

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

June 7, 2024

The Joint Committee  
Bethlehem Area Vocational-Technical School

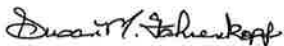
Dear Committee Member:

A Regular Meeting of the Joint Committee of the Bethlehem Area Vocational-Technical School is called for **Wednesday, June 12, 2024 at 7:00 p.m.** for general purposes.

The meeting will be held in the ECLC, Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA.

**As noted in Agenda Item I.1., Gorman & Company, the school's auditing firm, has asked Mrs. Miller to solicit a member of the Joint Committee to be interviewed in via phone call or video conference in conjunction with this year's audit. Please consider this request and advise Mrs. Miller prior to the meeting if you would be willing to volunteer.**

Respectfully,



Susan M. Fahrenkopf  
Joint Committee Secretary

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

3300 Chester Avenue  
Bethlehem, PA 18020

BAVTS Joint Committee Regular Meeting - June 12, 2024 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, May 7, 2024
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor – Agenda Items Only
- H. Administrative Recommendations
  - 1. Election of Superintendent of Record
  - 2. Election of Solicitor
  - 3. Staffing
  - 4. Column/Salary Adjustment
  - 5. 2024-2025 Substitute Employee Salary Schedule
  - 6. Summer Employment
  - 7. 2024-2025 Stipend Positions
  - 8. MOU With Act 93 Group
  - 9. MOU With Custodial/Maintenance Group
  - 10. Agreement With BAVTS Educational Association
  - 11. 2023-2024 Career-Technical Advisor Stipends
  - 12. Conference Requests
  - 13. PCCD School Grant – Contracted Mental Health Services
  - 14. Budget Transfers
  - 15. Donated Items
  - 16. July 2, 2024 Joint Committee Meeting
  - 17. General Budget and Capital Reserve Accounts
  - 18. Designation of Depositories
  - 19. Cafeteria Lunch Prices
  - 20. Occupational Advisory Committee
  - 21. Bridges Foundation Position
  - 22. Continuing Education

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

BAVTS Joint Committee Regular Meeting - June 12, 2024 – 7:00 p.m.

I. Informational Items

1. JC Member Interview In Conjunction With Annual Audit
2. Work Project Report
3. Condition of the Budget
4. House Project Update (verbal report to be provided at meeting)

J. Unfinished Business

K. New & Miscellaneous Business

L. Courtesy of the Floor to Visitors

M. Adjournment

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

June 12, 2024

**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

April 30, 2024

<b>BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL</b>				
<b>FUND NAME</b>	<b>BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>BALANCE</b>
	April 1, 2024			April 30, 2024
General includes PLGIT/CD	2,873,164.67	1,510,296.11	(1,099,613.82)	3,283,846.96
House Project	169,471.16	2.65	(1,033.32)	168,440.49
Production	130,787.86	22,026.21	(22,195.28)	130,618.79
Capital Reserves includes PLGIT/CD	3,400,416.46	13,170.08	(27,538.66)	3,386,047.88
Payroll	6,867.19	535,991.39	(536,147.53)	6,711.05
Cafeteria	117,115.99	11,383.65	(13,095.84)	115,403.80
Adult Education includes PLGIT/CD	278,383.12	22,475.14	(31,102.36)	269,755.90
Student Activities	54,914.31	7,679.30	(18,795.53)	43,798.08
<b>TOTALS</b>	<b>7,031,120.76</b>	<b>2,123,024.53</b>	<b>(1,749,522.34)</b>	<b>7,404,622.95</b>

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

April 1, 2024		2,147,759.58
RECEIPTS		
Production	22,024.16	
Interest	40.42	
District Contrib.	855,579.00	
District Contrib./Auth.		
State / Fed Funds	616,140.44	
Tuition	0.00	
Other	9,439.03	
Transfers - PLGIT		
Inter-Fund Transfers	24,866.32	1,528,089.37
DISBURSEMENTS		
Prepaid Bills	(81,531.70)	
Bill Listings	(511,880.38)	
Payroll	(512,213.58)	
Other--Authority Bond		
Fees	(209.95)	
Void Checks	1,500.00	
Transfers - PLGIT		(1,104,335.61)
<b>April 30, 2024</b>	<b>ADJ BOOK BALANCE</b>	<b>2,571,513.34</b>

**BANK RECONCILIATION**

	April 30, 2024	
Bank Balance	2,572,960.49	
Memo		
Outstanding Checks	(2,555.71)	
Deposit in Transit	1,108.56	
<b>April 30, 2024</b>	<b>ADJ BANK BALANCE</b>	<b>2,571,513.34</b>

**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

April 30, 2024

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

April 1, 2024		1,025,664.11
	Transfers In	0.00
	Interest	4,235.60
	P Card purchases	(18,506.81)
	Transfers Out	
	Transfers Out-CD purch	
April 30, 2024	ADJ BOOK BALANCE	1,011,392.90

**BANK RECONCILIATION**

April 30, 2024

Bank Balance	1,011,392.90
Deposit in Transit	
Outstanding Checks	
April 30, 2024	ADJ BANK BALANCE
	1,011,392.90

Average Yield for Apr 2024 is 5.11%

**CAPITAL RESERVES - EMBASSY BANK**

April 1, 2024		261,625.70
	Receipts	0.00
	Interest	5.20
	Void Checks	0.00
		5.20
	Fees	
	Disbursements	(27,538.66)
		(27,538.66)
April 30, 2024	ADJ BOOK BALANCE	234,092.24

**BANK RECONCILIATION**

April 30, 2024

Bank Balance	234,092.24
Memos	
Outstanding Checks	0.00
Deposit in Transit	0.00
April 30, 2024	ADJ BANK BALANCE
	234,092.24

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

April 1, 2024		3,138,790.76
	Transfers In	0.00
	Interest	13,164.88
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
April 30, 2024	ADJ BOOK BALANCE	3,151,955.64

**BANK RECONCILIATION**

April 30, 2024

Bank Balance	3,151,955.64
Outstanding Checks	0.00
April 30, 2024	ADJ BANK BALANCE
	3,151,955.64

Average Yield for Apr 2024 is 5.11%

**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

April 30, 2024

**PAYROLL FUND - EMBASSY BANK**

April 1, 2024			6,867.19
	Receipts	535,989.98	
	Interest	1.41	
	Void Checks		535,991.39
	Fees		
	Disbursements	(536,147.53)	(536,147.53)
April 30, 2024	ADJ BOOK BALANCE		6,711.05

**BANK RECONCILIATION**

	April 30, 2024		
Bank Balance		10,812.31	
Memos			
Outstanding Checks		(4,101.26)	
Deposit in Transit			
April 30, 2024	ADJ BANK BALANCE		6,711.05

**CAFETERIA FUND - EMBASSY BANK**

April 1, 2024			117,115.99
	Receipts	11,381.35	
	Transfers		
	Interest	2.30	11,383.65
	Disbursements	(13,095.84)	
	Void Check	0.00	(13,095.84)
April 30, 2024	ADJ BOOK BALANCE		115,403.80

**BANK RECONCILIATION**

	April 30, 2024		
Bank Balance		115,336.80	
Memos		0.00	
Outstanding Checks		0.00	
Deposit in Transit		67.00	
April 30, 2024	ADJ BANK BALANCE		115,403.80

**ADULT EDUCATION FUND - EMBASSY BANK**

April 1, 2024			278,383.12
	Receipts	22,469.54	
	PLGIT Transfers	0.00	
	Interest	5.60	22,475.14
	Disbursements	(31,102.36)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(31,102.36)
April 30, 2024	ADJ BOOK BALANCE		269,755.90

**BANK RECONCILIATION**

	April 30, 2024		
Bank Balance		270,316.90	
Memos		0.00	
Outstanding Checks		(650.00)	
Deposit in Transit		89.00	
April 30, 2024	ADJ BANK BALANCE		269,755.90

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

June 12, 2024

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2024

STUDENT ACTIVITY ACCT -EMBASSY BANK			
April 1, 2024			54,914.31
	Receipts	7,678.28	
	Other		
	Interest	1.02	7,679.30
	Disbursements	(18,795.53)	
	Other--Ret'd Check		
	Voided Check	0.00	(18,795.53)
April 30, 2024	ADJ BOOK BALANCE		43,798.08

**BANK RECONCILIATION**

April 30, 2024

Bank Balance	44,702.53	
Outstanding Checks	(904.45)	
Deposit in Transit	0.00	
April 30, 2024	ADJ BANK BALANCE	43,798.08

**REPORT OF DEPOSITORIES**

April 30, 2024

**EMBASSY BANK**

General Fund	2,572,960.49
Capital Reserve	234,092.24
Payroll Account	10,812.31
Cafeteria Fund	115,336.80
Adult Ed. Fund	270,316.90
Student Activity Fund	44,702.53

**PLGIT**

PLGIT General Fund	1,011,392.90	
PLGIT CD (General Fund)	0.00	1,011,392.90
PLGIT Capital Reserve	3,151,955.64	
PLGIT CD (Cap Reserve)	0.00	3,151,955.64
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

**TOTAL BANK BALANCES 7,411,569.81**

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 12, 2024 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY:

SECOND BY:

ROLL CALL

REPORT DATE  
6/12/2024

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAYS	CHECK NUMBER	VENDOR	CHECK AMOUNT	DESCRIPTION
5/8/2024	Y	32978	CHRIN HAULING, INC	\$ 2,175.00	TRASH REMOVAL
5/8/2024	Y	32979	NRG BUSINESS MARKETING	\$ 1,423.20	GAS SERVICE
5/8/2024	Y	32980	PENN HOSA INC	\$ 300.00	STUDENT/ADVISOR REGISTRATION
5/8/2024	Y	32981	PP&L	\$ 19,258.23	ELECTRIC
5/8/2024	Y	32982	UGI UTILITIES	\$ 2,218.11	GAS SERVICE
5/8/2024	Y	32983	VERIZON WIRELESS	\$ 251.66	CELL PHONE SERVICE
5/8/2024	Y	32984	WORKHORSE LANDSCAPING & EXCAVATIN	\$ 950.00	LAWN SERVICE
5/10/2024	Y	32985	KOCH 33 FORD	\$ 59,983.00	2023 FORD F-350
5/15/2024	Y	32986	BETHLEHEM TOWNSHIP	\$ 55.75	SEWER
5/15/2024	Y	32987	CANON FINANCIAL SERVICES,INC.	\$ 1,188.83	LEASE RENTAL OF HARDWARE
5/15/2024	Y	32988	CITY OF BETHLEHEM	\$ 1,969.91	WATER BILL
5/15/2024	Y	32989	ROBERT KULICK	\$ 2,038.00	TUITION REIMBURSEMENT
5/15/2024	Y	32990	UGI ENERGY SERVICES LLC	\$ 1,420.09	GAS SERVICE
5/16/2024	Y	32991	EMBASSY BANK -	\$ 29,480.08	SUPPLIES, TRAVEL, SOFTWARE, EQUIPMENT, FEES
5/21/2024	Y	32992	WEX BANK	\$ 256.78	FUEL FOR VEHICLES
5/22/2024	Y	32993	JORDAN MONTAGUE	\$ 400.00	OCA REIMBURSEMENT
5/22/2024	Y	32994	SERVICE ELECTRIC CABLE TV	\$ 97.83	PHONE SERVICE
5/22/2024	Y	32995	TYLER HEFT	\$ 2,038.00	TUITION REIMBURSEMENT
5/29/2024	Y	32996	CHRIN HAULING, INC	\$ 627.40	GARBAGE
5/29/2024	Y	32997	HOME DEPOT CREDIT SVCS.	\$ 2,423.32	MAINTENANCE & INSTRUNCTIONAL SUPPLIES
5/29/2024	Y	32998	LOWES BUSINESS ACCOUNT	\$ 1,393.61	CULINARY, CARPENTRY & HOUSE PROJECT SUPPLIES
5/29/2024	Y	32999	WEX BANK	\$ 767.36	FUEL FOR VEHICLES
5/29/2024	Y	33000	DANIEL BERARDESCA	\$ 2,038.00	TUITION REIMBURSEMENT
5/29/2024	Y	33001	LOUIS TEMPLE	\$ 2,038.00	TUITION REIMBURSEMENT
5/29/2024	Y	33002	MERI LINDENMUTH	\$ 2,038.00	TUITION REIMBURSEMENT
5/29/2024	Y	33003	SCOTT FERRY	\$ 2,038.00	TUITION REIMBURSEMENT
6/6/2024	Y	33004	NRG BUSINESS MARKETING	\$ 406.54	GAS SERVICE
6/6/2024	Y	33005	PP&L	\$ 138.00	ELECTRIC
6/6/2024	Y	33006	UGI UTILITIES	\$ 2,142.35	GAS SERVICE
6/6/2024	Y	33007	VERIZON WIRELESS	\$ 251.66	CELL PHONE SERVICE
6/6/2024	Y	33008	WORKHORSE LANDSCAPING & EXCAVATIN	\$ 2,375.00	LAWN SERVICE
6/12/2024		33009	4IMPRINT	\$ 780.42	SENIOR CAMP OUT SHIRTS

6/12/2024	33010	ADVANCE AUTO PARTS		\$	763.76	AUTO TECH SUPPLIES
6/12/2024	33011	ALBARELL ELECTRIC INC.		\$	1,703.40	REPLACE AHU MOTOR
6/12/2024	33012	AMAZON CAPITOL SERVICES		\$	2,925.85	INSTRUCTIONAL, OFFICE, IT & MAINTENANCE SUPPLIES
6/12/2024	33013	AMERICAN RED CROSS		\$	866.00	FIRST AID & BLS FOR HEALTH CAREERS
6/12/2024	33014	ANGELICA CARMONA		\$	75.00	COSMO KIT REFUND
6/12/2024	33015	ANGELICA JIMENEZ		\$	75.00	COSMO KIT REFUND
6/12/2024	33016	ANITA ESPINOSA		\$	75.00	COSMO KIT REFUND
6/12/2024	33017	APPLE INC.		\$	8,641.00	COMPUTERS
6/12/2024	33018	APR SUPPLY COMPANY		\$	3,944.45	HVAC SUPPLIES
6/12/2024	33019	ARAMSCO INC DBA PENN VALLEY CHEMICAL		\$	1,329.24	MAINTENANCE SUPPLIES
6/12/2024	33020	ASL REFRIGERATION INC		\$	16,546.50	HOUSE PROJECT HVAC SYSTEM INSTALL & SERVICE CALL
6/12/2024	33021	AYKROYD HARDWARE		\$	73.92	CARPENTRY SUPPLIES
6/12/2024	33022	B & H FOTO-VIDEO		\$	2,657.55	VIDEO MEDIA SUPPLIES
6/12/2024	33023	BATH SUPPLY		\$	630.88	PLUMBING SUPPLIES
6/12/2024	33024	BETHLEHEM TOWNSHIP		\$	34,192.01	23-24 RESOURCE OFFICER
6/12/2024	33025	BINDICS SCREEN PRINTING		\$	665.25	CLASS SHIRTS - PLUMBING - PRODUCTION
6/12/2024	33026	BIT DIRECT INC.		\$	99,253.64	TECHNOLOGY - COMPUTER, CHROMEBOOKS & SERVER
6/12/2024	33027	BROOKAIRE COMPANY LLC		\$	7,268.35	MAINTENANCE SUPPLIES
6/12/2024	33028	CARTRIDGE XCHANGE LL		\$	782.50	INK CARTRIDGES, TONER
6/12/2024	33029	CM REGENT LLC		\$	2,566.71	JUNE 2024 LIFE/LTD
6/12/2024	33030	COPE COMMERCIAL FLOORING & INTERIOR		\$	4,110.00	REPLACE FLOOR IN ADMIN. OFFICES
6/12/2024	33031	DEPT. OF LABOR & INDUSTRY		\$	984.78	INSPECTIONS
6/12/2024	33032	DONNA KELLY		\$	30.00	OSHA 30 REIMBURSEMENT
6/12/2024	33033	EAST LAWN SUPPLY		\$	205.00	PLUMBING SUPPLIES
6/12/2024	33034	EASTERN AUTOPARTS WAREHOUSE		\$	951.81	AUTO TECH SUPPLIES
6/12/2024	33035	EBTEP		\$	154,330.43	JUNE 2024 MEDICAL/RX/DENTAL
6/12/2024	33036	EMEDCO INC.		\$	842.88	MAINTENANCE SUPPLIES
6/12/2024	33037	FATIMA MICHAEL		\$	75.00	COSMO KIT REFUND
6/12/2024	33038	FULLER PAPER CO.		\$	1,855.71	MAINTENANCE SUPPLIES
6/12/2024	33039	GORDON BENNETT PAINTING		\$	6,250.00	OFFICE & CLASSROOM PAINTING
6/12/2024	33040	GREATER L.V. CHAMBER OF COMMERCE		\$	464.00	MEMBERSHIP DUES
6/12/2024	33041	HEARTLAND PAYMENT SYSTEMS		\$	4,522.00	POS TERMINALS, PIN PADS & SCANNERS
6/12/2024	33042	HIGHMARK BLUE SHIELD		\$	1,057.72	JUNE 2024 VISION
6/12/2024	33043	HSA MECHANICAL INC.		\$	1,966.00	SERVICE CALL
6/12/2024	33044	INTEGRITEC INC.		\$	225.00	WATER TREATMENT
6/12/2024	33045	JEANNETTE ROSARIO		\$	75.00	COSMO KIT REFUND
6/12/2024	33046	JEFFREY BOWER		\$	104.23	MILEAGE REIMBURSEMENT

6/12/2024	33047	JENNINGS TRANSPORTATION CORP	\$	623.50	BUS TRANSPORTATION
6/12/2024	33048	JESSICA BECKER	\$	75.00	COSMO KIT REFUND
6/12/2024	33049	JM SWANK LLC	\$	815.85	BAKING SUPPLIES
6/12/2024	33050	JUAN SILVA	\$	75.00	COSMO KIT REFUND
6/12/2024	33051	JUSTIN FREY	\$	30.00	OSHA 30 REIMBURSEMENT
6/12/2024	33052	KASHEENA MCKEITHAN	\$	75.00	COSMO KIT REFUND
6/12/2024	33053	KELLEY BROS LOCKBOX	\$	3,175.00	LOCKSETS & INSTALLATION
6/12/2024	33054	KEYSTONE FIRE AND SECURITY	\$	583.32	INSPECTIONS
6/12/2024	33055	KING SPRY HERMAN FREUND FAUL	\$	1,488.17	SOLICITOR'S FEES
6/12/2024	33056	KISTLER O'BRIEN CO.	\$	346.84	FIRE SUPPRESSION INSPECTION
6/12/2024	33057	KURTIS SAMSON	\$	43.04	SUPPLIES REIMBURSEMENT
6/12/2024	33058	L.V. JANITORIAL SUPPLY	\$	1,226.00	MAINTENANCE SUPPLIES
6/12/2024	33059	LEHIGH CAREER & TECH INSTITUTE	\$	349.05	CO-OP SUPPLIES
6/12/2024	33060	LEYNA ORTIZ	\$	75.00	COSMO KIT REFUND
6/12/2024	33061	LIBERTY PAPER	\$	1,398.00	COPY PAPER
6/12/2024	33062	LUIS GUZMAN	\$	75.00	COSMO KIT REFUND
6/12/2024	33063	MACGILL & CO.	\$	415.80	NURSE SUPPLIES
6/12/2024	33064	MAGALLY LUGO	\$	75.00	COSMO KIT REFUND
6/12/2024	33065	MARINELA SANTOS	\$	75.00	COSMO KIT REFUND
6/12/2024	33066	MATTHEW PATTON	\$	80.00	COSMO KIT REFUND
6/12/2024	33067	MELISSA VAZQUEZ	\$	75.00	COSMO KIT REFUND
6/12/2024	33068	MORE MILES AUTOMOTIVE LLC	\$	34.00	INSPECTION
6/12/2024	33069	MOUSER ELECTRONICS	\$	66.13	ELECTRONICS SUPPLIES
6/12/2024	33070	MOYER LUMBER & HARDWARE	\$	1,978.40	MAINTENANCE SUPPLIES
6/12/2024	33071	MOYER PEST CONTROL	\$	130.17	PEST CONTROL
6/12/2024	33072	MSC INDUSTRIAL SUPPLY CO.	\$	15,558.28	PRECISION MACH. SUPPLIES
6/12/2024	33073	NAPA AUTO PARTS	\$	7,395.32	AUTO TECH & PROTECTIVE SERVICES SUPPLIES
6/12/2024	33074	NORSTAR NETWORKS	\$	1,597.95	TECHNOLOGY SUPPLIES/SUPPORT
6/12/2024	33075	NORTHEAST JANITORIAL	\$	1,669.12	MAINTENANCE SUPPLIES
6/12/2024	33076	PACTA	\$	1,316.00	MEMBERSHIP DUES
6/12/2024	33077	PASBO	\$	550.00	PROFESSIONAL DEVELOPMENT & ANNUAL DUES
6/12/2024	33078	PENN JERSEY PAPER CO.	\$	5,147.87	MAINTENANCE SUPPLIES
6/12/2024	33079	PREMIUM SIGN SUPPLIES INC.	\$	618.87	GRAPHICS SUPPLIES
6/12/2024	33080	QUILL CORP.	\$	789.06	OFFICE AND CLASSROOM SUPPLIES
6/12/2024	33081	REBECCA SIEGFRIED	\$	30.00	OSHA 30 REIMBURSEMENT
6/12/2024	33082	RED LINE TRAINING SOLUTIONS	\$	720.00	BLS/CPR/AED TRAINING FOR PROTECTIVE SERVICES
6/12/2024	33083	RESET OUTDOORS	\$	6,500.00	MEANTAL HEALTH SERVICES

6/12/2024	33084	RUSSELL GAFFNEY III	\$	229.94	MILEAGE REIMBURSEMENT
6/12/2024	33085	SAIMA OF NORTH AMERICA	\$	1,487.88	AUTO COLLISION REPAIRS
6/12/2024	33086	SAN MAR CORPORATION	\$	97.34	GRAPHICS SUPPLIES
6/12/2024	33087	SCHOOL NURSE SUPPLY	\$	639.69	NURSE SUPPLIES
6/12/2024	33088	SHANI PAYTON	\$	75.00	COSMO KIT REFUND
6/12/2024	33089	SHEILA COLON	\$	75.00	COSMO KIT REFUND
6/12/2024	33090	SKILLS USA PENNSYLVANIA	\$	1,680.00	NATIONAL CONFERENCE & STATE CONFERENCE FEES
6/12/2024	33091	SSM GROUP INC.	\$	1,532.00	SDS/MSDS UPDATE & INSPECTION
6/12/2024	33092	STACEY DEANGELIS	\$	30.00	OSHA 30 REIMBURSEMENT
6/12/2024	33093	STATE CHEMICAL	\$	299.07	DRAIN MAINTENANCE
6/12/2024	33094	SUSAN OTT	\$	30.00	OSHA 30 REIMBURSEMENT
6/12/2024	33095	SYSCO	\$	2,310.51	CULINARY EVENTS, STUDENT SRVCS & BAKING SUPPLIES
6/12/2024	33096	THE MORNING CALL	\$	1,511.53	SUBSCRIPTION RENEWAL/ ADVERTISING
6/12/2024	33097	TK ELEVATOR CORPORATION	\$	2,774.70	SERVICES/TESTING PASSENGER & FREIGHT ELEVATORS
6/12/2024	33098	TOYOTALIFT NORTHEAST LLC	\$	730.50	PARTS/REPAIRS FOR GENIE MANLIFT
6/12/2024	33099	TYLER HEFT	\$	20.10	MILEAGE REIMBURSEMENT
6/12/2024	33100	ULINE	\$	9,868.16	MAINTENANCE SUPPLIES
6/12/2024	33101	UNIFORMS USA	\$	1,323.81	CULINARY UNIFORMS
6/12/2024	33102	UNITED SITE SERVICES	\$	622.00	PORT O POTTY
6/12/2024	33103	VALLEY YOUTH HOUSE	\$	3,831.50	23-24 MENTAL HEALTH SERVICES
6/12/2024	33104	VICTORIA ROMAIN	\$	75.00	COSMO KIT REFUND
6/12/2024	33105	VICTORIA ROMERICK	\$	75.00	COSMO KIT REFUND
6/12/2024	33106	W.W. GRAINGER	\$	72.10	MAINTENANCE SUPPLIES
6/12/2024	33107	WILSON PRODUCTS	\$	1,135.40	CYLINDER RENTALS
6/12/2024	33108	WURTH USA INC.	\$	72.35	AUTO TECH SUPPLIES

**TOTAL**

**\$ 593,922.02**

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

June 12, 2024

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 Dr. Jack Silva, Superintendent of the Bethlehem Area School District, be appointed as Superintendent of Record for Bethlehem Area Vocational-Technical School for the 2024-2025 school term from July 1, 2024 through June 30, 2025.

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 12, 2024

2. ELECTION OF SOLICITOR

RECOMMENDATION:

That the firm of King, Spry, Herman, Freund & Faul, LLC be elected as Solicitors for the Bethlehem AVTS for 2024-2025 beginning July 1, 2024 through June 30, 2025, and that Administration be authorized to execute the proposed agreement.

The attached agreement reflects an increase in non-litigation matters from \$155 to \$170 per hour. Litigation and paralegal rates remain the same. Some of the insurance rates have changed, but those rates are set by the insurance carriers.

MOTION BY:  
SECOND BY:  
ROLL CALL

June 5, 2024

**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 2024-2025**

Dear Susan:

Pursuant to your request, enclosed is a proposed Fee Agreement (Agreement) for the period July 1, 2024 to June 30, 2025. We propose an increase from \$155 to \$170/per hour for non-litigation matters. The litigation and paralegal rates remain the same.

Some of the insurance rates have changed, but those rates are set by the insurance carriers.


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 2024, 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:**

The Solicitor shall make monthly billings for retainer and non-retainer services and for reimbursement of out-of-pocket expenses.

- a. **Services Outside of Retainer – Non-litigation:** For all other services above Retainer Fee and not involved in litigation, BAVTS shall be billed at the blended rate of \$170 per hour for professional tasks and \$90 per hour for paraprofessional tasks.

**Services Outside of Retainer – Litigation:** For matters where KSHFF represents BAVTS in litigation, billing will be charged at litigation rates consistent with hourly rates which shall be a blended rate of \$185 per hour for professional tasks and \$100 per hour for paraprofessional tasks or the current rate approved by BAVTS's Errors & Omissions carrier, whichever is greater. Litigation rates may vary with changes in approved insurance rates or the current rate approved by BAVTS's Errors and Omissions carrier. Current approved rates are as follows:

<b>CM REGENT</b>	<b>AIG</b>	<b>UTICA</b>	<b>SEDGWICK</b>
\$195/Partner	\$ 210/Partner	\$175/Partner	\$170/Partner
\$195/Associate	\$185/Associate	\$175/Associate	\$170/Associate
\$100/Paralegal	\$95/Paralegal	\$100/Paralegal	\$85/Paralegal

<b>UNITED EDUCATORS</b>	<b>Liberty Mutual</b>	<b>AXA XL</b>
\$200/Partner	\$175 Partner	\$195/Partner
\$190/Associate	\$150/Associate	\$180/Associate
\$85/Paralegal	\$80/Paralegal	\$90/Paralegal

- b. Litigation rates apply whether or not insurance coverage applies. When KSHFF is approved defense counsel rates shall be consistent with those rates approved by the carrier, when KSHFF represents BAVTS before courts, administrative agencies or in arbitrations.

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

Should the financing transaction present unusual issues or complexity, KSHFF will advise BAVTS and arrive at a mutually agreed fee before undertaking the assignment. All out-of-pocket expenses involving the transaction will be reimbursed to KSHFF. When KSHFF acts as bond counsel and local counsel, a separate local counsel fee will not be charged. In the event KSHFF is not Bond Counsel, KSHFF will receive a fee equal to fifty (50%) percent of Bond Counsel's fee for local counsel fees.

**6. PERSONNEL ASSIGNED:**

KSHFF represents that it has adequate personnel trained in school law and municipal finance to meet BAVTS's needs. The primary responsible attorney will be KSHFF partner Donald F. Spry, II, Esq. Time charges are based upon the professional nature of the task and not personnel assigned. Task assignments shall be at the sole discretion of the primary responsible attorney.

KSHFF represents that it has secured and upon request will provide BAVTS with evidence of Professional Liability Insurance.

**7. CONFLICTS OF INTEREST:**


KSHFF is governed by the Rules of Professional Conduct and will be guided by Rules 1.6 to 1.9 in the event of a conflict in representation.

**8. EFFECTIVE DATE:**

This Agreement shall be effective July 1, 2024 and terminate on June 30, 2025.

**IN WITNESS WHEREOF**, Solicitor has executed this Agreement and BAVTS has caused this Agreement to be signed by its Executive Director and attested by its Secretary, the day and year first above written.

**KING, SPRY, HERMAN, FREUND & FAUL, LLC**

By:   
Donald F. Spry, II, Esquire  
Attorney I.D. 16156

**ATTEST:**

**BETHLEHEM AREA  
VOCATIONAL-TECHNICAL SCHOOL**

By: \_\_\_\_\_  
**SECRETARY**

By: \_\_\_\_\_  
**EXECUTIVE DIRECTOR**

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

3. STAFFING

RECOMMENDATION:

a. That the following appointments be approved:

**Brandi Wagner**

Position: Part-Time Instructional Assistant (replacement for KarenTavares part-time position)  
Salary/Benefits: \$24.00 per hour, with no health benefits.  
All other terms in accordance with the Instructional Assistants Agreement  
Effective: August 21, 2024, pending receipt of all required paperwork

**Janessa Herman**

Position: Mental Health & Behavioral Science Instructor (new position)  
Salary/Benefits: \$67,611.37 (Column F, Step 13) for the 2024-2025 school year, with benefits in accordance with the Professional Employee Benefit package.  
Effective: August 19, 2024 pending receipt of all required paperwork

**AimeeJo Muth**

Position: Cosmetology Instructor (replacement for Vicky Haines)  
Salary/Benefits: \$67,725.94 (Column A, Step 9) for the 2024-2025 school year, with benefits in accordance with the Professional Employee Benefit package.  
Effective: August 19, 2024, pending receipt of all required paperwork

**Dana Huber**

Position: Full-time Supervisor of Lifelong Learning  
Salary/Benefits: \$83,103.28, for the 2024-2025 school year, with benefits in accordance with Employment Agreement  
Effective: July 1, 2024

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

3. STAFFING, Cont'd.

RECOMMENDATION:

- b. That the appointment of Jenifer Stilgenbauer, part-time Evening Supervisor of Lifelong Learning, be adjusted effective August 1, 2024, up to a maximum of 14 hours per week with prior approval of the Supervisor of Lifelong Learning, at a rate of \$40.00 per hour; without benefits.
- 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.18.
- e. That the following Summer Culinary Events student workers be hired through the school's Cooperative Education program, for the period June 5, 2024 through August 23, 2024, 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:
  - Ava Briody
  - Breahna Frankenfield
  - Desteny Konapelsky
  - Elizabeth Korpics
  - Joel Lugo Rodriguez
  - Xavier Thomas
  - Yanielis Valentin-Gutierrez
- f. That Olivia Stoneback be hired as a Summer Culinary Events Utility Worker for the period June 13, 2024 through August 23, 2024, at a rate of \$12.50 per hour, for up to 28 hours per week, with no benefits.

MOTION BY:  
SECOND BY:  
ROLL CALL

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

THIS EMPLOYMENT AGREEMENT (hereafter "Agreement") is made this 12th day of June, 2024 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 12th day of June, 2024, 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, 2024 through June 30, 2025, 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.

{00661867}

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, 2024, the annual salary of the Employee shall be \$83,103.28. The salary is based upon 177 work days in the period of July 1, 2024 through June 30, 2025.

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 2024 and July 2025.

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 177 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.

{00661867}

- 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 eight (8) 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

{00661867}

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.

{00661867}

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  
Bethlehem Area Vocational-Technical School

\_\_\_\_\_  
Dana Huber  
Supervisor of Lifelong Learning

{00661867}

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

4. COLUMN/SALARY ADJUSTMENTS

RECOMMENDATION:

The following instructor has completed educational requirements to qualify for the following contractual salary schedule change for the 2023-2024 school year.

	<u>CHANGE FROM</u>	<u>CHANGE TO</u>	<u>EFFECTIVE</u>
Kurt Samson	Column A (Intern)	Column B (CT* I)	May 29, 2024

\*CT (Career and Technical) replaces prior terminology of Voc (Vocational) for certification through PDE.

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

5. 2024-2025 SUBSTITUTE EMPLOYEE SALARY SCHEDULE  
RECOMMENDATION:

It is recommended that the Joint Committee approve the Substitute Employee Salary Schedule for 2024-2025. The rates remain the same as the 2023-2024 school year.

**Bethlehem Area Vocational-Technical School**  
**Substitute Employee Salary Schedule**  
**2024-2025**

**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 \$77.50 per half day

45+ days \$87.50 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:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
June 12, 2024

6. SUMMER EMPLOYMENT – PROFESSIONAL STAFF

RECOMMENDATION:

That the following individuals be employed during the summer of 2024 at the rate specified:

Name	Description	Quantity	Rate
Herman, Janessa	Curriculum Development	Not to exceed 35 hours (additional hours as authorized by administration)	\$40.07*
Muth, AimeeJo	Curriculum Work	As authorized by administration	\$40.07*

\*Listed are 2023-24 rates. 2024-25 rates will apply when calculated, and will be effective July 1, 2024.

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

7. 2024-2025 STIPEND POSITIONS

RECOMMENDATION:

That the following professional staff stipend positions for 2023-2024 be approved as presented:

DESCRIPTION	NAME	AMOUNT
SkillsUSA - Advisor A	Angela Thom	1,847.60
SkillsUSA - Advisor B	Jeff Cantrel	1,847.60
SkillsUSA - Advisor C	John Karb	1,847.60
SkillsUSA - Advisor D	Robert Kulick	1,847.60
HOSA - Advisor A	Scott Ferry	1,847.60
HOSA - Advisor B	Moreen Wheatley	1,847.60
National Tech Honor Society - Advisor	Christal Vitko	1,169.17
Assistant CTSO Advisor	Donald Heptner	1,100.00
Lead Teacher for Induction	Steve Mantz	1,386.26
Committee Chair - Marketing	Meri Lindenmuth	1,410.35
Committee Chair - Wellness	Karen Mustonen	1,410.35
Culinary Arts Coordinator	Scott Ferry	1,410.35

Listed are 2023-2024 rates. 2024-2025 rates will be determined upon ratification of CBA.

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

8. MEMORADUM OF UNDERSTANDING WITH ACT 93 GROUP

RECOMMENDATION:

It is recommended that the Joint Committee approve the attached Memorandum of Understanding with the BAVTS Administrative (Act 93) Group, to extend term of the agreement through June 30, 2025 and provide annual salary increases for the 2024-2025 school year, effective July 1, 2024.

MOTION BY:

SECOND BY:

ROLL CALL

**MEMORANDUM OF UNDERSTANDING**

**BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL  
AND  
BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL ADMINISTRATIVE  
(ACT 93) GROUP**

This Memorandum of Understanding (“MOU”) between the Bethlehem Area Vocational Technical School (“BAVTS”) and the Act 93 Group (“Administrators”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

WHEREAS, the BAVTS and the Administrators entered into an Administrative Compensation Plan, dated May 7, 2019 (the “Agreement”); and

WHEREAS, the BAVTS and Administrators wish to modify and amend the Agreement to extend the term of the agreement by one year and to provide salary increases for the 2024-2025 school year, subject to the terms and conditions set forth herein.

NOW, THEREFORE, IT IS AGREED:

1. Paragraph I. “Term of Agreement” is hereby modified to amend and restate in its entirety with the following:

This Agreement shall commence at 12:00 a.m. on July 1, 2019 and shall terminate at 11:59 p.m. on June 30, 2025.

2. Paragraph III. “Compensation/Benefits” is hereby modified to amend and restate subparagraph 1(a)(v) in its entirety with the following:

v. Employees who have received a rating of “satisfactory” during the prior school year will receive a salary increase for the next school year, effective July 1, as follows:

	<u>Educational Administrators</u>	<u>Support Administrators</u>
2019-2020	3.00%	3.00%
2020-2021	3.00%	3.00%
2021-2022	3.00%	3.00%
2022-2023	3.00%	3.00%
2023-2024	5.00%	5.00%
2024-2025	4.00%	4.00%

2. This MOU is not intended to and does not create any contractual rights or obligations other than as set forth herein. Except as specifically modified by this MOU, the Agreement shall in all other respects remain in full force and effect.

3. This MOU may be amended, expanded or modified any time only upon the written consent of both parties.

4. In the event of changes in State or Federal law which necessitate changes to this MOU, the BAVTS and the Administrators shall collaborate to promptly change this MOU to ensure compliance by the BAVTS and Administrators with State and Federal requirements.

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

6. The BAVTS and Administrators will actively work to resolve any differences in interpretation of this MOU or in fulfilling the terms thereof.

7. This MOU and the terms herein shall not apply to any BAVTS Administrators who have retired prior to the effective date of this MOU.

IN WITNESS WHEREOF, and intending to be legally bound thereby, the parties have caused this Memorandum of Understanding to be duly executed the day and year first above written.

SEAL  
Attest:

JOINT COMMITTEE OF THE BETHLEHEM  
AREA VOCATIONAL-TECHNICAL SCHOOL

\_\_\_\_\_  
Secretary

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

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

ACT 93 EMPLOYEES/ADMINISTRATORS  
OF THE BETHLEHEM AREA VOCATIONAL-  
TECHNICAL SCHOOL

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

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

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

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

9. MEMORANDUM OF UNDERSTANDING WITH THE CUSTODIAL/  
MAINTENANCE EMPLOYEE GROUP

RECOMMENDATION:

It is recommended that the Joint Committee approve the attached Memorandum of Understanding to the current agreement between the Bethlehem Area Vocational-Technical School and the Bethlehem Area Vocational-Technical School Custodial and Maintenance Employees to increase the accumulated sick leave payment for employees retiring between June 13, 2024 and June 30, 2025 with 40 or more years of service.

MOTION BY:  
SECOND BY:  
ROLL CALL

**MEMORANDUM OF UNDERSTANDING**

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

This Memorandum of Understanding (“MOU”) between the Bethlehem Area Vocational Technical School (“BAVTS”) and the Bethlehem Area Vocational Technical School Custodial and Maintenance Employees (the “Employees”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

WHEREAS, the BAVTS and the Employees entered into an Agreement, dated June 15, 2022 (the “Agreement”); and

WHEREAS, the BAVTS and the Employees wish to modify and amend the Agreement to increase the accumulated sick leave payment for employees with 40 or more years of service, subject to the terms and conditions set forth herein.

NOW, THEREFORE, IT IS AGREED:

1. The above recitals do form a part of this MOU and are incorporated herein by reference thereto.
  
2. Article VII, Section F Accumulated Sick Leave, Paragraph 1 of the agreement is hereby amended to add the following language as the second sentence:

*Employees who retire from BAVTS between June 13, 2024 and June 30, 2025 with 40 or more years of service, will receive credit for unused accumulated sick days reduced by 50 days, up to a maximum of 400 days.*

4. Both parties hereto acknowledge that this MOU is the result of “Meet and Discuss”, as that term is defined by the Pennsylvania Public Employee Relations Act at 43 P.S. § 1101.301, as amended, and the terms set forth herein are not subject to collective bargaining.

IN WITNESS WHEREOF, and intending to be legally bound thereby, the parties have caused this Memorandum of Understanding to be duly executed the day and year first above written.

SEAL  
Attest:

JOINT COMMITTEE OF THE BETHLEHEM  
AREA VOCATIONAL-TECHNICAL SCHOOL

\_\_\_\_\_  
Susan Fahrenkopf, Secretary

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

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

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

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

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

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

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

10. AGREEMENT WITH BAVTS EDUCATIONAL ASSOCIATION

RECOMMENDATION:

That the Collective Bargaining Agreement with the BAVTS Educational Association for the period July 1, 2024 to June 30, 2027, be approved by the Joint Committee.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

**COLLECTIVE BARGAINING AGREEMENT**

July 1, 2024 to June 30, 2027

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

COLLECTIVE BARGAINING AGREEMENT  
BETWEEN  
THE JOINT COMMITTEE  
AND  
THE BAVTS PROFESSIONAL ASSOCIATION

July 1, 2024 to June 30, 2027

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## ARTICLE I

### A. RECOGNITION

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2024 by and between the Area Vocational Technical Board of the Bethlehem Area Vocational-Technical School (the sponsoring districts thereof being the Bethlehem Area School District, the Northampton Area School District, and the Saucon Valley School District), hereinafter called the "Joint Committee," and the Bethlehem Area Vocational-Technical School Professional Association, hereinafter called the "Association," which Association is and has been recognized as the bargaining agent for the bargaining unit as set forth by the Pennsylvania Labor Relations Board.

### B. DEFINITIONS

Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement, shall refer to all certificated employees represented by the Association in the bargaining unit.

Unless otherwise indicated, the term "day" when used hereinafter in this Agreement shall mean teacher work day.

### C. CONFLICT WITH LAW

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 II

### A. WORK DAY

The work day of all employees covered by this Agreement shall consist of the calculated result of adding  $\frac{5}{9}$  of the Bethlehem Area School District High School work day, plus  $\frac{2}{9}$  of the Northampton Area School District High School work day, plus  $\frac{2}{9}$  of the Saucon Valley School District High School work day (calculated in rounded minutes). "Work Day" as used in this context shall include a thirty (30) minute, duty-free lunch period in all cases. The teacher work day shall begin at 7:33 AM, subject to change if the formula described above results in a work day that is other than 7 hours and 32 minutes.

It is recognized that, upon occasion, circumstances may arise which will necessitate the enlargement of the reporting and leaving time in order to insure the satisfactory discharge of professional responsibilities. This decision, in the case of teachers, shall be made by the Administrator in charge of professional personnel with notification given to the President of the Association or his/her designated representative before implementation.

## **B. SCHOOL YEAR**

The Bethlehem Area Vocational-Technical School's school year shall be calculated as the rounded sum of 5/9 of the school year of the Bethlehem Area School District plus 2/9 of the school year of the Northampton Area School District plus 2/9 of the school year of the Saucon Valley School District, that summation less two (2). At least six (6) of these days shall be scheduled as teacher in-service or record days.

$$\text{School Year} = \text{Sum rounded} = (5/9 \text{ (BASD days)}) + (2/9 \text{ (NASD days)}) + (2/9 \text{ (SVSD days)}) - 2$$

The work year as calculated above shall be 188 days for the 2024-25 School Year and shall be utilized for pupil instruction, teacher in-service programs and other work-related activities.

Attendance at four (4) school sponsored evening events in each school year shall be equated to two (2) flex work days or 14 equivalent hours. Teachers will also be provided two flex hours for each event beyond four (4) attended. Examples of such programs include but are not limited to: Parents' Night/Open House, SkillsUSA District XI Award Ceremony, Cooperative Education Banquet, Bridges Evening of Excellence, Senior Recognition, two (2) Occupational Advisory Committee Meetings. Earned flex days may be used in whole day, half day or 1-hour increments. Use of an earned flex day must be approved by the immediate supervisor. The maximum number of staff members that will be approved for use of personal days and whole or half flex days, on any single day, is limited to 3 instructional plus 2 non-instructional staff members. Administration agrees to approve requested personal or flex days (whole or half days), exceeding the allotted number of staff members permitted off during mutually agreed upon dates when there are a limited number of students in attendance.

The school calendar will be established by the Joint Committee (JC). The calendar for the school year must be distributed to the staff the next working day after it is approved by the Joint Committee.

## **C. MEETINGS, HEARINGS, CONFERENCES, AND VISITATIONS**

Whenever any member of the Association is required to appear before any supervisor, administrator, school board, or any committee or member thereof concerning any matter which could adversely affect the continuation of the employee in his/her office, position, or employment, or the salary, or any increments pertaining thereto, he/she shall be entitled to have a representative of the Association present to advise him/her or represent him/her during such meeting or interview.

## **D. COLLECTION, MAINTENANCE, AND DISSEMINATION OF TEACHER RECORDS**

1. Any member of the Association shall have the right at any reasonable time to review the contents of his/her personal file. He/she shall also have the right to obtain copies of any item or items in his/her file.

2. An employee shall have the right to submit a written commentary to any material placed in his/her file and such written comments shall be attached to the item in question in his/her file.
3. Nothing derogatory or unfavorable toward an employee shall be placed in his/her file unless the employee has first been presented with a copy of such material and has had a right to respond in writing to such material. Such response shall be attached to the material and made part of his/her file.

#### **E. PREP TIME**

Prep time for staff shall begin at the end of the afternoon session until the end of the contracted school day for a minimum of 90 minutes per week.

#### **F. JUST CAUSE**

No member of the bargaining unit shall be disciplined, reprimanded, reduced in rank or compensation, or discharged without just cause. Except in exigent circumstances, any such action asserted by the Board, or any agent or representative thereof, shall not be in the presence of others, including but not limited to: members of the bargaining unit, parents, and/or students, and shall be subject to the grievance procedure herein set forth. All information forming the basis for disciplinary action shall be made available to the member of the bargaining unit and the Association.

#### **G. MANAGEMENT RIGHTS**

The Employer reserves the rights given to it by law and further has the exclusive right and responsibility to manage the organization and direct all employees subject to this Agreement.

### **ARTICLE III**

#### **A. SALARIES**

The salaries of all employees covered by this Agreement shall be determined by the salary schedules created as described in this article. The 2024-25 and 2025-26 salary schedules are final and provided in Appendix A. The salary schedules for the rest of the years in which this contract is in effect will be created as described in this article and will be appended to the contract.

The 2024-25 salary schedule will contain 11 columns, referred to as columns A, A+, B through J. The following columns have been modified from the 2023-24 salary schedule:

- Column A+ (Intern +9) has been added (midpoint between Columns A and B).
- Column B – benchmark – will be calculated using SD B+15 column.
- Column C, D and E will be calculated based on difference between Column B and Column F divided by 4 and multiplied by a factor of 1, 2 or 3 to populate columns.

- Arbitrary column increases between benchmark columns will be eliminated.

The 2025-26 salary schedule will contain 11 columns, referred to as columns A, A+, B through J. The following columns have been modified from the 2024-25 salary schedule:

- Column A+ (Intern +9) will remain.
- All VOC II (Columns C and D) move into Column E. Credits beyond VOC II will no longer be recognized. Credits earned beyond Masters will be recognized.
- Column C will be labeled Voc I+15 or Instructional II.
- Column D will be labeled Voc I+30 or Instructional II+15.

The 2026-27 salary schedule will contain 10 columns, referred to as columns A through J. The following columns have been modified from the 2025-26 salary schedule:

- Column E (all VOC II) will move to Column F (Masters).
- Column A+ (Intern +9) will become Column B (midpoint between Columns A and C).
- Column B will become Column C (Inst/Voc I) and will remain benchmarked after SD B+15 column.
- Column C will become Column D (Inst II/Voc I+15).
- Elimination of Inst II+30 credits column.
- Column D will become Column E (Inst II+15/Voc I+30)
- Columns D and E will be calculated based on the difference between Columns C and F, divided by 3 and multiplied by a factor of 1 or 2 to populate columns.

Beginning again with the 2026-27 school year:

1. The salary schedule will contain 10 columns, referred to as columns A through J. Columns A, C, F, G, H, I and J are created according to the method described in Article A. 1-8. This method represents a means of equating the average salaries of employees in the districts on the Joint Committee to the salaries of similar employees of the AVTS. Column A salaries will reflect the Bachelor's salaries, column C will reflect the Bachelor's plus 15 credits salaries, column F the Master's salaries, column G the Master's plus 15 credits salaries, column H the Master's plus 30 salaries, column I the Master's plus 45 credits salaries, and column J the Master's plus 60 credits and/or PhD salaries. Columns B, D and E are created according to the method described above in Article A.
2. The salary schedule will consist of 18 steps and will be numbered to reflect the number of steps left from the employee's current step to the Top Step of each column, as is exemplified in the 2024-25 salary schedule of Appendix A. The first step on which a new employee with no credited years of experience (see article A.9) is placed is number 17, as there will be 17 years of credited service required before the employee will receive the Top salary. The maximum salaried step is labeled "Top" step.

Whenever a sending district has more than one (1) salary schedule for the year, a blended schedule will be created for that District for the purpose of determining benchmark salaries. The blended schedule will be weighted according to the sending District schedules. For example: District A has 1 schedule for the 1st 9 pay periods and a different schedule for the remaining pay periods. In a 26 pay year, the blended schedule would be weighted at 9/26th of the first schedule and 17/26th of the 2nd schedule.

3. For columns A, C, F, G, H, I and J two benchmark salaries will be generated: the first ("benchmark 1") is a weighted average of the first step salaries of the sending districts for each column and the second ("benchmark 2") is weighted average of the Top salaries of the sending districts for each column. These benchmark salaries will be employed in calculating all steps of the Bethlehem AVTS salary schedules.

The Top salary for each of the appropriate columns in each of the three sending districts shall mean the maximum amount payable in the then current salary schedule for a teacher with the appropriate degree and credits, but excluding any payment for longevity, additional credits, or extra duty. (The intent of this definition is to establish the actual maximum salary for each of the appropriate columns in each of the sending district in the event that such maximum is not indicated on the sponsoring district's salary schedule.)

4. The "sending districts," for the purposes of this Article, are Bethlehem Area, Northampton Area, and Saucon Valley.
5. Each of the benchmark salaries are generated by weighting the salaries of the sending districts in the following manner: Bethlehem Area's benchmark salaries receive a 5/9ths weighting, Northampton Area's benchmark salaries receive a weighting of 2/9ths, and Saucon Valley's benchmark salaries receive a weighting of 2/9ths.
6. The top step of each of the Bethlehem AVTS columns A, C, F, G, H, I and J will be equated each year to Benchmark 2 (the weighted average of the Top Step salaries) for each of the appropriate columns.
7. The step increments (the dollar distance between any two steps) for columns A, C, F, G, H, I and J will be determined by dividing the difference between Benchmark 2 and Benchmark 1 by one plus the number of steps to the Top:

$$(\text{Benchmark 2 minus Benchmark 1}) / (17 \text{ plus } 1).$$

The step increments will be determined for each of columns A, C, F, G, H, I and J separately using each column's own benchmark salaries.

8. The salaries for each of columns A, C, F, G, H, I and J will be determined by subtracting the step increment from the next highest step. For example, to get the salary for Step 1 from the Top of Column A, subtract the increment for column A from Column A's Top Step.

This method is applied to create steps 1 through 17 to the Top step. Refer to the 2024-25 salary schedule for an example of the creation of the rest of the salary schedule steps.

9. Each step represents one year of teaching experience or two years of trade-related experience. Normal step movement is one (1) step per school year. All members shall be placed on the proper step of the salary schedule with full credit for previous trade-related experience and teaching experience within or outside of the Commonwealth of Pennsylvania as approved by the Joint Committee and the Chief School Administrator (Superintendent). The Bethlehem Area Vocational-Technical School will only recognize up to nine (9) steps for trade-related experience without certification. With certification, Bethlehem Area Vocational-Technical School will recognize all appropriate steps for trade-related experience.
10. Column movement for appropriate certificates or academic completion will be credited upon the provision of appropriate proof at any time during the year. Salaries will be prorated and will be effective starting with the second paycheck after the proof has been provided.

Beginning July 1, 2013, column movement based on credits in addition to a degree or certification (movement to Columns D, E, G, H, I and J) will be granted only when the additional credits are completed after the degree or certificate has been awarded. For example: To move from Column F (Masters) to Column G (Masters + 15 credits), the 15 credits must be earned after completion of the Masters Degree.

11. For those salary schedules that have not been finalized upon ratification of this contract, they will be created, attached as appendices to this contract, and distributed to the employees covered by this contract no later than September 1 of the then current year.
12. If any one or more of the sending districts has not settled its contract negotiations by September 1 of the then current school year, the salary schedule shall be the same as was used for the previous year. If all 3 districts are not settled by May 15 of the then current school year, the BAVTS salary schedule for the current school year will be computed using the most recent salary schedules for each district. The schedule will be considered final for the year and will not be re-computed when all districts are settled. This amount shall be retroactive to the beginning of the then current contract year.

## **B. SALARY SCHEDULE**

The salary schedules of the Bethlehem Area Vocational-Technical School, as annually determined by Article III-A herein shall be applicable to the employees covered by this Agreement.

### **C. COMPENSATION FOR DUTIES BEYOND THE SCHOOL DAY AND/OR THE SCHOOL YEAR/EXTRA PAY FOR EXTRA DUTIES**

1. Any teacher required by the administration to perform professional teaching duties beyond the regular school day or school year shall be compensated at his/her per diem rate or fraction thereof.
- 2.a. Any services of any employees covered by this Agreement other than teaching or counseling which includes supervision and/or evaluation of students, and/or represents an extension of the employee's trade or curricular area and performed beyond normally scheduled work hours, shall be at a rate based on the Bethlehem Area Vocational-Technical School professional salary schedule Column A- Step 17, or compensatory time. Payment type shall be determined in agreement with the member and the administrator.
- 2.b. Any services of employee where there is no direct interaction with students is to be paid at the non-curricular rate equivalent to 75% of the curricular rate.
3. Stipends listed in Appendix D.

### **D. PROTECTIVE LANGUAGE**

If during the life of this Agreement, the collective bargaining process in any of the sending school districts results in the abolition of a salary schedule thus making Article III-A of this Agreement inoperable, the parties agree herewith to reenter collective bargaining for the purpose of reestablishing a mutually agreeable salary schedule. In the event that the aforementioned occurs, the parties agree to waive Article VIII of this Agreement.

If during the life of this Agreement, the salary schedule as annually determined by Article III-B results in a salary decrease for any individual teacher, after column movement, compared with that teacher's salary for the previous year, there will be no individual adjustment from the prior year salary.

### **E. PRE-CERTIFICATION REIMBURSEMENT**

Upon approval by Executive Director as a professional employee of the Bethlehem Area Vocational-Technical School, the employer will assume the cost for the required pre-certification fees as listed below:

1. Initial trade competency examination and/or credential review.
2. Initial Application for Professional Personnel Certificate.
3. Initial mandatory pre-entrance examination fee required for certification program.
4. Any industry required certificate or re-certificate (licensure).

Employer will provide the employee the fee allocation for the employee to forward to the appropriate agency. Employee is solely responsible for initiating and maintaining the appropriate sequence in the certification process.

**F. LONGEVITY**

Any employee covered by this Agreement who completes:

Twenty (20) to twenty-four (24) years of service with this school during the life of this Agreement shall receive an annual four hundred dollars (\$400) longevity increment (non-cumulative).

Twenty-five (25) years or more of service with this school during the life of this Agreement shall receive an annual six hundred fifty dollars (\$650) longevity increment (non-cumulative).

The intent of this section is that the monies shall become part of the affected employee's permanent salary, and such salary shall not be further incremented.

**G. DIRECT DEPOSIT OF PAYROLL**

All teachers are required to enroll in direct deposit of payroll at the time of hire.

**H. LUMP SUM PAYMENT OF SUMMER WAGES**

All employees covered by this Agreement may elect to receive their summer pays in one lump sum. Lump sum payments will be paid in the last regularly scheduled payroll in June.

**ARTICLE IV**

**A. GROUP HEALTH INSURANCE**

A group health insurance plan including family coverage and coverage for all dependent children who are unmarried, full-time students up to age twenty-three (23) shall be retained and paid for by the Joint Committee. 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. Beginning with the pay period immediately following the effective date of this Agreement, and as adjusted in the cases of "lump" salary year end payment requests, each employee will contribute the following amounts per pay:

Single	\$23
Family	\$30

The co-payment for an office visit is \$15.00.

The health care plan is a PPO including a life-time cap of \$2,000,000.00 (unless otherwise required by law), mandatory second opinion for certain surgical procedures, and coordination of benefits with other health plans.

The annual deductible for the PPO plan will be:

<b>Effective</b>	<b>Per Individual</b>	<b>Maximum per family</b>
1/1/2025	\$550	\$850
1/1/2026	\$550	\$850
1/1/2027	\$550	\$850

The parties acknowledge that the Patient Protection and Affordable Healthcare Act (ACA) imposes an excise tax ("Tax") on any healthcare plan for which the cost exceeds certain statutorily-defined limits. If, at any time during the term of this contract or any subsequent status quo, healthcare plan(s) provided to the association members ("Plan") exceed those statutorily-defined limits and a Tax is imposed on any Plan before a successor contract is reached, then at least thirty (30) days prior to the date upon which the Tax will be imposed:

- Any Plan that triggers the Tax will be modified by agreement of the parties; and
- If the Joint Committee and Association are unable to agree upon a new Plan that does not exceed the statutorily-defined limits within thirty (30) days prior to the date upon which the Tax will be imposed, any Tax imposed upon any Plan and any amount by which such Plan exceeds the statutorily-defined limits will be shared equally between the parties. Such payments made by the Association will be in addition to any premium contribution the Association member is required to pay under the Collective Bargaining Agreement.

## **B. DENTAL SERVICE PLAN**

The Bethlehem Area Vocational-Technical School Joint Committee shall provide dental insurance program for each member of the bargaining unit with the Joint Committee paying 95% of the premium (single or family, as required) for the duration of the contract. The coverage will be for \$2,000.00 per year/per person.

The difference between the total premium and the percentage to be paid by the Joint Committee as indicated above shall be paid by the individual bargaining unit member who shall pay the balance of the premium by payroll deduction. The above pertains to the existing insurance policy or equivalent coverage with another mutually agreeable carrier.

## **C. INCOME PROTECTION PLAN**

The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for all teachers. 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. LIFE INSURANCE**

Each employee covered by this Agreement, during the term of his/her employment, shall be provided with group term life insurance of fifty thousand dollars (\$50,000.00) or an amount equal to the annual salary, whichever is higher, for each employee with double indemnity for the accidental death or dismemberment for the life of this contract, the premium of which shall be paid by the Bethlehem Area Vocational-Technical School.

A three thousand dollar (\$3,000) term life insurance policy shall be made available, on a voluntary basis, for each employee covered by this Agreement during the term of his/her employment. The Joint Committee will pay 37% of the annual premium, and the individual Association member will pay 63% of the annual premium by payroll deduction.

**E. PRESCRIPTION DRUGS**

The Joint Committee will pay the total premium for a family prescription drug program with the co-pay listed below per prescription; generic drugs shall be prescribed unless the prescribing medical person specifies brand name drugs, or generic drugs are not available. Included in this prescription drug plan will be oral contraception: After a second refill (typically 60 days), mandatory mail order for renewal of maintenance drugs is required.

	Drug Store	Mail Order
Generic	\$10.00	\$20.00
Formulary	\$35.00	\$30.00
Non-formulary	\$50.00	\$30.00

**F. VISION CARE**

The Joint Committee of the Bethlehem Area Vocational-Technical School shall provide a group vision family care plan. The vision plan shall be equal to the existing plan or its equal and shall allow each person covered eye examinations and corrective lenses once every 12 months.

**G. DIVIDENDS, REBATES, OR REFUNDS**

If the maximum amount of any employee benefit program (fringe benefits) included in this Agreement is more than the total cost of the premiums, the excess will not be refunded to the teachers. Should there be a dividend, a rebate, or a refund in any of the benefit programs, the amount involved will be returned to the Joint Committee with no portion of it going to the teachers.

## H. RETIREMENT PROGRAM

The School will provide for each eligible employee coverage under the same medical, prescription drug, dental and vision plans as offered to active employees up to a maximum as below:

Percentage of paid benefits to Medicare eligible age:

100% paid for 25 years or more of continuous service at Bethlehem Area Vocational-Technical School. An employee may additionally qualify for this benefit if he/she has obtained twenty (20) years of continuous service at BAVTS and up to five (5) years of service at another Pennsylvania vocational-technical school so that the combined years of service at BAVTS plus transferred service from another vocational technical school in Pennsylvania equals at least twenty- five (25) or more years.

80% paid for 20 years or more of continuous service at Bethlehem Area Vocational-Technical School

50% paid for 15 or more years of continuous service at Bethlehem Area Vocational-Technical School

In order to qualify for the above percent employer paid benefit, the employee must be at least 55 years of age. The premium dollar amount of the medical insurance paid by the employer will be equal to the premium cost for retiree single coverage in the year the employee retires. This dollar benefit will be provided to the retiring employee through Medicare eligible age. Any premium differential between the cost in the year the employee retires through Medicare eligible age will be borne by the retiree.

Written notification of intended retirement date must be submitted to the Executive Director by January 1 of the fiscal year of retirement in order to be eligible for the above percent employer paid benefit. This notification requirement waived if, after January 1, the individual is advised of a reduction in hours or change in CIP code or the individual experiences one of the following qualifying events: Marriage, Divorce, Death of Spouse, Birth/Adoption of Child, or Spouse involuntarily losing employment.

### BENEFITS COVERAGE

The employee may also purchase health insurance coverage for his/her spouse at the Vo-Tech group rate upon notifying the Vo-Tech of such election and paying the first month's premium to the Business Administrator one month prior to the employee's date of retirement. Employees shall be obligated to pay the co-payment per month for health insurance coverage which is paid by active employees. This co-payment and any additional monthly amounts resulting from any premium increase and payments due for spousal insurance shall be paid by the retired employee to the Business Administrator on or before the tenth of the month proceeding the month that the premium is due. Notice of any premium increase will be provided to the retired employee at his/her last known address indicated in the Vo-Tech records, as

furnished by the retiring employee. Failure of the retired employee to pay additional amounts due will result in immediate and permanent termination of health insurance coverage.

## **I. UNUSED SICK LEAVE RETIREMENT ALLOWANCE**

Upon retirement or death, regardless of years of service at the Bethlehem Area Vocational-Technical School, any employee covered by this Agreement shall receive any unused sick leave credit as follows: Fifty dollars (\$50) for each day of unused cumulative sick days in this agreement up to a maximum of 300 days. The sum total of these dollars shall be placed into a special employer contributed 403(b) plan.

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 by January 1 of the fiscal year of retirement in order to be eligible for sick leave retirement allowance. This notification requirement waived if, after January 1, the individual is advised of a reduction in hours or change in CIP code or the individual experiences one of the following qualifying events: Marriage, Divorce, Death of Spouse, Birth/Adoption of Child, or Spouse involuntarily losing employment.

## **ARTICLE V**

### **A. SICK LEAVE**

For each year of continuous service with this school, an employee covered by this Agreement shall receive ten (10) days sick leave with full pay whenever presented by illness or accidental injury.

1. Any unused sick leave shall be cumulative from year to year, without limitation.
2. No employee's salary shall be paid if the accidental injury is incurred while the employee is engaged in remunerative work unrelated to school duties.
3. In the first year of employment an additional day's sick leave shall be allowed for each two years of work experience accepted for salary determination. These days shall not be cumulative, shall not be allowed for sick leave retirement as provided in Article IV-I, and shall not be used until the ten (10) days regular leave has been exhausted.
4. Should a teacher be required to leave school because of illness prior to 15 minutes after the start of the afternoon session of classes, he/she shall have one-

half of a sick day deducted from his/her available total. Should a teacher be required to leave school because of illness after that time, there shall be no deduction made from said teacher's total of available sick days.

5. An employee shall not lose any sick leave days or salary for a period of seven (7) days of absence because of injury resulting from assault by a student, quelling a disturbance involving students or preventing injury or further injury to a student or from machinery provided the employee acted in a reasonable and prudent manner. If an employee receives Workman's Compensation benefits and pay from BAVTS, Workman's Compensation payment must be returned to BAVTS.
6. Up to three (3) sick days may be used to care for illness of family members.

#### **B. 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, stepparent, stepsibling, stepchild, grandchild 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.

#### **C. 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, daughter-in-law, step-grandparent, grandparent-in-law, or parent of employee's child if child is under 18. 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.

#### **D. SABBATICAL AND MILITARY LEAVE**

The provisions of the Public School Code of 1949, as amended, shall be deemed to apply in the case of sabbatical leaves and leaves of absence for military service. Sabbaticals as deemed by Public School Code shall include restoration of health, continuing education (either credit or non-credit) which pertains to industry related trade.

All sabbaticals require prior approval of the Executive Director and Joint Committee.

## **E. CHILD BEARING/CHILD REARING LEAVE**

Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery there-from shall, for all employment-related purposes, be treated as any other disability or sickness.

1. Any employee may take a leave of absence for either child bearing or child rearing an infant or young child for up to the maximum of twelve (12) months unless child bearing or child rearing leave is extended by the Joint Committee on the recommendation of the Executive Director and/or designee to the beginning of the next full semester.
2. Notice for such leave of absence shall be given to the Executive Director and/or designee in writing, and shall state the tentative length of time desired. Said notice shall be tendered to the Executive Director and/or designee as soon as possible.
3. The leave of absence shall be without pay and other employee benefits. However, seniority shall be retained. The employee can continue the following benefits at their own expense during the term of their leave: Group Health, Dental, vision, and Life Insurance.  
If a leave of absence or a part of a leave of absence is taken under the Family Medical Leave Act (FMLA), the FMLA shall supersede this paragraph.
4. Upon returning from leave of absence, the employee shall be returned to the same position held at the time said leave commenced, or to an equivalent position for which the employee is qualified and certificated.
5. At least forty-five (45) days prior to the expiration of the employee's leave, the Executive Director and/or designee shall notify him/her of said expiration.
6. The employee shall give written notice to the Executive Director and/or designee at least one month prior to the expiration of leave of intent either to return to work and the date of return, or to terminate employment. Failure to notify the Executive Director and/or designee in writing shall be considered grounds for termination of a contract.

## **F. EMERGENCY DAYS**

Two (2) days in any one school year, deductible from sick leave, shall be allowed without salary deduction for emergencies, subject to the approval of the Administrator in Charge of Professional Personnel and the Executive Director and/or designee.

## **G. PERSONAL DAYS**

Two unrestricted personal days per school year without loss of compensation or sick leave shall be allowed each employee covered by this Agreement, provided written notice has been given to the Administrator in charge of professional personnel on a school day at least 48 hours prior to the personal day requested.

Any employee hired after the end of the 1st semester shall be allowed only 1 personal day in the first school year of employment. The maximum number of staff members that will be approved for use of Personal Days and whole or half Flex

days, on any single day, is limited to 3 instructional plus 2 non-instructional staff members. If five consecutive days will be taken, at least one week's notice will be given to the Administrator in charge.

Up to 3 personal days may be accumulated and carried forward to the next school year. Personal days in excess of 3 days at the end of a school year will be converted to sick days.

#### **H. EXTENDED ILLNESS LEAVE**

An 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 pay medical insurance and life insurance premiums during Extended Illness Leave. 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 IVC, subject to eligibility requirements.
4. An Employee shall not be eligible for this benefit until the Employee has worked a full School Year of days.
5. If an 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.

#### **I. SHARED SICK LEAVE**

The Joint Committee and the Administration acknowledge that individuals within the professional group may choose to donate unused sick days to other individuals within the professional 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 professional group. All donations must be recorded in writing. Donations of unused sick leave to or from employees of other groups will not be accepted.

## ARTICLE VI

### A. TRAVEL EXPENSES

Professional employees who are required to drive their own vehicle in the course of their employment on behalf of the Bethlehem Area Vocational-Technical School shall be compensated at the prevailing IRS rate.

### B. POSTING OF VACANCIES

Whenever a Bargaining Unit vacancy or new position occurs, the administration shall post a notice at least five (5) days prior to the deadline of submission of application to fill said vacancy. Notices, including job description and qualifications, shall be posted on the school bulletin board in the lobby and through email.

### C. ADDITIONAL COMPETENCY EXAMINATIONS

Any employee who is required by the administration to take a Trade Competency Examination in an area other than the one in which the employee is presently working, shall be reimbursed for all expenses incurred in taking said examination.

### D. MEET AND DISCUSS

The Association may select a Meet and Discuss Committee which shall meet with the school administration, including the Executive Director and the Director of the school, at least six (6) times during the school year with the right of each party to request two (2) additional meetings to review and discuss local school problems and practices.

### E. JOINT COMMITTEE AGENDA AND MINUTES

A copy of the Joint Committee agenda and the minutes of the previous Joint Committee meeting will be provided for the Association President or designee at the time the agenda is mailed to the Joint Committee.

### F. ASSOCIATION BUSINESS

The Association shall be allowed a maximum of two (2) contract days off per school year to conduct Association business. The Association must pay the salary of substitutes.

### G. EDUCATIONAL ASSISTANCE

The Joint Committee will provide Educational Assistance for eligible members as follows:

#### Rate of Assistance

The rate of assistance for all credits earned through Column F shall be equal to the current semester tuition for undergraduate or graduate studies at Temple

University. The rate of assistance, for all credits earned for movement beyond Column F shall be equal to 50% of the current semester tuition for graduate studies at Temple University. The rate of assistance shall not exceed receipted payment for the tuition for the current semester's Temple undergraduate or graduate rate. Computer/technology fees shall be paid for courses taken up to and including the Vocational or Instructional II certification.

#### Number of Credits Eligible for Education Assistance

No more than twelve (12) credit hours per benefit contract year shall be eligible for assistance for courses taken until the teacher reaches Column F. No more than six (6) credit hours per benefit contract year shall be eligible for assistance for courses taken after the teacher reaches Column F. Individuals who were matriculated in a degree or certification program and attending classes during the 2010-2011 year will be eligible to receive reimbursement on all remaining courses, 12 credits per year maximum, to complete that degree or certification regardless of column placement.

#### Pre-approval Process

Courses approved for assistance shall be limited to courses leading towards Vocational or Instructional Certification, courses leading towards a matriculated educational degree, or courses leading to increased instructional competence.

- a. Undergraduate courses - Submit to Executive Director for pre-approval
- b. Graduate courses - Graduate level program leading to certification or graduate degree to be submitted to Graduate Study Committee for approval of all courses required for the certification or degree. Graduate level course, not within a defined degree or certification program, to be submitted individually to the Graduate Study Committee.
- c. A Committee to oversee the management of Master's and Post Master's Degree courses and any other matters related to this section is established through this section of the Collective Bargaining Agreement. The Committee shall operate according to the following:
  1. The Committee shall be known as the Graduate Study Committee (GSC).
  2. The Committee shall be comprised of one (1) Executive Director, one (1) member from the BAVTS Joint Committee, and one (1) member of the BAVTS EA. Substitution of members is permitted to allow the smooth function of the Committee.
  3. The GSC will meet one time per month to address concerns relevant to this section.
  4. The GSC's decisions must be approved by a majority vote. Professional Employees may appear before the GSC for further explanations of the Employees request.

#### Other

- a. A documented grade of "B-" or better must be attained.
- b. There shall be no assistance for noncredit courses or for audited courses.
- c. Assistance payment shall be made within two (2) weeks after the Director's approval of submitted documentation of tuition and computer/technology fee payment and documented course completion for those courses meeting the required criteria.

- d. Assistance shall be viewed as an educational loan to the employee which shall be relieved by twenty-five percent (25%) for each twelve (12) calendar months (one year) of employment at Bethlehem Area Vocational-Technical School following the Administrator's approval of payment. If the employee leaves the employ of Bethlehem Area Vocational-Technical School for any reason other than death, total disability, retirement, or Joint Committee mandated furlough (RIF), said employee shall be responsible for the repayment of the unrelieved portion of the assistance.

## **ARTICLE VII**

### **A. GRIEVANCE PROCEDURE**

The parties agree that grievances which arise out of the interpretation of this Agreement shall be resolved in accordance with the grievance procedure described in the schedule attached hereto and made part of this Agreement (Appendix "B").

## **ARTICLE VIII**

### **A. STRIKES**

In the event that the employees of one or more of the sponsoring districts are on strike, all employees covered by this Agreement shall fulfill their teaching obligations at such time or times and on such days as may be determined from time to time by the Joint Committee to be for the best interest and advantage of the students and taxpayers of the sponsoring districts. However, said employees shall receive additional compensation for any days worked in excess of the number of work days in the current school year as defined in Article II-B. The additional compensation shall be on a per diem basis or fraction thereof.

### **B. NO STRIKE - NO LOCKOUT PROVISIONS**

Both parties agree to faithfully abide by the provisions of all applicable statutes. As a condition of the various provisions of this Agreement to which the parties have agreed, the Joint Committee pledges that it will not conduct or cause to be conducted a lockout during the term of this Agreement and the bargaining unit pledges that members of the Association will not engage in a strike (as the term is defined in section 301 (9) of Act 195) during the term of this Agreement.

## **ARTICLE IX**

### **MAINTENANCE OF MEMBERSHIP**

Any employee covered by this Agreement who is a member of the Association, or who Joins the Association during the term of this Agreement, shall remain a member of the Association for the duration of this Agreement, provided that any such employee may resign from the Association during a period of fifteen (15) days prior to the expiration of this Agreement.

**ARTICLE X**

**A. DURATION OF AGREEMENT**

This Agreement shall become effective at 12:01 a.m. on July 1, 2024, and shall continue in force and effect until midnight of June 30, 2027.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officers the time, day, and year first above written.

**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
JOINT COMMITTEE**

ATTEST:

\_\_\_\_\_ DATE \_\_\_\_\_  
Chairperson

\_\_\_\_\_ DATE \_\_\_\_\_  
Chief Negotiator

**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
PROFESSIONAL ASSOCIATION**

ATTEST:

\_\_\_\_\_ DATE \_\_\_\_\_  
President

\_\_\_\_\_ DATE \_\_\_\_\_  
Chief Negotiator

**APPENDIX A – SALARY SCHEDULES**

**Bethlehem Area Vocational Technical School  
2024-2025 Salary Schedule**

STEP	B/BEq		Instruc I		Inst II		Inst II+15		Inst II+30		MEq		M+15		M+30		M+45		M+60		
	Intern		Voc I		Voc II		Voc II+15		Voc II+30		M		M		M		M		and/or PhD		
	Column A	Column A+	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M	Column N	Column O	Column P	Column Q	Column R	Column S	Column T
CAL	57,404.88	58,144.11	58,883.33	59,506.98	60,130.63	60,745.27	61,377.92	63,083.44	65,729.21	67,393.91	69,509.46										
17	58,777.59	59,556.54	60,335.49	61,009.44	61,683.39	62,357.34	63,031.28	64,779.34	67,445.93	69,152.33	71,257.14										
16	60,150.30	60,968.98	61,787.65	62,511.90	63,236.15	63,960.40	64,684.64	66,475.24	69,162.65	70,910.75	73,004.82										
15	61,523.01	62,381.41	63,239.81	64,014.36	64,788.91	65,563.46	66,338.00	68,171.14	70,879.37	72,669.17	74,752.50										
14	62,895.72	63,793.85	64,691.97	65,516.82	66,341.67	67,166.52	67,991.36	69,867.04	72,596.69	74,427.59	76,500.18										
13	64,268.43	65,206.28	66,144.13	67,019.28	67,894.43	68,769.58	69,644.72	71,562.94	74,312.81	76,186.01	78,247.86										
12	65,641.14	66,618.72	67,596.29	68,521.74	69,447.19	70,372.64	71,298.08	73,258.84	76,029.53	77,944.43	79,995.54										
11	67,013.85	68,031.15	69,048.45	70,024.20	70,999.95	71,975.70	72,951.44	74,954.74	77,746.25	79,702.85	81,743.22										
10	68,386.56	69,443.59	70,500.61	71,526.66	72,552.71	73,578.76	74,604.80	76,650.64	79,462.97	81,461.27	83,490.90										
9	69,759.27	70,856.02	71,952.77	73,029.12	74,105.47	75,181.82	76,258.16	78,346.54	81,179.69	83,219.69	85,238.58										
8	71,131.98	72,268.46	73,404.93	74,531.58	75,658.23	76,784.88	77,911.52	80,042.44	82,896.41	84,978.11	86,986.26										
7	72,504.69	73,680.89	74,857.09	76,034.04	77,210.99	78,387.94	79,564.88	81,738.34	84,613.13	86,736.53	88,733.94										
6	73,877.40	75,093.33	76,309.25	77,536.50	78,763.75	79,991.00	81,218.24	83,434.24	86,329.85	88,494.95	90,481.62										
5	75,250.11	76,505.76	77,761.41	79,038.96	80,316.51	81,594.06	82,871.60	85,130.14	88,046.57	90,253.37	92,229.30										
4	76,622.82	77,918.20	79,213.57	80,541.42	81,869.27	83,197.12	84,524.96	86,826.04	89,763.29	92,011.79	93,976.98										
3	77,995.53	79,330.63	80,665.73	82,043.88	83,422.03	84,800.18	86,178.32	88,521.94	91,480.01	93,770.21	95,724.66										
2	79,368.24	80,743.07	82,117.89	83,546.34	84,974.79	86,403.24	87,831.68	90,217.84	93,196.73	95,528.63	97,472.34										
1	80,740.95	82,155.50	83,570.05	85,048.80	86,527.55	88,006.30	89,485.04	91,913.74	94,913.45	97,287.05	99,220.02										
Top	82,113.57	83,567.89	85,022.21	86,551.27	88,080.34	89,609.40	91,138.46	93,609.59	96,630.20	99,045.42	100,967.67										

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

STEP	B/BEq		Intern+9		Instruc I		Inst II+15		Inst II+30		MEq		M+15		M+30		M+45		M+60	
	Column A	Column A+	Voc I	Column B	Column C	Voc I+15	Column D	Voc I+30	Column E	Voc II	Column F	Column G	Column H	Column I	Column J	and/or PhD				
CAL	59,382.66	60,121.90	60,861.13	61,484.77	62,108.42	62,732.06	63,355.70	63,979.34	64,602.98	65,226.62	65,850.26	66,473.90	67,097.54	67,721.18	68,344.82	68,968.46	69,592.10	70,215.74	70,839.38	71,463.02
17	60,755.37	61,534.33	62,313.29	62,987.23	63,661.18	64,335.12	65,009.06	65,682.90	66,356.84	67,030.78	67,704.72	68,378.66	69,052.60	69,726.54	70,400.48	71,074.42	71,748.36	72,422.30	73,096.24	73,770.18
16	62,128.08	62,946.77	63,765.45	64,489.69	65,213.94	65,938.18	66,662.42	67,386.66	68,110.90	68,835.14	69,559.38	70,283.62	71,007.86	71,732.10	72,456.34	73,180.58	73,904.82	74,629.06	75,353.30	76,077.54
15	63,500.79	64,359.20	65,217.61	65,992.15	66,766.70	67,541.24	68,315.78	69,090.32	69,864.86	70,639.40	71,413.94	72,188.48	72,963.02	73,737.56	74,512.10	75,286.64	76,061.18	76,835.72	77,610.26	78,384.80
14	64,873.50	65,771.64	66,669.77	67,494.61	68,319.46	69,144.30	69,969.14	70,793.98	71,618.82	72,443.66	73,268.50	74,093.34	74,918.18	75,743.02	76,567.86	77,392.70	78,217.54	79,042.38	79,867.22	80,692.06
13	66,246.21	67,184.07	68,121.93	68,997.07	69,872.22	70,747.36	71,622.50	72,497.64	73,372.78	74,247.92	75,123.06	76,000.20	76,876.34	77,752.48	78,628.62	79,504.76	80,380.90	81,257.04	82,133.18	83,009.32
12	67,618.92	68,596.51	69,574.09	70,499.53	71,424.98	72,350.42	73,275.86	74,201.30	75,126.74	76,052.18	76,977.62	77,903.06	78,828.50	79,753.94	80,679.38	81,604.82	82,530.26	83,455.70	84,381.14	85,306.58
11	68,991.63	70,008.94	71,026.25	72,001.99	72,977.74	73,953.48	74,929.22	75,904.96	76,880.70	77,856.44	78,832.18	79,807.92	80,783.66	81,759.40	82,735.14	83,710.88	84,686.62	85,662.36	86,638.10	87,613.84
10	70,364.34	71,421.38	72,478.41	73,504.45	74,530.50	75,556.54	76,582.58	77,608.62	78,634.66	79,660.70	80,686.74	81,712.78	82,738.82	83,764.86	84,790.90	85,816.94	86,842.98	87,869.02	88,895.06	89,921.10
9	71,737.05	72,833.81	73,930.57	75,006.91	76,083.26	77,159.60	78,235.94	79,312.28	80,388.62	81,464.96	82,541.30	83,617.64	84,694.00	85,770.34	86,846.68	87,923.02	89,000.36	90,077.70	91,155.04	92,232.38
8	73,109.76	74,246.25	75,382.73	76,509.37	77,636.02	78,762.66	79,889.30	81,015.94	82,142.58	83,269.22	84,395.86	85,522.50	86,649.14	87,775.78	88,902.42	90,029.06	91,155.70	92,282.34	93,408.98	94,535.62
7	74,482.47	75,658.68	76,834.89	78,011.83	79,188.78	80,365.72	81,542.66	82,719.60	83,896.54	85,073.48	86,250.42	87,427.36	88,604.30	89,781.24	90,958.18	92,135.12	93,312.06	94,488.90	95,665.84	96,842.78
6	75,855.18	77,071.12	78,287.05	79,514.29	80,741.54	81,968.78	83,196.02	84,423.26	85,650.50	86,877.74	88,105.00	89,332.24	90,559.48	91,786.72	93,013.96	94,241.20	95,468.44	96,695.68	97,922.92	99,150.16
5	77,227.89	78,483.55	79,739.21	81,016.75	82,294.30	83,571.84	84,849.38	86,126.92	87,404.46	88,682.00	89,959.54	91,237.08	92,514.62	93,792.16	95,069.70	96,347.24	97,624.78	98,902.32	100,179.86	101,457.40
4	78,600.60	79,895.99	81,191.37	82,519.21	83,847.06	85,174.90	86,502.74	87,830.58	89,158.42	90,486.26	91,814.10	93,141.94	94,469.78	95,797.62	97,125.46	98,453.30	99,781.14	101,108.98	102,436.82	103,764.66
3	79,973.31	81,308.42	82,643.53	84,021.67	85,399.82	86,777.96	88,156.10	89,534.24	90,912.38	92,290.52	93,668.66	95,046.80	96,424.94	97,803.08	99,181.22	100,559.36	101,937.50	103,315.64	104,693.78	106,071.92
2	81,346.02	82,720.86	84,095.69	85,524.13	86,952.58	88,381.02	89,809.46	91,237.90	92,666.34	94,094.78	95,523.22	96,951.66	98,380.10	99,808.54	101,236.98	102,665.42	104,093.86	105,522.30	106,950.74	108,379.18
1	82,718.73	84,133.29	85,547.85	87,026.59	88,505.34	89,984.08	91,462.82	92,941.56	94,420.30	95,899.04	97,377.78	98,856.52	100,335.26	101,814.00	103,292.74	104,771.48	106,250.22	107,728.96	109,207.70	110,686.44
Top	84,091.35	85,545.67	86,999.99	88,529.05	90,058.12	91,587.18	93,116.24	94,645.30	96,174.36	97,703.42	99,232.48	100,761.54	102,290.60	103,819.66	105,348.72	106,877.78	108,406.84	109,935.90	111,464.96	112,994.02

**Bethlehem Area Vocational Technical School  
2026-2027 Salary Schedule**

**NOTE:** This salary schedule needs to be finalized based upon the formula of the sending schools as outlined in Article III, Section A.

STEP	B/BEq		Instruc I		Instr II		Instr II+15		M/MEq		M+15		M+30		M+45		M+60	
	Intern	Intern+9	Voc I	Voc I+15	Voc I+30	Voc II	Column E	Column F	Column G	Column H	Column I	Column J	and/or PhD					
CAL	61,471.52	62,210.76	62,949.99	63,781.51	64,613.04	65,444.56	67,150.12	69,795.87	71,460.55	73,576.10								
17	62,844.23	63,623.19	64,402.15	65,300.74	66,199.33	67,097.92	68,846.02	71,512.59	73,218.97	75,323.78								
16	64,216.94	65,035.63	65,854.31	66,819.97	67,785.63	68,751.28	70,541.92	73,229.31	74,977.39	77,071.46								
15	65,589.65	66,448.06	67,306.47	68,339.20	69,371.93	70,404.64	72,237.82	74,946.03	76,735.81	78,819.14								
14	66,962.36	67,860.50	68,758.63	69,858.43	70,958.23	72,058.00	73,933.72	76,662.75	78,494.23	80,566.82								
13	68,335.07	69,272.93	70,210.79	71,377.66	72,544.53	73,711.36	75,629.62	78,379.47	80,252.65	82,314.50								
12	69,707.78	70,685.37	71,662.95	72,896.89	74,130.83	75,364.72	77,325.52	80,096.19	82,011.07	84,062.18								
11	71,080.49	72,097.80	73,115.11	74,416.12	75,717.13	77,018.08	79,021.42	81,812.91	83,769.49	85,809.86								
10	72,453.20	73,510.24	74,567.27	75,935.35	77,303.43	78,671.44	80,717.32	83,529.63	85,527.91	87,557.54								
9	73,825.91	74,922.67	76,019.43	77,454.58	78,889.73	80,324.80	82,413.22	85,246.35	87,286.33	89,305.22								
8	75,198.62	76,335.11	77,471.59	78,973.81	80,476.03	81,978.16	84,109.12	86,963.07	89,044.75	91,052.90								
7	76,571.33	77,747.54	78,923.75	80,493.04	82,062.33	83,631.52	85,805.02	88,679.79	90,803.17	92,800.58								
6	77,944.04	79,159.98	80,375.91	82,012.27	83,648.63	85,284.88	87,500.92	90,396.51	92,561.59	94,548.26								
5	79,316.75	80,572.41	81,828.07	83,531.50	85,234.93	86,938.24	89,196.82	92,113.23	94,320.01	96,295.94								
4	80,689.46	81,984.85	83,280.23	85,050.73	86,821.23	88,591.60	90,892.72	93,829.95	96,078.43	98,043.62								
3	82,062.17	83,397.28	84,732.39	86,569.96	88,407.53	90,244.96	92,588.62	95,546.67	97,836.85	99,791.30								
2	83,434.88	84,809.72	86,184.55	88,089.19	89,993.83	91,898.32	94,284.52	97,263.39	99,595.27	101,538.98								
1	84,807.59	86,222.15	87,636.71	89,608.42	91,580.13	93,551.68	95,980.42	98,980.11	101,353.69	103,286.66								
Top	86,180.23	87,634.55	89,088.87	91,127.61	93,166.36	95,205.10	97,676.23	100,696.86	103,112.13	105,034.33								

## APPENDIX B — GRIEVANCE PROCEDURE

A. Definitions: "Grievance shall mean an alleged violation of the terms and conditions of employment of a specific article or section of this Agreement."

1. A "party in interest" is a member or members of the Bargaining Unit involved in a grievance and any person who might be required to take action or against whom action may be taken in order to resolve the grievance.
2. The term "days" shall mean working days; thus, weekend or vacation days during the school year are excluded. Grievances which extend beyond the normal school year shall 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 grievances as rapidly as possible, the number of days indicated at each step shall be considered as a maximum and every effort shall be made to expedite the process. The time limit specified may, however, be extended by the mutual agreement of the parties in interest at any given step of the grievance.

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved 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 grievance to the next step within the specified time limits shall be considered as acceptance of the decision rendered at that step.
3. It is understood that the aggrieved shall, during and notwithstanding the pending of any grievance, continue to observe all assignments and applicable rules and regulations until such grievance has been concluded.
4. Any aggrieved teacher may be represented at any or all stages of the grievance procedure by him/herself, or at his option, by the Professional Rights and Responsibilities (PR&R) Committee of the Association or by a representative of the Pennsylvania State Education Association (PSEA) or any combination of these people or groups.

C. STEPS: A grievance to be considered under this procedure must be initiated by the grievant(s) within fifteen (15) days of the alleged violation or when the grievant first becomes aware of the alleged violation of the contract but in no event later than ninety (90) days.

Step 1. Any person who has a grievance 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 grievance is not resolved to the satisfaction of the grievant(s), or; if Step 1 is not utilized, the

grievant(s) shall set forth the grievance in writing to the Administrator in charge of Professional Personnel within ten (10) days of the occurrence of the said grievance.

The written grievance on the approved form (Formal Grievance Presentation) shall specify:

- a. Nature of grievance 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 Administrator in charge of Professional Personnel shall communicate his decision to the grievant in writing within ten (10) days after the receipt of the written grievance.

Step 3. The grievant, no later than ten (10) days after receipt of the Administrator in charge of Professional Personnel's written decision, may appeal said decision in writing to the Executive Director and/or designee of the Bethlehem Area Vocational-Technical School. The Executive Director and/or designee shall, within ten (10) days after receipt of said appeal, communicate his decision, in writing to the grievant or his/her representative.

Step 4. If the grievance is not resolved to the grievant'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 shall 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 shall hold a hearing and render a decision in writing to the grievant or his/her representative no later than ten (10) days following its next regularly scheduled monthly meeting.

Step 5. Request for arbitration must be agreed to and submitted by the Association on behalf of the grievant in writing to the Chairperson of the Joint Committee through the Executive Director and/or designee within ten (10) days of the decision of the Joint Committee and will follow the procedure outlined in Act 195, Article IX, Section 903. Cost of arbitration shall be borne equally by both parties.

- D. MISCELLANEOUS: All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participant(s). Only the grievance decision shall be placed in the personnel file.

All meetings and hearings under this procedure up to the beginning of Step 4 shall be private unless otherwise agreed to by the parties in interest.

## APPENDIX C — MEMORANDUM OF UNDERSTANDING

This is a non-grievable memorandum of understanding.

A. **EMERGENCY CLOSING:** If the Bethlehem Area Vocational-Technical School is closed for snow or any other reason, upon notification by the Executive Director and/or designee, the Administrator in charge of professional personnel shall inform two local radio stations for their broadcast use, and make the first call which shall begin the "fan-out" phone call system.

B. **SUBSTITUTES:**

The faculty and administration agree that there will be a staff member hired to act as a permanent substitute teacher at Bethlehem Area Vocational-Technical School. This position will enable us to deal effectively with emergency situations as well as better address long-term needs. We have also determined that this person will contribute to our academic and occupational enrichment efforts as an additional resource person if or when no substitute teacher is needed on any given days.

B.1. **ORIENTATION:** Prior to the start of the school year, all Board approved substitute teachers will receive a formal orientation program. In addition, those hired during the first semester will receive such training at the mid-semester break.

B.2. **SUBSTITUTE PROCEDURES:** As part of their orientation, all new substitutes will be provided a Substitute Handbook when they arrive at Bethlehem Area Vocational Technical School for the first time. This handbook will spell out the expectations of the position as well as provide essential information.

**APPENDIX D — EXTRA PAY FOR EXTRA WORK**

<b>Stipends (1)</b>	<b>2024-2025 Total (2) (4)</b>	<b>2025-2026 Total (2) (4)</b>	<b>2026-2027* Total (2) (4)</b>
SkillsUSA Advisor A	\$1913.75	\$1978.05	\$2046.09
SkillsUSA Advisor B	\$1913.75	\$1978.05	\$2046.09
SkillsUSA Advisor C	\$1913.75	\$1978.05	\$2046.09
SkillsUSA Advisor D	\$1913.75	\$1978.05	\$2046.09
HOSA Advisor A	\$1913.75	\$1978.05	\$2046.09
HOSA Advisor B	\$1913.75	\$1978.05	\$2046.09
National Technical Honor Society	\$1500.00	\$1550.40	\$1603.73
DECA Advisor	\$1913.75	\$1978.05	\$2046.09
Lead Teacher for Induction	\$1750.00	\$1808.80	\$1871.02
Committee Chair – Marketing	\$1460.84	\$1509.92	\$1561.86
Committee Chair – Wellness	\$1460.84	\$1509.92	\$1561.86
Assistant CTSO Advisor (as needed basis)	\$1100.00	\$1100.00	\$1100.00
<b>Per Position (3) (4)</b>			
Culinary Arts Coordinator	\$1460.84	\$1509.92	\$1561.86
Mentor Teacher (per year for 2 years)	\$790.24	\$816.79	\$844.89
CTSO Stipend	\$790.24 max	\$816.79 max	\$844.89 max

- (1) All positions are appointed annually by the Joint Committee based on the recommendation of administration. All positions will be posted on an annual basis. These positions may be unfilled depending on membership interest.

EXCEPTION: Committee Chair and Mentor Teacher positions to be posted and filled annually based on recommendation of administration.

- (2) Total to be prorated if position is shared by more than 1 person. The distribution of unfilled stipend compensation will only be shared by those assuming the additional duties of the unfilled position. For example, if only 3 SkillsUSA advisor positions were filled, the compensation of the 4<sup>th</sup> advisor would be shared among the appointed SkillsUSA advisors.
- (3) Stipend is per position appointed.
- (4) Each year of the contract stipends will be adjusted based on the percentage increase from Step 17, Column A of Teacher Salary Schedule.

\*Based off of estimated schedules, actual values will vary based on sending school salary schedule adoption.

## CTSO ADVISOR STIPEND FORM

**NOTE:** This is a *SAMPLE* (for illustrative purposes only) that will be increased yearly as noted above (Appendix D, the CTSO Stipend).

### Bethlehem AVTS 2023-2024 Career-Technical Student Organization Advisor Stipend

The following are the recognized Career-Technical Student Organizations at BAVTS: SkillsUSA, HOSA, National Technical Honor Society. As stated in the Joint Committee minutes, any staff member who completes the required activities for these organizations will receive a stipend to a **maximum of \$762.93**

Description of Activity	CTSO Supervisor Initials*	Value	Total
Act as an Advisor for a multiple day CTSO Conference/Competition (which includes supervising students overnight) as approved by Joint Committee. Example: <u>SkillsUSA PDC/Ambassador</u> Dates <u>11/15/23-11/17/23</u>  Conference/Competition _____ Dates _____ Conference/Competition _____ Dates _____ Conference/Competition _____ Dates _____  <b>NOTE: Max \$692.10 for this section</b>		\$69.21 per over night	
Hold classroom (local) competition as preliminary to CTSO District leadership or competition. <i>**must submit copy of competition held and list of competitors to SkillsUSA Advisor to be eligible.</i>  Competition Name: _____ Date(s) held: _____		\$34.60	
Hold classroom (local) competition as preliminary to CTSO State leadership or competition. <i>**must submit copy of competition held and list of competitors to SkillsUSA Advisor to be eligible.</i>  Competition Name: _____ Date(s) held: _____		\$34.60	
Act as advisor at single full-day CTSO Conference/Competition (which <i>does not include</i> supervising students overnight) Example: <u>SkillsUSA Districts</u> Date <u>1/24/24</u>  Conference/Competition _____ Date _____ Conference/Competition _____ Date _____		\$34.60 per day	
Participate in <b>two or more</b> CTSO student organization related Community Service activities during off-school time. Example: <u>Community Clean up, Delivering food for the needy</u>  Event _____ Date _____ Event _____ Date _____		\$69.21 for 2 or more	

Teacher Name \_\_\_\_\_ Business Administrator Approval \_\_\_\_\_  
 (Please Print)  
 Date Submitted To Mrs. Miller \_\_\_\_\_ Date Approved By Business Office \_\_\_\_\_

**COMPLETED\* FORM DUE TO MRS. MILLER BY THURSDAY, MAY 23rd**  
**\*MUST BE INITIALED BY MR. GALLER TO BE CONSIDERED COMPLETE\***

## APPENDIX E — CEMI MEMORANDUM OF AGREEMENT

Memorandum of Agreement  
between the  
Joint Operating Committee of the Bethlehem Area Vocational Technical School  
and  
The Bethlehem Area Vocational Technical School Professional Association

THIS MEMORANDUM OF AGREEMENT ("MOA") is between the Joint Operating Committee of the Bethlehem Area Vocational Technical School ("JOC") and the Bethlehem Area Vocational Technical School Professional Association ("Association"), collectively referred to as "the Parties";

WHEREAS, the JOC and the Association are Parties to a collective bargaining agreement;

WHEREAS, the Association is the exclusive representative for a unit of professional public school employees employed by the JOC;

WHEREAS, the Parties wish to establish a position, Culinary Event Manager Instructor (CEMI);

WHEREAS, the Parties agree to identify the existing paragraph in Article II, Work Day, as paragraph 1.

WHEREAS, the Parties agree to incorporate an additional paragraph into Article II, Work Day, as paragraph 2., and will establish the following :

2. Culinary Event Manager Instructor (CEMI) 'Work Day':

- a. CEMI will work contiguous 'work day' hours equal to other employees covered by this collective bargaining agreement as defined in Article II Work Day, 1.;
- b. CEMI, at times, may be scheduled to work contiguous 'work day' hours which are non-conforming to those hours worked by other bargaining unit members;
- c. Events during the Work Year will be scheduled with a 21 calendar day (3 weeks) advance notice;
- d. Events must be held within a 30 mile radius and/or 60 minute commute of the school with first considerations given to school districts represented by the JOC and/or locations limited to Lehigh-Northampton Counties;
- e. Events during the Work Year may be scheduled Mondays through Sundays with the following exclusions:
  - i. On Saturdays and Sundays, CEMI is:
    1. limited to one (1) prescheduled event per two-day weekend;
    2. will not be scheduled to exceed the equivalent total 'work day' hours established for other bargaining unit members; and
    3. not to exceed two (2) weekend events per calendar month;

- ii. No calendar week event may be scheduled on:
  - 1. high religious holidays, (i.e., Yom Kippur, Eid al-Adha, Christmas, etc.)
  - 2. other school calendar holidays will only be scheduled upon mutual agreement through in-person discussion between the CEMI and the Executive Director or their designee.
- iii. On regularly scheduled work days:
  - 1. CEMI may not be scheduled to report for work responsibilities prior to the regular start time established for all other employees covered by this bargaining agreement;
  - 2. CEMI may not be scheduled to perform duties beyond 8 PM unless explicitly discussed prior to the event itself being scheduled and mutually agreed upon with an in-person discussion between the employee and the Executive Director or their designee;
- iv. Emergency situations that arise during an event itself that will require the CEMI to perform responsibilities beyond the pre-established end of event time designation, will require the employee to telephone the Executive Director and/or their designee, for CEMI to give notification of necessary extended, compensated time to complete duties;
- v. CEMI will record bi-weekly hours worked on a form (paper or electronic) jointly created and agreed upon by the Association and the Executive Director or their designee to ensure employee's weekly hours will not exceed those worked by other members of the bargaining unit;

WHEREAS, the Parties agree to identify the existing paragraph in Article II, School Year, as paragraph 1.

WHEREAS, the Parties agree to incorporate an additional paragraph into Article II, School Year, as paragraph 2., and will establish the following:

- 2. Culinary Event Manager Instructor (CEMI) 'School Year' is defined by Article II, Section B, 1. and those events tentatively scheduled to take place outside of the established 'School Year' will be scheduled in the following manner:
  - a. Upon availability of and agreement of the CEMI through an in person and/or video conference conversation with the Executive Director or their designee;
  - b. Dates of proposed events will need to be presented by the CEMI in advance of 30 calendar days (4 weeks).
  - c. Events must be held within a 30 mile radius and/or 60 minute commute of the school with first considerations given to sending school districts

represented by the JOC and/or locations limited to Lehigh-Northampton Counties;

- 3. Events scheduled and approved by the Executive Director and/or their designee which exceed the Work Day and/or School Year as defined in the existing Article II, A, 1. and existing Article II, B. School Year will be compensated as defined by:
  - a. Article III, C. *COMPENSATION FOR DUTIES BEYOND THE SCHOOL DAY AND/OR THE SCHOOL YEAR/ EXTRA PAY FOR EXTRA DUTIES*, Section 1;
  - b. Hours to be compensated are inclusive of any combination of the following duties: supervision and evaluation of students, planning and preparation for events, event itself, post-event break down, and securing of equipment.

WHEREAS, the Parties agree to incorporate an additional section within Appendix D – Extra Pay for Extra Work;

Per Diem Duties

Culinary Event Manager Instructor (CEMI)

Per Position

Annual Salary/School Year

WHEREAS, this MOA shall not set a precedent for any future types of positions, stipends, constitute a past practice, or serve as a waiver of any Association or JOC rights;

WHEREAS, this MOU shall be effective on June 1, 2021; and except as listed above, all other Articles and Exhibits of the collective bargaining agreement shall remain in full force and effect through June 30, 2021 and shall not become part of the CBA without continued mutual agreement by both parties.

NOW, IN WITNESS WHEREOF, the Parties hereto have caused their names to be subscribed by their duly authorized officers and representatives this June 1<sup>st</sup>, 2021.

[Signature]  
 President,  
 Bethlehem Area Vocational Technical School  
 Professional Association /PSEA/NEA

Emily R. Schuchel  
 President,  
 Joint Committee of the  
 Bethlehem Area Vocational Technical School

[Signature]  
 Witness

[Signature]  
 Witness

June 8 2021  
 Date

6-11-21  
 Date

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

11. 2023-2024 CAREER-TECHNICAL ADVISOR STIPENDS

RECOMMENDATION:

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

Bloszinsky, Melodie	\$138.42
Cantrel, Jeffrey	\$173.01
Chavez, Dario	\$449.86
Ferry, Scott	\$173.02
Giamoni, Michael	\$ 34.60
Heptner, Donald	\$138.42
Hough, Emily	\$103.81
Karb, John	\$692.09
Moser, Brian	\$380.64
Moussa, Khitam	\$ 34.60
Muschko, Connie	\$ 69.20
Stilgenbauer, Jenifer	\$762.93
Thom, Angela	\$762.93
Wheatley, Moreen	\$762.93

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

12. CONFERENCE REQUESTS

RECOMMENDATION:

That Debra Miller, Business Administrator, be granted permission to attend the 2024 SNAPA Annual Conference in Pocono Manor, PA from July 30 through August 1, 2024. The approximate cost is \$932.00.

That Adam Lazarchak, Executive Director, Michael Galler, Supervisor of Curriculum, Janelle Schaeffer, Supervisor of Career and Technical Education, and Dennis Nolen, Supervisor of Technology Services/Network Administrator, be granted permission to attend the Pennsylvania Association of Career and Technical Administrators (PACTA) Summer Leadership Conference in State College, PA from July 23-25, 2024. The approximate total cost for all to attend is \$3,690.60.

Any conference request listed above is in the budget.

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

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

INFORMATION:

BAVTS was approved through our PCCD School Mental grant for \$70,000 for contracted mental health services. PCCD approved us to utilize Reset Outdoors as a sole source vendor to provide services due to the unique nature of their program delivery. Attached is the narrative that was submitted to PCCD for the services to be provided. Reset Outdoors worked with our students and staff during the 2023-2024 school year.

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 2024-2025 school year subject to solicitor review and approval prior to entering into the agreement.

MOTION BY:  
SECOND BY:  
ROLL CALL



**Sole Source / Consultant Approval via Email**

**Grant #: 41748**

**Subgrantee:**

**Project Title: Staff/Student Training**

**Amount of Sole Source: \$70,000.00**

**Source of Funds: BAVTS Budget/23/24**

**School Mental Health Grant**

**Reimbursement**

**Product or Service / Vendor: Reset Outdoors**

**Sole Source / Consultant Justification:** Reset Outdoors has created this training from company created materials that were unable to be found through other services.

**4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.**

Dear Adam,

Reset Outdoors has been operating both a clinical mental health practice and an organizational development firm since 2016. Clinically, we support our community with indoor, tele-health, and outdoor-based mental healthcare services. For schools, teams, organizations and the people who make them work, we create innovative, effective, accessible tools, training programs and support systems to establish and nurture sustainable well-being. Our approach is systems-based and nature-centric, recognizing that well-being and self-care are critically necessary skill sets and not one-size-fits-all.

Rates of depression, anxiety, traumatic stress, post-traumatic stress disorder, and suicidality continue to rise in both educational communities and beyond. This negatively impacts our students' safety and ability to learn, as well as adults' abilities to respond appropriately. Educators, administrators, staff, students and their families are exhausted, stressed, and in need of meaningful, effective support that reestablishes awareness, confidence and connection.

For the 2024/2025 school year we are pleased to be able to offer a systems-based approach towards addressing these urgent needs. First, we are grateful to offer one-on-one clinical support for BAVTS students who are in need. We will provide 1-3 licensed mental health professionals to be available 1-2 days per week for 8 hours per day.

The cost for this service will be \$500 per day, per clinician.

610.866.8013 • Fax 610.866.6124 • [www.bethlehemavts.org](http://www.bethlehemavts.org)



Secondly, we are thrilled to continue in-class psychoeducational and skill-building through our, 2-2.5 hour, 'Intro to Well-Being' training program. Outcomes include: reduced stress, increased connectedness, increased trust, and increased awareness of self, others, and their shared ecosystem. Confidence in the tools that work impact our overall well-being. Our teams are capable and qualified to help identify and support folks who may exhibit signs and symptoms indicative of a higher level of need and refer to school services including one-on-one clinical support.

Cost per program - \$1625 (\$650/hour x 2.5 hours)

Includes: 3-4 facilitators per session, materials, and Summary Report upon completion of programming.

The combination of these services will provide greater access, faster and more effective response to student's needs, all while both reducing stigma, stress and loneliness and increasing awareness, connection and well-being.

Our ongoing partnership with Lehigh University's College of Health, enables us to measure impact and efficacy of these efforts within the BAVTS community and provide summaries of collected data (all of which is anonymously collected and completely confidential).

- Cost per program - \$1625 (\$650/hour x 2.5 hours)
- Includes: 3-4 facilitators per session, materials, and Summary Report upon completion of programming.
- Individual Classroom Training Sessions (for students) - (21.54 sessions @ \$1,625.00/session = \$35,000.00)
- One-on-One Counseling Sessions (for students) – (70 days @ \$500.00/day = \$35,000.00)
- Total Cost = \$70,000.00

**4.2.** Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program  
**d. Responsiveness e. Expertise of personnel**

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Re-Set Outdoors is the only organization (single source) that provides the unique blend of counseling services that integrates outdoor activity with mental wellness.

**4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.**

The goal is to start activities at the beginning of September 2024 and provide weekly sessions for various classrooms through May 2025. If Reset Outdoors cannot meet our needs there isn't another organization who can provide the same, unique, mental health program we are looking for.

**4.4. Provide an outline of the unique qualities of the contractor.**

Clinically, they support their community with indoor, tele-health, and outdoor-based mental healthcare services.

Their approach is systems-based and nature-centric, recognizing that well-being and self-care are critically necessary skill sets and not one-size-fits-all.

Their "Intro to Well-Being" program seeks to refresh participants' awareness of how to most effectively reduce stress and improve overall well-being, sustainably.

**4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.**

We are already providing traditional "One on One" counseling services so we were looking for a program that could reach more students in a non-threatening manner. This unique, group approach will impact more students and provide a sustainable approach to reduce stress and improve one's overall well-being.

**4.6. Provide any other points to "sell the case."**

This program will have an impact on those individuals who won't seek help on their own, because of the stigma of seeing a counselor. By participating in large group activities they won't be singled out as having problems.



**4.7. Provide a clear declaration that this action is in the “best interest” of PCCD.**

This is a unique program that will be of a great benefit to our organization and will have a greater impact on more people than the traditional one on one counseling service.

**4.8. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.**

There are no conflicts of interest in contracting with Reset Outdoors.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

14. BUDGET TRANSFERS

RECOMMENDATION:

That budget transfers for the 2023-2024 year, based on year-end adjustments, be pre-approved.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

15. DONATED ITEMS

INFORMATION:

During 2023-2024, 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 2023-2024. 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 2023-2024.

MOTION BY:

SECOND BY:

ROLL CALL

Donations to BAVTS for 2023-2024				
Date	Donated By	Item Description	Recipient -Shop/Dept	Donation Value
6/6/23	Colin Hunsberger	Cash donation	HOSA ILC Trip	\$250.00
6/6/23	Krista Jones	Paper roll donation	Athletic Health Fitness	\$60.00
6/12/23	Citizens Charitable Foundation	Cash donation	BAVTS	\$100.00
7/11/23	Jessica Sarley	Battery charger, floor jack and miscellaneous hand tools	Auto Tech	\$1,000.00
8/30/23	Brenntag North America	Used office furniture	Offices or Classrooms	\$7,000.00
9/25/23	Unity Bank	Cash donation for 2023 Open House Supplies	BAVTS	\$250.00
9/26/23	Kevin Valley Gen. Contractor	Assorted construction materials & tools	House Project	\$2,243.00
9/28/23	Troy Schoenenberger/Freedom High School	18 pieces 3/4 flat stock	Welding	\$900.00
10/10/23	Unity Bank	Cash donation for SkillsUSA members cider & donuts	SkillsUSA	\$250.00
10/27/23	Joe Biondo	Cash donation for masonry students	Masonry	\$44.70
11/10/23	Robert Hunsicker	44 Books-Roger Hane Art, Times and Tragedy	Graphic Communications	\$1,537.80
11/20/23	Jeffrey Miller	Inspection and Cutting Tools	Precision Machining	\$450.00
12/8/23	Tate Stumpp	Combustion Analyzer	HVAC	\$650.00
12/11/23	GS Spot LLC	Cash Donation	HOSA	\$200.00
1/8/24	Lutron Corp.	Monetary donation	BAVTS	\$1,000.00
2/7/24	Cooper Mechanical Inc	Cash Donation for Navigation Nights	BAVTS	\$1,000.00
2/7/24	Lehigh Valley Health Network	Cash Donation for Navigation Nights	BAVTS	\$1,000.00
2/21/24	Silvene Bracalente Memorial Foundation	Cash donation for Precision Machining	Precision Machining	\$7,000.00
3/14/24	Jeff Barna	Cash donation for SkillsUSA competitors Bridget Roberta & Kalee Dougherty	SkillsUSA	\$250.00
3/20/24	Koch Ford/Ford Motor Company	2023 Lincoln Aviator	Auto Tech	\$74,420.00
4/8/24	Bill Flannery Automotive	Custom paint application to school vehicle	Auto Collision	\$1,000.00
4/9/24	James Baker	Cash donation for SkillsUSA competitor Bridget Roberts	SkillsUSA	\$170.00
4/29/24	Seemsville Pub & Grille	Dine and Donate cash donation	HOSA	\$235.00
5/3/24	Kevin Hams	cash donation	Auto Tech	\$150.00
5/3/24	Kevin Hams	cash donation	Welding	\$50.00
5/3/24	Kevin Hams	cash donation	Auto Collision	\$100.00
5/6/24	K & A Professional Cleaning	cash donation	Auto Tech	\$16.14
5/7/24	Christopher & Marcia Nagy	purchase items for Teacher Appreciation week	BAVTS	\$50.00
5/7/24	Denise Korpics	purchase items for Teacher Appreciation week	BAVTS	\$50.00
5/7/24	Karen Cook	purchase items for Teacher Appreciation week	BAVTS	\$600.00
5/7/24	Jessica Kirkpatrick	purchase items for Teacher Appreciation week	BAVTS	\$50.00
5/7/24	Jonathan & Jo Leigh Sponsler	purchase items for Teacher Appreciation week	BAVTS	\$50.00
5/7/24	James & Patricia Pla	purchase items for Teacher Appreciation week	BAVTS	\$100.00
5/7/24	Melissa Phillips	purchase items for Teacher Appreciation week	BAVTS	\$50.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

16. JULY 2, 2024 JOINT COMMITTEE MEETING

INFORMATION:

On the approved Joint Committee Meeting calendar, there is a July 2, 2024 Joint Committee Meeting scheduled, if needed.

RECOMMENDATION:

That the Joint Committee meeting scheduled for July 2, 2024, 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:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

17. 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 2024 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 2024 BAVTS Joint Committee Meeting.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

18. 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:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

19. CAFETERIA LUNCH PRICE INCREASE FOR 2024-2025 SCHOOL TERM

RECOMMENDATION:

That the rates for the 2024-2025 school term for the cafeteria be increased as follows:

	2023-2024	Increase	2024-2025
Student Lunch	\$3.35	\$0.10	\$3.45
Milk	\$0.60	No change	\$0.60
Adult Lunch	\$4.55	\$0.10	\$4.65
Student Lunch – Second Meal	\$3.95	\$0.10	\$4.05

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

20. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the following Occupational Advisory Committee (OAC) members for the 2024-2025 school year.

<b>First Name</b>	<b>Last Name</b>	<b>Job Title</b>	<b>Company</b>	<b>Program/Shop</b>
Allen	Pennypacker	Field Rep	BAC Local 5 PA	Masonry
Ronald	Rickert	Owner	RS Rickert Masonry	Masonry
Matthew	Selvaggio	Plumber	Selvaggio and Sons Plumbing and Heating	Plumbing
Nicholas	Selvaggio	Project Manager	Selvaggio and Sons Plumbing and Heating	Plumbing

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

21. 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 upcoming agreements for the 2024-2025 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, 2024 through June 30, 2025. This agreement was approved by the Bridges Foundation Executive Committee at its meeting held on May 21, 2024. 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, 2024 through June 30, 2025, subject to the approval of the Bridges Foundation Board of Directors at its next meeting, scheduled for June 18, 2024.

MOTION BY:

SECOND BY:

ROLL CALL

**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 12<sup>th</sup> day of June, 2024, 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, 2024 through June 30, 2025**, 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”)<sup>1</sup> 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.

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<sup>1</sup> 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.  
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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.

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Joint Committee  
Bethlehem Area Vocational-Technical School

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

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

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

22. CONTINUING EDUCATION

LEASE AGREEMENT WITH DIADEM NURSING INSTITUTE

INFORMATION:

This agreement was initially presented to the Joint Committee and approved at the November 1, 2022 meeting. However, no further action was taken by the proposed lessee.

RECOMMENDATION:

That the Joint Committee authorize the Executive Director to enter into the attached one-year lease agreement with Diadem Nursing Institute and Allied Health. The original agreement was prepared by the BAVTS solicitor.

MOTION BY:

SECOND BY:

ROLL CALL

## LEASE AGREEMENT

**THIS AGREEMENT**, made this 13th day of May 2024, by and between the Bethlehem Area Vocational-Technical School, with a business address of 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter called "Lessor"), and Diadem Nursing Institute and Allied Health LLC, with a business address of 1 Beaumont Terrace, West Orange, NJ 07052 (hereinafter called the "Lessee"). Lessor and Lessee may hereinafter be collectively referred to as the "Parties".

**WHEREAS**, Lessee wishes to lease space located on the premises of 3300 Chester Avenue, Bethlehem, Pennsylvania, which is property owned by Lessor; and

**WHEREAS**, Lessor is agreeable to leasing space to Lessee, subject to the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the terms and conditions set forth herein, and intending to be legally bound hereby, the Parties agree as follows:

### Section 1. Leased Premises:

- (1) Lessor hereby leases to Lessee space located within Lessor's building located at 3300 Chester Avenue, Bethlehem, Pennsylvania (the "Building"), that is no less than 1248 square feet and which shall not exceed 1450 square feet, plus the nonexclusive use of restrooms, parking, sidewalk and driveway areas on the premises of the Building (the "Leased Premises"). Lessor reserves the right to relocate the Leased Premises to another area of the Building in its sole discretion upon reasonable prior written notice to Lessee.
- (2) Lessee specifically acknowledges that it has inspected the Leased Premises and all fixtures contained therein and accepts the same, without reservation, in an "as is" condition.

### Section 2. Term:

The term shall be for one (1) year beginning on the 1st day of July, 2024, and ending on the 30th day of June, 2025, unless sooner terminated pursuant to this Agreement (the "Term"). This Agreement may be renewed for additional one (1) year terms, at the mutual written agreement of the Parties; provided, however, that Lessee must provide Lessor notice of intent to renew by May 1, 2025, and Lessor must respond within sixty (60) days thereafter.

### Section 3. Possession:

It is understood and agreed that Lessee shall operate its certified nursing assistant program sessions within the Leased Premises, at such dates and times that shall be agreed upon by the Parties. With the prior consent of Lessor, which shall not be unreasonably withheld, Lessee will be provided with limited access to the Leased Premises prior to the commencement of each session for set up and transition purposes. Lessee shall not have access to the Leased Premises except as specifically set forth herein (i.e., during sessions and with prior approval for set up/transition purposes).

**Section 4. Use of Premises:**

- (1) The Leased Premises may be used only for the direct purpose of Lessee operating its certified nursing assistant program.
- (2) Except as otherwise permitted by prior written consent of Lessor, Lessee shall only access and use the Leased Premises pursuant to this Agreement on such dates and times as when Lessor's property at 3300 Chester Avenue, Bethlehem, Pennsylvania is otherwise open to its employees and/or students.
- (3) Lessee shall not use or suffer or permit to be used the Leased Premises or any part thereof for any purpose or use in violation of any law or ordinance or any regulation of any governmental authority or in any manner that will constitute an unreasonable annoyance to any occupant of Lessor's property, or a nuisance, or for any hazardous purpose, or in any manner that will violate, suspend, void or serve to increase the premium rate of, or make inoperative, any policy or policies of insurance on Lessor's premises.

**Section 5. Rental Payments:**

Lessee agrees to pay the Lessor the sum of One Thousand, Five Hundred Dollars and 00/100 (\$1,500.00) per session, at least one (1) month prior to each session during the Term of this Agreement. Lessee shall also pay as additional rent the sums described in Section 12 of this Lease if applicable.

**Section 6. Security Deposit:**

The Lessor has waived this requirement; however, Lessee hereby agrees to accept responsibility for payment to Lessor for any and all damages caused to the Leased Premises by the Lessee that would be considered beyond normal wear and usage.

**Section 7. Payment of Taxes:**

Lessor represents that the Leased Premises are currently exempt from real estate taxes. Lessor will cooperate in any effort to maintain the property as exempt from real estate taxes. If Lessee's use and/or occupancy of the Leased Premises causes any change in this tax-exempt status, Lessor may terminate the Lease upon thirty (30) days prior written notice to Lessee.

**Section 8. Subletting:**

Lessee may not assign or sublet the Leased Premises or any part thereof without Lessor's prior written consent, which shall not be unreasonably withheld.

**Section 9. Improvements:**

The Leased Premises is leased in "as-is" condition and no improvements are therefore required by Lessor or Lessee during the term of this Lease. If Lessee desires for any additions, alterations, and/or improvements to be made to the Leased Premises, Lessee shall submit a written request to Lessor and Lessor, in its sole and absolute discretion, may deny such request. Under circumstances where Lessor approves the request, Lessor and/or its contractors shall complete the additions, alterations, and/or improvements and issue an invoice to Lessee for all costs associated therewith.

**Section 10. Utilities:**

During the Term of this Lease Agreement, Lessor shall be responsible for payment of one hundred percent (100%) of the metered charges for electric, gas, trash and recycling, water and sewer, and for providing and paying for telephone and Internet service. Cable is not available in the Leased Premises. If Lessor has computers available, it may also offer the use of the computers to Lessee during the Term of this Lease Agreement. Lessor shall not be responsible for any break in any of the aforementioned services that are not the direct result of Lessor's actions and/or failure to act.

**Section 11. Furniture and Copy Machine:** Lessor may provide Lessee with furniture for the Leased Premises, at Lessor's discretion and Lessee shall have reasonable use of the Lessor's copy machine.

**Section 12. Maintenance and Repairs:**

Lessee will, at its cost and expense throughout the Term of this Lease Agreement, maintain in good condition the interior of the Leased Premises, and will keep the same in good order and condition and will make necessary repairs thereto. If maintenance required to be made to the Leased Premises by Lessee hereunder is not made within ten (10) days after written notice delivered to Lessee by Lessor, Lessor may, at its own option, make such repairs and/or maintenance, and Lessee shall pay to Lessor, upon demand, the cost such repairs and/or maintenance as additional rent hereunder.

Lessor shall be responsible for all preventative maintenance associated with the Leased Premises. Lessor shall be solely responsible for replacement of mechanical systems and all related costs. Lessor shall maintain in good condition and keep in good repair the exterior and structural components of the building, including the roof, foundation, walkways, sidewalks, and parking areas, and shall keep the walkways, sidewalks, and parking areas clear of all obstructions. Any repairs that have to be made will be made promptly upon notification in writing by the Lessee. Lessor shall be responsible for snow removal from all designated walkways, sidewalks, and parking areas.

Lessor shall be responsible for the provision of custodial and garbage removal services upon the Leased Premises to the extent that Lessor regularly provides such services on Lessor's property.

**Section 13. Insurance:**

Lessee, at its expense, shall comply with all laws, orders, and regulations of federal, state, and local authorities and, as set forth above, obtain necessary permits to conduct the business contemplated by this Lease Agreement. During the Term of this Lease and for any further time the Lessee shall hold the Leased Premises, Lessee shall obtain and maintain at its expense the following types and amounts of insurance:

- \* (1) Fire Insurance - Lessee shall keep its interest in and to all equipment and property in the Leased Premises insured against loss or damage by fire and other hazards. Lessor shall, similarly, keep its interest in the Leased Premises insured.
- \* (2) Personal Injury and Property Damage Insurance - Lessee shall maintain a policy of insurance with a limit of no less than Two Million Dollars (\$2,000,000.00) covering

liability for bodily injury, property damage, and machinery insurance during the Term of this Lease.

- \* (3) Commercial General Liability Insurance: Lessee shall maintain a policy of insurance with a limit of no less than One Million Dollars (\$1,000,000.00) each occurrence and Two Million Dollars (\$2,000,000.00) aggregate.
- \* (4) Workers Compensation Insurance: Lessee shall maintain a policy of insurance as required by the laws of the Commonwealth of Pennsylvania. The workers' compensation insurance must contain a waiver of subrogation in the customary form.
- (5) Other Insurance - Lessee shall provide and keep in force other insurance in amounts that may from time to time be required by Lessor against other insurable hazards as are commonly and reasonably insured against for the type of business activity that Lessee will conduct. Lessee shall name the Lessor as an additional insured on its policies of insurance or otherwise provide a waiver of subrogation in the customary form.
- (6) All insurance required hereunder shall be written with responsible companies licensed to do business in the Commonwealth of Pennsylvania. Upon Lessor's request, a Certificate of Insurance evidencing Lessee's property/casualty insurance, provided by the company issuing the policy, shall be provided to the Lessor, or when appropriate, to the holder of any mortgage. The company issuing Lessor's policy shall provide a Certificate of Insurance evidencing Lessor's Property/Liability insurance to Lessee.

Lessee, within fifteen (15) days of receipt of written notice from Lessor, shall be responsible for paying Lessor for the cost of any increase in Lessor's insurance premiums, which occur as a direct result of Lessee's occupancy and use of the Leased Premises. Lessor's written notice shall include a statement from Lessor's insurance carrier detailing the nature and amount of insurance premium cost increase.

**Section 14. Indemnity:**

- (1) By Lessor - Lessor shall indemnify and save harmless from and against any and all expenses, liabilities, and claims of every kind, including reasonable counsel fees, arising from: (i) any failure of the Lessor to perform any of the terms or conditions of this Lease which are the Lessor's obligations to perform; (ii) any act of omission of Lessor ; and (iii) the failure of the Lessor to comply with any law of any governmental authority with which it is the legal obligation of the Lessor to comply.
- (2) By Lessee - Lessee shall indemnify and save harmless from and against any and all expenses, liabilities, claims of every kind, including reasonable counsel fees, arising from: (i) any failure of the Lessee to perform any of the terms or conditions of this Lease which are the Lessee's obligations to perform; (ii) any act or omission of Lessee; (iii) the failure of Lessee to comply with any law of any governmental authority with which it is the legal obligation of the Lessee to comply; (iv) any mechanics' liens or security interest filed against the Leased Premises by reason of any labor or materials contracted for by Lessee.

Nothing in this Lease shall serve to waive the immunity or lessen the protections provided by the Pennsylvania's Political Subdivisions Tort Act for either party beyond which amounts they could be alone liable.

Notwithstanding the foregoing, if such expense, liability, or claim is caused by the joint or concurring negligence or fault of Lessor and Lessee, the same shall be borne by them to the extent of their respective fault or negligence.

**Section 15. Damage by Casualty:**

In the event that any casualty damage occurs to the Leased Premises, then this Lease Agreement shall be terminated at the option of either party hereto and advance rent paid by Lessee shall be repaid to Lessee. Notice of such terminations shall be in writing by the party electing to terminate and must be given within thirty (30) days after such destruction occurs.

**Section 16. Signs:**

The Lessee shall have the right to affix or display on the Leased Premises, including the exterior of the building upon the Leased Premises any signage permitted under local zoning laws; provided, however, that Lessee must first obtain written consent from Lessor, which may be withheld for any reason. Lessee shall provide Lessor with the proposed sign location, size, content, and manner of attachment to the building and/or property. Concerns of the Lessor shall be sent to the Lessee within ten (10) business days after receipt of the signage information. Failure to respond in a timely manner will indicate that no concerns exist.

**Section 17. Condemnation:**

In the event that all or a substantial part of the Leased Premises shall be acquired or condemned by eminent domain, for any public use or purpose, so as to materially affect its use by Lessee, in the reasonable judgment of the Lessee, then this Lease Agreement shall cease and be terminated and Lessor shall have no claim against Lessee for the value of any unexpired term of this Lease, and any rental paid by Lessee in advance of the date of condemnation for any portion of the Lease term subsequent to the date of condemnation shall be repaid by Lessor to Lessee.

**Section 18. Surrender of Premises:**

At the expiration of this Lease Agreement, Lessee shall surrender the Leased Premises to Lessor in good order and condition, ordinary wear and tear accepted, and shall surrender all keys and access cards for the Leased Premises to Lessor and shall inform Lessor of all combinations of locks, if any, on the Leased Premises. Lessee's obligation to observe or perform this covenant shall survive the expiration or other termination of this Lease Agreement.

**Section 19. Defaults of Lessee:**

Any one or more of the following shall constitute a default by the Lessee hereunder: If the Lessee, during the term of this Lease Agreement or any renewal thereof:

- (1) Does not pay in full when due and payable all rent, minimum and additional, herein agreed to be paid by Lessee; or
- (2) Violates or fails to perform or otherwise breaches in a material fashion any

covenant or provision hereof; or

- (3) Abandons the Leased Premises; or
- (4) Becomes bankrupt or insolvent, or files any debt or proceedings, or takes or has taken against Lessee in any court pursuant to any statute, either of the United States or any state, a petition in bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee of all or a portion of Lessee's property, or if it makes an assignment; provided, however, that if an involuntary proceeding shall be swayed or dismissed within sixty (60) days of filing, the same shall not constitute a default by Lessee under this Section; or
- (5) This Lease may be terminated by Lessee if Lessee's governing body approves a discontinuance and complete cessation of the programming and services offered by Lessee in or on the Leased Premises and does not provide for such services elsewhere in its plan of services. Lessor shall receive thirty (30) days written notice of such action by the Lessee's governing body. In such event Lessee shall surrender the Leased Premises no later than July 1 of any Lease year.

Should Lessee ever be in default, Lessee shall in that case, have fifteen (15) days after written notice by Lessor of such default to cure the default, if said default is for non-payments of monies; and a commercially reasonable length of time to cure if the said default is pursuant to any other provision of this Lease.

#### **Section 20. Remedies of Lessor:**

In the event of default by the Lessee as provided in Section 19 hereof, and in any or either of such events of default at the sole options of the Lessor:

- (i) **Termination:**  
This Lease and the Term hereby created, or renewal term hereof, shall, at the sole option of Lessor, terminate and become absolutely void without any right on the part of the Lessee to save the forfeiture by payment of any sum due or by performance of any provision of this Lease Agreement.
- (ii) **Entry and Possession:**  
After notice of default has been given to Lessee by Lessor, and after the expiration of the period within which Lessee may cure any default as provided herein, Lessor may enter the Leased Premises for such purposes as may be permitted by law and may, after ten (10) days written notice to Lessee, remove the property and personnel of Lessee, and store the property in a public warehouse at the expense of the Lessee. Lessor shall give oral and written notice to the Lessee of the location of said public warehouse within twenty-four (24) hours of said removal. Entry and possession pursuant to this subsection shall constitute termination of the Lease and upon termination, Lessor may recover from the Lessee all damages resulting from the breach including the cost of recovering the Leased Premises.

(iii) Lease:

Lessor may lease the Leased Premises, or any part or parts thereof, to such person or persons as may be in Lessor's reasonable business judgment be deemed best suited, and Lessee shall be liable for any loss of minimum or additional rent, for the balance of then current Term; and

(iv) Remedies Cumulative:

All of the remedies hereinbefore given to Lessor and all rights and remedies given to them by law and equity shall be at Lessor's option cumulative and concurrent. No termination of this Lease Agreement or taking or recovering of the Leased Premises shall deprive Lessor of any of its remedies or actions against Lessee for rent due at the time. Notwithstanding the above, Lessor agrees to give written notice to Lessee to cure any default within fifteen (15) days of any breach if said default is for nonpayment of monies, and a commercially reasonable length of time to cure if the said default is pursuant to any other provision of the Lease.

**Section 21. Notices:**

Any notice required or permitted to be delivered hereunder shall be deemed received when sent by Federal Express, United Parcel Service, or United States mail, postage prepaid, certified mail, return receipt requested, addressed to Lessor or Lessee, as the case may be, at the address set forth in the introduction to this Agreement, or such other address which the Parties may hereafter designate in writing.

**Section 22. Successors:**

Except as herein otherwise provided, all rights and liabilities herein given to or imposed upon the respective Parties hereto shall extend to and be binding upon the several heirs, legal representatives, successors, and assigns of the said parties.

**Section 23. Waiver:**

The waiver of Lessor or Lessee of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of future breaches, if any, or such term, covenant or condition herein contained. The subsequent acceptance of rent herein under by Lessor shall not be deemed to have been waived unless such waiver is in writing by Lessor or Lessee.

**Section 24. Recording:**

Lessee shall not record this Lease without the prior written consent of Lessor.

**Section 25. Entire Agreement:**

This Agreement sets forth all the covenant promises, agreements, conditions, and understanding between the Parties hereto. Except as herein otherwise provided, no subsequent alteration, amendment, change, or addition to this Lease Agreement shall be binding upon Lessor or Lessee unless reduced to writing and duly executed.

**Section 26. Severability:**

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

**Section 27. Discrimination:** Each of the Parties hereto covenant and agree that where applicable respectively, they shall not discriminate against any person for any reason by reason of gender, race, creed, color, sexual preference, national origin, disability, ancestry, age or other legally protected status.

**Section 28. Force Majeure:** Neither party shall be deemed in default or otherwise liable under this Agreement due to its inability to perform its obligations by reason of any fire, earthquake, flood, hurricane, tornado, snowstorm, epidemic, pandemic, accident, explosion, casualty, virus or other malicious software, strike, lockout, labor controversy, riot, civil disturbance, act of public enemy, embargo, war, act of God, act of terrorism, or any municipal, county, state or national ordinance or law, or any executive, administrative or judicial order (which order is not the result of any act or omission which would constitute a default hereunder), or any failure or delay of any transportation, power, or communications system or any other or similar cause beyond that party's reasonable control.

**Section 29. Clearances/Background Checks:** Lessee represents that it has in its respective possession and will at all times while this Agreement is in effect have in its respective possession copies of criminal history record<sup>1</sup> information and child abuse clearances<sup>2</sup> (collectively, "Eligibility Report"), which Eligibility Report shall never be older than five (5) years from date of issuance, for Lessee's then-current employees, volunteers, and/or independent contractors who may, in his/her capacity as an employee, volunteer, and/or independent contractor, have direct contact with children on the Leased Premises and/or on surrounding Lessor's property while utilizing the Leased Premises hereunder ("Personnel"). At any time during the Term of this Agreement, in the event that Lessor has a reasonable suspicion that Lessee's Personnel has been charged with, arrested for or convicted of any statute covered by the Eligibility Report or named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated child abuse report, Lessor retains the right to reasonably request that Lessee have an Eligibility Report conducted within two (2) weeks of such request, and forward the results thereof to Lessor promptly upon receipt of the results of the Eligibility Report by Lessor. Notwithstanding the foregoing, Lessor may request that the Personnel who is the subject of the request not enter onto the Leased Premises until the Eligibility Report is obtained and reasonably approved by Lessor. Lessee further agrees that it shall notify Lessor immediately upon (and within seventy-two (72) hours of) becoming aware that any of its Personnel have been charged with, arrested for or convicted of any statute covered by the Eligibility Report or named in the Statewide database as an alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated child abuse report.

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<sup>1</sup> Indicating that such individual has not been arrested for or convicted of any "Reportable Offense" as enumerated in 24 P.S. §§ 1-111(e) and/or 1-111(f.1).

<sup>2</sup> Indicating that such individual is not named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated child abuse report.

**Section 30. Authority:** 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.

**Section 31. Choice of law; Jurisdiction:** This Agreement will be interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date 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.

IN WITNESS WHEREOF, Lessor and Lessee have hereunto set hands and seals this day first above written.

WITNESS:

**BETHLEHEM AREA VOCATIONAL-  
TECHNICAL SCHOOL**

Name: \_\_\_\_\_  
Susan M. Fahrenkopf  
Joint Committee Secretary

Name: \_\_\_\_\_  
Joint Committee Chairperson

WITNESS:

**DIADEM NURSING INSTITUTE  
AND ALLIED HEALTH**

Name: Doris Ezomo  
Doris Ezomo

Title: Director 5/13/24



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

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 12th. Directors Schenkel and Faccinnetto 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.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

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
24-1	Mike Galler	Culinary	12 Month Staff Luncheon - 35 people 8/17/23		4	08/17/23	\$ 525.00	\$525.00		PAID
24-2	Heather Burkhardt	Baking	2-3 Trays of Baked Goods for Northampton OH 8/24/23		4	08/24/23	\$ 100.00	\$100.00		PAID
24-3	Jim Gurcsik	Graphics	65 shirts for food truck	08/28/23	4	10/16/23	\$ 370.00	\$370.00		PAID
24-4	Heather Burkhardt	Baking	Liberty Open House 9/13/23	08/30/23	4		\$ 100.00	\$100.00		PAID
24-5	Heather Burkhardt	Baking	Freedom Open House 9/6/23	08/30/23	4	09/06/23	\$ 100.00	\$100.00		PAID
24-6	Karen Mustonen	Graphics	Uniforms Embroidered	08/31/23	4			\$0.00		PAID
24-7	Jeff Bower	Graphics	Decals NOT INTERFUND	09/05/23	4	10/13/23	\$ 18.00	\$18.00		PAID
24-8	Susan Fahrenkopf	Baking	Baked goods for Board Meeting 09/05/23	09/05/23	4	09/05/23	\$ 40.00	\$40.00		PAID
24-9	Dana Huber	Graphics	Directional arrow signs	09/07/23	4		\$ 18.00	\$18.00		PAID
24-10	Heather Burkhardt	Baking	Baked goods for Northampton MS Open House 9/9/23	09/11/23	4		\$ 200.00	\$200.00		PAID
24-11	Susan Fahrenkopf	Baking	Breakfast for CTE Meeting 9/29/23	09/15/23	4		\$ 12.00	\$12.00		PAID
24-12	Susan Fahrenkopf	Food Truck	Light refreshments for Electric Car reveal	09/18/23	4	09/20/23	\$ 700.00	\$700.00		PAID
24-13	Student Services	Graphics	Window cling covering	09/21/23	4	01/17/24	\$ 144.00	\$144.00		PAID
24-14	Jeff Bower	Graphics	Fire elevator signs	09/21/23	4	10/13/23	\$ 10.00	\$10.00		PAID
24-15	Susan Fahrenkopf	Graphics	Screen Print Shirts	09/27/00	4	05/22/24	\$ 130.00	\$130.00		
24-16	Susan Fahrenkopf	Baking	Baked goods for JC Meeting	09/28/23	4		\$ 40.00	\$40.00		PAID
24-17	Mike Galler	Baking	Baked Goods for OAC Meetings 10/9 & 10/10	09/28/23	4	10/11/23	\$ 480.00	\$480.00		PAID
24-18	Dario Chavez	Baking	Desserts for NTHS Induction Ceremony NOT INTERFUND	09/28/23	4			\$0.00		PAID
24-19	Mike Galler	Food Truck	OAC 10/9 & 10/10	09/28/23	4	09/11/23	\$ 2,200.00	\$2,200.00		PAID
24-20	Dario Chavez	Culinary	Food for NTHS Induction Ceremony 10/12 NOT INTERFUND	09/28/23	4			\$0.00		PAID
24-21	Angela Thom	Culinary	Provide snacks for Skills USA Members	09/28/23	4			\$0.00		PAID
24-22	Jalissa Kuehner	Comm. Arts	Painting a mural in the School Store	10/02/23	4			\$0.00		PAID
24-23	Heather Burkhardt	Baking	Baked goods for Freedom Career Fair (10/04/23)	10/03/23	4		\$ 30.00	\$30.00		PAID
24-24	Glenn Milositz	Graphics	Window coverings for classroom doors	10/05/23	4	11/06/23	\$ 420.00	\$420.00		PAID

24-25	Adam Lazarchak	Food Truck	Food Truck event for Freedom / Liberty game (10/06/23)	10/06/23	4	10/28/23	\$ 750.00	\$750.00	PAID
24-26	Dario Chavez	Culinary	Taco Bar for winners of NTHS Field Day (10/06/23)	10/06/23	4	10/06/23	\$ 225.00	\$225.00	PAID
24-27	Heather Burkhardt	Food Truck	Food Truck for BBBS visit (10/17/23)	10/06/23	4	10/17/23	\$ 380.00	\$380.00	PAID
24-28	Adam Lazarchak	Food Truck	Board Members that came to Food Truck on 10/0	10/03/23	4	10/03/23	\$ 92.00	\$92.00	PAID
24-29	Dean Ruch (School To Careers)	Graphics	2 sets of NCR forms	10/11/23	4	10/16/23	\$ 46.00	\$46.00	PAID
24-30	Susan Fahrenkopf	Baking	Baked goods for Little Pink Dress Party (10/24/23)	10/11/23	4	10/24/23	\$ 800.00	\$800.00	PAID
24-31	Cops N Kids	Baking	Cupcakes (11/17/23)	10/11/23	4	11/17/23	\$ 100.00	\$100.00	PAID
24-32	Susan Fahrenkopf	Graphics	Screen Print T Shirts for Open House (10/25/23)	10/11/23	4	10/20/23	\$ 110.00	\$110.00	PAID
24-33	Jaime Vlasaty	Baking	600 Baked Goods (10/20/23)	10/11/23	4	10/13/23	\$ 600.00	\$600.00	PAID
24-34	Heather Burkhardt	Baking	Baked goods for BBBS (10/17/23)	10/04/23	4	10/17/23	\$ 75.00	\$75.00	PAID
24-35	Susan Fahrenkopf	Baking	Baked goods for November Board Meeting (11/8/23)	10/20/23	4	10/20/23	\$ 40.00	\$40.00	PAID
24-36	Susan Fahrenkopf	Baking	Breakfast for CTE Directors (11/17/23)	10/20/23	4	10/20/23	\$ 12.00	\$12.00	PAID
24-37	Jesse Schneek	Bldg. Trades	Safety Glass Holder	10/24/23	4	10/24/23	\$ 10.00	\$10.00	PAID
24-38	Karen Mustonen	Graphics	Tags for Cookies for Saucon	10/11/23	4	10/26/23	\$ 50.00	\$50.00	PAID
24-39	Maria Womer Stiffinella	Graphics	Wall stickers	10/26/23	4	11/29/23	\$ 25.00	\$25.00	PAID
24-40	Jalissa Kuehner	Graphics		10/26/23	4	10/25/23	\$ 20.00	\$20.00	PAID
24-41	Culinary	Graphics	BEO Work For October	10/30/23	4		\$ 3.00	\$3.00	PAID
24-42	Food Truck	Graphics	BEO Work For October	10/30/23	4		\$ 7.00	\$7.00	PAID
24-43	Culinary (Billed to Maintenance)	Masonry	Pizza Oven	11/01/23	4	04/12/24	\$ 2,064.81	\$2,064.81	PAID
24-43	Culinary (Billed to Food Truck)	Masonry	Pizza Oven				\$ 2,361.15	\$2,361.15	PAID
24-44	Connie Muschko	Culinary	Veterans Day Luncheon	11/07/23	4		\$ 350.00	\$350.00	PAID
24-45	Heather Burkhardt	Culinary	Counselor Luncheon (12/7 & 12/8)	11/07/23	4	12/08/23	\$ 480.00	\$480.00	PAID
24-46	HOSA	Graphics	Basket Bingo Tickets	11/08/23	4			\$0.00	PAID
24-47	Dario Chavez (NTHS)	Graphics	Shirts printed	11/09/23	4			\$0.00	PAID
24-48	Jeff Bower	Graphics	20 decals for towel dispensers	11/13/23	4	11/21/23	\$ 20.00	\$20.00	PAID
24-49	Karen Mustonen	Graphics	Pie Decals	11/20/23	4	11/21/23	\$ 19.50	\$19.50	PAID
24-50	Susan Fahrenkopf	Culinary	Luncheon for stakeholders (12/12/23)	11/21/23	4	12/12/23	\$ 450.00	\$450.00	PAID

24-51	Dana Huber	Graphics	Business cards for Dana & Lauren	11/21/23	4	12/13/23	\$	9.00	\$9.00	PAID
24-52	Susan Fahrenkopf	Baking	Baked goods for JC Meeting	11/21/23	4	11/06/23	\$	40.00	\$40.00	PAID
24-53	Susan Fahrenkopf	Baking	Baked goods for Directors Meeting (12/15/23)	11/01/23	4	12/15/23	\$	12.00	\$12.00	PAID
24-54	Deb Miller	Graphics	100 gift certificates	11/28/23	4	11/29/23	\$	10.00	\$10.00	PAID
24-55	Dana Huber (Rotary)	Culinary	Rotary lunch (1/31/24) NOT INTERFUND	11/29/23	4	01/31/24	\$	240.00	\$240.00	PAID
24-56	Dana Huber (Adult Ed)	Graphics	Gift Certificates (Not Interfund)	12/01/23	4	12/06/23		5.00	\$5.00	PAID
24-57	Heather Burkhardt	Baking	Beverages & Baked Goods for Fast Track M&G (1/	12/08/23	4			60.00	\$60.00	PAID
24-58	Jeff Bower	Culinary	Food for Facilities Management Meeting (3/14/23	12/11/23	4				\$0.00	PAID
24-59	Jeff Bower	Culinary	Lunch for Facilities Management Meeting (3/14/2	12/11/23	4				\$0.00	PAID
24-60	Karen Mustonen	Graphics	100 Peanut Allergens stickers	12/12/23	4	12/19/23		8.00	\$8.00	PAID
24-61	Jen Stilgenbauer	Baking	100 gingerbread men for lesson	12/18/23	4	12/22/23		500.00	\$500.00	PAID
24-62	McGraw/ Irwin	Baking	60 gingerbread men for lesson	12/18/23	4	12/22/23		300.00	\$300.00	PAID
24-63	Susan Fahrenkopf	Graphics	180 holiday cards	12/19/23	4	12/19/23		20.00	\$20.00	PAID
24-64	Emily Hough	Graphics	Shirts and hoodies for Web Design	12/19/23	4				\$0.00	PAID
24-65	Moreen Wheatley	Baking	100 gingerbread men for lesson	12/20/23	4	05/14/01	\$	500.00	\$500.00	PAID
24-66	Culinary	Graphics	BEO Work For December	12/20/23	4	12/20/23		61.00	\$61.00	PAID
24-67	Kurt Samson	Culinary	Food for party (12/21/23)	12/20/23	4	12/21/23		80.00	\$80.00	PAID
24-68	Robert Kulik	Culinary	Food for party (12/21/23)	12/20/23	4	12/21/23		80.00	\$80.00	PAID
24-69	Angela Thom	FT/CE	Food For Navigation Nights (03/26/24)moved from	12/21/23	4			1,344.00	\$1,344.00	PAID
24-70	Angela Thom	Baking	Desserts For Navigation Nights (03/26/24)moved	12/21/23	4			224.00	\$224.00	PAID
24-71	Susan Fahrenkopf	Baking	Continental breakfast for CTE meeting (1/19/24)	12/21/23	4				\$0.00	PAID
24-72	Susan Fahrenkopf	Baking	Desserts for Joint Committee Meeting (1/03/24)	12/21/23	4			40.00	\$40.00	PAID
24-73	Heather Burkhardt/Marketing	Baking	Baked goods for Freedom 8-9 grade orientation (1	01/04/24	4			100.00	\$100.00	PAID
24-74	Brian Moser/Skills USA	Graphics	3 Banners for Championship Display	01/09/24	4			168.00	\$168.00	PAID
24-75	Heather Burkhardt/Marketing	Baking	St. Anne's Tour Luncheon (03/13/24) NOT INTERF	01/10/24	4	03/03/24		150.00	\$150.00	PAID
24-76	Dana Huber/Rotary	Baking	Dessert for Rotary meeting (1/31/24) NOT INTERF	01/12/23	4	01/31/24		48.00	\$48.00	PAID
24-77	Susan Fahrenkopf	Culinary	Lunch for 7 people (2/21 - Bracalante Manufacturer	01/23/24	4	02/21/24		90.00	\$90.00	PAID

24-78	Jesse Schneck	Graphics	Snap Frame	01/23/24	4		60.00	\$60.00	PAID
24-79	NTHS (Dario Chavez)	Graphics	Carbs for Karb tickets (NOT INTERFUND)	01/26/24	4	01/26/24	30.00	\$30.00	PAID
24-80	Bake Shop	Graphics	Labels for Products	01/26/24	4	01/26/24	16.00	\$16.00	PAID
24-81	Bake Shop	Megatronics	Candyland board game pieces	01/30/24	4	02/26/24	40.00	\$40.00	PAID
24-82	CULINARY	Graphics	BEO Work for January	02/01/24	4	02/01/24	6.00	\$6.00	PAID
24-83	Heather Burkhardt	Baking	4 trays for Freedom Spring Open House (02/13/24)	02/01/24	4	02/13/24	80.00	\$80.00	PAID
24-84	Stan Prodes / Medical	Baking	Large trays for FVHN (05/13/24)	02/05/24	4	05/13/24	800.00	\$800.00	PAID
24-85	Heather Burkhardt	Baking	Grab & Go cupcakes for East Hills MS tour (03/06/24)	02/07/24	4	03/06/24	220.00	\$220.00	PAID
24-86	Jesse Schneck	Bldg. Trades	Table Top	02/14/24	4	02/28/24	35.00	\$35.00	PAID
24-87	Karen Mustonen	Bldg. Trades	Plywood squares for Cupcake Wars	02/22/24	4	02/27/24	10.00	\$10.00	PAID
24-88	Mike Galler	Culinary	Breakfast for in-service	02/16/24	4	02/16/24	300.00	\$300.00	PAID
24-89	Peggy Fuehrer	Food Truck	OAC 04/09/24	02/22/24	4		200.00	\$200.00	PAID
24-90	Peggy Fuehrer	Culinary	OAC 100 dinners 04/08/24	02/22/24	4	04/08/24	1,500.00	\$1,500.00	PAID
24-91	Peggy Fuehrer	Baking	OAC 100 desserts 04/08/24	02/22/24	4	04/08/24	250.00	\$250.00	PAID
24-92	Susan Fahrenkopf	Baking	Baked goods for February Board Meeting	02/01/24	4	02/06/24	40.00	\$40.00	PAID
24-93	Susan Fahrenkopf	Baking	Dessert for Bracalente Manufacturing	01/18/24	4	02/21/24	24.00	\$24.00	PAID
24-94	Angela Thom	Baking	Desserts for NAV Nights (02/06/24)	08/30/24	4	02/06/24	218.00	\$218.00	PAID
24-95	Angela Thom	Culinary	Food for NAV Nights (02/06/24)	08/30/24	4	02/06/24	1,308.00	\$1,308.00	PAID
24-96	Angela Thom	Baking	Desserts for NAV Nights (03/12/24)	02/23/24	4	03/12/24	224.00	\$224.00	PAID
24-97	Angela Thom	FT/CE	Food for NAV Nights (03/12/24)	02/23/24	4	03/12/24	1,344.00	\$1,344.00	PAID
24-98	Jalissa Kuehner	Graphics	Small poster/banner	02/26/24	4		15.00	\$15.00	PAID
24-99	Angela Thom	Culinary	Breakfast & Lunch for Career Fair (03/20/24)	02/26/24	4	03/20/24	2,250.00	\$2,250.00	PAID
24-100-1	Angela Thom	Baking	Baked goods for Breakfast & Lunch for Career Fair	02/26/24	4	03/20/24	250.00	\$250.00	PAID
24-100-2	Susan Fahrenkopf	Baking	Baked goods for March JC meeting	02/27/24	4		40.00	\$40.00	PAID
24-100-3	Susan Fahrenkopf	Baking	Continental breakfast for CTE meeting (03/22/24)	02/27/24	4		12.00	\$12.00	PAID
24-100-4	Karen Mustonen	Graphics	Candyland board on plastic sign & banner	02/27/24	4	04/05/24	60.00	\$60.00	PAID
24-100-5	Mike Galler	Graphics	Polo Shirts For EV Project for 03/20/24	02/28/24	4	03/20/23	158.00	\$158.00	PAID

24-100-6	Susan Fahrenkopf	Baking	Continental Breakfast for CTE meeting (02/23/24)	09/14/24	4	02/23/24	12.00	\$12.00	PAID
24-100-7	Heather Burkhardt	Baking	Grab & Go Cupcakes for EHMS 7th Grade (05/02/24)	03/07/24	4	05/02/24	230.00	\$230.00	PAID
24-100-8	Heather Burkhardt	Baking	Grab & Go Cupcakes for EHMS 7th Grade (05/03/24)	03/07/24	4	05/03/24	230.00	\$230.00	PAID
24-100-9	Dario Chvez	Baking	Trans funds for Baked good purchased from Culin	03/11/23	4	03/11/24	94.00	\$94.00	PAID
24-100-10	Karen Mustonen	Graphics	Labels for Black Bean Brownies	03/12/24	4	04/17/24	92.00	\$92.00	PAID
24-100-11	Connie Muschko	Culinary	Co-Op Breakfast (May 15,2024)	03/13/23	4	05/15/24	3,800.00	\$3,800.00	NOT INTERFUNG
24-100-12	NTHS (Dario Chavez)	Culinary	HOSA Breakfast	03/13/24	4	03/13/24	300.00	\$300.00	NOT INTERFUNG
24-100-13	Dawn Sutter	FT/CE	Lunch for 3 people	03/20/24	4	03/26/24	30.00	\$30.00	PAID
24-100-14	Susan Fahrenkopf	Baking	Baked goods for April JC Meeting (04/02/24)	03/20/24	4	04/02/24	15.00	\$15.00	PAID
24-100-15	Susan Fahrenkopf	Baking	Continental breakfast for CTE Meeting (04/19/24)	03/20/24	4			\$0.00	CANCELLED
24-100-16	Angela Thom	Baking	Desserts for Navigation Nights (04/16/24)	03/20/24	4	04/16/24	156.00	\$156.00	PAID
24-100-17	Angela Thom	FT/CE	Food for Navigation Nights (04/16/24)	03/20/24	4	04/16/24	936.00	\$936.00	PAID
24-100-18	Angela Thom	FT/CE	Food for Take Your Child To Work Day (04/25/24)	03/20/24	4	04/25/24	732.00	\$732.00	PAID
24-100-19	Angela Thom	Baking	Desserts for Take Your Child To Work Day (04/25/24)	03/20/24	4	04/25/24	122.00	\$122.00	PAID
24-100-20	Angela Thom	Baking	Desserts for NOCTI Proctors (04/22/24 - 04/26/24)	03/20/24	4	04/26/24	140.00	\$140.00	PAID
24-100-21	Angela Thom	FT/CE	Food for NOCTI Proctors (04/22/24 - 04/26/24)	03/20/24	4	04/26/24	1,120.00	\$1,120.00	PAID
24-100-22	Judy Milositz	Graphics	Shirts for class	03/20/24	4	05/22/24	418.00	\$418.00	
24-100-23	Angela Thom	Graphics	Shirts for Carnival	03/25/24	4	05/06/24	65.50	\$65.50	
24-100-24	Heather Burkhardt	Culinary	Mini Rice Crispy Treats for Career Day for Masonr	03/25/24	4	05/09/24	105.00	\$105.00	
24-100-25	Dawn Sutter	FT/CE	Lunch for 10 people for interviews (April 23)	03/27/24	4	04/23/24	200.00	\$200.00	PAID
24-100-26	Glenn Milositz	Graphics	Visitor/Tresspassing Signage	03/28/24	4			\$0.00	Rollover to next
24-100-27	Glenn Milositz	Graphics	Vinyl Window Coverings for Identifies Program Ar	03/28/24	4			\$0.00	Rollover to next
24-100-28	Glenn Milositz	Graphics	Reflective Room Letter/Number Vinyl Signage	03/28/24	4			\$0.00	Rollover to next
24-100-29	Khitam Moussa	Graphics	Shirts for Students	04/03/24	4	05/22/24	35.00	\$35.00	
24-100-30	Culinary	Graphics	BEO work for March	03/31/24	4	03/31/24	36.00	\$36.00	PAID
24-100-31	Vicky Haines	Graphics	Sweatshirts	04/08/24	4		180.00	\$180.00	
24-100-32	Dana Huber	FT/CE	Lunch for 11 People (05/09/24)	04/08/24	4	05/09/24	220.00	\$220.00	

24-100-33	Russell Gaffney	FT/CE	Perkins Planning Luncheon 30 people (05/14/24)	04/08/24	4	05/14/24	324.00	\$324.00	
24-100-34	Glenn Milositz	FT/CE	Assistant Principas Advisory Meeting (04/09/24)	04/08/24	4	04/09/24	200.00	\$200.00	Paid
24-100-35	Adam Lazarchak	FT/CE	Luncheon for 6 people for LVHN	04/09/24	4	04/09/24	90.00	\$90.00	Paid
24-100-36	Adam Lazarchak	FT/CE	300.00 Food Truck Gift Certificates for BASD	04/22/24	4		300.00	\$300.00	Paid
24-100-37	Susan Fahrenkopf	Baking	Desserts for Joint Committee Meeting (05/07/24)			05/07/24	30.00	\$30.00	
24-100-38	Mike Galler	FT/CE	Sub Appreciation Dinner (05/02/24)	04/26/24	4	05/02/24	600.00	\$600.00	
24-100-39	Russell Gaffney	Baking	Desserts for Perkins Luncheon (05/14/24)	04/29/24	4	05/14/24	36.00	\$36.00	
24-100-40	Culinary/Food Truck	Graphics	BEO Events	04/01/24	4	04/30/24	89.00	\$89.00	PAID
24-100-41	Dawn Sutter	Culinary	Lunch for Interviews (5/16 & 5/17) 6 people each	05/06/24	4			\$0.00	
24-100-42	Heather Burkhart	Baking	LV Dual Language Tour (5/30)	05/08/24	4			\$0.00	
24-504	Susan Fahrenkopf	FT/CE	Skills Class reception (04/17/24) INTERFUND	03/18/24	6	04/17/24	400.00	\$400.00	PAID
24-100-43	Karen Mustonen	Megatronics	Candyland board game pieces (more)	05/08/24			40.00	\$40.00	
24-100-44	Connie Muschko	BAKING	Co-Op Breakfast (May 15,2024)	03/13/23	4	05/15/24	250.00	\$250.00	
24-100-45	Tyler Heft	Graphics	Shop shirts & sweatshirts	05/20/24	4	05/21/24	460.00	\$460.00	
24-611	Karen Mustonen	Building Tr.	Build a cover for Koi Pond	09/13/23	1		20.00	\$20.00	
24-100	Terry Wagner	Culinary	Catering for baby shower (09/09/2023)	08/18/23	3		1,800.00	\$1,800.00	Paid 09/11/23
24-101	Mike Galler	Culinary	Wings for 25 People (09/01/23)	08/24/23	1	09/01/23	50.00	\$50.00	Paid 9/1/23
24-102	Bethlehem Rotary/Dana Huber	Baking	200 wrapped logo cookies for Taste & Tunes (Oct.	09/07/23	6	10/19/23		\$0.00	PAID
24-103	Dana Huber	Baking	150 wrapped embossed cookies (Oct. 12th)	09/07/23	1		300.00	\$300.00	Paid 10/12/23
24-104	Dana Huber	Culinary	Ribs, Carrots, Potatoes, Rolls for approx. 40 (Oct. 1	09/07/23	1	10/12/23	480.00	\$480.00	Paid 10/12/23
24-105	Dawn Sutter	Culinary	Food for small party (12/01/23)	09/08/23	1			\$0.00	VOID
24-106	Susan Fahrenkopf	Culinary	Bridges Luncheon (9/19/223) \$14.00x16people	09/05/23	3	09/19/23	224.00	\$224.00	Paid 09/25/23
24-107	Greta Wilmot	Culinary	No egg birthday cake	09/25/23	1	10/06/23	25.00	\$25.00	Paid 10/11/23
24-108	Emily Hough	Baking	4 Dozen cupcakes for September Birthdays	09/28/23	1	10/06/23	48.00	\$48.00	Paid 10/09/23
24-109	Emily Hough	Baking	5 Dozen cupcakes for October Birthdays	09/28/23	1	10/06/23	48.00	\$48.00	Paid 10/09/23
24-110	Heather Chilcote	Baking	24 Cream Cheese Cupcakes (10/04/23)	10/03/23	1	10/04/24	24.00	\$24.00	Paid 10/05/23
24-111	Debra Miller	Culinary	4 dozen cookies with recipes	10/05/23	1	12/04/23	24.00	\$24.00	Paid 12/04/23

<b>24-112</b>	Karen Tavares	Baking	1/2 Sheet Cake	10/23/23	1	10/27/23	30.00	\$30.00	Paid 10/28/23
<b>24-113</b>	Unity Bank	Baking	100 Cookies individually wrapped (10/25/23)	10/25/23	3	10/25/23	25.00	\$25.00	Paid 10/25/23
<b>24-114</b>	Emily Hough	Baking	Peanut Butter Chocolate cupcakes for November	11/02/23	1	11/03/23	48.00	\$48.00	Paid 11/09/23
<b>24-115</b>	Dawn Sutter	Culinary	Side dishes to be warmed later (12/7/23)	11/07/23	1	12/07/23	100.00	\$100.00	Paid 12/04/23
<b>24-116</b>	Freedom Girls Soccer	Baking	Desserts for banquet (12/7)	11/13/23	6	12/07/23	210.00	\$210.00	Paid 12/08/23
<b>24-117</b>	Todd Egrv GLVADA	Culinary	Breakfast for meeting (11/29/23)	11/14/23	3		96.00	\$96.00	Paid 12/13/23
<b>24-118</b>	Meri Lindenmuth	Culinary	Cake	11/14/23	1	11/20/23	10.00	\$10.00	Paid 11/20/23
<b>24-119</b>	Barbara Clymer (BASD)	Baking	Assorted Christmas tray for 30	11/17/23	5	11/30/23	60.00	\$60.00	Paid 11/30/23
<b>24-120</b>	Susan Fahrenkopf	Culinary	Bridges Luncheon (12/19/23)	11/28/23	3	12/19/23	306.00	\$306.00	Paid 1/5/24
<b>24-121</b>	Al Renn	Baking	2 half sheet cakes	11/30/23	1	12/22/23	60.00	\$60.00	Paid 12/22/23
<b>24-122</b>	Jennifer Klo	Culinary	Garlic Parmesan Wing Sauce	12/01/23	1	02/09/24	5.00	\$5.00	Paid 02/09/24
<b>24-123</b>	Emily Hough (EA)	Baking	2 dozen red velvet cupcakes for Dec. birthdays	12/04/23	1	12/05/23	48.00	\$48.00	Paid 12/18/23
<b>24-124</b>	Emily Hough	Baking	Maternity Sally Cake (12/08/23)	12/04/23	1	12/08/23	40.00	\$40.00	Paid 12/08/23
<b>24-125</b>	Dwayne Kemmerer	Culinary	Food for pick up (12/08/23)	12/01/23	3	12/08/23	600.00	\$600.00	Paid 12/11/23
<b>24-126</b>	Deb Miller	Culinary	Cookies	12/08/23	1	12/08/23	18.00	\$18.00	Paid 12/08/23
<b>24-127</b>	Greta Wilmot	Culinary	4 dozen Macaroons (12/22/23)	12/11/23	1	12/21/22	40.00	\$40.00	Paid 12/22/23
<b>24-128</b>	Deb Miller	Culinary	6 dozen pierogies	12/11/23	1			\$0.00	VOID
<b>24-129</b>	Jahil Joubert	Baking	Birthday cake (12/22/23)	12/13/23	3	12/22/23	15.00	\$15.00	Paid 12/22/23
<b>24-130</b>	Emily Hough (EA)	Baking	3 dozen cupcakes for January birthdays	12/18/23	1	01/04/24	36.00	\$36.00	Paid 1/22/24
<b>24-131</b>	Judy Milositz (EA)	Baking	3 dozen cupcakes for February birthdays	01/23/24	1	02/15/24	36.00	\$36.00	Paid 02/27/23
<b>24-132</b>	Deb Miller	Culinary	Tiramisu	01/29/24	1	02/02/24	30.00	\$30.00	Paid 02/05/24
<b>24-133</b>	Chrisry Davies (East Hills)	Culinary	Dinner for 60 people (04/05/24)	01/30/24	5			\$0.00	VOID
<b>24-134</b>	Shirley Gehman	Baking	1/2 Sheet Cake (02/09/24)	02/02/24	1	02/09/24	30.00	\$30.00	Paid 02/09/24
<b>24-135</b>	SKILLS USA	Culinary	Hoagie Sale	02/26/24	6	03/07/24	800.00	\$800.00	Paid 03/15/24 N
<b>24-136</b>	James Mckeon (St. Lukes Half	Baking	2000 Black Bean Brownies 04/25/24)	03/06/24	6			\$0.00	Paid 04/25/24
<b>24-137</b>	Dazzcity Torres	Baking	30 Pepperonie Rolls	03/08/24	3	03/11/24	60.00	\$60.00	Paid 03/13/24
<b>24-138</b>	Jenn Moll (BASD)	Baking	35 Paw Print Cookies	03/08/24	5	05/03/24	70.00	\$70.00	Paid 05/03/24

24-139	Bridges Foundation	Baking	Desserts for Gala	03/18/24	6				\$0.00	VOID
24-140	Freedom High School	Baking	Desserts for Academic Awards Ceremony	03/09/24	5	05/08/24	1,000.00		\$1,000.00	Paid 05/16/24
24-141	Judy Milositz (EA)	Baking	Cupcakes for March birthdays	03/20/24		03/19/24	36.00		\$36.00	Paid 03/21/24
24-142	Judy Milositz (EA)	Baking	Cupcakes for April birthdays NOT INTERFUND	03/20/24		03/17/24	42.00		\$42.00	Paid 04/23/24
24-143	Judy Milositz (EA)	Baking	Cupcakes for June & Summer birthdays	03/20/24		05/31/24	72.00		\$72.00	Paid 06/06/24
24-144	Freedom Patriot Club	Baking	Desserts for Athletic Awards (05/22/24)	04/09/24	5	05/22/24	1,500.00		\$1,500.00	Paid 05/22/24
24-145	Ann Marie Costanzo	Baking	Half Sheet Cake (04/24/24)				35.00		\$35.00	Paid 04/24/24
24-146	Liberty High School / Paul Wa	Culinary	Catered Teacher Apprec. Luncheon (05/09/24)	04/29/24	5	05/09/24	2,280.00		\$2,280.00	Paid 05/09/24
24-147	Freedom High School Band	Baking	200 cupcakes	05/03/24	5	05/03/24	400.00		\$400.00	Paid 05/06/24
24-148	Mere Chepolis	Baking	Desserts for 10 people	05/07/24		05/17/24	50.00		\$50.00	Paid 05/17/24
24-200	Paula Cuchran	Auto Tech	New Engine	08/10/23	1	12/19/23	4,169.88		\$4,169.88	Paid 12/22/23
24-201	Mike Galler	Auto Tech	Rav4 - Oil Change & Rotate Tires	08/21/23	1	09/11/23	46.67		\$46.67	Paid 09/12/23
24-202	Mike Galler	Auto Tech	Kia - Oil Change & Cabin Filter	08/21/23	1	09/01/23	30.00		\$30.00	Paid 09/05/23
24-203	Steve Mantz	Auto Tech	VW Beetle - Pre Inspection/ clicking noise in front	08/29/23	1				\$0.00	VOID
24-204	Craig Mosser	Auto Tech	Mazda CX5 - Oil Change	08/31/23	1	09/08/23	33.89		\$33.89	Paid 09/08/23
24-205	Karen Mustonen	Auto Tech	Acura TSX - Oil Change	08/31/23	1	09/14/23			\$0.00	Paid 09/14/23
24-206	Karen Mustonen	Auto Tech	Acura MDX - Oil Change	08/31/23	1	09/24/23	0.00		\$0.00	Paid 09/14/23
24-207	Jodi Williams	Auto Tech	Ford F150 - Pre Inspection	08/31/23	3	02/12/24	787.20		\$787.20	Paid 02/12/24
24-208	Heather Chilcote	Auto Tech	Toyota 4Runner - Oil Change/Alignment	09/01/23	1	09/08/23	69.64		\$69.64	Paid 09/08/23
24-209	Andrew Seeplak	Auto Tech	Ford Mustang - Trans Fluid & Oil Change	09/05/23	2	09/14/23	30.00		\$30.00	Paid 09/14/23
24-210	Alexie Morales	Auto Tech	Jeep - Tire Change and Balanced	09/05/23	2	09/26/23	10.00		\$10.00	Paid 09/26/23
24-211	Alexie Morales	Auto Tech	Lexus - Transmission Service	09/05/23	2	09/22/23	35.24		\$35.24	Paid 9/22/23
24-212	Michael Giamoni	Auto Tech	Ford E250 - OLF	09/05/23	1	09/29/23	30.00		\$30.00	Paid 09/29/23
24-213	Michael Giamoni	Auto Tech	Honda Accord - OLF	09/05/23	1	09/29/23	165.99		\$165.99	Paid 09/29/23
24-214	Angela Dorney	Auto Tech	Mazda CX5 - Oil Change	09/05/23	1	09/15/23	74.10		\$74.10	Paid 9/18/23
24-215	Anthony Rossetti	Auto Tech	Ford F150 - Oil Change	09/06/23	2	09/11/23	0.00		\$0.00	Paid 09/11/23
24-216	Deb Miller	Auto Tech	Honda Accord - Check rotors & do alignment	09/11/23	1	09/26/23	116.99		\$116.99	Paid 09/26/23

24-217	Jeff Cantrel	Auto Tech	Jeep - diagnose and repair vibrations	09/11/23	1	11/17/23	585.38	\$585.38	Paid 11/17/23
24-218	Dennis Green	Auto Tech	Toyota Tacoma - Tire Rotation, spark plugs, coils, h	09/11/23	3	09/22/23	112.20	\$112.20	Paid 9/22/23
24-219	Connor Drakey	Auto Tech	Hyundai Elantra - Check evap leak	09/12/23	2	10/02/23	93.93	\$93.93	Paid 10/02/23
24-220	Alex Glassberg	Auto Tech	Audi - Oil change, air filter, check brakes and tires	09/12/23	1	09/22/23	46.17	\$46.17	Paid 9/22/23
24-221	Luis Santiago	Auto Tech	Check suspension noise	09/13/23	1	09/26/23	0.00	\$0.00	Paid 09/27/23
24-222	Dario Chavez	Auto Tech	Pads, rotors, front end links	09/15/23	1	09/26/23	378.20	\$378.20	Paid 09/27/23
24-223	Ashley Brothers	Auto Tech	Chevy Tahoe - Hard time starting & smells of gas	09/18/23	3			\$0.00	VOID
24-224	Jacob Schlitter	Auto Tech	VW Jetta - Oil change	09/18/23	2	09/22/23	0.00	\$0.00	Paid 09/22/23
24-225	Jennifer Klo	Auto Tech	Oil Change	09/19/23	1	09/22/23	37.91	\$37.91	Paid 09/22/23
24-226	Jodi Williams	Auto Tech	TPMS Light, Airbag & Pre - Inspection	09/22/23	3	10/09/23	393.05	\$393.05	Paid 10/09/23
24-227	George Liikenbill	Auto Tech	Oil Change	09/25/23	2	04/26/24	0.00	\$0.00	Paid 05/01/24
24-228	Landon Beckowski	Auto Tech	Oil change, transmission flush	09/25/23	2	09/29/23	25.00	\$25.00	Paid 10/02/23
24-229	Justin McCollum	Auto Tech	Ball joints & tires	09/25/23	2	10/04/23	84.93	\$84.93	Paid 10/05/23
24-230	Joshua Weierbach	Auto Tech	New Exhaust	09/25/23	2			\$0.00	VOID
24-231	Eric Wilmot	Auto Tech	Oil Change	09/25/23	1	10/13/23	40.18	\$40.18	Paid 10/13/23
24-232	Connie Muschko	Auto Tech	Replace Starter	09/25/23	1	09/26/23	156.47	\$156.47	Paid 09/26/23
24-233	Matthew Morales	Auto Tech	Tires Mounted, Balanced	09/26/23	2	10/03/23	0.00	\$0.00	Paid 10/04/23
24-234	Mariah Plumer	Auto Tech	Oil Change	09/26/23	2	09/27/23	0.00	\$0.00	Paid 09/29/23
24-235	Jordan Montague	Auto Tech	Oil Change, tire rotation	09/26/23	1	09/29/23	34.19	\$34.19	Paid 10/02/23
24-236	Ryan Barnyak	Auto Tech	Install Alternator	09/27/23	2	10/02/23	0.00	\$0.00	Paid 10/02/23
24-237	Russell Gaffney	Auto Tech	Oil leak, misfire, ball joint replacement	09/28/23	1	11/07/23	722.68	\$722.68	Paid 11/08/23
24-238	Alexie Morales	Auto Tech	Change tires	09/29/23	2	10/02/23	10.00	\$10.00	Paid 10/02/23
24-239	Andrew Szeplaki	Auto Tech	Rotors & Pads	09/29/23	2	10/06/23	0.00	\$0.00	Paid 10/06/23
24-240	Aiden Malone	Auto Tech	Oil change & Pre Inspection	09/29/23	2	10/17/23	279.83	\$279.83	Paid 10/20/23
24-241	Kevin Strawn	Auto Tech	Brakes	09/29/23	1	10/10/23	456.35	\$456.35	Paid 10/11/23
24-242	Dario Chavez	Auto Tech	Change tire rod ends, Pre inspection	10/03/23	1	10/09/23	337.95	\$337.95	Paid 10/09/23
24-243	Jacob Schlitter	Auto Tech	Bleed brake lines, change air filter	10/04/23	2	11/29/23	99.99	\$99.99	Paid 11/29/23

<b>24-244</b>	Heather Chilcote	Auto Tech	Oil change	10/04/23	1	10/13/23	30.21	\$30.21	Paid 10/16/23
<b>24-245</b>	Rafael S	Auto Tech	Noise inspection in rear of car	10/04/23	3	10/27/23	672.96	\$672.96	Paid 10/30/23
<b>24-246</b>	Debra Miller	Auto Tech	Rotors & Pads	10/05/26	1			\$0.00	Void
<b>24-247</b>	Sundanta Vidanage	Auto Tech	40,000 mile check	10/05/23	3	11/08/23	93.71	\$93.71	Paid 11/08/23
<b>24-248</b>	Stan Prodes	Auto Tech	Oil Change (Will provide filter and oil)	10/11/23	1	10/19/23	0.00	\$0.00	Paid 10/19/23
<b>24-249</b>	Deb Miller	Auto Tech	Oil Change, Tire Rotation, Air Filter	10/11/23	1			\$0.00	Void
<b>24-250</b>	Dominic Pinho	Auto Tech	Weld Flex-pipe in	10/11/23	2			\$0.00	Void
<b>24-251</b>	Connor Drakely	Auto Tech	Alignment and wipers	10/11/23	2	11/21/23	41.18	\$41.18	Paid 11/21/23
<b>24-252</b>	Dario Chavez	Auto Tech	Ignition coil, spark plugs	10/11/23	1	10/11/23	42.18	\$42.18	Paid 10/13/23
<b>24-253</b>	Al Renn	Auto Tech	Pre Inspection	10/11/23	1	11/01/23	85.79	\$85.79	Paid 11/01/23
<b>24-254</b>	Michael Giamoni	Auto Tech	Pre Inspection, tune, fluits fuels line repair	10/11/23	1	02/22/24	735.43	\$735.43	Paid 02/26/24
<b>24-255</b>	Jordan Montague	Auto Tech	Oil Change, tire rotation	10/11/23	1	10/30/23	35.00	\$35.00	Paid 10/31/23
<b>24-256</b>	Logan Lees	Auto Tech	Oil change, headlight bulb replacement	10/12/23	1	10/13/23	57.25	\$57.25	Paid 10/13/23
<b>24-257</b>	Jeremy Srogi	Auto Tech	Replace heater core	10/12/23	2	12/15/23	78.48	\$78.48	Paid 12/15/23
<b>24-258</b>	Marcia Smith	Auto Tech	Brakes, rotors, oil change	10/13/23	3	10/19/23	15.00	\$15.00	Paid 10/19/23
<b>24-259</b>	Bryan Gonzalez	Auto Tech	Radiator	10/13/23	2	10/17/23	183.03	\$183.03	Paid 10/17/23
<b>24-260</b>	Craig Mosser	Auto Tech	Belt noise	10/16/23	1	10/17/23	31.57	\$31.57	Paid 10/17/23
<b>24-261</b>	Thomas Vbriaco	Auto Tech	Rear camber arms and rear brake rotors	10/16/23	2	01/09/24	0.00	\$0.00	Paid 01/09/24
<b>24-262</b>	Jim Gurcsik	Auto Tech	head gasket	10/16/23	1	12/04/23	813.88	\$813.88	Paid 12/06/23
<b>24-263</b>	Grimaldi Gonzalez	Auto Tech	Routine maintenance & tune up	10/16/26	1	12/08/23	119.43	\$119.43	Paid 12/08/23
<b>24-264</b>	Alexie Morales	Auto Tech	Lexus - Coolant Leak	10/17/23	2			\$0.00	VOID
<b>24-265</b>	Alexie Morales	Auto Tech	Jeep - Alignment	10/17/23	2			\$0.00	VOID
<b>24-266</b>	Lori Kram	Auto Tech	Chevy - oil change & overall check	10/17/23	1		0.00	\$0.00	Paid 10/31/23
<b>24-267</b>	Lori Kram	Auto Tech	Toyota - Oil chage, overall check, muffler	10/17/23	1	11/10/23	369.10	\$369.10	Paid 11/14/23
<b>24-268</b>	Hope Green	Auto Tech	Oil change	10/17/23	2	10/20/23	0.00	\$0.00	Paid 10/20/23
<b>24-269</b>	Howie Nonnmacher	Auto Tech	4 tires install motor mounts	10/17/23	1	11/02/23	40.00	\$40.00	Paid 11/03/23
<b>24-270</b>	Sarah Miller	Auto Tech	2010 Suburban - Brakes	10/18/23	3	11/06/24	0.00	\$0.00	Paid 11/06/23

<b>24-271</b>	Sarah Miller	Auto Tech	2006 Silverado - Alignment	10/18/23	3	10/25/25	0.00	<b>\$0.00</b>	Paid 10/25/23
<b>24-272</b>	Kevin Hams	Auto Tech	Brakes, Inspection Pre Check	10/19/23	3	01/05/24	1,384.98	<b>\$1,384.98</b>	Paid 01/11/24
<b>24-273</b>	Jim Gurcsik	Auto Tech	Sway bar links	10/19/23	1	10/27/23	53.92	<b>\$53.92</b>	Paid 10/30/23
<b>24-274</b>	Daniel Beradesca	Auto Tech	Passenger headlight & gas cap	10/19/23	1	10/31/23	10.74	<b>\$10.74</b>	Paid 11/03/23
<b>24-275</b>	Kristine Wagner	Auto Tech	Front brakes & warning lamp, minor leak	10/20/23	3	11/02/24	135.99	<b>\$135.99</b>	Paid 11/02/23
<b>24-276</b>	Landon Silfies	Auto Tech	Wheel alignment	10/20/23	2	11/06/23	0.00	<b>\$0.00</b>	Paid 11/06/23
<b>24-277</b>	John Reppert	Auto Tech	Alignment, front rotors, oil change	10/20/23	2	11/06/23	0.00	<b>\$0.00</b>	Paid 11/06/23
<b>24-278</b>	Paula Cuchran	Auto Tech	Subaru - Check exhaust for rleak and ignition not	10/20/23	1	11/17/23	29.47	<b>\$29.47</b>	Paid 11/17/23
<b>24-279</b>	Randy Ziminsky	Auto Tech	Honda - Oil leaking	10/20/23	3	11/29/23	0.00	<b>\$0.00</b>	Paid 11/29/23
<b>24-280</b>	Greta Wilmot	Auto Tech	Tire Rotation	10/23/23	1	11/03/23	0.00	<b>\$0.00</b>	Paid 11/03/23
<b>24-281</b>	Nathaniel Grrerro	Auto Tech	Alignment	10/23/23	2			<b>\$0.00</b>	Void
<b>24-282</b>	Glenn Milositz	Auto Tech	Pre Inspection	10/23/23	1	11/01/23	278.79	<b>\$278.79</b>	Paid 11/01/23
<b>24-283</b>	Randy Ziminsky	Auto Tech	Jeep - replace rear passenger windo	10/25/23	3		215.93	<b>\$215.93</b>	Paid 11/01/23
<b>24-284</b>	Heather Burkhardt	Auto Tech	Oil Change	10/27/23	1	10/27/23	30.00	<b>\$30.00</b>	Paid 10/27/23
<b>24-285</b>	Meri Lindenmuth	Auto Tech	Car overheating	10/30/23	1	11/02/23	253.41	<b>\$253.41</b>	Paid 11/03/23
<b>24-286</b>	Dario Chavez	Auto Tech	Pre inspection & repair if needed	10/30/23	1	11/17/23	994.13	<b>\$994.13</b>	Paid 11/17/23
<b>24-287</b>	Mike Galler	Auto Tech	Inspect, repack bearing on trailer	10/31/23	1	11/21/23	0.00	<b>\$0.00</b>	Paid 11/28/23
<b>24-288</b>	Jim Gurcsik	Auto Tech	Driver front Axle Shaft	10/31/23	1	01/18/24	236.51	<b>\$236.51</b>	Paid 01/18/24
<b>24-289</b>	Stephanie Kish	Auto Tech	Check Enging Light on	11/01/23	2			<b>\$0.00</b>	VOID
<b>24-290</b>	Landon Silfies	Auto Tech	Wheel alignment, tie rods, tires	11/01/23	2			<b>\$0.00</b>	VOID
<b>24-291</b>	Craig Mosser	Auto Tech	Check Enging Light on	11/01/23	1	02/27/24	389.79	<b>\$389.79</b>	Paid 02/28/24
<b>24-292</b>	Aaron Beete	Auto Tech	Replace rotors and brakes	11/01/23	2	11/21/23	25.00	<b>\$25.00</b>	Paid 11/21/23
<b>24-293</b>	Robert Scorece	Auto Tech	Not running - Honda Pilot	11/02/23	1	02/22/24	3,565.26	<b>\$3,565.26</b>	Paid 02/22/24
<b>24-294</b>	Jesse Schneck	Auto Tech	Oil Change & Coolant flush	11/02/23	1	11/21/23	71.69	<b>\$71.69</b>	Paid 11/22/23
<b>24-295</b>	Joan Dinbokowitz	Auto Tech	Oil change	11/03/23	1	11/16/23	35.00	<b>\$35.00</b>	Paid 11/17/23
<b>24-296</b>	Heather Hershey	Auto Tech	Oil change	11/03/23	1	11/09/23	0.00	<b>\$0.00</b>	Paid 11/09/23
<b>24-297</b>	Heather Chilcote	Auto Tech	Fan loud	11/03/23	1		0.00	<b>\$0.00</b>	

24-298	Heather Burkhardt	Auto Tech	Oil change	11/03/23	1	11/08/23	35.00	\$35.00	Paid 11/8/23
24-299	Steve Mantz	Auto Tech	Oil and filter change	11/03/23	1	11/09/23	39.81	\$39.81	Paid 11/9/23
24-300	Nathan DeLong	Auto Tech	Oil change, front end noise	11/03/23	2			\$0.00	Void
24-301	Brian Moser	Auto Tech	Rear main seal	11/07/23	1	02/02/24	182.39	\$182.39	Paid 02/02/24
24-302	Karen Mustonen	Auto Tech	Oil change	11/07/23	1	11/14/23	0.00	\$0.00	Paid 11/14/23
24-303	Rhonda Geiselman	Auto Tech	Oil Change, Tire Rotation	11/08/23	1	11/15/23	37.56	\$37.56	Paid 11/16/23
24-304	Dario Chavez	Auto Tech	Brake lines	11/09/23	1	12/01/23	169.60	\$169.60	Paid 12/01/23
24-305	Jennifer Korpics	Auto Tech	Drive belt, Induction Service, Alignment, Struts	11/09/23	2	01/10/24	106.13	\$106.13	Paid 01/10/24
24-306	Dazzcity Torres	Auto Tech	Oil change	11/09/23	3	11/10/23	0.00	\$0.00	Paid 11/10/23
24-307	Nina Pardoe	Auto Tech	Oil change	11/10/23	1	11/14/23	35.00	\$35.00	Paid 11/14/23
24-308	Meri Lindenmuth	Auto Tech	Tire Pressue Sensor	11/13/23	1	11/14/23	40.00	\$40.00	Paid 11/14/23
24-309	Adam Ghazi	Auto Tech	Spark plugs, oil change, rear brake pads, rotor & C	11/13/23	2	02/01/24	182.44	\$182.44	Paid 02/01/24
24-310	Mike DiBilio	Auto Tech	Mount and balance tires, alignment	11/14/23	3	12/01/23	25.00	\$25.00	Paid 12/01/23
24-311	Mike Giamoni	Auto Tech	Brakes and fluids	11/14/23	1	12/15/23	369.78	\$369.78	Paid 12/18/23
24-312	Tyler Heft	Auto Tech	Mount & balance tires and alignment	11/14/23	1	11/21/23	0.00	\$0.00	Paid 11/22/23
24-313	Nina Pardoe	Auto Tech	Blower, Light, sunroof	11/16/23	1	12/06/23	239.98	\$239.98	Paid 12/06/23
24-314	Heather Hershey	Auto Tech	Oil change	11/16/23	1	11/16/23	0.00	\$0.00	Paid 11/17/23
24-315	Landon Silfies	Auto Tech	Wheel alignment	11/16/23	2			\$0.00	Void
24-316	Jeff Cantrel	Auto Tech	Diagnose grinding and rattling noises	11/17/23	1			\$0.00	Void
24-317	Julian Muniz	Auto Tech	Car been sitting for years needs to be started	11/17/23	2			\$0.00	Void
24-318	Jariel Brazoban	Auto Tech	Oil Change	11/17/23	2	12/11/23	25.00	\$25.00	Paid 12/13/23
24-319	Lori Drozd	Auto Tech	Replace thermostat, flush coolant, tire rotation &	11/17/23	2	12/01/23	0.00	\$0.00	Paid 12/01/23
24-320	Michael Jagers	Auto Tech	Oil Change	11/17/23	2	12/01/23	0.00	\$0.00	Paid 12/01/23
24-321	Matthew Morales	Auto Tech	O2 sensor replaced	11/20/23	2			\$0.00	VOID
24-322	Connie Muschko	Auto Tech	3 cylinder misfire check	11/21/23	1	11/29/23	100.00	\$100.00	Paid 11/29/23
24-323	Russell Gaffney	Auto Tech	Front Axel	11/21/23	1	11/30/23	78.06	\$78.06	Paid 12/07/23
24-324	Adam Lazarchak	Auto Tech	Car won't start	11/28/23	1	11/29/23	233.42	\$233.42	Paid 11/29/23

24-325	Jamison Barnhart	Auto Tech	Caliper pin & valve cover	11/28/23	3	12/01/23	137.13	\$137.13	Paid 12/01/23
24-326	Nathaniel Grrerero	Auto Tech	Wheels/Tire mount, balance alignment	11/29/23	2	01/10/24	25.00	\$25.00	Paid 01/18/24
24-327	Caleb Vogel	Auto Tech	Brakes	11/29/23	2	12/01/23	101.59	\$101.59	Paid 12/01/23
24-328	Dario Chavez	Auto Tech	Check engine light	11/30/23	1	12/15/23	5.00	\$5.00	Paid 12/15/23
24-329	Jazmine Vargas	Auto Tech	Transmission, full tune up	11/30/23	2	04/04/24	1,441.21	\$1,441.21	Paid 5/15/24
24-330	Jeff Cantrel	Auto Tech	Diagnose brake and suspension noise	12/04/23	1	12/11/23	374.27	\$374.27	Paid 12/11/23
24-331	Jaden Galarza	Auto Tech	Master cylinder, pre inspection	12/05/23	2	03/26/24	659.03	\$659.03	Paid 05/10/24
24-332	Mike Galler	Auto Tech	Install 12v joutler on dash	12/06/23	1	12/18/23	5.00	\$5.00	Paid 12/22/23
24-333	Aaron Lockett	Auto Tech	Oil change	12/08/23	2			\$0.00	VOID
24-334	Andrew Mantz	Auto Tech	Balance, rotation, alignment	12/13/23	3	12/21/23	0.00	\$0.00	Paid 12/21/23
24-335	Daron Cordero	Auto Tech	Tire installation to rims	12/13/23	2	12/19/23	0.00	\$0.00	Paid 12/19/23
24-336	Craig Mosser	Auto Tech	Oil change	12/13/23	1	12/18/23	35.00	\$35.00	Paid 12/18/23
24-337	Jennifer Klo	Auto Tech	Check brakes, pre inspection	12/18/23	1	01/09/24	6.45	\$6.45	Paid 01/09/24
24-338	Anthony Moina	Auto Tech	Alignment	12/18/23	2	01/10/24	0.00	\$0.00	Paid 01/10/24
24-339	Sundanta Vidanage	Auto Tech	A/C work & 140,000 check up	12/20/23	3	03/20/24	100.39	\$100.39	Paid 03/20/24
24-340	Jennifer Klo	Auto Tech	Oil Change and pre inspection	01/03/24	1	01/05/24	33.00	\$33.00	Paid 01/08/24
24-341	Karen Mustonen	Auto Tech	Oil Change	01/03/24	1	01/09/24	30.21	\$30.21	Paid 01/10/24
24-342	Howie Nonnmacher	Auto Tech	Belt noise	01/03/24	1	02/27/24	385.77	\$385.77	Paid 03/05/24
24-343	Steve Mantz	Auto Tech	Tires Mounted, Balanced	01/03/24	1	01/17/24	20.00	\$20.00	Paid 01/17/24
24-344	Tucker Drozd	Auto Tech	Replace rear shocks and pre inspection	01/04/24	2	05/13/24	0.00	\$0.00	Paid 05/17/24
24-345	Spencer Parker	Auto Tech	Pre inspection & brake issue	01/04/24	2	01/18/24	272.67	\$272.67	Paid 01/30/24
24-346	Alex Glassberg	Auto Tech	Nissan - Check front and rear brakes replace if need	01/05/24	1	01/12/24	135.99	\$135.99	Paid 01/12/24
24-347	Heather Chilcote	Auto Tech	Oil Change - Jeep Wrangler	01/08/24	1	01/11/24	25.92	\$25.92	Paid 01/12/24
24-348	Andrew Szeplaki	Auto Tech	Starting concern	01/08/24	2	01/26/24	73.47	\$73.47	Paid 05/13/24
24-349	Aaron Beete	Auto Tech	Oil Change	01/09/24	2	01/10/24	25.00	\$25.00	Paid 01/18/24
24-350	Isaac Hunsinger	Auto Tech	Replace right front control arm	01/09/24	2	02/08/24	383.21	\$383.21	Paid 02/12/24
24-351	Jose Morales	Auto Tech	Replace left front inner tie rod	01/09/24	2	01/17/24	0.00	\$0.00	VOID

<b>24-352</b>	Dennis Nolan	Auto Tech	Check engine light & Oil Change	01/10/24	1	01/10/24	0.00	<b>\$0.00</b>	Paid 01/11/24
<b>24-353</b>	Jen Stiligenbauer	Auto Tech	Oil Change	01/10/24	1	01/23/24	34.84	<b>\$34.84</b>	Paid 01/24/24
<b>24-354</b>	Dario Chavez	Auto Tech	Check oil leak and squeaking noise	01/11/24	1	01/23/24	144.77	<b>\$144.77</b>	Paid 01/25/23
<b>24-355</b>	Jeremy Korpics	Auto Tech	New drive possibly new caliper	01/12/24	2	01/24/24	639.13	<b>\$639.13</b>	Paid 01/25/24
<b>24-356</b>	Moreen Wheatley	Auto Tech	Oil change & fill tires	01/17/24	1	01/23/24	44.21	<b>\$44.21</b>	Paid 01/24/24
<b>24-357</b>	Luis Santiago	Auto Tech	Tire sensor light on	01/17/24	1	01/26/24	10.00	<b>\$10.00</b>	Paid 01/26/24
<b>24-358</b>	Jamison Barnhart	Auto Tech	Oil change and tire rotation	01/17/24	3	01/18/24	26.93	<b>\$26.93</b>	Paid 01/22/24
<b>24-359</b>	Adam Lazarchak	Auto Tech	Replace Headlights	01/18/24	1	01/22/24	645.08	<b>\$645.08</b>	Paid 01/23/24
<b>24-360</b>	Enrique Adon-Torres	Auto Tech	Coolant leak in radiator	01/18/24	2	02/01/24	259.81	<b>\$259.81</b>	Paid 02/02/24
<b>24-361</b>	Eric Geiger	Auto Tech	Oil change & valve cover gasket	01/22/24	2	02/02/24	0.00	<b>\$0.00</b>	Paid 02/02/24
<b>24-362</b>	Keenan Ray	Auto Tech	Right front valve stem	01/22/24	2	02/05/24	25.00	<b>\$25.00</b>	Paid 02/05/24
<b>24-363</b>	Jacob Schlitter	Auto Tech	Oil change	01/22/24	2	02/02/24	0.00	<b>\$0.00</b>	Paid 02/02/24
<b>24-364</b>	Jim Gurcsik	Auto Tech	Oil Change	01/23/24	1	02/02/24	619.98	<b>\$619.98</b>	Paid 02/05/24
<b>24-365</b>	Nina Pardoe	Auto Tech	Repair/replace gear shift	01/23/24	1	02/02/24	32.62	<b>\$32.62</b>	Paid 02/05/24
<b>24-366</b>	Jeremy Srogi	Auto Tech	Front end alignment, straighten wheel, axle	01/23/24	1	02/14/24	15.44	<b>\$15.44</b>	Paid 02/15/24
<b>24-367</b>	Mike Giamoni	Auto Tech	Ball joints, trans fluids, coolants	01/24/24	1	02/12/24	20.00	<b>\$20.00</b>	Paid 02/12/24
<b>24-368</b>	Bryan Gonzalez	Auto Tech	Alignment	01/26/24	2	03/14/24	30.99	<b>\$30.99</b>	Paid 04/29/24
<b>24-369</b>	Cristina Carvalho	Auto Tech	Making noise and shakes	01/26/24	2			<b>\$0.00</b>	VOID
<b>24-370</b>	Steve Mantz	Auto Tech	Check Alignment	01/30/24	1			<b>\$0.00</b>	VOID
<b>24-371</b>	Steve Mantz	Auto Tech	Pre Inspection	01/30/24	1	03/07/24	0.00	<b>\$0.00</b>	Paid 03/11/24
<b>24-372</b>	Thomas Vbriaco	Auto Tech	Water pump replacement	01/31/24	2	02/02/24	94.65	<b>\$94.65</b>	Paid 02/08/24
<b>24-373</b>	Jessica Jenkins	Auto Tech	Pressure and resistance testing on fuel system	01/31/24	2			<b>\$0.00</b>	VOID
<b>24-374</b>	Dazzcity Torres	Auto Tech	Front end rear axle leak front inner tie rod left str	01/31/24	3	02/12/24	213.18	<b>\$213.18</b>	02/20/24
<b>24-375</b>	Mike Galler	Auto Tech	Install trailer hitch	02/01/24	1	02/21/24	0.00	<b>\$0.00</b>	Paid 02/21/24
<b>24-376</b>	Daniel Beradesca	Auto Tech	Oil change & TPMS on spare tire	02/01/24	1	04/26/24	138.49	<b>\$138.49</b>	Paid 04/30/24
<b>24-377</b>	Shayla Mayhan	Auto Tech	Transmission Repair	02/01/24	2	04/04/24	6.01	<b>\$6.01</b>	Paid 04/15/24
<b>24-378</b>	Aaron Beete	Auto Tech		02/02/24	2		66.20	<b>\$66.20</b>	Paid 02/07/24

24-379	Lyubomir Toneu	Auto Tech	Check brakes & coolant	02/02/24	2	04/19/24	30.00	\$30.00	Paid 05/16/24
24-380	Anthony Moina	Auto Tech	Alignment & Air whishing noise	02/02/24	2	02/15/24	0.00	\$0.00	Paid 02/15/24
24-381	Kevin Hams	Auto Tech	Replace plugs, coil packs, dashboard FAO, side mirror	02/05/24	3	04/30/24	46.05	\$46.05	Paid 05/01/24
24-382	Heather Burkhardt	Auto Tech	brakes	02/06/24	1	02/08/24	346.48	\$346.48	Paid 02/08/24
24-383	Michele Bracero	Auto Tech	Oil change	02/06/24	1	02/15/25	0.00	\$0.00	Paid 02/15/24
24-384	Amy Knight	Auto Tech	Pre Inspection & Oil Change	02/07/24	1	02/15/24	165.69	\$165.69	Paid 02/21/24
24-385	Karen Mustonen	Auto Tech	Oil Change & check brakes	02/07/24	1	02/15/24	267.27	\$267.27	Paid 02/15/24
24-386	Mercedes Miller	Auto Tech	Oil Change	02/08/24	2	02/12/24	46.67	\$46.67	Paid 02/23/24
24-387	Al Renn	Auto Tech	Check enging light is on	02/08/24	1	03/01/24	188.75	\$188.75	Paid 03/01/24
24-388	Caleb Vogel	Auto Tech	Oil Change	02/12/24	2	02/12/24	0.00	\$0.00	Paid 02/14/24
24-389	Deb Miller	Auto Tech	Check front & rear brakes	02/12/24	1	02/15/24	215.62	\$215.62	Paid 02/20/24
24-390	Mike Giamoni	Auto Tech	Coil Pack	02/14/24	1	05/17/24	196.59	\$196.59	Paid 05/21/24
24-391	Jeff Cantrel	Auto Tech	Oil change, Pre inspection, belt noise	02/14/24	1		220.73	\$220.73	Paid 02/23/24
24-392	Aaron Beete	Auto Tech	Oil Change	02/15/24	1	02/21/24	25.00	\$25.00	Paid 02/23/24
24-393	Giilda Martinez	Auto Tech	Pre inspection	02/15/24	3	03/13/24	567.07	\$567.07	Paid 03/14/24
24-394	Zachary Milkovitz	Auto Tech	Check Engine Light	02/21/24	3	03/07/24	446.60	\$446.60	Paid 03/08/24
24-395	Christal Vitko	Auto Tech	Check Oil Leak/Reverse light	02/21/24	1	03/11/24	348.84	\$348.84	Paid 03/12/24
24-396	Michael Giamoni	Auto Tech	Rear brakes	02/21/24	1	02/27/24	96.29	\$96.29	Paid 02/27/24
24-397	Glenn Milositz	Auto Tech	Oil change	02/22/24	1	03/08/24	353.17	\$353.17	Paid 03/08/24
24-398	Jeff Cantrel	Auto Tech	Diagnose clicking & grinding noises	02/23/24	1	03/04/24	372.32	\$372.32	Paid 03/06/24
24-399	Jim Gurcsik	Auto Tech	Truck broken	02/23/24	1	03/08/24	148.26	\$148.26	Paid 03/14/24
24-400	Tanner Ault	Auto Tech	Tire rods, sway bar, struts, tires & alignment	02/23/24	2			\$0.00	Paid 04/12/24
24-401	Robert Scorce	Auto Tech	Brakes	02/26/24	1	03/08/24	410.16	\$410.16	Paid 03/08/24
24-402	Julian Muniz	Auto Tech	Wheel Bearings	02/26/24	2	02/28/24	312.63	\$312.63	Paid 03/01/24
24-403	Adam Ghazi	Auto Tech	Oil leak	02/26/24	2			\$0.00	VOID
24-404	Russell Gaffney	Auto Tech	See Work Order	02/26/24	1	03/18/24	849.95	\$849.95	Paid 3/18/24
24-405	Carly Mckeon	Auto Tech	Tail lights	02/27/24	1	03/01/24	0.00	\$0.00	Paid 03/04/24

24-406	Luis Santiago	Auto Tech	VW - Tire sensor - right front	02/28/24	1	04/19/24	36.82	\$36.82	Paid 04/19/24
24-407	Luis Santiago	Auto Tech	Chevy - Tire sensor and tune up	02/28/24	1	04/04/24	40.00	\$40.00	Paid 04/03/24
24-408	Scott Ferry	Auto Tech	Jeep - Alignment and front end look over Lic. JNPS	02/29/24	1	05/07/24	0.00	\$0.00	Paid 05/10/24
24-409	Scott Ferry	Auto Tech	Jeep - Alignment and front end look over Lic. LSM	02/29/24	1	05/03/24	0.00	\$0.00	Paid 05/03/24
24-410	Javiel Brazbon	Auto Tech	Oil Change	02/29/24	2	03/04/24	35.00	\$35.00	Paid 03/06/24
24-411	Dean Ruch	Auto Tech	Brake noise	03/04/24	1	03/05/24	155.99	\$155.99	Paid 03/06/24
24-412	Keith Morris	Auto Tech	Front lower control arms, rear brake pads, wipers	03/04/24	2	04/19/24	684.05	\$684.05	Paid 05/06/24
24-413	Bradley Siffies	Auto Tech	AC Recharge	03/04/24	2	04/12/24	0.00	\$0.00	Paid 04/12/24
24-414	Mike Giamoni	Auto Tech	O.L.F	03/04/24	1	03/05/24	25.00	\$25.00	Paid 03/05/24
24-415	Kristine Wagner	Auto Tech	Tires, all brakes, coolant flush, oil change	03/04/24	3	03/13/25	326.53	\$326.53	Paid 03/14/24
24-416	Alex Glassberg	Auto Tech	Brakes & rotors	03/06/24	1	03/07/24	135.99	\$135.99	Paid 03/07/24
24-417+A4	Kevin Strawn	Auto Tech	Front wheel bearings	03/07/24	1	03/11/24	504.00	\$504.00	Paid 03/11/24
24-418	Connie Muschko	Auto Tech	Recharge refrigerant near end of March	03/07/24	1	04/02/24	54.59	\$54.59	Paid 04/02/24
24-419	Aiden Kassick	Auto Tech	Tires, look over		2			\$0.00	VOID
24-420	Alex Glassberg	Auto Tech	Oil change, fluids, filters	03/08/24	1	03/14/24	77.48	\$77.48	Paid 03/15/24
24-421	Adam Ghazi	Auto Tech	Oil change	03/08/24		03/13/24	47.84	\$47.84	Paid 03/14/24
24-422	Jo-Ann Vegas	Auto Tech	Replace All Shocks & Struts	03/08/24	3	03/20/24	271.96	\$271.96	Paid 03/20/24
24-423	Karen Mustonen	Auto Tech	Changing tires	03/11/24	1	03/13/24	15.00	\$15.00	Paid 03/3/24
24-424	Joe Artimovich	Auto Tech	Overall Brake System	03/12/24	2	04/12/24	506.62	\$506.62	Paid 04/16/24
24-425	Rebecca Sullivan	Auto Tech	Alignment	03/12/24		04/26/24	525.65	\$525.65	Paid 05/01/24
24-426	Alyssa Siffies	Auto Tech	Oil Change, pre inspection, tire fix	03/13/24	2	03/26/24	77.60	\$77.60	Paid 03/27/24
24-427	Adam Ghazi	Auto Tech	Wheel bearing and engine concern	03/14/24	2	03/26/25	0.00	\$0.00	Paid 03/26/24
24-428	Jim Gurcsik	Auto Tech	Toyota needs lube	03/14/24	1	04/26/24	358.99	\$358.99	Paid 04/30/24
24-429	Lily-Rose Martinez	Auto Tech	Check Engine Light On	03/18/24	2	03/26/24	87.97	\$87.97	Paid 03/27/24
24-430	Brian Moser	Auto Tech	Rear Brakes	03/18/24	1	04/04/24	251.82	\$251.82	Paid 04/08/24
24-431	Dawn Sutter	Auto Tech	Electrical Issue	03/18/24	1			\$0.00	Paid 03/27/24
24-432	Heather Chilcote	Auto Tech	Replace Radio	03/18/24	1	03/20/24	0.00	\$0.00	Paid 03/20/24

24-433	John Karb	Auto Tech	Diagnose vibration, pre inspections, fluids	03/20/24	1	05/07/24	1,209.44	\$1,209.44	Paid 05/08/24
24-434	Karen Mustonen	Auto Tech	Oil Change	03/25/24	1	04/04/24	37.56	\$37.56	Paid 04/04/24
24-435	Mike Galler	Auto Tech	See Work Order	03/25/24	1	04/30/24	190.57	\$190.57	Paid 05/01/24
24-436	Al Renn	Auto Tech	Oil Change & Wipers	03/26/23	1	04/04/24	25.61	\$25.61	Paid 04/04/24
24-437	Robert Scorce	Auto Tech	Pre Inspection , exhaust leak	03/27/24	1	04/04/24	168.34	\$168.34	Paid 04/04/24
24-438	Tucker Drozd	Auto Tech	Power steering leak	04/04/24	2	04/15/24	27.94	\$27.94	Paid 04/15/24
24-439	Jennifer Klo	Auto Tech	Rear bearings	04/04/24	1	04/10/24	261.32	\$261.32	Paid 04/10/24
24-440	Heather Burkhart	Auto Tech	Oil Change	04/08/24	1	04/10/24	40.00	\$40.00	Paid 04/10/24
24-441	Heather Chilcote	Auto Tech	Oil Change / Alignment	04/08/24	1	04/10/24	36.26	\$36.26	Paid 04/12/24
24-442	Aaron Beete	Auto Tech	Spark Pulugs	04/09/24	2			\$0.00	VOID
24-443	Adam Lazarchak	Auto Tech	Oil change & Pre Inspection	04/10/24	1	04/17/24	35.13	\$35.13	Paid 04/17/24
24-444	Michele Bracero	Auto Tech	Replace Starter	04/12/24	1	04/12/24	42.63	\$42.63	Paid 04/12/24
24-445	Jennifer Klo	Auto Tech	Oil Change	04/12/24	1	04/29/24	37.91	\$37.91	Paid 05/01/24
24-446	Logan Lees	Auto Tech	Oil Change - VW	04/12/24	1	04/19/24	35.33	\$35.33	Paid 04/22/24
24-447	Logan Lees	Auto Tech	Oil Change - Ford	04/12/24	1	04/19/24	35.00	\$35.00	Paid 04/22/24
24-448	Brian Moser	Auto Tech	Differential Oil Replaced	04/22/24	1	04/26/24	271.42	\$271.42	Paid 04/26/24
24-449	Karen Mustonen	Auto Tech	Tire - MDX, Oil Change TST	04/23/24	1	05/13/24	30.21	\$30.21	Paid 05/13/24
24-450	Mike Giamoni	Auto Tech	A/C Leak	04/26/24	1	04/29/24	206.74	\$206.74	Paid 04/29/24
24-451	Michael Jagggers (Kennan Ray)	Auto Tech	Control Arms	04/26/24	2	05/08/24	130.58	\$130.58	Paid 05/08/24
24-452	Dazzcity Torres	Auto Tech	Check AC	04/30/24	3			\$0.00	VOID
24-453	Giida Martinez	Auto Tech	Front right wheel bearing replacement	04/30/24	3	05/03/24	146.66	\$146.66	Paid 05/06/24
24-454	Deb Miller	Auto Tech	Check blower motor	05/01/24	1	05/03/24	0.00	\$0.00	Paid 05/03/24
24-455	Deb Miller	Auto Tech	Check batteries & key fobs	05/01/24	1	05/03/24	376.11	\$376.11	Paid 05/03/24
24-456	Jada Wackley	Auto Tech	Oil change	05/01/24	2	05/10/24	0.00	\$0.00	Paid 05/10/24
24-457	Connie Muschko	Auto Tech	Sway bar link and brakes	05/02/24	1	05/03/25	93.71	\$93.71	Paid 05/03/24
24-458	Bob Kulick	Auto Tech	Starter	05/10/24	1	05/10/24	159.15	\$159.15	Paid 5/15/24
24-459	Mo Wheatley	Auto Tech	Oil Change	05/13/24	1	05/13/24	44.36	\$44.36	Paid 05/14/24

24-500	Jerdon Construction Services	Food Truck	Food Truck Event for 40 people	09/19/23	3	09/19/23	754.72	\$754.72	Paid 10/02/23
24-501	Skills USA	Food Truck	Food Truck Event for Clay Shoot	09/26/23	6	10/29/23	1,000.00	\$1,000.00	Paid 10/03/23
24-502	Laurel Erickson-Parsons	Food Truck	Drop & Go Meal	02/27/24	6		2,145.00	\$2,145.00	Paid 04/22/24
24-503	Susan Fahrenkopf	FT/CE	Bridges Luncheon Meal & Dessert (03/19/24)	03/08/24	6	03/19/24	260.00	\$260.00	Paid 03/25/24
24-504	Susan Fahrenkopf	FT/CE	Skills Class reception (04/17/24) INTERFUND	03/18/24	6			\$0.00	
24-505	Susan Fahrenkopf	FT/CE	Bridges Senior Rec. Reception (06/04/24)	03/18/24				\$0.00	
24-506	East Hills Middle School (Elizabeth)	FT/CE	Catering Event (04/04/24)	03/18/24			704.00	\$704.00	Paid 04/15/24
24-507	The Arc of Lehigh & Northampton	Food Truck	Catering event (07/19/24)	04/03/24	6			\$0.00	ROLL TO 24-25
24-508	Jenifer Stilgenbauer	FT/CE	Catering event	04/15/24		04/17/24	754.72	\$754.72	Paid 05/08/24
24-509	Jenifer Stilgenbauer	Baking	Catering event	04/15/24	6		50.00	\$50.00	Paid 05/08/24
24-510	Janel Construction	Food Truck	Taco Event (6/18/24)	05/03/24	6			\$0.00	
24-511	BAVTS	Food Truck	EOY Party (6,6/24)	05/24/24	5			\$0.00	
24-600	Joan Dinbokowitz	Graphics	Decals	rollrd over	1	04/17/24	15.00	\$15.00	Paid 04/17/24
24-601	Mark James (BASD)	Carpentry	Storywalk Project				946.30	\$946.30	Paid 04/26/24
24-601	Mark James (BASD)	Carpentry	Storywalk Project -2	03/04/24			174.90	\$174.90	Paid 04/26/24
24-602	Sergio Rivas	Graphics	Shirts for class					\$0.00	VOID
24-603	Michael Faccinnetto	Auto Coll.	Remove Rust and Repair Front Bumper	08/23/23	3	01/25/24	360.00	\$360.00	Paid 01/25/24
24-604	Jennifer Klo	Auto Coll.	Hatch leaking	08/28/23	1	09/25/23	5.00	\$5.00	Paid 09/25/23
24-605	Angela Thom	Graphics	25 Descendants themed coloring books	08/31/23	1	09/27/23	125.00	\$125.00	Paid 09/28/23
24-606	Jane Butz	Auto Coll.	Clearcoat/Painting	08/31/23	3			\$0.00	VOID
24-607	David Pinos	Auto Coll.	Paint bike black	09/05/23	1		5.00	\$5.00	Paid 10/31/23
24-608	Dana Huber	Graphics	Wedding Invites & Responses	09/07/23	2	09/08/23	18.00	\$18.00	Paid 09/11/23
24-609	Lori Kram	Carpentry	Repair candle holder	09/07/23	2	09/11/23	5.00	\$5.00	Paid 09/11/23
24-610	Brandon Word	Auto Coll.	Damage Inspection	09/08/23	2	05/01/24	100.00	\$100.00	Paid 05/24
24-611	Karen Mustonen	Building Tr.	Build a cover for Koi Pond	09/13/23	1		20.00	\$20.00	INTERFUND
24-612	Maria Womer Stiffinella	Graphics	2 Banners	09/21/23	1	04/04/24	15.00	\$15.00	Paid 04/09/24
24-613	Tracy Kleintop	Graphics	Shirts	09/21/23	1	11/14/23	25.00	\$25.00	Paid 11/29/23

<b>24-614</b>	Shirley Gehman	Graphics	Shirts		09/21/23	1	11/14/23	29.75	<b>\$29.75</b>	Paid 11/29/23
<b>24-615</b>	Pinilope Alestas	Graphics	Shirts		09/21/23	1	11/14/23	31.90	<b>\$31.90</b>	Paid 11/29/23
<b>24-616</b>	Jennifer Klo	Graphics	Recreate poster		09/25/23	1			<b>\$0.00</b>	Paid 10/16/23
<b>24-617</b>	Bronwyn Hanley	Auto Coll.	Pull dent out of truck		09/28/23	1	11/02/23	25.00	<b>\$25.00</b>	Paid 11/2/23
<b>24-618</b>	Joe Biondo	Masonry	Cut 60 bricks for a project		10/02/23	3	10/24/23	0.00	<b>\$0.00</b>	Paid 10/24/23
<b>24-619</b>	Nina Pardoe	Auto Coll.	Side view mirror		10/03/23	1	10/12/23	58.00	<b>\$58.00</b>	Paid 10/12/23
<b>24-620</b>	Kevin Hams	Auto Coll.	Remove rust, remove dent		10/03/23	3	05/23/24	400.00	<b>\$400.00</b>	Paid 06/06/24
<b>24-621</b>	Bill Grushow	Auto Coll.	Replace front splash shield		10/03/23	3	05/23/24	0.00	<b>\$0.00</b>	Paid 5/23/24
<b>24-622</b>	Jon Sullivan	Carpentry	Build a casket		10/05/23	1	10/05/23	0.00	<b>\$0.00</b>	Paid 10/06/23
<b>24-623</b>	Jennifer Klo	Carpentry	Fix a wooden frame		10/05/23	1	10/06/23		<b>\$0.00</b>	Paid 10/09/23
<b>24-624</b>	Tracy Snyder (Liberty High Sch	Graphics	Flow Chart		10/11/23	5	10/20/23	9.00	<b>\$9.00</b>	Paid 10/31/23
<b>24-625</b>	Pauline Vigilanti	Auto Coll.	Repair collision damage		10/11/23	3	02/15/24	3,127.00	<b>\$3,127.00</b>	Paid 02/15/24
<b>24-626</b>	Michele Bracero	Graphics	3 Foot Astronaut		10/11/23	1	10/30/23	25.00	<b>\$25.00</b>	Paid 10/29/23
<b>24-627</b>	Dana Huber	Megatronics	Cookie Embosser		09/06/23	1	10/12/23	0.82	<b>\$0.82</b>	Paid 10/12/23
<b>24-628</b>	Rotary - Dana Huber (INTERLU	Megatronics	Cookie Embosser		09/06/23	6	10/12/23	6.72	<b>\$6.72</b>	PAID
<b>24-629</b>	Bettie Kichline	Graphics	8x10 picture imposing		10/16/23	1	10/26/23	5.00	<b>\$5.00</b>	Paid 10/26/23
<b>24-630</b>	Ingrid Hill	Graphics	T shirts screen printed		10/18/23	3			<b>\$0.00</b>	
<b>24-631</b>	Bronwyn Hanley	Graphics	4 coroplast signs		10/18/23	1		20.00	<b>\$20.00</b>	Paid 10/23/23
<b>24-632</b>	Jennifer Klo	Graphics	5 etched glass jars		10/24/23	1	11/09/23	20.00	<b>\$20.00</b>	Paid 11/10/23
<b>24-633</b>	Jennifer Klo	Comm. Arts	Paint Corn Hole Boards		10/25/23	1	11/20/23	0.00	<b>\$0.00</b>	Paid 11/22/23
<b>24-634</b>	Peggy Fuehrer	Graphics	100 postcards		10/26/23	1	11/03/23	16.00	<b>\$16.00</b>	Paid 11/06/23
<b>24-635</b>	Joseph Spengler	Auto Coll.	Replace Bed on Truck		10/30/23	3	11/17/26	25.00	<b>\$25.00</b>	Paid 11/17/23
<b>24-636</b>	Angel Vasquez	Auto Coll.	Full Body Work		11/03/23	3	04/17/24	460.00	<b>\$460.00</b>	Paid 05/17/24
<b>24-637</b>	Mike Galler	Graphics	Business Cards		11/07/23	1	11/09/23	6.50	<b>\$6.50</b>	Paid 11/13/23
<b>24-638</b>	Jeff Bower	Graphics	4x4 canvas print		11/14/23	1	12/13/23	20.00	<b>\$20.00</b>	Paid 12/14/23
<b>24-639</b>	Alex Glassberg	Graphics	16 5.5x8.5 notepads		11/14/23	1	12/15/23	40.00	<b>\$40.00</b>	Paid 12/18/23
<b>24-640</b>	Brian Moser	Graphics	2 banners		11/14/23	1	11/21/23	60.00	<b>\$60.00</b>	Paid 11/28/23

24-641	Mary Hicks-Lynch	Auto Coll.	Detail car	11/17/23	3	11/20/23	5.00	\$5.00	Paid 11/20/23
24-642	Bryan Cope Northampton Par	Welding	25 tree cages	11/22/23	5	05/02/24	5,240.42	\$5,240.42	Paid 05/13/24
24-643	Greta Wilmot	Graphics	8x10 print	11/28/23	1	12/19/23	5.00	\$5.00	Paid 12/19/23
24-644	Peggy Fuehrer	Graphics	Holiday Cards	11/30/23	1	12/19/23	19.00	\$19.00	Paid 12/19/23
24-645	Dawn Sutter	Prec. Mach.	Elephant	11/30/23	1	12/04/23	10.00	\$10.00	Paid 12/04/23
24-646	Carly McKeon	Graphics	Banners for Liberty Swim Team	12/01/23	5	01/05/24	108.00	\$108.00	Paid 01/08/24
24-647	Robert Scorce	Graphics	Shirts	12/05/23	1	01/05/24	36.00	\$36.00	Paid 01/05/24
24-648	Jennifer Klo	Prec. Mach.	Model of jet	12/05/23	1	12/11/23	5.00	\$5.00	Paid 12/12/23
24-649	Bethlehem Township Police D	Plumbing	Steel Pipe vest hanger	12/07/23	6	01/04/24	61.00	\$61.00	Paid 1/4/24
24-650	Deb Miller	Prec. Mach.	5 brass challenge coins	12/08/23	1	02/02/24	10.00	\$10.00	Paid 02/05/24
24-651	Deb Miller	Prec. Mach.	5 snowmen	12/08/23	1	12/15/23	50.00	\$50.00	Paid 12/15/23
24-652	Pietro Russo	Graphics	50 11x17 laminated menus & business cards	12/11/23	3		212.50	\$212.50	Paid 02/12/24
24-653	Jeff Bower	Prec. Mach.	3 machined snowmen with BAVTS logo	12/11/23	1	12/19/23	30.00	\$30.00	Paid 12/20/23
24-654	Dana Huber	Graphics	12x18 cards	12/12/23	1	12/15/23	15.00	\$15.00	Paid 12/18/23
24-655	Bronwyn Hanley	Graphics	4 hard bound journals	12/13/23	1	02/29/24	32.00	\$32.00	Paid 03/01/24
24-656	Greta Wilmot	Graphics	Thank You game directions boards	12/18/23	1	02/06/24	16.00	\$16.00	Paid 02/06/24
24-657	Nina Pardoe	Graphics	175 Christmas cards	12/18/23	1	12/21/22	35.00	\$35.00	Paid 12/21/23
24-658	Mike Galler	Carpentry	Fabricate desktop and frame	01/03/24	1		0.00	\$0.00	Paid 02/21/24
24-659	Marc Marangolo	Auto Coll.	Bumper repair	01/05/24	3	02/28/24	392.30	\$392.30	Paid 02/28/24
24-660	Robert Kulick	Masonry	Concrete shelves	01/08/24	1	01/09/24	30.00	\$30.00	Paid 01/10/24
24-661	Darian Caraballo	Auto Coll.	Paint after market lip	01/08/24	2	02/28/24	51.33	\$51.33	Paid 03/07/24
24-662	Greta Wilmot	Graphics	Table name cards	01/08/24	1	02/06/24	9.00	\$9.00	Paid 02/06/24
24-663	Edwin Rosario	Carpentry	Floating bed frame	01/11/24	2			\$0.00	VOID
24-664	Heather Chilicote	Graphics	Poster	01/11/24	1	01/22/24	8.00	\$8.00	Paid 01/24/24
24-665	Jennifer Klo	Graphics	Announcements	01/11/24	1		10.00	\$10.00	Paid 06/06/24
24-666	Joan Dinbokowitz	Auto Coll.	Front bumper	01/17/24	1	05/10/24	2,000.00	\$2,000.00	Paid 05/10/24
24-667	Skills USA	Graphics	5 vinyl banners	01/18/24	6	01/22/24	1,204.00	\$1,204.00	Paid 02/08/24

24-668	Sara Collins	Graphics	Yard signs	01/23/24	3	02/01/24	452.50	\$452.50	Paid 02/02/24
24-669	Bridges Foundation	Graphics	Gala invitations and response cards	01/23/24	6	02/05/24	485.00	\$485.00	Paid 02/27/24
24-670	Nina Pardoe	Graphics	Recipe cards	01/24/25	1	02/21/24	33.00	\$33.00	Paid 02/22/24
24-671	Jennifer Klo	Auto Coll.	Replace Hatch Cylinders	01/25/24	1	01/29/24	0.00	\$0.00	Paid 01/29/24
24-672	Francisco Carvalho	Graphics	3 Banners	01/30/24	2	03/06/24	100.00	\$100.00	Paid 03/08/24
24-672*	Dr. Joseph Roy	Auto Coll.	Fix Front Bumper	01/26/24	3	03/12/24	398.16	\$398.16	Paid 03/12/24
24-673	MRC	Graphics	500 VIP passes & 200 certificates	01/30/24	3	02/15/24	360.00	\$360.00	Paid 02/21/24
24-674	Jennifer Klo	Auto Coll.	Passenger daytime running light out	02/01/24	1	02/08/24	0.00	\$0.00	Paid 02/09/24
24-675	Adam Lazarchak	Graphics	14 t-shirts white	02/05/24	1	03/05/24	94.00	\$94.00	Paid 03/06/24
24-676	Peggy Fueher	Building Tr.	5 large cutting boards	02/05/24	1	02/05/24	100.00	\$100.00	Paid 02/06/24
24-677	Christina Miskovich	Graphics	Invites & cards	02/05/24	1	03/05/24	23.00	\$23.00	Paid 03/05/24
24-678	Jennifer Klo	Graphics	Print a photo	02/06/24	1	02/23/24	5.00	\$5.00	Paid 02/27/24
24-679	Cindy Amorim	Graphics	Banners for Liberty Swim Team	02/09/24	3	04/03/24	47.00	\$47.00	Paid 04/12/24
24-680	Jennifer Klo	Auto Coll.	Front drivers light out	02/21/24	1	02/23/24	156.69	\$156.69	Paid 02/26/24
24-681	City of Bethlehem	Graphics	Banners	02/21/24	5		140.00	\$140.00	Paid 04/02/24
24-682	Black and Gold Gridiron Club	Graphics	Yard signs & posters	02/23/24	5	03/01/24	96.00	\$96.00	Paid 03/01/24
24-683	Greta Wilmot	Prec. Mach.	Make holes in coins	02/28/24	1	03/11/24	5.00	\$5.00	Paid 03/12/24
24-684	Joan Dinbokowitz	Building Tr.	Flashing	02/29/24	1	03/14/24	25.00	\$25.00	Paid 03/14/24
24-685	North Bethlehem Little League	Graphics	Paper Calendars	03/07/24	6	04/08/24	262.50	\$262.50	Paid 04/09/24
24-686	Jeff Bower	Building Tr.	3 Cutting Boards	03/08/24	1	04/15/24	30.00	\$30.00	Paid 04/23/24
24-687	Mo Wheatley	Graphics	Bridal Shower Sign, Game Cards	03/08/24	1	03/27/24	20.00	\$20.00	Paid 03/27/24
24-688	Maria Womer Stiffinella	Graphics	Business Cards	03/08/24	1		7.50	\$7.50	
24-689	Peggy Fuehrer	Building Tr.	2 Large Cutting Boards	03/08/24	1	05/09/24	20.00	\$20.00	Paid 05/09/24
24-690	Bronwyn Hanley	Building Tr.	2 small cutting boards	03/08/24	1	03/08/24	20.00	\$20.00	Paid 03/12/24
24-691	Jennifer Klo	Graphics	Enlarge picture	03/11/24	1	03/20/24	6.00	\$6.00	Paid 03/27/24
24-692	Jusine Williams	Graphics	Banner	03/11/24	1	03/20/24	24.00	\$24.00	Paid 03/20/24
24-693	Brayden Gable	Graphics	Logo ReDesign	03/11/24	2			\$0.00	VOID

24-694	Jesse Schneck	Graphics	Wedding Invitations	03/11/24	1		95.00	<b>\$95.00</b>	Paid 06/06/24
24-695	Kristina Mason	Graphics	T-Shirts	03/12/24	3	04/03/24	43.50	<b>\$43.50</b>	Paid 04/03/24
24-696	Just Born ( Erin Miller )	Graphics	Notebooks	03/13/24	3			<b>\$0.00</b>	VOID
24-697	Francisco Carvalho	Graphics	3 Decals	03/13/24	3	04/04/24	60.00	<b>\$60.00</b>	Paid 04/05/24
24-698	Michele Bracero	Graphics	Business Cards	03/14/24	1	03/26/23	6.00	<b>\$6.00</b>	Paid 03/27/24
24-699	Christina Thrash	Auto Coll.	Repair dents & scratches	03/18/24	3			<b>\$0.00</b>	VOID
24-700	Christina Miskovich	Graphics	Shirtsfor exit project	03/18/24	1	04/19/24	86.50	<b>\$86.50</b>	Paid 04/19/24
24-701	Stan Dixon	Elect. Tech.	Test & Repair Phase Converter	03/18/24	1			<b>\$0.00</b>	Paid 04/04/24
24-702	Jennifer Rodriguez	Auto Coll.	Refinish 2 customer supplies panels	03/20/24	2	03/22/00	82.00	<b>\$82.00</b>	Paid 04/09/24
24-703	Judy Milositz	Graphics	4 t-shirts	03/20/24	1		44.00	<b>\$44.00</b>	Paid 05/23/24
24-704	Justine Williams	Graphics	Banner	03/26/24	1	04/08/24	24.00	<b>\$24.00</b>	Paid 04/08/24
24-705	Michele Bracero	Bldg. Trades	Folding Table	03/26/23	1	03/26/24	30.00	<b>\$30.00</b>	Paid 03/27/24
24-706	Sean O'Donnell	Auto Coll.	Paint passenger side mirror	03/28/24	2	04/30/24	20.00	<b>\$20.00</b>	Paid 04/30/24
24-707	Karen Mustonen	Carpentry	Sand/Repair Cedar Chest	03/28/24	1	05/06/24	0.00	<b>\$0.00</b>	Paid 05/07/24
24-708	Maria Musso	Graphics	Notebooks	04/08/24	1	04/26/24	7.00	<b>\$7.00</b>	Paid 04/26/24
24-709	Maria Womer Stiffinella	Graphics	Banner	04/15/24	1		8.00	<b>\$8.00</b>	
24-710	Nina Pardoe	Graphics	Banner	04/17/24	1	05/09/24	16.00	<b>\$16.00</b>	Paid 05/11/24
24-711	Dawn Sutter	Auto Coll.	Dent on passenger door	04/17/24	1	04/22/24	0.00	<b>\$0.00</b>	Paid 04/22/24
24-712	Karen Kurinovich	Graphics	Softball Banner	04/19/24	1	05/03/24	12.00	<b>\$12.00</b>	Paid 05/09/24
24-713	Al Renn	Welding	Weld & Grind small plate	04/19/24	1	04/19/24	5.00	<b>\$5.00</b>	Paid 04/19/24
24-714	Jennifer Klo	Graphics	2 Photos	04/19/24	1	04/19/24	5.00	<b>\$5.00</b>	Paid 04/22/24
24-715	Jennifer Klo	Graphics	3x5 banner	04/23/24	1	05/06/24	30.00	<b>\$30.00</b>	Paid 05/08/24
24-716	Mike Giamoni	Graphics	Cardboard Cut Out	04/30/24	1	05/07/24	60.00	<b>\$60.00</b>	Paid 05/08/24
24-717	Kim Brannan (BASD)	Graphics	2x4 check w/ dry erase	05/03/24	5	05/06/24	50.00	<b>\$50.00</b>	Paid 05/07/24
24-718	Peggy Fuehrer	Bldg. Trades	2 cutting boards	05/20/24	1	05/20/24	20.00	<b>\$20.00</b>	Paid 05/20/24
24-719	Deb Miller	Prec. Mach.	Replacement Stakes			05/21/24	20.00	<b>\$20.00</b>	Paid 06/06/24
24-718	Kristen Goch	Graphics	Yard Sign	05/28/24	2		18.00	<b>\$18.00</b>	Paid 06/06/24



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 12, 2024

I. (3.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending June 30, 2024.

Respectfully submitted,



Adam S. Lazarchak  
Executive Director

CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
April 30, 2024

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	2,000.00	45,156.81	-43,156.81
10.6720.000.000.000	BOOKSTORE SALES	-	-	0.00
10.6821.000.000.000	RECEIPTS IU 13 - OITDA GRANT	-	-	0.00
10.6910.000.000.000	RENTALS	6,000.00	5,500.00	500.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	4,250.00	-4,000.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	971,928.90	-971,928.90
10.6946.001.000.000	RECEIPTS FROM BASD	6,943,128.00	6,212,276.00	730,852.00
10.6946.002.000.000	RECEIPTS FROM NASD	2,878,422.00	2,423,936.00	454,486.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,015,792.00	855,392.00	160,400.00
10.6949.000.000.000	TUITION - ADULT DAY REGULAR	-	-	0.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	50,000.00	21,414.57	28,585.43
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	4,683.79	-2,683.79
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,100,000.00	1,103,475.00	-3,475.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7362.000.360.000	PCCD ACT 55 GRANT	140,000.00	19,928.00	120,072.00
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	150,000.00	253,583.14	-103,583.14
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	212,173.00	76,546.94	135,626.06
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	983,660.00	356,901.93	626,758.07
10.8521.000.663.000	FEDERAL	340,600.00	272,274.75	68,325.25
10.8742.000.988.000	GEER GRANT - COVID-19 CARES ACT	-	-	0.00
10.8745.000.991.000	GEER GRANT II	-	-	0.00
10.8755.000.998.000	ARP ESSER GRANT	507,721.00	101,643.91	406,077.09
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	12,905.00	-12,905.00
	<b>TOTALS FOR GENERAL FUND</b>	14,356,746.00	12,741,796.74	1,614,949.26
	<b>TOTAL REVENUES</b>	14,356,746.00	12,741,796.74	1,614,949.26

CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
April 30, 2024

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE		ENCUMBRANCES	BUDGET BALANCE
				ACTIVITY	ENCUMBRANCES		
10.1110.000.000.000	ACADEMIC PROGRAM	630,953.00	-	411,646.47	180,461.51	38,845.02	
10.1240.000.000.000	SPECIAL EDUCATION	656,429.00	-	413,558.29	146,766.92	96,103.79	
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	517,194.00	-	355,723.59	111,402.84	50,067.57	
10.1342.000.000.000	HOME ECONOMICS PROGRAM	876,396.00	35,413.00	592,834.61	235,755.31	83,219.08	
10.1370.000.000.000	TECHNICAL PROGRAM	164,042.00	-	111,186.95	34,005.31	18,849.74	
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,526,275.00	(19,718.00)	3,065,240.70	1,045,107.17	396,209.13	
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	500.00	990.00	8,510.00	
10.2100.000.000.000	STUDENT SERVICES	1,525,994.00	(47,970.00)	973,684.08	394,962.21	109,377.71	
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	105,066.00	-	41,655.03	16,079.25	47,331.72	
10.2310.000.000.000	BOARD SECRETARY	3,633.00	-	1,921.37	1,061.87	649.76	
10.2320.000.000.000	BOARD TREASURER	1,586.00	-	820.96	672.52	92.52	
10.2350.000.000.000	LEGAL SERVICES	45,000.00	-	16,128.36	28,871.64	-	
10.2360.000.000.000	OFFICE OF THE DIRECTOR	437,795.00	-	335,504.60	59,729.13	42,561.27	
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	433,942.00	-	331,927.41	62,916.69	39,097.90	
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	103,455.00	7,500.00	70,815.51	24,550.19	15,589.30	
10.2511.000.000.000	BUSINESS OFFICE	601,230.00	-	450,429.95	80,301.15	70,498.90	
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,166,535.00	54,346.00	1,405,090.10	325,605.68	490,185.22	
10.2660.000.000.000	SECURITY SERVICES	57,597.00	-	1,480.90	51,719.00	4,397.10	
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	28,500.00	(1,725.00)	7,596.95	169.00	19,009.05	
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	656,963.00	7,500.00	315,958.47	166,899.64	181,604.89	
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	97,554.00	-	26,575.46	29,031.53	41,947.01	
10.3350.000.000.000	WELFARE ACTIVITIES	-	4,000.00	-	-	4,000.00	
10.3390.000.000.000	COMMUNITY SERVICES	53,951.00	-	42,912.46	6,103.97	4,934.57	
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	4,380.00	1,997.89	1,480.08	902.03	
10.4600.000.000.000	IMPROVEMENT EXPENSES	481,656.00	6,274.00	77,061.37	95,848.87	315,019.76	
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-	
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	1,071,928.90	-	(971,928.90)	
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	(50,000.00)	-	-	-	
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-	
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00	
	<b>TOTAL FOR GENERAL FUND</b>	14,356,746.00	-	10,124,180.38	3,100,491.48	1,132,074.14	
	<b>TOTAL EXPENSES</b>	14,356,746.00	-	10,124,180.38	3,100,491.48	1,132,074.14	
	<b>EXCESS OF REVENUE OVER EXPENSES</b>			2,617,616.36			