECA Advisor	TBD	\$1,978.05
Assistant CTO Advisor	TBD	\$1,000.00
Lead Teacher for Induction	Steve Mantz	\$1,808.80
Committee Chair - Marketing	Meri Lindenmuth	\$1,509.92
Committee Chair - Wellness	Karen Mustonen	\$1,509.92
Culinary Coordinator	TBD	\$1,509.92
Supplemental First Aid Officer	TBD	\$1,000.00
Supplemental First Aid Officer	TBD	\$1,000.00
Supplemental First Aid Officer	TBD	\$1,000.00

Rates per CBA and/or job posting

MOTION BY: Director Recchiuti
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 11, 2025

9. 2024-2025 CAREER-TECHNICAL ADVISOR STIPENDS

RECOMMENDATION:

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

Cantrel, Jeffrey	\$286.75
Ferry, Scott	\$681.04
Giamoni, Michael	\$ 35.84
Guresik, James	\$107.53
Heptner, Donald	\$250.91
Herman, Janessa	\$179.22
Karb, John	\$788.57
Kuehner, Jalissa	\$ 35.84
Moussa, Khitam	\$ 35.84
Muschko, Connie	\$107.52
Nonnemacher, Howie	\$ 35.84
Thom, Angela	\$752.71
Vitko, Christal	\$107.53
Wheatley, Moreen	\$790.24

MOTION BY:
SECOND BY:
ROLL CALL

Director Recchiuti
Director Makary
Motion carried by the following roll call vote: Aye:
Directors Faccinnetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

10. PCCD SCHOOL MENTAL HEALTH GRANT – CONTRACTED MENTAL HEALTH SERVICES

INFORMATION:

BAVTS was approved through our PCCD School Mental grant for contracted mental health services. PCCD approved us to utilize Reset Outdoors as a sole source vendor for the federal PCCD grant provide services due to the unique nature of their program delivery. We would like to use the carryover of the 2023-2024 federal grant and the 2024-2025 state grant to provide services beginning June 12, 2025 through June 30, 2026. Reset Outdoors worked with our students and staff during the 2023-2024 and 2024-2025 school year. The agreement that is being utilized was initially prepared by our solicitor.

RECOMMENDATION:

We are recommending that the Joint Committee authorize the Executive Director to enter into an agreement with Reset Outdoors to provide mental health services for the period June 12, 2025 through June 30, 2026.

MOTION BY: Director Recchiuti
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

reset, LLC (DBA: Reset Outdoors) and Bethlehem Area Vocational Technical
School Mental Health Services Agreement

THIS SERVICE AGREEMENT for Mental Health Services (this "Agreement") is entered into on June 12, 2025, by and between reset, LLC (Reset Outdoors), with an address of 306 S. New St. STE 110 Bethlehem PA, 18015, and the Bethlehem Area Vocational-Technical School ("BAVTS"), with an address of 3300 Chester Avenue, Bethlehem PA 18020. Reset Outdoors and BAVTS may be hereinafter individually referred to as a "Party" and collectively referred to as the "Parties."

In consideration of the terms and conditions set forth herein, and intending to be legally bound hereby, the Parties mutually acknowledge and agree:

1. Term. This Agreement shall be in effect from June 12, 2025 through June 30, 2026 (the "Term"). Either Party may terminate this Agreement at any time with or without cause upon fifteen (15) days' prior written notice to the other Party. Termination shall not affect any of the rights and/or obligations accruing hereunder prior to the effective date of termination.

2. Services. During the Term, Reset Outdoors shall provide BAVTS students with the services of:
A. Mental health therapists (the "Counselor"), as part of Reset Outdoors's School-Based Services Program. The Counselor shall have attained, at a minimum, a master's degree within his/her individual discipline. At all times during the Term, the Counselor shall maintain a valid license to provide the services provided hereunder, specifically, a Licensed Professional Counselor (LPC/LAPC), LCSW or similar licensure through the applicable state agency.

B. "Foundations of Well-Being." In-Classroom Skills Development. 'reset, LLC' will provide in-classroom facilitated mental-health skills development training. "Foundations of Well-Being" includes up to 60 minutes of time spent outdoors, weather permitting, at the discretion of reset, LLC facilitator(s) and BAVTS classroom instructor and/or BAVTS administration.

3. The Counselor(s) shall perform the following services, one to two days weekly, as needed and requested by BAVTS, for up to seven (7) hours per day, including one 60 minute 'lunch break' per day:

- i. Receive and process referrals from BAVTS; and
- ii. Provide appropriate individual and/or group counseling services to referred student and/or their families on BAVTS grounds and/or virtually (if determined by BAVTS), subject to the terms of this Agreement; and
- iii. Maintain client files; and
- iv. Collaborate with BAVTS to ensure that all consents and disclosures required for compliance with professional obligations are obtained and maintained.

4. BAVTS Obligations. During the Term, BAVTS shall:

- i. Provide Reset Outdoors with a contact person within BAVTS for purposes of this Agreement
- ii. Provide to Counselor private, confidential space on-site for the performance by Counselor of the services which are rendered on-site. Counselor shall have the right to approve the space, a minimum of 20 minutes prior to the beginning of a session.
- iii. Identify and refer BAVTS students to Reset Outdoors Clinician(s) for services.

iv. Obtain consent(s) from Client/Parent/Guardian/Student, as the case may be, and deliver to Counselor(s) such consents, waivers, and releases as may be required by Counselor(s), so that Counselor(s) may complete the services described in this

The day and hours shall be determined by the mutual consent of the Parties.

(00918544) 1

Agreement.

v. Notify each student's District of residence of any referral.

5. Fee. Reset Outdoors shall issue invoices to BAVTS for services rendered hereunder on a monthly basis. BAVTS shall make payment as soon as possible, not to exceed forty-five (45) days of BAVTS' receipt of invoice. Services shall be provided at a day rate of \$525 per clinician on site and at a fee of \$625/hourly per session for "Foundations of Well-Being" in classroom work. Except as specifically authorized by BAVTS, Reset Outdoors shall be responsible for all expenses incurred in performing the services described in this Agreement.

The parties acknowledge and agree that funding for the Services is to be paid through grant funds and at no cost to BAVTS. Reset Outdoors agrees that all Services shall be aligned with grant guidelines, and agrees to complete all paperwork, with BAVTS help and guidance, required for utilization of grant funds.

6. FERPA. Both Parties agree to comply with the provisions of the Family Education Rights and Privacy Act, 20 U.S.C. § 1232 *et seq.* ("FERPA"). Reset Outdoors's obligations hereunder shall extend to any and all Counselors providing services hereunder.

7. BAVTS Policy. At all times during the Term of this Agreement, Reset Outdoors and its Counselors providing services hereunder shall comply with all BAVTS policies, BAVTS guidelines, laws governing the BAVTS, and any other legal requirements governing the use of facilities and services provided under this Agreement, including but not limited to Act 34 and Act 151/33, as amended, regarding child abuse clearances and Pennsylvania and Federal criminal background checks.

8. Background Checks/Clearances. At the commencement of this Agreement, Reset Outdoors shall provide BAVTS with copies of criminal history record information and child abuse clearances, pursuant to Act 34 and Act 151/33, as amended, said record to be no more than one (1) year old, for each Counselor providing services to BAVTS hereunder. Upon the hiring of any new Counselor to provide services hereunder during the term of the Agreement, Reset Outdoors shall provide BAVTS with a copy of said employee's recent criminal history record information and/or child abuse clearances. BAVTS retains the right to reasonably request updated criminal history record information and/or child abuse clearances for Counselor(s) at any time during the term of this Agreement. For purposes of this paragraph, "recent criminal history record information and/or child abuse clearances" or "updated criminal history record information and/or child abuse clearances" shall mean a criminal history record information and/or child abuse clearance that has been performed within two (2) weeks of Reset Outdoors's submission of the criminal history record information and/or child abuse clearance to BAVTS. Reset Outdoors further agrees that it shall notify BAVTS immediately upon becoming aware that any of its Counselors, for whom Reset Outdoors previously provided recent criminal history record information and/or child abuse clearances, are subsequently arrested or convicted of any crime under state or federal law and/or named as a perpetrator in

a founded or indicated child abuse report.

9. Authorization. The undersigned hereby represents and warrants that the undersigned has legal authority to sign this Agreement on behalf of the respective party.

10. Confidentiality. Reset Outdoors shall keep the information gathered in the course of each evaluation confidential except to the extent disclosure of such information is: (i) appropriate in the performance of the services to be provided under this Agreement; (ii) required or permitted under applicable law; or (iii) authorized by consent of the Client/Parent/Guardian/Student if required under applicable law. All confidentiality obligations hereunder shall extend to employees of Reset Outdoors providing services hereunder.

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11. Insurance. Prior to the commencement of services hereunder, and during the Term at the reasonable request of BAVTS, Reset Outdoors shall deliver to the BAVTS a certificate of commercial general liability insurance (including bodily injury, personal injury, products liability, contractual liability, completed operations and property damage) of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate; and (2) professional liability and/or errors and omissions insurance of not less than One Million Dollars (\$1,000,000) per incident/occurrence and Three Million Dollars (\$3,000,000) in the aggregate. No such policies of insurance may be reduced, cancelled, or non-renewed during the Term of this Agreement. If any of the above coverages maintained by Reset Outdoors is written on a claims-made basis then upon termination of such coverage the insured shall provide the BAVTS with evidence of "tail" coverage and/or an "extended reporting period" of sufficient duration for the insured's reasonably foreseeable exposures to loss and/or liabilities arising from this Agreement.

12. Indemnification. Without waiver of any immunities, limitations of liability, or damage limitations provided by law, each Party shall defend, indemnify, and hold harmless the other Party, its employees, agents, board members, directors, officers, representatives, and insurers from and against any and all claims, liabilities, losses, and expenses, including without limitation, reasonable attorneys' fees and defense costs, arising from the indemnitor's or its employee's, agent's, or representative's gross negligence or willful misconduct relating to the performance of this Agreement. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist. Notwithstanding the foregoing, (a) each Party shall advise the other Party in writing of any claims, notices, or other information received by it, or becomes aware of, for which such Party will seek indemnification hereunder, in such time and manner as not to impair or prejudice the ability of the indemnifying Party to defend such claims or investigate such notice; (b) each Party shall provide the indemnifying Party with the cooperation and assistance necessary to defend such claim requested by the indemnifying Party; and (c) neither Party shall settle or compromise any claim admitting the fault, liability, or negligence of the other Party without the other Party's prior written consent, which shall not be unreasonably withheld or delayed. However, in no event shall the BAVTS's liability either directly or for indemnity be greater than it could be liable under the Pennsylvania Political Subdivision Tort Act. The protections and immunities of the Political Subdivision Tort Act are expressly not waived by the BAVTS. The obligations set forth in this paragraph shall survive the termination of this Agreement.

13. Non-Discrimination. Neither Party hereto shall discriminate on the basis of sex, age, race, religion, color, national or ethnic origin, physical disability, gender identity or expression, sexual preference or orientation, genetic information, ancestry, marital or familial status, veteran status, or other status protected by federal and state law. Both Parties further agree specifically to comply with Title VI of

the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990.

14. Notices. All notices required or sought to be given under this Agreement shall be in writing and shall be deemed to have been made if (i) sent by certified or registered mail, postage prepaid, or (ii) sent by nationally recognized overnight courier. Unless otherwise stated in this Agreement, notices, consents, or other communications will be deemed received upon delivery. All notices required under this Agreement shall be delivered as outlined above to the following Parties at the addresses set forth on the first page of this Agreement. Either Party may at any time, in the manner set forth for giving notices to the other Party, designate a different name and/or address to which notices to it shall be sent.

15. Independent Contractor. Reset Outdoors is an independent contractor of the BAVTS and Reset Outdoors, nor its employees, are employees of BAVTS. At all times during the Term, Counselor(s) shall be considered an employee of Reset Outdoors. Counselor(s) shall not be entitled to salary, benefits,

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unemployment compensation, worker's compensation or any other compensation or benefits to which the BAVTS employees are entitled. The BAVTS shall not withhold income taxes, social security or any other amounts from payments to Reset Outdoors and Reset Outdoors shall be responsible for the payment of any taxes or other amounts due on such payments.

16. Venue; Jurisdiction Choice of Law. This Agreement shall be subject to the laws of the Commonwealth of Pennsylvania without regard to any conflict of laws principles. All action in relation to the terms hereunder shall be venued in the Court of Common Pleas of Northampton County, or the Eastern District of Pennsylvania.

17. Severability. Any portion of this Agreement that is deemed to be unenforceable may be severed from the Agreement with the effect of the remaining portions of the Agreement being fully enforceable by the Parties.

18. Prior Agreements. This Agreement reflects the entire agreement between the Parties and supersedes all other agreements, whether oral or written, regarding the subject matter hereof. No part of this Agreement may be amended except by written agreement signed by the Parties.

19. Binding Agreement. Each Party hereto binds itself, its partners, successors, assigns, and legal representatives to the other Parties hereto, its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Agreement.

20. Counsel Fees. In the event that either Party hereto breaches any provision of this Agreement, and the other Party retains counsel to enforce any provision hereof, the breaching Party shall pay the enforcing Party's reasonable attorneys' fees and related costs incurred in the enforcement hereof.

21. Force Majeure. No Party to this Agreement shall be responsible to the other Party for non-performance or delay in performance of the terms or conditions of this Agreement due to acts of God, pandemics, epidemics, acts of governments, war, riots, strikes, accidents and transportation or other causes beyond the reasonable control of such Party.

22. No Waiver. No consent or waiver, express or implied, by either Party to this Agreement to or of any breach or default by the other in the performance of any obligations hereunder shall be deemed or

construed to be a consent to or waiver of any other breach or default by such Party hereunder. Failure on the part of any Party hereto to complain of any act or failure to act of the other Party or to declare the other Party in default hereunder, irrespective of how long such failure continues, shall not constitute a waiver of the rights of such Party hereunder.

23. Amendment. This Agreement may only be amended in a writing signed by both Parties.

24. Assignment. Neither Party may assign its rights or obligations under this Agreement without the prior written consent of the other Party.

25. Counterparts. This Agreement may be executed in counterparts and via facsimile with each part being considered an original and all parts being recognized as one in the same document.

[SIGNATURE PAGE TO FOLLOW]

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IN WITNESS WHEREOF, the authorized representatives have caused this Agreement to be executed effective as of the earliest date upon which both Parties have signed.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

By:

Name:

Title:

reset, LLC (DBA: Reset Outdoors)

By:

Name:

Title:

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BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

11. BOARD POLICY 249 – THREATS/HARASSMENT/BULLYING

RECOMMENDATION:

In accordance with the Safe Schools Act, Board Policy 249 Threats/Harassment/Bullying, has been reviewed by Administration; no revisions were necessary at this time. This policy is being presented for re-approval by the Joint Committee.

MOTION BY: Director Recchiuti

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccineto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none



Book	Policy Manual
Section	200 Pupils
Title	Threats/Harassment/Bullying
Code	249
Status	Active
Adopted	November 4, 2009
Last Revised	November 15, 2012
Last Reviewed	June 11, 2025
Prior Revised Dates	Reviewed (NOT REVISED) September 6, 2016, August 2, 2022, June 14, 2023

Purpose

The Joint Committee is committed to providing a safe, positive learning environment for its students. The Joint Committee recognizes that threats/harassment/bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Committee prohibits threats/harassment/bullying by students in a school setting. **School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. [1]

Definition

Threats/Harassment/Bullying:

1. Intentional behavior that results in trouble, worry, or torment to another individual for no beneficial purpose. This includes but is not limited to expressions of an intent, actual or attempts, to injure or harm an individual or his/her property.
2. Dependent on the actual or apparent nature and intent of the threat, the disciplinary action sequence may be modified in order to protect the health, safety, and welfare of the school community. The modification may include disciplinary action, up to and including recommendation for expulsion from school.
3. Students who express, in any manner, any statement(s) which indicates a planned intent to injure or harm another individual will, after consultation with the Dean of Students or designee, be referred to proper state or local authorities should the student behavior appear to violate local, state, or federal law.
4. Students who make threats to injure or harm others may be subject to a search of their person, personal belongings, or vehicles, as well as school-supplied lockers.[2]
5. Technology based harassment/bullying through computer, texting, cell phone communication, or other technologies shall also be subject to consequences under this policy.
6. Incidents of threats/harassment/bullying, as defined by the school's Harassment and Bullying Policy, will result in consequences determined to be appropriate within Code of Student Conduct guidelines defined by the administrator.[3][4]

Authority

The Joint Committee prohibits all forms of threats/harassment/bullying by students. [1]

The Joint Committee encourages students who have been bullied to promptly report such incidents to the administrator in charge or designee.

The Joint Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Executive Director or designee shall develop administrative regulations to implement this policy.

The Executive Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students. [1]

The Executive Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Committee. [1]

The administration shall annually provide the following information with the Safe School Report: [1]

1. Joint Committee's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. [1][5][6]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the web site, if available.

Education

The school may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying. [Z][8][1]

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: [1][6][9]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion (referral to sending districts).
8. Counseling/Therapy outside of the school.
9. Referral to law enforcement officials.

- Legal
1. 24 P.S. 1303.1-A
 2. Pol. 226
 3. Pol. 248
 4. Pol. 249
 5. 22 PA Code 12.3
 6. Pol. 218
 7. 24 P.S. 1302-A
 8. Pol. 236
 9. Pol. 233

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

12. BUDGET TRANSFERS

RECOMMENDATION:

That budget transfers for the 2024-2025 year, based on year-end adjustments, be pre-approved.

MOTION BY: Director Recchiuti
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

BUDGET TRANSFERS

#	Account	Description	To	From	REASON
1	10.1241.271.000.000	SELF-INSURED MEDICAL	7,535.00		Transfer funds for EBTEP reserve payment
	10.1330.271.000.000	SELF-INSURED MEDICAL	2,988.00		Transfer funds for EBTEP reserve payment
	10.1370.271.000.000	SELF-INSURED MEDICAL	1,008.00		Transfer funds for EBTEP reserve payment
	10.2120.271.000.000	SELF-INSURED MEDICAL	1,469.00		Transfer funds for EBTEP reserve payment
	10.2126.271.000.000	SELF-INSURED MEDICAL	4,175.00		Transfer funds for EBTEP reserve payment
	10.2170.271.000.000	SELF-INSURANCE MEDICAL	2,360.00		Transfer funds for EBTEP reserve payment
	10.2380.271.000.000	SELF-INSURED MEDICAL	5,713.00		Transfer funds for EBTEP reserve payment
	10.2440.271.000.000	SELF-INSURED MEDICAL	1,884.00		Transfer funds for EBTEP reserve payment
	10.1110.122.000.000	SALARY - SUBSTITUTES		700.00	Reallocate funds - lower than projected costs
	10.1110.214.000.000	INSUR - DISABILITY		195.00	Reallocate funds - lower than projected costs
	10.1110.215.000.000	EYE CARE		260.00	Reallocate funds - lower than projected costs
	10.1110.250.000.000	COMP - UNEMPLOYMENT		1,780.00	Reallocate funds - lower than projected costs
	10.1110.260.000.000	COMP - WORKERS		151.00	Reallocate funds - lower than projected costs
	10.1110.271.663.000	SELF-INSURED MEDICAL - PERKINS		524.00	Reallocate funds - lower than projected costs
	10.1110.272.000.000	SELF-INSURED DENTAL		700.00	Reallocate funds - lower than projected costs
	10.1380.120.000.000	SALARY - REGULAR		2,784.00	Reallocate funds - lower than projected costs
	10.2360.250.000.000	COMP - UNEMPLOYMENT		379.00	Reallocate funds - lower than projected costs
	10.2511.290.000.000	PREFERRED EAP		500.00	Reallocate funds - lower than projected costs
	10.2834.240.000.000	TUITION - INSTRUCTIONAL		6,000.00	Reallocate funds - lower than projected costs
	10.2836.240.000.000	TUITION - NON-INSTRUCTIONAL		500.00	Reallocate funds - lower than projected costs
	10.2840.141.000.000	SALARY - TECHNICAL		4,870.00	Reallocate funds - lower than projected costs
	10.2840.172.000.000	SALARY - CO-OP		1,089.00	Reallocate funds - lower than projected costs
	10.2840.220.000.000	SOCIAL SECURITY		455.00	Reallocate funds - lower than projected costs
	10.2840.230.000.000	RETIREMENT		1,650.00	Reallocate funds - lower than projected costs
	10.3210.120.000.000	SALARY - ADVISORS & MEMBERSHIP		2,800.00	Reallocate funds - lower than projected costs
	10.3210.220.000.000	SOCIAL SECURITY		227.00	Reallocate funds - lower than projected costs
	10.3210.230.000.000	RETIREMENT		970.00	Reallocate funds - lower than projected costs
	10.3390.250.000.000	COMP - UNEMPLOYMENT		345.00	Reallocate funds - lower than projected costs
	10.3390.260.000.000	COMP - WORKERS		253.00	Reallocate funds - lower than projected costs

Transfer funds for EBTEP reserve payment to increase the months in reserve to protect against future claims and increases in funding rate. Due to our smaller size, catastrophic claims dramatically impact our reserve months. Our spring projection from Conrad Siegel was considerably higher than the fall rating that was used in the adopted 25-26 budget.

2	10.5230.931.000.000	CAPITAL PROJECT FUND TRANSFERS	100,000.00		Transfer funds for purchase of food trailer
	10.1110.430.000.000	REPAIRS AND MAINTENANCE		500.00	Reallocate funds - lower than projected costs
	10.1110.515.000.075	BUS TRANSPORTATION		560.00	Reallocate funds - lower than projected costs
	10.1110.580.000.075	TRAVEL		300.00	Reallocate funds - lower than projected costs
	10.1110.610.000.066	SUPPLY - LITERACY		80.00	Reallocate funds - lower than projected costs
	10.1110.610.000.075	SUPPLY		28.00	Reallocate funds - lower than projected costs
	10.1110.610.000.090	SUPPLY - MATH		410.00	Reallocate funds - lower than projected costs
	10.1110.610.000.091	SUPPLY - TECHNOLOGY INT		370.00	Reallocate funds - lower than projected costs
	10.1110.611.000.075	HTOOL		560.00	Reallocate funds - lower than projected costs
	10.1110.640.000.066	TEXTB - LITERACY		536.00	Reallocate funds - lower than projected costs
	10.1110.640.000.075	TEXTBOOKS		115.00	Reallocate funds - lower than projected costs
	10.1110.650.000.000	TECHNOLOGY RELATED SUPPLIES		500.00	Reallocate funds - lower than projected costs
	10.1342.610.000.070	SUPPLY		1,000.00	Reallocate funds - lower than projected costs
	10.1342.610.000.073	SUPPLY - BAKE SHOP		2,000.00	Reallocate funds - lower than projected costs
	10.1342.611.000.070	HTOOL		1,500.00	Reallocate funds - lower than projected costs
	10.1342.650.000.000	TECHNOLOGY RELATED SUPPLIES & FEES		801.00	Reallocate funds - lower than projected costs
	10.1380.120.000.000	SALARY - REGULAR		22,216.00	Reallocate funds - lower than projected costs
	10.1380.122.000.000	SALARY - SUBSTITUTES		2,837.00	Reallocate funds - lower than projected costs
	10.1380.220.000.000	SOCIAL SECURITY		2,336.00	Reallocate funds - lower than projected costs
	10.1380.230.000.000	RETIREMENT		9,638.00	Reallocate funds - lower than projected costs

BUDGET TRANSFERS

#	Account	Description	To	From	REASON
	10.1380.610.000.045	SUPPLY - HVAC		2,500.00	Reallocate funds - lower than projected costs
	10.1380.610.000.056	SUPPLY - ESTHETICS		3,250.00	Reallocate funds - lower than projected costs
	10.1380.610.000.076	SUPPLY - KARB		3,300.00	Reallocate funds - lower than projected costs
	10.1380.752.000.069	AMT EQUIPMENT		6,415.00	Reallocate funds - lower than projected costs
	10.1700.566.000.000	HIGHER EDUCATION PROG.-DUAL ENROLL-		10,000.00	Reallocate funds - lower than projected costs
	10.2350.330.000.000	LEGAL SERVICES		18,500.00	Reallocate funds - lower than projected costs
	10.2360.580.000.000	TRAVEL		2,300.00	Reallocate funds - lower than projected costs
	10.2511.330.000.000	SVCS - AUDIT		6,388.00	Reallocate funds - lower than projected costs
	10.2511.540.000.000	ADVERTISING		1,060.00	Reallocate funds - lower than projected costs

Transfer funds to Capital Reserve Account for the purchase of a food trailer. Last year BAVTS purchased a 2023 Ford F-350 to tow the Fiat as well as the proposed food trailer. When paired with a food trailer, the Ford provides greater flexibility for offsite events with the ability to transport student food truck workers. We would need to issue an RFP/RFB to solicit pricing due to the proposed cost.

3	10.5230.931.000.000	CAPITAL PROJECT FUND TRANSFERS	100,000.00		Transfer funds for purchase of school bus
	10.2511.540.000.000	ADVERTISING		7,940.00	Reallocate funds - lower than projected costs
	10.2511.650.000.000	TECHNOLOGY RELATED SUPPLIES & FEES		15,000.00	Reallocate funds - lower than projected costs
	10.2620.621.000.000	NATURAL GAS		7,171.00	Reallocate funds - lower than projected costs
	10.2620.622.000.000	ELECTRICITY		11,176.00	Reallocate funds - lower than projected costs
	10.2630.414.000.000	LAWN CARE SERVICES		8,000.00	Reallocate funds - lower than projected costs
	10.2650.626.000.000	VEHICLE MAINT./GASOLINE		7,000.00	Reallocate funds - lower than projected costs
	10.2834.360.000.000	PD NON-INST, CERTIFIED		2,269.00	Reallocate funds - lower than projected costs
	10.2836.360.000.000	NON-INST. NON CERT. TRAINING		2,500.00	Reallocate funds - lower than projected costs
	10.2840.330.000.000	PROFESSIONAL SERVICES		2,532.00	Reallocate funds - lower than projected costs
	10.2840.340.000.000	PROF SVCS - TECHNICIAN		10,000.00	Reallocate funds - lower than projected costs
	10.2840.430.000.000	REPAIRS AND MAINTENANCE		5,000.00	Reallocate funds - lower than projected costs
	10.2840.438.000.000	REPAIR/MAINT. OF IS EQUIPMENT		10,000.00	Reallocate funds - lower than projected costs
	10.2840.538.000.000	TELECOMMUNICATION SERVICE		3,106.00	Reallocate funds - lower than projected costs
	10.3210.390.000.000	SERVICES RENDERED		3,130.00	Reallocate funds - lower than projected costs
	10.3210.810.000.000	DUES AND FEES		2,926.00	Reallocate funds - lower than projected costs
	10.3350.890.000.000	NSLP Negative Balances		2,250.00	Reallocate funds - lower than projected costs

Transfer funds to Capital Reserve Account for the purchase of a school bus. The new position of School Support Officer requires that the person have a CDL-Bus Endorsement or obtain one within six months of hire. The school bus will be used to transport students to various offsite activities. We would need to issue an RFP/RFB to solicit pricing due to the proposed cost.

4	10.5251.939.000.000	TRANSFER TO FOOD SERVICE FUND	25,000.00		Transfer funds to food service account
	10.5900.840.000.000	CONTINGENCY		25,000.00	Reallocate contingency funds

Transfer funds to Food Service Fund. A significant portion of the cash balance (over \$40K) is restricted for Supply Chain Assistance expenses only. We did not receive Supply Chain assistance funds and costs are projected to continue to rise

5	10.5230.931.000.000	CAPITAL PROJECT FUND TRANSFERS	49,898.00		Transfer funds for replacement hot water heater
	10.2620.762.000.000	REPLACEMENT EQUIPMENT		49,898.00	Reallocate purchase to Capital Reserve Fund

Our replacement hot water heater ordered in March through HSA Mechanical using COSTARS pricing has been delayed. The vendor was just notified that the unit isn't expected to ship until July. We would like to transfer the funds for the purchase to Capital Reserve so we do not impact the 25-26 budget.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

13. DONATED ITEMS

INFORMATION:

During 2024-2025, many individuals and organizations have donated items to BAVTS. As per Policy, the Joint Committee approves donations upon the recommendation of the Executive Director. Attached is a list of items donated in 2024-2025. If a value appears on the list, it was provided by the donor. Written acknowledgement is provided to each donor.

RECOMMENDATION:

It is recommended that the Joint Committee acknowledge and accept the attached list of items donated to BAVTS during 2024-2025.

MOTION BY:	Director Recchiuti
SECOND BY:	Director Makary
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Recchiuti, Schenkel, White, Makary, Vaughn, Dettmar – seven; Nay: none

Donations to BAVTS for 2024-2025

Date	Donated By	Item Description	Recipient -Shop/Dept	Donation Value
10/9/24	Robert Moore	XC70 Volvo wagon	Auto Tech	\$4,000.00
10/10/24	Just Born	Monetary donation for World Travelers Club	Traveler Club	\$500.00
11/1/24	Donald Heptner	2017 Acura RDX	Auto Tech	\$5,000.00
11/5/24	Theresa Zerby	Tile saw, trim nailer and other misc. construction tools	Building Trades/Masonry	\$500.00
12/10/24	Joyce Ernesti	2008 Dodge Caravan	Auto Tech	\$3,931.00
12/9/24	Embassy Bank	2017 Jeep Cherokee	Auto Tech	\$9,000.00
12/13/24	Matthew Romanowski	Stabila Level Set	Masonry	\$150.00
12/13/24	Lex Warren	Monetary donation for Skills USA Competition Masonry students	Skills USA	\$100.00
12/17/24	Bracalente Manufacturing Group	Monetary donation	Precision Machining	\$10,000.00
1/17/25	Jim Gurcsik	2004 Toyota Camry	Auto Tech	\$300.00
2/9/25	Ross Strebbig	Monetary donation for World Travelers Club	Traveler Club	\$175.00
2/27/25	Mikes Automotive Repair	Monetary donation for Skills USA Competition Masonry students	Skills USA	\$516.00
3/17/25	Northampton Community College	2013 Chevrolet Corvette	Auto Tech	\$20,000.00
4/4/25	Morgan Keyser	2011 Ford Focus	Auto Collision	\$1,500.00
4/26/25	John and Jeanette Moyer	Teacher Appreciation Luncheon \$\$	BAVTS	\$25.00
4/28/25	Rosemarie Ross	Teacher Appreciation Luncheon \$\$	BAVTS	\$100.00
4/30/25	Suzanne and Luis Agüero	Teacher Appreciation Luncheon \$\$	BAVTS	\$50.00
4/24/25	Jennifer and Timothy Churetta	Teacher Appreciation Luncheon \$\$	BAVTS	\$10.00
5/20/25	Latosha Woodward	Cosmo supplies	COSMO	\$50.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

14. JULY 1, 2025 JOINT COMMITTEE MEETING

INFORMATION:

On the approved Joint Committee Meeting calendar, there is a July 1, 2025 Joint Committee Meeting scheduled, if needed.

RECOMMENDATION:

That the Joint Committee meeting scheduled for July 1, 2025, be cancelled. Should it become necessary for a meeting to be called prior to the scheduled August Joint Committee meeting, it will be decided by the Executive Director and/or Chairperson.

MOTION BY: Director Recchiuti
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 11, 2025

15. GENERAL BUDGET AND CAPITAL RESERVE ACCOUNTS

INFORMATION:

If the Joint Committee follows past practice and chooses not to have a July Joint Committee Meeting, it is requested that pre-approval for bills for the General Budget and Capital Reserve Fund be paid and presented at the August 2025 Joint Committee Meeting.

RECOMMENDATION:

That the bills for the General Budget and Capital Reserve Fund be pre-approved for payment and the list be presented at the August 2025 BAVTS Joint Committee Meeting.

MOTION BY: Director Recchiuti
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

16. DESIGNATION OF DEPOSITORIES

RECOMMENDATION:

It is recommended that the Joint Committee approve the following list of financial institutions as approved depositories for BAVTS funds and temporary investments. All deposited funds are insured and/or collateralized and invested in accordance with all applicable laws.

Embassy Bank
P.L.G.I.T.

Checking Accounts
Liquid Asset Fund and CD purchase program

MOTION BY:

Director Recchiuti

SECOND BY:

Director Makary

ROLL CALL

Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

17. CAFETERIA LUNCH PRICE INCREASE FOR 2025-2026 SCHOOL TERM

RECOMMENDATION:

That the rates for the 2025-2026 school term for the cafeteria be increased as follows:

	2024-2025	Increase	2025-2026
Student Lunch	\$3.45	\$0.10	\$3.55
Milk	\$0.60	No change	\$0.60
Adult Lunch	\$4.65	\$0.10	\$4.75
Student Lunch – Second Meal	\$4.05	\$0.10	\$4.15

MOTION BY: Director Recchiuti

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

18. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the following Occupational Advisory Committee (OAC) members for the 2025-2026 school year.

First Name	Last Name	Job Title	Company	Program/Shop
Drew	Laudenslayer	Owner	DDR Construction Services, Inc.	Masonry
Drew	Schneider	Service Manager	Trius, Inc.	Welding
Dale	Seibert	Concrete Technician	DDR Construction Services, Inc.	Masonry
Mark	Yundt	Chef/Owner	The Marquee Kitchen	Culinary Arts

MOTION BY: Director Recchiuti

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye: Directors Faccinetto, Recchiuti, Schenkel, White, Makary, Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

19. BRIDGES FOUNDATION POSITION

INFORMATION:

Starting in the 2019-2020 fiscal year, BAVTS entered into a reimbursement agreement for the Director of Development and Marketing position with the Bridges Foundation reimbursing BAVTS for the costs associated with the employee. There is also a separate employment agreement for the position as well. It is time to renew the agreements for the 2025-2026 fiscal year.

RECOMMENDATIONS:

That the Joint Committee approve the attached reimbursement agreement with the BAVTS Bridges Foundation for costs associated with the Director of Development and Marketing position for the period July 1, 2025 through June 30, 2026. This agreement is expected to be approved by the Bridges Foundation Executive Committee at its June Board Meeting. This agreement remains the same as the previously executed agreement.

That the Joint Committee authorize the Executive Director to renew the solicitor-approved employment agreement with Madeline Sinkler, Director of Development and Marketing, effective July 1, 2025 through June 30, 2026, at a salary of \$57,438.81 for the 2025-2026 school year, effective July 1, 2025, with benefits in accordance with the employment agreement. The change was approved by the Bridges Foundation Executive Committee and is subject to the approval of the Bridges Foundation Board of Directors at its June Board Meeting.

MOTION BY: Director Recchiuti
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

REIMBURSEMENT AGREEMENT
BETWEEN THE JOINT COMMITTEE OF THE BETHELEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL AND THE BETHELEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL BRIDGES FOUNDATION, INC.

THIS AGREEMENT is made this 11th day of June, 2025, by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, with offices located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as “BAVTS”), and the Bethlehem Area Vocational-Technical School Bridges Foundation, Inc., with a mailing address of 3300 Chester Avenue, Bethlehem, PA 18020 (hereinafter referred to as the “Foundation”). The BAVTS and the Foundation may hereinafter be collectively referred to as the “Parties”.

WHEREAS, the Parties wish to memorialize their respective rights and/or obligations with respect to the Parties’ Reimbursement Agreement (hereinafter “Agreement”) with respect to the position of Director of Development and Marketing (hereafter “Employee”).

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained and intending to be bound hereby, the Parties hereto agree as follows:

SECTION 1. TERM. The term of this Agreement shall be for the period from **July 1, 2025 through June 30, 2026**, unless sooner terminated pursuant to the terms set forth herein.

SECTION 2. REIMBURSEMENT OF COSTS.

2.1 The Foundation shall be solely responsible for One Hundred Percent (100%) of BAVTS’ costs associated with the Employee’s wages, benefits, and other costs of employment, including but not limited to wages, health care benefits, workers’ compensation, unemployment compensation, taxes, separation benefits, fringe benefits, insurance coverages, social security, mileage reimbursement at the IRS rate, and Public School Employees Retirement System (“PSERS”)¹ costs, if applicable (hereinafter collectively referred to as “Costs”). Nothing in this Paragraph shall be understood to require BAVTS to provide the Employee with any benefits that are not otherwise required by law.

2.2 BAVTS shall provide the Foundation with an itemized accounting of such Costs at least thirty (30) days following the end of each quarter of the term of this Agreement. The Foundation shall pay BAVTS’s invoice in full within thirty (30) days from the date of the invoice. Within thirty (30) days from the end of the final quarter of this Agreement, BAVTS shall submit to the Foundation, in addition to its regular invoice, a final itemized invoice of any costs that were not previously ascertainable, to the extent that any such costs exist.

¹ In the event it is determined by the Pennsylvania Department of Education (“PDE”) that BAVTS will receive a 50% retirement subsidy (subsidy) for employee and it is further determined by PDE that the subsidy may be provided to the Foundation for reimbursement, BAVTS shall promptly provide the subsidy to the Foundation.

2.3 The Foundation's obligation to reimburse Costs incurred during the course of this Agreement survives termination of this Agreement, including, but not limited to the ongoing cost of unemployment compensation as a result of the termination of the Agreement.

2.4 The Foundation agrees and acknowledges that this Agreement shall run with the position of Director of Development and Marketing, not any individual employee.

2.5 The Parties acknowledge and agree that nothing in this Agreement shall affect the Foundation's sole discretion and control over the Foundation's budget and finances, and all aspects of its operation.

SECTION 3. DIRECTOR OF DEVELOPMENT AND MARKETING.

3.1 BAVTS shall confer with the Foundation prior to hiring any applicant to the position that is the subject of this Agreement. BAVTS, however, as employer, shall retain sole discretion as to all final decisions with respect to hiring.

3.2 Nothing in this Agreement shall be understood to restrict or limit BAVTS' ability to eliminate the position of Director of Development and Marketing or terminate the employment of the individual holding the position.

3.3 The Parties acknowledge and agree that at all times during the term of this Agreement, the Employee shall be considered an employee of the BAVTS, and not of the Foundation. The Employee shall not be eligible to receive, nor shall receive, any compensation or benefits from the Foundation or any employment rights or entitlements as related to the Foundation.

3.4 As the employer, the BAVTS shall have sole discretion regarding the wages, benefits, terms of employment, oversight, management, supervision, and evaluation of the Employee. Additionally, as employer, the BAVTS shall (i) maintain all necessary personnel and payroll records for the Employee; (ii) calculate the Employee's wages and withhold taxes and other government mandated charges, if any; (iii) remit such taxes and charges to the appropriate government entity; (iv) pay net wages and fringe benefits, if any, (i.e., vacation and holiday pay) directly to Employee; and (v) provide such insurance coverage as required by law, including but not limited to workers' compensation insurance coverage.

3.5 BAVTS will consult with the Foundation prior to issuing the Employee's annual evaluation. However, BAVTS shall retain sole discretion concerning the ultimate outcome of the Employee's evaluation.

SECTION 4. TERMINATION.

4.1 Termination with Notice. Either party may terminate this Agreement for any reason, except for unlawful discrimination against the Employee, by providing thirty (30) days' notice to the other party.

4.2 Immediate Termination. This Agreement shall terminate upon BAVTS' elimination of the position of the Director of Development and Marketing.

SECTION 5. MISCELLANEOUS.

5.1 Nothing in this Agreement shall be construed to waive or reduce the immunities from civil liability granted by or to enlarge the limitations on immunity imposed by the Political Subdivisions Tort Claims Act.

5.2 All notices required or sought to be given under this Agreement shall be in writing and shall be deemed to have been made if (i) delivered personally, (ii) sent by certified or registered mail, postage prepaid, or (iii) sent by nationally recognized overnight courier, addressed as shown on the first page of this Agreement. Unless otherwise stated in this Agreement, notices, consents or other communications will be deemed received (a) on the date delivered, if delivered personally; (b) on the next business day after mailing or deposit with an overnight air courier; or (c) three business days after being sent, if sent by registered or certified mail. Either Party may at any time, in the manner set forth for giving notices to the other Party, designate a different name and/or address to which notices to it shall be sent.

5.3 The provisions of this Agreement and amendments thereto may not be revised or modified except by written amendment upon mutual consent of both Parties. This Agreement sets forth the entire agreement and understanding between the Parties and supersedes any prior agreement or understanding, written or oral, relating to the subject matter of this Agreement.

5.4 This Agreement shall be interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date of execution of this Agreement. The Parties agree to submit to the exclusive jurisdiction of the Northampton County Court of Common Pleas.

5.5 The failure to enforce or require the performance at any time of the provisions of this Agreement shall in no way be construed to be a waiver of such provisions and shall not affect either the validity of this Agreement or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Agreement.

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

5.7 Neither Party hereto may assign any of its rights and/or obligations hereunder without the prior written consent of the other Party.

5.8 This Agreement shall be binding on the heirs, successors, assigns, and legal representatives of the Parties hereto.

5.9 The parties executing this Agreement represent and warrant to each other that they have the full right, power, capacity and authority to execute and deliver this Agreement, and that they have duly and properly performed all acts required to authorize them to carry out this Agreement and the transactions contemplated by it.

IN WITNESS THEREOF, the Parties hereto have executed this Agreement the date first above written.

Joint Committee
Bethlehem Area Vocational-Technical School

Ron Jerdon, Chairperson
Board of Directors
Bridges Foundation, Inc.

Susan M. Fahrenkopf, Secretary
Joint Committee
Bethlehem Area Vocational-Technical School

Curt Hoyak, Secretary
Board of Directors
Bridges Foundation, Inc.

**EMPLOYMENT AGREEMENT
BETWEEN MADELINE SINKLER AND THE JOINT COMMITTEE OF
THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**

THIS EMPLOYMENT AGREEMENT (hereafter "Agreement") is made this 11th day of June, 2025 by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, with offices located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as "BAVTS") and Madeline Sinkler (hereinafter referred to as "Employee"). The BAVTS and Employee may hereinafter be collectively referred to as the "Parties".

WHEREAS, the Joint Committee of BAVTS, at a regularly scheduled meeting duly and properly called upon this 11th day of June, 2025, did appoint the Employee to the position of Director of Development and Marketing; and

WHEREAS, BAVTS desires to provide the Employee with a written employment contract to describe the relationship between the Parties.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained and intending to be bound hereby, the Parties hereto agree as follows:

SECTION 1. TERM

1.1 The term of this Agreement shall be for the period from July 1, 2025 through June 30, 2026, unless sooner terminated pursuant to the terms set forth herein.

1.2 **This Agreement is expressly conditioned upon the Reimbursement Agreement between BAVTS and the Bethlehem Area Vocational-Technical School Bridges Foundation, Inc. (hereinafter "Reimbursement Agreement"). The Parties agree that this Employment Agreement will be nullified immediately upon the termination of the Reimbursement Agreement, unless otherwise agreed, in writing, between BAVTS and the Employee.**

SECTION 2. DUTIES AND QUALIFICATIONS

2.1 Employee agrees to perform faithfully and professionally the duties of Director of Development and Marketing in accordance with the provisions of the School Code and the rules, regulations, and policies of the Board. The duties and responsibilities of the aforementioned positions have been set forth in the Job Description, a copy of which is attached as Exhibit "A".

2.2 Employee covenants that he/she possesses all of the qualifications that are required by the job description and as represented in his/her application. Any misrepresentation by the Employee, whether intentional or unintentional, of his/her credentials or qualifications shall be grounds for dismissal and termination of this Agreement.

2.3 BAVTS retains the right to reasonably request a recent criminal history record information and/or child abuse clearance from Employee at any time during the Term of this Agreement. For purposes of this paragraph, "recent" shall mean a criminal history record information and/or child abuse clearance that has been performed within one (1) year of

Employee's submission of the criminal history record information and/or child abuse clearance to the BAVTS. Employee further agrees that if, during the Term of this Agreement, the Employee is arrested and/or convicted of an offense requiring notification to the BAVTS pursuant to 24 P.S. § 1-111, Employee shall so notify the BAVTS of such arrest or conviction within seventy-two (72) hours of the arrest or conviction.

SECTION 3. COMPENSATION/WORKING CONDITIONS

3.1 Effective July 1, 2025, the annual salary of Employee shall be \$57,438.81 for the 2025-2026 school year.

3.2 The normal working day is seven and one-half (7 ½) hours, including a one (1) hour paid lunch break. Overtime compensation per Appendix A, attached hereto.

3.2 When school is closed due to snow or other inclement weather, Employee will be expected to report to work unless otherwise directed to do so by the Executive Director or designee. Employee will suffer no loss of pay for cancelled days.

3.3 The Employee will receive his/her salary, minus statutory deductions, as according to BAVTS's regular payroll.

3.4 Any inaccuracies in pay are to be communicated immediately to the Executive Director, or designee.

3.5 Reimbursement for expenses shall be as communicated by BAVTS to the Employee. Any entitlement to PSERS shall be as determined by PSERS and subsequently communicated by BAVTS to the Employee.

3.6 A Performance Incentive Plan will be developed by the Executive Director in conjunction with the Bridges Foundation Board of Directors to reward Employee for achieving and exceeding performance targets that contribute to the overall success of the Foundation.

SECTION 4. BENEFITS

4.1 Employee shall be entitled to paid leave and benefits in accordance with Appendix A, attached hereto.

SECTION 5. RENEWAL AND TERMINATION

5.1 Prior to the expiration of this Agreement, the Agreement may be terminated only by: Resignation of the Employee upon two weeks' advance written notice to BAVTS; or written mutual agreement of the Parties; or discharge of the Employee, pursuant to the provisions of the School Code, after due notice and, if demanded, after a hearing.

5.2 Upon the expiration of this Agreement, BAVTS may, solely at its option, either: Renew this Agreement or offer a new employment to the Employee; or terminate this Agreement without notice, cause, or a hearing.

5.3 This Agreement will not be renewed, modified, or extended without an affirmative vote of the BAVTS Joint Operating Committee.

SECTION 6. MISCELLANEOUS

6.1 All references to Public School Code or any law or regulation contained herein shall also refer to any amendment or recodification of such Code.

6.2 This Agreement shall be interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date of execution of this Agreement. The Parties agree to submit to the exclusive jurisdiction of the Northampton County Court of Common Pleas for any action in law or equity to interpret, enforce, or defend a breach thereof or action seeking a declaratory judgment or injunction.

6.3 The failure to enforce or require the performance at any time of the provisions of this Agreement shall in no way be construed to be a waiver of such provisions and shall not affect either the validity of this Agreement or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Agreement.

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

6.5 The provisions of this Agreement and amendments thereto may not be revised or modified except by written amendment upon mutual consent of both Parties. This Agreement sets forth the entire agreement and understanding between the Parties and supersedes any prior agreement or understanding, written or oral, relating to the subject matter of this Agreement.

6.6 This Agreement shall be binding on the heirs, successors, assigns, and legal representatives of the Parties hereto.

IN WITNESS THEREOF, the Parties hereto have executed this Agreement the date first above written.

Adam S. Lazarchak
Executive Director
Bethlehem Area Vocational-Technical School

Madeline Sinkler
Director of Development and Marketing

“APPENDIX A”

I. OVERTIME

In the event Employee is required to work beyond forty (40) hours per week will be paid one and one-half (1½) times his/her hourly wage for such overtime. Overtime work can either be compensated at the agreed to rate, or taken as compensatory time at the discretion of the Employee with three (3) days prior notice submitted to the Executive Director.

Compensatory time will be at the rate of one (1) hour worked equals one and one-half (1½) hour of compensatory time. A maximum of twenty-four (24) earned compensatory hours may be used within 30 days of earning them, and any unused compensatory hours will be paid as overtime pay at one and one-half (1½) times the hourly rate for each hour of overtime worked.

If no election of compensatory time is made within five (5) days, the Employee will receive his or her additional hours, above those of forty (40) hours per week, as overtime pay.

II. INSURANCE AND OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

Full-time Employee will be provided with Group Health Insurance as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association, Article IV Section A.

B. Life Insurance

Full-time Employee will be provided during the term of this Agreement with a group-term life insurance with Accidental Death & Dismemberment, the premium of which will be paid by the School. Coverage for Employee will be in the amount of fifty thousand dollars (\$50,000.00).

BAVTS will provide Employee a description of the plan.

C. Income Protection Plan

The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for Full-time Employee. The policy shall have the following minimum provisions: monthly benefits of 60% of covered wages to a maximum of \$5,000 per month, elimination period of the greater of 30 days or accumulated sick leave, and a maximum benefit duration of Social Security Normal Retirement age.

D. Dental Service Plan

Full-time Employee will be provided with Dental Service Plan as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section B.

E. Prescription Drugs

Full-time Employee with Prescription Drugs as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section E.

F. Vision Insurance Program

Full-time Employee will be provided a vision insurance program identical to the program for the BAVTSEA Bargaining Unit.

G. Group Health, Dental, Prescription Drug, and Vision Insurance During Unpaid Leave

Employee will reimburse BAVTS for the cost of Group Health, Dental, Prescription Drug, and Vision Insurance on days of absence not covered by paid leave or FMLA. The daily cost of Group Health, Dental, Prescription Drug and Vision Insurance is calculated as (Annual Cost – Employee's Annual Premium Share)/ Number of Days in Work Year. The reimbursement will be deducted from the Employee's paycheck. If the Employee is not receiving a paycheck then the Employee must pay the monthly cost by the first of the month in order for coverage to be extended for the month.

III. LEAVES OF ABSENCE

A. Sick Leave

1. For each year of continuous service with BAVTS, Full-Time Employee will receive sick leave with full pay according to the following schedule, whenever prevented from performing his or her occupation by illness or accidental injury:

Twelve (12) month Full-Time Employees – Twelve (12) days.

Any unused sick leave will be cumulative from year to year, without limitation.

Part-Time Employees do not receive any sick leave.

3. Employees will be given a written accounting of accumulated sick leave days upon request.

4. If sick leave absences exceed three (3) consecutive days, or if malingering or abuse is suspected, BAVTS may require that the Employee furnish a certificate from a physician stating the nature of the sickness or accidental injury and certifying that the Employee was unable to perform his or her duties. When a certificate has been required by BAVTS, no payments will be paid unless said certificate is provided.

5. No Employee's salary will be paid if the accidental injury or illness is incurred while the Employee is engaged in remunerative work unrelated to school duties.

6. No payments of any disability, sick leave, or other Employee benefits will be made to any Employee covered by this Agreement as a result of intentionally self-inflicted or voluntarily inflicted illness, disability, or injury.

7. Up to three (3) sick days may be used to care for illness of family members.

8. Employees assigned to work a 4-day week, instead of a 5-day week, will be charged 1.25 days for 1 day of sick leave used or .625 day for ½ day of sick leave used.

B. Use of Partial Sick Leave/Emergency Day

Time at work (*excluding lunch break*): If an employee is at work...

1. less than one (1) hour, a whole day leave deduction is made.
2. between one (1) and five (5) hours, a half-day leave deduction is made.
3. five (5) or more hours, no leave deduction is made.

Part-Time Employees do not receive any sick leave and are only compensated for time actually worked.

C. Emergency Days

One (1) day in any one (1) school year will be allowed, without loss of compensation but deducted from sick leave, for personal emergencies. Personal emergencies include serious illness of a member of the family, legal business, obligatory religious observances, or such other reasons as may be acceptable to the Executive Director. Use of these days may only be made in cases of urgency.

Part-Time Employees do not receive any sick leave and are only compensated for time actually worked. Any emergency time taken by a part-time Employee will be uncompensated.

D. Personal Days

Two (2) unrestricted personal days per school year, without loss of compensation or sick leave, will be allowed Full-Time Employee covered by this Agreement, provided written notice has been given to the Executive Director or designee on a school day at least forty-eight

(48) hours prior to the personal day requested. No personal days will be allowed on scheduled School in-service day(s), except that the Executive Director or designee, at his/her discretion, may grant a personal day on a scheduled School in-service day for extenuating circumstances. Up to two (2) unused personal days may be carried over to the next school year and may accumulate to a maximum of four (4) days that can be used in one school year. Part-time Employees do not receive any personal days.

Personal days may be used in one-half (1/2) or full day increments. No personal day will be granted in less than a one-half (1/2) day increment.

E. Death in Family

Up to five (5) days absences, at full pay, will be allowed in the event of a death in the immediate family of a Full-Time Employee covered by this Agreement. Members of the immediate family are defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-relative or other near relative who resides in the same household, or any person with whom the Employee has made his or her home.

The Board may, upon recommendation of the Administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances which must be explained in writing. Day 4, Day 5, and thereafter, if taken, will be deducted from sick leave.

Part-time employees do not receive compensated bereavement days for the death of an immediate family member. Any leave taken will be unpaid.

F. Death of Near Relative

Up to two (2) days absence, at full pay, will be allowed for Full-Time Employees for the purpose of attending the services in the event of the death of a near relative. A near relative is defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The Board may, upon recommendation of the Administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances

which must be explained in writing. The second day and any day thereafter, if taken, will be deducted from sick leave.

Part-time employees do not receive compensated bereavement days for the death of a near relative. Any leave taken will be unpaid.

G. Military Leave

The provisions of applicable laws governing members of the uniformed services will apply in the case of leaves of absence for involuntary military service.

I. Leave for Good Reason

Other leaves of absence without pay or benefits may be granted at the sole discretion of the Board for good reason. The length of time permissible for such leaves will be determined at the sole discretion of the Board in each instance.

IV. VACATIONS AND-HOLIDAYS

A. Twelve month, Full-time Employee covered by this Agreement will be granted vacation with pay according to the following schedule:

<u>Completed Years of Service</u>	<u>Vacation</u>
1-5	Ten (10) Days
6-15	Ten (10) days plus one (1) additional day for each year completed beyond the 5 th year.
At the Completion of year 15	Twenty (20) Days

If a paid holiday falls within an Employee's vacation, the Employee will receive an additional vacation day in lieu of the holiday. In the event of the termination of employment by Employer for any reason, the Employee or his/her beneficiary will receive compensation for earned and unused vacation days payable within thirty (30) days.

Employees assigned to work a 4-day week, instead of a 5-day week, will be charged 1.25 days for 1 day of vacation leave used or .625 day for ½ day of vacation leave used.

Upon approval of the Executive Director, Full-time Employee will be permitted to defer one (1) week of annual vacation time to the following year. A full-time Employee is defined as one who works 25 or more hours per week, twelve (12) months per year. Such deferred vacation time may not be accumulated. At no time can an Employee be eligible for more than the normal annual vacation, plus one (1) week which has been deferred from the previous year.

Vacations may be taken at the Employee's discretion, as long as the operation of the School/Foundation is not adversely affected. All vacations must be approved by the Executive Director.

- B. Twelve (12) month salaried Employees covered by this Agreement will be granted ten (10) holidays and three (3) flex/paid holidays per year. In the event a paid holiday should fall on a non-working day, an appropriate day, based on the school calendar will be substituted. The holidays classified as paid holidays are as follows:

New Years' Day	Memorial Day	Day after Thanksgiving
ML King Day	Fourth of July	Presidents' Day
Labor Day	Christmas Day	
Good Friday	Thanksgiving Day	

In the event the school calendar is changed by Administration or Joint Committee action, the Administration will have the right to substitute another day for any holiday lost as a result of such change.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

20. JOB DESCRIPTION UPDATING

RECOMMENDATION:

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

- Working Coordinator of Buildings and Grounds

MOTION BY: Director Recchiuti

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinnetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: **Working Coordinator of Building and Grounds**
Hands-on leadership role that blends facilities maintenance, team coordinator, and operational oversight. This person not only plans and coordinates building and grounds' projects, but also actively participates in maintenance work, ensuring that school facilities are safe, clean, and functional for students and staff.

GENERAL POSITION REQUIREMENTS

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

**Machinery &
Equipment** Demonstrate experience and competence in mechanical and electrical systems, boilers, air conditioning equipment, building automation systems, water treatment, plumbing systems, kitchen equipment, roof maintenance and general preventative maintenance.
Ability to operate a forklift required
Ability to operate a skid loader and backhoe preferred

ESSENTIAL JOB FUNCTIONS

- Troubleshoot facility issues & respond to urgent repair needs
- Ability to maintain, test, troubleshoot, repair and replace:
 - Electrical items
 - Carpentry items
 - Plumbing/mechanical issues
 - Heating/ventilating issues
- Coordinate preventative maintenance schedules
- Working knowledge of building systems (boilers, fire alarms & smoke detection, security systems, HVAC, plumbing, electrical systems, etc.)
- Working knowledge of HVAC BAS for facilities
- Oversee inspections and compliance with safety codes & regulations to ensure the building complies with OSHA, ADA, fire safety & environmental standards
- Perform emergency work on an on-call basis for emergencies
- Respond to emergency repair requests and coordinate quick resolutions
- Keep records of repairs, inspections, and inventory
- Read and understand blueprints and schematics of facility

Position Title: Working Coordinator of Building & Grounds

- Monitor building cleanliness & sanitation standards & take any necessary steps to correct
- Work directly with Supervisor of Buildings & Grounds to schedule and monitor summer work maintenance
- Recommend improvements in maintenance methods to increase efficiency
- Ability to perform other trades such as floor coverings, ceramic/asphalt tiles
- Ability to understand the floor care process & proper maintenance
- Collaborate with other departments and staff to support operational goals and minimize downtime
- Assist in the oversight of construction for capital projects and remodels
- Build relationships with outside vendors and contractors for scheduling
- Review bids & participate in procurement for materials & services using computer systems
- Ability to use basic computer applications (e.g., Microsoft, email, spreadsheets) for reporting, communication, work orders and inventory management
- Maintain good communication with supervisor, teachers, and staff
- Perform other duties as assigned by the Supervisor of Buildings and Grounds

Other (skills)

- Ability to maintain a high level of confidentiality
- Listening skills for discussions in person or on the telephone
- Ability to speak clear and distinctly
- Ability to follow written and verbal directions
- Ability to complete assigned tasks with minimal supervision
- Ability to work individually or in a team setting
- Ability to read and write
- Ability to do computations

Reports to

Supervisor of Buildings and Grounds

TERMS OF EMPLOYMENT

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

Position Title: Working Coordinator of Building & Grounds

MEASURED IN TERMS OF
FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

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

BODY MOVEMENTS

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

21. CONTINUING EDUCATION

a. COURSE APPROVAL

RECOMMENDATION:

That the following courses be approved to be offered on an as-needed basis:

Course Name	Cost
BLS CPR	\$90

b. SUMMER EMPLOYMENT

That the following individual be employed during the summer of 2025 at the rate specified:

Name	Description	Quantity	2024-2025 Hourly Rate	2025-2026 Hourly Rate
Stilgenbauer, Jenifer	PIMS Report, CareerLink TPOs, Fall Class Preparation	Up to 24 hours per week (additional hours subject to administrative approval)	\$40.00	\$40.00

MOTION BY: Director Recchiuti
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Recchiuti, Schenkel, White, Makary,
Vaughn, Dettmar – seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

I. (1.) JC MEMBER INTERVIEW IN CONJUNCTION WITH ANNUAL AUDIT

Gorman & Company, the school's auditing firm, has asked Mrs. Miller to solicit a member of the Joint Committee to be interviewed via phone call or video conference in conjunction with this year's audit on July 11th. Directors Schenkel and Faccinetto have volunteered in the past. Please consider this request and advise Mrs. Miller prior to the meeting if you would be willing to volunteer. If you are unable to attend in person on the dates requested, alternate arrangements may be able to be made to coordinate the interview.

Director Schenkel volunteered to be interviewed.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 11, 2025

I. (2.) WORK PROJECT REPORT

INFORMATION:

The project control report is a list of work that the students complete as an educational experience within their respective shop area. The priority listing for acceptance/rejection of these work orders is as follows:

Projects for Bethlehem AVTS	1
Projects for participating school districts	2
Projects for non-profit organizations	3
Projects for persons who are not employees of BAVTS or sending districts..	4
Projects for BAVTS and attendance area employees and board members	5
Void	6
Pending Approval	7

*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits										
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date	Status
25-1	Glenn Milositz	Graphics	Visitor/Tresspassing Signage	03/28/24	4	11/22/24	\$ 200.00	\$200.00		PAID
25-2	Glenn Milositz	Graphics	Vinyl Window Coverings for Identifies Program Areas	03/28/24	4	11/22/24	\$ 400.00	\$400.00		PAID
25-3	Glenn Milositz	Graphics	Reflective Room Letter/Number Vinyl Signage		4	09/23/24	\$ 200.00	\$200.00		PAID
25-4	Mike Galler	Culinary Events	End of Summer Luncheon	08/05/24	4	08/06/24	\$ 500.00	\$500.00		PAID
25-5	Marketing	Baking	Baked Goods for Northampton Open House	08/14/24	4	08/21/24	\$ 100.00	\$100.00		PAID
25-6	Mike Galler	Food Truck	Meals for Substitute Meeting (08/20/2024)	08/16/24	4	08/20/24	\$ 216.00	\$216.00		PAID
25-7	Karen Mustonen	Graphics	Business Cards	08/21/24	4	08/28/24	\$ 6.00	\$6.00		PAID
25-8	Susan Fahrenkopf	Culinary Events	Food for Sister City Roundtable (9/18/24)	08/29/24	4	09/30/24	\$ 300.00	\$300.00		PAID
25-9	Marketing	Baking	Baked Goods for Freedom Open House (9/4/24)	09/05/24	4	09/04/24	\$ 200.00	\$200.00		PAID
25-10	Directors Office	Graphics	2 signs for under clocks in Director's office "Every Second"	09/05/24	4	10/11/24	\$ 5.00	\$5.00		PAID
25-11	Business Office	Graphics	Push Door To Open sign	09/13/24	4	09/25/24	\$ 5.00	\$5.00		PAID
25-12	Marketing	Baking	Freedom Career & College Night (10/01/24)	09/13/24	4	10/01/24	\$ 50.00	\$50.00		PAID
25-13	Marketing	Baking	Baked Goods for Northampton Open House (09/12/24)	09/12/24	4	09/13/24	\$ 75.00	\$75.00		PAID
25-14	Jeff Bower	Auto Coll.	Repaint School Van	09/13/24	4	11/19/24	\$ 200.00	\$200.00		PAID
25-15	Marketing	Baking	Desserts for Liberty Open House	09/12/24	4	09/16/24	\$ 200.00	\$200.00		PAID
25-16	NTHS	Baking	Baked goods for Induction Ceremony (10/10/24)	09/13/24	4	10/10/24		\$0.00		PAID ON PO
25-17	NTHS	Culinary Events	Finger Foods for Induction Ceremony (10/10/24)	09/13/24	4	10/10/24		\$0.00		PAID ON PO
25-18	Jalissa Kuehner	Graphics	Aprons (PM)	09/16/24	4	12/18/24	\$ 205.00	\$205.00		PAID
25-19	Angela Thom	Culinary Events	SkillsUSA Team Building Event (10/17/24)	09/16/24	4	10/17/24		\$0.00		PAID ON PO
25-20	Adam Lazarchak	Food Truck	Freedom/Liberty Tailgate (10/26/24)	09/16/24	4	10/26/24	\$ 1,000.00	\$1,000.00		PAID
25-21	Jeff Bower	Graphics	Notpads for office	09/18/24	4	09/18/24	\$ 5.00	\$5.00		PAID
25-22	Don Heptner (HVAC)	Graphics	Sign in sheets, Inventory cards, notebooks	09/18/24	4	09/18/24	\$ 5.00	\$5.00		PAID
25-23	Dana Huber	Culinary Events	600 Cookies for Little Pink Dress Event (10/22/24)CE PRC	09/18/24	4	10/22/24		\$300.00		PAID
25-24	Dana Huber	Culinary Events	200 Cookies for Taste & Tunes (10/11/24) DONATION	09/18/24	4	10/11/24		\$0.00		DONATIONS
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	03/07/25	\$	179.00	\$179.00	PAID
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	03/07/25	\$	50.00	\$50.00	PAID
25-50	Jalissa Kuehner	Graphics	Aprons (AM)	11/18/24	4	01/30/25	\$	310.50	\$310.50	PAID
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	11/21/24	4	01/08/25 \$	60.00	\$60.00	PAID
25-54	Susan Fahrenkopf	Culinary	12 Gingerbread people for December Board Meeting (12	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 Berardesa	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	PAID
25-65	Jesse Schneck	CULINARY	Food for Holiday Party	12/12/24	4	12/21/24 \$	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	01/15/25	200.00	\$200.00	PAID
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	PAID
25-69	Daniel Berardesa	Bldg. Tradw	Cutting boards	12/16/24	4	12/16/25	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	12/30/25	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	PAID
25-74	Web Design	Graphics	24 Hoodies & 1 Tee for uniforms	01/09/24	4	03/14/25	433.66	\$433.66	PAID
25-75	Janelle Schaeffer	Culinary	Hoagies & Sides for 5 people (1/15/2025)	01/13/25	4	01/15/25	90.00	\$90.00	PAID
25-76	Susan Fahrenkopf	Baking	3 Mason jars with cake mix for holiday gifts for Superint	01/14/25	4	01/14/25	30.00	\$30.00	PAID

25-77	Susan Fahrenkopf	Baking	12 sets of 4 hot cocoa bombs for board meeting (02/04/25)	01/14/25	4	02/04/25	120.00	\$120.00	PAID
25-78	BAVTS EA	BAKING	Cupcakes for February Staff Birthdays (02/19/25) 1/2 of	01/21/25	4	02/19/25	18.00	\$18.00	PAID
25-79	Culinary	Graphics	75 saddle stitched books	02/03/25	4	02/07/25	1,050.00	\$1,050.00	PAID
25-80	Mike Galler	Culinary	Staff Breakfast	01/17/25	4	01/17/25	500.00	\$500.00	PAID
25-81	Marketing	Baking	Baked goods for Liberty Open House	02/04/25	4	02/04/25	200.00	\$200.00	PAID
25-82	Food Truck	Graphics	4 Food Truck Tuesday Banners	02/12/25	4	03/06/25	156.00	\$156.00	PAID
25-83	Bake Shop	Graphics	2000 Black Bean Brownie Stickers	02/18/25	4	02/25/25	108.00	\$108.00	PAID
25-159	BAVTS EA	Culinary	Cupcakes for March Staff Birthdays.	02/19/25	4	03/19/25	18.00	\$18.00	PAID
25-84	Angela Thom	Food Truck	Breakfast & Lunch for Career Fair (03/29/25)	02/20/25	4	03/26/25	2,500.00	\$2,500.00	PAID
25-85	Angela Thom	Baking	Baked goods for breakfast and lunch Career Fair (03/29/25)	02/20/25	4	03/26/25	625.00	\$625.00	PAID
25-86	Connie Muschko	Culinary	Food for Co-Op Breakfast (5/14/25)	02/20/25	4	05/14/25	4,370.00	\$4,370.00	PAID
25-87	Connie Muschko	Baking	Baked goods for Co-Op Breakfast (5/14/25)	02/20/25	4	05/14/25	300.00	\$300.00	PAID
25-88	Susan Fahrenkopf	Culinary	Professional Skills Reception (04/11/25)	02/20/25	4	04/11/25	500.00	\$500.00	PAID
25-89	Electronics Tech.	Graphics	Hoodies & Shirts for class	02/25/25	4	04/03/25	1,034.67	\$1,034.67	PAID
25-90	Susan Fahrenkopf	Baking	12 Mardi Gras cakes for Board Meeting (03/04/25)	02/27/25	4	03/04/25	60.00	\$60.00	PAID
25-91	Janelle Schaeffer	Culinary	Lunch for NASD English Teacher Curriculum (03/12/25)	02/28/25	4	03/12/25	90.00	\$90.00	PAID
25-92	Janelle Schaeffer	Baking	Dessert for NASD English Teacher Curriculum (03/12/25)	02/28/25	4	03/12/25	12.00	\$12.00	PAID
25-93	Connie Muschko	Graphics	Interview NCR Forms	03/06/25	4	04/01/25	25.00	\$25.00	PAID
25-94	Peggy Fuehrer	Food Truck	OAC dinners for 4/7, 4/8 & 4/22 (150 ppl total)	03/13/25	4	04/22/25	2,700.00	\$2,700.00	PAID
25-95	Peggy Fuehrer	Baking	OAC desserts for 4/7, 4/8 & 4/22 (150 ppl total)	03/13/25	4	04/22/25	300.00	\$300.00	PAID
25-165	BAVTS EA	Culinary	Cupcakes for April birthdays	03/17/25	4	04/16/25	18.00	\$18.00	VOID
25-96	Angela Thom	Food Truck	Food For NOCTI Proctors 4 days 125 people total	03/21/25	4	04/22/25	1,250.00	\$1,250.00	PAID
25-97	Angela Thom	Baking	Baked Goods For NOCTI Proctors 4 days 125 people total	03/21/25	4	04/22/25	500.00	\$500.00	PAID
25-98	Angela Thom	Baking	Baked Goods for Take Your Child To Work Day	03/21/25	4	04/24/25	300.00	\$300.00	PAID
25-99	Angela Thom	Food Truck	Food for Take Your Child To Work Day	03/21/25	4	04/24/25	800.00	\$800.00	PAID
25-100	Russell Gaffney	Culinary	Lunch in Bistro for Perkins (05/15/25)	03/21/25	4	05/15/25	450.00	\$450.00	PAID
25-101	Mike Galler	Food Truck	Sub Appreciation Dinner (05/13/25)	03/21/25	4			\$0.00	VOID
25-102	Karen Mustonen	Graphics	Banner	03/31/25	4	04/01/25	24.00	\$24.00	PAID

25-103	Stan Prodes	Baking	Cookie trays for LVHN	03/31/25	4	05/12/25	675.00	\$675.00	PAID
25-104	Susan Fahrenkopf	Culinary	Desserts for April Board Meeting	04/01/25	4	04/01/25	105.00	\$105.00	PAID
25-105	Dawn Sutter	Food Truck	Lunch for 6 for Interviews (5/8,5/9,5/16)	04/07/25	4	05/16/25		\$270.00	PAID
25-106	Marketing	Culinary Events	Hoagie platter for FHS Orientation (04/07/25)	04/07/25	4	04/07/25	100.00	\$100.00	PAID
25-171	BAVTS EA	Baking	Cupcakes for May Birthdays	04/11/25	4	04/14/25	18.00	\$18.00	PAID
25-107	Glenn Milositz	Food Truck	Assistant Principal Meeting (04/22/25)	04/16/25	4	04/22/25	240.00	\$240.00	PAID
25-108	Glenn Milositz	Baking	Assistant Principal Meeting (04/22/25)	04/16/25	4	04/22/25	24.00	\$24.00	PAID
25-109	Michael Giamoni	Food Truck	Wings for class	04/16/25	4	04/16/25		\$0.00	PAID
25-110	HOSA	Graphics	10 shirts for carnival	04/17/25	4	05/01/25	62.50	\$62.50	PAID
25-110	SKILLS	Graphics	14 shirts for carnival	04/17/25	4	05/25/01	87.50	\$87.50	PAID
25-111	Adam Lazarchak	Culinary	Pancakes & Sausage for 50 (5/9/25)	05/06/25	4	05/09/25	50.00	\$50.00	PAID
25-112	Adult Ed	Culinary	Fruit/Cheese display beverage station	05/14/25	4	05/14/25	300.00	\$300.00	PAID
25-113	Adult Ed	Baking	Full Sheet Cake /Desserts	05/14/25	4	05/14/25	100.00	\$100.00	PAID
25-114	Russell Gaffney	Baking	Perkins Luncheon	05/15/25	4	05/15/25	90.00	\$90.00	PAID
25-175	BAVTS EA	Culinary	Summer Staff Birthday Cupcakes	05/20/25	4	05/28/25	18.00	\$18.00	PAID
25-115	Adam Lazarchak	Bldg. Trades	Repair Picnic tables	05/28/25	4		3,350.65	\$3,350.65	PAID
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	Charcuterie Board	11/22/24	1	11/22/24	41.02	\$50.00	PAID 11/22/24
25-149	Maria Musso (Sunshine Club)	Baking	Cake for Joan's retirement (12/20)	12/16/24	1	12/20/24	10.00	\$10.60	PAID 12/18/24
25-150	BAVTS EA	Culinary	Cupcakes for January birthdays (EA PAYS HALF)	12/12/24	1	01/22/25	18.00	\$19.08	PAID 03/03/25
25-151	Bridges Foundation	Baking	Dessert for 12/17/24 meeting	12/17/24	6	12/17/24	42.00	\$44.52	PAID 01/09/25
25-152	BAVTS	Culinary	Food for 2024 Christmas Party	12/19/24	5	12/19/24	215.00	\$215.00	PAID 12/18/24

25-153	Jennifer Klo	Baking	60 cupcakes (03/07/25)	01/14/25	1	03/07/25	120.00	\$120.00	PAID 03/12/25
25-154	Trinity Hein	Baking	2 Dozen cupcakes for 2/7/25	01/21/25	1	02/07/25	10.00	\$10.00	paid 03/07/25
25-155	BAVTS EA	Baking	Cupcakes for February Staff Birthdays	01/21/25	1	02/19/25	18.00	\$18.00	PAID 03/03/25
25-156	Aubrey Greb	Baking	Cupcakes	02/05/25	2		10.00	\$10.60	PAID 02/18/25
25-157	Bridges Foundation	Baking	Dessert for 03/18/25 meeting	02/05/25	6	03/18/25	36.00	\$36.00	PAID 03/21/25
25-158	Bridges Foundation	Culinary	Lunch for 03/18/25 meeting	02/19/25	6	03/18/25	216.00	\$228.96	PAID 03/21/25
25-159	BAVTS EA	Culinary	Cupcakes for March birthdays (EA PAYS HALF)	02/19/25	6	03/19/25	18.00	\$19.08	PAID 04/09/25
04/25/25	James McKeon	Baking	Black Bean Brownies for St. Lukes Marathon	02/25/25	6	04/25/25	1,100.00	\$1,100.00	PAID 05/05/25
25-161	Angela Dorney	Baking	Cupcakes	02/27/25	1	02/28/25	30.00	\$30.00	PAID 03/4/25
25-162	Stan Prodes	Baking	4 dozen cupcakes	02/28/25	1	02/28/25	48.00	\$48.00	PAID 02/28/25
25-163	Freedom High School	Baking	Desserts for event 500 ppl (04/07/2025)	03/11/25	5	04/07/25	1,000.00	\$1,000.00	PAID 04/30/25
25-164	Freedom High School	Baking	Desserts for Academic Awards (05/07/25)	03/12/25	5	05/07/25	1,000.00	\$1,000.00	PAID 05/27/25
25-165	BAVTS EA	Culinary	Cupcakes for April Birthdays	03/17/25	6			\$0.00	VOID
25-166	Jadah Jones	Baking	Small birthday cake (03/21/25)	03/20/25	3	03/24/25	10.00	\$10.00	PAID 03/24/25
25-167	Bridges Foundation	Baking	Desserts for Fundraising event (05/01/25)	03/21/25	6	05/01/25	330.00	\$330.00	PAID 05/19/25
25-168	Bridges Foundation	FOOD TRUCK	Food for Fundraising event (05/01/25)	03/21/25	6	05/01/25	1,650.00	\$2,011.35	PAID 05/19/25
25-169	FHS Athletics	Baking	500 Pastries for Athletic Awards Ceremony	03/26/25	6	05/20/25	1,500.00	\$1,500.00	PAID 05/19/25
25-170	FHS Class of 2026	Baking	Desserts for Prom	04/01/25	6	05/16/25	1,000.00	\$1,000.00	PAID 05/14/25
25-171	BAVTS EA	Baking	Cupcakes for May Birthdays	04/11/25	1	05/14/25	18.00	\$18.00	PAID 5/30/25
25-172	Saucon Valley Middle School	Baking	Cupcakes for Moving Up ceremony (6/4/25)	04/24/25	5	06/04/25	226.00	\$226.00	PAID 05/14/25
25-173	Freedom High School	Baking	Cookies for Military Signing Day (05/21/25)	04/25/25	5	05/21/25	10.00	\$10.00	PAID 04/25/25
25-174	Michele Bracero	Baking	Cake	05/02/25	1			\$0.00	no charge
25-175	BAVTS EA	Culinary	Summer staff birthday cupcakes	05/20/25	1	05/28/25	18.00	\$18.00	PAID 05/30/25
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	\$5.00	PAID 9/26/24
25-178	George Lockenbill	Auto Tech	Fuel pump replace & oil change	08/27/24	3	04/25/25	295.11	\$359.74	PAID 04/25/25
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 Giaroni	Auto Tech	Chevy - Noise in rear, balance tires	08/30/24	1			\$0.00	VOID
25-183	Michael Giaroni	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 alternator	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	Volkswagen - 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	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 gasket	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	Jariel 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	Mitshubishi - Transmission Replaced	09/30/24	1			\$0.00	VOID
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	PAID 10/24/24
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 Miuschko	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	02/05/25	184.27	\$224.62	PAID 2/5/25
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,	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 11/7/241
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	01/30/25	3,149.98	\$3,839.83	PAID 01/30/25
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 Giamoni	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	01/30/25	65.75	\$80.15	PAID 01/31/25
25-251	Meri Lindenmuth	Auto Tech	Oil change, replace spark plugs, air filter, 4 wheel drive s	11/18/24	1	04/09/25	137.77	\$167.95	PAID 04/11/25
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 Redondo	Auto Tech	Infiniti - valve cover gasket	11/19/24	2	01/09/25	181.98	\$221.84	PAID 1/17/25
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	PAID 1/30/25
25-264	Amelia Pagut	Auto Tech	Chevy - steering locking, hard time up hills....	12/09/24	2	02/28/25	125.99	\$153.58	PAID 02/28/25

25-265	Christine Miskovich	Auto Tech	Chevy - Tire sensors	12/10/24	1	01/30/25	120.00	\$146.28	PAID 1/30/25
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	PAID 1/10/25
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	VOID
25-273	Nathan Newcomer	Auto Tech	Level and Alignment	01/07/25	2	01/16/25	0.00	\$5.30	PAID 1/16/25
25-274	Al Renn	Auto Tech	Oil change & tire pressure	01/08/25	1	01/16/25	35.21	\$42.92	PAID 1/16/25
25-275	Howie Nonnamacher	Auto Tech	Oil Change	01/09/25	1	02/20/25	103.20	\$125.80	PAID 02/20/25
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	02/26/25	100.00	\$121.90	PAID 02/27/25
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	PAID 02/03/25
25-279	Valerie Evner	Auto Tech	Jeep - Does not start	01/16/25	2	02/18/25	387.39	\$472.23	PAID 02/18/25
25-280	John Walsh	Auto Tech	Chevy - Replace Transmission	01/16/25	2	03/14/25	2,379.32	\$2,900.39	PAID 03/14/25
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 Stilgenbauer	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	02/18/25	214.40	\$261.35	PAID 02/18/25
25-284	Jeff Cantrel	Auto Tech	Subaru - Oil change/Cabin Filter	01/21/25	1	02/18/25	184.77	\$225.24	PAID 02/18/25
25-285	Jeff Cantrel	Auto Tech	Jeep - Oil change / Replace Exhaust	01/21/25	1			\$0.00	VOID
25-286	Ashley Share	Auto Tech	Rear brake - drums, tie rod, alignment	01/21/25	1	02/04/25	173.43	\$211.41	PAID 2/4/25
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	03/03/25	5.99	\$11.65	PAID 3/3/25
25-289	Michele Bracero	Auto Tech	Honda - Engine making noise	01/24/25	1	02/03/25	90.93	\$110.84	PAID 2/4/25
25-290	Alex Glassberg	Auto Tech	Chevy - Install Apple car play radion, camera, oil change	01/24/25	1	02/25/25	5.00	\$10.60	PAID 2/25/25
25-291	John Walsh	Auto Tech	Toyoto - Alignment & Oil Change	01/24/25	2	01/30/25	39.43	\$48.06	PAID 02/03/25
25-292	Sudantha Vidanage	Auto Tech	Steering Rack	01/27/25	2	03/05/25	362.94	\$442.42	PAID 03/05/25

25-293	Sudantha Vidanage	Auto Tech	Replace main battery & Auxillary battery	01/27/25	2				\$0.00	VOID
25-294	Jarriel Brazoban	Auto Tech	Strut, battery terminal fuse	01/27/25	2	03/31/25	123.67		\$150.75	PAID 03/31/25
25-295	Russell Gaffney	Auto Tech	Brakes & weird noise	01/27/25	1	11/13/25	743.53		\$906.36	PAID 03/14/25
25-296	Adrian Marrero Jr.	Auto Tech	Rear drums, rotars, hub & bearings	01/28/25	1	02/20/25	308.40		\$375.94	PAID 02/20/25
25-297	Samuel Voges	Auto Tech	Clutch replacemnt/flywheel	01/28/25	2	03/25/25	15.00		\$21.20	PAID 03/28/25
25-298	Scott Ferry	Auto Tech	Brakes	01/29/25	1	04/01/25	5.00		\$10.60	PAID 04/08/25
25-299	Dario Chavez	Auto Tech	Ford - Fuel filter change, battery cable	01/29/25	1	03/14/25	89.38		\$108.96	PAID 3/19/25
25-300	Braiden Binder	Auto Tech	Oil change	01/29/25	2	04/25/25	89.84		\$109.51	PAID 04/25/25
25-301	Angela Thom	Auto Tech	See Attached	02/03/25	1	03/14/25	83.98		\$102.37	PAID 03/14/25
25-302	Jim Gurcsik	Auto Tech	Broke - Ford	02/03/25	1	03/03/25	5.00		\$10.60	PAID 03/12/25
25-303	Amy Knight	Auto Tech	Oil Change	02/03/25	1	02/04/25	2.65		\$8.11	PAID 02/04/25
25-304	Mike Giamoni	Auto Tech	T-stat eplacement	02/04/25	1	03/14/25	140.75		\$171.57	PAID 03/14/25
25-305	Heather Chilcote	Auto Tech	Oil change, check battery, hub cap	02/05/25	1	03/07/25	206.80		\$252.09	PAID 03/07/25
25-306	Luis Santiago	Auto Tech	Equinox - Alignment, sound by muffler	02/05/25	1	03/08/25	11.99		\$18.01	PAID 04/09/25
25-307	Luis Santiago	Auto Tech	Malibu - motor mount, alignment	02/05/25	1	03/17/25	171.11		\$208.59	PAID 03/20/25
25-308	Ava D'Andrea	Auto Tech	Toyota - car won't start	02/05/25	2				\$0.00	VOID
25-309	Jennifer Klo	Auto Tech	Subaru - Oil change/filter, pre inspection	02/11/25	1				\$0.00	VOID
25-310	Craig Mosser	Auto Tech	Acura - oil change	02/18/25	1	02/21/00	52.51		\$64.01	PAID 02/21/25
25-311	Christine Miskovich	Auto Tech	Oil change & Tire rotation	02/19/25	1	02/19/25	39.71		\$48.41	PAID 02/20/25
25-312	Carly McKeon	Auto Tech	Brakes	02/20/25	1	02/20/25	271.98		\$331.55	PAID 02/20/25
25-313	Carly McKeon	Auto Tech	Exhaust brackets	02/25/25	1	02/26/25	84.31		\$102.78	PAID 02/26/25
25-314	Gail Snyder	Auto Tech	Brake pads, oil change, noise	02/25/25	3	03/07/25	60.89		\$74.22	PAID 03/27/25
25-315	Shawn Bream	Auto Tech	Suspension replacement, brake caliper, pads, axel	02/25/25	2	03/26/25	163.29		\$199.05	PAID 3/26/25
25-316	Steve Mantz	Auto Tech	Oil change, headlight, pre inspection	02/25/25	1	05/05/25	0.00		\$5.30	PAID 05/06/25
25-317	Heather Burkhardt	Auto Tech	Oil change, pre inspection	02/25/25	1	03/06/25	62.97		\$76.77	PAID 03/06/25
25-318	Debra Miller	Auto Tech	Fill washer fluid	02/26/25	1	02/26/25	2.00		\$7.42	PAID 02/26/25
25-319	Alex Glassberg	Auto Tech	Install 4 new tires	02/26/25	1	03/06/25	20.00		\$26.50	PAID 03/07/25
25-320	Dario Chavez	Auto Tech	O2 sensor needs to be changed	02/28/25	1				\$0.00	VOID

25-321	Rodney Sigley	Auto Tech	Diagnose & Repair	03/05/25	2	04/11/25	554.71	\$676.20	PAID 04/12/25
25-322	Steve Sell	Auto Tech	Running light, condenser, oil change	03/06/25	2	03/17/25	125.85	\$153.41	PAID 03/27/25
25-323	Jennifer Klo	Auto Tech	Check parking brake and check suspension	03/07/25	1	03/14/25	0.00	\$5.30	PAID 03/14/25
25-324	Adam Ghazi	Auto Tech	Suspension, remote start, frame coating	03/11/25	2	04/01/25	127.40	\$155.30	PAID 04/01/25
25-325	Matthew Hartzell	Auto Tech	Control arms, axle, belts	03/12/25	2	03/19/25	604.57	\$736.98	PAID 03/24/25
25-326	Nicholas Lentz	Auto Tech	Rebuild rear diff	03/14/25	2	03/26/25	95.98	\$117.00	PAID 03/26/25
25-327	Greta Wilmot	Auto Tech	Tire Rotation	03/17/25	1	03/19/25	5.00	\$10.60	PAID 03/19/25
25-328	Michael Giamoni	Auto Tech	Springs, stabilizers sway bar, blower motor resistor	03/19/25	1	04/09/25	360.83	\$439.85	PAID 04/11/25
25-329	Karen Mustonen	Auto Tech	Oil change	03/19/25	1	03/24/25	38.13	\$46.48	PAID 03/24/25
25-330	Josh Linsenbigler	Auto Tech	Suspension	03/20/25	2	05/06/25	395.11	\$481.65	PAID 05/20/25
25-331	Rob Gotzon	Auto Tech	Timing belt replaced	03/26/25	3	04/02/25	30.00	\$37.10	PAID 04/03/25
25-332	Dana Huber	Auto Tech	Swap mounted tires	03/26/25	1	03/26/25	0.00	\$5.30	PAID 03/26/25
25-333	Tess Wenger	Auto Tech	Inspection results services	03/16/25	2	03/27/25	242.40	\$295.49	PAID 03/28/25
25-334	Paula Curchran	Auto Tech	Replace rear brakes / rotors	03/31/25	1	04/03/25	130.17	\$158.68	PAID 04/08/25
25-335	Logan Lees	Auto Tech	Replace rear left wheel speed sensor	04/01/25	1	04/11/25	147.60	\$179.92	PAID 04/14/25
25-336	Gavin Walsh	Auto Tech	Power mirrors don't work	04/01/25	2	04/08/25	187.54	\$228.61	PAID 04/10/25
25-337	Dario Chavez	Auto Tech	Belt & sensor	04/02/25	1	04/29/25	520.79	\$634.84	PAID 05/05/25
25-338	Jennifer Klo	Auto Tech	Front & rear brakes and rotors	04/07/25	1		332.60	\$405.44	PAID 04/15/25
25-339	Heather Chilcote	Auto Tech	Pre - Inspection	04/10/25	1	04/15/25	0.00	\$5.30	PAID 04/16/25
25-340	Jesse Schneck	Auto Tech	Wheel bearing / axle	04/11/25	1	04/15/25	82.63	\$100.72	PAID 04/24/25
25-341	Kristina Bosques	Auto Tech	Oil change & tire rotation	04/11/25	2	04/15/25	0.00	\$0.00	PAID 05/02/25
25-342	Heather Chilcote	Auto Tech	Oil change	04/15/25	1	05/06/25	263.70	\$321.46	PAID 05/07/25
25-343	Albert Renn	Auto Tech	Pre - Inspection, Rotate tires possible leak	04/16/25	1	04/16/25	5.00	\$10.60	PAID 04/16/25
25-344	Karen Mustonen	Auto Tech	Oil Change	04/16/25	1	04/25/25	56.45	\$68.82	PAID 04/28/25
25-345	Dean Ruch	Auto Tech	Tire Rotation	04/22/25	1	04/24/25	5.00	\$10.60	PAID 04/24/25
25-346	Christine Miskovich	Auto Tech	Oil change & tire rotation	04/22/25	1	04/24/25	39.29	\$47.89	PAID 04/24/25
25-347	Meri Lindenmuth	Auto Tech	Oil Change	04/22/25	1	04/25/25	28.78	\$35.81	PAID 05/02/25
25-348	Alex Glassberg	Auto Tech	Oil change, license plate change, wiper blades	04/25/25	1	05/02/25	70.08	\$85.43	PAID 05/05/25

25-349	Carly McKeon	Auto Tech	Oil change, tire rotation	04/25/25	1	04/28/25	35.53	\$43.31	PAID 04/28/25
25-350	Russell Gaffney	Auto Tech	Universal Joint	04/25/25	1	04/29/25	92.20	\$112.39	PAID 05/05/25
25-351	Alex Glassberg	Auto Tech	Install soft top roof, fluids, speakers	04/25/25	1	05/22/25	0.00	\$5.30	PAID 5/23/25
25-352	Jennifer Klo	Auto Tech	Driver side outer tire & alignment	04/28/25	1	05/02/25	26.49	\$33.38	PAID 05/02/25
25-353	Bob Kulick	Auto Tech	Muffler repair	04/28/25	1	05/23/25	549.70	\$670.09	PAID 5/23/25
25-354	Sergio Rivas	Auto Tech	Wheel alignment & Tire rotation	04/29/25	1	05/01/25	0.00	\$5.30	PAID 05/06/25
25-355	Craig Mosser	Auto Tech	2 drive train belts replaced	04/29/29	1	04/29/29	35.00	\$42.67	PAID 04/30/25
25-356	Shawn Khellawan	Auto Tech	Oil leak, transmission leak, low coolant, rear tire	04/29/25	2			\$0.00	VOID
25-357	Carly McKeon	Auto Tech	Bearings	04/30/25	1	05/02/25	211.35	\$257.63	PAID 05/05/25
25-358	Adam Lazarchak	Auto Tech	Oil change pre inspection	05/02/25	1	05/06/25	184.97	\$225.48	PAID 05/06/25
25-359	Mike Galler	Auto Tech	Oil change, filter, rotate tires	05/05/25	1	05/20/25	32.92	\$40.20	PAID 05/20/25
25-360	Janelle Schaeffer	Auto Tech	Oil change	05/05/25	1	05/08/25	46.42	\$56.58	PAID 05/19/25
25-361	Michele Bracero	Auto Tech	Brakes	05/05/25	1	05/06/25	177.47	\$216.34	PAID 05/07/25
25-362	Christine Miskovich	Auto Tech	Oil change & pre inspection	05/14/25	1	05/20/25	0.00	\$5.30	PAID 05/20/25
25-363	Maddie Sinkler	Auto Tech	Headlight, brake light out	05/19/25	1	05/19/25	15.88	\$22.13	PAID 05/20/25
25-364	Mike Galler	Auto Tech	Oil change, filter, rotate tires	05/19/25	1	05/19/25	34.69	\$42.28	PAID 05/22/25
25-365	Carly McKeon	Auto Tech	Ball Joint	05/20/25	1	05/21/25	94.99	\$115.79	PAID 05/22/25
25-366	Heather Chilcote	Auto Tech	CIVIC - Oil Change	05/20/25	1	05/23/25	35.00	\$42.67	PAID 05/23/25
25-367	Heather Chilcote	Auto Tech	CRV - Preinspection	05/20/25	1	05/22/25	0.00	\$5.30	PAID 05/23/25
25-368	Karen Mustonen	Auto Tech	Change wipers	05/20/25	1	05/22/25	45.87	\$55.92	PAID 5/22/25
25-369	Debra Miller	Auto Tech	Lights	05/30/25	1	06/03/25	0.00	\$5.30	PAID 6/4/25
25-376	The Arc of Lehigh Valley	Food Truck	Food Truck event (07/18/2025)	03/18/24	6	07/19/24	1,983.75	\$2,102.78	ROLLOVER
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 (Andy Ha)	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	\$238.50	PAID 01/03/25
25-384	Rotary Foundation	Food Truck	Luncheon for 03/19/25	01/13/25	6	02/19/25	420.00	\$445.20	PAID 02/19/25
25-385	Bridges Foundation	Food Truck	Reception for Excellence Awards (06/03/25)	01/29/25	6	06/03/25	3,622.64	\$3,840.00	PAID 06/04/2025
25-386	Saucon Valley Performing Arts	Food Truck	Catered Event (4/10/25)	03/11/25	6		1,620.00	\$1,974.78	PAID 04/11/25
25-387	Saucon Valley PTO	Food Truck	Catered Event (05/06/25)	04/15/25	5		2,000.00	\$2,300.00	PAID 05/06/25
25-388	LVHN	Food Truck	Catered Event (5/22/25)	04/25/25	6		2,000.00	\$2,000.00	
25-427	Maria Womer Stiffinella	Graphics	Business Cards	03/08/24	1		7.50	\$13.25	VOID
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	PAID 12/05/25
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	12/11/24	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	03/14/25	22.38	\$29.02	PAID 4/16/25
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	02/03/25	65.00	\$79.24	PAID 2/7/25
25-470	Skills USA Council	Graphics	850 Programs	01/21/25	6	01/28/25	1,347.00	\$1,549.05	PAID 3/3/25
25-471	Joan Dinbokowitz	Graphics	6 American flags, 4 chess boards	01/22/25	1	02/18/25	26.00	\$32.86	PAID 02/19/25
25-472	Liberty Swim Team	Graphics	3 color design on 44 shirts	01/27/25	5	01/28/25	313.22	\$360.20	PAID 01/28/25
25-473	Whats So Cool	Graphics	500 VIP passes	02/03/25	3	02/18/25	300.00	\$365.70	PAID 02/19/25
25-474	Angela Dorney	Graphics	3 Banners	02/04/25	1	02/18/25	15.00	\$21.20	PAID 02/19/25
25-475	Karen Kurinovich	Graphics	T-shirt & hoodie	02/05/25	1	03/14/25	38.46	\$46.88	PAID 03/14/25
25-476	Liberty Swim Team	Graphics	40 Booklets	02/10/25	3	02/10/25	76.00	\$87.40	PAID 2/11/25

25-477	Greta Wilmot	Graphics	See Work Order	02/18/25	1	02/07/25	28.00	\$34.98	PAID 3/10/25
25-478	Albert Renn	Graphics	Note Pads	02/18/25	1	03/17/25	42.00	\$51.20	PAID 3/21/25
25-479	Tyler Heft	Graphics	Hoodie and t-shirts	02/25/25	1	04/29/25	78.75	\$95.99	PAID 05/19/25
25-480	Liberty Swim Team	Graphics	T-shirts	02/25/25	3	03/10/25	141.99	\$163.29	PAID 3/11/25
25-480-1	Bridges Foundation	Graphics	400 Save the date	02/26/25	6	03/07/25	60.00	\$68.90	PAID 03/14/25
25-480-2	Nina Pardoe	Graphics	Invitations, Insert cards, Recipe cards,	03/04/25	3	03/05/25	35.00	\$42.67	PAID 03/05/25
25-480-3	April Krempasky	Graphics	Shirts for GAPP Program	03/12/25	3		486.00	\$592.43	PAID 03/20/25
25-480-4	Aaron Gadsby	Graphics	Screen print 28 shirts	03/20/25	3	05/01/25	180.00	\$219.42	PAID 05/07/25
25-480-5	Nina Pardoe	Graphics	175 Menu cards 5x7	03/26/25	3	04/07/25	26.40	\$33.28	PAID 04/07/25
25-480-6	Nina Pardoe	Graphics	70 4x6 Wish cards	03/26/25	3	04/07/25	12.00	\$18.02	PAID 04/07/25
25-480-7	Bridges Foundation	Graphics	350 invitations & RSVP cards	03/26/25	6	04/01/25	103.80	\$126.53	PAID 04/10/25
25-480-8	Dharam Sookram	Graphics	Banner	03/26/25	2	04/07/25	52.00	\$63.39	PAID 04/08/25
25-480-9	Stan Prodes	Graphics	2 supplies shirts printed	03/28/25	1	05/15/25	12.00	\$18.02	PAID 05/16/25
25-480-10	Liberty Softball Team	Graphics	4 banners	04/07/25	5	04/28/25	48.00	\$58.51	PAID 04/28/25
25-480-11	Michael Tillotson	Graphics	Business cards	04/07/25	2	04/09/25	7.00	\$12.72	PAID 04/25/25
25-480-12	Rhonda Geiselman	Graphics	Banner & Yard Sign	04/16/25	1	05/29/25	36.00	\$43.88	PAID 06/05/25
25-480-13	Nina Pardoe	Graphics	Banner	05/01/25	3	05/16/25	16.00	\$22.26	PAID 5/18/25
25-480-14	Maria Womer Stiffinella	Graphics	100 decals	05/02/25	1			\$0.00	VOID
25-480-15	Christina Miskovich	Graphics	Book	05/13/25	1	05/16/25	15.00	\$21.20	PAID 05/16/25
25-480-16	Draven Lynn	Graphics	Stickers for exit project	05/16/26	2	05/19/25	24.00	\$30.74	PAID 05/20/25
25-480-17	Emily Hough	Graphics	Stickers	05/16/25	1	05/27/25	6.00	\$11.66	PAID 05/29/25
25-480-18	Brady Ziegler	Graphics	Steno Books	05/16/25	3	06/02/25	157.50	\$192.00	
25-480-19	Mo Wheatley	Graphics	Invitation & signage	05/18/25	1	05/27/25	60.00	\$73.14	PAID 05/28/25
25-480-20	Nina Pardoe	Graphics	175 Wedding programs	05/27/25	3		45.00	\$54.86	PAID 5/30/2025
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	06/03/25	20.00	\$26.50	PAID 06/03/25
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	PAID 11/19/25
25-488	Connor Moriary	Auto Coll.	Leak on dash	09/27/24	3			\$0.00	VOID
25-489	Michael Jagers	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	VOID
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	VOID
25-499	Kevin Hams	Auto Coll.	Body work, painting	11/21/24	3	12/19/24	200.00	\$243.80	PAID 1/6/25
25-500	Talia Matos-Keller	Carpentry	3/4 sheet of Birch	11/21/24	3	12/13/24	65.95	\$75.21	VOID
25-501	Kathy Bevan	Auto Coll.	Repair front bumper cover	12/10/24	1	01/09/25	135.00	\$164.57	PAID 1/9/25
25-502	Dario Chavez	Web Design	Develop web page for company	12/11/24	1	05/23/25	133.00	\$162.13	PAID 05/29/25
25-503	Bernadette Datis-Cordero	Welding	Repair trailers	12/16/24	2	02/25/25	60.00	\$73.14	PAID 02/25/25
25-504	Nancy Run Fire Company	Carpentry	Rip & cut 2x4s for training	12/17/24	6	01/10/25	5.00	\$5.30	PAID 1/13/25
25-505	Christina Miskovitch	Auto Coll.	Install splash shields	01/06/25	1	01/06/25	5.00	\$10.60	PAID 1/8/25
25-506	Tucker Drozd	Auto Coll.	Pillar	01/09/25	2	05/16/25	152.40	\$185.78	PAID 05/20/25
25-507	Albert Renn	Bldg. Trades	Frame for stained glass window	01/22/25	1	02/28/25	10.00	\$15.90	PAID 03/03/25
25-508	Shane Compagnola	Auto Coll.	Paint front end	02/03/25	2	02/19/25	55.00	\$67.05	PAID
25-509	Russell Gaffney	Auto Coll.	Fix front end	02/18/25	1	04/25/25	1,318.00	\$1,606.64	PAID 04/30/25
25-510	Jennifer Leon	Auto Coll.	Fuel Door	02/25/25	2	04/15/25	0.00	\$5.30	PAID 05/02/25
25-511	Jennifer Klo	Auto Coll.	Lights defogged and interior detailed	03/07/25	1	05/20/25	0.00	\$5.30	PAID 05/21/25
25-512	Stephanie Lukeman	Auto Coll.	Prep & paint 3 pieces of bumper	03/11/25	2			\$0.00	VOID

25-513	Nina Pardoe	Auto Coll.	Replace outside exterior sliding door handle on drivers side	03/21/25	2	04/15/25	0.00	\$5.30	PAID 04/21/25
25-514	Karen Buck (MRC)	Precis.Mach.	14 trophies	03/26/25	3	03/26/25	700.00	\$853.30	PAID 04/25/25
25-515	Kurt Samson	Carpentry	Dog house	03/28/25	1	05/02/25	70.00	\$85.33	PAID 05/02/25
25-516	Bronwyn Hanley	Auto Coll.	Replace passenger side mirror	04/02/25	1	05/16/25	45.00	\$54.86	PAID 05/19/25
25-517	Janelle Schaeffer	Auto Coll.	Replace glass & housing on passenger side mirror /paint	04/07/25	1	04/15/25	0.00	\$5.30	PAID 04/22/25
25-518	Mike Galler	Precis.Mach.	Brackets	04/09/25	1	04/09/25	5.00	\$10.60	PAID 04/15/25
25-519	Northampton Parks & Rec.	Welding	40 Tree cages	05/16/25	6	05/16/25	9,353.95	\$10,757.04	ROLL TO NEXT YEAR
25-520	Robert Wingrove	Web Design	Website and brand identity	05/28/25	3		300.00	\$365.70	PAID 06/05/25
25-521	Deb Miller	Precis.Mach.	Cut bottom off trailer bar	05/29/25	1	06/03/25	0.00	\$5.30	PAID 06/04/25
25-522	Mike Galler	Precis.Mach.	Bike Frame	05/29/25	1	05/29/25	10.00	\$15.90	PAID 06/02/25

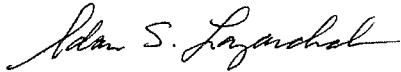
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 11, 2025

I. (3.) CONDITION OF THE BUDGET

INFORMATION:

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

Respectfully submitted;



Adam S. Lazarchak
Executive Director

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT

April 30, 2025

ACCOUNT NUMBER	DESCRIPTION	YEAR-TO-DATE		BUDGET BALANCE
		ORIGINAL BUDGET	ACTIVITY	
10.6510.000.000.000	INTEREST ON INVESTMENTS	10,000.00	34,806.00	-24,806.00
10.6910.000.000.000	RENTALS	6,000.00	4,000.00	2,000.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	-	250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	1,357,025.48	-1,357,025.48
10.6946.001.000.000	RECEIPTS FROM BASD	7,052,064.00	6,309,752.32	742,311.68
10.6946.002.000.000	RECEIPTS FROM NASD	3,140,829.00	2,562,243.00	578,586.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,080,587.00	995,295.00	85,292.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	69,984.17	30,015.83
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	1,826.80	173.20
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,143,686.00	1,239,261.00	-95,575.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	48,679.00	-23,679.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	-	2,315.25	-2,315.25
10.7362.000.360.000	PCCD ACT 55 GRANT	140,000.00	5,294.55	134,705.45
10.7362.000.360.001	PCCD ACT 55 GRANT	-	3,341.18	-3,341.18
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	328,205.95	-28,205.95
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	224,172.00	82,734.81	141,437.19
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,027,329.00	382,396.34	644,932.66
10.8521.000.663.000	FEDERAL	345,982.00	308,286.72	37,695.28
10.8749.000.987.000	PCCD GRANT	-	23,570.50	-23,570.50
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
TOTALS FOR GENERAL FUND		14,597,899.00	13,759,229.07	838,669.93
TOTAL REVENUES		14,597,899.00	13,759,229.07	838,669.93

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
April 30, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET			YEAR-TO-DATE			ENCUMBRANCES	BALANCE
		BUDGET	REVISIONS	ACTIVITY	BUDGET	REVISIONS	ACTIVITY		
10.1110.000.000.000	ACADEMIC PROGRAM	641,430.00	3,091.00	418,614.20	186,488.99	39,417.81			
10.1240.000.000.000	SPECIAL EDUCATION	671,226.00	5,291.00	449,082.76	164,278.53	63,155.71			
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	528,568.00	128,185.00	432,788.64	193,553.32	30,411.04			
10.1342.000.000.000	HOME ECONOMICS PROGRAM	922,443.00	23,498.00	600,832.78	276,815.60	68,292.62			
10.1370.000.000.000	TECHNICAL PROGRAM	158,257.00	(1,695.00)	109,806.01	37,788.19	8,967.80			
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,717,375.00	(90,613.00)	2,896,352.01	1,367,856.99	362,553.00			
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	10,000.00			
10.2100.000.000.000	STUDENT SERVICES	1,510,698.00	67,180.50	1,030,465.95	394,902.39	152,510.16			
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,768.00	(18,784.50)	36,677.82	22,855.20	42,450.48			
10.2310.000.000.000	BOARD SECRETARY	3,631.00	-	1,844.50	1,061.14	725.36			
10.2320.000.000.000	BOARD TREASURER	1,655.00	-	855.42	707.43	92.15			
10.2350.000.000.000	LEGAL SERVICES	60,000.00	12,500.00	40,198.56	19,801.44	12,500.00			
10.2360.000.000.000	OFFICE OF THE DIRECTOR	459,370.00	-	353,768.49	62,339.79	43,261.72			
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	628,778.00	-	494,559.60	89,301.39	44,917.01			
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	105,901.00	-	68,667.33	29,241.70	7,991.97			
10.2511.000.000.000	BUSINESS OFFICE	631,795.00	-	460,596.83	76,108.78	95,089.39			
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,210,628.00	(124,020.00)	1,443,212.41	390,323.69	253,071.90			
10.2660.000.000.000	SECURITY SERVICES	57,628.00	2,532.00	5,088.92	53,555.00	1,516.08			
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	(6,500.00)	7,994.04	-	14,505.96			
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	657,615.00	(9,185.00)	447,799.46	63,447.98	137,182.56			
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	106,528.00	-	31,147.92	29,033.63	46,346.45			
10.3350.000.000.000	WELFARE ACTIVITIES	5,000.00	4,500.00	(29.10)	-	9,529.10			
10.3390.000.000.000	COMMUNITY SERVICES	109,605.00	-	85,326.63	14,195.71	10,082.66			
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	52,637.00	78,407.39	44,191.48	5,038.13			
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-			
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	1,457,025.48	-	(1,357,025.48)			
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	(50,000.00)	-	-	-			
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-			
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00			
	TOTAL FOR GENERAL FUND	14,597,899.00	-	10,951,084.05	3,519,230.48	127,584.47			
	TOTAL EXPENSES	14,597,899.00	-	10,951,084.05	3,519,230.48	127,584.47			
	EXCESS OF REVENUE OVER EXPENSES			2,808,145.02					

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 11, 2025

J. (4.) HOUSE PROJECT UPDATE

INFORMATION:

Mr. Lazarchak provided the Joint Committee with a “punch list” of a listing of what tasks still need to be completed in order for the house to be ready for sale. This summer the countertops will be installed.

There being no further business, on a motion by Director Makary, seconded by Director Recchiuti and all present voting in favor, the meeting was adjourned at 7:08 p.m.