

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

3300 Chester Avenue  
Bethlehem, PA 18020

**BAVTS Joint Committee Regular Meeting - March 3, 2026 – 7:00 p.m.**

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, February 3, 2026
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor – Agenda Items Only
- H. In-Services
  - 1. Recognition of Student Competitors – SkillsUSA & GLVADA
  - 2. House Project Presentation
  - 3. 2026-2027 Preliminary Budget Presentation – Mr. Lazarchak
- I. Administrative Recommendations
  - 1. Audit Report
  - 2. Staffing
  - 3. 2025-2026 Substitutes
  - 4. Column/Salary Adjustments
  - 5. Job Description Updating
  - 6. SkillsUSA State Conference
  - 7. Occupational Advisory Committee Members
  - 8. Board Policy Updating
  - 9. Conference Requests
  - 10. Continuing Education
- J. Informational Items
  - 1. Work Project Report
  - 2. Condition of the Budget
  - 3. House Project Update (Verbal Report To Be Provided At Meeting)
  - 4. South Campus Expansion Update (Verbal Report To Be Provided At Meeting)
  - 5. BAVTS 2026-2029 Comprehensive Plan – First Read
- K. Unfinished Business
- L. New & Miscellaneous Business
- M. Courtesy of Floor to Visitors
- N. Adjournment

*Next Meeting Date: Tuesday, April 7, 2026*

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*Emergency/Alternate Date: Wednesday, April 8, 2026*

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

March 3, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

January 31, 2026

FUND NAME	BALANCE		RECEIPTS	DISBURSEMENTS	BALANCE	
	January 1, 2026				January 31, 2026	
General includes PLGIT/CD	3,460,592.12		914,490.51	(942,456.64)	3,432,625.99	
House Project	71,412.82		1.44	(1,290.65)	70,123.61	
Production	197,991.01		13,568.09	(14,402.65)	197,156.45	
Capital Reserves includes PLGIT/CD	3,994,536.44		111,583.75	(185,000.00)	3,921,120.19	
Payroll	18,450.60		573,687.71	(575,948.89)	16,189.42	
Cafeteria	65,654.03		12,169.07	(6,388.87)	71,434.23	
Adult Education includes PLGIT/CD	363,960.55		36,310.79	(21,639.29)	378,632.05	
Student Activities	56,430.72		3,062.30	(3,960.78)	55,532.24	
<b>TOTALS</b>	<b>8,229,028.29</b>		<b>1,664,873.66</b>	<b>(1,751,087.77)</b>	<b>8,142,814.18</b>	

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

January 1, 2026 2,997,702.70

RECEIPTS

Production	13,724.05	
Interest	61.05	
District Contrib.	734,911.00	
District Contrib./Auth.	85,099.30	
State / Fed Funds	50,659.73	
Tuition		
Other	29,871.48	
Transfers - PLGIT		
Inter-Fund Transfers	11,546.78	925,873.39

DISBURSEMENTS

Prepaid Bills	(271,691.06)	
Bill Listings	(264,501.46)	
Payroll	(550,879.24)	
Other--Authority Bond		
Fees	(581.29)	
Void Checks	143,782.22	
Transfers - PLGIT		(943,870.83)

January 31, 2026	ADJ BOOK BALANCE	2,979,705.26
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**BANK RECONCILIATION**

January 31, 2026

Bank Balance	2,991,956.74
Memo	
Outstanding Checks	(12,420.76)
Deposit in Transit	169.28

January 31, 2026	ADJ BANK BALANCE	2,979,705.26
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**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

January 31, 2026

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

January 1, 2026		732,293.25
	Transfers In	0.00
	Interest	2,186.65
	P Card purchases	(14,279.11)
	Transfers Out	
	Transfers Out-CD purch	
January 31, 2026	ADJ BOOK BALANCE	720,200.79

**BANK RECONCILIATION**

	January 31, 2026	
Bank Balance		720,200.79
Deposit in Transit		
Outstanding Checks		
January 31, 2026	ADJ BANK BALANCE	720,200.79
Average Yield for Jan 2026 is 3.57%		

**CAPITAL RESERVES - EMBASSY BANK**

January 1, 2026		144,480.90
	Receipts	100,000.00
	Interest	3.22
	Void Checks	0.00
		100,003.22
	Fees	
	Disbursements	(85,000.00)
		(85,000.00)
January 31, 2026	ADJ BOOK BALANCE	159,484.12

**BANK RECONCILIATION**

	January 31, 2026	
Bank Balance		159,484.12
Memos		
Outstanding Checks		0.00
Deposit in Transit		0.00
January 31, 2026	ADJ BANK BALANCE	159,484.12

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

January 1, 2026		3,850,055.54
	Transfers In	0.00
	Interest	11,580.53
	Transfers Out	(100,000.00)
	Transfers Out-CD purch	0.00
January 31, 2026	ADJ BOOK BALANCE	3,761,636.07

**BANK RECONCILIATION**

	January 31, 2026	
Bank Balance		3,761,636.07
Outstanding Checks		0.00
January 31, 2026	ADJ BANK BALANCE	3,761,636.07
Average Yield for Jan 2026 is 3.57%		

**Ladies and Gentlemen:**

Your Treasurer respectfully submits the following report for the period ending

January 31, 2026

**PAYROLL FUND - EMBASSY BANK**

January 1, 2026			18,450.60
	Receipts	573,686.07	
	Interest	1.64	
	Void Checks		573,687.71
	Fees		
	Disbursements	(575,948.89)	(575,948.89)
January 31, 2026	ADJ BOOK BALANCE		16,189.42

**BANK RECONCILIATION**

	January 31, 2026		
Bank Balance		22,535.44	
Memos			
Outstanding Checks		(6,346.02)	
Deposit in Transit			
January 31, 2026	ADJ BANK BALANCE		16,189.42

**CAFETERIA FUND - EMBASSY BANK**

January 1, 2026			65,654.03
	Receipts	12,167.48	
	Transfers		
	Interest	1.59	12,169.07
	Disbursements	(6,388.87)	
	Void Check	0.00	(6,388.87)
January 31, 2026	ADJ BOOK BALANCE		71,434.23

**BANK RECONCILIATION**

	January 31, 2026		
Bank Balance		71,364.23	
Memos		0.00	
Outstanding Checks		0.00	
Deposit in Transit		70.00	
January 31, 2026	ADJ BANK BALANCE		71,434.23

**ADULT EDUCATION FUND - EMBASSY BANK**

January 1, 2026			363,960.55
	Receipts	36,302.78	
	PLGIT Transfers	0.00	
	Interest	8.01	36,310.79
	Disbursements	(21,639.29)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(21,639.29)
January 31, 2026	ADJ BOOK BALANCE		378,632.05

**BANK RECONCILIATION**

	January 31, 2026		
Bank Balance		379,907.45	
Memos		0.00	
Outstanding Checks		(1,720.40)	

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

March 3, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

January 31, 2026

Deposit in Transit	445.00	
January 31, 2026	ADJ BANK BALANCE	378,632.05

**STUDENT ACTIVITY ACCT - EMBASSY BANK**

January 1, 2026		56,430.72
Receipts	3,061.05	
Other		
Interest	1.25	3,062.30
Disbursements	(3,960.78)	
Other--Ret'd Check		
Voided Check	0.00	(3,960.78)
January 31, 2026	ADJ BOOK BALANCE	55,532.24

**BANK RECONCILIATION**

January 31, 2026

Bank Balance	55,532.24
Outstanding Checks	0.00
Deposit in Transit	0.00
January 31, 2026	ADJ BANK BALANCE
	55,532.24

**REPORT OF DEPOSITORIES**

January 31, 2026

**EMBASSY BANK**

General Fund	2,991,956.74
Capital Reserve	159,484.12
Payroll Account	22,535.44
Cafeteria Fund	71,364.23
Adult Ed. Fund	379,907.45
Student Activity Fund	55,532.24

**PLGIT**

PLGIT General Fund	720,200.79	
PLGIT CD (General Fund)	0.00	720,200.79
PLGIT Capital Reserve	3,761,636.07	
PLGIT CD (Cap Reserve)	0.00	3,761,636.07
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

**TOTAL BANK BALANCES 8,162,617.08**

Respectfully submitted,



Susan M. Fahrenkopf  
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
March 3, 2026

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through March 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  
3/3/2026

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	AMOUNT	DESCRIPTION
2/4/2026	Y	34987	CM REGENT LLC	\$ 2,930.34	FEB LIFE/LTD
2/4/2026	Y	34988	EBTEP	\$ 166,513.40	FEB DENTAL
2/4/2026	Y	34989	EXECUTIVE FORUM OF THE LEHIGH VALLEY	\$ 995.00	2026 MEMBERSHIP DUES
2/4/2026	Y	34990	GORMAN & ASSOCIATES P.C.	\$ 1,275.00	ANNUAL AUDIT 24-25
2/4/2026	Y	34991	HIGHMARK BLUE SHIELD	\$ 1,119.07	FEB VISION
2/4/2026	Y	34992	MARIANNA INDUSTRIES, INC.	\$ 12.64	AESTHETICS SUPPLIES
2/4/2026	Y	34993	NRG BUSINESS MARKETING	\$ 1,531.17	25-26 GAS SUPPLY
2/4/2026	Y	34994	PA. DEPT OF LABOR & IND.B'	\$ 56.82	BOILER CERTIFICATE
2/4/2026	Y	34995	PP&L	\$ 23,868.55	25-26 ELECTRIC
2/4/2026	Y	34996	VERIZON WIRELESS	\$ 265.42	CELL PHONES
2/4/2026	Y	34997	WEX BANK	\$ 183.28	FUEL 25-26
2/4/2026	Y	34998	BINDICS EMBROIDERY	\$ 675.00	SHOP SHIRTS
2/5/2026	Y	34999	HERSHEY ENTERTAINMENT & RESORTS COMPANY	\$ 2,020.00	HOSA COMPETITION
2/5/2026	Y	35000	PENN HOSA INC	\$ 460.00	SLC REGISTRATION
2/10/2026	Y	35001	EMBASSY BANK -	\$ 11,530.84	CLASSROOM & OFFICE SUPPIES, TRAVEL
2/11/2026	Y	35002	CANON FINANCIAL SERVICES,INC.	\$ 1,963.15	LEASE RENTAL OF HARDWARE
2/11/2026	Y	35003	CANON SOLUTIONS AMERICA, INC.	\$ 289.44	COPIER MAINTENANCE
2/11/2026	Y	35004	CITY OF BETHLEHEM	\$ 1,536.82	25-26 WATER BILL
2/11/2026	Y	35005	JIM GURCSIK	\$ 226.20	MILEAGE REIMBURSEMENT
2/11/2026	Y	35006	UGI UTILITIES	\$ 4,073.43	GAS SERVICE
2/17/2026	Y	35007	CHA CONSULTING INC.	\$ 47,850.00	ENGINEERING SERVICES
2/17/2026	Y	35008	CUTTING EDGE PROPERTY SERVICES	\$ 14,880.00	PLOWING/SALTING
2/17/2026	Y	35009	HAB-MISC	\$ 12,120.21	STORMWATER
2/17/2026	Y	35010	INTEGRA ONE	\$ 21,757.82	CONTRACT
2/17/2026	Y	35011	LEHIGH VALLEY SCHOOL FACILITIES MANAGERS	\$ 30.00	MEMBERSHIP
2/17/2026	Y	35012	SERVICE ELECTRIC CABLE TV	\$ 98.74	PHONE SERVICE
2/17/2026	Y	35013	VAN CLEEF ENGINEERING ASSOCIATES	\$ 555.00	ENGINEERING SERVICES
2/17/2026	Y	35014	CHRIN HAULING, INC	\$ 2,126.80	TRASH REMOVAL

2/25/2026	Y	35015	HOME DEPOT CREDIT SVCS.	\$	170.49	BLDG.TRADES SUPPLIES
2/25/2026	Y	35016	SELECTIVE INSURANCE COMPANY	\$	1,160.00	INSURANCE
2/25/2026	Y	35017	UGI ENERGY SERVICES LLC	\$	2,821.30	GAS SERVICE
3/3/2026		35018	ADVANCE AUTO PARTS	\$	805.31	AUTO TECH SUPPLIES
3/3/2026		35019	ALBERT USTER IMPORTS INC.	\$	353.88	BAKING SUPPLIES
3/3/2026		35020	ALFRED MASER CO.	\$	515.00	PREC. MAC. SUPPLIES
3/3/2026		35021	ALL-PHASE ELECTRIC SUPPLY CO.	\$	232.76	MAINTENANCE, MECHATRONICS SUPPLIES
3/3/2026		35022	AMAZON CAPITOL SERVICES	\$	13,556.57	CLASSROOM, OFFICE, MAINTENANCE SUPI
3/3/2026		35023	ANGELA THOM	\$	66.15	MEAL REIMBURSEMENT
3/3/2026		35024	AUTOZONE	\$	690.00	AUTO TECH SUPPLIES
3/3/2026		35025	AYKROYD HARDWARE	\$	5.66	BUS KEYS
3/3/2026		35026	BETHLEHEM TOWNSHIP	\$	55.75	SEWER
3/3/2026		35027	BILL FLANNERY AUTOMOTIVE	\$	3,318.66	AUTO COLLISION SUPPLIES
3/3/2026		35028	BINDICS CUSTOM SCREEN PRINTING	\$	3,023.10	SHOP SHIRTS
3/3/2026		35029	BRENNTAG SOLUTIONS	\$	418.07	BAKING SUPPLIES
3/3/2026		35030	BURMAX CO.	\$	2,090.94	COSMOTOLOGY SUPPLIES
3/3/2026		35031	CAREERSAFE LLC	\$	198.00	OSHA 30 TRAINING
3/3/2026		35032	CARTRIDGE XCHANGE LL	\$	341.00	TONER CARTRIDGES
3/3/2026		35033	CENTRAL SUSQUEHANNA I.U.	\$	804.00	STUDENT REPORTS
3/3/2026		35034	CLARK SERVICE GROUP INC	\$	1,711.60	TROUBLESHOOT REFRIGERATOR
3/3/2026		35035	CM REGENT LLC	\$	2,934.71	MARCH 2026 LIFE/LTD
3/3/2026		35036	COOPER ELECTRIC SUPPLY	\$	1,907.72	ELECTRICAL SUPPLIES
3/3/2026		35037	DEAN RUCH	\$	124.75	MILEAGE REIMBURSEMENT
3/3/2026		35038	EASTERN AUTOPARTS WAREHOUSE	\$	9.28	AUTO TECH SUPPLIES
3/3/2026		35039	EBTEP	\$	166,513.40	MARCH 26 MED/RX
3/3/2026		35040	HERSHEY ENTERTAINMENT & RESORTS COMPANY	\$	9,576.00	LODGING SKILLS
3/3/2026		35041	HIGHMARK BLUE SHIELD	\$	1,040.93	MARCH 26 VISION
3/3/2026		35042	HSA MECHANICAL INC.	\$	1,031.00	TROUBLESHOOT
3/3/2026		35043	INTEGRITEC INC.	\$	245.00	WATER TREATMENT
3/3/2026		35044	JOHNSON CONTROLS FIRE PROTECTION LP	\$	2,493.52	TROUBLESHOOT
3/3/2026		35045	KEITH FRY INC.	\$	503.96	REPAIRS
3/3/2026		35046	KEYSTONE FIRE AND SECURITY	\$	197.30	SUBSCRIPTION
3/3/2026		35047	KIMBALL MIDWEST	\$	77.50	WELDING SUPPLIES
3/3/2026		35048	KING SPRY HERMAN FREUND FAUL	\$	2,832.17	SOLICITOR'S FEES

3/3/2026	35049	L & W SUPPLY CORPORATION	\$ 240.55	CARPENTRY SUPPLIES
3/3/2026	35050	L.V. JANITORIAL SUPPLY	\$ 2,186.11	MAINTENANCE SUPPLIES
3/3/2026	35051	LANSING BUILDING PRODUCTS NORTHEAST	\$ 1,132.92	CARPENTRY SUPPLIES
3/3/2026	35052	MOYER PEST CONTROL	\$ 139.00	PEST CONTROL
3/3/2026	35053	NAPA AUTO PARTS	\$ 647.71	AUTO TECH SUPPLIES
3/3/2026	35054	NOCTI	\$ 16.00	ONLINE TEST
3/3/2026	35055	NORTHEAST JANITORIAL	\$ 821.42	MAINTENANCE SUPPLIES
3/3/2026	35056	ONEGROUP NY, INC.	\$ 2,498.00	INSURANCE
3/3/2026	35057	PENN JERSEY PAPER CO.	\$ 1,465.00	MAINTENANCE SUPPLIES
3/3/2026	35058	POCKET NURSE	\$ 3,429.99	HEALTH CAREERS SUPPLIES
3/3/2026	35059	POCONO MOUNTAIN DAIRIES	\$ 100.00	BAKING SUPPLIES
3/3/2026	35060	PRO COMPRESSOR	\$ 614.85	TROUBLESHOOT
3/3/2026	35061	PURSELL STORAGEECO. LLC	\$ 1,241.00	STORAGE CONTAINERS
3/3/2026	35062	QUADIENT LEASING USA INC.	\$ 720.00	LEASE PAYMENT
3/3/2026	35063	QUILL CORP.	\$ 694.47	OFFICE, CLASSROOM SUPPLIES
3/3/2026	35064	R.E. MICHEL	\$ 2,755.72	HVAC SUPPLIES
3/3/2026	35065	RESET OUTDOORS	\$ 13,375.00	MENTAL HEALTH SUPPLIES
3/3/2026	35066	RHONDA PEVORUS	\$ 50.00	SERVSAFE REIMBURSEMENT
3/3/2026	35067	SAFETY KLEEN	\$ 374.67	AUTO COLLISION SERVICE
3/3/2026	35068	SAN MAR CORPORATION	\$ 201.80	GRAPHICS SUPPLIES
3/3/2026	35069	SKILLS USA COUNCIL	\$ 840.00	SKILLSUSA DISTRICT COMPETITION
3/3/2026	35070	SKILLS USA PENNSYLVANIA	\$ 2,310.00	REGISTRATION
3/3/2026	35071	STATE CHEMICAL	\$ 308.05	DRAIN MAINTENANCE
3/3/2026	35072	SYSCO	\$ 1,904.66	CULINARY & BAKING SUPPLIES
3/3/2026	35073	UGI UTILITIES	\$ 1,805.98	GAS SERVICE
3/3/2026	35074	W.B. MASON INC.	\$ 1,044.40	COPY PAPER
3/3/2026	35075	W.W. GRAINGER	\$ 168.00	MAINTENANCE SUPPLIES
3/3/2026	35076	WILSON PRODUCTS	\$ 789.31	CYLINDER RENTALS
3/3/2026	35077	WIND GAP ELECTRIC INC.	\$ 755.22	REPAIRS
3/3/2026	35078	WURTH USA INC.	\$ 3,951.98	AUTO TECH SUPPLIES
3/3/2026	35079	YOURNEWSCHOOL	\$ 175.68	COSMOTOLOGY SUPPLIES
3/3/2026	35080	KING SPRY HERMAN FREUND FAUL	\$ 1,647.17	ENGINEERING SERVICES

**TOTAL**

**\$591,174.28**

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

March 3, 2026

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

The administration respectfully submits the following information and recommendations:

1. AUDIT REPORT

RECOMMENDATION:

That the Audit Report\* prepared by Gorman & Associates, P.C., for the period ended June 30, 2025, be accepted and spread upon the minutes.

\*Due to the length of the report, it will be provided to the Joint Committee members at the meeting.

MOTION BY:  
SECOND BY:  
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 3, 2026

2. STAFFING

- a. That Emily Hough be approved as HOSA Advisor A, effective February 11, 2026, at the rate of \$1,978.05, pro-rated, for the remainder of the 2025-2026 school year.
- b. That Alison Deturk-Malia be approved as HOSA Advisor B, effective February 11, 2026, at the rate of \$1,978.05, pro-rated, for the remainder of the 2025-2026 school year.
- c. That the following individuals be granted a Family Medical Leave:  
Employee #0369: Effective 2/2/26 for six (6) days

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 3, 2026

3. 2025-2026 SUBSTITUTES

That the following individuals be approved as substitutes for the 2025-2026 school term, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at the rates approved by the Joint Committee, pending receipt of all required paperwork.

Logan LeVan

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 3, 2026

4. 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>
Robert Kulick	Column B (C&T* I)	Column E (C&T*II)	February 9, 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

March 3, 2026

5. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the following job description, presented for a second and final 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

March 3, 2026

6. SKILLS USA STATE CONFERENCE

INFORMATION:

RECOMMENDATION:

The Bethlehem Area Vocational-Technical School SkillsUSA organization would like to send sixteen (16) students, and four (4) chaperones to Hershey, Pennsylvania, for the SkillsUSA State Competition to be held April 8-10, 2026. The total estimated cost for the trip is \$11,370.00

One (1) additional Delegate will be attending and paying an estimated cost of \$516.00 since they were not a first place winner at the district competition.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 3, 2026

7. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

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

<b>First Name</b>	<b>Last Name</b>	<b>Job Title</b>	<b>Company</b>	<b>Program/Shop</b>
Annie	Korves	Retired		Baking
Jim	Zane	Owner	Bethlehem Gallery of Floors	Building Trades and Carpentry

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 3, 2026

8. 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**

- 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

March 3, 2026

9. CONFERENCE REQUESTS

That Alex Glassberg, Guidance Counselor, be granted permission to attend Mental Health Crisis Interventions Conference in Malvern, PA, from March 4-5, 2026. There is no registration fee for this conference; the approximate cost to attend is \$408.28.

Any conference requests listed above are in the budget.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 3, 2026

10. CONTINUING EDUCATION

2025-2026 CONTINUING EDUCATION INSTRUCTORS

RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructors for the 2025-2026 school year, at the hourly rate listed, pending receipt of all required paperwork:

Name	Course	Salary
Elizabeth Mormak	Pharmacy Tech	\$29/hour
Connie Muschko	Teacher of Cosmetology	\$33/hour

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

March 3, 2026

J.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 Date 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	12/10/25			
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	Elspeith 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 - Culinary	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	<b>\$90.00</b>	Paid	
26-27	Sue Fahrenkopf	Culinary	Lunch & Dessert for PAC in Bistro (3/20/26)	09/22/25	4					
26-28	Sue Fahrenkopf	Culinary	Lunch & Dessert for PAC in Bistro (3/06/26)	09/22/25	4					
26-29	Sue Fahrenkopf	Culinary	Treats for Oct. board meeting	10/08/25	4	10/07/25	\$ 30.00	<b>\$30.00</b>	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	<b>\$360.00</b>	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	<b>\$1,000.00</b>	Paid	
26-34	Sipple	BAKING	50 cupcakes, 50 cookies	10/17/25	4			<b>\$100.00</b>	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	<b>\$54.00</b>	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			<b>\$150.00</b>	Paid	
26-40	Angela Thom	Culinary (chavez)	Auto Tech luncheon (12/09/25)	11/04/25	4	12/09/25	\$ 160.00	<b>\$160.00</b>	Paid	
26-41	Heather Burkhart	Culinary (chavez)	Counselor Luncheon (1/22/25)	11/05/25	4	01/22/26	\$ 900.00	<b>\$900.00</b>	Paid	
26-42	Angela Thom	Culinary (Dan)	Lunch for Skills judges (11/11, 11/12, 11/14)	11/06/25	4		\$ 75.00	<b>\$75.00</b>	Paid	
26-43	Karen Mustonen	GRAPHICS	Stickers	11/06/25	4	11/13/25	\$ 24.00	<b>\$24.00</b>	Paid	
26-44	Allison Deturk	GRAPHICS	25 Work Ethic Journals	11/06/25	4	11/29/25	\$ 125.00	<b>\$125.00</b>	Paid	
26-45	Mike Galler	Culinary	Staff Christmas Breakfast (12/22/25)	11/10/25	4	12/22/25	\$ 1,700.00	<b>\$1,700.00</b>	Paid	
26-46	Bill Grushow	GRAPHICS	4 shirts for class	11/11/25	4	11/29/25	\$ 31.56	<b>\$31.56</b>	Paid	
26-47	Don Heptner	GRAPHICS	Laminate supplied posters	11/13/25	4	01/08/26	\$ 70.00	<b>\$70.00</b>	Paid	
26-48	Allison Deturk	GRAPHICS	25 Work Ethic Journals	11/18/25	4	11/26/25	\$ 125.00	<b>\$125.00</b>	VOID	
26-49	Sue Fahrenkopf	Culinary -Berardesca	Desserts for November Board Meeting	11/18/25	4	11/26/25		<b>\$30.00</b>	Paid	
26-50	Dan Berardesca	GRAPHICS	Uniforms	11/25/25	4	11/26/25	\$ 250.00	<b>\$250.00</b>	Paid	

26-51	Mike Galler	Culinary - Gurscik	BBQ at the Factory (12/04/25)	12/01/25	4	12/04/25	\$ 75.00	<b>\$75.00</b>	Paid
26-52	Sue Fahrenkopf	GRAPHICS	200 Notepads	12/04/25	4	12/12/25	\$ 600.00	<b>\$600.00</b>	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	<b>\$200.00</b>	Paid
26-57	Janelle Schaeffer	Culinary	Lunch for 10 for HS Admin. Meeting (1/15/26)	12/29/25	4	01/15/26	\$ 195.00	<b>\$195.00</b>	Paid
26-58	Mike Galler	BAKING	Staff Christmas Breakfast (12/22/25)	11/10/25	4	12/22/25	\$ 170.00	<b>\$170.00</b>	Paid
26-59	Dawn Sutter	Culinary	Lunch for 5 people - Interviews (01/16/26)	01/08/26	4	01/16/26	\$ 30.00	<b>\$30.00</b>	
26-60	Janelle Schaeffer	Baking	Baked goods for 12 people (1/15/26)	01/09/26	4	01/15/26	39.00	<b>\$39.00</b>	Paid
26-61	Tyler Heft	Graphics	Tees, hoodies for students	01/13/26	4				VOID
26-62	Deturk	GRAPHICS	15 work ethic books	01/15/26	4	01/29/26	75.00	<b>\$75.00</b>	Paid
26-63	Sue Fahrenkopf	Culinary (Ferry)	Desserts for February Board Meeting	01/16/26	4	02/03/26	45.00	<b>\$45.00</b>	
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				
26-66	Sue Fahrenkopf	Culinary (Ferry)	Light refreshments for approx 70 people (4/8/26)	02/10/26	4				
26-67	Dawn Sutter	Culinary (Ferry)	Simple lunch for 6 prople for interviews (2/24/26)	02/19/26	4	02/24/26	20.00	<b>\$20.00</b>	
26-141	Bridges Foundation	Culinary	Luncheon for board meeting (9-16-25)	08/25/25	6	09/16/25	238.00	<b>\$252.28</b>	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	<b>\$296.80</b>	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	<b>\$120.00</b>	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	<b>\$90.00</b>	Paid 11/07/25
26-145	Christal Vitko	Baking	192 Cookies for bake sale NTHS	09/17/25	4	09/29/25	222.00	<b>\$222.00</b>	Paid by PO
26-146	Stacey Keiper	Baking	60 cupcakes (9/26/25)	09/22/25	3	09/26/25	60.00	<b>\$60.00</b>	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	<b>\$10.00</b>	Paid 10/30/25
26-148	Robert Webb	Baking	Desserts for NHS (10/14/25)	10/07/25	5			<b>\$1,000.00</b>	Paid 11/6/25
26-149	NTHS	Baking	Induction Ceremony (10/15/25)	10/09/25	6			<b>\$700.00</b>	PAID ON PO
26-150	NTHS	Culinary	Induction Ceremony (10/15/25)	10/09/25	6			<b>\$1,800.00</b>	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	Irene 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	02/18/26	320.00	\$320.00	Paid 02/19/26
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	01/23/26	50.00	\$50.00	Paid 01/23/26
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	01/23/26	30.00	\$30.00	Paid 01/23/26
26-170	Freedom High School	Baking	Grab & Go desserts for Academic Awards (05/07/26)	01/30/26	5				
26-171	Skills USA Council	Culinary	Catering for 250 (02/04/26)	02/03/25	6	02/04/26	2,500.00	\$2,875.00	
26-172	Skills USA Council	Baking	Dessert for 250 (02/04/26)	02/03/26	6	02/04/26	750.00	\$750.00	
26-173	Saucon Valley PA	Baking	Dessert for catering event (4/16/26)	02/09/26	6				
26-174	Bridges Foundation	Culinary (Berardesca)	Board Meeting luncheon (03/17/26)	02/19/26	6				
26-175	Bridges Foundation	Baking	Board Meeting desserts (03/17/26)	02/19/26	6				
26-176-1	Kevin Kuehner	Baking	Birthday Cake	02/24/26	1	02/24/26	10.00	\$10.00	Paid 02/24/26
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	<b>\$341.51</b>	Paid 10/02/25
26-178	Kurt Samson	AUTO TECH	Chevy - new front brakes	08/27/25	4	09/22/25	87.04	<b>\$106.11</b>	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	<b>\$39.04</b>	Paid
26-180	Jeff Cantrel	AUTO TECH	Jeep - Inspect for Winter	09/03/25	1		803.93	<b>\$979.99</b>	Paid 12/18/26
26-181	Jeff Cantrel	AUTO TECH	Subaru - Oil change	09/03/25	1	10/31/25	75.95	<b>\$92.58</b>	Paid 10/31/25
26-182	Jeff Cantrel	AUTO TECH	Toyota - Maintenance services	09/03/25	1		384.24	<b>\$468.38</b>	
26-183	Connie Muschko	AUTO TECH	Toyota - replace frame bushings & signal motor	09/17/25	1	12/11/25	820.29	<b>\$999.93</b>	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	<b>\$65.37</b>	Paid 09/26/25
26-185	Rodney Sigley	AUTO TECH	Hyundai - Diagnose charging system	09/25/25	2	10/31/25	740.87	<b>\$903.12</b>	Paid 10/31/25
26-186	Greta Wilmot	AUTO TECH	KIA - Oil change, rotate tires	09/26/25	1	09/30/25	38.75	<b>\$47.23</b>	Paid 10/01/25
26-187	Janelle Schaffer	AUTO TECH	Audi - Oil change	09/29/25	1	10/13/25	63.65	<b>\$77.59</b>	Paid 10/15/25
26-188	Karl Cuchran	AUTO TECH	Toyota - Brakes lock up	10/01/25	2	10/02/25	0.00	<b>\$5.30</b>	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	<b>\$97.52</b>	Paid 10/15/25
26-190	Howie Nonnemacher	AUTO TECH	Mercedes - Wiper blades, MPI	10/15/25	1	11/24/25	880.19	<b>\$1,072.95</b>	Paid 11/24/25
26-191	Heather Burkhart	AUTO TECH	Ford - Install new sensors, tire	10/15/25	1			<b>\$0.00</b>	Paid 10/17/25
26-192	Daniel Berardesca	AUTO TECH	Lexus - LOF, align	10/15/25	1	10/28/25	30.45	<b>\$37.58</b>	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	<b>\$46.25</b>	Paid 10/24/25
26-194	Jeremy Srogi	AUTO TECH	Nissan - Rear wheel alignment	10/16/25	2	11/10/25	0.00	<b>\$5.30</b>	Paid 11/11/25
26-195	Jordan Montegue	AUTO TECH	Ford - Tire pressure sensors	10/16/25	1	10/31/25	160.00	<b>\$195.04</b>	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	<b>\$42.67</b>	Paid 10/22/25
26-197	Mike Giàmoni	AUTO TECH	Honda - Oil change, fluids, interior light, check TPMS	10/21/25	1	10/24/25	29.00	<b>\$36.04</b>	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	<b>\$135.20</b>	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	<b>\$359.58</b>	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	<b>\$712.54</b>	
26-201	Glenn Milisitz	AUTO TECH	Subaru - Oil change, fluids, pre-inspection	10/28/25	1	11/19/25	40.00	<b>\$48.76</b>	Paid 11/19/25
26-202	Gabriel Baer	AUTO TECH	Ford - Real brake pads	10/29/25	2	10/30/25	24.99	<b>\$31.79</b>	Paid 10/31/25
26-203	Karen Tavares	AUTO TECH	Toyota - Tire light on	10/29/25	1	10/30/25	160.00	<b>\$195.04</b>	Paid 10/31/25

26-204	Sean Snyder	AUTO TECH	Ford - Steering box replaced	10/31/25	2	11/06/25	239.29	<b>\$291.69</b>	Paid 11/06/25
26-205	Gilda Martinez	AUTO TECH	Ford - Coolant sensor, spring bushing	10/31/25	2			<b>\$0.00</b>	
26-206	Phoenix Jones	AUTO TECH	Chevy - check engine light on.	10/31/25	2	11/06/25	72.82	<b>\$88.76</b>	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	<b>\$259.09</b>	Paid 11/12/25
26-208	Lori Kram	AUTO TECH	Chevy - Oil change, pre inspection	11/04/25	1	12/10/25	45.00	<b>\$54.86</b>	Paid 12/10/25
26-209	Tess Wenger	AUTO TECH	Ford - Brakes, struts, belt/pully system	11/05/25	2			<b>\$0.00</b>	VOID
26-210	Madeline Sinkler	AUTO TECH	Nissan - Oil change, air in tires	11/11/25	1	11/17/25	32.00	<b>\$39.22</b>	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	<b>\$69.42</b>	Paid/11/19/25
26-212	Kimberly Elliott	AUTO TECH	Nissan - Oil change	11/18/25	2	11/21/25	42.53	<b>\$51.84</b>	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	<b>\$35.88</b>	Paid 12/12/25
26-214	Lou Temple	AUTO TECH	Subaru - Oil change	11/18/25	1	11/24/25	36.99	<b>\$45.09</b>	
26-215	Glenn Milisitz	AUTO TECH	Mercury - Oil change	11/18/25	1	11/19/25	38.00	<b>\$46.32</b>	Paid 11/19/25
26-216	Luis Santiago	AUTO TECH	Hyundai - See work order	11/19/25	1	12/04/25	158.02	<b>\$192.62</b>	Paid 12/05/25
26-217	Fred Piazza	AUTO TECH	Jeep - Replace coil spring	11/20/25	2		0.00	<b>\$5.30</b>	Paid 01/23/26
26-218	Alex Glassberg	AUTO TECH	Audi - Oil change	11/24/25	1	12/11/25	69.63	<b>\$84.87</b>	Paid 12/11/25
26-219	Heather Chilcote	AUTO TECH	Lexus - Tires	11/25/25	1	12/05/25	1,292.96	<b>\$1,576.11</b>	Paid 12/09/25
26-220	Khitam Moussa	AUTO TECH	New tires	12/08/25	1			<b>\$0.00</b>	VOID
26-221	Stephanie Cummins	AUTO TECH	Mazda - Full safety check	12/08/25	3	02/19/26	0.00	<b>\$5.30</b>	
26-222	Gavin Bauder	AUTO TECH	Chevy - Blower motor, resistor connector	12/08/25	2	12/09/25	129.48	<b>\$157.84</b>	Paid 12/09/25
26-223	John Tate	AUTO TECH	Chevy - New TPM sensors and gas cap	12/09/25	2	02/20/26	165.25	<b>\$201.44</b>	Paid 02/20/2026
26-224	Christina Miskovich	AUTO TECH	Chevy - Oil change, tire rotation, pre check	12/11/25	1	12/12/25	37.99	<b>\$46.31</b>	Paid 12/12/25
26-225	Amy Knight	AUTO TECH	Mazda - Check brakes & door switch	12/11/25	1			<b>\$0.00</b>	VOID
26-226	Christopher Bosch	AUTO TECH	Buick - Oil change, check fluids, tires, dome light	12/12/25	1	01/05/26	38.85	<b>\$47.36</b>	Paid 01/06/26
26-227	Jeff Cantrel	AUTO TECH	Multi-Point Inspection and repairs	12/16/25	1		270.81	<b>\$330.12</b>	
26-228	Renee Jones	AUTO TECH	Ford - Brakes, rotors, back shoes	12/16/25	2	01/15/26	108.55	<b>\$132.32</b>	Paid 01/15/26
26-229	Summer Fastenberg	AUTO TECH	Subaru - Driver's side wheel hub	12/16/25	3	02/06/26	89.19	<b>\$108.72</b>	Paid 02/06/26
26-230	Isabella Marshalleck	AUTO TECH	Nissan - Oil change	12/17/25	2	01/06/26	37.71	<b>\$45.97</b>	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			\$0.00		
26-238	Jennifer Klo	AUTO TECH	Mazda - MPI, routine maintenance	12/19/25	1			\$0.00		
26-239	Dario Chavez	AUTO TECH	Toyota - Pre inspection, tune up, brakes, tires, shocks	12/29/25	1	01/28/26	1,077.38	\$1,313.33	Paid 01/28/26	
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	02/06/26	162.66	\$198.28	Paid 02/06/26	
26-248	Bridget Roberts	AUTO TECH	Oil Change (Free - Certificate winner)	01/23/26	2			\$0.00	GIFT CERTIFICAT	
26-249	Ellie Osmun	AUTO TECH	Chevy - Tune up & check brakes	01/04/26	2					VOID
26-250	Joel Schreckinger	AUTO TECH	Kia - Front sway bar and links	01/04/26	2	02/12/26	40.84	\$49.79	Paid 02/12/26	
26-251	Camron Krywonis	AUTO TECH	Mazda - Tie rod ends, sway bar links	01/04/26	2					
26-252	Kaden Shovb	AUTO TECH	Honda - new sparkplugs	02/19/26	2					
<b>FOOD TRUCK / CULINARY EVENTS</b>										
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		
26-381	Brenna Berdini	Culinary Events	Drop Catering Event (03/06/26)	02/12/26	3					
<b>GRAPHICS</b>										
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			\$0.00		
26-443	Liberty Swim Team	Graphics	Programs for Senior Night	01/29/26	5	01/29/26	90.00	\$103.50		Paid 02/02/26
26-444	Christina Miskovich	Graphics	Nurse notebooks	01/29/26	1			\$0.00		
26-445	Christina Miskovich	Graphics	2 banners	01/29/26	1			\$0.00		
26-446	Skills USA	Graphics	700 Booklets	01/29/26	6	02/03/26	1,400.00	\$1,610.00		
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	<b>\$304.75</b>	Paid 12/22/25
26-485	Sara Heintzelman	Carpentry	Build Ice Cream Playhouse	09/10/25	3	01/14/26	1,536.52	<b>\$1,873.02</b>	Paid 01/15/26
26-486	Mike Galler	Prec. Mac.	Powder coat bike frame/bars	09/12/25	1	09/22/25	5.00	<b>\$10.60</b>	Paid 09/24/25
26-487	Alex Glassberg	Carpentry	Cornhole boards	09/25/25	1	12/03/25	125.00	<b>\$152.38</b>	Paid 12/05/25
26-488	Kristin Soldridge	Prec. Mac.	Thread pencils with nuts provided	09/25/25	5	09/25/25	0.00	<b>\$5.30</b>	Paid 9/25/25
26-489	Presley McNichol	Auto Coll.	Dodge - Replace left bedside	10/01/25	2	12/15/25	1,250.00	<b>\$1,523.75</b>	Paid 12/17/25
26-490	Heather Burkhart	Auto Coll.	Refinish front bumper	10/07/25	1	11/12/25	275.00	<b>\$335.23</b>	Paid 11/18/25
26-491	Mark Deysher	Auto Coll.	Toyota - hood work	10/09/25	3	10/09/25	240.09	<b>\$292.67</b>	Paid 10/10/25
26-492	Jennifer Klo	Carpentry	Build steps for puppy to get on bed	10/15/25	1			<b>\$0.00</b>	
26-493	Greta Wilmot	Carpentry	Sand down coasters	11/10/25	1	10/05/25	0.00	<b>\$5.30</b>	Paid 12-10-25
26-494	Stephanie Cummins	Auto Coll.	Left front door damage	12/05/25	3			<b>\$0.00</b>	
26-495	Kevin Kuehner	Auto Coll.	Paint hood & grill of John Deere tractor	12/09/25	1			<b>\$0.00</b>	
26-496	Karen Mustonen	Auto Coll.	Add roof rack to car	12/11/25	1			<b>\$0.00</b>	
26-497	Jennifer Klo	Building Trades	2 Cutitng Boards	12/15/25	1	12/18/25	40.00	<b>\$48.76</b>	Paid 12-18-25
26-498	Louis Temple	Auto Coll.	Passenger side mirror	02/05/26	1	02/11/26	5.00	<b>\$10.60</b>	Paid 02-12-26
26-499	Carly McKeon	Auto Coll.	Repair and repaint	02/09/26	1				
26-500	Mersadies Bonilla	Auto Coll.	Kia Optima	02/11/26	3				

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
March 3, 2026

J. 2. CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending January 31, 2026.

CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
January 31, 2026

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	20,000.00	17,977.18	2,022.82
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	4,377,406.00	2,854,830.00
10.6946.002.000.000	RECEIPTS FROM NASD	3,339,635.00	2,109,240.00	1,230,395.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,147,742.00	815,508.00	332,234.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-		0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	49,053.15	50,946.85
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	1,291.83	708.17
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,525,000.00	794,926.56	730,073.44
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	281,737.36	97,649.64
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
	<b>TOTALS FOR GENERAL FUND</b>	<b>15,580,038.00</b>	<b>9,112,051.47</b>	<b>6,467,986.53</b>
	<b>TOTAL REVENUES</b>	<b>15,580,038.00</b>	<b>9,112,051.47</b>	<b>6,467,986.53</b>

CONDITION OF BUDGET  
REVENUE/EXPENSE REPORT  
January 31, 2026

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)	269,532.12	312,626.14	82,742.74
10.1240.000.000.000	SPECIAL EDUCATION	691,392.00	(2,439.00)	237,146.01	187,298.23	264,508.76
10.1320.000.000.000	MARKETING DISTRIBUTIVE EDUCATION	149,022.00	(271.00)	66,775.19	66,228.11	15,747.70
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	829,726.00	(1,355.00)	340,316.01	357,773.25	130,281.74
10.1342.000.000.000	HOME ECONOMICS PROGRAM	951,837.00	(1,355.00)	416,963.40	385,543.67	147,974.93
10.1370.000.000.000	TECHNICAL PROGRAM	163,175.00	(271.00)	71,085.22	65,046.10	26,772.68
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,536,080.00	(7,858.00)	1,841,834.24	1,578,438.64	1,107,949.12
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)	741,093.42	712,236.06	169,420.52
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,886.00	-	44,114.72	264.18	76,507.10
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)	264,738.19	133,908.56	66,198.25
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	661,995.00	(1,084.00)	352,867.86	206,747.96	101,295.18
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	113,350.00	(271.00)	43,479.72	42,037.24	27,562.04
10.2511.000.000.000	BUSINESS OFFICE	648,488.00	(1,626.00)	335,286.37	161,550.99	150,024.64
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,622,825.00	(2,665.00)	1,184,337.01	491,886.56	943,936.43
10.2660.000.000.000	SECURITY SERVICES	62,660.00	(271.00)	5,233.04	57,541.43	(385.47)
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	3,691.35	-	25,308.65
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	664,186.00	(6,072.00)	249,036.79	147,501.28	261,575.93
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	107,525.00	-	8,037.60	9,078.61	90,408.79
10.3350.000.000.000	WELFARE ACTIVITIES	9,500.00	-	-	-	9,500.00
10.3390.000.000.000	COMMUNITY SERVICES	111,248.00	-	62,553.98	33,396.42	15,297.60
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	-	10,324.00	-	89,676.00
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	-	-	-	50,000.00
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00
	<b>TOTAL FOR GENERAL FUND</b>	<b>15,555,038.00</b>	<b>-</b>	<b>6,608,224.09</b>	<b>4,993,697.45</b>	<b>3,953,116.46</b>
	<b>TOTAL EXPENSES</b>	<b>15,555,038.00</b>	<b>-</b>	<b>6,608,224.09</b>	<b>4,993,697.45</b>	<b>3,953,116.46</b>
	<b>EXCESS OF REVENUE OVER EXPENSES</b>			<b>1,690,462.59</b>		

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
March 3, 2026

J. 5. BAVTS 2026-2029 COMPREHENSIVE PLAN

INFORMATION:

Presented for your information is the first reading of Bethlehem Area Vocational-Technical School's 2026-2029 Comprehensive Plan.

**Bethlehem AVTS**

Comprehensive Plan | 2026 - 2029

## Profile and Plan Essentials

<b>LEA Type</b>		AUN
Career and Technical Center		120481107
<b>Address 1</b>		
3300 Chester Avenue		
<b>Address 2</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
Bethlehem	PA	18020
<b>Chief School Administrator</b>		<b>Chief School Administrator Email</b>
Mr Adam S Lazarchak		lazarchaka@bavts.org
<b>Single Point of Contact Name</b>		
Adam Lazarchak		
<b>Single Point of Contact Email</b>		
lazarchaka@bavts.org		
<b>Single Point of Contact Phone Number</b>		<b>Single Point of Contact Extension</b>
6108668013		103
<b>Principal Name</b>		
Janelle Schaeffer		
<b>Principal Email</b>		
schaefferj@bavts.org		
<b>Principal Phone Number</b>		<b>Principal Extension</b>
6108668013		112
<b>School Improvement Facilitator Name</b>		<b>School Improvement Facilitator Email</b>

## Steering Committee

Name	Position/Role	Building/Group/Organization	Email
Jen Stilgenbauer	Teacher	Bethlehem AVTS	stilgenbauerj@bavts.org
Tracy Snyder	Teacher	Bethlehem AVTS	snydert@bavts.org
John Karb	Staff Member	Bethlehem AVTS	karbj@bavts.org
Jeff Cantrel	Teacher	Bethlehem AVTS	cantrelj@bavts.org
Emily Hough	Teacher	Bethlehem AVTS	houghe@bavts.org
Janelle Schaeffer	Administrator	Bethlehem AVTS	schaefferj@bavts.org
Robert Warmouth	Administrator	Bethlehem AVTS	warmouthr@bavts.org
Meri Lindenmuth	Teacher	Bethlehem AVTS	lindenmuthm@bavts.org
Andy Hammer	Community Member	SkillsUSA District XI	andy@skillsusacouncil.org
Bridget Roberts	Student	Bethlehem AVTS	robertsb0948@bavts.org
Sam Van Norman	Student	Bethlehem AVTS	vannormans0032@bavts.org
Karen Kurinovitch	Parent	Bethlehem AVTS	kurinovichk@bavts.org
Karianne Gelinas	Community Member	Lehigh Valley Economic Development Corp.	kgelinas@lehighvalley.org
Ron Jerdon	Community Member	Jerdon Construction	ronj@jerdoncs.com
Christine Jones	Parent	Bethlehem AVTS	jonesc@nasdschools.org
Amber Grube	Staff Member	Bethlehem AVTS	grubea@bavts.org
Mere Chepolis	Parent	Bethlehem AVTS	mallen_08825@yahoo.com
Heather Chilcote	Staff Member	Bethlehem AVTS	chilcoteh@bavts.org

## LEA Profile

BAVTS is located in Northampton County in the eastern region of Pennsylvania, serving students in grades 9 through 12 from three primary districts -- Bethlehem, Northampton, and Saucon Valley -- as well as several parochial and private schools in the community. All these schools are located in Northampton County which is identified as an urban county except for its northeastern most region. BAVTS serves students in grades 10 through 12 for career and technical program enrollment and grade 9 for career exploration. The school also serves adult learners through evening program options in health care, cosmetology, mechanical trades, and construction trades. High school program enrollment has averaged 1,175 students annually for the last five years while adult program enrollment averaged 100 students per year.

Demographics for each of our participating school districts are as follows (SOURCE: <http://quickfacts.census.gov/>):

The City of Bethlehem (Bethlehem Area School District) : 62.6% of people are White, 6.7% are Black, 2.6% are Asian, 1.0% are Native American, and 12.8% claim 'Other' and 28.1% of the people in Bethlehem, PA, claim Hispanic ethnicity (meaning 71.9% are Non-Hispanic). Bethlehem Area School District students represent approximately 60% of students enrolled at Bethlehem AVTS.

The Borough of Hellertown (Saucon Valley School District): 79.7% of people are White, 1.2% are Black, 0.3% are Asian, 0% are Native American, and 10% claim 'Other', and 16.6% of the people in Hellertown, PA, claim Hispanic ethnicity (meaning 83.4% are Non-Hispanic). Saucon Valley School District students represent approximately 10% of students enrolled at Bethlehem AVTS.

The Borough of Northampton (Northampton Area School District): 82.5% of people are White, 2.2% are Black, 1.1% are Asian, 0.1% are Native American, and 3.5% claim 'Other', and 12.7% of the people in Northampton, PA, claim Hispanic ethnicity (meaning 87.3% are Non-Hispanic). Northampton Area School District students represent approximately 30% of students enrolled at Bethlehem AVTS.

The unemployment rate in Bethlehem currently sits below 4% and as of the last census the median income for a household in the city was \$75,194, and the median income for a family was \$95,556. The per capita income for the city was \$18,987. 14.9% of the population is below the poverty line, including 23.6% of those under age 18 and 14.3% of those age 65 or over. The largest industry sectors in Bethlehem are Health Care, Manufacturing, Logistics/Transportation and Education. Bethlehem has three full hospital campuses, over a dozen skilled nursing facilities and hundreds of health care providers/provider groups. Manufacturing employers include Just Born, Inc., Lehigh Heavy Forge Corp., B Braun Medical and Air Products, while Walgreen's, Kraft Foods and JB Hunt offer local residents employment opportunities in logistics/transportation. Bethlehem is also home to two four year post-secondary institutions -- Lehigh University and Moravian College as well Northampton Community College's main and South Bethlehem campuses. (SOURCE - <http://www.careerlinklehighvalley.org/>)

## Mission and Vision

### **Mission**

The mission of the Bethlehem Area Vocational-Technical School is to support economic and community development by preparing students to find success in the workforce and become productive members of society.

### **Vision**

BAVTS is a student-centered learning community where high-quality instruction, aligned to academic and industry standards, prepares all learners for high-skill, high-wage careers, military service, or postsecondary education. Through sustainable resources, modern facilities, strong fiscal stewardship, and responsive support services, we foster a safe, welcoming environment that promotes student growth, equity, and achievement. In partnership with families, sending schools, and the community, we ensure every student—including those with special needs and those pursuing non-traditional career pathways—has the opportunity to succeed and thrive.

## Educational Values

### **Students**

BAVTS students engage in rigorous, standards-based, and student-centered learning experiences that prepare them for high-skill, high-demand careers and postsecondary pathways. Career-focused curricula are intentionally designed to meet individual abilities while promoting engagement, accountability, and high levels of performance. Students develop the technical, academic, and employability skills needed to succeed in an evolving workforce, military service, or continued education. BAVTS fosters a culture of excellence and continuous improvement, measured through local, regional, state, and national performance indicators, while maintaining a safe, respectful, and well-maintained learning environment that supports success for all.

### **Staff**

BAVTS instructors are committed to continuous professional growth and instructional excellence through systematic, targeted, and collaborative professional development. Staff engage in reflective practice, data-informed decision making, and instructional innovation to ensure high levels of student achievement across academic and career and technical programs. BAVTS instructors maintain strong partnerships with sending school districts, other career and technical centers, business and industry partners, and postsecondary institutions to align programming with workforce needs and educational expectations. Staff contribute to a safe, equitable, and well-maintained learning environment that supports student success, mutual respect, and pride in the school community. Through ongoing collaboration and continuous improvement, BAVTS strives to remain a high-performing career and technical center as measured by local, regional, state, and national indicators.

### **Administration**

BAVTS administration provides visionary, student-centered leadership that ensures high-quality, equitable, and standards-aligned educational programs across all academic and career and technical areas. Administrative practices prioritize continuous improvement, responsible management and use of resources, and strategic decision-making to support student achievement, workforce readiness, and postsecondary success. BAVTS administrators foster a culture of collaboration, accountability, and professional growth by supporting staff through clear expectations, meaningful professional development, and data-informed systems of evaluation and support. Leadership structures are designed to promote instructional excellence, innovation, and alignment with local, regional, state, and national performance indicators. BAVTS administration actively cultivates strong partnerships with sending school districts, business and industry partners, postsecondary institutions, and the broader community to ensure programs remain responsive to workforce demands and student needs. Administrators are committed to maintaining a safe, inclusive, and well-maintained learning environment that promotes respect, pride, and opportunity for all, while positioning BAVTS as a high-performing career and technical center prepared for the future.

### **Parents**

BAVTS parents and guardians partner with the school to support student success through high-quality, standards-aligned, and student-centered educational programs that lead to recognized industry credentials, postsecondary articulation, and high-wage, high-demand career pathways. Families play a vital role in reinforcing the importance of engagement, accountability, and readiness for both the workforce and continued education. BAVTS parents maintain positive, collaborative relationships with instructors, student services staff, and administration, and are encouraged to actively engage in the school community. Through open communication and constructive feedback, families contribute valuable perspectives that support continuous improvement and a shared commitment to

academic, technical, and student services excellence across all classrooms and labs. BAVTS parents support the school's mission to provide an equitable, safe, and welcoming learning environment for all students while valuing responsible stewardship of resources and fiscal practices that serve the best interests of the community. Through partnership and shared responsibility, families help strengthen BAVTS as a future-ready career and technical center focused on opportunity, excellence, and student achievement.

### **Community**

The BAVTS community, including business and industry partners, post-secondary institutions, sending districts, and community stakeholders, provides guidance, collaboration, and support to strengthen high-quality, cost-effective educational programs. These partnerships help ensure students have access to rigorous, standards-aligned, and student-centered instruction that leads to recognized industry credentials, postsecondary articulation, and high-wage, high-demand career pathways. Community partners support continuous improvement by contributing expertise, resources, and feedback that inform instructional programming, professional development, and workforce alignment. Through collaboration, the BAVTS community helps ensure students graduate as highly skilled employees and learners prepared for local, regional, and global workforce and postsecondary opportunities. The BAVTS community values strong, positive relationships built on trust, shared responsibility, and mutual respect. Partners support the school's commitment to equity, safety, and excellence while recognizing the importance of responsible fiscal stewardship and meaningful outcomes for students and the broader community. Through sustained engagement and collaboration, the BAVTS community plays a vital role in positioning the school as a high-performing, future-ready career and technical center.

### **Other (Optional)**

## Future Ready PA Index

Select the grade levels served by your school. Select all that apply.

<b>False K</b>	<b>False 1</b>	<b>False 2</b>	<b>False 3</b>	<b>False 4</b>	<b>False 5</b>	<b>False 6</b>
<b>False 7</b>	<b>False 8</b>	<b>False 9</b>	<b>True 10</b>	<b>True 11</b>	<b>True 12</b>	

Proficient or Advanced in English Language Arts/Literature

Review of the School(s) Level Performance

Strengths

Indicator	Comments/Notable Observations

Challenges

Indicator	Comments/Notable Observations

Proficient or Advanced in Mathematics/Algebra

Review of Grade Level(s) and Individual Student Group(s)

Strengths

<b>Indicator</b> <b>ESSA Student Subgroups</b>	<b>Comments/Notable Observations</b>
<b>Indicator</b> <b>ESSA Student Subgroups</b>	<b>Comments/Notable Observations</b>
<b>Indicator</b> <b>ESSA Student Subgroups</b>	<b>Comments/Notable Observations</b>
<b>Indicator</b>	<b>Comments/Notable Observations</b>

<b>ESSA Student Subgroups</b>	
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Challenges

<b>Indicator</b> <b>ESSA Student Subgroups</b>	<b>Comments/Notable Observations</b>
<b>Indicator</b> <b>ESSA Student Subgroups</b>	<b>Comments/Notable Observations</b>
<b>Indicator</b> <b>ESSA Student Subgroups</b>	<b>Comments/Notable Observations</b>
<b>Indicator</b> <b>ESSA Student Subgroups</b>	<b>Comments/Notable Observations</b>

Meeting Annual Academic Growth Expectations (PVAAS) in English Language Arts/Literature

Meeting Annual Academic Growth Expectations (PVAAS) in Mathematics/Algebra

English Language Growth and Attainment

Regular Attendance

Career Standards Benchmark

High School Graduation Rate Four-Year Cohort

Summary

Strengths

Review the strengths listed. Adjust the list to include 2-5 strengths that have had the most significant impact in addressing your most pressing challenges.

Since 2019-2020, our percent of students with disabilities scoring competent or advanced on industry -based standards competency assessments (NOCTI, NIMS) has increased from 66.4% to 88.1%
Our economically disadvantaged subgroup's attendance increased from 60.5% to 63.9%
We saw our attendance increase from 61.9% to 72.5%
Even though we failed to hit the statewide average, our career standards benchmark for all students is still higher than it was in 2019-2020 (48.2%)
Even though we failed to hit the statewide average, our percent advanced on industry standards-based competency assessments increased from 34.5% in 2023-2024 to 36.5% in 2024-2025

Challenges

Review the challenges listed. Adjust the list to include 2-5 challenges that, if improved, would have the most impact in achieving your Future Ready PA index targets.

Our Career Standards Benchmark is 66.1%, which is below the state average of 91.5%
Our regular attendance is 72.5% which is below the state average of 79.6%
Our English Learning subgroup's attendance decreased from 59.1% to 57.1%
Our Career Standards benchmark for African-American/Black decreased from 85.4% to 37.5%

## Local Assessment

### English Language Arts

Data	Comments/Notable Observations
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### English Language Arts Summary

Strengths

Challenges

### Mathematics

Data	Comments/Notable Observations
------	-------------------------------

### Mathematics Summary

Strengths

Challenges

### Science, Technology, and Engineering Education

Data	Comments/Notable Observations
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### Science, Technology, and Engineering Education Summary

Strengths

Challenges

## Related Academics

### Career Readiness

Data	Comments/Notable Observations
Career Standards Benchmark	None of the groups have met the statewide average or 2030 Goal.
Regular Attendance	None of the groups have met the statewide average or 2030 Goal.
Rigorous Course of Study	79.4% for all student groups, which is 1.3% higher than the statewide average

### Career and Technical Education (CTE) Programs

**False** Career and Technical Education (CTE) Programs Omit

Data	Comments/Notable Observations
Career Standards Benchmark	None of the groups met the statewide average or 2030 goal.
Regular Attendance	None of the groups met the statewide average or 2030 goal

### Arts and Humanities

**True** Arts and Humanities Omit

### Environment and Ecology

**True** Environment and Ecology Omit

### Family and Consumer Sciences

**True** Family and Consumer Sciences Omit

### Health, Safety, and Physical Education

**True** Health, Safety, and Physical Education Omit

### Social Studies (Civics and Government, Economics, Geography, History)

**True** Social Studies (Civics and Government, Economics, Geography, History) Omit

### Articulation Agreements

**True** We do not have any articulation agreements because we do not have high school students, or ALL current agreements have been uploaded to other FRCPP plans.

## Summary

### Strengths

Review the comments and notable observations listed previously and record 2-5 strengths which have had the most impact in improving your most pressing challenges.

Rigorous Course of Study 79.4% for all student groups, which is higher than that statewide average of 78.1%

Regular Attendance, Although we didn't meet the statewide average, all of our subgroups except English learners increased in attendance

### Challenges

Review the comments and notable observations listed previously and record 2-5 Challenges which if improved would have the most impact in achieving your Mission and Vision.

Career Standards Benchmark None of the groups have met the statewide average or 2030 Goal.

## Equity Considerations

### English Learners

**True** This student group is not a focus in this plan.

### Students with Disabilities

**False** This student group is not a focus in this plan.

Data	Comments/Notable Observations
Regular Attendance	This group increased their regular attendance from 64.9% in 2023-2024 to 68.9% in 2024-2025.
Career Standards Benchmark	This group decreased in career standards benchmark from 82.2% in 2023-2024 to 53.6% in 2024-2025
Industry-Based Learning	This group increased in industry-based learning from 86.2% in 2023-2024 to 88.1% in 2024-2025
Rigorous Course of Study	This group decreased in rigorous course of study from 75% in 2023-2024 to 68.3% in 2024-2025

### Students Considered Economically Disadvantaged

**False** This student group is not a focus in this plan.

Data	Comments/Notable Observations
Regular Attendance	This group increased their regular attendance from 60.5% in 2023-2024 to 63.9% in 20024-2025
Career Standards Benchmark	This group decreased in career standards benchmark from 87.4% in 2023-2024 to 63.8% in 2024-2025
Industry-Based Learning	This group met the interim target for industry-based learning. (86.2% in 2023-2024 / 86.0% in 2024-2025
Rigorous Course of Study	This group had a slight decrease in rigorous course of study from 76.4% in 2023-2024 to 74.2% in 2024-2025

### Student Groups by Race/Ethnicity

**False** This student group is not a focus in this plan.

Student Groups	Comments/Notable Observations
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American Indian/Alaskan Native	0.3%
Asian	0.9%
Black	10.7%
Hawaiian/Pacific Islander	0.5%
Hispanic	34.3%
White	51.6%
2 or More Races	1.8%

### Summary

#### Strengths

Review the comments and notable observations listed previously and record the 2-5 strengths which have had the most impact in improving your most pressing challenges.

Career Standards Benchmark - White = 77.1% Exceeds our student group average of 66.1%
Industry-Based Learning - Black = 91.2%, Economically Disadvantaged = 86%, and Student with Disabilities = 88.1% Exceeds our student group average of 83.9%
Advanced on Industry-Based Competency - White = 40.5%, Black =38.2% Exceeds our student group average of 36.9%
Our percent of 12th graders in rigorous course of study is 79.4% which is higher than the statewide average of 78.1%. White =86.1% Exceeds our group average of 79.4%.
Regular Attendance All groups had an increase in regular attendance except for English Learners

#### Challenges

Review the comments and notable observations listed previously and record the 2-5 Challenges which if improved would have the most impact in achieving your Mission and Vision.

Regular Attendance Our English Learner attendance dropped from 59.1% in 2023-2024 to 57.1% in 2024-2025
Career Standards Benchmark All groups saw a decrease in career standards benchmark and none met the statewide average or 2023 goal
Industry-Based Learning None of the groups met the statewide performance standard

## Supplemental LEA Plans

Programs and Plans	Comments/Notable Observations
Special Education Plan	
Title 1 Program	
Student Services	
K-12 Guidance Plan (339 Plan)	
Technology Plan	
English Language Development Programs	

### Strengths

Review the comments and notable observations listed and record those which have had the most impact in improving your most pressing challenges.

### Challenges

Review the comments and notable observations listed previously and record the 2-5 challenges which if improved would have the most impact in achieving your Mission and Vision.

## Conditions for Leadership, Teaching, and Learning

### Focus on Continuous improvement of Instruction

Align curricular materials and lesson plans to the PA Standards	Operational
Use systematic, collaborative planning processes to ensure instruction is coordinated, aligned, and evidence-based	Emerging
Use a variety of assessments (including diagnostic, formative, and summative) to monitor student learning and adjust programs and instructional practices	Operational
Identify and address individual student learning needs	Operational
Provide frequent, timely, and systematic feedback and support on instructional practices	Operational

### Empower Leadership

Foster a culture of high expectations for success for all students, educators, families, and community members	Operational
Collectively shape the vision for continuous improvement of teaching and learning	Operational
Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school	Operational
Organize programmatic, human, and fiscal capital resources aligned with the school improvement plan and needs of the school community	Operational
Continuously monitor implementation of the school improvement plan and adjust as needed	Operational

### Provide Student-Centered Support Systems

Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually and physically	Operational
Implement an evidence-based system of schoolwide positive behavior interventions and supports	Operational
Implement a multi-tiered system of supports for academics and behavior	Operational
Implement evidence-based strategies to engage families to support learning	Emerging
Partner with local businesses, community organizations, and other agencies to meet the needs of the school	Exemplary

### Foster Quality Professional Learning

Identify professional learning needs through analysis of a variety of data	Operational
Use multiple professional learning designs to support the learning needs of staff	Operational
Monitor and evaluate the impact of professional learning on staff practices and student learning	Emerging

## Summary

### Strengths

Which Essential Practices are currently Operational or Exemplary and could be leveraged in your efforts to improve upon your most pressing challenges?

Provide frequent, timely, and systematic feedback and support on instructional practices
Organize programmatic, human, and fiscal capital resources aligned with the school improvement plan and needs of the school community
Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually, and physically
Foster and promote communicating, collaborating, and building relationships with teachers in other CTE schools.
Gather and analyze both qualitative and quantitative data while engaging in the continuous improvement cycle of forming and executing and action plan and determining its impact.

### Challenges

Thinking about all the most pressing challenges identified in the previous sections, which of the Essential Practices that are currently Not Yet Evident or Emerging, if improved, would greatly impact your progress in achieving your mission, vision and Future Ready PA Index interim targets in State Assessment Measures, On-Track Measures, or College and Career Measures?

Monitor and evaluate the impact of professional learning on staff practices and student learning
Use multiple professional learning designs to support the learning needs of staff
Implement evidence-based strategies to engage families to support learning

## Summary of Strengths and Challenges from the Needs Assessment

### Strengths

Examine the Summary of Strengths. Identify the strengths that are most positively contributing to achievement of your mission and vision. Check the box to the right of these identified strength(s).

Strength	Check for Consideration in Plan
Our economically disadvantaged subgroup's attendance increased from 60.5% to 63.9%	False
We saw our attendance increase from 61.9% to 72.5%	False
Even though we failed to hit the statewide average, our career standards benchmark for all students is still higher than it was in 2019-2020 (48.2%)	False
Rigorous Course of Study 79.4% for all student groups, which is higher than that statewide average of 78.1%	True
Since 2019-2020, our percent of students with disabilities scoring competent or advanced on industry -based standards competency assessments (NOCTI, NIMS) has increased from 66.4% to 88.1%	True
Even though we failed to hit the statewide average, our percent advanced on industry standards-based competency assessments increased from 34.5% in 2023-2024 to 36.5% in 2024-2025	False
Regular Attendance, Although we didn't meet the statewide average, all of our subgroups except English learners increased in attendance	False
Career Standards Benchmark - White = 77.1% Exceeds our student group average of 66.1%	False
Industry-Based Learning - Black = 91.2%, Economically Disadvantaged = 86%, and Student with Disabilities = 88.1% Exceeds our student group average of 83.9%	False
Advanced on Industry-Based Competency - White = 40.5%, Black =38.2% Exceeds our student group average of 36.9%	False
Our percent of 12th graders in rigorous course of study is 79.4% which is higher than the statewide average of 78.1%. White =86.1% Exceeds our group average of 79.4%.	True
Regular Attendance All groups had an increase in regular attendance except for English Learners	False
Provide frequent, timely, and systematic feedback and support on instructional practices	False
Organize programmatic, human, and fiscal capital resources aligned with the school improvement plan and needs of the school community	False
Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually, and physically	False
Foster and promote communicating, collaborating, and building relationships with teachers in other CTE schools.	True
Gather and analyze both qualitative and quantitative data while engaging in the continuous improvement cycle of forming and executing and action plan and determining its impact.	True

## Challenges

Examine the Summary of Challenges. Identify the challenges which are most pressing at this time for your Career Technical Center and if improved would have the most pronounced impact in achieving your mission and vision. Check the box to the right of these identified challenge(s).

Strength	Check for Consideration in Plan
Our Career Standards Benchmark is 66.1%, which is below the state average of 91.5%	True
Our regular attendance is 72.5% which is below the state average of 79.6%	True
Our English Learning subgroup's attendance decreased from 59.1% to 57.1%	False
	False
Our Career Standards benchmark for African-American/Black decreased from 85.4% to 37.5%	False
Career Standards Benchmark None of the groups have met the statewide average or 2030 Goal.	True
Regular Attendance Our English Learner attendance dropped from 59.1% in 2023-2024 to 57.1% in 2024-2025	False
Career Standards Benchmark All groups saw a decrease in career standards benchmark and none met the statewide average or 2023 goal	False
Industry-Based Learning None of the groups met the statewide performance standard	True
Monitor and evaluate the impact of professional learning on staff practices and student learning	True
Use multiple professional learning designs to support the learning needs of staff	False
Implement evidence-based strategies to engage families to support learning	True

## Most Notable Observations/Patterns

In the space provided, record any of the comments and notable observations made as your team worked through the needs assessment that stand out as important to the challenge(s) you checked for consideration in your comprehensive plan.

## Analyzing (Strengths and Challenges)

### Analyzing Challenges

Analyzing Challenges	Discussion Points	Check for Priority
Our Career Standards Benchmark is 66.1%, which is below the state average of 91.5%		False
Our regular attendance is 72.5% which is below the state average of 79.6%		True
Career Standards Benchmark None of the groups have met the statewide average or 2030 Goal.		False
Industry-Based Learning None of the groups met the statewide performance standard		True
Monitor and evaluate the impact of professional learning on staff practices and student learning		True
Implement evidence-based strategies to engage families to support learning		True

### Analyzing Strengths

Analyzing Strengths	Discussion Points
Rigorous Course of Study 79.4% for all student groups, which is higher than that statewide average of 78.1%	
Since 2019-2020, our percent of students with disabilities scoring competent or advanced on industry -based standards competency assessments (NOCTI, NIMS) has increased from 66.4% to 88.1%	
Our percent of 12th graders in rigorous course of study is 79.4% which is higher than the statewide average of 78.1%. White =86.1% Exceeds our group average of 79.4%.	
Foster and promote communicating, collaborating, and building relationships with teachers in other CTE schools.	
Gather and analyze both qualitative and quantitative data while engaging in the continuous improvement cycle of forming and executing and action plan and determining its impact.	

### Priority Challenges

Analyzing Priority Challenges	Priority Statements
	BAVTS will increase the percentage of students who meet or exceed regular attendance, as a whole and within all sub-groups.
	BAVTS will increase the percentage of students who participate in Industry-Based Learning experiences, as a whole and within all sub-groups.
	BAVTS will monitor and evaluate the impact of learning on staff practices and student learning.
	BAVTS will implement and maintain evidence-based strategies to engage families to support learning.



## Goal Setting

Priority: BAVTS will increase the percentage of students who meet or exceed regular attendance, as a whole and within all sub-groups.

<b>Outcome Category</b>		
Regular Attendance		
<b>Measurable Goal Statement (Smart Goal)</b>		
BAVTS will improve the percentage of students who meet or exceed regular attendance by 3% a year for the next six(6) years.		
<b>Measurable Goal Nickname (35 Character Max)</b>		
Attendance Initiative		
<b>Target Year 1</b>	<b>Target Year 2</b>	<b>Target Year 3</b>
N/A	N/A	BAVTS will improve the percentage of students who meet or exceed regular attendance by 3% a year for the next six(6) years.

Priority: BAVTS will increase the percentage of students who participate in Industry-Based Learning experiences, as a whole and within all sub-groups.

<b>Outcome Category</b>		
Parent and family engagement		
<b>Measurable Goal Statement (Smart Goal)</b>		
BAVTS will implement and maintain evidence-based strategies to engage families to support learning.		
<b>Measurable Goal Nickname (35 Character Max)</b>		
Parent Advisory Council		
<b>Target Year 1</b>	<b>Target Year 2</b>	<b>Target Year 3</b>
Implement and maintain evidence-based strategies to engage families to support learning.	Implement and maintain evidence-based strategies to engage families to support learning.	BAVTS will implement and maintain evidence-based strategies to engage families to support learning.

Priority: BAVTS will monitor and evaluate the impact of learning on staff practices and student learning.

<b>Outcome Category</b>		
Professional learning		
<b>Measurable Goal Statement (Smart Goal)</b>		
BAVTS will monitor and evaluate the impact of professional learning on staff practices and student learning		
<b>Measurable Goal Nickname (35 Character Max)</b>		
Professional Development		
<b>Target Year 1</b>	<b>Target Year 2</b>	<b>Target Year 3</b>
BAVTS will monitor and evaluate the impact of professional learning on staff practices and student learning	BAVTS will monitor and evaluate the impact of professional learning on staff practices and student learning	BAVTS will monitor and evaluate the impact of professional learning on staff practices and student learning

Priority: BAVTS will implement and maintain evidence-based strategies to engage families to support learning.

<b>Outcome Category</b>		
Industry-Based Learning		
<b>Measurable Goal Statement (Smart Goal)</b>		
BAVTS will increase the percentage of students who participate in Industry-Based Learning experiences by 3% a year for the next six (6) years.		
<b>Measurable Goal Nickname (35 Character Max)</b>		
Industry-Based Learning Initiative		
<b>Target Year 1</b>	<b>Target Year 2</b>	<b>Target Year 3</b>
N/A	N/A	BAVTS will increase the percentage of students who participate in Industry-Based Learning experiences by 3% a year for the next six (6) years.

## Action Plan

### Measurable Goals

Attendance Initiative	Parent Advisory Council
	Professional Development
Industry-Based Learning Initiative	

### Action Plan For: Attendance Improvement Committee

<b>Measurable Goals:</b>
<ul style="list-style-type: none"> <li>BAVTS will improve the percentage of students who meet or exceed regular attendance by 3% a year for the next six(6) years.</li> </ul>

Action Step		Anticipated Start Date	Anticipated Completion Date
BAVTS will create a data dig committee who will analyze attendance reports/data, identify key indicators, and implement school-wide strategies to address them.		2026-02-06	2032-06-15
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Janelle Schaeffer, Supervisor of CTE	Student Information System	No	Yes

Anticipated Output	Monitoring/Evaluation (People, Frequency, and Method)
BAVTS will improve the percentage of students who meet or exceed regular attendance by 3% a year for the next six (6) years.	Data dig team will meet on a regular basis to review data, plan improvement initiatives, and monitor their impact.

### Action Plan For: Industry-Based Learning Initiative

<b>Measurable Goals:</b>
<ul style="list-style-type: none"> <li>BAVTS will increase the percentage of students who participate in Industry-Based Learning experiences by 3% a year for the next six (6) years.</li> </ul>

Action Step		Anticipated Start Date	Anticipated Completion Date
The data dig team will analyze disaggregate data, identify programs/student not meeting NOCTI score goals and plan professional development teachers need to improve student scores.		2026-09-01	2032-06-15
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Janelle Schaeffer, Supervisor of CTE	NOCTI Pre-Test Results, Historical Performance Data, NOCTI Task/Link reports,	Yes	No

<b>Anticipated Output</b>	<b>Monitoring/Evaluation (People, Frequency, and Method)</b>
BAVTS will improve the percentage of students who obtain Industry-Based Learning Credentials and those who score competent or advanced by 3% a year for the next six (6) years.	The data dig team will meet regularly to analyze test data and plan professional development to address achievement gaps and improving instructional outcomes.

Action Plan For: Parent Advisory Council

<b>Measurable Goals:</b>
<ul style="list-style-type: none"> <li>BAVTS will implement and maintain evidence-based strategies to engage families to support learning.</li> </ul>

Action Step		Anticipated Start Date	Anticipated Completion Date
BAVTS will meet with its Parent Advisory Council at least twice a year for the next six (6) years.		2026-09-01	2032-06-15
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?
Adam S. Lazarchak, Executive Director	Meeting agendas and minutes, BAVTS data and survey results ,Administrative Assistant to the Executive Director.	No	No

<b>Anticipated Output</b>	<b>Monitoring/Evaluation (People, Frequency, and Method)</b>
BAVTS will maintain an effective and supportive parent advisory council	Monitored by the Executive Director, on a yearly basis through PAC minutes and attendance of parents at PAC supported initiatives.

Action Plan For: Professional Development

<b>Measurable Goals:</b>
<ul style="list-style-type: none"> <li>BAVTS will monitor and evaluate the impact of professional learning on staff practices and student learning</li> </ul>

Action Step		Anticipated Start Date	Anticipated Completion Date
BAVTS will monitor and evaluate the impact of professional learning on staff practices and student learning		2026-09-01	2032-06-15
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	Com Step?

Janelle Schaeffer, Supervisor of CTE	Pre and post survey results, assessment data, student grades observation and evaluation data	No	No
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Anticipated Output	Monitoring/Evaluation (People, Frequency, and Method)
BAVTS will design and implement professional development opportunities that result in high quality instruction, professional growth, and increased student achievement.	The data dig team along with the instructional administrative team will meet regularly to determine and discuss the PD needs of our staff and design, implement, and assess the effectiveness of our PD

## Expenditure Tables

School Improvement Set Aside Grant

**True School does not receive School Improvement Set Aside Grant.**

Schoolwide Title 1 Funding Allocation

**True School does not receive Schoolwide Title 1 funding.**

## Professional Development

### Professional Development Action Steps

Evidence-based Strategy	Action Steps
Industry-Based Learning Initiative	The data dig team will analyze disaggregate data, identify programs/student not meeting NOCTI score goals and plan professional development teachers need to improve student scores.

### Task Link Analysis

<b>Action Step</b>		
<ul style="list-style-type: none"> <li>The data dig team will analyze disaggregate data, identify programs/student not meeting NOCTI score goals and plan professional development teachers need to improve student scores.</li> </ul>		
<b>Audience</b>		
CTE Program Teachers. Instructional Assistants, Instructional Coaches		
<b>Topics to be Included</b>		
Data dig team will work with teachers in professional development groups to develop their abilities in data driven decision making and instructional planning, and formative assessment. Teachers will also collaborate with teachers of the same programs at other CTE schools to share best practices.		
<b>Evidence of Learning</b>		
Increase in student achievement on NOCTI		
<b>Lead Person/Position</b>	<b>Anticipated Start</b>	<b>Anticipated Completion</b>
Janelle Schaeffer, Supervisor of CTE	2026-09-01	2032-06-15

### Learning Format

<b>Type of Activities</b>	<b>Frequency</b>
Coaching (peer-to-peer; school leader-to-teacher; other coaching models)	Monthly
<b>Observation and Practice Framework Met in this Plan</b>	
<ul style="list-style-type: none"> <li>1c: Setting Instructional Outcomes</li> <li>1e: Designing Coherent Instruction</li> <li>3d: Using Assessment in Instruction</li> <li>4e: Growing and Developing Professionally</li> </ul>	
<b>This Step Meets the Requirements of State Required Trainings</b>	

### Learning Format

<b>Type of Activities</b>	<b>Frequency</b>
Classroom/school visitation	Monthly
<b>Observation and Practice Framework Met in this Plan</b>	
<ul style="list-style-type: none"> <li>1c: Setting Instructional Outcomes</li> </ul>	

<ul style="list-style-type: none"> <li>• 3d: Using Assessment in Instruction</li> <li>• 1e: Designing Coherent Instruction</li> <li>• 4e: Growing and Developing Professionally</li> </ul>
<b>This Step Meets the Requirements of State Required Trainings</b>

Language and Literacy Acquisition for All Students

<b>Action Step</b>		
<ul style="list-style-type: none"> <li>• The data dig team will analyze disaggregate data, identify programs/student not meeting NOCTI score goals and plan professional development teachers need to improve student scores.</li> </ul>		
<b>Audience</b>		
CTE teachers, Instructional Coaches, Instructional Assistance		
<b>Topics to be Included</b>		
Integrating literacy into the CTE classroom, differentiated instruction to meet the needs of students with different literacy levels, determining and monitoring lexile levels		
<b>Evidence of Learning</b>		
increase in student lexile levels, Pre-NOCTI, and NOCTI written portions.		
<b>Lead Person/Position</b>	<b>Anticipated Start</b>	<b>Anticipated Completion</b>
Christopher Bosch, Literacy Coach	2026-09-01	2032-06-15

Learning Format

<b>Type of Activities</b>	<b>Frequency</b>
Coaching (peer-to-peer; school leader-to-teacher; other coaching models)	Monthly
<b>Observation and Practice Framework Met in this Plan</b>	
<ul style="list-style-type: none"> <li>• 1e: Designing Coherent Instruction</li> <li>• 4e: Growing and Developing Professionally</li> <li>• 3d: Using Assessment in Instruction</li> <li>• 1c: Setting Instructional Outcomes</li> </ul>	
<b>This Step Meets the Requirements of State Required Trainings</b>	
Language and Literacy Acquisition for All Students	



## Communications Activities

Data Dig Team Attendance Review					
Action Step	Audience	Topics to be Included	Type of Communication	Anticipated Timeline Start Date	Anticipated Timeline Completion Date
	CTE Instructors	Individual and overall program regular attendance as well as program's overall attendance percentage	Janelle Schaeffer, Supervisor of CTE	09/01/2026	06/15/2032

## Communications

Type of Communication	Frequency
Email	Monthly

Approvals & Signatures

<b>Uploaded Files</b>

<b>Chief School Administrator</b>	<b>Date</b>
<b>Building Principal Signature</b>	<b>Date</b>
<b>School Improvement Facilitator Signature</b>	<b>Date</b>