

June 10, 2026

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOINT COMMITTEE
REGULAR MEETING

The Regular Meeting of the Bethlehem Area Vocational-Technical School Joint Committee was held on the evening of the above date, beginning at 7:02 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Director Michael Faccinetto, Shannon Patrick, Silagh White, Ross Makary, Kristin Soldridge, Cedric Dettmar- six. Absent: Directors Michael Recchiuti Emily Schenkel, Vivian Demko - three.

Others Present: Mr. Adam S. Lazarchak, Executive Director of BAVTS; Mrs. Susan Fahrenkopf, Secretary/ Treasurer; Mr. Robert Warmouth, Business Administrator, and interested staff members.

An Executive Session was held before the regular meeting. The annual school safety and security report was presented. Personnel items were also discussed. Following the regular meeting, Executive Session was reconvened to discuss personnel matters.

The minutes of the May 5, 2026 meeting were approved on motion of Directors Patrick and Makary and unanimous voice vote.

The Report of the Secretary/Treasurer for the period ending April 30, 2026, was approved on motion of Directors Makary and Patrick and unanimous voice vote.

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

June 10, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2026

FUND NAME	BALANCE April 1, 2026	RECEIPTS	DISBURSEMENTS	BALANCE April 30, 2026
General <i>includes INVESTMENTS C/D</i>	4,225,638.55	2,254,867.82	(2,010,691.33)	4,469,815.04
House Project	15,080.79	0.19	(1,467.02)	13,613.96
Production	213,819.69	24,279.93	(21,156.41)	216,943.21
Capital Reserves <i>includes INVESTMENTS C/D</i>	3,942,554.91	7,209,472.02	(7,200,000.00)	3,952,026.93
Capital Projects <i>includes INVESTMENTS C/D</i>	3,914,925.71	12,252.39	(807,620.80)	3,119,557.30
Payroll	10,100.52	597,093.84	(599,232.25)	7,962.11
Cafeteria	50,675.68	32,439.77	(15,761.51)	67,353.94
Adult Education <i>includes INVESTMENTS C/D</i>	374,999.62	33,421.40	(28,982.73)	379,438.29
Student Activities	58,513.75	8,890.88	(3,079.81)	64,324.82
TOTALS	12,806,309.22	10,172,718.24	(10,687,991.86)	12,291,035.60

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

April 1, 2026
RECEIPTS

3,752,758.14

Production	24,276.83	
Interest	43.00	
District Contrib.	925,233.00	
District Contrib./Auth.		
State / Fed Funds	259,715.00	
Tuition		
Other	30,901.71	
Transfers - PLGIT		
Inter-Fund Transfers	35,678.24	1,275,847.78

DISBURSEMENTS

Prepaid Bills	(121,622.57)	
Bill Listings	(323,281.06)	
Payroll	(568,768.64)	
Other--Authority Bond		
Fees	(790.57)	
Void Checks		
Transfers - Investment Accts	(1,000,000.00)	(2,014,462.84)

April 30, 2026	ADJ BOOK BALANCE	3,014,143.08
----------------	------------------	--------------

BANK RECONCILIATION

April 30, 2026

Bank Balance- Embassy	3,049,631.44
Memo	
Outstanding Checks	(39,477.17)
Deposit in Transit	3,988.81

April 30, 2026	ADJ BANK BALANCE	3,014,143.08
----------------	------------------	--------------

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

June 10, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2026

PLGIT	PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)	701,780.89
	April 1, 2026	
	Transfers In	0.00
	Interest	1,970.76
	P Card purchases	(18,851.92)
	Transfers Out	
	April 30, 2026	ADJ BOOK BALANCE
		684,899.73

BANK RECONCILIATION	April 30, 2026	
Bank Balance- PLGIT		684,899.73
Deposit in Transit		
Outstanding Checks		
April 30, 2026	ADJ BANK BALANCE	684,899.73
Average Yield for Apr 2026 is 3.49%		

PSDLAF	PA SCHOOL DISTRICT LIQUID ASSET FUND (GENERAL FUND)	0.00
	April 1, 2026	
	Transfers In	1,000,000.00
	Interest	1,329.40
	Transfers Out	
	April 30, 2026	ADJ BOOK BALANCE
		1,001,329.40

BANK RECONCILIATION	April 30, 2026	
Bank Balance- PSDLAF		1,001,329.40
Deposit in Transit		
Outstanding Checks		
April 30, 2026	ADJ BANK BALANCE	1,001,329.40

	CAPITAL RESERVES - EMBASSY BANK	159,490.55
	April 1, 2026	
	Receipts	3,600,000.00
	Interest	13.12
	Void Checks	0.00
		3,600,013.12
	Fees	
	Disbursements	(3,600,000.00)
		(3,600,000.00)
	April 30, 2026	ADJ BOOK BALANCE
		159,503.67

BANK RECONCILIATION	April 30, 2026	
Bank Balance- Embassy		159,503.67
Memos		
Outstanding Checks		0.00
Deposit in Transit		0.00
April 30, 2026	ADJ BANK BALANCE	159,503.67

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

June 10, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2026

PLGIT	PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)		3,783,064.36
	April 1, 2026		
	Transfers In	0.00	
	Interest	8,091.06	
	Transfers Out	(3,600,000.00)	
	April 30, 2026	ADJ BOOK BALANCE	191,155.42

BANK RECONCILIATION	April 30, 2026		
Bank Balance- PLGIT		191,155.42	
Outstanding Checks		0.00	
April 30, 2026	ADJ BANK BALANCE		191,155.42
Average Yield for Apr 2026 is 3.49%			

PSDLAF	PA SCHOOL DISTRICT LIQUID ASSET FUND (CAPITAL RESERVES)		0.00
	April 1, 2026		
	Transfers In	3,600,000.00	
	Interest	1,367.84	
	Transfers Out		
	April 30, 2026	ADJ BOOK BALANCE	3,601,367.84

BANK RECONCILIATION	April 1, 2026		
Bank Balance- PSDLAF		3,601,367.84	
Deposit in Transit			
Outstanding Checks			
April 30, 2026	ADJ BANK BALANCE		3,601,367.84

	CAPITAL PROJECTS - EMBASSY BANK		
	April 1, 2026		3,914,925.71
	Receipts		
	Interest	12,252.39	
	Void Checks	0.00	12,252.39
	Fees		
	Disbursements	(807,620.80)	(807,620.80)
	April 30, 2026	ADJ BOOK BALANCE	3,119,557.30

BANK RECONCILIATION	April 30, 2026		
Bank Balance- Embassy		3,119,557.30	
Memos			
Outstanding Checks		0.00	
Deposit in Transit		0.00	
April 30, 2026	ADJ BANK BALANCE		3,119,557.30

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

June 10, 2026

Your Treasurer respectfully submits the following report for the period ending

April 30, 2026

PAYROLL FUND - EMBASSY BANK

April 1, 2026			10,100.52
	Receipts	597,092.11	
	Interest	1.73	
	Void Checks		597,093.84
	Fees		
	Disbursements	(599,232.25)	(599,232.25)
April 30, 2026	ADJ BOOK BALANCE		7,962.11

BANK RECONCILIATION

April 30, 2026			
	Bank Balance- Embassy	26,114.20	
	Memos		
	Outstanding Checks	(18,152.09)	
	Deposit in Transit		
April 30, 2026	ADJ BANK BALANCE		7,962.11

CAFETERIA FUND - EMBASSY BANK

April 1, 2026			50,675.68
	Receipts	32,438.73	
	Transfers		
	Interest	1.04	32,439.77
	Disbursements	(15,761.51)	
	Void Check	0.00	(15,761.51)
April 30, 2026	ADJ BOOK BALANCE		67,353.94

BANK RECONCILIATION

April 30, 2026			
	Bank Balance- Embassy	67,297.69	
	Memos	0.00	
	Outstanding Checks	0.00	
	Deposit in Transit	56.25	
April 30, 2026	ADJ BANK BALANCE		67,353.94

ADULT EDUCATION FUND - EMBASSY BANK

April 1, 2026			374,999.62
	Receipts	33,417.12	
	Interest	4.28	33,421.40
	Disbursements	(28,982.73)	
	Void Checks	0.00	
			(28,982.73)
April 30, 2026	ADJ BOOK BALANCE		379,438.29

BANK RECONCILIATION

April 30, 2026			
	Bank Balance	377,873.29	
	Memos	0.00	
	Outstanding Checks	0.00	
	Deposit in Transit	1,565.00	
April 30, 2026	ADJ BANK BALANCE		379,438.29

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

June 10, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

April 30, 2026

STUDENT ACTIVITY ACCT -EMBASSY BANK

April 1, 2026			58,513.75
	Receipts	8,889.65	
	Other		
	Interest	1.23	8,890.88
	Disbursements	(3,079.81)	
	Other--Ret'd Check		
	Voided Check	0.00	(3,079.81)
April 30, 2026	ADJ BOOK BALANCE		64,324.82

BANK RECONCILIATION

April 30, 2026

Bank Balance	62,398.87	
Outstanding Checks	(134.76)	
Deposit in Transit	2,060.71	
April 30, 2026	ADJ BANK BALANCE	64,324.82

REPORT OF DEPOSITORIES

April 30, 2026

EMBASSY BANK

General Fund	3,049,631.44
Capital Reserve	159,503.67
Capital Projects	3,119,557.30
Payroll Account	26,114.20
Cafeteria Fund	67,297.69
Adult Ed. Fund	377,873.29
Student Activity Fund	62,398.87

PLGIT

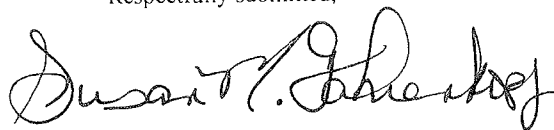
PLGIT General Fund	684,899.73	
PLGIT Capital Reserve	191,155.42	876,055.15

PSDLAF

PSDLAF General Fund	1,001,329.40	
PSDLAF Capital Reserve	3,601,367.84	4,602,697.24

TOTAL BANK BALANCES 12,341,128.85

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through June 10, 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:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

REPORT DATE
6/10/2026

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	Amount	DESCRIPTION
5/6/2026	Y	35281	AIMEEJO MUTH	\$ 4,352.00	TUITION REIMBURSEMENT
5/6/2026	Y	35282	CANON SOLUTIONS AMERICA, INC.	\$ 451.84	COPIER MAINTENANCE
5/6/2026	Y	35283	LAURYN STAUFFER	\$ 400.00	OCA REIMBURSEMENT
5/6/2026	Y	35284	NRG BUSINESS MARKETING	\$ 541.62	25-26 GAS SUPPLY
5/6/2026	Y	35285	PP&L	\$ 16,631.64	25-26 ELECTRIC
5/6/2026	Y	35286	VERIZON WIRELESS	\$ 265.26	CELL PHONES
5/6/2026	Y	35287	WEX BANK	\$ 1,055.46	FUEL 25-26
5/8/2026	Y	35288	PENN HOSA INC	\$ 420.00	ILC REGISTRATION
5/8/2026	Y	35289	UGI UTILITIES	\$ 1,329.85	GAS SERVICE
5/13/2026	Y	35290	ALPHAGRAPHS	\$ 1,905.72	SENIOR YARD SIGNS
5/13/2026	Y	35291	CITY OF BETHLEHEM	\$ 2,847.68	25-26 WATER BILL
5/13/2026	Y	35292	PP&L	\$ 2,088.12	25-26 ELECTRIC
5/13/2026	Y	35293	UGI ENERGY SERVICES LLC	\$ 808.39	GAS SERVICE
5/18/2026	Y	35294	EMBASSY BANK -	\$ 9,076.72	CLASSROOM,SUPPLIES, TRAVEL
5/20/2026	Y	35295	ABC LAWN AND LANDSCAPING	\$ 1,200.00	LAWN SERVICE
5/20/2026	Y	35296	BETHLEHEM PARKING AUTHORITY	\$ 2,400.00	PARKING PERMITS
5/20/2026	Y	35297	BETHLEHEM TOWNSHIP	\$ 55.75	SEWER
5/20/2026	Y	35298	CANON FINANCIAL SERVICES,INC.	\$ 1,963.15	LEASE RENTAL OF HARDWARE
5/20/2026	Y	35299	GREATER L.V. CHAMBER OF COMMERCE	\$ 504.00	MEMBERSHIP DUES
5/20/2026	Y	35300	PENTELEDATA	\$ 490.00	INTERNET SERVICE COLUMBIA ST
5/20/2026	Y	35301	SCOTT FERRY	\$ 2,176.00	TUITION REIMBURSEMENT
5/20/2026	Y	35302	SELECTIVE INSURANCE COMPANY	\$ 1,160.00	INSURANCE
5/20/2026	Y	35303	SERVICE ELECTRIC CABLE TV	\$ 98.63	PHONE SERVICE
5/27/2026	Y	35304	DANIEL BERARDESCA	\$ 2,176.00	TUITION REIMBURSEMENT
5/27/2026	Y	35305	LOWES BUSINESS ACCOUNT	\$ 43.80	SUPPLIES
5/27/2026	Y	35306	MERI LINDENMUTH	\$ 2,176.00	TUITION REIMBURSEMENT
6/3/2026	Y	35307	HOME DEPOT CREDIT SVCS.	\$ 317.22	MAINTENANCE & HOUSE PROJECT SUPPLIES
6/3/2026	Y	35308	NRG BUSINESS MARKETING	\$ 329.28	25-26 GAS SUPPLY

6/3/2026	Y	35309	UGI UTILITIES		\$	761.90	GAS SERVICE
6/3/2026	Y	35310	VERIZON WIRELESS		\$	265.29	CELL PHONES
6/3/2026	Y	35311	WEX BANK		\$	1,277.97	FUEL 25-26
6/10/2026		35312	ACTION PARTY RENTALS		\$	1,181.71	LINEN RENTALS
6/10/2026		35313	ADVANCE AUTO PARTS		\$	1,175.63	AUTO TECH SUPPLIES
6/10/2026		35314	ADVANCED COMMUNICATION SOLUTIONS LLC		\$	1,900.00	SENSORS
6/10/2026		35315	ALBARELL ELECTRIC INC.		\$	562.50	ELECTRICAL WORK
6/10/2026		35316	AMAZON CAPITOL SERVICES		\$	4,592.76	CLASSROOM, MAINTENANCE, OFFICE SUPPLIES
6/10/2026		35317	ARISLEIDY SAVINON		\$	75.00	COSMO KIT REFUND
6/10/2026		35318	ARTHOFFER TOWING & TRANSPORT LLC		\$	2,667.18	FOOD TRUCK REPAIRS
6/10/2026		35319	AUTOZONE		\$	522.30	AUTO TECH SUPPLIES
6/10/2026		35320	B & H FOTO-VIDEO		\$	44.58	REPLACEMENT BULBS
6/10/2026		35321	BARBARA RIVERA		\$	75.00	COSMO KIT REFUND
6/10/2026		35322	BAVTS BRIDGES FOUNDATION		\$	2,215.01	FUNDRAISER EVENT
6/10/2026		35323	BAYADA HOME HEALTH CARE		\$	735.00	SERVICES
6/10/2026		35324	BEATRIZ BENIGNO		\$	75.00	COSMO KIT REFUND
6/10/2026		35325	BEST LINE LEASING DBA BEST LINE EQUIPMEN		\$	1,592.34	REPAIRS
6/10/2026		35326	BETH-HANOVER SUPPLY CO.		\$	709.15	MASONRY SUPPLIES
6/10/2026		35327	BETHLEHEM TOWNSHIP		\$	8,452.45	CONSTRUCTION ESCROW
6/10/2026		35328	BILL FLANNERY AUTOMOTIVE		\$	23.69	AUTO COLLISION SUPPLIES
6/10/2026		35329	BIT DIRECT INC.		\$	3,450.00	TECHNOLOGY SUPPLIES
6/10/2026		35330	BRENDA SILVA SOUZA		\$	75.00	COSMO KIT REFUND
6/10/2026		35331	BRETT GRAPHICS		\$	1,705.00	SERVICE
6/10/2026		35332	BUCKS RUN OIL		\$	2,203.60	MAINTENANCE
6/10/2026		35333	CANON SOLUTIONS AMERICA, INC.		\$	419.04	COPIER MAINTENANCE
6/10/2026		35334	CAREERSAFE LLC		\$	792.00	OSHA 30 TRAINING
6/10/2026		35335	CARTRIDGE XCHANGE LL		\$	752.65	TONER CARTRIDGES
6/10/2026		35336	CHRIN HAULING, INC		\$	4,558.60	DISPOSAL
6/10/2026		35337	CM REGENT LLC		\$	2,935.64	JUNE LIFE/LTD BENEF
6/10/2026		35338	CRYSTAL MENDEZ		\$	75.00	COSMO KIT REFUND
6/10/2026		35339	DAN ROSS		\$	75.00	COSMO KIT REFUND
6/10/2026		35340	DICK BLICK CO. INC.		\$	5,364.00	COMMERCIAL ART SUPPLIES
6/10/2026		35341	EASTERN AUTOPARTS WAREHOUSE		\$	614.30	AUTO TECH SUPPLIES
6/10/2026		35342	EBTEP		\$	164,515.40	JUNE DENTAL

6/10/2026	35343	ECOLAB CO	\$	306.98	CULINARY SUPPLIES
6/10/2026	35344	EDUCATIONAL SOLUTIONS ENTERPRISES	\$	53,658.60	GRANT EQUIPMENT
6/10/2026	35345	EFFECTIVE CONTROLS INC.	\$	388.00	HOSES & GASKETS
6/10/2026	35346	ELBA VALLEJO	\$	75.00	COSMO KIT REFUND
6/10/2026	35347	FRICK TRANSFER INC.	\$	3,154.00	RIGGING FOR CNC MACHINES
6/10/2026	35348	HEATHER MARIE PLIETH	\$	75.00	COSMO KIT REFUND
6/10/2026	35349	HIGHMARK BLUE SHIELD	\$	1,074.51	JUNE VISION
6/10/2026	35350	IDENTISYS INCORPORATED	\$	228.78	COLOR RIBBON
6/10/2026	35351	INTEGRA ONE	\$	13,286.70	TECHNOLOGY SUPPLIES
6/10/2026	35352	INTEGRITEC INC.	\$	245.00	WATER TREATMENT
6/10/2026	35353	JANELLE SCHAEFFER	\$	597.36	MILEAGE REIMBURSEMENT
6/10/2026	35354	JEFFREY CALIXHO	\$	75.00	COSMO KIT REFUND
6/10/2026	35355	JESSICA VANSYCKLE	\$	75.00	COSMO KIT REFUND
6/10/2026	35356	JUANA REYNOSO	\$	75.00	COSMO KIT REFUND
6/10/2026	35357	JULIUS WILLIAMS	\$	75.00	COSMO KIT REFUND
6/10/2026	35358	KAREN MUSTONEN	\$	848.96	LUNCH REIMBURSEMENT
6/10/2026	35359	KATHERINE COLON ORTIZ	\$	75.00	COSMO KIT REFUND
6/10/2026	35360	KING SPRY HERMAN FREUND FAUL	\$	2,319.67	SOLICITOR'S FEES
6/10/2026	35361	KIRIPOSKI & SONS	\$	300.00	PORT O POTTY HOUSE PROJECT/FOO
6/10/2026	35362	KISTLER O'BRIEN CO.	\$	800.10	FOOD TRUCK INSPECTION
6/10/2026	35363	L.V. JANITORIAL SUPPLY	\$	3,203.18	MAINTENANCE SUPPLIES
6/10/2026	35364	MONROE CAREER & TECHNICAL INSTITUTE	\$	230.00	FLOWER ARRANGMENTS
6/10/2026	35365	MORAVIAN UNIV ISC	\$	2,470.00	HEALTH CAREERS SUPPLIES
6/10/2026	35366	MORE MILES AUTOMOTIVE LLC	\$	422.50	VEHICLE MAINTENANCE
6/10/2026	35367	MOYER PEST CONTROL	\$	439.00	SERVICE
6/10/2026	35368	MSC INDUSTRIAL SUPPLY CO.	\$	176.10	PRECISION MAC. SUPPLIES
6/10/2026	35369	NAPA AUTO PARTS	\$	1,376.92	AUTO TECH SUPPLIES
6/10/2026	35370	NIKKI BARTHOL	\$	75.00	COSMO KIT REFUND
6/10/2026	35371	NORTHEAST JANITORIAL	\$	2,425.92	MAINTENANCE SUPPLIES
6/10/2026	35372	PARENTSQUARE INC.	\$	5,431.50	NOTIFICATION SYSTEM
6/10/2026	35373	PERFORMANCE FOOD GROUP	\$	1,263.66	CULINARY SUPPLIES
6/10/2026	35374	PERFORMANCE SCREEN SUPPLY	\$	118.19	GRAPHIC ARTS SUPPLIES
6/10/2026	35375	PHILLIPS CORPORATION	\$	179,263.17	PRECISION MAC. SUPPLIES
6/10/2026	35376	PURSELL STORAGE CO. LLC	\$	1,032.00	STORAGE CONTAINERS

6/10/2026	35377	QUAYSHANNA BLOUNT	\$	75.00	COSMO KIT REFUND
6/10/2026	35378	QUILL CORP.	\$	1,698.80	CLASSROOM & OFFICE SUPPLIES
6/10/2026	35379	R.J.WALKER	\$	2,005.92	HOUSE PROJECT SUPPLIES
6/10/2026	35380	RESET OUTDOORS	\$	11,900.00	MENTAL HEALTH SERVICES
6/10/2026	35381	RICHTER DRAFTING AND OFFICE SUPPLY CO.	\$	618.08	OFFICE SUPPLIES
6/10/2026	35382	ROXANA RODRIGUEZ	\$	30.00	OSHA 30 REIMBURSEMENT
6/10/2026	35383	RUTH CORTES	\$	75.00	COSMO KIT REFUND
6/10/2026	35384	SAN MAR CORPORATION	\$	719.43	GRAPHIC ARTS SUPPLIES
6/10/2026	35385	SCHOOL NURSE SUPPLY	\$	1,304.03	NURSE SUPPLIES
6/10/2026	35386	SERGIO RIVAS	\$	133.38	LUNCH REIMBURSEMENT
6/10/2026	35387	SHANELLE CORDERO	\$	75.00	COSMO KIT REFUND
6/10/2026	35388	SKILLS USA COUNCIL	\$	2,967.43	QUARTERLY SERVICES
6/10/2026	35389	ST. LUKE'S HOSPITAL	\$	448.71	AHA HEARTSAVER CLASS
6/10/2026	35390	STATE CHEMICAL	\$	297.36	DRAIN MAINTENANCE
6/10/2026	35391	SYSO	\$	7,646.10	CULINARY & BAKING SUPPLIES
6/10/2026	35392	TASHA HECHMIE	\$	30.00	REFUND
6/10/2026	35393	THE MORNING CALL	\$	2,236.99	CLASSIFIED AD
6/10/2026	35394	W.W. GRAINGER	\$	457.17	MAINTENANCE SUPPLIES
6/10/2026	35395	WAREHOUSE BATTERY OUTLET	\$	99.36	SUPPLIES
6/10/2026	35396	WILSON PRODUCTS	\$	60,425.59	CYLINDER RENTALS
6/10/2026	35397	YAElys RODRIGUEZ	\$	75.00	COSMO KIT REFUND
TOTAL				\$642,682.97	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

IN-SERVICE – EXPANSION PROJECT UPDATE

Mr. Arif Fazil, of CHA Consulting, was present at the meeting to provide an update on the work being done at the Columbia Street (South Campus) location. Additionally, he recommended entering into a professional services agreement with Stone House Group for commissioning services, as detailed in Item 27 under Administrative Recommendations.

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

June 10, 2026

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

The administration respectfully submits the following information and recommendations:

1. ELECTION OF SUPERINTENDENT OF RECORD

RECOMMENDATION:

That Mr. Joseph Kovalchik, Superintendent of the Northampton Area School District, be appointed as Superintendent of Record for Bethlehem Area Vocational-Technical School for the 2026-2027 school term from July 1, 2026 through June 30, 2027.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

2. ELECTION OF SOLICITOR

RECOMMENDATION:

That the firm of King, Spry, Herman, Freund & Faul, LLC be elected as Solicitors for the Bethlehem AVTS for a three-year period beginning July 1, 2026 through June 30, 2029, and that Administration be authorized to execute the proposed agreement.

The attached agreement covers multiple years and reflects an increase in retainer from \$8,000 to \$10,000 per year (the last retainer increase was in 2018) as well as hourly rates. All other terms are the same as the current agreement in place.

MOTION BY: Director Faccinetto

SECOND BY: Director Patrick

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

May 28, 2026

VIA EMAIL

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

Re: Professional Services Agreement July 1, 2026 – June 30, 2029

Dear Susan:

Pursuant to your request, enclosed is a proposed Fee Agreement (Agreement). The firm is proposing a three (3) year Agreement for the period July 1, 2026 – June 30, 2029.

The retainer was last increased in 2018. The proposed Agreement increases the retainer from Eight Thousand (\$8,000) Dollars to Ten Thousand (\$10,000) Dollars per year as well as the hourly rates.

We thank the Joint Operating Committee for the opportunity to submit a proposal.

Please call if there are any questions.

Thank you.

Very truly yours,

KING, SPRY, HERMAN, FREUND & FAUL, LLC



Donald F. Spry, II, Esq.

DFSII/bod

Attachment

cc: Avery E. Smith, Esq.

KING, SPRY, HERMAN, FREUND & FAUL, LLC



KingSpry

ATTORNEYS & ACCOUNTANTS

1 W BROAD ST
SUITE 700
BETHLEHEM, PA 18018
610-332-0390
WWW.KINGSPRY.COM

May 28, 2026

Ms. Kristen Soldridge
Joint Operating Committee Chairperson
Bethlehem Area Vocational-Technical School
3300 Chester Avenue
Bethlehem, PA 18020

**RE: *Scope of Services and Compensation Agreement for
Bethlehem Area Vocational-Technical School Legal Services***

Dear Ms. Soldridge:

This is our proposal for legal services to the as Solicitor and to Bethlehem Area Vocational-Technical Joint Operating Committee. If accepted by the Board, this will constitute our agreement through June 30, 2029.

SOLICITOR SERVICES

King, Spry, Herman, Freund & Faul, LLC (KingSpry) will provide comprehensive general counsel, legal consultation services, and representation on all legal matters affecting Bethlehem Area Vocational-Technical School (BAVTS/BAVTS). It is anticipated that, from time to time, after consultation with KingSpry, the BAVTS may engage special counsel as may be recommended by KingSpry, as required by the Attorney Code of Professional Responsibility, or in the best interests of the BAVTS. {Certain legal services currently being provided for *INSERT CATEGORY* in accordance with existing contracts for such work shall continue at the discretion of BAVTS.}

COMPENSATION AND BILLING

1. Annual Fee: Legal services will be performed for an annual sum of Ten Thousand (\$10,000) as retainer and shall be paid monthly. The services included under the Annual Fee are as follows:
 - Prepare for and attendance at one (1) regular public Joint Operating Committee (JOC) meeting and accompanying Executive Session per month and render general legal advice which does not require research

(Annual Fee Scope of Services)

2. Hourly Rate: For services outside the annual fee, not including Municipal Finance and Bond Counsel Services, and not otherwise billed at the Insurance Rate as approved by the BAVTS's E&O insurance carrier or at the Labor Negotiations Rate, the BAVTS will be billed at the hourly rate of:

a. 2026-2027:

i. Attorney: \$195.00

ii. Paralegal: \$130.00

b. 2027-2028:

i. Attorney: \$205.00

ii. Paralegal: \$140.00

c. 2028-2029:

i. Attorney: \$215.00

ii. Paralegal: \$150.00

3. Services Covered by Insurance – "Insurance Rate": KingSpry represents to the BAVTS that it is approved and qualified as defense counsel by all major writers of school BAVTS professional educators' policies in Pennsylvania. Where KingSpry represents the BAVTS in litigation, billing will be charged at rates consistent with hourly rates approved by the BAVTS's Professional Educators' Errors and Omissions Policy. The BAVTS agrees to submit such claims for coverage and defense, and to request the designation of KingSpry as defense counsel for the BAVTS. In the event of such designation, the BAVTS agrees to accept the hourly Insurance Rate approved by the insurance carrier.
4. Labor Negotiations: Labor negotiation services, including attendance at bargaining sessions, fact finding arbitration, meetings preparation and all matters incidental to securing collective bargaining agreements, but excluding grievance and arbitration, will be charged at 115% of the Hourly Rate.

Example: If Hourly Rate is \$195/hr., Labor Rate is \$224.25

MUNICIPAL FINANCE AND BOND COUNSEL SERVICES

Issue Amount	Fee Amount/Multiplier
Up to \$5,000,000	\$8,750.00 – Flat
Between \$5,000,000 to 10,000,000	.00175 x total issue up to \$10,000,000
Over \$10,000,000 to 35,000,000	Above multiplier plus .00125 x issue over \$10,000,000
Over \$35,000,000	Above multipliers plus .00075 x issue over \$35,000,000

Should the finance or bond transaction present unusual issues or complexity, we will advise BAVTS and arrive at a mutually agreed-upon fee before undertaking the assignment.

BILLING

We submit itemized invoices on a monthly basis. Billing in matters subject to insurance will be in accordance with the insurance company litigation guidelines.

REIMBURSABLE EXPENSES

The BAVTS agrees to reimburse KingSpry's payment of out-of-pocket expenses advanced on behalf of the BAVTS, including but not limited to, filing fees for legal documents, advertising, experts, exhibit preparation, and any extraordinary photocopying, overnight delivery costs and telephone charges, ordinary photocopying, mileage and postage would not be charged, unless reimbursable by insurance.

PERSONNEL ASSIGNED

KingSpry represents that it has adequate personnel trained in education law, special education law, labor and employment, municipal finance, tax assessment appeals and related areas to meet the BAVTS's needs. The primary responsible attorney and the attorney who will normally attend JOC meetings will be *Donald F. Spry, II, Esquire*. The secondary responsible attorney will be *Avery E. Smith, Esquire*. Time charges are based upon the professional nature of the task and not personnel assigned. Task assignments shall be at the sole discretion of the primary responsible attorneys. However, given the depth of knowledge of the practice team, all our attorneys are available to the BAVTS as needed.

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

Ms. Kristen Soldridge
Joint Operating Committee Chairperson
May 28, 2026

APPOINTMENT

As an appointee, the Solicitor may be removed at any time in the same manner in which the appointment was made. In the event that the appointment and agreement are rescinded, the BAVTS will be responsible for all fees earned and costs incurred to date, and any unpaid balances of the annual fee as well as fees reasonably necessary to protect the client's interest until substitute counsel is in place. (Code of Professional Responsibility 1.16(d).)

If you have any questions or need additional information, please contact *Donald F. Spry, II, Esquire* at 610-332-0390. KingSpry looks forward to serving the needs of Bethlehem Vocational- Technical School.

Very truly yours,

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

By: _____

Donald F. Spry, II, Esquire, Partner
dfs@kingspry.com

By: _____

Kristine Marakovits Roddick, Esquire
Chair, Education Law Practice Group
kristine@kingspry.com

Accepted and approved by:

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

By: _____

Chair, Joint Operating Committee

cc: Jessica F. Moyer, Esq., Managing Partner

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

3. STAFFING
RECOMMENDATION:

a. That the following appointments be approved:

Karissa Mitch

Position: Health Careers Instructor
Salary/Benefits: \$71,080.49 (Column A, Step 11) for the 2026-2027 school year, with benefits in accordance with the Professional Employee Benefit package.
Effective: August 17, 2026, pending receipt of all required paperwork

Jimmy Gonzalez

Position: Part-Time Instructional Assistant (replacement for Kayla Chelley)
Salary/Benefits: \$24.72 per hour (rate for 2025-2026 school year; upon ratification of Instructional Assistant agreement, rate will be determined and adjusted accordingly)
Effective: August 19, 2026

Amber Grube

Position: Receptionist/Attendance Secretary
Salary/Benefits: \$37,220.93 (rate for the 2025-2026 school year; upon ratification of Clerical Employee Agreement, 2026-2027 salary will be determined and adjusted accordingly)
Effective: August 10, 2026

Victoria Rubio

Position: Veterinary Science Instructor
Salary/Benefits: \$65,589.65 (Column A, Step 15) for the 2026-2027 school year, with benefits in accordance with the Professional Employee Benefit package.
Effective: August 17, 2026, pending receipt of all required paperwork

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

3. STAFFING, Cont'd.
RECOMMENDATION, Cont'd.:

Appointments, Cont'd.:

Dana Huber

Position: Full-time Supervisor of Lifelong Learning
Salary/Benefits: \$74,436.60, for the 2026-2027 school year, with benefits
in accordance with Employment Agreement
Effective: July 1, 2026

- b. That the Executive Director be authorized to execute the attached employment agreement with Dana Huber, Full-time Supervisor of Lifelong Learning.
- c. That the Executive Director be authorized to hire for any unexpected vacancies, with ratification to occur at the August meeting should the Joint Committee approve the cancellation of the July meeting, per Agenda item H.16.
- d. That the Executive Director be authorized to hire 2026-2027 substitutes with ratification at the following meeting.
- e. That the following Summer Culinary Events student workers be hired through the school's Cooperative Education program, for the period June 10, 2026 through the last student day of the 2026-2027 school year (currently scheduled for June 1, 2027) for up to 28 hours per week at a rate of \$12.50 for first year Food Truck workers and \$13.50 per hour for returning Food Truck workers, with no benefits. Work hours and work days are dependent upon scheduled events.

Kaiyani Adams Copeland
Nevaeh Allen
Autumn Baker
Maurice Cummings
Nickolas Grim
Trevon Holder
Alexis Grace Horvath
Payton Kocher
Luisa Rivera
Shiaraliz Rodrigues
Kaiden Sosa

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

3. STAFFING, Cont'd.

RECOMMENDATION, Cont'd.:

f. That the following resignations be accepted:

Amber Grube

Position: Instructional Assistant (Part-Time)

Effective: August 7, 2026

Robert Cain

Position: Instructional Assistant (Part-Time)

Effective: June 9, 2026

g. That the following retirement be accepted:

Khitam Moussa

Position: Esthetics Instructor

Effective: December 31, 2026

h. That the retirement of Glenn Milositz, Dean of Students, be rescinded.

i. That the following individuals be granted a Family Medical Leave:

Employee #0535: Effective 5/18/26 – 6/22/26

Employee #0079: Effective 6/11/26 – 6/25/26

MOTION BY: Director Faccinetto

SECOND BY: Director Patrick

ROLL CALL Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

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

THIS EMPLOYMENT AGREEMENT (hereafter "Agreement") is made this 10th day of June, 2026 by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, with offices located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as "BAVTS") and Dana Huber (hereinafter referred to as "Employee"). The BAVTS and Employee may hereinafter be collectively referred to as the "Parties".

WHEREAS, the Joint Committee of BAVTS, at a regularly scheduled meeting duly and properly called upon this 10th day of June, 2026, did appoint the Employee to the full-time position of Supervisor of Lifelong Learning; and

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

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

SECTION 1. TERM

1.1 The term of this Agreement shall be for the period from July 1, 2026 through June 30, 2027, unless sooner terminated pursuant to the terms set forth herein.

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

SECTION 2. DUTIES AND QUALIFICATIONS

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

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

2.3 BAVTS retains the right to reasonably request a recent criminal history record information and/or child abuse clearance from Employee at any time during the Term of this

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

SECTION 3. COMPENSATION

3.1 Effective July 1, 2026, the annual salary of the Employee shall be \$74,436.60. The salary is based upon 148 work days in the period of July 1, 2025 through June 30, 2026.

3.2 The Employee will receive his/her wages in twenty-six (26) pay periods or twenty-seven (27) pay periods, depending on the scheduled biweekly pay dates occurring between August 2026 and July 2027.

3.3 The Employee will track time worked in a manner directed by the BAVTS Executive Director or designee. The Employee agrees to truthfully and accurately report all time worked. Furthermore, the Employee agrees that any work in excess of the 146 work days are not compensable.

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

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

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

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

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

The second day and each day thereafter, if taken, will be deducted from sick leave.

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

- j. **Longevity Stipend.** Longevity compensation will be based on years of service to the Bethlehem Area Vocational-Technical School on the anniversary date of hire into the full-time Supervisor of Lifelong Learning position. The compensation will begin after the completion of five years full-time service as Supervisor of Lifelong Learning at BAVTS.

5yrs – 10yrs = \$1,750.00 annually

11yrs – 15yrs = \$2,000.00 annually

16yrs – 20yrs = \$2,250.00 annually

20yrs+ = \$2,500.00 annually

The payment will be made in a single lump sum on the payroll following the anniversary date and is not added to salary.

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

SECTION 4. RENEWAL AND TERMINATION

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

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

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

SECTION 5. MISCELLANEOUS

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

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

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

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

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

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

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

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

Dana Huber
Supervisor of Lifelong Learning

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

4. CLERICAL EMPLOYEES AGREEMENT

RECOMMENDATION:

That the Clerical Employees Agreement for the period July 1, 2026 to June 30, 2028, be approved by the Joint Committee.

MOTION BY: Director Faccinetto
SECOND BY: Director Patrick
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

**AGREEMENT BETWEEN THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
AND
THE CLERICAL EMPLOYEES OF THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**

July 1, 2026 – June 30, 2028

TABLE OF CONTENTS

TABLE OF CONTENTS	1
ARTICLE I - AGREEMENT.....	2
ARTICLE II - TERM OF AGREEMENT	2
ARTICLE III – MEET AND DISCUSS	2
ARTICLE IV – SAVINGS CLAUSE	2
ARTICLE V – RIGHTS OF EMPLOYEES	2
ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES	3
ARTICLE VII – COMPENSATION.....	3
Annual Increase.....	3
Travel.....	3
Method of Payment	3
Overtime	4
Accumulated Sick Leave	4
Summer Employment.....	4
ARTICLE VIII – PAYROLL DEDUCTIONS	5
ARTICLE IX – VACANCIES	5
ARTICLE X – WORKING CONDITIONS	5
ARTICLE XI – PERSONAL FREEDOM.....	6
ARTICLE XII – INSURANCE AND OTHER EMPLOYEE BENEFITS.....	7
Group Health Insurance.....	7
Life Insurance	7
Income Protection Plan.....	7
Dental Service Plan	7
Prescription Drugs	7
Vision Insurance Program	7
Longevity	7
Group Health, Dental, Prescription Drug, and Vision Insurance during	
Unpaid Leave	8
Medical opt Out Option.....	8
ARTICLE XIII – LEAVES OF ABSENCE	8
Sick Leave	8
Use of Partial Sick Leave/Emergency Day	9
Emergency Day	9
Personal Days	10
Death in Family.....	10
Death of Near Relative	10
Military Leave	11
Extended Illness Leave.....	11
Leave for Good Reason.....	11
Shared Sick Leave	11
ARTICLE XIV – VACATIONS-HOLIDAYS.....	12
ARTICLE XV – COMPLAINT PROCEDURE.....	13
ARTICLE XVI – TUITION REIMBURSEMENT	14
ARTICLE XVII – RETIREMENT BONUS.....	16
ARTICLE XV111 – 90 DAY PROBATIONARY PERIOD.....	17
APPENDIX A – COMPENSATION	18

ARTICLE I — AGREEMENT

This Agreement entered into this _____ day of June 2026, by and between the Joint Committee, hereinafter called the "Board", of the Bethlehem Area Vocational-Technical School, Bethlehem, Pennsylvania, hereinafter called the "School", and the Clerical Employees of the Bethlehem Area Vocational-Technical School, hereinafter called "Employee" or "Employees", singularly or collectively.

ARTICLE II - TERM OF AGREEMENT

The term of this Agreement will begin on July 1, 2026, and will continue in full force and effect until June 30, 2028, or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended ending date will be evidenced by an amendment to this Agreement. To this amendment, both parties will signify their approval by affixing their signatures thereto.

ARTICLE III — MEET AND DISCUSS

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

ARTICLE IV – SAVINGS CLAUSE

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

ARTICLE V — RIGHTS OF EMPLOYEES

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

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

ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES

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

ARTICLE VII - COMPENSATION

- A. **Annual Increase** - The annual increases in wages of Employees covered by this Agreement are set forth in Appendix "A", which is attached to and incorporated in this Agreement and will remain in effect during the term of this Agreement.
- B. **Travel Expenses** - Employees required, in the course of their work, to drive personal vehicles from one (1) school building to another, will receive reimbursement at the prevailing IRS rate. This same allowance will be given for the use of personal vehicles for other business of the School.
- C. **Method of payment** - Each Full-Time Employee will receive his/her wages in twenty-six (26) pay periods or twenty-seven (27) pay periods, depending on the scheduled biweekly pay dates. Each Part-Time Employee shall receive his/her wages in biweekly pay periods with payment based on the actual hours worked as submitted on their timecard.

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

- D. **Overtime** — Any Employee required to work beyond forty (40) hours per week will be paid one and one-half ($1\frac{1}{2}$) times his/her hourly wage for such overtime. Overtime work can either be compensated at the agreed to rate, or taken as compensatory time at the discretion of the Employee with three (3) days prior notice submitted to the Administrator in Charge of Employees.

Compensatory time will be at the rate of one (1) hour worked equals one and one-half ($1\frac{1}{2}$) hour of compensatory time. A maximum of twenty-four (24) earned compensatory hours may be used within 30 days of earning them, and any unused compensatory hours will be paid as overtime pay at one and one-half ($1\frac{1}{2}$) times the hourly rate for each hour of overtime worked.

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

- E. **Accumulated Sick Leave** — Upon retirement, Employees with a minimum of ten (10) years of service at the School will receive a payment of forty-five dollars (\$45) for each day of accumulated unused sick days up to a maximum of 275 days. The sum total of these dollars will be placed into a special employer contributed 403(b) plan.

The value of all unused sick leave payments accrued at the time of separation from employment (other than disciplinary termination) payable after July 1, 2007, will be contributed as an employer contribution by the School into a Section 403(b) account up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year. In no case will any unused sick leave payments and/or incentives be paid directly to the employee.

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

- F. **Summer Employment** – Ten (10) month Employees who work during the summer will be paid based on the hours worked and submitted on timecards at Employee's regular hourly compensation rate if performing normal work duties. Summer employment outside the normal work duties will be compensated at the established summer work rate.

ARTICLE VIII— PAYROLL DEDUCTIONS

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

ARTICLE IX — VACANCIES

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

ARTICLE X — WORKING CONDITIONS

- A. Employees will not be required to work under unsafe or hazardous conditions, or to perform tasks which are unhealthy or unsafe.
- B. Employees will not be required to transport students in the Employee's personal vehicle.
- C.
 - 1. A normal working day for full-time twelve (12) month Employees either is seven and one-half (7 ½) or eight (8) hours, depending on job classification, including a duty-free thirty (30) minute paid lunch and two (2) fifteen (15) minute paid breaks, or a one (1) hour paid lunch break.
 - 2. The normal working day for full-time ten (10) month Employees is seven (7) and one-half (7 ½) hours including a duty-free thirty (30) minute paid lunch break and two (2) fifteen (15) minute paid breaks, or a one (1) hour paid lunch break.
 - 3. The work year for ten (10) month Full-Time Employees is 217 days, with individual schedules to be determined by the Executive Director, but in general, individual schedules will include the work days set for members of the Teachers' Bargaining Unit (BAVTS EA).
 - 4. A normal work day for an employee assigned to work a 4-day week, instead of a 5-day week, will be calculated as follows:

Hours per day (5-day week)	7.5	8.0
Duty free lunch	<u>-.5</u>	<u>-.5</u>
Hours per day not including lunch (5-day week)	7.0	7.5
Days per week	<u>X 5</u>	<u>X 5</u>
Hours in a 5-day week	35	37.5
Hours in a 5-day week	35	37.5
Days per week	<u>÷ 4</u>	<u>÷ 4</u>
Hours per day not including lunch (4-day week)	8.75	9.375
Duty free lunch	<u>+ .5</u>	<u>+ .5</u>
Hours per day (4-day week)	9.25	9.875
	(9 hours and 15 minutes)	(9 hours and 53 minutes)

5. Part-time ten (10) month Employees working less than 30 hours per week. The work day and work year will be assigned by administration. Employees are only paid for actual hours worked. If an unpaid duty-free lunch break is scheduled it must be identified on timecard submissions. In the event that part-time Employee is scheduled to substitute for a full-time Employee, they will work the normal work day of that Employee and would be eligible for the paid lunch and breaks as identified in the Agreement.

D. Inclement Weather

When school is closed due to snow or other inclement weather, Employees covered by this Agreement will be expected to report to work unless otherwise directed to do so by the Executive Director or designee. Salaried full-time employees will suffer no loss of pay for cancelled days. Part-time hourly employees will only be compensated for actual hours worked on inclement weather days.

ARTICLE XI — PERSONAL FREEDOM

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

ARTICLE XII — INSURANCE AND OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

The Joint Committee will provide full-time employees with Group Health Insurance as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section A.

B. Life Insurance

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

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

C. Income Protection Plan

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

D. Dental Service Plan

The Joint Committee will provide full-time employees with Dental Service Plan as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section B.

E. Prescription Drugs

The Joint Committee will provide full-time employees with Prescription Drugs as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section E.

F. Vision Insurance Program

The Board will provide a vision insurance program for each full-time Employee identical to the program for the BAVTSEA Bargaining Unit.

G. Longevity

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

Part-Time Employees do not receive longevity payments.

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

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

I. Health Insurance opt-out

An employee who declines health insurance coverage offered by Bethlehem Area Vocational-Technical School and provides proof of alternate coverage shall receive a health insurance opt-out payment of one thousand dollars (\$1,000) annually, payable in equal installments over the course of the contract year. Employees electing the opt-out option may not re-enroll in the School's health insurance plan except during an open enrollment period or following a qualifying life event in accordance with applicable law and insurance plan requirements.

ARTICLE XIII — LEAVES OF ABSENCE

A. Sick Leave

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

Ten (10) month Full-Time Employees -Ten (10) days;
Twelve (12) month Full-Time Employees – Twelve (12) days.

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

Part-Time Employees do not receive any sick leave.

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

Part-Time Employees do not receive any sick leave.

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

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

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

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

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

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

B. Use of Partial Sick Leave/Emergency Day

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

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

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

C. Emergency Days

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

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

D. Personal Days

Two (2) unrestricted personal days per school year, without loss of compensation or sick leave, will be allowed each Full-Time Employee covered by this Agreement, provided written notice has been given to the Executive Director or designee on a school day at least forty-eight (48) hours prior to the personal day requested. Only upon approval by the Executive Director may more than two (2) Full-time Employees take a personal day on the same day. No personal days will be allowed on scheduled School in-service day(s), except that the Executive Director or designee, at his/her discretion, may grant a personal day on a scheduled School in-service day for extenuating circumstances. Up to two (2) unused personal days may be carried over to the next school year and may accumulate to a maximum of four (4) days that can be used in one school year. Part-time Employees do not receive any personal days.

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

E. Death in Family

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

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

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

F. Death of Near Relative

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

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

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

G. Military Leave

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

H. Extended Illness Leave

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

1. The job position will remain open for up to one hundred twenty (120) work days after exhaustion of all accumulated and available leave.
2. The School will not pay medical insurance and life insurance premiums during Extended Illness Leave beyond the period covered by FMLA. Employees will be responsible for employee contributions.
3. The School will advise the Employee of their right to file an application for long-term disability in accordance with Article XIIC, subject to eligibility requirements.

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

I. Leave for Good Reason

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

J. Shared Sick Leave

The Joint Committee and the Administration acknowledge that individuals within the clerical group may choose to donate unused sick leave days to other individuals within the clerical group. The donation of sick days will only occur

when the recipient has completely exhausted all paid leave days and has a specific need for additional leave days. The monitoring and administration of this practice is the responsibility of the clerical group. All donations must be recorded in writing. Donations of unused sick leave to or from employees of other groups will not be accepted.

Sick Leave may only be donated to Full-Time Employees within the clerical group. Part-time Employees do not receive sick leave and may not receive donations of sick leave.

ARTICLE XIV— VACATIONS-HOLIDAYS.

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

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

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

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

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

Vacations may be taken at the Employee's discretion based on established seniority in their department, as long as the operation of the school is not adversely affected. All vacations must be approved by the Administrator in Charge.

- B. Twelve (12) month salaried Employees covered by this Agreement will be granted ten (10) holidays and three (3) flex/paid holidays per year. In the event a paid

holiday should fall on a non-working day, an appropriate day, based on the school calendar will be substituted. The holidays classified as paid holidays are as follows:

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

Ten (10) month Full-Time Employees will receive holidays as above, with the exception of July 4th. Part-time ten (10) month Employees do not receive any paid holidays.

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

ARTICLE XV - COMPLAINT PROCEDURE

A. Definitions

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

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

B. Procedure

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

1. Failure at any step of this procedure to communicate the decision on a Complaint within the specified time limits will permit the Complainant to proceed to the next step, except when mutually agreed in writing.
2. Failure at any step of the procedure to appeal a decision on a Complaint to the next step within the specified time limits will be considered as acceptance of the decision rendered at that step.

3. It is understood that the Complainant shall, pending the processing of any complaint, continue to observe all assignments and applicable rules and regulations until such complaint has been concluded.

C. Steps

A complaint to be considered under this procedure must be initiated by the Complainant(s) within fifteen (15) days of the alleged violation or when the Complainant first becomes aware of the alleged violation of the Agreement but in no event later than ninety (90) days thereafter.

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

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

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

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

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

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

D. Miscellaneous

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

ARTICLE XVI — TUITION REIMBURSEMENT

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

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

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

Tuition Reimbursement will be viewed as an educational loan to the employee which will be reduced by twenty-five percent (25%) for each twelve (12) calendar months (one year) of employment at the School following the Executive Director's approval of payment. If the Employee leaves the employ of the School for any reason other than death, total disability, or Joint Committee mandated furlough (RIF), said Employee will be responsible for the repayment of the remaining portion of the assistance.

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

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

Eligible Employees will receive reimbursement as follows:

- a) the Employee must submit the Educational Assistance Documentation Form requesting preapproval, tuition cost and a description of the course at least thirty (30) days in advance of the starting date.
- b) the maximum amount for credit reimbursement will be based on the resident undergraduate rate at Northampton Community College until the Employee provides written verification that he/she has attained an Associate's Degree or a minimum of 60 credits toward a Bachelor's Degree Program or above, then the rate will be based on the resident undergraduate or graduate rate, as applicable, at East Stroudsburg University.

- c) The Executive Director has the sole discretion to approve courses with no legal recourse within or outside the Agreement, including the Complaint Procedure, by Employees.

ARTICLE XVII – RETIREMENT BONUS

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

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

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

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

3. As used in paragraphs 1 and 2 above, age is based on the Employee's specific birthdate.
4. As used in paragraphs 1 and 2 above, years of service is accrued on June 30 of each year and includes only full-time service. In the first year of employment, 1 year is accrued on June 30 of that fiscal year.
5. Employees retiring under the retirement bonus may also purchase health insurance coverage for his/her spouse at the Vo-Tech group rate upon notifying

the Vo-Tech of such election and paying the first month's premium to the Business Administrator one month prior to the employee's date of retirement. This premium payment and any additional monthly amounts resulting from any premium increase and payments due for spousal insurance shall be paid by the retired employee to the Business Administrator on or before the tenth of the month proceeding the month that the premium is due. Notice of any premium increase will be provided to the retired employee at his/her last known address indicated in the Vo-Tech records, as furnished by the retiring employee. Failure of the retired employee to pay additional amounts due will result in immediate and permanent termination of health insurance coverage.

ARTICLE XVIII – 90 Day Probationary Period

Each newly hired employee shall serve a probationary period of ninety (90) calendar days beginning on the first day of employment. During the probationary period, Bethlehem Area Vocational-Technical School reserves the right to dismiss the employee at its discretion. Successful completion of the probationary period shall result in the employee attaining regular employment status under this Agreement

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

CLERICAL EMPLOYEES OF THE BETHLEHEM AREA VOCATIONAL-
TECHNICAL SCHOOL

BY: _____

BY: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: _____
Chairperson

BY: _____
Secretary

APPENDIX "A" — COMPENSATION

Hourly Increases for Employees –12 month Full-time Staff

2026-2027	3.5%
2027-2028	3.5%

Hourly Increases for Employees –10 month Full-time Staff & Part-time staff

2026-2027	3.5%
2027-2028	3.5%

Starting Salaries for New 12 Month Full-Time Employees/Minimum Salary

2026 – 2027	\$46,940.85 (2025-26 Min. Hourly Rate \$23.17 +3.5% hourly increase = \$23.98 for 261 days per calendar @ 7.5 hours/day)
2027 – 2028	\$48,585.15 (2026-27 Min. Hourly Rate \$23.98 +3.5% hourly increase = \$24.82 for 261 days per calendar @ 7.5 hours/day)

Starting Salaries for New 10 Month Full-Time Employees/Minimum Salary

2026 – 2027	\$38,522.93 (2025-26 Min. Hourly Rate \$22.50 +3.5% hourly increase = \$23.67 for 217 days @ 7.5 hours/day)
2027 – 2028	\$39,873.75 (2026-27 Min. Hourly Rate \$23.67 +3.5% hourly increase = \$24.50 for 217 days @ 7.5 hours/day)

Part-Time Hourly Employees – Starting/Minimum Hourly Rate

2026 – 2027	\$23.29 per hour
2027 – 2028	\$24.11 per hour

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

5. COLUMN/SALARY ADJUSTMENTS

RECOMMENDATION:

The following instructors have 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>
Lauryn Staffer	Column A	Column A+	May 19, 2026

MOTION BY: Director Faccinetto
SECOND BY: Director Patrick
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

6. MEMORANDUM OF UNDERSTANDING WITH THE BAVTS
PROFESSIONAL ASSOCIATION – CREDITS ALLOWED FOR
EDUCATIONAL ASSISTANCE

RECOMMENDATION:

It is recommended that the Joint Committee approve the attached Memorandum of Understanding between the Bethlehem Area Vocational-Technical School and the Bethlehem Area Vocational-Technical School Professional Employees regarding maximum number of credits allowed for educational assistance (aka tuition reimbursement).

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

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

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

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

WHEREAS, Article VI, Section G of the "CBA" sets forth terms of the Educational Assistance made available by the Joint Operating Committee to eligible Members, and provides that "The rate of assistance for all credits earned through Column F shall be equal to the current semester tuition for undergraduate or graduate studies at Temple University. The rate of assistance, for all credits earned for movement beyond Column F shall be equal to 50% of the current semester tuition for graduate studies at Temple University."; and

WHEREAS, Article VI, Section G of the "CBA" further stipulates "No more than twelve (12) credit hours per benefit contract year shall be eligible for assistance for courses taken until the teacher reaches Column F. No more than six (6) credit hours per benefit contract year shall be eligible for assistance for courses taken after the teacher reaches Column F"; and

WHEREAS, The parties recognize and mutually agree that there are other properly accredited universities that employees may choose to attend for CTE certification and degrees, with tuition rates varying between the schools.

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

1. It is the intent of the parties to expand the language in the CBA related to the maximum number of credits covered by Article VI to allow an employee to take more than the 12 credits outlined in the CBA, if the employee attends a university where the tuition rate is lower than the prevailing Temple University rate.
2. The maximum number of credits allowed for each employee shall be computed by multiplying the per credit tuition rate at Temple University times 12 (the maximum number of credits allowable in the CBA), and then dividing by the per credit cost of the individual university. The total computed shall be rounded down to the nearest whole number of credits.
3. This MOU shall be incorporated into the Parties' collective bargaining agreement and shall not terminate unless mutually agreed to by agreement of the Parties.

4. Violations of this MOU shall be subject to the grievance procedure set forth in the collective bargaining agreement.

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

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

Date: _____

Chairperson
Bethlehem Area Vocational-Technical School
Joint Committee

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

7. MEMORANDUM OF UNDERSTANDING WITH THE BAVTS
PROFESSIONAL ASSOCIATION – FLEXIBLE HOURS FOR
COOPERATIVE EDUCATION STAFF

RECOMMENDATION:

It is recommended that the Joint Committee approve the attached Memorandum of Understanding between the Bethlehem Area Vocational-Technical School and the Bethlehem Area Vocational-Technical School Professional Employees regarding flexible hours for Cooperative Education staff.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

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

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

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

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

WHEREAS, Article II of the "CBA" sets forth terms of the employee Work Day, specifically that the "teacher work day shall begin at 7:33 AM, subject to change if the formula described [in this Article] results in a work day that is other than 7 hours and 32 minutes"; and

WHEREAS, Article II of the "CBA" recognizes that "upon occasion, circumstances may arise which will necessitate the enlargement of the reporting and leaving time in order to insure the satisfactory discharge of professional responsibilities";

WHEREAS, the Parties wish to allow teachers in the co-operative education program the ability to alter their work hours on a more regular basis to allow for fulfillment of professional responsibilities and meeting attendance.

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

1. On occasions when meetings or required duties occur outside of the standard contractual day, the employee may adjust their start and end times to fulfill these obligations. The length of workday for these employees shall continue to be in compliance with Article II of the CBA which requires 7 hours and 32 minutes (including a thirty minute, duty-free lunch period in all cases), unless the formula described in Article II of the CBA results in a different length of work day in the future.

For example, if a required meeting extends until 5:00 pm or later, the employee may begin their work day later in the morning (e.g., 10:33 am to 6:05 pm) to ensure the total work time equals 7 hours and 32 minutes, inclusive of the duty free lunch period.

2. Except when adjustments are necessary due to scheduled meetings or required duties, the employee will follow the standard contractual schedule.

3. This MOU shall be incorporated into the Parties' collective bargaining agreement and shall not terminate unless mutually agreed to by agreement of the Parties.
4. Violations of this MOU shall be subject to the grievance procedure set forth in the collective bargaining agreement.
5. Except as provided above, the parties reserve all rights under the collective bargaining agreement and under state and federal law.

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

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

Date: _____

Chairperson
Bethlehem Area Vocational-Technical School
Joint Committee

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

8. 2026-2027 SUBSTITUTE EMPLOYEE SALARY SCHEDULE
RECOMMENDATION:

It is recommended that the Joint Committee approve the Substitute Employee Salary Schedule for 2026-2027. The rates remain the same as the 2025-2026 school year.

Bethlehem Area Vocational-Technical School
Substitute Employee Salary Schedule
2026-2027

Substitute Teacher

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

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

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

Substitute Teacher - Licensed Cosmetology Instructor

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

Substitute Construction Management Instructor

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

Substitute Support

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

MOTION BY: Director Faccinetto
SECOND BY: Director Patrick
ROLL CALL: Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

9. SUMMER CUSTODIAL SUBSTITUTES

RECOMMENDATION:

That the individuals listed below be approved as summer custodial substitutes for the summer of 2026, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at a rate of \$13.50 per hour, pending receipt of all required paperwork.

Pinelopi Alestas
Tracy Kleintop

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

10. SUMMER EMPLOYMENT

a. SUMMER EMPLOYMENT – NON-PROFESSIONAL STAFF
RECOMMENDATION:

That the following individuals be employed during the summer of 2026 at the rate specified:

Name	Description	Quantity	2026-2027 Hourly Rate	2026-2027 Hourly Rate
Fuehrer, Peggy	AESOP rollover	Up to 25 hours (additional hours subject to administrative approval)	\$22.02*	TBD

2025-2026 rate effective through June 30, 2026. 2026-2027 rate to be determined upon ratification of Clerical Employee Agreement and will apply effective July 1, 2026.

b. SUMMER EMPLOYMENT – PROFESSIONAL STAFF
RECOMMENDATION:

That the following individuals be employed during the summer of 2026 at the rate specified:

Name	Description	Quantity	2025-2026 Hourly Rate	2026-2027 Hourly Rate
Burkhart, Heather	Counselor			
Chilcote, Heather	Counselor			
Glassberg, Alex	Counselor			
Thom, Angela	Counselor			
Total Combined	Counselors	Up to 150 Hours (additional hours subject to administrative approval)	\$42.90	\$44.37
Snyder, Tracy	Special Education	15 Hours	\$42.90	\$44.37
Faust, Tamara	Cooperative Education			
Ruch, Dean	Cooperative Education			
Total Combined	Cooperative Education	Up to 100 hours (additional hours subject to administrative approval)	\$42.90	\$44.37
Lindenmuth, Meri	Summer Printing	Not to exceed 75 hours (additional hours subject to administrative approval)	\$42.90	\$44.37
Milositz, Glenn	Dean of Students	Up to 15 hours (additional hours subject to administrative approval)	\$42.90	\$44.37
Rubio, Victoria	Curriculum Development	Not to exceed 40 hours (additional hours subject to administrative approval)	\$42.90	\$44.37

MOTION BY:

Director Faccinetto

SECOND BY:

Director Patrick

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

11. 2026-2027 STIPEND POSITIONS

RECOMMENDATION:

That the following professional staff stipend positions for 2026-2027 be approved as presented:

STIPEND DESCRIPTION	NAME	2026-2027 RATE*
SkillsUSA - Advisor A	Jim Guresik	\$2,046.09
SkillsUSA - Advisor B	Meri Lindenmuth	\$2,046.09
SkillsUSA - Advisor C	Brian Moser	\$2,046.09
SkillsUSA - Advisor D	Angela Thom	\$2,046.09
HOSA - Advisor A	Alison Deturk-Malia	\$2,046.09
HOSA - Advisor B	Emily Hough	\$2,046.09
National Tech Honor Society - Advisor	Christal Vitko	\$1,603.73
DECA Advisor	Lauryn Stauffer	\$2,046.09
Assistant CTO Advisor	Kevin Kuehner	\$1,100.00
Lead Teacher for Induction	Steve Mantz	\$1,871.02
Committee Chair - Marketing	Meri Lindenmuth	\$1,561.86
Committee Chair - Wellness	TBD	\$1,561.86
Culinary Coordinator	TBD	\$1,561.86
Supplemental First Aid Officer	TBD	\$1,000.00
Supplemental First Aid Officer	TBD	\$1,000.00
Supplemental First Aid Officer	TBD	\$1,000.00

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

MOTION BY: Director Faccinetto

SECOND BY: Director Patrick

ROLL CALL Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

12. 2025-2026 CAREER-TECHNICAL ADVISOR STIPENDS

RECOMMENDATION:

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

Last Name	First Name	Stipend Amount
Deturk - Mailia	Alison	\$407.55
Giamoni	Michael	\$37.05
Guresik	James	\$1,037.40
Heptner	Donald	\$222.30
Herman	Janessa	\$148.20
Hough	Emily	\$407.55
Lindenmuth	Meri	\$405.14
Moussa	Khitam	\$37.05
Muschko	Connie	\$111.15
Stilgenbauer	Jenifer	\$148.20
Sullivan	Jonathan	\$37.05
Thom	Angela	\$1,037.40
Vitko	Christal	\$111.15
Wheatley	Moreen	\$370.50

MOTION BY: Director Faccinetto
SECOND BY: Director Patrick
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

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

INFORMATION:

BAVTS was approved through our PCCD School Mental grant for contracted mental health services. PCCD approved us to utilize Reset Outdoors as a sole source vendor for the federal PCCD grant to provide services due to the unique nature of their program delivery. We would like to use the carryover of the federal and state grant to continue to provide services.

RECOMMENDATION:

That the Joint Committee authorize the Executive Director to enter into an agreement with Reset Outdoors to provide mental health services through June 30, 2027.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

14. PSBA POLICY SERVICES MEMBER AGREEMENT

INFORMATION:

As part of our membership with the Pennsylvania School Boards Association (PSBA), BAVTS participates in the Policy Maintenance Program which assists in the development of new policies as well as provides guidance on timelines for review and updating of existing policies. PSBA is now requiring all participants in the Policy Maintenance Program to execute a member agreement.

RECOMMENDATION:

That the Joint Committee approve the attached PSBA Policy Services Member Agreement.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none



PSBA POLICY SERVICES MEMBER AGREEMENT

This PSBA Policy Services Member Agreement (this Agreement) is entered into by and between Pennsylvania School Boards Association, Inc. (PSBA) and the undersigned PSBA member identified in the signature block (Member).

Recitals

WHEREAS, PSBA develops, maintains, licenses, and distributes copyrighted policy guides, policies, administrative regulation templates, newsletters, training materials, and related content and services for the benefit of its members; and

WHEREAS, PSBA offers such content and related support through the PSBA Policy Service and, if elected by Member, the PSBA Administrative Regulations Service; and

WHEREAS, Member desires to participate in one or both foregoing services on the terms set forth in this Agreement;

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

SECTION 1. DEFINITIONS

For purposes of this Agreement, the following terms have the meanings set forth below:

1.1 Agreement means this PSBA Policy Services Member Agreement, as it may be amended in writing from time to time.

1.2 Member means the PSBA member entity executing this Agreement.

1.3 Policy Service means the PSBA policy maintenance service described in this Agreement.

1.4 Administrative Regulations Service means the optional PSBA administrative regulations service described in this Agreement, which is available only to a Member that participates in the Policy Service.

1.5 Services means, collectively, the Policy Service, the Administrative Regulations Service if elected, related support, and access to the PSBA Policy Portal made available by PSBA under this Agreement.

1.6 PSBA Policy Portal or Portal means the web-based policy management system designated by PSBA for delivery and administration of the Services.

1.7 PSBA Materials means all policies, policy guides, administrative regulation templates, newsletters, updates, training materials, explanatory notes, formatting, design, taxonomy, editorial enhancements, related materials, and derivative works thereof made available by PSBA under this Agreement, excluding only Member's own final adopted policies and administrative regulations as adopted by Member.

1.8 Member Data means Member's own final adopted policies, final adopted or approved administrative regulations, locally created content, user-entered information, annotations, comments, metadata, configuration choices, and other Member-specific content submitted to, stored in, or maintained through the Portal, but excluding PSBA Materials except to the extent incorporated into Member's final adopted policies or approved administrative regulations.

1.9 Program Year means the period beginning July 1 and ending June 30.

SECTION 2. SERVICES

2.1 *Policy Service*

(a) PSBA shall provide Member, during the applicable Program Year and subject to this Agreement, the Policy Service. Participants in the Policy Service receive all new and newly updated PSBA copyrighted policy guides published by PSBA during the Program Year and, upon request, up to twenty-five (25) additional policy guides during such Program Year. Policy guides are distributed through the Portal and related PSBA communications.

(b) Policy guides are intended to support the governmental responsibilities of school entities, including recommended practices and compliance with applicable legal standards and limitations. Policy guides may contain optional provisions and alternatives from which Member may choose in tailoring policies to local needs and preferences. PSBA encourages and supports lawful local customization by Member. Policy guides may include footnotes and citations that identify source authorities.

(c) PSBA may update and revise policy guides when PSBA deems appropriate to reflect changes in legislation, regulations, court decisions, administrative guidance, or other relevant developments.

2.2 *Policy News Network.* As part of the Policy Service, Member shall receive access through the Portal to the Policy News Network or PNN, an electronic newsletter used by PSBA to notify participants of new or updated policy guides and to provide related explanatory content. PSBA intends to publish PNN periodically during the Program Year,

including generally at least four (4) issues per year, but the timing and frequency of publication may vary based on content needs and operational circumstances.

2.3 Administrative Regulations Service.

(a) If elected by Member and accepted by PSBA, and only so long as Member participates in the Policy Service, PSBA shall provide the Administrative Regulations Service. Participants receive new and updated administrative regulation templates published by PSBA during the Program Year and, upon request, up to twenty-five (25) additional templates during such Program Year. PSBA may also offer a complete initial set of templates for a separate one-time fee, if available.

(b) Administrative regulation templates are intended to support implementation of corresponding board policies by school entity administration. PSBA may update and revise such templates when PSBA deems appropriate to reflect changes in legislation, regulations, court decisions, administrative guidance, or other relevant developments.

2.4 Policy News Network+. Participants in the Administrative Regulations Service shall receive access to Policy News Network+ or PNN+, which includes the content of PNN together with additional information concerning new and updated administrative regulation templates.

2.5 Portal Access and Support.

(a) PSBA shall arrange for Member to receive access to the Portal, at no additional charge unless expressly stated otherwise in writing, for the delivery and administration of the Services. The Portal is the primary means by which PSBA delivers PNN, PNN+, policy guides, administrative regulation templates, and related updates; provided, however, that PSBA may in its discretion substitute another platform, provider, or delivery method so long as PSBA continues to provide the substantive Services elected by Member under this Agreement.

(b) PSBA shall also provide reasonable training, administrative support, and quality-control support in connection with Member's use of the Services.

2.6 Portal Administration. PSBA shall provide Member with initial credentials for at least one designated policy administrator selected by Member (Policy Admin). Member is responsible for designating appropriate authorized users and for managing user access within Member's organization through the Portal in accordance with this Agreement and any applicable Portal terms.

SECTION 3. INTELLECTUAL PROPERTY; LICENSE; USE RESTRICTIONS

3.1 *Ownership.* PSBA Materials are and shall remain the sole and exclusive property of PSBA. PSBA reserves all right, title, and interest in and to the PSBA Materials, including all copyrights and other intellectual property rights therein.

3.2 *Limited License.* Subject to Member's compliance with this Agreement and continued status as a PSBA member in good standing, PSBA grants Member a limited, non-exclusive, non-transferable, non-sublicensable, revocable license during the Term to use the PSBA Materials solely for Member's own governance, compliance, policy development, policy administration, and related official school entity purposes.

3.3 *Authorized Users.* Member shall use reasonable efforts to limit access to nonpublic PSBA Materials to authorized users within Member's organization who have a legitimate need for access in connection with the purposes permitted under this Agreement.

3.4 *Permitted Uses.* During the Term, Member may:

(a) use PSBA Materials for internal, pre-decisional deliberations by Member, its governing board, employees, administrators, officials, and legal counsel;

(b) circulate PSBA Materials internally to board members, administrators, employees, and solicitors for purposes related to policy or administrative regulation review, drafting, consideration, adoption, implementation, and compliance;

(c) customize PSBA Materials to meet local operational or legal needs;

(d) publish final, officially adopted policies and approved administrative regulations for public access and official use; and

(e) include draft policies or regulations in public meeting materials when reasonably necessary for board or committee consideration in the ordinary course of governance.

3.5 *Prohibited Uses.*

(a) Except as expressly permitted in this Agreement, Member shall not reproduce, distribute, republish, transmit, license, sell, disclose, post, share, circulate, display, provide access to, or adapt PSBA Materials outside Member's organization. Without limiting the foregoing, Member shall not upload PSBA Materials to another web-based service, platform, or repository without PSBA's prior written consent.

(b) Draft or template versions of PSBA Materials may not be published or shared externally except as expressly permitted under Section 3.4(e) or as otherwise required by law.

3.6 Effect of Termination on Use Rights.

(a) Upon expiration or termination of this Agreement, all rights to use PSBA Materials immediately cease, except that Member may continue to retain, use, publish, distribute, maintain, revise, administer, and enforce Member's own final, officially adopted policies and approved administrative regulations that were adopted before the effective date of expiration or termination.

(b) After expiration or termination, Member may also retain archival copies of PSBA Materials and related working files as reasonably necessary for recordkeeping, compliance, audit, historical reference, litigation hold, insurance, or similar official purposes, but not for ongoing active drafting use except as expressly permitted above.

3.7 Derivative Works Following Termination.

(a) After expiration or termination, Member shall not create new works derived from PSBA Materials or continue using non-adopted draft, template, newsletter, explanatory, training, or support content originating from PSBA as an active resource for further policy or administrative regulation development.

(b) For the avoidance of doubt, Member may continue in the ordinary course of governance to revise, amend, repeal, supplement, and administer its own final adopted policies and approved administrative regulations that were adopted before expiration or termination, and such continued revision or administration of those adopted documents shall not, by itself, be deemed creation of a prohibited new derivative work under this Section.

SECTION 4. RECORDS REQUESTS; LEGAL PROCESS; PORTAL TERMS

4.1 Public Records Requests.

(a) If Member receives a request under the Pennsylvania Right-to-Know Law or any other public records law seeking PSBA Materials, other than Member's own final adopted policies or approved administrative regulations, Member shall promptly notify PSBA and shall reasonably cooperate with PSBA concerning Member's response. Such cooperation may include, as appropriate, consultation regarding whether the requested materials are exempt from disclosure in whole or in part, including on the basis of trade secret, confidential proprietary information, predecisional deliberation, attorney-client privilege, attorney work product, or any other applicable exemption or protection.

(b) Nothing in this Agreement requires Member to take a position contrary to applicable law, legal process, a final determination of a court or agency of competent jurisdiction, or the advice of Member's counsel

4.2 *Subpoenas and Discovery.* If Member receives a subpoena, court order, document request, or other discovery request seeking PSBA Materials, Member shall, to the extent legally permitted, promptly notify PSBA and provide PSBA a copy of the request so that PSBA may evaluate and, if it chooses, seek a protective order, move to quash, assert privilege or other objections, or pursue other appropriate relief. Member shall reasonably cooperate with PSBA's efforts, provided that nothing in this Section requires Member to incur material expense, waive any right or objection of Member, or act contrary to applicable law or the advice of Member's counsel.

4.3 *Portal and Vendor Terms.*

(a) Member acknowledges that the Portal may be hosted, operated, or supported by a third-party provider selected by PSBA. As a condition of access to the Portal, Member and its authorized users shall comply with reasonable end-user operational terms, acceptable use requirements, and security procedures applicable to end users of the Portal, but only to the extent such terms are necessary for access to and use of the Portal and do not conflict with this Agreement.

(b) No Portal end-user terms, privacy terms, clickwrap terms, browse wrap terms, or other provider-imposed terms shall, as to Member or as between PSBA and Member:

- (i) expand Member's payment obligations;
- (ii) diminish Member's rights in Member Data;
- (iii) alter ownership of Member's final adopted policies, approved administrative regulations, or other Member Data;
- (iv) impose indemnification obligations on Member;
- (v) expand any disclaimer of warranties or limitation of liability beyond those set forth in this Agreement;
- (vi) grant the Portal provider rights to use, disclose, monetize, mine, train on, or otherwise exploit Member Data except as necessary to host, operate, maintain, secure, support, and improve the Portal for PSBA's and Member's use; or
- (vii) amend this Agreement.

(c) If execution or acceptance of end-user documentation is reasonably required for Portal access, Member shall cooperate in good faith in completing such documentation; provided, however, that no individual user's acceptance of such terms shall be deemed to amend this Agreement or to bind Member to obligations materially broader than those set forth herein.

In the event of any conflict between this Agreement and any Portal end-user or provider-imposed terms, this Agreement shall control as between PSBA and Member..

4.4 *Member Data Export.* For a period of thirty (30) days after expiration or termination of Member's access to the Portal, Member may request one export of Member Data maintained in the Portal in a commercially reasonable native or commonly usable format, subject to then-applicable technical limitations and reasonable authentication, security, and chain-of-custody procedures. PSBA and the Portal provider shall have no obligation to preserve active Portal access or to maintain export functionality beyond such thirty (30)-day period, except as otherwise required by law or separately agreed in writing.

SECTION 5. FEES; INVOICING; GOOD STANDING

5.1 *Annual Election and Fees.* The annual fees for the Services for each Program Year shall be as stated on PSBA's applicable invoice, fee schedule, renewal notice, dues materials, or other written notice provided by PSBA to Member. Member shall indicate its election of the applicable program or programs and shall pay the corresponding fees.

5.2 *Payment Terms.* Unless otherwise stated in PSBA's invoice or written notice, fees are due no later than July 15 of the applicable Program Year. Fees are earned for the applicable Program Year upon commencement of Member's participation and, except as expressly provided in this Agreement, are non-refundable.

5.3 *Good Standing Requirement.* Member's participation in the Services requires that Member remain a PSBA member in good standing, including current payment of PSBA membership dues.

5.4 *Fee Changes for Future Program Years.* PSBA may modify fees for future Program Years by advance written notice to Member. PSBA shall endeavor to provide notice of fees for the upcoming Program Year on or before April 30.

SECTION 6. TERM; RENEWAL; TERMINATION

6.1 *Initial Term.* This Agreement becomes effective on the later of the date of last signature and the date PSBA receives the fees required to activate Member's participation for the initial Program Year (Effective Date). Unless earlier terminated in

accordance with this Agreement, the initial Term begins on the Effective Date and continues through the next June 30.

6.2 *Renewal.* This Agreement does not automatically renew. Continued participation for any subsequent Program Year requires Member's affirmative renewal or re-enrollment in the applicable Services under PSBA's then-current agreement form, renewal form, invoice process, online enrollment process, or other written renewal procedure designated by PSBA.

6.3 *Member Non-Renewal.* If Member does not elect to renew for a subsequent Program Year, this Agreement expires at the end of the then-current Program Year without further obligation for future Program Year fees.

6.4 *Termination by Member During Program Year.* Member may terminate this Agreement during a Program Year upon written notice to PSBA; provided, however, that fees for the then-current Program Year remain due and payable in full and are non-refundable except as expressly stated in this Agreement.

6.5 *Termination by PSBA for Cause.* PSBA may suspend Services or terminate this Agreement immediately upon written notice to Member if Member:

- (a) fails to pay amounts due under this Agreement or PSBA membership dues when due;
- (b) ceases to be a PSBA member in good standing; or
- (c) materially breaches this Agreement, including any material misuse of PSBA Materials or material violation of applicable Portal end-user terms.

6.6 *Termination by PSBA Without Cause.* PSBA may elect not to continue or offer Services for a future Program Year by written notice to Member given on or before May 31 of the then-current Program Year.

6.7 *Discontinuance of Program.* PSBA reserves the right to discontinue either Service or the Portal entirely. If PSBA discontinues a Service during an active Program Year for reasons other than Member's breach, PSBA shall provide Member a pro rata refund of prepaid fees allocable to the discontinued portion of the remaining Program Year, which refund shall be Member's sole and exclusive remedy for such discontinuance.

SECTION 7. WARRANTIES; DISCLAIMERS; LIABILITY

7.1 *General Disclaimer.* Except as expressly stated in this Agreement, the Services, the Portal, and all PSBA Materials are provided AS IS and AS AVAILABLE. To the fullest extent permitted by law, PSBA disclaims all warranties, whether express, implied, statutory, or otherwise, including implied warranties of merchantability, fitness for a

particular purpose, title, non-infringement, accuracy, completeness, and uninterrupted availability.

7.2 *No Legal Advice.* PSBA Materials are intended as informational and drafting resources to support Member's policy and administrative work. They do not constitute legal advice for any particular factual situation, and Member remains responsible for review, adoption, implementation, and legal sufficiency of its own policies and administrative regulations.

7.3 *Limitation of Liability.*

(a) To the fullest extent permitted by law, PSBA's aggregate liability arising out of or relating to this Agreement, the Services, the Portal, or the PSBA Materials shall not exceed the total fees actually paid by Member to PSBA under this Agreement for the Program Year giving rise to the claim.

(b) To the fullest extent permitted by law, PSBA shall not be liable for any indirect, incidental, special, exemplary, punitive, or consequential damages, or for loss of data, loss of use, interruption, or lost profits, even if advised of the possibility of such damages.

SECTION 8. MISCELLANEOUS

8.1 *Force Majeure.* Neither party shall be liable for delay or failure in performance to the extent caused by circumstances beyond that party's reasonable control, including acts of God, flood, fire, earthquake, epidemic, public health emergency, war, terrorism, civil disturbance, embargo, utility or communications failure, labor disturbance, governmental action, or failure of third-party hosting or technology providers; provided that the affected party uses reasonable efforts to mitigate the effects of such event.

8.2 *Governing Law; Venue; Jury Trial Waiver.*

(a) This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to conflict-of-laws rules.

(b) The state and federal courts located in Cumberland County, Pennsylvania, shall have exclusive jurisdiction and venue over any action arising out of or relating to this Agreement, and each party consents to such jurisdiction and venue.

(c) TO THE FULLEST EXTENT PERMITTED BY LAW, EACH PARTY WAIVES ANY RIGHT TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT.

8.3 Notices.

(a) Any notice required under this Agreement shall be in writing and delivered by personal delivery, nationally recognized overnight courier, certified United States mail, return receipt requested, or email to the addresses designated by the receiving party.

(b) Any notice relating to alleged material breach, termination, or any dispute reasonably likely to result in litigation shall also be delivered by email to the then-current business email address of PSBA's Chief Executive Officer, if notice is being given to PSBA, or to Member's chief executive, superintendent, or other primary executive contact identified by Member, if notice is being given to Member. Email notice is effective upon transmission so long as no automated delivery failure is received.

8.4 Entire Agreement; Amendments.

(a) This Agreement constitutes the entire agreement between the parties concerning its subject matter and supersedes prior oral and written discussions, understandings, or agreements on that subject matter.

(b) No amendment, modification, or waiver of this Agreement is effective unless in writing and signed by authorized representatives of both parties, except that PSBA may update fee schedules, renewal procedures, Portal providers, and end-user operational requirements for future Program Years by written notice as otherwise permitted in this Agreement.

8.5 *Assignment.* Member may not assign or transfer this Agreement without PSBA's prior written consent. PSBA may assign this Agreement to an affiliate or successor in connection with a merger, reorganization, or transfer of substantially all assets relating to the Services.

8.6 *Waiver.* No failure or delay by either party in exercising any right, remedy, power, or privilege under this Agreement shall operate as a waiver thereof. No waiver of any provision of this Agreement shall be effective unless in writing and signed by the party against whom the waiver is asserted. A waiver of any breach shall not constitute a waiver of any other or subsequent breach.

8.7 *Severability.* If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect to the fullest extent permitted by law.

8.8 *Survival.* Sections that by their nature should survive expiration or termination of this Agreement, including without limitation Section 3, Section 4, paragraph 6.4, paragraph 6.7, Section 7, and Section 8, shall survive.

END USER AGREEMENT FOR USE OF THE ENGAGIFII PLATFORM BY PSBA AND PSBA-AUTHORIZED USERS

This End User Agreement ("**Agreement**") governs access to and use of the Engagifii platform and related services (collectively, the "**Platform**") by individuals authorized by the Pennsylvania School Boards Association ("**PSBA**") or a PSBA-authorized participating organization (a "**Member**")

SECTION 9. PARTIES, RELATIONSHIP TO MASTER AGREEMENT

9.1 This Agreement is between Engagifii, Inc. ("**Provider**") and the individual accepting this Agreement ("**User**").

9.2 The Platform is being made available pursuant to a separate written agreement between Provider and PSBA, (the "**Master Agreement**"). This Agreement is intended only to establish reasonable end-user rules for access and use of the Platform.

9.3 In the event of any inconsistency between this Agreement and the Master Agreement, the **Master Agreement controls**.

9.4 Nothing in this Agreement shall be construed to:

(a) amend, expand, diminish, or waive any rights or obligations contained in the Master Agreement;

(b) bind PSBA, any school district, public agency, or other organization to any additional contractual terms; or

(c) authorize any User to accept terms on behalf of PSBA or any other organization unless separately and expressly authorized in writing.

SECTION 10. ELIGIBILITY AND AUTHORITY

10.1 User represents only that User:

(a) is at least 18 years of age or otherwise legally competent to accept this Agreement; and

(b) has been authorized by PSBA or the Member to access and use the Platform.

10.2 User is not, by accepting this Agreement, representing that User has authority to execute contracts on behalf of PSBA or any Member.

SECTION 11. LIMITED RIGHT TO USE

11.1 Subject to this Agreement and the Master Agreement, Provider grants User a limited, non-exclusive, non-transferable, revocable right to access and use the Platform solely:

(a) for the internal business, governmental, administrative, educational, advocacy, communications, training, or membership-related purposes authorized by PSBA or the applicable participating organization; and

(b) in accordance with the permissions assigned to User by the applicable account administrator.

11.2 This Agreement grants only a right to use the Platform. It does not transfer ownership of the Platform or of any intellectual property rights in it.

SECTION 12. ORGANIZATIONAL DATA AND OWNERSHIP

12.1 As between Provider, PSBA, Member, and User:

(a) the Platform and Provider technology remain Provider's property;

(b) all data, records, files, documents, communications, submissions, and other content submitted to, stored in, transmitted through, or generated within the Platform on behalf of PSBA or a Member ("**Organizational Data**") remain the property of PSBA or the applicable Member, or their respective licensors; and

(c) User acquires no ownership rights in Organizational Data except such rights, if any, as User may independently hold under applicable law.

12.2 Provider may access and use Organizational Data only as permitted by the Master Agreement and applicable law.

12.3 Nothing in this Agreement grants Provider any broader rights in Organizational Data than those granted in the Master Agreement.

SECTION 13. ACCEPTABLE USE

13.1 User shall use the Platform in a lawful and responsible manner and shall not:

(a) access or use the Platform beyond the scope of User's authorization;

(b) share login credentials except as expressly permitted by the applicable organization's policies;

(c) use the Platform to violate any applicable law, regulation, court order, or third-party right;

(d) upload or transmit malicious code, malware, ransomware, or other harmful material;

(e) interfere with or disrupt the integrity, security, performance, or availability of the Platform;

(f) attempt to gain unauthorized access to accounts, systems, or data;

(g) reverse engineer, decompile, or disassemble the Platform, except to the limited extent such restriction is prohibited by applicable law;

(h) remove or obscure proprietary notices included in the Platform; or

(i) use the Platform for personal commercial resale, timesharing, service-bureau use, or other unauthorized commercial exploitation.

SECTION 14. PUBLIC-FACING AND AUTHORIZED EXTERNAL USE

14.1 For the avoidance of doubt, "internal use" does not prohibit PSBA or a Member from using the Platform to communicate with members, constituents, public officials, governmental stakeholders, or the public, or from enabling public-facing functions, if and to the extent such use is permitted by the Master Agreement and configured by the organization.

SECTION 15. USER CONTENT AND RESPONSIBILITY

15.1 User is responsible for content that User knowingly uploads or submits through the Platform in the course of authorized use. User will use reasonable care not to submit content that User knows is unlawful, defamatory, infringing, or malicious.

15.2 User is not personally warranting the completeness, accuracy, or legal sufficiency of all Member Data in the Platform merely by using the Platform.

SECTION 16. PRIVACY; CONFIDENTIALITY

16.1 User acknowledges that use of the Platform may involve Member Data that is confidential, privileged, protected by law, or subject to internal policies. User shall handle such information in accordance with:

- (a) applicable law;
- (b) the policies of PSBA or the applicable Member organization; and
- (c) the Master Agreement.

16.2 Provider's handling of Member Data, including personal information, shall be governed by the Master Agreement and applicable law, not by any broader statement in this Agreement.

SECTION 17. AI AND AUTOMATED FEATURES

17.1 If the Platform includes AI or automated features, User may use those features only as authorized by PSBA or the applicable Member organization, as applicable.

17.2 User acknowledges that:

- (a) AI-generated output may be inaccurate or incomplete;
- (b) such output does not replace human review or professional judgment; and
- (c) any use of Member Data for AI-related processing, model training, tuning, evaluation, or service improvement must be governed solely by the Master Agreement.

17.3 Nothing in this Agreement authorizes Provider to use Member Data to train general-purpose models or for product-development purposes beyond the rights expressly granted in the Master Agreement.

SECTION 18. SECURITY AND ACCOUNT ADMINISTRATION

18.1 User shall take reasonable steps to maintain the confidentiality of credentials and promptly report suspected unauthorized access or security incidents to the applicable account administrator.

18.2 Provider may suspend or restrict a User account upon reasonable belief that the account is being used in violation of this Agreement, to protect security, or as required by law. Except where immediate action is reasonably necessary, Provider shall provide prior notice to PSBA or the applicable participating organization and an opportunity to address the issue.

SECTION 19. NO PERSONAL PAYMENT OBLIGATIONS

19.1 User shall have no personal payment obligation under this Agreement. All fees, if any, are governed exclusively by the Master Agreement.

SECTION 20. DISCLAIMERS

20.1 The Platform is provided to User on an "as is" and "as available" basis.

20.2 Nothing in this Agreement limits any warranty, service commitment, security obligation, data obligation, indemnity, or other protection granted to PSBA or a participating organization in the Master Agreement.

SECTION 21. LIMITATION OF END USER LIABILITY

21.1 User shall be responsible only for User's own unauthorized use, willful misconduct, or knowing violation of this Agreement.

21.2 To the fullest extent permitted by law, User shall not be personally liable for:

- (a) ordinary authorized use of the Platform on behalf of PSBA or a participating Member;
- (b) inaccuracies in Member Data created or supplied by others; or
- (c) Member acts, omissions, or payment obligations.

SECTION 22. NO ADDITIONAL INDEMNITY BY USER

22.1 User is not providing any indemnity to Provider under this Agreement.

SECTION 23. TERMINATION OF ACCESS

23.1 User's right to access the Platform ends automatically upon the earliest of:

- (a) termination or expiration of the Master Agreement;
- (b) removal of User's authorization by PSBA or the applicable Member organization; or

(c) suspension or termination by Provider for material violation of this Agreement.

23.2 Upon termination of User's access, Organizational Data shall be handled in accordance with the Master Agreement.

SECTION 24. GOVERNING LAW; VENUE

24.1 This Agreement shall be governed by the law specified in the Master Agreement. If the Master Agreement does not specify governing law, this Agreement shall be governed by Pennsylvania law, without regard to conflict-of-law rules.

24.2 Any dispute relating to this Agreement shall be resolved in the forum specified in the Master Agreement, and if none is specified, in the state or federal courts located in Pennsylvania.

SECTION 25. CHANGES

25.1 Provider may not unilaterally modify this Agreement as to existing users in a manner that materially diminishes the rights of PSBA, participating organizations, or users during the then-current subscription term. Any updated version must remain subject to the Master Agreement, which shall control in the event of conflict.

SECTION 26. ENTIRE AGREEMENT AS TO USER CONDUCT ONLY

This Agreement states the rules governing User conduct and access. It is not the complete agreement for services, fees, data rights, support, security, service levels, or legal risk allocation, all of which are governed by the Master Agreement.

IN WITNESS WHEREOF, intending to be legally bound hereby, the parties have executed this Agreement by their duly authorized representatives.

Bethlehem Area Vo Tech School

PENNSYLVANIA SCHOOL BOARDS
ASSOCIATION

Christina Griffiths

Board President Full Name

COO Full Name

Board President Signature

COO Signature

Date

5/11/2026

Date

Board Secretary Full Name

Board Secretary Signature

Date

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

15. DONATED ITEMS

INFORMATION:

During 2025-2026, many individuals and organizations have donated items to BAVTS. As per Policy, the Joint Committee approves donations upon the recommendation of the Executive Director. Attached is a list of items donated in 2025-2026. If a value appears on the list, it was provided by the donor. Written acknowledgement is provided to each donor.

RECOMMENDATION:

It is recommended that the Joint Committee acknowledge and accept the attached list of items donated to BAVTS during 2025-2026.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

Donations to BAVTS for 2025-2026

Date	Donated By	Item Description	Recipient -Shop/Dept	Donation Value
8/12/25	Barbara Kleintop	2014 Subaru Cross Tek	Auto Tech	\$500.00
10/8/25	Dinbokowirz Marine	90 HP Outboard, Outboard Motor test tank and Outboard motor stand	Auto Tech	\$3,100.00
11/17/25	Silvene Bracalente Memorial Foundation	Monetary donation	Precision Machining	\$8,500.00
12/1/25	Kunzman Siding and Construction	Exterior Siding and Accessories	Carpentry	\$2,000.00
2/5/26	J. Christian Tatu	2001 Toyota Matrix	Auto Tech	\$2,000.00
3/18/26	Comfort Solutions	Condensing Unit, Mini Split	HVAC	\$3,000.00
3/18/26	Jerry Miletics	Monetary donation for World Travelers	World Travelers	\$50.00
4/7/26	Toyota Collision Training	Snap On MIG 220 GMAW Welder	Auto Coll	\$1,200.00
4/7/26	Bill Flannery Auto	Paid shipping for donated welder	Auto Coll	\$200.00
4/10/26	Matthew's Auto Supplies	Sealants and Adhesives	Auto Coll	\$5,524.39
4/13/26	Stephanie Sell	2007 Jeep Liberty	Auto Tech	\$800.00

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

16. JULY 7, 2026 JOINT COMMITTEE MEETING

INFORMATION:

On the approved Joint Committee Meeting calendar, there is a July 7, 2026 Joint Committee Meeting scheduled, if needed.

RECOMMENDATION:

That the Joint Committee meeting scheduled for July 7, 2026, be cancelled.
Should it become necessary for a meeting to be called prior to the scheduled August Joint Committee meeting, it will be decided by the Executive Director and/or Chairperson.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

17. GENERAL BUDGET AND CAPITAL RESERVE ACCOUNTS

INFORMATION:

If the Joint Committee follows past practice and chooses not to have a July Joint Committee Meeting, it is requested that pre-approval for bills for the General Budget and Capital Reserve Fund be paid and presented at the August 2026 Joint Committee Meeting.

RECOMMENDATION:

That the bills for the General Budget and Capital Reserve Fund be pre-approved for payment and the list be presented at the August 2026 BAVTS Joint Committee Meeting.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

18. CAFETERIA LUNCH PRICE INCREASE FOR 2026-2027 SCHOOL TERM

RECOMMENDATION:

That the rates for the 2026-2027 school term for the cafeteria be increased as follows:

	2025-2026	Increase	2026-2027
Student Lunch	\$3.55	\$0.10	\$3.65
Milk	\$0.60	No change	\$0.60
Adult Lunch	\$4.75	\$0.10	\$4.85
Student Lunch – Second Meal	\$4.15	\$0.10	\$4.25

MOTION BY: Director Faccinetto

SECOND BY: Director Patrick

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

19. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

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

First Name	Last Name	Job Title	Company	Shop/ Program
Mindy	Deeds	HR Business Partner	Freshpet	Mechatronics
Dan	Dunn	Owner	Mastery Plumbing, LLC	Plumbing
Jennifer	Kuehner	Educational Therapist	Behavioral Health Associates	Mental Health
Chad	Oliver	Owner/ Educator	Easy EMS Education	Health Careers
Rachael	Oliver	Owner/ Educator	Easy EMS Education	Health Careers
Jennifer	Tophoney	Owner/ Voiceover Talent	Tophoney Voice Overs, LLC	Commercial Arts

MOTION BY: Director Faccinetto

SECOND BY: Director Patrick

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

20. BRIDGES FOUNDATION POSITION

INFORMATION:

Starting in the 2019-2020 fiscal year, BAVTS entered into a reimbursement agreement for the Director of Development and Marketing position with the Bridges Foundation reimbursing BAVTS for the costs associated with the employee. There is also a separate employment agreement for the position as well. It is time to renew the agreements for the 2026-2027 fiscal year. The reimbursement agreement is attached; the employment agreement is in the process of being negotiated and will be brought before the Joint Committee at an upcoming meeting.

RECOMMENDATION:

That the Joint Committee approve the attached reimbursement agreement with the BAVTS Bridges Foundation for costs associated with the Director of Development and Marketing position for the period July 1, 2026 through June 30, 2027. This agreement is expected to be approved by the Bridges Foundation Executive Committee at its June Board Meeting. This agreement remains the same as the previously executed agreement.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

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

THIS AGREEMENT is made this 10th day of June, 2026, by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, with offices located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as "BAVTS"), and the Bethlehem Area Vocational-Technical School Bridges Foundation, Inc., with a mailing address of 3300 Chester Avenue, Bethlehem, PA 18020 (hereinafter referred to as the "Foundation"). The BAVTS and the Foundation may hereinafter be collectively referred to as the "Parties".

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

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

SECTION 1. TERM. The term of this Agreement shall be for the period from **July 1, 2026 through June 30, 2027**, unless sooner terminated pursuant to the terms set forth herein.

SECTION 2. REIMBURSEMENT OF COSTS.

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

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

¹ In the event it is determined by the Pennsylvania Department of Education ("PDE") that BAVTS will receive a 50% retirement subsidy (subsidy) for employee and it is further determined by PDE that the subsidy may be provided to the Foundation for reimbursement, BAVTS shall promptly provide the subsidy to the Foundation.
{00661863}

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

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

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

SECTION 3. DIRECTOR OF DEVELOPMENT AND MARKETING.

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

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

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

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

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

SECTION 4. TERMINATION.

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

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

SECTION 5. MISCELLANEOUS.

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

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

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

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

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

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

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

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

5. 9 The parties executing this Agreement represent and warrant to each other that they have the full right, power, capacity and authority to execute and deliver this Agreement, and that they have duly and properly performed all acts required to authorize them to carry out this Agreement and the transactions contemplated by it.

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

Joint Committee
Bethlehem Area Vocational-Technical School

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

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

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

21. JOB DESCRIPTION UPDATING

RECOMMENDATION:

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

- Receptionist/Attendance Secretary

That the Joint Committee approve the following job descriptions, presented for a second and final reading:

- Assistant CTSO Advisor
- SkillsUSA Chapter Advisors A, B, C, D
- HOSA Chapter Advisor A, B

MOTION BY: Director Faccinetto
SECOND BY: Director Patrick
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: Receptionist/Attendance Secretary

GENERAL POSITION REQUIREMENTS

Education/Certification	High School diploma Fluent in spoken and written English; Bilingual in Spanish preferred
Work Experience	Office or educational setting preferred
Machinery & Equipment	Computer, printer, copier, calculator, telephone, fax machine.
Other (skills)	Ability to maintain a high level of confidentiality; keyboard efficiently and accurately (40 wpm); good proofreading skills; good telephone communication skills; knowledge of record keeping; excellent computer skills with working knowledge of Microsoft Office software, particularly the mastery and experience in Word, Excel, Access, and Outlook; excellent interpersonal skills; excellent organizational skills; detail oriented; excellent communication skills (verbal and written); and the ability to multi-task on a daily basis in a busy office environment.
Reports to	Supervisor in charge

ESSENTIAL JOB FUNCTIONS

1. Effectively answers and directs incoming telephone calls to appropriate personnel.
2. Prepares and distributes information to BAVTS personnel regarding building operation.
3. Administers the daily attendance program through accurate input, editing, and dispensing of attendance data.
4. Maintains all relevant information and documentation necessary to meet AVTS, district, local magistrate, and PDE state requirements.
5. Submits all attendance reporting to sending schools on a daily basis. Strives to promote and maintain valuable communication with sending districts relating to attendance information.
6. Assists as needed, or in the absence of the Bilingual Receptionist, with attendance validation and verification reports daily.
7. Assists as needed, or in the absence of the Bilingual Receptionist, with a weekly data validation report to track missing attendance. Informs teachers as necessary so updates can be performed as needed.
8. Enter tardy slips into the SIS and assist as needed with tardy reports to sending schools daily.
9. Enters in-school/out-of-school suspensions submitted by BAVTS discipline personnel and sending schools. Notifies necessary staff of sending school suspensions.

Position Title: Receptionist/Attendance Secretary

10. Assists as needed, or in the absence of the Bilingual Receptionist, with daily communications with parents, students, sending schools, and BAVTS staff regarding attendance issues such as field trips, early dismissals, and testing dates.
11. Assists as needed with the Secretary for School Operations for reserving meeting rooms for staff and outside organizations.
12. Operates and maintains upkeep of the office copiers.
13. Maintains staff mailboxes with incoming mail.
14. Maintains forms supply for staff to acquire as needed.
15. Processes field trip and professional development (conference/workshop) request forms.
16. Responsible for school's lost and found items.
17. Additional duties as assigned by the Supervisor in charge.

TERMS OF EMPLOYMENT

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

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

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

BODY MOVEMENTS

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: Assistant CTSO Advisor

GENERAL POSITION REQUIREMENTS

Employee Group Professional Staff Member

Reports to Career & Technical Administrator

ESSENTIAL JOB FUNCTIONS

- Work cooperatively with other CTSO advisor(s) to assist with the organization and coordination of all CTSO functions.
- Able to fill in as needed for CTSO advisor(s) at CTSO events, including competitions, conferences, field trips, and overnight trips.

TERMS OF EMPLOYMENT

School year stipend position appointed annually as needed. Compensation is an annual stipend of \$1,100 per school year. Work hours concurrent with, and in addition to, the normal school day. Payment for on-site supervision at competitions and events is covered under the Career-Technical Student (CTSO) Advisor Stipend.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

Up to 10 lbs.	Occasionally
11 to 20 lbs.	Occasionally
Beyond 20 lbs.	Not at all

BODY MOVEMENTS

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: SkillsUSA Chapter Advisor A
SkillsUSA Chapter Advisor B
SkillsUSA Chapter Advisor C
SkillsUSA Chapter Advisor D

GENERAL POSITION REQUIREMENTS

Employee Group Professional Staff Member

Reports to Career & Technical Admin

ESSENTIAL JOB FUNCTIONS

- Work cooperatively with other BAVTS SkillsUSA advisors to organize and coordinate all SkillsUSA functions
- Able to chaperone all SkillsUSA events, including competitions, conferences, field trips, and overnight trips

TERMS OF EMPLOYMENT

School year stipend position appointed annually. Stipend equal to 25% of funds allocated for SkillsUSA Advisor position(s). Work hours concurrent with and in addition to the normal school day. Payment for on-site supervision at SkillsUSA local, district, state, national competitions and events is covered under the Career-Technical Student (CTSO) Advisor Stipend.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

Up to 10 lbs.	Occasionally
11 to 20 lbs.	Occasionally
Beyond 20 lbs.	Not at all

BODY MOVEMENTS

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: HOSA Chapter Advisor A
 HOSA Chapter Advisor B

GENERAL POSITION REQUIREMENTS

Employee Group Professional Staff Member

Reports to Career & Technical Admin

ESSENTIAL JOB FUNCTIONS

- Work cooperatively with other BAVTS HOSA Advisors to organize and coordinate all HOSA functions.
- Able to chaperone all HOSA events, including competitions, conferences, field trips, and overnight trips.

TERMS OF EMPLOYMENT

School year stipend position appointed annually. Stipend equal to 50% of funds allocated for HOSA Advisor position(s). Work hours concurrent with and in addition to the normal school day. Payment for on-site supervision at HOSA local, state, national competitions and events is covered under the Career-Technical Student (CTSO) Advisor Stipend.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

Up to 10 lbs.

Occasionally

11 to 20 lbs.

Occasionally

Beyond 20 lbs.

Not at all

BODY MOVEMENTS

Bend/Stoop

Occasionally

Climb

Occasionally

Kneel

Occasionally

Push

Occasionally

Pull

Occasionally

Twist

Occasionally

Stand

Occasionally

Sit

Occasionally

Walk

Occasionally

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

22. CONFERENCE REQUESTS

RECOMMENDATION:

That Karen Mustonen, Baking Instructor, be granted permission to attend the College of Food Innovation and Technology Culinary Educator Summit in Providence, RI from July 13-15, 2026. The purpose of this trip is to understand the key elements on how different ingredients and techniques can change ingredients from liquids to solids, etc. The approximate cost is \$1197.00.

Any conference request listed above is in the budget.

MOTION BY: Director Faccinetto

SECOND BY: Director Patrick

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

23. JOINT PURCHASING BOARD BID AWARDS

RECOMMENDATION:

That the attached bids awarded through the Northampton/Monroe/Pike County Joint Purchasing Board be approved for the 2026-2027 school year.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

NORTHAMPTON/MONROE/PIKE COUNTY JOINT PURCHASING BOARD
SUMMARY OF BID AWARDS
2026-2027 SCHOOL YEAR

<u>Item</u>	<u>LEA</u>	<u>Vendor</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
XP-1	Bethlehem Area Vo-Tech	W. B. Mason	WBM21200	120	\$ 27.03	\$ 3,243.60
Bethlehem Area Vo-Tech Total						\$ 3,243.60

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

24. HEALTH INSURANCE RATES FOR 2026-2027

INFORMATION:

Previously our health insurance composite, COBRA and self-pay rates were approved by the Employee Benefit Trust of Eastern Pennsylvania (EBTEP). After further review by EBTEP, several years ago it was determined that our individual school boards should approve the rates. The composite rates were incorporated into the 2026-27 budget. The retiree, self-pay and COBRA rates were calculated by Conrad Siegel.

RECOMMENDATION:

That the Joint Committee approve the attached 2026-2027 composite, retiree, self-pay and COBRA rates as presented.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

Rates effective 7/1/26

COMPOSITE RATES	Medical	Rx	Dental	TOTAL
	1,912.38	445.25	93.50	2,451.13
	16.89%	24.72%	-1.06%	17.42%

RETIREE and SELF-PAY RATES - PPO

	Medical & Rx	Dental	Vision	Total
Single	1,222.83	55.24	6.67	1,284.74
Husband/Wife	2,690.23	108.63	19.27	2,818.13
Parent + Child	2,201.08	108.63	19.27	2,328.98
Family	3,423.91	108.63	19.27	3,551.81
Parent + Children	2,567.96	108.63	19.27	2,695.86

COBRA RATES (Retiree rate plus 2%) - PPO

	Medical & Rx	Dental	Vision	Total
Single	1,247.29	56.34	6.80	1,310.43
Husband/Wife	2,744.03	110.80	19.66	2,874.49
Parent + Child	2,245.10	110.80	19.66	2,375.56
Family	3,492.39	110.80	19.66	3,622.85
Parent + Children	2,619.32	110.87	19.66	2,749.85

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

25. SOUTH CAMPUS NETWORKING EQUIPMENT

INFORMATION:

The Administration recommends approval for the purchase of Aruba networking equipment for the newly acquired campus. This purchase will enable the new facility to integrate with the existing BAVTS network infrastructure using the same Aruba management platform currently deployed throughout the organization. Standardizing equipment across locations improves network reliability, simplifies management and troubleshooting, enhances security oversight, and reduces long-term support and training costs for IT staff. The proposed equipment pricing was obtained through the COSTARS contracts: HW 003-E22- 580 & SW #006-E23-252, ensuring competitively bid and compliant pricing.

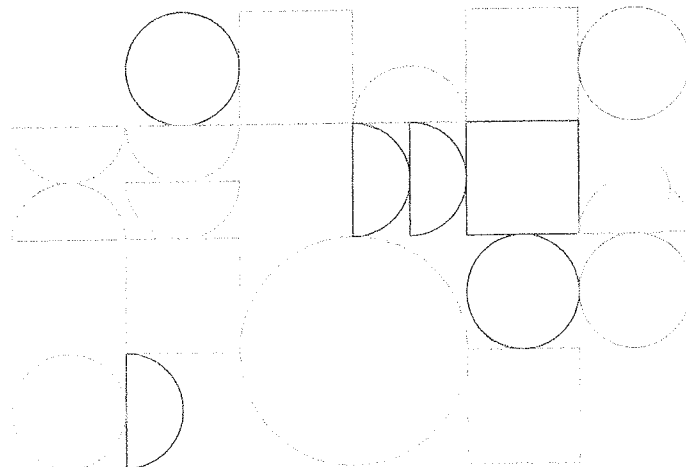
RECOMMENDATION:

That the Joint Committee approves the purchase of the necessary equipment for the new campus at a total cost of \$97,101.91 as detailed in the attached proposal.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

PREPARED FOR
Bethlehem Area Vocational-Technical School

PREPARED BY
Shelby Flakker - Account Manager
May 22, 2026

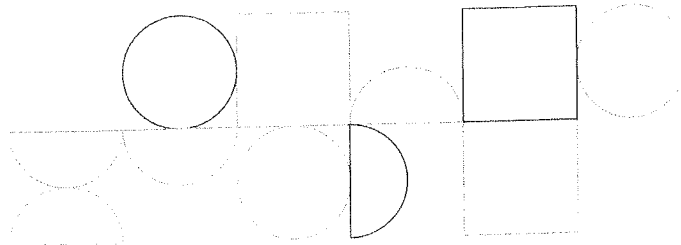


Aruba Switching & Wireless (315 Columbia site)

Quote #048823 v4

Switches

Description		Price	Qty	Ext. Price
6300M				
S4P42A	HPE Aruba Networking CX 6300M 32p SmtRt 5G CL8 8p SFP+ 10G LRM 2p SFP56 50G 2p SFP28 25G MACsec Sw	\$10,529.51	1	\$10,529.51
JL087A#ABA	HPE Aruba Networking X372 54VDC 1050W 110-240VAC Power Supply HPE Aruba Networking X372 54VDC 1050W 110-240VAC Power Supply	\$717.80	2	\$1,435.60
H08WLE	HPE Aruba Networking Foundational Care 1Y NBD Exch HW Only 6300M 32p CL8 Swch Service	\$351.06	1	\$351.06
6300L				
S3L76A	HPE Aruba Networking CX 6300L 48p Smart Rate 100M/1G/2.5G/5G CL8 2p SFP56 50G 2p SFP28 25G L2 Switch	\$8,370.21	5	\$41,851.05
JL087A#ABA	HPE Aruba Networking X372 54VDC 1050W 110-240VAC Power Supply HPE Aruba Networking X372 54VDC 1050W 110-240VAC Power Supply	\$717.80	5	\$3,589.00
H01MHE	HPE Aruba Networking Foundational Care 1Y NBD Exch Hardware Only 6300L 48 SW SVC - Foundation Care - Hardware Exchange - 1 Year(s) - Next Business Day Hardware Response - Service level (coverage): 8 x 5 - In Warranty	\$299.36	5	\$1,496.80
Central				
Q9Y73AAE	HPE Aruba Networking Central Switch Class-2 Foundation 1 year Subscription E-STU	\$175.66	5	\$878.30
Q9Y78AAE	HPE Aruba Networking Central Switch Class-3 Foundation 1 year Subscription E-STU	\$276.04	1	\$276.04
Optics				
J9150D	HPE Aruba Networking 10G SFP+ LC SR 300m OM3 MMF Transceiver	\$641.47	10	\$6,414.70



Switches

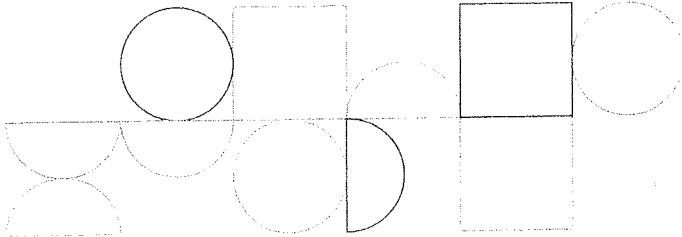
Description	Price	Qty	Ext. Price
S2P34A HPE Aruba Networking 25G LR SFP28 LC 10km SMF C-Class Transceiver	\$1,262.65	1	\$1,262.65

Subtotal: \$68,084.71

Wireless

Description	Price	Qty	Ext. Price
Outdoor			
S4K19A HPE Aruba Networking AP-765 (US) Flex Radio 2x2 Wi-Fi 7 Dynamic Omni-Directional Outdoor AP	\$1,144.86	2	\$2,289.72
H09HGE HPE Aruba Networking Foundational Care 1Y NBD Exch HW Only AP-76x Service	\$31.21	7	\$218.47
JM255A HPE Aruba Networking 270 Series Outdoor AP Flush Mount Kit	\$35.29	2	\$70.58
Indoor Ceiling Mounted AP Options			
S1G43A HPE Aruba Networking AP-735 (US) Tri Radio 2x2 Wi-Fi 7 Internal Antennas Campus Access Point	\$791.92	14	\$11,086.88
R3J16A HPE Aruba Networking AP-MNT-B Campus AP Type B Suspended Ceiling Rail Flat 15/16 Mount Bracket Kit	\$15.45	14	\$216.30
S4K09A HPE Aruba Networking AP-763 (US) Flex Radio 2x2 Wi-Fi 7 Dynamic Omni-Directional Indoor AP	\$1,100.75	5	\$5,503.75
R3J19A HPE Aruba Networking AP-MNT-E Campus AP Type E Wall-Box Mount Bracket Kit	\$21.18	5	\$105.90
Hospitality AP's for Offices			
S0B62A HPE Aruba Networking AP-605H (US) 2-Radio 3-Band 2x2 Wi-Fi 6E 1+4 ETH PSE USB Hospitality AP	\$571.33	12	\$6,855.96
S0J42A HPE Aruba Networking AP-600H-MNT1 Single Hang Wall-Box Mount Kit	\$15.45	12	\$185.40
Central Licensing			
Q9Y58AAE HPE Aruba Networking Central AP Foundation 1-year Subscription E-STU	\$75.28	33	\$2,484.24

Subtotal: \$29,017.20



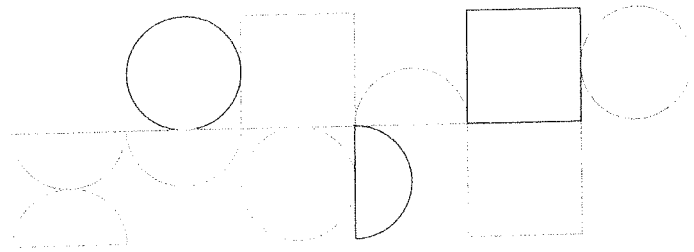
Services

Description	Qty
Note: Professional Services TBD	

Notes

Description	Qty
Important Notice Regarding Support and Licensing Registration Please be aware that your support and/or licensing must be registered. Failure to register your support and/or licensing within 90 days of receipt may lead to service issues, up to and including loss of your license and/or support entitlement. If you encounter difficulties during the registration process or would prefer integraONE to assist you, please contact us at help@integraone.com to schedule an engineer for assistance. Please note that this service will be billable at your agreed-upon hourly rate. For Managed Service clients, if your agreement includes management of this device, this notice is purely informational, and support registration will be handled by the MSP team at no additional charge.	

Please note, service invoicing will be processed weekly or monthly, depending on size and scope of project.



Aruba Switching & Wireless (315 Columbia site)



Prepared by:
IntegraONE - Allentown Office

Shelby Flakker
sflakker@integraone.com
484-223-3480 x1154

Alicia Smith
asmith@integraone.com
1-800-582-6399 x1168

Prepared for:
Bethlehem Area Vocational-Technical School

3300 Chester Ave
Bethlehem, PA 18020
Dennis Nolen
(610) 866-8013 ext 110
nolend@bavts.org

Quote Information:

Quote #: 048823

Version: 4
Quote Date: 05/22/2026
Expiration Date: 06/29/2026

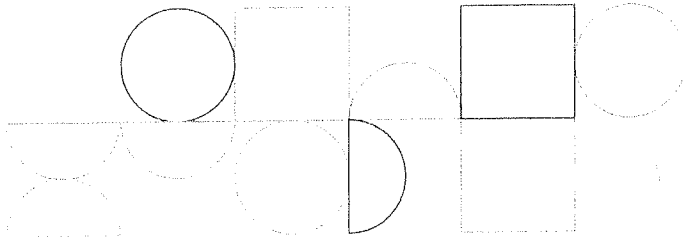
Quote Summary

Description	Amount
Switches	\$68,084.71
Wireless	\$29,017.20
Total:	\$97,101.91

All pricing subject to change without advance notice. All leasing rates subject to final configuration, total pricing, and credit approval. Shipping fees are not listed on the quote. We reserve the right to pass along shipping charges incurred due to weight, size, re-delivery, lift gates, white glove deliveries and/or overnight shipping. All Returns and Cancellations are subject to prior approval. Return or Cancellation Requests must be submitted to IntegraONE within 10 days of purchase. Any Return Requests for Items already received by the Customer require all items to be factory sealed and in good condition. Restocking fees may apply. If a Return Request is denied, it is the customer's responsibility to pay IntegraONE for the items that are not returnable. The information provided to you in this communication is regarded by IntegraONE to be Confidential and Proprietary information. This includes, but is not limited to, descriptions of materials, products, or services; prices quoted; and any description of Professional or Consulting Services. This information shall not be disclosed or made available to any party unrelated to this agreement without our expressed written consent. You must also exercise reasonable care to protect this information from any unauthorized disclosure by others. By my signature below, or the issuance of a signed Purchase Order reflecting the full amount of this quote, I am accepting this quote in its entirety and agreeing to IntegraONE's Terms and Conditions, which can be viewed in full at <https://info.integraone.com/hubfs/IntegraONETermsandConditionsofSalesandReturns.pdf>.

Ship to Address:

Additional Information:



IntegraONE

Bethlehem Area Vocational-Technical
School

Signature: Shelby C. Flakker
Name: Shelby Flakker
Title: Account Manager
Date: 05/22/2026

Signature: _____
Name: Dennis Nolen
Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

26. CONTINUING EDUCATION

- a. That Nicole Meletiche, be approved as a Cosmetology Summer Make-up Hours Instructor at the rate of \$29.00 per hour in June and \$30.00 per hour in July and August, for a total of 45 hours. Hours will be conducted remotely eliminating the need for instructor or students to come in to the building.
- b. That Adult Education Instructor wages be set as follows for the 2026-2027 school year:

BAVTS Daytime Classroom Instructor - \$34.00 per hour
All Other Instructors - \$30.00 per hour

Wages are still below the other local CTE's Adult Education Program's instructor wages.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Patrick
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge – six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

27. COLUMBIA STREET COMMISSIONING

RECOMMENDATION:

That Administration be authorized to execute the attached Professional Services Agreement with Stone House Group, as recommended by CHA.

MOTION BY: Director Faccinetto

SECOND BY: Director Patrick

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, White, Dettmar, Makary, Soldridge –
six; Nay: none

MEMORANDUM

**TO: ADAM LAZARCHUK, EXECUTIVE DIRECTOR
BETHLEHEM AREA VO-TECHNICAL SCHOOL**

**FROM: M. ARIF FAZIL, PE*, CEM, LEED AP, CCS
CHA CONSULTING**

**RE: BAVTS COLUMBIA STREET COMMISSIONING
CHA PROJECT NO. 093496**

DATE: JUNE 10, 2026

As discussed during the previous presentation, we informed the board of an upcoming proposal for commissioning services related to the Columbia Street project.

In response, we contacted Stone House Group—an established local firm with prior involvement in the original building design—to provide a proposal for commissioning services for the Columbia Street building.

Given the complexity and sophistication of the building modifications, including the installation of new HVAC systems and the weld shop, it is our recommendation that a third-party commissioning agent is warranted.

A budget line item has already been allocated for this scope of work. The proposal received from Stone House Group is attached for your review. We recommend approval of a professional services agreement with Stone House Group in an amount not to exceed \$35,000, subject to the proper execution of all required agreements and contract terms.

We respectfully request that this item be presented to the Board for approval at the upcoming meeting.

CC: Rich Klatt (klattr@bavts.org)
Robert Warmouth (warmouthr@bavts.org)

Attachments: Stone House Group Proposal
Columbia Street Budget

V:\Projects\BPA132\Proj1\006-299 - Schools\016 - Bethlehem Area Vo-Tech\016000 - Retainer\Board Agenda Items\26-06-10_Memo_Columbia St._093496.docx



27 May 2026

Mr. Josh Grice
Senior Project Manager II
CHA Consulting, Inc.
1 E Broad St, Suite 310
Bethlehem, PA 18018

Distributed via email: JGrice@chasolutions.com

Dear Josh,

Thank you for inviting The Stone House Group (SHG) to submit a proposal for Commissioning Verification Authority (CVA) Services for the Bethlehem Area Vocational Technical School (BAVTS) Columbia Street Building Renovation Project (CHA Project No. 093496) located at 315 Columbia St, Bethlehem, PA.

We understand that this project involves the comprehensive interior renovation of the BAVTS Columbia Street Building, including selective demolition, architectural finishes, conveying equipment, and the installation of new mechanical, electrical, plumbing, and fire protection systems. As the commissioning agent, SHG will provide independent verification that all commissioned building systems are designed, installed, tested, and operate in accordance with the Owner's Project Requirements and contract documents.

COMMISSIONING VERIFICATION AUTHORITY (CVA) SCOPE

CONSTRUCTION PHASE

The scope during the Construction Phase is phased to verify systems and equipment at key points. As systems are installed, static inspections are performed to validate that construction adheres to design specifications. Inspections of MEP and control systems verify the quality and completeness of the work, and identify any potential maintenance exposures.

SHG will inspect the energy-consuming mechanical, electrical, plumbing, and automatic temperature control systems for the following

- Completeness of work performed
- Quality of work performed
- Adherence to construction drawings and specifications
- Potential areas of maintenance exposure

SHG will accomplish the following during the Construction Phase:

1. Conduct a construction phase commissioning meeting to introduce the commissioning team and describe the commissioning process
2. Coordinate and direct the commissioning schedule/activities
3. Plan and conduct commissioning meetings and distribute minutes / Cx log
4. Development of Pre-Functional Checklists (to be completed by the HVAC contractor)
5. Pre-functional inspection and construction field observations throughout the construction process (6 site visits have been included)
6. Maintain a Commissioning Issues Log and separate functional testing report

TESTING & CLOSE-OUT PHASE

The most extensive inspection process is undertaken during the Testing & Closeout Phase; mechanical, HVAC, and control systems are performance tested for all operating conditions. Tests will also analyze system capacity and control capability performance versus the design intent. Ideally, these tests will take place before the owner's full occupancy of the facility.

SHG will accomplish the following during the Testing & Close-Out phase:

1. Development of functional performance test procedures for the commissioned systems
2. System functional testing and documentation. Assist with troubleshooting and resolving problems identified during functional testing. Coordinate re-testing as necessary until satisfactory performance is achieved (one re-test is included in the base fee, and BAS remote access is required for monitoring)
3. Review the Testing, Adjusting, and Balancing (TAB) plan and report
4. Compilation of commissioning report and record documentation

WARRANTY PHASE

The Warranty Phase begins at Substantial Completion and has a dual focus: finalizing all uncompleted functional testing, training, and project documentation, and fine-tuning building performance before project completion. The goal is to evaluate and optimize building performance and ensure a successful turnover to operations and maintenance (O&M) personnel.

SHG will accomplish the following tasks during the Warranty Phase:

1. Complete seasonal and deferred functional performance testing

Systems to be inspected & tested include:

Rooftop Units (RTU - 1 & 2)	Split System Heat Pumps	Building Automation Systems (BAS)	Piping Systems	Exhaust Fans (EF - 1 to 4)
Make-Up Air Unit (MUA-1)	Gas Unit Heater	Fume Collection Units (FC - 1 & 2)	Gas Duct Furnaces (DFU - 1 & 2)	Air Curtain Heater (ACH - 1)
Supply, Return, and Exhaust Ductwork	Electric Cabinet & Unit Heaters	Air Filtration Units (AFU - 1 to 4)	Electrical Systems	Air Handling Unit (AHU - 1 & 2)

SOFTWARE

CxAlloy

SHG utilizes **CxAlloy** as our primary commissioning management platform. CxAlloy is used to develop and manage commissioning plans, pre-functional checklists, functional performance test procedures, issue logs, and final commissioning documentation in a centralized and auditable format. Our team has extensive experience using

CxAlloy on complex, multi-building, and phased projects, and is familiar with configuring the platform to support per-building documentation, LEED reporting requirements, and owner review workflows.

FEE

The Stone House Group (SHG) proposes to provide Commissioning Verification Authority (CVA) Services for the Bethlehem Area Vocational Technical School Columbia Street Building Renovation Project (CHA Project No. 093496) for a fixed fee of thirty-three thousand eight hundred twenty dollars (\$33,820). The use of the CxAlloy platform for commissioning documentation will incur a reimbursable Technology Fee of \$200/month, invoiced at direct cost. Fees were developed based on the schedule provided, which has a final completion date of December 2026.

SERVICES	FEE
Commissioning Verification Authority (CVA)	\$33,820
TOTAL	\$33,820

The table below breaks our fee by Commissioning Activity.

Commissioning Scope					
PROJECT PHASE	COMMISSIONING ACTIVITY	COMMISSIONING TEAM MEMBER ANTICIPATED HOURS			
		PRINCIPAL In CHARGE Darren Cassel	P.M. / SR. ENGINEER Jason Dietterick	CX SUPPORT Roger Straub	TOTAL
CONSTRUCTION PHASE	Construction Phase Commissioning Kick-off Meeting		1	2	3
	Project Coordination / Communication		4	4	8
	Development of Pre-functional Checklists for Contractors			4	4
	Project OAC Meetings - (6 mtgs included)		3	3	6
	Pre-functional/Construction Field Observation (6 visits included)	4	18	18	40
	MEP System Start-Up & Documentation			4	4
	Development of Functional Performance Test Procedures			6	6
	System Functional Testing & Documentation	4	32	40	76
	Analyze Functional Performance Trend Logs		4	4	8
	Re-Testing Equipment After Corrective Actions		4	8	12
	Review / confirmation of Testing and Balancing Report			8	8
	Review O&M Manuals / Record Drawings			4	4
	Final Commissioning Report and Documentation			6	6
SUBTOTAL FOR COMMISSIONING TEAM MEMBER:		8	66	111	185
HOURLY RATES		\$275.00	\$210.00	\$160.00	
TOTAL FEE		\$2,200	\$13,860	\$17,760	\$33,820

Additional services will either be addressed as a separate proposal or according to our standard hourly rates on a time and materials basis. Standard hourly rates for The Stone House Group personnel are as follows:

Principal	\$275/hour	Engineer 1	\$160/hour
Associate Principal	\$225/hour	Engineer 2	\$140/hour
Senior Associate	\$210/hour	Associate 1	\$140/hour
Project Manager	\$190/hour	Associate 2	\$125/hour
Professional Engineer	\$190/hour	Office Administration	\$ 75/hour

As a Bethlehem, PA-based firm, SHG is located less than one mile from the project site and has served as a Commissioning Authority throughout the Lehigh Valley for more than 26 years. We don't just visit the area—we

CHA CONSULTING, INC.

COLUMBIA STREET RENOVATION PROJECT (CHA Project No. 093496) | CVA SERVICES

know its construction landscape, local practices, and project teams intimately. This regional depth is a direct advantage for project efficiency and risk mitigation.

Since our founding in 1999, we have provided commissioning services on more than 600 projects. Our recent experience includes multiple projects at St. Luke's University Health Network's Anderson, Monroe, Bucks County, and Schuylkill County Campuses, totalling over 1 million square feet. Additionally, SHG is a trusted commissioning authority for many other institutions in the Lehigh Valley, including Lehigh University, Moravian University, Guardian Life Insurance, Wind Creek Bethlehem, ArtsQuest, and Lehigh Valley Health Network.

We are confident that SHG is uniquely qualified to serve as the Commissioning Authority for the BAVTS Columbia Street Building Renovation Project. We appreciate the opportunity to be considered and look forward to the possibility of working together. Please reach out with any questions.

Sincerely,



Darren Cassel, CEM, CCP, LEED AP
Principal

ACCEPTANCE

If the terms within this agreement are accepted, please sign below.

(Date)

Columbia Street Project Budget Summary

Item Description	Actual Bids w/ Alternates	Change Orders	Budget Update
General Construction - Baver, Inc.	\$ 3,277,570	\$ 17,270	\$ 3,294,840
Mechanical Construction - Worth & Company	\$ 1,515,000	\$ 9,275	\$ 1,524,275
Electrical Construction - Wind Gap Electric	\$ 2,069,834	\$ 13,373	\$ 2,083,207
Plumbing Construction - Myco Mechanical	\$ 833,000	\$ 5,952	\$ 838,952
Construction costs w/Budgeted Design Contingency	\$ 7,695,404	\$ 45,870	\$ 7,741,274
Soft Costs			
Builder's Risk Insurance	\$ -		\$ 11,516
Design Fees	\$ 590,000		\$ 590,000
Additional A/E fee Allowance	\$ -		\$ 34,000
Construction Management Services On Site Rep & PM	\$ 385,000		\$ 385,000
Design Team Construction Admin (Architect, Structural, MEP)	\$ 85,000		\$ 85,000
Project Closeout Services	\$ 20,000		\$ 20,000
permits, Approvals, & Inspections Allowance	\$ 90,000		\$ 45,870
Legal Costs & Reimbursables	\$ -		\$ -
Utilities/Water/Sewer	\$ -		\$ -
Electric Utility Company	\$ -		\$ -
Construction Materials Testing	\$ -		\$ -
Commissioning Verification Authority (TAB/CVA)	\$ 20,000		\$ 35,000
Movable fixtures and equipment	\$ 950,000		\$ 950,000
Code Approval Process	\$ 6,000		\$ -
Sewer Analysis Planning & Submission	\$ 6,000		\$ -
Site Plan Survey	\$ 12,000		\$ -
Purchasing of Furniture	\$ 10,000		\$ -
Financing	\$ -		\$ -
Project Soft Cost Budget	\$ 2,174,000		\$ 2,156,386
Project Contingency	\$ 600,000		\$ 537,744
Project Total:	\$ 10,469,404		\$ 10,435,404



BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

ALLOY 5
ARCHITECTURE



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

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

Gorman & Company, the school's auditing firm, has asked Mr. Warmouth to solicit a member of the Joint Committee to be interviewed via phone call or video conference in conjunction with this year's audit on July 14th. Directors Schenkel and Faccinetto have volunteered in the past. Please consider this request and advise Mr. Warmouth prior to the meeting if you would be willing to volunteer. If you are unable to attend in person on the dates requested, alternate arrangements may be able to be made to coordinate the interview.

Mrs. Schenkel will continue to serve as the JC representative for the purpose of the annual audit.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

I. (2.) WORK PROJECT REPORT

INFORMATION:

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

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

*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits									
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date 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	04/23/26	\$ 400.00	\$ 400.00	Paid
26-4	Angela Thom	BAKING	Bring Your Child To Work Day (4/23/26)	08/20/25	4	04/23/26	\$ 150.00	\$ 150.00	Paid
26-5	Angela Thom	CUL. EVENTS	Career & Colleg Fair Lunch (03/25/26)	08/20/25	4	03/25/26	\$ 2,500.00	\$ 2,500.00	Paid
26-6	Angela Thom	BAKING	Career & Colleg Fair Breakfast & Lunch (03/25/26)	08/20/25	4	03/25/26	\$ 625.00	\$ 625.00	Paid
26-7	Angela Thom	CUL. EVENTS	Nocti lunch & breakfast (4/20,4/21,4/22)	08/20/25	4	04/22/26	\$ 625.00	\$ 625.00	Paid
26-8	Angela Thom	BAKING	Nocti lunch & breakfast (4/20,4/21,4/22)	08/20/25	4	04/22/26	\$ 625.00	\$ 625.00	Paid
26-9	Angela Thom	CUL. EVENTS	SkillUSA Team Building Event - (10/8/25)	08/20/25	4	10/08/25	\$ 30.00	\$ 30.00	Paid
26-10	Elspeth Sipple	GRAPHICS	Business Cards	08/22/25	4	08/25/25	\$ 6.00	\$ 6.00	Paid
26-11	Heather Burkhart	Baking	Baked goods for Freedom Open House (9/3/25)	08/28/25	4	09/03/25	\$ 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	\$ 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	\$ 360.00	\$ 360.00	Paid
26-19	Stan Prodes	GRAPHICS	42 Polo Shirts	09/17/25	4	10/31/26	\$ 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	10/31/25	\$ 100.00	\$ 100.00	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	\$ 2,600.00	Paid

26-24	Peggy Fuehrer	BAKING	OAC Desserts (4/13-4/14)	09/18/25	4	04/14/26	\$ 450.00	\$ 450.00	Paid
26-25	Peggy Fuehrer	Culinary	OAC Dinners (4/13 -4/14)	09/18/25	4	04/14/26	\$ 3,000.00	\$ 3,000.00	Paid
26-26	Mechatronics	GRAPHICS	5 Posters	09/22/25	4	11/28/25	\$ 90.00	\$ 90.00	Paid
26-27	Sue Fahrenkopf	Culinary	Lunch & Dessert for PAC in Bistro (3/20/26)	09/22/25	4	03/20/26	\$ 300.00	\$ 300.00	Paid
26-28	Sue Fahrenkopf	Culinary	LAC Luncheon	09/22/25	4		\$	-	Paid
26-29	Sue Fahrenkopf	Culinary	Treats for Oct. board meeting	10/08/25	4	10/07/25	\$ 30.00	\$ 30.00	Paid
26-30	Sue Fahrenkopf	CUL_EVENTS	Lunch in Bistro for Parent Advisory Meeting (10/10/25)	10/08/25	4	10/10/25	\$ 360.00	\$ 360.00	Paid
26-31	Adam Lazarchak	Food Truck	Freedom / Liberty Tailgate (10/25/25)	10/09/25	4	10/25/25	\$ 1,200.00	\$ 1,200.00	Paid
26-32	Welding	Culinary	20 Boxed lunches	10/09/25	4	10/10/25	\$ 140.00	\$ 140.00	Paid
26-33	Sue Fahrenkopf	GRAPHICS	200 Spiral notebooks	10/16/25	4	11/30/25	\$ 1,000.00	\$ 1,000.00	Paid
26-34	Sipple	BAKING	50 cupcakes, 50 cookies	10/17/25	4	10/31/25	\$ 100.00	\$ 100.00	Paid
26-35	Janelle Schaeffer	Culinary	Breakfast for Principals Meeting (12/11/25)	10/21/25	4		\$	-	VOID
26-36	Freedom High School	BAKING	135 Halloween Cookies	10/23/25		10/31/25	\$ 54.00	\$ 54.00	Paid
26-37	Connie Muschko	Culinary	CO-OP Breakfast (5/13/25)	10/27/25		05/13/26	\$ 3,375.00	\$ 3,375.00	Paid
26-38	Connie Muschko	Baking	CO-OP Breakfast (5/13/25)	10/27/25	4	05/13/26	\$ 675.00	\$ 675.00	Paid
26-39	Louis Temple	Carpentry	Create a mock-up kitchen island	10/27/25	4	11/30/25	\$ 150.00	\$ 150.00	Paid
26-40	Angela Thom	Culinary (chavez)	Auto Tech luncheon (12/09/25)	11/04/25	4	12/09/25	\$ 160.00	\$ 160.00	Paid
26-41	Heather Burkhardt	Culinary (chavez)	Counselor Luncheon (1/22/25)	11/05/25	4	01/22/26	\$ 900.00	\$ 900.00	Paid
26-42	Angela Thom	Culinary (Dan)	Lunch for Skills judges (11/11, 11/12, 11/14)	11/06/25	4	11/30/25	\$ 75.00	\$ 75.00	Paid
26-43	Karen Mustonen	GRAPHICS	Stickers	11/06/25	4	11/13/25	\$ 24.00	\$ 24.00	Paid
26-44	Allison Deturk	GRAPHICS	25 Work Ethic Journals	11/06/25	4	11/29/25	\$ 125.00	\$ 125.00	Paid
26-45	Mike Galler	Culinary	Staff Christmas Breakfast (12/22/25)	11/10/25	4	12/22/25	\$ 1,700.00	\$ 1,700.00	Paid
26-46	Bill Grushow	GRAPHICS	4 shirts for class	11/11/25	4	11/29/25	\$ 31.56	\$ 31.56	Paid
26-47	Don Heptner	GRAPHICS	Laminate supplied posters	11/13/25	4	01/08/26	\$ 70.00	\$ 70.00	Paid
26-48	Allison Deturk	GRAPHICS	25 Work Ethic Journals	11/18/25	4	11/26/25	\$ 125.00	\$ 125.00	Paid
26-49	Sue Fahrenkopf	Culinary - Berardesa	Desserts for November Board Meeting	11/18/25	4	11/26/25	\$ 30.00	\$ 30.00	Paid
26-50	Dan Berardesa	GRAPHICS	Uniforms	11/25/25	4	11/26/25	\$ 250.00	\$ 250.00	Paid

26-51	Mike Galler	Culinary - Gursick	BBQ at the Factory (12/04/25)	12/01/25	4	12/04/25	\$ 75.00	\$ 75.00	Paid
26-52	Sue Fahrenkopf	GRAPHICS	200 Notepads	12/04/25	4	12/12/25	\$ 600.00	\$ 600.00	Paid
26-53	MAINTENANCE	AUTO COLL.	Chevy - replace rear door	12/08/25	4	02/27/26	\$ 300.00	\$ 300.00	Paid
26-54	Khitam Moussa	GRAPHICS	Sweatshirts (use production funds)	12/08/25	4	05/14/26	\$ 896.00	\$ 896.00	Paid
26-55	Electronics	GRAPHICS	Uniforms	12/12/25	4		\$ 1,111.00	\$ 1,111.00	Paid
26-56	Dan Berardesca	Bldg. Trades	Cutting/Charcuterie Boards	12/17/25	4	12/31/25	\$ 200.00	\$ 200.00	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	\$ 195.00	Paid
26-58	Mike Galler	BAKING	Staff Christmas Breakfast (12/22/25)	11/10/25	4	12/22/25	\$ 170.00	\$ 170.00	Paid
26-59	Dawn Sutter	Culinary	Lunch for 5 people - Interviews (01/16/26)	01/08/26	4	01/16/26	\$ 30.00	\$ 30.00	Paid
26-60	Janelle Schaeffer	Baking	Baked goods for 12 people (1/15/26)	01/09/26	4	01/15/26	\$ 39.00	\$ 39.00	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	\$ 75.00	Paid
26-63	Sue Fahrenkopf	Culinary (Ferry)	Desserts for February Board Meeting	01/16/26	4	02/03/26	\$ 45.00	\$ 45.00	Paid
26-64	Janelle Schaeffer	Culinary (Ferry)	Dinner for Vet Sciences @ 6:00 in Bistro (3/27/26)	01/23/26	4	03/31/26	\$ 300.00	\$ 300.00	Paid
26-65	Janelle Schaeffer	Culinary (Berardesca)	CTE Connect Meeting luncheon in Bistro 11:00 (4/28/26)	01/23/26	4	04/28/26	\$ 192.00	\$ 192.00	Paid
26-66	Sue Fahrenkopf	Culinary (Ferry)	Light refreshments for approx 70 people (4/8/26)	02/10/26	4	04/08/26	\$ 500.00	\$ 500.00	Paid
26-67	Dawn Sutter	Culinary (Ferry)	Simple lunch for 6 people for interviews (2/24/26)	02/19/26	4	02/24/26	\$ 20.00	\$ 20.00	Paid
26-68	Tracy Snyder	Culinary (Berardesca)	Perkins Luncheon (5/13/26)	03/04/26	4	05/13/26	\$ 450.00	\$ 450.00	Paid
26-69	Emily Hough	Carpentry	18 keyboard covers	03/04/26	4	04/30/26	\$ 390.00	\$ 390.00	Paid
26-70	Dawn Sutter	Culinary (Ferry)	Lunch for 9 people for interviews (03/12/26)	03/04/26	4	03/12/26	\$ 110.00	\$ 110.00	Paid
26-71	Adam Lazarchak	Web Design	Website	03/06/26	4	03/06/26	\$ 400.00	\$ 400.00	Paid
26-72	Tracy Snyder	Baking	Perkins Luncheon (5/13/26)	03/09/26	4	05/13/26	\$ 90.00	\$ 90.00	Paid
26-73	Dario Chavez	Baking	Desserts to sell on serving line	03/12/26	4	03/12/26	\$ 30.00	\$ 30.00	Paid
26-74	Marketing	Culinary Events	Hoagies & drinks for FHS Moving Up Day (03/31/26)	03/13/26	4	03/31/26	\$ 90.00	\$ 90.00	Paid
26-75	Marketing	Baking	Baked goods for 368 students (03/31/26)	03/13/26	4	03/31/26	\$ 736.00	\$ 736.00	Paid
26-76	Dan Berardesca	GRAPHICS	50 Notebooks	03/13/26	4	03/19/26	\$ 350.00	\$ 350.00	Paid
26-77	Stan Prodes	BAKING	Cookie Trays for Hospitals	03/17/26	4	05/31/26	\$ 845.00	\$ 845.00	Paid

26-78	Janelle Schaeffer	BAKING	Desserts for Vet Tech Dinner (3/27/26)	03/20/26	4	03/31/26	\$ 738.00	\$ 738.00	Paid
26-79	Dan Berardesca	GRAPHICS	Banner	03/23/26	4	05/26/26	\$ 270.00	\$ 270.00	Paid
26-80	Sergio Rivas	Carpentry	4 Wall flats	03/26/26	4	04/08/26	\$ 300.00	\$ 300.00	Paid
26-81	Food Truck	GRAPHICS	Banners for Food Truck Tuesday	03/30/26	4	04/30/26	\$ 250.00	\$ 250.00	Paid
26-82	MAINTENANCE	GRAPHICS	CAD maps	03/30/26	4	05/22/26	\$ 59.00	\$ 59.00	Paid
26-83	Dana Huber	Baking	apps & desserts with sheet cake (5/13/26)	04/13/26	4	05/13/26	\$ 500.00	\$ 500.00	Paid
26-84	Stan Prodes	GRAPHICS	Printing on shirts	05/01/26	4	06/01/26	\$ 131.40	\$ 160.18	Paid
26-85	Meri Lindenmuth	Baking	2 trays of assorted cookies	05/12/26	4	05/20/26	\$ 70.00	\$ 70.00	Paid
26-86	Bake Shop	GRAPHICS	100 Student Survey Cards & Permission Slips	05/12/26	4	05/14/26	\$ 16.30	\$ 16.30	Paid
26-87	Food Truck	GRAPHICS	Hoodies & Tees	05/22/26	4	05/26/26	\$ 901.68	\$ 901.68	Paid
26-88	Marketing	GRAPHICS	Senior Rec Programs	05/28/26	4	06/01/26	\$ 68.00	\$ 68.00	Paid
26-141	Bridges Foundation	Culinary	Luncheon for board meeting (9-16-25)	08/25/25	6	09/16/25	\$ 238.00	\$ 252.28	Paid 9/22/25
26-142	Bridges Foundation	Culinary	Luncheon for board meeting (12-16-25)	08/25/25	6	12/16/25	\$ 280.00	\$ 296.80	Paid 01/07/26
26-143	Stacey Keiper	Baking	60 cupcakes & large cookie tray(9/12/25)	09/01/25	3	09/12/25	\$ 120.00	\$ 120.00	Paid 9-12-25
26-144	Angela Dorney	Baking	Lg. cookie & sm. Cookie Tray (11/7/25)	09/12/25	1	11/07/25	\$ 90.00	\$ 90.00	Paid 11/07/25
26-145	Christal Vitko	Baking	192 Cookies for bake sale NTHS	09/17/25	4	09/29/25	\$ 222.00	\$ 222.00	Paid by PO 10/01/25
26-146	Stacey Keiper	Baking	60 cupcakes (9/26/25)	09/22/25	3	09/26/25	\$ 60.00	\$ 60.00	Paid 9/26/25
26-147	Kate Worthington	Baking	Gluten Free rainbow cupcakes (10/23/25)	10/07/25	1	10/29/25	\$ 10.00	\$ 10.00	Paid 10/30/25
26-148	Robert Webb	Baking	Desserts for NHS (10/14/25)	10/07/25	5	10/14/25	\$ 50.00	\$ 50.00	Paid 11/6/25
26-149	NTHS	Baking	Induction Ceremony (10/15/25)	10/09/25	6		\$	-	PAID ON PO
26-150	NTHS	Culinary	Induction Ceremony (10/15/25)	10/09/25	6		\$	-	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 Pripavel	Baking	Large chocolate cake (10/31/25)	10/27/25	3	10/31/25	\$ 20.00	\$ 20.00	Paid 10/31/25
26-154	Freedom High School	Baking	24 Halloween themed donuts (10/30/25)	10/29/25	5	10/31/26	\$ 100.00	\$ 100.00	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	\$ 12.00	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 Hujisa	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	05/07/26	\$ 1,000.00	\$ 1,000.00	Paid 05/18/26
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	04/16/26	\$ 500.00	\$ 500.00	Paid 04/21/26
26-174	Bridges Foundation	Culinary (Berardese)	Board Meeting luncheon (03/17/26)	02/19/26	6	03/17/26	\$ 400.00	\$ 400.00	Paid 03/24/26
26-175	Bridges Foundation	Baking	Board Meeting desserts (03/17/26)	02/19/26	6	03/17/26	\$ 60.00	\$ 60.00	Paid 03/24/26
26-176-1	Kevin Kuehner	Baking	Birthday Cake	02/24/26	1	02/24/26	\$ 10.00	\$ 10.00	Paid 02/24/26
26-176-2	Kate Worthington	Baking	Birthday Cake	02/26/26	1	02/26/26	\$ 10.00	\$ 10.00	Paid 2/26/26
26-176-3	Maureen Leeson	Baking	Retirement Cake (3/5/26)	02/27/26	5	03/05/26	\$ 50.00	\$ 50.00	Paid 03/24/26
26-176-4	Freedom High School	Baking	Dessert for Prom	02/27/26	5		\$ 1,000.00	\$ 1,000.00	Paid 05/07/26
26-176-5	IU	Baking	IU Award Ceremony (05/07/26)	03/04/26	5	05/07/26	\$ 580.00	\$ 580.00	Paid 05/19/26
26-176-6	IU	Culinary - Berardese	IU Award Ceremony (05/07/26)	03/04/26	5	05/07/26	\$ 3,075.00	\$ 3,075.00	Paid 05/19/26
26-176-7	Stacy Nimas	Baking	Dessert Tables	03/04/26		03/18/26	\$ 425.00	\$ 425.00	Paid 03/27/26
26-176-8	Liz Kohler	Baking	various baked goods for Blood Cancer Bingo (05/01/26)	03/05/26		05/01/26	\$ 300.00	\$ 300.00	Paid 05/01/26

26-176-9	Stacy Nimas	Culinary (Berardese)	Passed Apps at Grand Opening	03/06/26	3	03/18/26	\$ 850.00	\$ 901.00	Paid 03/27/26
26-176-10	Bonnie Danubio	Baking	Sheet Cake (03/20/26)	03/11/26	3	03/20/26	\$ 50.00	\$ 50.00	Paid 03-20-26
26-176-11	Cong. Ryan Mackenzie	Culinary (Berardese)	Congressman Ryan Mackenzie catering (5/16/26)	03/12/26	6	05/16/26	\$ 100.00	\$ 100.00	Paid 05/18/26
26-176-12	Cong. Ryan Mackenzie	Baking	Congressman Ryan Mackenzie catering (5/16/26)	03/12/26	6	05/16/26	\$ 500.00	\$ 500.00	Paid 05/18/26
26-176-13	Bridges Foundation	Culinary Events	Off site fundraiser (04/24/26)	03/25/26	6	04/24/26	\$ 1,700.00	\$ 1,700.00	Paid 05/07/26
26-176-14	Bridges Foundation	Baking	Off site fundraiser (04/24/26)	03/25/26	6	04/24/26	\$ 276.00	\$ 276.00	Paid 05/07/26
26-176-15	Heather Burkhardt	Baking	Bagged chocolate covered pretzels (04/10/26)	03/25/26	1	04/10/26	\$ 30.00	\$ 30.00	Paid 04/10/26
26-176-16	Bridges Foundation	Culinary	Awards (06/03/26)	04/29/26	6			\$ -	VOID
26-176-17	Joanne Kilpatrick FHS	Baking	Desserts for Military Signing Day (05/20/26)	05/06/26	5	05/20/26	\$ 60.00	\$ 60.00	Paid 05/20/26
26-176-18	Bridges Foundation	Culinary	Pizzas for Day of Giving winners	05/08/26	6	05/21/26	\$ 96.00	\$ 96.00	Paid 05/21/26
26-176-19	Freedom Athletics	Baking	Dessert for Athletic Ceremony (05/20/26)	05/08/26	5	05/20/26	\$ 700.00	\$ 700.00	Paid 05/20/26
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	\$ 341.51	Paid 10/02/25
26-178	Kurt Samson	AUTO TECH	Chevy - new front brakes	08/27/25	4	09/22/25	\$ 87.04	\$ 106.11	Paid 09/24/25
26-179	Mike Galler	AUTO TECH	Silverado - oil change, filter, rotate tires	09/02/25	4	09/16/25	\$ 32.03	\$ 39.04	Paid
26-180	Jeff Cantrel	AUTO TECH	Jeep - Inspect for Winter	09/03/25	1		\$ 803.93	\$ 979.99	Paid 12/18/26
26-181	Jeff Cantrel	AUTO TECH	Subaru - Oil change	09/03/25	1	10/31/25	\$ 75.95	\$ 92.58	Paid 10/31/25
26-182	Jeff Cantrel	AUTO TECH	Toyota - Maintenance services	09/03/25	1	05/11/26	\$ 384.24	\$ 468.38	Paid 05/11/26
26-183	Connie Muschko	AUTO TECH	Toyota - replace frame bushings & signal motor	09/17/25	1	12/11/25	\$ 820.29	\$ 999.93	Paid 12/12/25
26-184	Adam Lazarchak	AUTO TECH	Toyota - Oil change, slow leak in right front tire	09/23/25	1	09/25/25	\$ 53.63	\$ 65.37	Paid 09/26/25
26-185	Rodney Sigley	AUTO TECH	Hyundai - Diagnose charging system	09/25/25	2	10/31/25	\$ 740.87	\$ 903.12	Paid 10/31/25
26-186	Greta Wilmot	AUTO TECH	KIA - Oil change, rotate tires	09/26/25	1	09/30/25	\$ 38.75	\$ 47.23	Paid 10/01/25
26-187	Janelle Schaffer	AUTO TECH	Audi - Oil change	09/29/25	1	10/13/25	\$ 63.65	\$ 77.59	Paid 10/15/25
26-188	Karl Cuchran	AUTO TECH	Toyota - Brakes lock up	10/01/25	2	10/02/25	\$ -	\$ 5.30	Paid 10/23/25
26-189	Nichlas Lentz	AUTO TECH	Temp. sensors, mount & balance tires, alignment	10/03/25	2	10/07/25	\$ 80.00	\$ 97.52	Paid 10/15/25
26-190	Howie Nonnemacher	AUTO TECH	Mercedes - Wiper blades, MPI	10/15/25	1	11/24/25	\$ 880.19	\$ 1,072.95	Paid 11/24/25
26-191	Heather Burkhardt	AUTO TECH	Ford - install new sensors, tire	10/15/25	1			\$ -	Paid 10/17/25

26-192	Daniel Berardesa	AUTO TECH	Lexus - LOF, align	10/15/25	1	10/28/25	\$ 30.45	\$	37.58	Paid 11/14/25
26-193	Jennifer Klo	AUTO TECH	Subaru - Oil change and check back bearings	10/15/25	1	10/23/25	\$ 37.94	\$	46.25	Paid 10/24/25
26-194	Jeremy Srogi	AUTO TECH	Nissan - Rear wheel alignment	10/16/25	2	11/10/25	\$ -	\$	5.30	Paid 11/11/25
26-195	Jordan Montague	AUTO TECH	Ford - Tire pressure sensors	10/16/25	1	10/31/25	\$ 160.00	\$	195.04	Paid 11/10/25
26-196	Carly McKeon	AUTO TECH	Ford - Small oil leak, oil change	10/16/25	1	10/21/25	\$ 35.00	\$	42.67	Paid 10/22/25
26-197	Mike Giamoni	AUTO TECH	Honda - Oil change, fluids, interior light, check TPMS	10/21/25	1	10/24/25	\$ 29.00	\$	36.04	Paid 10/24/25
26-198	Karen Mustonen	AUTO TECH	Acura - Oil change, filters, wiper blades	10/21/25	1	11/06/25	\$ 110.91	\$	135.20	Paid 11/06/25
26-199	Christina Miskovich	AUTO TECH	Chevy - Replace tires, serpentine belt, brake rotors & pads, co	10/24/25	1	11/19/25	\$ 294.98	\$	359.58	Paid 11/20/25
26-200	Dario Chavez	AUTO TECH	Ford - Coolant, front right bearings, brakes, alignment, filters	10/27/25	1	12/16/25	\$ 584.53	\$	712.54	Paid 01/05/26
26-201	Glenn Milisitz	AUTO TECH	Subaru - Oil change, fluids, pre-inspection	10/28/25	1	11/19/25	\$ 40.00	\$	48.76	Paid 11/19/25
26-202	Gabriel Baer	AUTO TECH	Ford - Real brake pads	10/29/25	2	10/30/25	\$ 24.99	\$	31.79	Paid 10/31/25
26-203	Karen Tavares	AUTO TECH	Toyota - Tire light on	10/29/25	1	10/30/25	\$ 160.00	\$	195.04	Paid 10/31/25
26-204	Sean Snyder	AUTO TECH	Ford - Steering box replaced	10/31/25	2	11/06/25	\$ 239.29	\$	291.69	Paid 11/06/25
26-205	Gilda Martinez	AUTO TECH	Ford - Coolant sensor, spring bushing	10/31/25	2			\$	-	VOID
26-206	Phoenix Jones	AUTO TECH	Chevy - check engine light on.	10/31/25	2	11/06/25	\$ 72.82	\$	88.76	Paid 11/07/25
26-207	Meri Lindenmuth	AUTO TECH	Chevy - Oil change, tire system, pre inspection	11/04/25	1	11/12/25	\$ 212.54	\$	259.09	Paid 11/12/25
26-208	Lori Kram	AUTO TECH	Chevy - Oil change, pre inspection	11/04/25	1	12/10/25	\$ 45.00	\$	54.86	Paid 12/10/25
26-209	Tess Wenger	AUTO TECH	Ford - Brakes, struts, belt/pulley system	11/05/25	2			\$	-	VOID
26-210	Madeline Sinkler	AUTO TECH	Nissan - Oil change, air in tires	11/11/25	1	11/17/25	\$ 32.00	\$	39.22	Paid 11/18/25
26-211	Heather Chilcote	AUTO TECH	Toyota - Oil change, cap on wheel	11/13/25	1	11/19/25	\$ 56.95	\$	69.42	Paid 11/19/25
26-212	Kimberly Elliott	AUTO TECH	Nissan - Oil change	11/18/25	2	11/21/25	\$ 42.53	\$	51.84	Paid 11/21/25
26-213	Al Renn	AUTO TECH	Honda - Oil change, gas cap door	11/18/25	1	12/12/25	\$ 28.85	\$	35.88	Paid 12/12/25
26-214	Lou Temple	AUTO TECH	Subaru - Oil change	11/18/25	1	11/24/25	\$ 36.99	\$	45.09	
26-215	Glenn Milisitz	AUTO TECH	Mercury - Oil change	11/18/25	1	11/19/25	\$ 38.00	\$	46.32	Paid 11/19/25
26-216	Luis Santiago	AUTO TECH	Hyundai - See work order	11/19/25	1	12/04/25	\$ 158.02	\$	192.62	Paid 12/05/25
26-217	Fred Piazza	AUTO TECH	Jeep - Replace coil spring	11/20/25	2		\$ -	\$	5.30	Paid 01/23/26
26-218	Alex Glassberg	AUTO TECH	Audi - Oil change	11/24/25	1	12/11/25	\$ 69.63	\$	84.87	Paid 12/11/25

26-219	Heather Chilcote	AUTO TECH	Lexus - Tires	11/25/25	1	12/05/25	\$ 1,292.96	\$	1,576.11	Paid 12/09/25
26-220	Khitam Moussa	AUTO TECH	New tires	12/08/25	1			\$	-	VOID
26-221	Stephanie Cummins	AUTO TECH	Mazda - Full safety check	12/08/25	3	02/19/26	\$ -	\$	5.30	
26-222	Gavin Bauder	AUTO TECH	Chevy - Blower motor, resistor connector	12/08/25	2	12/09/25	\$ 129.48	\$	157.84	Paid 12/09/25
26-223	John Tate	AUTO TECH	Chevy - New TPM sensors and gas cap	12/09/25	2	02/20/26	\$ 165.25	\$	201.44	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	\$	46.31	Paid 12/12/25
26-225	Amy Knight	AUTO TECH	Mazda - Check brakes & door switch	12/11/25	1			\$	-	VOID
26-226	Christopher Bosch	AUTO TECH	Buick - Oil change, check fluids, tires, dome light	12/12/25	1	01/05/26	\$ 38.85	\$	47.36	Paid 01/06/26
26-227	Jeff Cantrel	AUTO TECH	Multi-Point Inspection and repairs	12/16/25	1		\$ 270.81	\$	330.12	Paid 05/11/26
26-228	Renee Jones	AUTO TECH	Ford - Brakes, rotors, back shoes	12/16/25	2	01/15/26	\$ 108.55	\$	132.32	Paid 01/15/26
26-229	Summer Fastenberg	AUTO TECH	Subaru - Driver's side wheel hub	12/16/25	3	02/06/26	\$ 89.19	\$	108.72	Paid 02/06/26
26-230	Isabella Marshallleck	AUTO TECH	Nissan - Oil change	12/17/25	2	01/06/26	\$ 37.71	\$	45.97	Paid 01/06/26
26-231	Jeff Cantrel	AUTO TECH	Subaru - multi point inspection and repairs as needed	12/17/25	1	04/30/26	\$ 103.49	\$	126.15	Paid 04/30/26
26-232	Mike Galler	AUTO TECH	Toyota - MPI, routine maintenance	12/18/25	1			\$	-	VOID
26-233	Mike Galler	AUTO TECH	Chevy - MPI, routine maintenance	12/18/25	1	04/22/26	\$ 234.99	\$	286.45	Paid 04/27/26
26-234	Mike Galler	AUTO TECH	Saturn - MPI, routine maintenance	12/18/25	1			\$	-	
26-235	Mike Galler	AUTO TECH	Saturn, Rav 4, - MPI, routine maintenance	12/18/25	1	05/13/26	\$ 160.13	\$	195.20	Paid 05/14/26
26-236	Jennifer Klo	AUTO TECH	Subaru - MPI, routine maintenance	12/19/25	1	04/23/26	\$ 377.00	\$	459.56	Paid 04/23/26
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 NEW TRANSMISSION	12/19/25	1	03/20/26	\$ 4,740.00	\$	5,778.06	Paid 03/30/26
26-237	Jennifer Klo	AUTO TECH	Ford - MPI, routine maintenance	12/19/25	1			\$	-	VOID
26-238	Jennifer Klo	AUTO TECH	Mazda - MPI, routine maintenance	12/19/25	1			\$	-	VOID
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	05/12/26	\$ 620.21	\$	756.03	Paid 05/12/26
26-241	Dario Chavez	AUTO TECH	Ford - Fly wheel	12/29/25	1	04/23/26	\$ 868.63	\$	1,058.86	Paid 04/23/26
26-242	Connie Muschko	AUTO TECH	Toyota - tires, engine	12/29/25	1	04/21/26	\$ 451.87	\$	550.83	Paid 04/21/26
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	05/19/26	\$ 322.50	\$ 393.13	Paid 05/19/26
26-245	Sean Snyder	AUTO TECH	Ford - Power steering		01/16/26	2	03/25/26	\$ 82.97	\$ 101.15	Paid 03/25/26
26-246	Henry Medrano	AUTO TECH	Dodge - Brake job		01/16/26	2	05/12/26	\$ 264.61	\$ 322.56	Paid 05/12/26
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			\$ -	GIFT CERTIFICATE
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	04/28/26	\$ 149.06	\$ 181.71	Paid 04/28/26
26-252	Jack Schreckingur	AUTO TECH	Chevy - Front and rear brake pads and rotors		03/09/26	2			\$ 6.13	VOID
26-253	Kaden Shovb	AUTO TECH	Honda - new sparkplugs		02/19/26	2	05/19/26	\$ 390.82	\$ 476.41	Paid 05/19/26
26-254	Aiden Sayers	AUTO TECH	Lift kit, rims, tires		03/17/26	2			\$ -	VOID
26-255	Joseph Ummarino	AUTO TECH	Nissan - lower control arm, swaybar linkage		03/17/26	2	04/13/26	\$ 712.96	\$ 869.09	Paid 04/13/26
26-256	Cael Markle	AUTO TECH	Honda - Brakes		03/25/26	2	03/26/26	\$ 90.00	\$ 109.71	Paid 03/26/26
26-257	Michael Huijsa	AUTO TECH	Chevy - Strut assembly, sway bar, control arms, rear shocks		03/26/26	2	05/06/26	\$ 10.00	\$ 15.90	Paid 05/06/26
26-258	Keatellynn Evangelist	AUTO TECH	Subaru - Brake pads		03/26/26	2	03/27/26	\$ 34.99	\$ 42.65	Paid 03/27/26
26-259	Jared Rohn	AUTO TECH	Ford - Headlights / rear brakes		03/27/26	2	04/15/26	\$ 623.18	\$ 759.66	Paid 04/15/26
26-260	Matt Riexinger	AUTO TECH	Brake pads		03/30/26	2	04/08/26	\$ 333.55	\$ 406.59	Paid 04/08/26
26-261	Steven Scholl	AUTO TECH	Brakes		03/30/26	2	04/16/26	\$ 219.73	\$ 267.85	Paid 04/15/26
26-262	Gavin Walsh	AUTO TECH	Front brakes		04/21/26	2	04/22/26	\$ 90.00	\$ 109.71	Paid 04/23/26
26-263	Jack Tate	AUTO TECH	Suspension work		04/22/26	2	05/19/26	\$ 721.59	\$ 879.62	Paid 05/19/26
26-264	Jennifer Klo	AUTO TECH	Chevy - Tune up & check brakes		04/23/26	1	04/11/26	\$ 87.04	\$ 106.10	Paid 05/12/26
26-265	Joseph Ummarino	AUTO TECH	Nissan - rear sway bar		04/24/26	2	05/08/26	\$ 65.33	\$ 79.64	Paid 05/08/26
26-266	Michael Giamoni	AUTO TECH	Honda - Oil change and filters		04/28/26	1	05/11/26	\$ 148.94	\$ 181.56	Paid 05/12/26
26-267	Angela Thom	AUTO TECH	Ford - repair O2 sensor		04/29/26	1	05/11/26	\$ 82.88	\$ 101.03	Paid 05/11/26
26-268	Benjamin Rivas	AUTO TECH	Ford - spark plugs		04/30/26	2	05/11/26	\$ 106.96	\$ 130.38	Paid 05/11/26
26-269	Tyler Riexinger	AUTO TECH	VW - Brake rotors and spark plugs		04/30/26	2	05/08/26	\$ 373.48	\$ 455.27	Paid 05/11/26
26-270	Craig Mosser	AUTO TECH	Control Arm		05/01/26	1	05/14/26	\$ 173.16	\$ 211.08	Paid 05/18/26

26-271	Dylan Sperlbaun	AUTO TECH	Honda - Rotors & pads	05/01/26	2				\$	-	
26-272	Mary Bracken	AUTO TECH	Mercedes - real brakes & rotors	05/04/26	1	05/08/26	\$ 281.28	\$	342.88		Paid 05/11/26
26-273	Glenn Milisitz	AUTO TECH	Subaru - Brakes	05/12/26		05/18/26	\$ 160.99	\$	196.25		Paid 05/26/26
26-274	Carly McKeon	AUTO TECH	Mercedes - Repair	05/18/26	1	05/18/26	\$ 63.92	\$	77.92		Paid 05/21/26
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 (05/06/26)	08/20/25	4			\$	-		VOID
26-380	SkillsUSA	FOOD TRUCK	Clay Shoot event (9/19/25)	09/02/25	6	09/19/25	\$ 1,440.00	\$	1,526.40		Paid 11/4/25
26-381	Brenna Berdini	Culinary Events	Drop Catering Event (03/06/26)	02/12/26	3		\$ 450.00	\$	477.00		Paid 03/06/26
26-382	Susan Fahrenkopf	Culinary Events	Catering for 40 take home (3/12/26)	03/02/26	1	03/12/26	\$ 160.00	\$	195.04		Paid 03/16/26
26-383	Saucun Perform. Arts	Culinary Events	Catering Event (04/16/26)	03/04/26	6		\$ 2,000.00	\$	2,438.00		Paid 04/21/26
26-427	Doc's Backyard BBQ	Graphics	Sign, 100 Business Cards	08/18/25	3		\$ 20.00	\$	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		Paid 12/19/25
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	02/26/26	\$ 41.00	\$	49.98		Paid 03/04/26
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	05/29/26	\$ 125.00	\$	152.38		Paid 06/01/26
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	02/27/26	\$ 25.00	\$ 31.80	Paid 02/27/26
26-443	Liberty Swim Team	Graphics	Programs for Senior Night	01/29/26	5	01/29/26	\$ 90.00	\$ 109.71	Paid 02/02/26
26-444	Christina Miskovich	Graphics	Nurse notebooks	01/29/26	1	02/27/26	\$ 35.00	\$ 42.67	Paid 02/27/26
26-445	Christina Miskovich	Graphics	2 banners	01/29/26	1	02/27/26	\$ 37.50	\$ 45.72	Paid 02/27/26
26-446	Skills USA	Graphics	700 Booklets	01/29/26	6	02/03/26	\$ 1,400.00	\$ 1,706.60	Paid 03/18/26
26-447	Christina Miskovich	Graphics	Stickers and notebooks	03/04/26	1	03/19/26	\$ 35.00	\$ 42.67	Paid 03/19/26
26-448	Amy Knight	Graphics	Stickers	03/05/26	1	03/27/26	\$ 20.00	\$ 26.50	Paid 03/27/26
26-449	Mike Galler	Graphics	Stickers	03/09/26	1	05/27/26	\$ 24.00	\$ 30.74	Paid 05/29/26
26-450	Nicole Kwitowski	Graphics	100 Business Cards	03/12/26	3	03/27/26	\$ 7.00	\$ 12.72	Paid 03/27/26
26-451	Liberty Swim Team	Graphics	Tees	03/17/26	5	03/23/26	\$ 135.19	\$ 155.47	Paid 03/25/26
26-452	Jennifer Klo	Graphics	5 t-shirts printed	03/18/26	1	04/08/26	\$ 30.00	\$ 37.10	Paid 04/08/26
26-453	Robert Cain	Graphics	Banner of Grand Central Station	03/23/26	1	03/25/26	\$ 48.00	\$ 58.51	Paid 03/27/26
26-454	Christina Miskovich	Graphics	Yard Sign	03/30/26	1	05/12/26	\$ 15.00	\$ 21.20	Paid 05/12/26
26-455	Bridges	Graphics	Fundraiser invites & rsvp cards	03/30/26	6	04/08/26	\$ 137.50	\$ 158.13	Paid 04/09/26
26-456	Sterling Gethers	Graphics	Business Cards	03/30/26	3	04/14/26	\$ 7.00	\$ 12.72	Paid 04/14/26
26-457	Dharam Sookram	Graphics	Laminated advertisement	03/30/26	3		\$ 40.35	\$ 49.18	Paid 06/03/26
26-458	Brandon Burr	Graphics	NCR Forms	04/08/26	3	04/23/26	\$ 38.00	\$ 46.32	Paid 05/12/26
26-459	Jae Juan Rodriguez	Graphics	3 Crew neck sweatshirts	04/13/26	2	05/22/26	\$ 30.00	\$ 37.10	Paid 05/22/26
26-460	Kurt Samson	Graphics	Wrap a cabinet	04/21/26	1	05/12/26	\$ 115.00	\$ 140.19	Paid 05/14/26
26-461	Karen Tavares	Graphics	3 shirts for family vacation	04/28/26	1	04/27/26	\$ 42.80	\$ 52.17	Paid 05/27/26
26-462	Jennifer Klo	Welding	Railing	05/01/26	1	05/28/26		\$ -	
26-463	Jennifer Klo	Graphics	3 pictures printed	05/06/26	1	05/07/26	\$ 5.00	\$ 10.60	Paid 05/07/26
26-464	NAACP - Tomacene Nickens	Graphics	100 8 page booklets	05/06/26	3	05/27/26	\$ 150.00	\$ 182.85	Paid 05/28/26
26-465	Bill Safranek	Graphics	14 shirts	05/08/26	3			\$ -	VOID - DUPLICATE
26-466	Christina Miskovich	Graphics	Therapy Dog Club Stickers (No Tax)	05/12/26		05/28/26	\$ 182.00	\$ 209.30	Paid 05/28/26
26-467	Skills USA Council	Graphics	Booklets & Signing Day Certificates	05/22/26	6	05/26/26	\$ 403.00	\$ 463.45	
26-468	Bettie Kichline	Graphics	Invitations	05/28/26	1	06/01/26	\$ 24.00	\$ 30.74	Paid 06/01/26

26-481	County of Northampton	Welding	Tree Cages	05/14/25	6		\$ 9,353.95	\$10,757.04	
26-482	Via of Lehigh Valley	Bld. Trades	Engraved wood Plaques	08/21/25	3	10/09/25	\$ 35.00	\$42.67	Paid 10/10/25
26-483	Debra Miller	Auto Coll.	Honda - Paint spoiler & rear roof, headlights	08/25/25	1	09/15/25	\$ 30.00	\$37.10	Paid 09/15/25
26-484	Martyn Banham	Auto Coll.	Mercedes - replace front bumper	09/08/25	3	12/22/25	\$ 250.00	\$304.75	Paid 12/22/25
26-485	Sara Heintzelman	Carpentry	Build Ice Cream Playhouse	09/10/25	3	01/14/26	\$ 1,536.52	\$1,873.02	Paid 01/15/26
26-486	Mike Galler	Prec. Mac.	Powder coat bike frame/bars	09/12/25	1	09/22/25	\$ 5.00	\$10.60	Paid 09/24/25
26-487	Alex Glassberg	Carpentry	Cornhole boards	09/25/25	1	12/03/25	\$ 125.00	\$152.38	Paid 12/05/25
26-488	Kristin Soldridge	Prec. Mac.	Thread pencils with nuts provided	09/25/25	5	09/25/25	\$ -	\$5.30	Paid 9/25/25
26-489	Presley McNichol	Auto Coll.	Dodge - Replace left bedside	10/01/25	2	12/15/25	\$ 1,250.00	\$1,523.75	Paid 12/17/25
26-490	Heather Burkhardt	Auto Coll.	Refinish front bumper	10/07/25	1	11/12/25	\$ 275.00	\$335.23	Paid 11/18/25
26-491	Mark Deysher	Auto Coll.	Toyota - hood work	10/09/25	3	10/09/25	\$ 240.09	\$292.67	Paid 10/10/25
26-492	Jennifer Klo	Carpentry	Build steps for puppy to get on bed	10/15/25	1		\$ 50.00	\$60.95	Paid 05/04/26
26-493	Greta Wilmot	Carpentry	Sand down coasters	11/10/25	1	10/05/25	\$ -	\$5.30	Paid 12-10-25
26-494	Stephanie Cummins	Auto Coll.	Left front door damage	12/05/25	3		\$ -	\$5.30	
26-495	Kevin Kuehner	Auto Coll.	Paint hood & grill of John Deere tractor	12/09/25	1	05/18/26	\$ 5.00	\$10.60	Paid 05/26/26
26-496	Karen Mustonen	Auto Coll.	Add roof rack to car	12/11/25	1	03/30/26	\$ 5.00	\$10.60	Paid 04/08/26
26-497	Jennifer Klo	Building Trades	2 Cutting Boards	12/15/25	1	12/18/25	\$ 40.00	\$48.76	Paid 12-18-25
26-498	Louis Temple	Auto Coll.	Passenger side mirror	02/05/26	1	02/11/26	\$ 5.00	\$10.60	Paid 02-12-26
26-499	Carly McKeon	Auto Coll.	Repair and repaint	02/09/26	1	05/18/26	\$ 244.00	\$297.44	Paid 05/21/26
26-500	Mersadies Bonilla	Auto Coll.	Kia Optima	02/11/26	3	02/27/26	\$ 20.00	\$26.50	Paid 03/02/26
26-501	Nina Pardoe	Auto Coll.	Replace door handle	03/09/26	4	06/03/26	\$ 5.00	\$10.60	Paid 06/03/26
26-502	Connie Muschko	Carpentry	Fix Halloween sign	03/13/26	1				VOID
26-503	Connie Muschko	Carpentry	Build two frames	03/13/26	1	04/21/26	\$ 153.32	\$186.90	
26-504	Sue Leeson - FBMP	Carpentry	Podium Project	03/20/26	6	05/18/26	\$ 321.62	\$369.86	Paid 5/18/26
26-505	Bill Grushow	Auto Coll.	Fix Rust	03/27/26	1	03/31/26	\$ 10.00	\$15.90	Paid 04/08/26
26-506	Greta Wilmot	Carpentry	Repair kitchen drawer face	04/06/26	1	04/13/26	\$ -	\$5.30	Paid 04/13/26
26-507	Ashley Brothers	Carpentry	Plane some wood	04/21/26	3	05/05/26	\$ -	\$5.30	Paid 05/06/26

26-508	Connor Moriarty	Web Design	Website work	04/21/26	3					roll over
26-509	Starr Watterson	Auto Coll.	Repaint	06/03/26	2		\$ 150.00	\$182.85		

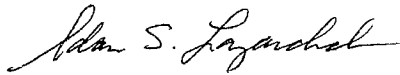
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
June 10, 2026

I. (3.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending June 30, 2026.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Adam S. Lazarchak".

Adam S. Lazarchak
Executive Director

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT

April 30, 2026

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL	YEAR-TO-DATE	BUDGET
		BUDGET	ACTIVITY	BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	20,000.00	25,451.95	-5,451.95
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	6,470,948.00	761,288.00
10.6946.002.000.000	RECEIPTS FROM NASD	3,339,635.00	2,812,320.00	527,315.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,147,742.00	1,057,140.00	90,602.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-		0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	72,396.00	27,604.00
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	1,800.27	199.73
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,525,000.00	1,314,012.56	210,987.44
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	2,483.18	16.82
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	352,127.52	-52,127.52
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	239,408.00	178,989.67	60,418.33
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,120,880.00	823,127.51	297,752.49
10.8521.000.663.000	FEDERAL	379,387.00	281,737.36	97,649.64
10.8749.000.987.000	PCCD GRANT	-	31,075.00	-31,075.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	13,608.00	-13,608.00
	TOTALS FOR GENERAL FUND	15,580,038.00	13,441,217.02	2,138,820.98
	TOTAL REVENUES	15,580,038.00	13,441,217.02	2,138,820.98

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
April 1, 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)	414,539.23	193,676.81	56,684.96
10.1240.000.000.000	SPECIAL EDUCATION	691,392.00	(2,439.00)	358,590.47	118,963.17	211,399.36
10.1320.000.000.000	MARKETING DISTRIBUTIVE EDUCATION	149,022.00	(271.00)	99,331.82	40,703.57	8,715.61
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	829,726.00	(1,355.00)	534,667.24	229,738.82	63,964.94
10.1342.000.000.000	HOME ECONOMICS PROGRAM	951,837.00	(1,355.00)	626,893.21	235,372.85	88,215.94
10.1370.000.000.000	TECHNICAL PROGRAM	163,175.00	(271.00)	111,530.43	52,447.05	(1,073.48)
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,536,080.00	(7,858.00)	2,788,615.09	1,337,108.77	402,498.14
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)	1,135,903.82	437,865.30	48,980.88
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,886.00	-	53,054.89	23,371.96	44,459.15
10.2310.000.000.000	BOARD SECRETARY	3,646.00	-	1,455.10	1,345.28	845.62
10.2320.000.000.000	BOARD TREASURER	1,665.00	-	927.05	778.84	(40.89)
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	28,829.86	25,170.14	6,000.00
10.2360.000.000.000	OFFICE OF THE DIRECTOR	465,658.00	(813.00)	366,052.16	63,399.92	35,392.92
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	661,995.00	(1,084.00)	499,917.06	94,943.29	66,050.65
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	113,350.00	(271.00)	65,982.67	32,955.11	14,141.22
10.2511.000.000.000	BUSINESS OFFICE	648,488.00	(1,626.00)	474,566.34	127,049.35	45,246.31
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,622,825.00	(2,665.00)	1,729,445.26	293,574.06	597,140.68
10.2660.000.000.000	SECURITY SERVICES	62,660.00	(271.00)	5,414.62	59,300.29	(2,325.91)
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	4,133.85	3,111.92	21,754.23
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	664,186.00	(6,072.00)	357,576.96	91,283.97	209,253.07
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	107,525.00	-	32,526.96	32,981.66	42,016.38
10.3350.000.000.000	WELFARE ACTIVITIES	9,500.00	-	-	-	9,500.00
10.3390.000.000.000	COMMUNITY SERVICES	111,248.00	-	87,632.77	14,632.02	8,983.21
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	-	49,271.00	-	50,729.00
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	-	-	-	50,000.00
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	25,000.00
TOTAL FOR GENERAL FUND		15,555,038.00	-	9,868,427.75	3,516,198.35	2,170,411.90
TOTAL EXPENSES		15,555,038.00	-	9,868,427.75	3,516,198.35	2,170,411.90
EXCESS OF REVENUE OVER EXPENSES				(1,569,741.07)		

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

June 10, 2026

J.(5,) HOUSE PROJECT UPDATE

INFORMATION:

Mr. Lazarchak provided an update on the work that is being performed at the house; he reviewed the punch list provided by Mr. Moser that detailed the smaller items that still need to be completed. The subdivision plan has been submitted and should be approved by August. It was suggested to explore what the cost of hiring a contractor to finish the project so that it could be put up for sale would be.

COURTESY OF THE FLOOR TO VISITORS

Mrs. Angela Thom, SkillsUSA Advisor, was in attendance to present on the recent SkillsUSA National Competition. Three students were sent to compete; two received bronze medals and the third student placed in the top ten in their competition category. Mrs. Thom thanked the Joint Committee for providing opportunities such as these to our students.

On a motion by Director White, seconded by Director Makary, and all present voting in favor, the meeting was adjourned at 7:36 p.m., at which time the Joint Committee returned to Executive Session to discuss personnel matters.

***This Page
Intentionally Blank***