

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

BAVTS Joint Committee Regular Meeting
February 3, 2026 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, January 6, 2026
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor – Agenda Items Only
- H. Administrative Recommendations
 - 1. Staffing
 - 2. Column/Salary Adjustments
 - 3. Job Description Updating
 - 4. HOSA State Leadership Conference
 - 5. Board Policy Updating
 - 6. Occupational Advisory Committee Members
- I. Informational Items
 - 1. Work Project Report
 - 2. Condition of the Budget
 - 3. House Project Update (verbal report provided at meeting)
 - 4. South Campus Expansion Update (verbal report provided at meeting)
- J. Unfinished Business
- K. New & Miscellaneous Business
- L. Courtesy of the Floor to Visitors
- M. Adjournment

Next Meeting Date: Tuesday, March 3, 2026

Emergency/Alternate Date: Wednesday, March 4, 2026

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

February 3, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

December 31, 2025

FUND NAME	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	December 1, 2025			December 31, 2025
General includes PLGIT/CD	3,139,883.49	1,939,696.70	(1,618,988.07)	3,460,592.12
House Project	82,658.69	1.53	(11,247.40)	71,412.82
Production	205,806.08	12,858.88	(20,673.95)	197,991.01
Capital Reserves includes PLGIT/CD	4,033,842.33	11,953.11	(51,259.00)	3,994,536.44
Payroll	263,075.26	1,071,461.99	(1,316,086.65)	18,450.60
Cafeteria	73,606.71	15,406.76	(23,359.44)	65,654.03
Adult Education includes PLGIT/CD	380,518.00	30,846.01	(47,403.46)	363,960.55
Student Activities	53,449.16	17,975.09	(14,993.53)	56,430.72
TOTALS	8,232,839.72	3,100,200.07	(3,104,011.50)	8,229,028.29

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

December 1, 2025		2,680,630.58
RECEIPTS		
Production	12,854.64	
Interest	64.20	
District Contrib.	1,101,003.00	
District Contrib./Auth.		
State / Fed Funds	704,857.34	
Tuition		
Other	5,619.10	
Transfers - PLGIT		
Inter-Fund Transfers	125,871.61	1,950,269.89
DISBURSEMENTS		
Prepaid Bills	(221,364.42)	
Bill Listings	(376,980.79)	
Payroll	(1,035,600.02)	
Other--Authority Bond		
Fees	(659.48)	
Void Checks	1,406.94	
Transfers - PLGIT		(1,633,197.77)
December 31, 2025	ADJ BOOK BALANCE	2,997,702.70

BANK RECONCILIATION

December 31, 2025

Bank Balance	3,015,429.57
Memo	
Outstanding Checks	(17,726.87)
Deposit in Transit	0.00
December 31, 2025	ADJ BANK BALANCE
	2,997,702.70

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

December 31, 2025

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

December 1, 2025		747,717.68
	Transfers In	0.00
	Interest	2,287.22
	P Card purchases	(17,711.65)
	Transfers Out	
	Transfers Out-CD purch	
December 31, 2025	ADJ BOOK BALANCE	732,293.25

BANK RECONCILIATION

	December 31, 2025	
Bank Balance		732,293.25
Deposit in Transit		
Outstanding Checks		
December 31, 2025	ADJ BANK BALANCE	732,293.25

Average Yield for Dec 2025 is 3.66%

CAPITAL RESERVES - EMBASSY BANK

December 1, 2025		195,735.82
	Receipts	0.00
	Interest	4.08
	Void Checks	0.00
		4.08
	Fees	
	Disbursements	(51,259.00)
		(51,259.00)
December 31, 2025	ADJ BOOK BALANCE	144,480.90

BANK RECONCILIATION

	December 31, 2025	
Bank Balance		144,480.90
Memos		
Outstanding Checks		0.00
Deposit in Transit		0.00
December 31, 2025	ADJ BANK BALANCE	144,480.90

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

December 1, 2025		3,838,106.51
	Transfers In	0.00
	Interest	11,949.03
	Transfers Out	0.00
	Transfers Out-CD purch	0.00
December 31, 2025	ADJ BOOK BALANCE	3,850,055.54

BANK RECONCILIATION

	December 31, 2025	
Bank Balance		3,850,055.54
Outstanding Checks		0.00
December 31, 2025	ADJ BANK BALANCE	3,850,055.54

Average Yield for Dec 2025 is 3.66%

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

December 31, 2025

PAYROLL FUND - EMBASSY BANK

December 1, 2025			263,075.26
	Receipts	1,071,457.67	
	Interest	4.32	
	Void Checks		1,071,461.99
	Fees		
	Disbursements	(1,316,086.65)	(1,316,086.65)
December 31, 2025	ADJ BOOK BALANCE		18,450.60

BANK RECONCILIATION

	December 31, 2025		
Bank Balance		27,315.45	
Memos			
Outstanding Checks		(8,864.85)	
Deposit in Transit			
December 31, 2025	ADJ BANK BALANCE		18,450.60

CAFETERIA FUND - EMBASSY BANK

December 1, 2025			73,606.71
	Receipts	15,405.12	
	Transfers		
	Interest	1.64	15,406.76
	Disbursements	(23,359.44)	
	Void Check	0.00	(23,359.44)
December 31, 2025	ADJ BOOK BALANCE		65,654.03

BANK RECONCILIATION

	December 31, 2025		
Bank Balance		70,907.48	
Memos		0.00	
Outstanding Checks		(5,253.45)	
Deposit in Transit		0.00	
December 31, 2025	ADJ BANK BALANCE		65,654.03

ADULT EDUCATION FUND - EMBASSY BANK

December 1, 2025			380,518.00
	Receipts	30,838.00	
	PLGIT Transfers	0.00	
	Interest	8.01	30,846.01
	Disbursements	(49,608.46)	
	Void Checks	2,205.00	
	PLGIT Transfer	0.00	(47,403.46)
December 31, 2025	ADJ BOOK BALANCE		363,960.55

BANK RECONCILIATION

	December 31, 2025		
Bank Balance		366,930.61	
Memos		0.00	
Outstanding Checks		(4,118.06)	

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

February 3, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

December 31, 2025

Deposit in Transit	1,148.00	
December 31, 2025	ADJ BANK BALANCE	363,960.55

STUDENT ACTIVITY ACCT -EMBASSY BANK

December 1, 2025			53,449.16
Receipts	17,973.80		
Other			
Interest	1.29	17,975.09	
Disbursements	(14,993.53)		
Other--Ret'd Check			
Voided Check	0.00	(14,993.53)	
December 31, 2025	ADJ BOOK BALANCE		56,430.72

BANK RECONCILIATION

December 31, 2025

Bank Balance	63,945.72	
Outstanding Checks	(7,515.00)	
Deposit in Transit	0.00	
December 31, 2025	ADJ BANK BALANCE	56,430.72

REPORT OF DEPOSITORIES

December 31, 2025

EMBASSY BANK

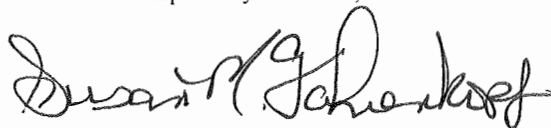
General Fund	3,015,429.57	
Capital Reserve	144,480.90	
Payroll Account	27,315.45	
Cafeteria Fund	70,907.48	
Adult Ed. Fund	366,930.61	
Student Activity Fund	63,945.72	

PLGIT

PLGIT General Fund	732,293.25	
PLGIT CD (General Fund)	0.00	732,293.25
PLGIT Capital Reserve	3,850,055.54	
PLGIT CD (Cap Reserve)	0.00	3,850,055.54
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 8,271,358.52

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 3, 2026

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through February 3, 2026 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY:
SECOND BY:
ROLL CALL

REPORT DATE
2/23/2026

BETHLEHM AREA VOCATIONAL-TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	AMOUNT	DESCRIPTION
1/7/2026	Y	34878	CHA CONSULTING INC.	\$ 33,350.00	ENGINEERING SERVICES
1/7/2026	Y	34879	CUTTING EDGE PROPERTY SERVICES	\$ 4,622.50	SALTING/SNOW CLEARING
1/7/2026	Y	34880	DUKE TRANSPORT	\$ 2,773.16	BULK SALT
1/7/2026	Y	34881	HOME DEPOT CREDIT SVCS.	\$ 793.05	MASONRY, ELECTRONICS SUPPLIES
1/7/2026	Y	34882	JANESSA HERMAN	\$ 5,786.00	TUITION REIMBURSEMENT
1/7/2026	Y	34883	LOWES BUSINESS ACCOUNT	\$ 255.45	CARPENTRY, SOCIAL MEDIA SUPPLIES
1/7/2026	Y	34884	PP&L	\$ 23,161.87	25-26 ELECTRIC
1/7/2026	Y	34885	UGI UTILITIES	\$ 36.54	GAS SERVICE
1/7/2026	Y	34886	VERIZON WIRELESS	\$ 265.47	CELL PHONES
1/7/2026	Y	34887	WEX BANK	\$ 321.01	FUEL 25-26
1/7/2026	Y	34888	PREFERRED EAP	\$ 477.75	EMPLOYEE ASSISTANCE PROGRAM
1/9/2026	Y	34889	AIMEEJO MUTH	\$ 2,176.00	TUITION REIMBURSEMENT
1/9/2026	Y	34890	CANON SOLUTIONS AMERICA, INC.	\$ 149.85	COPIER MAINTENANCE
1/9/2026	Y	34891	CUTTING EDGE PROPERTY SERVICES	\$ 2,856.25	SALTING/SNOW REMOVAL
1/9/2026	Y	34892	DONALD HEPTNER	\$ 2,176.00	TUITION REIMBURSEMENT
1/9/2026	Y	34893	ELSPETH SIPPLE	\$ 150.00	OCA FEE REIMBURSEMENT
1/9/2026	Y	34894	SYSCO	\$ 200.13	CULINARY, BAKING SUPPLIES
1/9/2026	Y	34895	UGI UTILITIES	\$ 4,000.10	GAS SERVICE
1/12/2026	Y	34896	WHOLESALE AUTO	\$ 10,324.00	TRAILER
1/12/2026	Y	34897	EMBASSY BANK -	\$ 5,076.92	CLASSROOM, OFFICE SUPPLIES
1/12/2026	Y	34898	SPA & EQUIPMENT	\$ -	VOID
1/12/2026	Y	34899	EMBASSY BANK -	\$ 54.54	CLASSROOM, OFFICE SUPPLIES
1/14/2026	Y	34900	BODY TEEZE SCREEN PRINTING	\$ 216.75	CLASS SHIRT EMBROIDERY
1/14/2026	Y	34901	CANON FINANCIAL SERVICES, INC.	\$ 1,963.15	LEASE RENTAL OF HARDWARE
1/14/2026	Y	34902	CITY OF BETHLEHEM	\$ 1,608.79	25-26 WATER BILL
1/14/2026	Y	34903	NRG BUSINESS MARKETING	\$ 1,329.81	25-26 GAS SUPPLY
1/14/2026	Y	34904	UGI ENERGY SERVICES LLC	\$ 2,749.98	GAS SERVICE
1/14/2026	Y	34905	UGI UTILITIES	\$ 911.44	GAS SERVICE

1/7/2026	Y	34906	CHA CONSULTING INC.	\$	-	VOID
1/7/2026	Y	34907	CUTTING EDGE PROPERTY SERVICES	\$	-	VOID
1/7/2026	Y	34908	DUKE TRANSPORT	\$	-	VOID
1/7/2026	Y	34909	HOME DEPOT CREDIT SVCS.	\$	-	VOID
1/7/2026	Y	34910	JANESSA HERMAN	\$	-	VOID
1/7/2026	Y	34911	LOWES BUSINESS ACCOUNT	\$	-	VOID
1/7/2026	Y	34912	PP&L	\$	-	VOID
1/7/2026	Y	34913	UGI UTILITIES	\$	-	VOID
1/7/2026	Y	34914	VERIZON WIRELESS	\$	-	VOID
1/7/2026	Y	34915	WEX BANK	\$	-	VOID
1/21/2026	Y	34916	NRG BUSINESS MARKETING	\$	476.52	25-26 GAS SUPPLY
1/21/2026	Y	34917	SERVICE ELECTRIC CABLE TV	\$	98.74	PHONE SERVICE
1/28/2026	Y	34918	CITY OF BETHLEHEM	\$	24.85	25-26 WATER BILL
1/28/2026	Y	34919	CUTTING EDGE PROPERTY SERVICES	\$	285.00	SALTING/SNOW REMOVAL
1/28/2026	Y	34920	LOWES BUSINESS ACCOUNT	\$	400.28	CARPENTRY SUPPLIES
1/28/2026	Y	34921	UGI UTILITIES	\$	1,319.10	GAS SERVICE
2/3/2026		34922	ADVANCE AUTO PARTS	\$	441.42	AUTO TECH SUPPLIES
2/3/2026		34923	ALBARELL ELECTRIC INC.	\$	642.60	WIRING
2/3/2026		34924	ALFRED MASER CO.	\$	11,102.68	PREC. MAC. SUPPLIES
2/3/2026		34925	ALTEK BUSINESS SYSTEMS INC	\$	7,040.56	LEASE RENTAL OF HARDWARE
2/3/2026		34926	AMAZON CAPITOL SERVICES	\$	7,500.22	CLASSROOM,OFFICE, MAINTENANCE SUF
2/3/2026		34927	ARAMSCO INC DBA PENN VALLEY CHEMICAL	\$	280.88	MAINTENANCE SUPPLIES
2/3/2026		34928	AUTOZONE	\$	274.24	AUTO TECH SUPPLIES
2/3/2026		34929	AXA EQUITABLE	\$	5,104.60	VACATION PAYOUT
2/3/2026		34930	AYKROYD HARDWARE	\$	916.52	CARPENTRY, BLDG. TRADES SUPPLIES
2/3/2026		34931	BEST LINE LEASING DBA BEST LINE EQUIPT.	\$	2,643.20	FORKLIFT
2/3/2026		34932	BILL FLANNERY AUTOMOTIVE	\$	6,273.33	AUTO COLLISION SUPPLIES
2/3/2026		34933	BINDICS CUSTOM SCREEN PRINTING	\$	4,082.30	SHOP SHIRTS
2/3/2026		34934	BIT DIRECT INC.	\$	4,873.97	TECHNOLOGY SUPPLIES
2/3/2026		34935	BRENNTAG SOLUTIONS	\$	1,398.46	BAKING SUPPLIES
2/3/2026		34936	CARBON LEHIGH IU 21	\$	75.00	EVENT REGISTRATION
2/3/2026		34937	CAREERSAFE LLC	\$	99.00	OSHA 30 TRAINING
2/3/2026		34938	CARTRIDGE XCHANGE LL	\$	583.25	TONER CARTRIDGES
2/3/2026		34939	CENGAGE LEARNING	\$	6,595.88	TEXTBOOKS

2/3/2026	34940	CHRIN HAULING, INC	\$ 2,126.80	TRASH REMOVAL
2/3/2026	34941	CLARK SERVICE GROUP INC	\$ 5,413.33	SERVICE CALLS
2/3/2026	34942	COL. NORTH. I.U. 20	\$ 7,061.76	25-26 QUARTERLY SERVICES
2/3/2026	34943	COOPER ELECTRIC SUPPLY	\$ 4,805.80	ELECTRONICS SUPPLIES
2/3/2026	34944	DEAN RUCH	\$ 133.05	MILEAGE REIMBURSEMENT
2/3/2026	34945	DIAMOND WEAR	\$ 1,250.00	UNIFORMS
2/3/2026	34946	EASTERN AUTOPARTS WAREHOUSE	\$ 1,611.61	AUTO TECH SUPPLIES
2/3/2026	34947	FRONTLINE TECHNOLOGIES GROUP	\$ 2,788.21	EMPLOYEE EVALUATION MANAGEMENT
2/3/2026	34948	HAIRNET COMPANY	\$ 172.60	BAKING SUPPLIES
2/3/2026	34949	HOME DEPOT CREDIT SVCS.	\$ 57.80	MAINTENANCE SUPPLIES
2/3/2026	34950	INTEGRITEC INC.	\$ 490.00	WATER TREATMENT
2/3/2026	34951	JACK WILLIAMS TIRE	\$ 169.48	TIRES
2/3/2026	34952	JOHNSON CONTROLS FIRE PROTECTION LP	\$ 4,266.00	TROUBLESHOOT/CONTRACT
2/3/2026	34953	KEYSTONE AUTOMOTIVE	\$ 5,839.59	AUTO COLLISION SUPPLIES
2/3/2026	34954	KING SPRY HERMAN FREUND FAUL	\$ 3,453.17	SOLICITOR'S FEES
2/3/2026	34955	KIRIPOSKI & SONS	\$ 250.00	PORT O POTTY HOUSE PROJECT
2/3/2026	34956	L.V. JANITORIAL SUPPLY	\$ 14,237.32	BURNISHER
2/3/2026	34957	MCMASTER-CARR SUPPLY CO.	\$ 77.68	MAINTENANCE SUPPLIES
2/3/2026	34958	MORE MILES AUTOMOTIVE LLC	\$ 35.00	INSPECTION SCHOOL VEHICLE
2/3/2026	34959	MOYER LUMBER & HARDWARE	\$ 5,538.01	CARPENTRY, BLDG. TRADES SUPPLIES
2/3/2026	34960	MOYER PEST CONTROL	\$ 139.00	PEST CONTROL
2/3/2026	34961	MSC INDUSTRIAL SUPPLY CO.	\$ 274.98	PREC. MAC. SUPPLIES
2/3/2026	34962	NAPA AUTO PARTS	\$ 773.23	AUTO TECH SUPPLIES
2/3/2026	34963	PERFORMANCE SCREEN SUPPLY	\$ 308.73	GRAPHIC SUPPLIES
2/3/2026	34964	POCKET NURSE	\$ 96.99	HEALTH CAREERS SUPPLIES
2/3/2026	34965	POCONO MOUNTAIN DAIRIES	\$ 105.37	BAKING SUPPLIES
2/3/2026	34966	PREFERRED EAP	\$ 488.25	EMPLOYEE ASSISTANCE PROGRAM
2/3/2026	34967	PREMIUM SIGN SUPPLIES INC.	\$ 251.60	GRAPHIC SUPPLIES
2/3/2026	34968	PURSELL STORAGEECO. LLC	\$ 983.00	STORAGE CONTAINERS
2/3/2026	34969	QUILL CORP.	\$ 188.10	CLASSROOM, OFFICE SUPPIES
2/3/2026	34970	R.J.WALKER	\$ 101.36	PLUMBING SUPPIES
2/3/2026	34971	RESET OUTDOORS	\$ 9,856.25	MENTAL HEALTH SERVICES
2/3/2026	34972	SAN MAR CORPORATION	\$ 2,832.01	CLASS SHIRTS
2/3/2026	34973	SCHOOL FIX	\$ 516.78	MAINTENANCE SUPPLIES

2/3/2026	34974	STATE CHEMICAL	\$	308.04	DRAIN MAINTENANCE
2/3/2026	34975	SYSCO	\$	3,690.91	CULINARY, BAKING SUPPLIES
2/3/2026	34976	THE MORNING CALL	\$	976.27	LEGAL ADS
2/3/2026	34977	TK ELEVATOR CORPORATION	\$	2,818.56	SERVICE AGREEMENT
2/3/2026	34978	TOYOTALIFT NORTHEAST LLC	\$	950.14	REPAIR FORKLIFT
2/3/2026	34979	TUWAY COMMUNICATIONS	\$	2,680.62	RADIOS
2/3/2026	34980	TYLER BUSINESS FORMS	\$	493.02	W-2'S
2/3/2026	34981	ULINE	\$	2,336.25	MAINTENANCE SUPPLIES
2/3/2026	34982	VAN CLEEF ENGINEERING ASSOCIATES	\$	51,042.50	ENGINEERING SERVICES
2/3/2026	34983	WELDON TIRE	\$	1,280.00	AUTO TECH SUPPLIES
2/3/2026	34984	WILSON PRODUCTS	\$	1,616.85	CYLINDER RENTALS
				<u>\$ 315,205.13</u>	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 4, 2025

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

The administration respectfully submits the following information and recommendations:

1. STAFFING

- a.) That the following appointments be approved:

Ruth Gonzalez

Position: Part-Time Instructional Assistant (replacement for
Carly McKeon who transitioned to full-time)
Salary/Benefits: \$24.72 per hour, with no health benefits. All other
terms in accordance with the Instructional
Assistants Agreement
Effective: February 4, 2026, pending receipt of all required
paperwork

- b.) That the following retirements be accepted:

Glenn Milositz

Position: Dean of Students
Effective: June 30, 2026

Connie Muschko

Position: School-to-Career Coordinator
Effective: June 30, 2026

- c.) That the resignation of Moreen Wheatley as HOSA Advisor-A be
accepted, effective January 23, 2026.
- d.) That the resignation of Scott Ferry as HOSA Advisor-B be accepted,
effective January 28, 2026.
- e.) That the following individuals be granted a Family Medical Leave:
- Employee #0513: Effective 12/14/25 for up to 12 weeks with intermittent
absences permitted through 3/14/26
- Employee #0451: Effective 1/12/26 up to 12 weeks, including
intermittent absences

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 3, 2026

2. COLUMN/SALARY ADJUSTMENTS

RECOMMENDATION:

The following instructor has completed educational requirements to qualify for the following contractual salary schedule change for the 2025-2026 school year.

	<u>CHANGE FROM</u>	<u>CHANGE TO</u>	<u>EFFECTIVE</u>
Merissa Long	Column A+ (Intern + 9 credits)	Column B (C&T*I)	January 16, 2026

*C&T (Career and Technical) replaces the term Voc (Vocational) for PDE Certifications

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 3, 2026

3. JOB DESCRIPTION UPDATING

RECOMMENDATION:

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

- Assistant Director

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: Assistant Director

GENERAL POSITION REQUIREMENTS

Education/Certification Must have or be able to obtain the Vocational Administrative Director Certificate within two years.
Three (3) years minimum successful administration in a high school setting, career & technical school preferred.
Five (5) years minimum successful teaching (Career and Technical school setting preferred).

Other (skills) Mastery of Microsoft Office Software (Word, Excel, PowerPoint, Access, and Outlook)
Excellent organizational skills
Excellent communication skills (verbal and written)
Excellent supervisory skills
Ability to use Computer Technology for Student Management

Reports to Executive Director

JOB SUMMARY

The Assistant Director provides educational leadership and supervision for the faculty, staff and students of the school through appropriate instructional methods and techniques. The Assistant Director supervises all teachers assigned to him/her by the Executive Director. He/she works closely with faculty and staff to help establish procedures that relates their efforts to the philosophy of BAVTS. The Assistant Director also provides supervision and monitoring of the educational programs and maintenance of a safe and orderly environment.

ESSENTIAL JOB FUNCTIONS

Administrative

- Provides observation and evaluation of faculty and staff, as assigned.
- Ensures that Career and Technical Education Programs meet standards established by the Pennsylvania Department of Education program approved process.

Position Title**Assistant Director**

- Ensures that all Career and Technical Education Programs are competency-based with supporting learning guides, materials, and equipment.
- Works with the Executive Director to create the master instructional schedule and calendar.
- Coordinates professional development that relates to instructional services.
- Works with Administrative Team to maintain effective Advisory Committee input to all Career and Technical Education programs.
- Works with the Executive Director with the update and revision of building-level policy and procedure.
- Coordinates a structured orientation program for incoming instructors.
- Support/assist the Dean of Students in the implementation of the Student Code of Conduct.
- Oversees the conduct of students and staff during non-instructional periods.
- Supervises in conjunction with the Executive Director the management of the computerized Student Information System to assure grading and task management is appropriately managed by the instructors.
- Works in conjunction with the Executive Director on the Annual Report
- Updates and standardizes course/curriculum guides and learning guides in all secondary programs to keep current with industry and educational standards.
- Assists staff with the selection of curricular and instructional texts and resources that are aligned to industry and academic standards.
- Develops and submits any required documentation relative to curriculum and instruction upon request.
- Assists Executive Director and instructors in planning and submitting budgetary requests to the Business Administrator.
- Assists Executive Director in long-range planning relative to curriculum and instruction.
- Assists with the faculty and other committee meeting agendas.
- Assists in the revision and update of the Student Handbook.
- Assists with the planning and implementation of Substitute Teacher Orientation.
- Assists the Administrative Team with the maintenance of the school events calendar.
- Represents BAVTS at conferences and workshops approved by the Executive Director.
- Assists in determining strategies and procedures that support the overall safety and security of the building organization and its inhabitants.
- Addresses the recommendations and corrections documented by the PDE Program Approval Team.
- Participates in interviewing candidates for instructional and support positions.
- Other duties as assigned by the Executive Director.

Position Title: Assistant Director

TERMS OF EMPLOYMENT

12 months. Benefits in accordance with the Act 93 agreement. Performance will be evaluated by the Executive Director.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

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

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

BODY MOVEMENTS

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 3, 2026

4. HOSA STATE LEADERSHIP CONFERENCE

The competitor and financial information is in the process of being compiled and calculated and will be provided via replacement page and distributed to the Joint Committee members at the meeting.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 3, 2026

5. BOARD POLICY UPDATING

RECOMMENDATION:

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

Policy 824, Maintaining Professional Adult/Student Boundaries

MOTION BY:

SECOND BY:

ROLL CALL



Book	Policy Manual
Section	800 Operations
Title	Maintaining Professional Adult/Student Boundaries
Code	824
Status	First Reading
Last Revised	February 3, 2026

Authority

This policy applies to school employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include school students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with school students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Joint Committee directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Joint Committee policies, administrative regulations, rules and procedures.[1]

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the school or to interfere with participation in civic, religious or other outside organizations that include school students.

Definition

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

Delegation of Responsibility

The Executive Director or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Joint Committee policy through employee and student handbooks, posting on the school website, and by other appropriate methods.

The building administrators or designees shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the school shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[2]

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the school, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[3][4]

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care legitimately administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.

3. Giving personal gifts, cards or letters to a student without written approval from the building administrator.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, appropriate coaching instruction, appropriate music instruction, or CTE instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building administrator.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building administrator.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets, sharing personal secrets with a student or asking students to keep any conversation, gift or activity a secret.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other school policies or by state or federal law and regulations.[5][6]

Electronic Communications -

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, school-provided email or other school-provided communication devices or platforms shall be used when communicating electronically with students. The use of school-provided email or other school-provided communication devices or platforms shall be in accordance with school policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building administrator. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or send or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the school for this purpose, without the prior written approval of the building administrator.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that they have maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nonschool-related civic, religious, athletic, scouting or other organizations and programs whose participants may include school students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles. However, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building administrator or Title IX Coordinator. Reports may be made using the Discrimination/Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report orally or in writing. Upon receipt of a report, school staff shall promptly notify the Title IX Coordinator.[5][8]

All school employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Joint Committee policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Executive Director, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.[5][8][11][12]

If the Executive Director or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the school safety and security provisions of School Code, the Executive Director or designee shall make a report, in accordance with applicable law, regulations and Joint Committee policy.[9][10][11][12][13][14][15][16][17][18]

It is a violation of Joint Committee policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination or discrimination/harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Joint Committee policies. **Obstruction** includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.[5][8][12][19][20][21][22]

Disciplinary Action

A school employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable school disciplinary policies and procedures.[8][12][19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in the school for an appropriate period of time or permanently, as determined by the Executive Director or designee.

Training

The school shall provide training with respect to the provisions of this policy to current and new school employees, volunteers and student teachers subject to this policy.

The school, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

PSBA Revision 7/24 © 2024 PSBA

Legal

1. 24 P.S. 1850.1

- 2. Pol. 818
- 3. 18 Pa. C.S.A. 3124.2
- 4. 24 P.S. 2070.9f
- 5. Pol. 103
- 6. Pol. 103.1
- 7. Pol. 815
- 8. Pol. 104
- 9. 23 Pa. C.S.A. 6311
- 10. Pol. 806
- 11. 24 P.S. 2070.9a
- 12. Pol. 317.1
- 13. 24 P.S. 1306.2-B
- 14. 24 P.S. 1319-B
- 15. 22 PA Code 10.2
- 16. 22 PA Code 10.21
- 17. 22 PA Code 10.22
- 18. Pol. 805.1
- 19. Pol. 317
- 20. Pol. 113.1
- 21. Pol. 218
- 22. Pol. 233
- 22 PA Code 235.1 et seq
- 24 P.S. 2070.1a et seq
- 23 Pa. C.S.A. 6301 et seq

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 3, 2026

6. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the following new members on the Occupational Advisory Committee (OAC) for the programs listed:

First Name	Last Name	Job Title	Company	Shop/Program
Patrick	Jeffers	General Manager	Nucar Automall Allentown	Automotive Technology

MOTION BY: Director Patrick
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinnetto, Patrick, Recchiuti, Schenkel, White, Demko,
Dettmar, Makary, Soldridge – nine; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 3, 2026

7. CONTINUING EDUCATION

RECOMMENDATION:

That Donald Heptner, current secondary HVAC Instructor, be approved as a substitute evening instructor at the rate of \$33 per hour; hours not to exceed eight (8) per week.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 3, 2026

8. MEMORANDUM OF AGREEMENT WITH THE BAVTS PROFESSIONAL ASSOCIATION

RECOMMENDATION:

It is recommended that the Joint Committee approve the attached Memorandum of Agreement between the Bethlehem Area Vocational-Technical School and the Bethlehem Area Vocational-Technical School Professional Employees regarding transfer of sick days.

MOTION BY:

SECOND BY:

ROLL CALL

MEMORANDUM OF UNDERSTANDING
Between the Bethlehem Area Vocational-Technical School
and the Bethlehem Area Vocational-Technical School Education Association/PSEA/NEA

This Memorandum of Understanding (hereinafter referred to as the "MOU") is made by and between the Bethlehem Area Vocational-Technical School Joint Operating Committee (the "Committee") and the Bethlehem Area Vocational-Technical School Education Association/PSEA/NEA (the "Association"), the exclusive representative certified under law to represent a bargaining unit of professional employees at the School. The Committee and Association will be referred to collectively as "the Parties."

WHEREAS, the Committee and the Association are parties to a collective bargaining agreement (the "CBA") with a term of July 1, 2024 through June 30, 2027; and

WHEREAS, the "CBA" sets forth specific salary, benefits, and terms and conditions of employment for the positions included in the Bargaining Unit; and

WHEREAS, the "CBA" and Section 1154 of the Public School Code of 1949 each stipulate that professional employees receive 10 paid sick days per year; and

WHEREAS, Section 1154 further stipulates that professional and temporary professional employees who sever employment in one District and enter into employment with another are entitled to all accumulated leave not exceeding a maximum of 25 working days; and

WHEREAS, the Parties express a continued commitment to dialogue and collaboration to help recruit and retain highly qualified staff to the benefit of said Parties, their constituents, and school.

NOW THEREFORE, intending to be legally bound hereby, the Parties agree as follows:

1. The Board shall credit newly hired Employees with accrued leave from a previous employer with up to the 25 days permitted by School Code and outlined above;
2. The Board shall retroactively credit existing Employees hired on or after January 1, 2016 with up to the 25 days as outlined above if not previously credited at the time of their hire;
3. Any days up to the twenty-five (25) provided above shall be added to the employee's bank of usable days and shall qualify for inclusion into the Unused Sick Leave Retirement Allowance, or similar provision, provided it continues to be included in the CBA;
4. The Board, in instances where an Employee has more than 25 days accrued with their previous Employer, may credit the Employee with all or some of the additional days in excess of 25;

5. Any days credited to an Employee under this Agreement above the twenty-five (25) permitted by School Code will be banked separately and tracked for that employee's use only after exhausting the sick leave earned in their employment with the School;
6. Any days credited in excess of the twenty-five (25) permitted are not payable to the Employee at the time of resignation, retirement, death, or other separation from Employment, unless provided for in a future agreement; and
7. Any days credited in excess of the twenty-five (25) permitted are not eligible for donation to other individuals within the professional group as part of the Shared Sick Leave provisions.
8. This MOU shall be incorporated into the Parties' collective bargaining agreement and shall not terminate unless mutually agreed to by agreement of the Parties.
9. Violations of this MOU shall be subject to the grievance procedure set forth in the collective bargaining agreement.
10. Except as provided above, the parties reserve all rights under the collective bargaining agreement and under state and federal law.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Memorandum on the date set forth herein.

President
Bethlehem Area Vocational-Technical School
Education Association, PSEA/NEA

Chairperson
Bethlehem Area Vocational-Technical School
Joint Committee

Date: _____

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

February 3, 2026

I.1. WORK PROJECT REPORT

INFORMATION:

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

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

*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits									
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Status
26-1	Sue Fahrenkopf	GRAPHICS	100 Business Cards	07/23/25	4	07/23/25	\$ 6.00	\$ 6.00	Paid
26-2	Bake Shop	GRAPHICS	150 "Get To Know You" cards for rotation	08/20/25	4	08/25/25	\$ 16.00	\$ 16.00	Paid
26-3	Angela Thom	CUL. EVENTS	Bring Your Child To Work Day (4/23/26)	08/20/25	4				
26-4	Angela Thom	BAKING	Bring Your Child To Work Day (4/23/26)	08/20/25	4				
26-5	Angela Thom	CUL. EVENTS	Career & Colleg Fair Breakfast & Lunch (03/25/26)	08/20/25	4				
26-6	Angela Thom	BAKING	Career & Colleg Fair Breakfast & Lunch (03/25/26)	08/20/25	4				
26-7	Angela Thom	CUL. EVENTS	Nocti lunch & breakfast (4/20,4/21,4/22)	08/20/25	4				
26-8	Angela Thom	BAKING	Nocti lunch & breakfast (4/20,4/21,4/22)	08/20/25	4				
26-9	Angela Thom	CUL. EVENTS	SkillUSA Team Building Event - (10/8/25)	08/20/25	4				VOID
26-10	Elspeh Sipple	GRAPHICS	Business Cards	08/22/25	4	08/25/25		\$6.00	Paid
26-11	Heather Burkhart	Baking	Baked goods for Freedom Open House (9/3/25)	08/28/25	4		\$ 250.00	\$250.00	Paid
26-12	Heather Burkhart	Baking	Baked goods for Liberty Open House (9/10/25?)	08/28/25	4	09/03/25	\$ 250.00	\$250.00	Paid
26-13	Food Truck	GRAPHICS	Banners for Food Truck Tuesday	08/29/25	4	09/10/25	\$ 180.00	\$180.00	Paid
26-14	Bake Shop	GRAPHICS	Laminate supplies posters	09/09/25	4	09/10/25	\$ 120.00	\$120.00	Paid
26-15	Bake Shop	GRAPHICS	6 posters	09/09/25	4	10/02/25	\$ 270.00	\$270.00	Paid
26-16	Heather Burkhart	BAKING	Baked Goods for Northampton MS Open House (9/11/25)	09/12/25	4	09/11/25	\$ 200.00		Paid
26-17	Dan Berardesca - Culin	GRAPHICS	12 books	09/12/25	4	11/27/25	\$ 481.00	\$481.00	Paid
26-18	Adam Lazarchak	CUL. EVENTS	Luncheon at The Factory for Local Advisory Comm. (10/17)	09/15/25	4	10/17/25			Paid
26-19	Stan Prodes	GRAPHICS	42 Polo Shirts	09/17/25	4		\$ 420.00	\$420.00	Paid
26-20	Heather Burkhart	BAKING	Small baked goods for FHS Career & College Fair (10/7)	09/17/25	4	10/07/25	\$ 60.00	\$60.00	Paid
26-21	Christal Vitko	Baking	192 cookies for bake sale	09/17/25	4			\$192.00	Paid
26-22	Peggy Fuehrer	BAKING	OAC Desserts (10/13-10/14)	09/18/25	4	10/14/25	\$ 450.00	\$450.00	Paid
26-23	Peggy Fuehrer	Culinary	OAC Dinners (10/13 -10/14)	09/18/25	4	10/14/25		\$2,600.00	Paid

26-24	Peggy Fuehrer	BAKING	OAC Desserts (4/13-4/14)	09/18/25	4					
26-25	Peggy Fuehrer	Culinary	OAC Dinners (4/13 -4/14)	09/18/25	4					
26-26	Mechatronics	GRAPHICS	5 Posters	09/22/25	4	11/28/25	\$ 90.00	\$90.00	Paid	
26-27	Sue Fahrenkopf	Culinary	Lunch & Dessert for LAC in Bistro (3/20/26)	09/22/25	4					
26-28	Sue Fahrenkopf	Culinary	Lunch & Dessert for LAC in Bistro (3/13/26)	09/22/25	4					
26-29	Sue Fahrenkopf	Culinary	Treats for Oct. board meeting	10/08/25	4	10/07/25	\$ 30.00	\$30.00	Paid	
26-30	Sue Fahrenkopf	CUL. EVENTS	Lunch in Bistro for Parent Advisory Meeting (10/10/25)	10/08/25	4	10/10/25	\$ 360.00	\$360.00	Paid	
26-31	Adam Lazarchak	Food Truck	Freedom / Liberty Tailgate (10/25/25)	10/09/25	4	10/25/25			Paid	
26-32	Welding	Culinary	20 Boxed lunches	10/09/25	4	10/10/25	\$ 140.00		Paid	
26-33	Sue Fahrenkopf	GRAPHICS	200 Spiral notebooks	10/16/25	4		\$ 1,000.00	\$1,000.00	Paid	
26-34	Sipple	BAKING	50 cupcakes, 50 cookies	10/17/25	4			\$100.00	Paid	
26-35	Janelle Schaeffer	Culinary	Breakfast for Principals Meeting (12/11/25)	10/21/25	4					
26-36	Freedom High School	BAKING	135 Halloween Cookies	10/23/25			\$ 54.00	\$54.00	Paid 11/06/25	
26-37	Connie Muschko	Culinary	CO-OP Breakfast (5/13/25)	10/27/25						
26-38	Connie Muschko	Baking	CO-OP Breakfast (5/13/25)	10/27/25	4					
26-39	Louis Temple	Carpentry	Create a mock-up kitchen island	10/27/25	4			\$150.00	Paid	
26-40	Angela Thom	Culinary (chavez)	Auto Tech luncheon (12/09/25)	11/04/25	4	12/09/25	\$ 160.00	\$160.00	Paid	
26-41	Heather Burkhart	Culinary (chavez)	Counselor Luncheon (1/22/25)	11/05/25	4	01/22/26	\$ 900.00	\$900.00		
26-42	Angela Thom	Culinary (Dan)	Lunch for Skills judges (11/11, 11/12, 11/14)	11/06/25	4		\$ 75.00	\$75.00	Paid	
26-43	Karen Mustonen	GRAPHICS	Stickers	11/06/25	4	11/13/25	\$ 24.00	\$24.00	Paid	
26-44	Allison Deturk	GRAPHICS	25 Work Ethic Journals	11/06/25	4	11/29/25	\$ 125.00	\$125.00	Paid	
26-45	Mike Galler	Culinary	Staff Christmas Breakfast (12/22/25)	11/10/25	4	12/22/25	\$ 1,700.00	\$1,700.00	Paid	
26-46	Bill Grushow	GRAPHICS	4 shirts for class	11/11/25	4	11/29/25	\$ 31.56	\$31.56		
26-47	Don Heptner	GRAPHICS	Laminate supplied posters	11/13/25	4	01/08/26	\$ 70.00	\$70.00		
26-48	Allison Deturk	GRAPHICS	25 Work Ethic Journals	11/18/25	4	11/26/25	\$ 125.00	\$125.00	VOID	
26-49	Sue Fahrenkopf	Culinary -Berarde	Desserts for November Board Meeting	11/18/25	4	11/26/25		\$30.00	Paid	
26-50	Dan Berardesca	GRAPHICS	Uniforms	11/25/25	4	11/26/25	\$ 250.00	\$250.00	Paid	

26-51	Mike Galler	Culinary - Gurscil	BBQ at the Factory (12/04/25)	12/01/25	4	12/04/25	\$ 75.00	\$75.00	Paid
26-52	Sue Fahrenkopf	GRAPHICS	200 Notepads	12/04/25	4	12/12/25	\$ 600.00	\$600.00	Paid
26-53	MAINTENANCE	AUTO COLL.	Chevy - replace rear door	12/08/25	4				
26-54	Khitam Moussa	GRAPHICS	Sweatshirts (use production funds)	12/08/25	4				
26-55	Electronics	GRAPHICS	Uniforms	12/12/25	4				
26-56	Dan Berardesca	Bldg. Trades	Cutting/Charcuterie Boards	12/17/25	4	12/31/25	\$ 200.00	\$200.00	
26-57	Janelle Schaeffer	Culinary	Lunch for 10 for HS Admin. Meeting (1/15/26)	12/29/25	4	01/15/26	\$ 195.00	\$195.00	
26-58	Mike Galler	BAKING	Staff Christmas Breakfast (12/22/25)	11/10/25	4	12/22/25	\$ 170.00	\$170.00	Paid
26-59	Dawn Sutter	Culinary	Lunch for 5 people - Interviews (01/16/26)	01/08/26	4				
26-60	Janelle Schaeffer	Baking	Baked goods for 12 people (1/15/26)	01/09/26	4	01/15/26	39.00	\$39.00	
26-61	Tyler Heft	Graphics	Tees, hoodies for students	01/13/26	4				VOID - DUPLICATE
26-62	Deturk	GRAPHICS	15 work ethic books	01/15/26	4				
26-63	Sue Fahrenkopf	Culinary (Ferry)	Desserts for February Board Meeting	01/16/26	4				
26-64	Janelle Schaeffer	Culinary (Ferry)	Dinner for Vet Sciences @ 6:00 in Bistro (3/27/26)	01/23/26	4				
26-65	Janelle Schaeffer	Culinary (Ferry)	CTE Connect Meeting luncheon in Bistro 11:00 (4/28/26)	01/23/26	4				
26-141	Bridges Foundation	Culinary	Luncheon for board meeting (9-16-25)	08/25/25	6	09/16/25	238.00	\$252.28	Paid 9/22/25
26-142	Bridges Foundation	Culinary	Luncheon for board meeting (12-16-25)	08/25/25	6	12/16/25	280.00	\$296.80	Paid 01/07/26
26-143	Stacey Keiper	Baking	60 cupcakes & large cookie tray(9/12/25)	09/01/25	3	09/12/25	120.00	\$120.00	Paid 9-12-25
26-144	Angela Dorney	Baking	Lg. cookie & sm. Cookie Tray (11/7/25)	09/12/25	1	11/07/25	90.00	\$90.00	Paid 11/07/25
26-145	Christal Vitko	Baking	192 Cookies for bake sale NTHS	09/17/25	4	09/29/25	222.00	\$222.00	Paid by PO 10/01/25
26-146	Stacey Keiper	Baking	60 cupcakes (9/26/25)	09/22/25	3	09/26/25	60.00	\$60.00	Paid 9/26/25
26-147	Kate Worthington	Baking	Gluten Free rainbow cupcakes (10/23/25)	10/07/25	1	10/29/25	10.00	\$10.00	Paid 10/30/25
26-148	Robert Webb	Baking	Desserts for NHS (10/14/25)	10/07/25	5			\$1,000.00	Paid 11/6/25
26-149	NTHS	Baking	Induction Ceremony (10/15/25)	10/09/25	6			\$700.00	PAID ON PO
26-150	NTHS	Culinary	Induction Ceremony (10/15/25)	10/09/25	6			\$1,800.00	PAID ON PO
26-151	Connie Muschko	Baking	Cake	10/24/25	1	10/24/25	20.00	\$20.00	Paid 10/27/25
26-152	NTHS	Baking	Cookies for bake sale	10/27/25	6				PAID ON PO

26-153	Irenee Piripavel	Baking	Large chocolate cake (10/31/25)	10/27/25	3	10/31/25	20.00		Paid 10/31/25
26-154	Freedom High School	Baking	24 Halloween themed donuts (10/30/25)	10/29/25	5			\$24.00	Paid 01/08/26
26-155	Aubrey Greb	Baking	Donuts and carmel apples	10/29/25	3	10/31/25	20.00	\$20.00	Paid 10/31/25
26-156	Aubrey Greb	Baking	Various baked goods (11/14/25)	11/04/25	3	11/14/25	176.00	\$176.00	11/14/25
26-157	Rachel Bednar	Culinary	Breakfast for Executive Forum Breakfast	11/05/25	6		900.00	\$900.00	Paid 11/10/25
26-158	Maria Musso	Baking	Cupcakes (11/17/25)	11/11/25	1	11/17/25	12.00	12.00F	Paid 11/19/25
26-159	Beverly Bradley	Baking	150 Cupcakes for Mayor's Tree Lighting	11/11/25	6		150.00	\$150.00	DONATION
26-160	Bridget Hujsa	Baking	75 Appleturnovers	11/21/25	5	11/24/25	75.00	\$75.00	Paid 01/08/26
26-161	Maria Musso	Baking	3 dozen cupcakes	12/09/25	1	12/18/25	36.00	\$36.00	Paid 12/18/25
26-162	Freedom High School	Baking	Sweet treats for 8 grade parent night (1/14/26)	12/15/25	5		500.00	\$500.00	Paid 01/08/26
26-163	Freedom High School	Baking	175 Holiday Cookies (12/18/25)	12/16/25	5	12/18/25	52.50	\$52.50	Paid 01/08/26
26-164	Freedom High School	Baking	Holiday Cake Pops (12/18/25)	12/16/25	5	12/18/25	115.00	\$115.00	Paid 01/08/26
26-165	Dana Huber (Rotary)	Culinary (Chavez)	Lunch for 20 (02/18/25)	01/06/26	6				
26-166	Bridges Foundation	Baking	Desserts for Board Luncheon	12/01/25	6	12/16/25	28.00	\$28.00	Paid 01/07/26
26-167	Shelly Burcin	Baking	Tiered cake	01/14/26	3				
26-168	Calvary Baptist	Culinary (Chavez)	3 types of soup	01/16/26	6		900.00	\$900.00	Paid 01/21/26
26-169	Renee Piripavei	Baking	Chocolate cake w/ buttercream icing	01/21/26	3				
26-176	Mike Galler	AUTO TECH	Saturn - replace sensors, rotate tires	08/20/25	1	10/02/25	80.76	\$98.44	Paid 10/16/25
26-177	Jennifer Klo	AUTO TECH	Subaru - Exhaust - check brakes	08/22/25	4	09/30/25	280.16	\$341.51	Paid 10/02/25
26-178	Kurt Samson	AUTO TECH	Chevy - new front brakes	08/27/25	4	09/22/25	87.04	\$106.11	Paid 09/24/25
26-179	Mike Galler	AUTO TECH	Silverado - oil change, filter, rotate tires	09/02/25	4	09/16/25	32.03	\$39.04	Paid
26-180	Jeff Cantrel	AUTO TECH	Jeep - Inspect for Winter	09/03/25	1		803.93	\$979.99	
26-181	Jeff Cantrel	AUTO TECH	Subaru - Oil change	09/03/25	1	10/31/25	75.95	\$92.58	Paid 10/31/25
26-182	Jeff Cantrel	AUTO TECH	Toyota - Maintenance services	09/03/25	1		384.24	\$468.38	
26-183	Connie Muschko	AUTO TECH	Toyota - replace frame bushigs & signal motor	09/17/25	1	12/11/25	820.29	\$999.93	Paid 12/12/25
26-184	Adam Lazarchak	AUTO TECH	Toyota - Oil change, slow leak in right front tire	09/23/25		09/25/25	53.63	\$65.37	Paid 09/26/25
26-185	Rodney Sigley	AUTO TECH	Hyundai - Diagnose charging system	09/25/25	2	10/31/25	740.87	\$903.12	Paid 10/31/25

26-186	Greta Wilmot	AUTO TECH	KIA - Oil change, rotate tires	09/26/25	1	09/30/25	38.75	\$47.23	Paid 10/01/25
26-187	Janelle Schaffer	AUTO TECH	Audi - Oil change	09/29/25	1	10/13/25	63.65	\$77.59	Paid 10/15/25
26-188	Karl Cuchran	AUTO TECH	Toyota - Brakes lock up	10/01/25	2	10/02/25	0.00	\$5.30	Paid 10/23/25
26-189	Nichlas Lentz	AUTO TECH	Temp. sensors, mount & balance tires, alignment	10/03/25	2	10/07/25	80.00	\$97.52	Paid 10/15/25
26-190	Howie Nonnemacher	AUTO TECH	Mercedes - Wiper blades, MPI	10/15/25	1	11/24/25	880.19	\$1,072.95	Paid 11/24/25
26-191	Heather Burkhart	AUTO TECH	Ford - Install new sensors, tire	10/15/25	1			\$0.00	Paid 10/17/25
26-192	Daniel Berardesca	AUTO TECH	Lexus - LOF, align	10/15/25	1	10/28/25	30.45	\$37.58	Paid 11/14/25
26-193	Jennifer Klo	AUTO TECH	Subaru - Oil change and check back bearings	10/15/25	1	10/23/25	37.94	\$46.25	Paid 10/24/25
26-194	Jeremy Srogi	AUTO TECH	Nissan - Rear wheel alignment	10/16/25	2	11/10/25	0.00	\$5.30	Paid 11/11/25
26-195	Jordan Montegue	AUTO TECH	Ford - Tire pressure sensors	10/16/25	1	10/31/25	160.00	\$195.04	Paid 11/10/25
26-196	Carly McKeon	AUTO TECH	Ford - Small oil leak, oil change	10/16/25	1	10/21/25	35.00	\$42.67	Paid 10/22/25
26-197	Mike Giamoni	AUTO TECH	Honda - Oil change, fluids, interior light, check TPMS	10/21/25	1	10/24/25	29.00	\$36.04	Paid 10/24/25
26-198	Karen Mustonen	AUTO TECH	Acura - Oil change, filters, wiper blades	10/21/25	1	11/06/25	110.91	\$135.20	Paid 11/06/25
26-199	Christina Miskovich	AUTO TECH	Chevy - Replace tires, serpentine belt, brake rotors & pads, coolant	10/24/25	1	11/19/25	294.98	\$359.58	Paid 11/20/25
26-200	Dario Chavez	AUTO TECH	Ford - Coolant, front right bearings ,brakes ,alignment, filters	10/27/25	1	12/16/25	584.53	\$712.54	
26-201	Glenn Milisitz	AUTO TECH	Subaru - Oil change, fluids, pre-inspection	10/28/25	1	11/19/25	40.00	\$48.76	Paid 11/19/25
26-202	Gabriel Baer	AUTO TECH	Ford - Real brake pads	10/29/25	2	10/30/25	24.99	\$31.79	Paid 10/31/25
26-203	Karen Tavares	AUTO TECH	Toyota - Tire light on	10/29/25	1	10/30/25	160.00	\$195.04	Paid 10/31/25
26-204	Sean Snyder	AUTO TECH	Ford - Steering box replaced	10/31/25	2	11/06/25	239.29	\$291.69	Paid 11/06/25
26-205	Gilda Martinez	AUTO TECH	Ford - Coolant sensor, spring bushing	10/31/25	2			\$0.00	
26-206	Phoenix Jones	AUTO TECH	Chevy - check engine light on.	10/31/25	2	11/06/25	72.82	\$88.76	Paid 11/07/25
26-207	Meri Lindenmuth	AUTO TECH	Chevy - Oil change, tire system, pre inspection	11/04/25	1	11/12/25	212.54	\$259.09	Paid 11/12/25
26-208	Lori Kram	AUTO TECH	Chevy - Oil change, pre inspection	11/04/25	1	12/10/25	45.00	\$54.86	Paid 12/10/25
26-209	Tess Wenger	AUTO TECH	Ford - Brakes, struts, belt/pully system	11/05/25	2			\$0.00	VOID
26-210	Madeline Sinkler	AUTO TECH	Nissan - Oil change, air in tires	11/11/25	1	11/17/25	32.00	\$39.22	Paid 11/18/25
26-211	Heather Chilcote	AUTO TECH	Toyota - Oil change, cap on wheel	11/13/25	1	11/19/25	56.95	\$69.42	Paid 11/19/25
26-212	Kimberly Elliott	AUTO TECH	Nissan - Oil change	11/18/25	2	11/21/25	42.53	\$51.84	Paid 11/21/25

26-213	Al Renn	AUTO TECH	Honda - Oil change, gas cap door	11/18/25	1	12/12/25	28.85	\$35.88	Paid 12/12/25
26-214	Lou Temple	AUTO TECH	Subaru - Oil change	11/18/25	1	11/24/25	36.99	\$45.09	
26-215	Glenn Milisitz	AUTO TECH	Mercury - Oil change	11/18/25	1	11/19/25	38.00	\$46.32	Paid 11/19/25
26-216	Luis Santiago	AUTO TECH	Hyundai - See work order	11/19/25	1	12/04/25	158.02	\$192.62	Paid 12/05/25
26-217	Fred Piazza	AUTO TECH	Jeep - Replace coil spring	11/20/25	2		0.00	\$5.30	Paid 01/23/26
26-218	Alex Glassberg	AUTO TECH	Audi - Oil change	11/24/25	1	12/11/25	69.63	\$84.87	Paid 12/11/25
26-219	Heather Chilcote	AUTO TECH	Lexus - Tires	11/25/25	1	12/05/25	1,292.96	\$1,576.11	Paid 12/09/25
26-220	Khitam Moussa	AUTO TECH	New tires	12/08/25	1			\$0.00	VOID
26-221	Stephanie Cummins	AUTO TECH	Mazda - Full safety check	12/08/25	3			\$0.00	
26-222	Gavin Bauder	AUTO TECH	Chevy - Blower motor, resistor connector	12/08/25	2	12/09/25	129.48	\$157.84	Paid 12/09/25
26-223	John Tate	AUTO TECH	Chevy - New TPM sensors and gas cap	12/09/25	2			\$0.00	
26-224	Christina Miskovich	AUTO TECH	Chevy - Oil change, tire rotation, pre check	12/11/25	1	12/12/25	37.99	\$46.31	Paid 12/12/25
26-225	Amy Knight	AUTO TECH	Mazda - Check brakes & door switch	12/11/25	1			\$0.00	VOID
26-226	Christopher Bosch	AUTO TECH	Buick - Oil change, check fluids, tires, dome light	12/12/25	1	01/05/26	38.85	\$47.36	Paid 01/06/26
26-227	Jeff Cantrel	AUTO TECH	Multi-Point Inspection and repairs	12/16/25	1		270.81	\$330.12	
26-228	Renee Jones	AUTO TECH	Ford - Brakes, rotors, back shoes	12/16/25	2	01/15/26	108.55	\$132.32	Paid 01/15/26
26-229	Summer Fastenberg	AUTO TECH	Subaru - Driver's side wheel hub	12/16/25	3				
26-230	Isabella Marshalleck	AUTO TECH	Nissan - Oil change	12/17/25	2	01/06/26	37.71	\$45.97	Paid 01/06/26
26-231	Jeff Cantrel	AUTO TECH	Subaru - multi point inspection and repairs as needed	12/17/25	1				
26-232	Mike Galler	AUTO TECH	Toyota - MPI, routine maintenance	12/18/25	1				
26-233	Mike Galler	AUTO TECH	Chevy - MPI, routine maintenance	12/18/25	1				
26-234	Mike Galler	AUTO TECH	Saturn - MPI, routine maintenance	12/18/25	1				
26-235	Mike Galler	AUTO TECH	Kawasaki - MPI, routine maintenance	12/18/25	1				
26-236	Jennifer Klo	AUTO TECH	Subaru - MPI, routine maintenance	12/19/25	1				
26-237	Jennifer Klo	AUTO TECH	Ford - MPI, routine maintenance CATALYTIC CONVERTER	12/19/25	1	01/13/26	1,013.31	\$1,235.23	Paid 01/14/26
26-237	Jennifer Klo	AUTO TECH	Ford - MPI, routine maintenance	12/19/25	1				
26-238	Jennifer Klo	AUTO TECH	Mazda - MPI, routine maintenance	12/19/25	1			Electronics	

26-239	Dario Chavez	AUTO TECH	Toyota - Pre inspection, tune up, brakes, tires, shocks	12/29/25	1					
26-240	Dario Chavez	AUTO TECH	Dodge - Pre inspection, brakes and shocks	12/29/25	1					
26-241	Dario Chavez	AUTO TECH	Ford - Fly wheel	12/29/25	1					
26-242	Connie Muschko	AUTO TECH	Toyota - tires, engine	12/29/25	1					
26-243	Moreen Wheatley	AUTO TECH	Jeep - Oil change, tire fill	01/06/26	1	01/08/26	37.66	\$45.91	Paid 01/13/26	
26-244	Howie Nonnemacher	AUTO TECH	Ford - Oil & Filter	01/07/26	1					
26-245	Sean Snyder	AUTO TECH	Ford - Power steering	01/16/26	2					
26-246	Henry Medrano	AUTO TECH	Dodge - Brake job	01/16/26	2					
26-247	Tess Wenger	AUTO TECH	Ford - Brakes	01/21/26	2					
26-248	Bridget Roberts	AUTO TECH	Oil Change (Free - Certificate winner)	01/23/26	2					
26-376	Arc of LV	FOOD TRUCK	Staff Appreciation Picnic (7/18/25)	02/26/25	6	07/18/25	1,800.00	\$1,800.00	Paid 7/23/25	
26-377	Ann Marie Schumann	FOOD TRUCK	Reunion (7/19/25)	06/30/25	3	07/19/25	1,610.37	\$1,706.99	Paid 7/28/25	
26-378	Wilson Products	FOOD TRUCK	Event on 9/24/25 & 9/25/25	07/10/25	3		6,300.00	\$6,678.00	Paid 8/6/25	
26-379	Angela Thom	FOOD TRUCK	Skills/HOSA Carnival (07/06/25)	08/20/25	4					
26-380	SkillsUSA	FOOD TRUCK	Clay Shoot event (9/19/25)	09/02/25	6	09/19/25	1,440.00	\$1,440.00		
26-427	Doc's Backyard BBQ	Graphics	Sign, 100 Business Cards	08/18/25	3		20.00		Paid 8/25/25	
26-428	Christina Miskovich	Graphics	6 screen printed shirts	09/05/25		12/11/25	53.14	\$64.78	Paid 12/11/25	
26-429	Joan Dinbokowitz	Graphics	Decals for wood projects	09/09/25	3	10/15/25	30.00	\$37.10	Paid 10/16/25	
26-430	Connie Muschko	Graphics	Banner	09/17/25	1	10/10/25	15.00	\$21.20	Paid 10/13/25	
26-431	Christina Miskovich	Graphics	Stickers	10/03/25	1	10/10/25	60.00	\$69.00	Paid 01/08/26	
26-432	Alex Glassberg	Graphics	Notepads & Cornhole board prints	10/03/25	1	12/01/25	40.00	\$48.76	Paid 12/05/25	
26-433	Angela Dorney	Graphics	Various items for baby shower	10/28/25	1	10/29/25	47.40	\$57.78	Paid 10/29/25	
26-434	Angela Dorney	Graphics	Sign & prints	11/04/25	1	11/07/25	28.00	\$34.98	Paid 11/07/25	
26-435	Jennifer Klo	Graphics	Picture	11/11/25	1	12/18/25	5.00	\$10.60		
26-436	Nina Pardoe	Graphics	Christmas cards	11/18/25	1	12/04/25	76.00	\$92.64	Paid 12/05/25	
26-437	Tyler Heft	Graphics	Tees/Hoods	12/12/25	1			\$0.00		
26-438	Liberty Swim Team	Graphics	9 banners	12/18/25	5	12/18/25	135.00	\$164.57	Paid 12/22/25	

26-439	Justine Williams	Graphics	1200 Copies	01/06/25	1	01/22/26	240.00	\$292.56	Paid 1/22/26
26-440	Mary Bracken	Graphics	Cheerleader Banners	01/07/26	1				
26-441	Liberty Swim Team	Graphics	65 shirts	01/13/26	5	01/16/26	505.82	\$581.69	Paid 01/20/26
26-442	Christina Miskovich	Graphics	Graduation cards	01/13/26	1				
26-481	County of Northampton	Welding	Tree Cages	05/14/25	6				
26-482	Via of Lehigh Valley	Bld. Trades	Engraved wood Plaques	08/21/25	3	10/09/25	35.00	\$42.67	Paid 10/10/25
26-483	Debra Miller	Auto Coll.	Honda - Paint spoiler & rear roof, headlights	08/25/25	1	09/15/25	30.00	\$37.10	Paid 09/15/25
26-484	Martyn Banham	Auto Coll.	Mercedes - replace front bumper	09/08/25	3	12/22/25	250.00	\$304.75	Paid 12/22/25
26-485	Sara Heintzelman	Carpentry	Build Ice Cream Playhouse	09/10/25	3	01/14/26	1,536.52	\$1,873.02	Paid 01/15/26
26-486	Mike Galler	Prec. Mac.	Powder coat bike frame/bars	09/12/25	1	09/22/25	5.00	\$10.60	Paid 09/24/25
26-487	Alex Glassberg	Carpentry	Cornhole boards	09/25/25	1	12/03/25	125.00	\$152.38	Paid 12/05/25
26-488	Kristin Soldridge	Prec. Mac.	Thread pencils with nuts provided	09/25/25	5	09/25/25	0.00	\$5.30	Paid 9/25/25
26-489	Presley McNichol	Auto Coll.	Dodge - Replace left bedside	10/01/25	2	12/15/25	1,250.00	\$1,523.75	Paid 12/17/25
26-490	Heather Burkhart	Auto Coll.	Refinish front bumper	10/07/25	1	11/12/25	275.00	\$335.23	Paid 11/18/25
26-491	Mark Deysher	Auto Coll.	Toyota - hood work	10/09/25	3	10/09/25	240.09	\$292.67	Paid 10/10/25
26-492	Jennifer Klo	Carpentry	Build steps for puppy to get on bed	10/15/25	1			\$0.00	
26-493	Greta Wilmot	Carpentry	Sand down coasters	11/10/25	1	10/05/25	0.00	\$5.30	Paid 12-10-25
26-494	Stephanie Cummins	Auto Coll.	Left front door damage	12/05/25	3			\$0.00	
26-495	Kevin Kuehner	Auto Coll.	Paint hood & grill of John Deere tractor	12/09/25	1			\$0.00	
26-496	Karen Mustonen	Auto Coll.	Add roof rack to car	12/11/25	1			\$0.00	
26-497	Jennifer Klo	Building Trades	2 Cutitng Boards	12/15/25	1	12/18/25	40.00	\$48.76	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
February 3, 2026

I.2. CONDITION OF THE BUDGET

INFORMATION:

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

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
December 31, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	20,000.00	15,733.32	4,266.68
10.6910.000.000.000	RENTALS	6,000.00	4,000.00	2,000.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00		250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-		0.00
10.6946.001.000.000	RECEIPTS FROM BASD	7,232,236.00	3,996,762.00	3,235,474.00
10.6946.002.000.000	RECEIPTS FROM NASD	3,339,635.00	1,845,585.00	1,494,050.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,147,742.00	724,896.00	422,846.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-		0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	23,543.23	76,456.77
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	1,251.55	748.45
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,525,000.00	779,484.00	745,516.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00		25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-		0.00
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	2,500.00		2,500.00
10.7362.000.360.000	PCCD ACT 55 GRANT	80,187.17		80,187.17
10.7362.000.360.001	PCCD ACT 55 GRANT	59,812.83		59,812.83
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00		300,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	239,408.00	114,735.92	124,672.08
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,120,880.00	529,417.47	591,462.53
10.8521.000.663.000	FEDERAL	379,387.00	246,520.19	132,866.81
10.8749.000.987.000	PCCD GRANT	-	3,150.00	-3,150.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	13,608.00	-13,608.00
	TOTALS FOR GENERAL FUND	15,580,038.00	8,298,686.68	7,281,351.32
	TOTAL REVENUES	15,580,038.00	8,298,686.68	7,281,351.32

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
December 31, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	665,985.00	(1,084.00)	220,434.59	355,058.88	89,407.53
10.1240.000.000.000	SPECIAL EDUCATION	691,392.00	(2,439.00)	190,738.59	216,429.74	281,784.67
10.1320.000.000.000	MARKETING DISTRIBUTIVE EDUCATION	149,022.00	(271.00)	55,636.37	75,286.32	17,828.31
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	829,726.00	(1,355.00)	282,831.43	389,587.85	155,951.72
10.1342.000.000.000	HOME ECONOMICS PROGRAM	951,837.00	(1,355.00)	352,514.00	432,459.42	165,508.58
10.1370.000.000.000	TECHNICAL PROGRAM	163,175.00	(271.00)	60,559.95	68,242.57	34,101.48
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,536,080.00	(7,858.00)	1,556,439.48	1,742,508.78	1,229,273.74
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-			10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,625,189.00	(2,439.00)	617,176.46	813,651.07	191,922.47
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,886.00	-	33,771.72	264.18	86,850.10
10.2310.000.000.000	BOARD SECRETARY	3,646.00	-	1,452.45	-	2,193.55
10.2320.000.000.000	BOARD TREASURER	1,665.00	-	925.33	-	739.67
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	15,830.18	38,169.82	6,000.00
10.2360.000.000.000	OFFICE OF THE DIRECTOR	465,658.00	(813.00)	231,141.45	161,713.64	71,989.91
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	661,995.00	(1,084.00)	307,560.17	234,856.25	118,494.58
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	113,350.00	(271.00)	36,127.73	47,322.49	29,628.78
10.2511.000.000.000	BUSINESS OFFICE	648,488.00	(1,626.00)	292,614.49	191,908.24	162,339.27
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,622,825.00	(2,665.00)	1,009,710.41	563,996.15	1,046,453.44
10.2660.000.000.000	SECURITY SERVICES	62,660.00	(271.00)	5,211.23	57,563.24	(385.47)
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	2,951.56	250.00	25,798.44
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	664,186.00	(6,072.00)	221,884.61	117,295.90	318,933.49
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	107,525.00	-	3,238.10	10,142.29	94,144.61
10.3350.000.000.000	WELFARE ACTIVITIES	9,500.00	-			9,500.00
10.3390.000.000.000	COMMUNITY SERVICES	111,248.00	-	54,226.93	39,651.22	17,369.85
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	-	-	-	-
10.4600.000.000.000	IMPROVEMENT EXPENSES	75,000.00	-	11,695.89	6,424.20	56,879.91
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-			-
10.5140.000.000.000	LEASES & RIGHT TO USE ARRANGEMENT	-	29,874.00	29,874.00		-
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-			100,000.00
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	-			50,000.00
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-			-
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-			25,000.00
	TOTAL FOR GENERAL FUND	15,555,038.00	-	5,594,547.12	5,562,782.25	4,397,708.63
	TOTAL EXPENSES	15,555,038.00	-	5,594,547.12	5,562,782.25	4,397,708.63
	EXCESS OF REVENUE OVER EXPENSES			2,704,139.56		