

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

Regular Meeting - BAVTS Joint Committee - September 1, 2026 – 7:00 p.m.

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Executive Session
- D. Approval of Minutes – Regular Meeting, August 4, 2026
- E. Report of Secretary/Treasurer
- F. Payment of Bills
- G. Courtesy of the Floor to Visitors – Agenda Items Only
- H. In-Services:
 - Construction Update - CHA
 - House Project Update – Ms. Kelly Cahoon, BAVTS Assistant Director
- I. Administrative Recommendations
 - 1. Staffing
 - 2. 2026-2027 Substitutes
 - 3. 2026-2027 Stipend Positions
 - 4. MOU For Participation In BCTE Technical Assistance Program
 - 5. BAVTS Main Building Site Improvements Change Orders
 - 6. Continuing Education
- J. Informational Items
 - 1. Work Project Report
 - 2. Condition of the Budget
 - 3. House Project Update (verbal report provided at meeting)
- K. Unfinished Business
- L. New & Miscellaneous Business
- M. Courtesy of the Floor to Visitors
- N. Adjournment

Next Meeting Date: Tuesday, October 6, 2026

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

September 1, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

July 31, 2026

FUND NAME	BALANCE July 1, 2026	RECEIPTS	DISBURSEMENTS	BALANCE July 31, 2026
General <i>includes INVSTMNTS CD</i>	2,949,473.52	1,667,352.37	(1,714,976.69)	2,901,849.20
House Project	5,274.25	0.12	(2,367.66)	2,906.71
Production	202,312.67	9,498.05	(18,238.71)	193,572.01
Capital Reserves <i>includes INVSTMNTS CD</i>	3,974,333.63	11,397.99	0.00	3,985,731.62
Capital Projects <i>includes INVSTMNTS CD</i>	2,483,466.59	1,215,648.16	(994,619.15)	2,704,495.60
Payroll	245,700.80	539,106.89	(774,456.01)	10,351.68
Cafeteria	52,244.32	1.13	(1,023.37)	51,222.08
Adult Education <i>includes INVSTMNTS CD</i>	327,041.05	70,361.30	(22,521.70)	374,880.65
Student Activities	53,707.40	1.10	(4,013.84)	49,694.66
TOTALS	10,293,554.23	3,513,367.11	(3,532,217.13)	10,274,704.21

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

July 1, 2026 (244,682.20)

RECEIPTS

Production	9,493.84	
Interest	14.96	
District Contrib.	609,676.00	
District Contrib./Auth.		
State / Fed Funds		
Tuition		
Other	50,080.39	
Transfers - Investment Accts	1,000,000.00	
Inter-Fund Transfers	50.00	1,669,315.19

DISBURSEMENTS

Prepaid Bills	(195,689.96)	
Bill Listings		
Payroll	(522,109.87)	
Other--Authority Bond		
Fees	(564.43)	
Void Checks		
Transfers - Investment Accts		(718,364.26)

July 31, 2026	ADJ BOOK BALANCE	706,268.73
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BANK RECONCILIATION

July 31, 2026

Bank Balance- Embassy	711,558.15
Memo	
Outstanding Checks	(9,218.46)
Deposit in Transit	3,929.04

July 31, 2026	ADJ BANK BALANCE	706,268.73
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Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

July 31, 2026

PLGIT	PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)	
	July 1, 2026	639,909.11
	Transfers In	0.00
	Interest	1,852.33
	P Card purchases	(17,218.80)
	Transfers Out	
	July 31, 2026	ADJ BOOK BALANCE
		624,542.64

BANK RECONCILIATION	July 31, 2026	
Bank Balance- PLGIT		624,542.64
Deposit in Transit		
Outstanding Checks		
	July 31, 2026	ADJ BANK BALANCE
		624,542.64
	Average Yield for July 2026 is 3.48%	

PSDLAF	PA SCHOOL DISTRICT LIQUID ASSET FUND (GENERAL FUND)	
	July 1, 2026	2,761,833.53
	Transfers In	0.00
	Interest	5,683.02
	Transfers Out	(1,000,000.00)
	July 31, 2026	ADJ BOOK BALANCE
		1,767,516.55

BANK RECONCILIATION	July 31, 2026	
Bank Balance- PSDLAF		1,767,516.55
Deposit in Transit		
Outstanding Checks		
	July 31, 2026	ADJ BANK BALANCE
		1,767,516.55

	CAPITAL RESERVES - EMBASSY BANK	
	July 1, 2026	59,506.56
	Receipts	0.00
	Interest	1.26
	Void Checks	0.00
		1.26
	Fees	
	Disbursements	0.00
		0.00
	July 31, 2026	ADJ BOOK BALANCE
		59,507.82

BANK RECONCILIATION	July 31, 2026	
Bank Balance- Embassy		59,507.82
Memos		
Outstanding Checks		0.00
Deposit in Transit		0.00
	July 31, 2026	ADJ BANK BALANCE
		59,507.82

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

September 1, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

July 31, 2026

PLGIT	PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)	
	July 1, 2026	192,272.99
	Transfers In	0.00
	Interest	574.62
	Transfers Out	0.00
	July 31, 2026	ADJ BOOK BALANCE
		192,847.61

BANK RECONCILIATION	July 31, 2026	
	Bank Balance- PLGIT	192,847.61
	Outstanding Checks	0.00
	July 31, 2026	ADJ BANK BALANCE
		192,847.61
	Average Yield for July 2026 is 3.48%	

PSDLAF	PA SCHOOL DISTRICT LIQUID ASSET FUND (CAPITAL RESERVES)	
	July 1, 2026	3,722,554.08
	Transfers In	0.00
	Interest	10,822.11
	Transfers Out	
	July 31, 2026	ADJ BOOK BALANCE
		3,733,376.19

BANK RECONCILIATION	July 1, 2026	
	Bank Balance- PSDLAF	3,733,376.19
	Deposit in Transit	
	Outstanding Checks	
	July 31, 2026	ADJ BANK BALANCE
		3,733,376.19

CAPITAL PROJECTS - EMBASSY BANK

	July 1, 2026		2,483,466.59
	Receipts	1,212,546.03	
	Interest	3,102.13	
	Void Checks	0.00	1,215,648.16
	Fees		
	Disbursements	(994,619.15)	(994,619.15)
	July 31, 2026	ADJ BOOK BALANCE	2,704,495.60

BANK RECONCILIATION	July 31, 2026	
	Bank Balance- Embassy	2,711,399.55
	Memos	
	Outstanding Checks	(6,903.95)
	Deposit in Transit	0.00
	July 31, 2026	ADJ BANK BALANCE
		2,704,495.60

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

July 31, 2026

PAYROLL FUND - EMBASSY BANK

July 1, 2026			245,700.80
	Receipts	539,105.32	
	Interest	1.57	
	Void Checks		539,106.89
	Fees		
	Disbursements	(774,456.01)	(774,456.01)
July 31, 2026	ADJ BOOK BALANCE		10,351.68

BANK RECONCILIATION

July 31, 2026

Bank Balance- Embassy	11,836.93	
Memos		
Outstanding Checks	(1,485.25)	
Deposit in Transit		
July 31, 2026	ADJ BANK BALANCE	10,351.68

CAFETERIA FUND - EMBASSY BANK

July 1, 2026			52,244.32
	Receipts	0.00	
	Transfers		
	Interest	1.13	1.13
	Disbursements	(1,023.37)	
	Void Check	0.00	(1,023.37)
July 31, 2026	ADJ BOOK BALANCE		51,222.08

BANK RECONCILIATION

July 31, 2026

Bank Balance- Embassy	51,270.88	
Memos	0.00	
Outstanding Checks	(48.80)	
Deposit in Transit	0.00	
July 31, 2026	ADJ BANK BALANCE	51,222.08

ADULT EDUCATION FUND - EMBASSY BANK

July 1, 2026			327,041.05
	Receipts	70,360.00	
	Interest	1.30	70,361.30
	Disbursements	(28,812.14)	
	Void Checks	6,290.44	
			(22,521.70)
July 31, 2026	ADJ BOOK BALANCE		374,880.65

BANK RECONCILIATION

July 31, 2026

Bank Balance	373,155.65	
Memos	0.00	
Outstanding Checks	0.00	
Deposit in Transit	1,725.00	
July 31, 2026	ADJ BANK BALANCE	374,880.65

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

September 1, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

July 31, 2026

STUDENT ACTIVITY ACCT -EMBASSY BANK

July 1, 2026			53,707.40
	Receipts	0.00	
	Other		
	Interest	1.10	1.10
	Disbursements	(4,013.84)	
	Other--Ret'd Check		
	Voided Check	0.00	(4,013.84)
July 31, 2026	ADJ BOOK BALANCE		49,694.66

BANK RECONCILIATION

July 31, 2026

Bank Balance	49,694.66
Outstanding Checks	0.00
Deposit in Transit	0.00
July 31, 2026	ADJ BANK BALANCE
	49,694.66

REPORT OF DEPOSITORIES

July 31, 2026

EMBASSY BANK

General Fund	711,558.15
Capital Reserve	59,507.82
Capital Projects	2,711,399.55
Payroll Account	11,836.93
Cafeteria Fund	51,270.88
Adult Ed. Fund	373,155.65
Student Activity Fund	49,694.66

PLGIT

PLGIT General Fund	624,542.64
PLGIT Capital Reserve	192,847.61
	817,390.25

PSDLAF

PSDLAF General Fund	1,767,516.55
PSDLAF Capital Reserve	3,733,376.19
	5,500,892.74

TOTAL BANK BALANCES 10,286,706.63

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
September 1, 2026

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through September 1, 2026 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY:
SECOND BY:
ROLL CALL

REPORT DATE
9/1/2026

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

EMBASSY BANK

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	AMOUNT	DESCRIPTION
8/7/2026	Y	35532	HOME DEPOT CREDIT SVCS.	\$ 1,171.31	MAINTENANCE & CLASSROOM SUPPLIES
8/7/2026	Y	35533	NRG BUSINESS MARKETING	\$ 66.25	GAS SERVICE
8/7/2026	Y	35534	ROBB WARMOUTH	\$ 300.71	MILEAGE REIMBURSEMENT
8/7/2026	Y	35535	VERIZON WIRELESS	\$ 304.09	CELL PHONES
8/10/2026	Y	35536	ALTEK BUSINESS SYSTEMS INC	\$ 4,572.14	LEASE RENTAL OF HARDWARE
8/10/2026	Y	35537	PP&L	\$ 17,849.22	ELECTRIC
8/10/2026	Y	35538	UGI UTILITIES	\$ 897.85	GAS SERVICE
8/10/2026	Y	35539	WEX BANK	\$ 216.56	FUEL FOR SCHOOL VEHICLES
8/19/2026	Y	35540	BETHLEHEM PARKING AUTHORITY	\$ 2,400.00	PARKING PERMITS
8/19/2026	Y	35541	BETHLEHEM TOWNSHIP	\$ 55.75	SEWER
8/19/2026	Y	35542	CANON FINANCIAL SERVICES,INC.	\$ 1,963.15	LEASE RENTAL OF HARDWARE
8/19/2026	Y	35543	CARLY MCKEON	\$ 540.00	TUITION REIMBURSEMENT
8/19/2026	Y	35544	CHA CONSULTING INC.	\$ 750.00	RETAINER FEES
8/19/2026	Y	35545	CITY OF BETHLEHEM	\$ 2,595.97	WATER
8/19/2026	Y	35546	G & G DISTRIBUTION	\$ 3,923.78	VET TECH SUPPLIES
8/19/2026	Y	35547	KELLY CAHOON	\$ 3,406.90	TUITION REIMBURSEMENT
8/19/2026	Y	35548	PENTELEDATA	\$ 490.00	INTERNET SERVICE COLUMBIA ST
8/19/2026	Y	35549	PP&L	\$ 3,943.78	26-27 ELECTRIC
8/19/2026	Y	35550	SELECTIVE INSURANCE COMPANY	\$ 1,160.00	INSURANCE
8/19/2026	Y	35551	SERVICE ELECTRIC CABLE TV	\$ 98.97	PHONE SERVICE
8/21/2026	Y	35552	EMBASSY BANK -	\$ 3,879.38	TRAVEL, CLASSROOM & OFFICE SUPPLIES
8/26/2026	Y	35553	EMILY HOUGH	\$ 2,850.00	TUITION REIMBURSEMENT
8/26/2026	Y	35554	JANESSA HERMAN	\$ 2,893.00	TUITION REIMBURSEMENT
8/26/2026	Y	35555	MOREEN WHEATLEY	\$ 2,893.00	TUITION REIMBURSEMENT
8/26/2026	Y	35556	SDIC	\$ 3,231.00	WORKERS COMP PAY #1
8/26/2026	Y	35557	UGI ENERGY SERVICES LLC	\$ 315.21	GAS SERVICE
9/1/2026		35558	ABC LAWN AND LANDSCAPING	\$ 1,200.00	LAWN SERVICE
9/1/2026		35559	ALBARELL ELECTRIC INC.	\$ 1,857.00	SERVICE CALL

9/1/2026	35560	AMAZON CAPITOL SERVICES		\$ 14,853.38	MAINTENANCE & CLASSROOM SUPPLIES
9/1/2026	35561	ATLAS COPCO		\$ 1,435.00	TROUBLESHOOT
9/1/2026	35562	B & H FOTO-VIDEO		\$ 7,537.25	VIDEO MEDIA SUPPLIES
9/1/2026	35563	BAVTS BRIDGES FOUNDATION		\$ 2,000.00	DONATION REIMBURSEMENT
9/1/2026	35564	BEST LINE LEASING DBA BEST LINE EQUIPMEN		\$ 1,642.91	REPAIR
9/1/2026	35565	BETH-HANOVER SUPPLY CO.		\$ 1,532.12	MASONRY SUPPLIES
9/1/2026	35566	BURMAX CO.		\$ 6,284.70	COSMO SUPPLIES
9/1/2026	35567	CENTRAL SUSQUEHANNA I.U.		\$ 27,394.76	26-27 ANNUAL BILLING
9/1/2026	35568	CHIRN HAULING, INC		\$ 2,126.80	TRASH REMOVAL
9/1/2026	35569	CM REGENT LLC		\$ 3,101.65	SEPT LIFE/LTD
9/1/2026	35570	COL. NORTH. I.U. 20		\$ 989.56	TRAINING/FIREWALL 25-26
9/1/2026	35571	COOPER ELECTRIC SUPPLY		\$ 6,282.82	ELECTRICAL SUPPLIES
9/1/2026	35572	DICK BLICK CO. INC.		\$ 1,780.71	COMMERCIAL ARTS SUPPLIES
9/1/2026	35573	EBTEP		\$ 203,795.22	SEPT MED/RX
9/1/2026	35574	HIGHMARK BLUE SHIELD		\$ 1,233.27	SEPT VISION
9/1/2026	35575	ICEV MULTIMEDIA		\$ 5,460.00	ONLINE CURRICULUM
9/1/2026	35576	INTEGRA ONE		\$ 1,636.00	SUBSCRIPTION
9/1/2026	35577	INTEGRITEC INC.		\$ 500.00	WATER TREATMENT
9/1/2026	35578	JAMF SOFTWARE LLC		\$ 11,558.50	SOFTWARE
9/1/2026	35579	JOHNSON CONTROLS FIRE PROTECTION LP		\$ 14,555.00	ANNUAL SERVICE 26-27
9/1/2026	35580	KEVIN KUEHNER		\$ 73.32	REIMBURSEMENT
9/1/2026	35581	KEYSTONE FIRE PROTECTION DBA PYE-BARKER		\$ 750.95	SERVICE CALL
9/1/2026	35582	KING SPRY HERMAN FREUND FAUL		\$ 4,687.83	SOLICITOR'S FEES
9/1/2026	35583	KIRIPOSKI & SONS		\$ 125.00	PORT O POTTY HOUSE PROJECT
9/1/2026	35584	LANCASTER LEBANON I.U. 13		\$ 11,488.10	SUBSCRIPTION
9/1/2026	35585	LEHIGH VALLEY ASBO		\$ 60.00	MEMBERSHIP
9/1/2026	35586	MORE MILES AUTOMOTIVE LLC		\$ 44.50	2010 GMC VAN
9/1/2026	35587	MOYER LUMBER & HARDWARE		\$ 11,429.73	CARPENTRY SUPPLIES
9/1/2026	35588	MOYER PEST CONTROL		\$ 139.00	PEST CONTROL
9/1/2026	35589	NAPA AUTO PARTS		\$ 92.13	AUTO TECH SUPPLIES
9/1/2026	35590	NORTHEAST JANITORIAL		\$ 1,166.32	MAINTENANCE SUPPLIES
9/1/2026	35591	PACTA		\$ 600.00	2026 PACTA CONFERENCE
9/1/2026	35592	PCEA		\$ 100.00	PCEA MEMBERSHIP
9/1/2026	35593	PDQ.COM CORPORATION		\$ 7,299.79	SOFTWARE

9/1/2026	35594	PENN JERSEY PAPER CO.	\$	2,809.99	MAINTENANCE SUPPLIES
9/1/2026	35595	PENNSYLVANIA STEEL CO., INC.	\$	3,618.13	WELDING SUPPLIES
9/1/2026	35596	POCONO MOUNTAIN DAIRIES	\$	280.57	BAKING SUPPLIES
9/1/2026	35597	PREMIUM SIGN SUPPLIES INC.	\$	718.55	SIGNS FOR CONSTRUCTION
9/1/2026	35598	PURSELL STORAGE CO. LLC	\$	732.00	STORAGE CONTAINERS
9/1/2026	35599	QUADIENT FINANCE USA INC.	\$	3,000.00	POSTAGE FOR METER
9/1/2026	35600	QUILL CORP.	\$	600.46	OFFICE SUPPLIES
9/1/2026	35601	R.E. MICHEL	\$	2,352.70	HVAC SUPPLIES
9/1/2026	35602	RICHTER DRAFTING AND OFFICE SUPPLY CO.	\$	1,650.00	OFFICE & CLASSROOM SUPPLIES
9/1/2026	35603	SHARDA PAPER INC	\$	684.00	GRAPHICS SUPPLIES
9/1/2026	35604	SPHERO INC	\$	3,477.54	MECHATRONICS SUPPLIES
9/1/2026	35605	STATE CHEMICAL	\$	297.36	DRAIN MAINTENANCE
9/1/2026	35606	STEPHANIE CHAMBERLIN	\$	30.00	OSHA 30 REFUND
9/1/2026	35607	SYSCO	\$	635.38	BAKING SUPPLIES
9/1/2026	35608	TASHA HECHME	\$	30.00	OSHA 30 REFUND
9/1/2026	35609	THE MORNING CALL	\$	643.99	SUBSCRIPTION RENEWAL
9/1/2026	35610	THE PAPER MILL STORE	\$	144.36	COMMERCIAL ARTS SUPPLIES
9/1/2026	35611	THREATDOWN INC	\$	10,000.15	TECHNOLOGY
9/1/2026	35612	TRANE OF NORTHEASTERN PA.	\$	4,835.00	REPAIRS
9/1/2026	35613	UGI UTILITIES	\$	225.06	GAS SERVICE
9/1/2026	35614	W.B. MASON INC.	\$	2,162.40	COPY PAPER
9/1/2026	35615	WILSON PRODUCTS	\$	41,671.76	EQUIPMENT & CYLINDER RENTALS
TOTAL				\$500,180.74	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 1, 2026

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

The administration respectfully submits the following information and recommendations:

1. STAFFING
RECOMMENDATION:

That the following retirement be accepted:

Rhonda Geiselman

Position: Part-Time Instructional Assistant

Effective: November 19, 2026

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
September 1, 2026

2. 2026-2027 SUBSTITUTES

RECOMMENDATION:

That the following individuals be approved as substitutes for the 2026-2027 school term, subject to the call of the Executive Director of Bethlehem Area Vocational-Technical School, or his/her designee, as needed, at the rates approved by the Joint Committee, pending receipt of all required paperwork.

Tara Apgar
Lauren Brodt
Lizette Morales
Richard Petovic

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 1, 2026

3. 2026-2027 STIPEND POSITIONS

RECOMMENDATION:

That the following stipend position(s) for 2026-2027 be approved as presented:

STIPEND DESCRIPTION	NAME	AMOUNT
2 Year Induction Mentor For Lijo (Joey) Joseph	Tyler Heft	\$844.89
2 Year Induction Mentor For Karissa Mitch	Moreen Wheatley	\$844.89
2 Year Induction Mentor For Victoria Rubio	Michael Giamoni	\$844.89
1 Year Procedural Mentor For Tamara Faust	Dean Ruch	\$844.89
Committee Chair – Wellness	Karen Mustonen	\$1,561.86

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 1, 2026

4. MOU FOR PARTICIPATION IN BCTE TECHNICAL ASSISTANCE PROGRAM

INFORMATION:

The Technical Assistance Program (TAP) is focused on assisting schools in raising student academic achievement. The technical assistance is designed to support career and technical centers (CTCs) and high schools with approved programs by offering these sites multiple resources at minimal cost.

The Technical Assistance Program's purpose is to significantly raise the academic and technical achievement of all students enrolled in career and technical education programs at a CTC or high school. Through this program, BCTE will assist CTCs and their sending school districts with raising student performance on academic assessments and occupational end-of-program assessments.

BAVTS has participated in this beneficial program for the past several years.

RECOMMENDATION:

That the Joint Committee approve the attached Memorandum of Understanding (MOU) between Bethlehem Area Vocational-Technical School and The Bureau of Career and Technical Education for participation in the BCTE Technical Assistance Program for the 2026-2027 school year.

MOTION BY:

SECOND BY:

ROLL CALL

2026-2027

BCTE Technical Assistance Program

MEMORANDUM of UNDERSTANDING

**between Career and Technical Centers or School Districts and the
Bureau of Career and Technical Education (BCTE)**

Purpose

The purpose of the Technical Assistance Program (TAP) is to significantly raise the academic and technical achievement of all students enrolled in approved CTE programs at a career and technical center (CTC) or high school. The TAP activities will assist CTCs and schools with CTE programs with increasing student performance as measured on academic assessments and occupational end-of-program assessments by providing job-embedded professional learning and other resources for educators and administrators. Each participating school agrees to align their Perkins local application activities for increasing student achievement with the TAP offerings along with participating in relevant professional development activities provided by the Bureau of Career and Technical Education (BCTE).

TAP Activities

Your school has indicated participation in the TAP services and activities listed below for the 2026-2027 school year. Schools have been chosen to participate in TAP services and activities based on the BCTE review of your Intent to Participate Survey responses, the school's ability to most benefit from each of the TAP services, and by the data from the Perkins performance indicators.

By signing and returning the Memorandum of Understanding (MOU), your school agrees to participate in all TAP activities listed on the MOU. **The BCTE staff expects each school to commit to the training and coaching days for each TAP service and activity.** TAP consultants will contact each school's administrator to schedule training and coaching days after the MOU is signed and returned. In the future, if you are unable to participate in a TAP activity listed on the signed MOU, contact Karlie Haywood, Assistant Director, Education Resource Center at Penn State Greater Allegheny, at kqh5844@psu.edu. BCTE will be made aware of these changes to the MOU.

Memorandum of Understanding

with

Bethlehem Area Vocational-Technical School

2026 – 2027

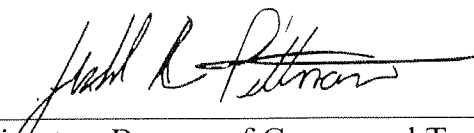
Technical Assistance Program (TAP) Activities

By signing this Memorandum of Understanding, you are assuring BCTE of your school's participation in the TAP activity or activities listed below.

- **CTDSL**
- **Max Teaching Data Literacy**

Career and Technology Center Director Date

Superintendent of Record Signature or School District Superintendent Date

 8/14/26
Director, Bureau of Career and Technical Education Date
Pennsylvania Department of Education

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 1, 2026

5. BAVTS MAIN BUILDING SITE IMPROVEMENTS – CHANGE ORDERS

RECOMMENDATION:

Approve the attached actions recommended by CHA in relation to the BAVTS Main Building Site Improvements.

MOTION BY:

SECOND BY:

ROLL CALL

BOARD RESOLUTION – September 1, 2026

Meeting September 1, 2026 – Joint Committee Meeting
Category Facilities - Recommendations of the Joint Committee
Subject BAVTS Main Building Site Improvements
Type Action

Recommended Action That the BAVTS Joint Committee approve the below-listed items:

- i. Change Order GC-01 to revise the overall project schedule and Substantial Completion dates as a no-cost change.
- ii. Change Order GC-02 for a not-to-exceed amount of \$160,000 for rock excavation.
- iii. Proposal submitted by Kleinfelder for earthwork, concrete, and other construction testing for a not-to-exceed cost of \$10,000.

Information

- i. Extending the work through a no-cost change order to defer the Alternate Bid areas until Summer 2027. The change order also revises the substantial completion date for the Base Bid work at the front of the building to October 26, 2026.
- ii. H&K Group has encountered rock formations near the bottom of the storm water detention basin excavation. By contract, rock removal during excavation is an unforeseen condition and therefore eligible for reimbursement by the Owner. The rock formations are located throughout the footprint of the basin, and a depth of 24 inches must be removed. A total estimate of 640 cubic yards of rock material must be removed from the excavation.
- iii. As part of the work, and to meet the requirements of the approvals, it is necessary to engage a third-party construction testing firm. We have contacted Kleinfelder and they have provided a time and expense proposal based on unit costs to perform the earthwork, concrete, and other construction testing required. This work must be done in concert with the construction which is in progress. We are requesting approval for a not to exceed cost of \$10,000 for construction testing to be performed by Kleinfelder.

Change Order

No. GC-CO-002

Date of Issuance: 8/27/2026

Effective Date: 9/1/2026

Project:	Main Building Site Improvements	Owner: Bethlehem Area Vocational Technical School	Owner's Contract No.:
Contract:	General Construction		Date of Contract: <u>12/17/2025</u>
Contractor:	H&K Group, Inc.		Engineer's Project No.: <u>101796</u>

The Contract Documents are Modified as follows upon execution of this Change Order:

Description: Change Order not-to-exceed \$160,000 for rock excavation. Amount: \$160,000.00

Final cost to be determined based on quantities encountered during excavation and subject to the unit price of \$245 per cubic yard. Quantities shall be verified on-site with the Engineer and third party agents.

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Contract Price:
\$ 1,694,320.00

No change from previously approved
Change Orders No. - to No. -
-

Contract Price prior to this Change Order:
\$ 1,694,320.00

Increase of this Change Order:
\$ 160,000.00

Contract Price incorporating this Change Order:
\$ 1,854,320.00

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working Days ☒ Calendar Days
Substantial completion (days or date): 8/3/2026
Ready for final payment (days or date): 8/21/2026

Change from previously approved
Change Orders No. 1 to No. 1
Base Bid Areas Substantial Completion: 10/26/2026
Alternate Areas Substantial Completion: 8/6/2027

Contract Times prior to this Change Order:
Base Bid Areas Substantial Completion: 10/26/2026
Alternate Areas Substantial Completion: 8/6/2027

Increase of this Change Order:
Base Bid Areas Substantial Completion: 10/26/2026
Alternate Areas Substantial Completion: 8/6/2027

Contract Times with all approved Change Orders:
Base Bid Areas Substantial Completion: 10/26/2026
Alternate Areas Substantial Completion: 8/6/2027

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: 8/27/26

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

September 1, 2026

6. CONTINUING EDUCATION

RECOMMENDATION:

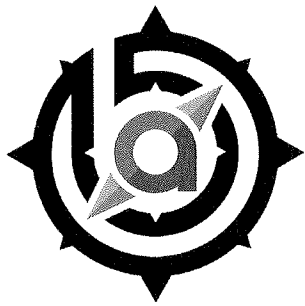
That the following documents required for the Practical Nursing Program be approved:

- Nursing Education Program's Student Admission, Selection and Promotion Requirements
- Tuition and Payment Policy
- Re-Admission Policy
- Pregnancy Policy
- Nursing Education Program's Nursing Faculty Policy: Personnel
- Practical Nursing Program End of Program Outcomes
- Practical Nursing Program Clinical Objectives
- Disability, Americans with Disabilities Act (ADA), and Reasonable Accommodations Policy
- Alcohol and Substance Abuse Policy
- Smoking, Vaping/Smokeless Tobacco Policy
- Acceptable Use of Computer and Network Resources
- Practical Nursing Program Testing Policy
- Nursing Education Program's Nursing Faculty Policy
- Nursing Faculty Development Policy
- Nursing Education Program's Nursing Faculty Policy: Personnel Director of Nursing
- Nursing Philosophy

MOTION BY:

SECOND BY:

ROLL CALL



BAVTS



Division of PRACTICAL NURSING

Nursing Education Program's Student Admission, Selection and Promotion

Admission Requirements:

- ☐ Must be 18 years of age or older
- ☐ Must be resident of Pennsylvania
- ☐ Score of proficient, 58.7% on TEAS test
- ☐ High school transcript/GED scores
 - *Out of state transcript/foreign language transcript is the responsibility of the applicant to obtain approval/verification from the Department of Education
- ☐ Two Professional (employer, school, teacher, etc) references
- ☐ Attendance at information session
- ☐ Admission Committee review
 - *Students with English as a second language may be required to sit for TOEFL examination to demonstrate proficiency with English Language and submit results to admissions coordinator
- ☐ May not have any criminal record

Once accepted to the program admission is contingent on the following:

Proof of good physical and mental health as evidenced by:

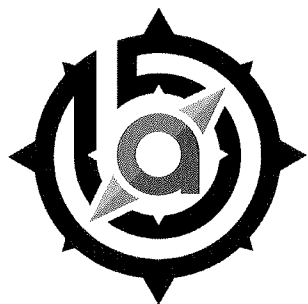
- ☐ Physical exam
- ☐ Proof of medical benefits/must maintain medical benefits for duration of program
- ☐ Proof of completed immunizations or immunity titers
- ☐ Negative 10-panel drug screen
- ☐ Physician verification of ability to perform nursing essential functions.
- ☐ Required Clearances:
 - ☐ Act 34 Child Abuse
 - ☐ Act 151 State Police
 - ☐ FBI clearances that meet requirements of the parent institution, Practical Nursing Program and each clinical facility.

Level Promotion is based upon:

- ☐ Achieving a grade of 78% or higher for each course
- ☐ A grade of 77.9% or lower will result in automatic dismissal from the program
- ☐ Clinical pass for each module
- ☐ Compliance with attendance requirements

Graduation Requirements:

- ☐ Attendance: Must complete 1500 clock hours
- ☐ Satisfactory clinical performance-meeting all clinical student learning outcomes (ALL CLINICAL HOURS MUST BE MADE UP)
- ☐ Class community project completed with approval of PN Administrator/DON approval



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Tuition and Payment Policy

The BAVTS Practical Nursing Program is a self-funded educational program. The program does not participate in federal Title IV financial aid programs and does not provide institutional financial aid, grants, or student loans through the Practical Nursing Program.

Tuition and Program Costs

Students are responsible for all tuition, fees, books, uniforms, equipment, clinical requirements, testing fees, and other costs associated with enrollment and completion of the Practical Nursing Program. The current tuition and fee schedule will be provided to applicants prior to enrollment and will be included in the program's official enrollment materials.

Tuition and fees are subject to change for future cohorts. Students will be notified of applicable tuition and fee amounts prior to enrollment.

Payment Requirements

Students must satisfy all tuition and fee obligations according to the payment schedule established by BAVTS. Payment may be made in accordance with approved BAVTS payment procedures.

Students are responsible for ensuring that tuition and required fees are paid by the established deadlines. Failure to meet financial obligations may result in a student being placed on a financial hold and may affect continued participation in the program, including registration for subsequent portions of the curriculum, laboratory participation, clinical participation, or progression, consistent with BAVTS policy.

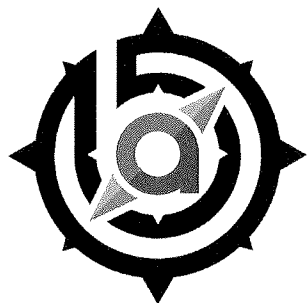
Students may not attend clinical experiences or progress in the program when required tuition or fees are delinquent if the student's financial status prevents enrollment or participation under BAVTS policy.

Payment Plans

When available, BAVTS may offer an approved payment plan to assist students with meeting tuition obligations. Payment plans are subject to BAVTS terms, conditions, deadlines, and approval requirements. **A payment plan does not constitute financial aid.**

Outside Financial Assistance

Although the BAVTS Practical Nursing Program does not provide or administer financial aid, students may independently pursue outside sources of financial assistance for which they may



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qualify. Such sources may include employer tuition assistance, scholarships, workforce development funding, private educational financing, community organizations, or other eligible funding sources.

BAVTS does not guarantee eligibility for, availability of, or approval for any outside financial assistance. Students are responsible for contacting the applicable funding organization and understanding its eligibility requirements, application procedures, deadlines, and payment requirements.

Withdrawal and Refunds

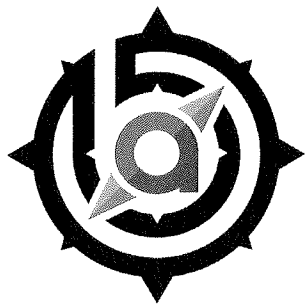
Students who withdraw from the Practical Nursing Program are responsible for following the BAVTS Practical Nursing Program Refund Policy. Refunds, when applicable, will be calculated according to the published refund schedule and applicable BAVTS requirements.

Payment of tuition does not guarantee completion of the program, eligibility for licensure, or successful completion of the NCLEX-PN examination.

Student Acknowledgment

Prior to enrollment, students will receive information regarding tuition, fees, other required program costs, payment requirements, and the applicable refund policy. Students are responsible for reviewing and understanding these financial obligations before accepting a position in the Practical Nursing Program.

By enrolling in the Practical Nursing Program, the student acknowledges responsibility for all applicable tuition and fees and agrees to comply with the established payment requirements.



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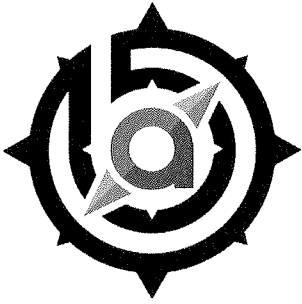


BAVTS PN RE-ADMISSION POLICY

Re-Admission:

Students requesting a return to the PN program must follow the policy below:

- Individual must file an appeal to be readmitted with an email to Practical Nursing Administrator (stilgenbauerj@bavts.org)
 - Include in appeal letter:
 - Reason for dismissal
 - Detailed plan of action for success and successful completion of the program
- Student must be in good financial standing
- Student will be required to meet and/or repeat all admission requirements including all clearances, physical exam, drug screen and any other requirement put forth by PN program
- Appeal will be reviewed by all faculty, PN Director
 - Students who are dismissed from the program through the faculty review process will NOT BE readmitted to the program
 - Students who have been dismissed for any cause other than academics (below 78%) WILL NOT BE READMITTED.
 - Student may apply to repeat any Module previously failed in order to regain satisfactory academic status
 - A student may not exceed the maximum number of attempted clock hours
 - The maximum number of attempted clock hours is 150% of the 1500 clock hours required by in the PN program or 2250 clock hours
 - Any student who has a clinical failure within any module will not be eligible for readmission
 - Leaves of absence will be approved on a case by case basis
 - It is not possible for an extended 'leave of absence' to be granted of students in the PN program, Any student who must resign due to illness, pregnancy, financial problems, etc., should write a letter of resignation of the PN Director program director. A student who resigns, but wishes to return later should follow the readmission policy. If the student desires to take a leave of absence, all financial obligations are required to be made.



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BAVTS PN Pregnancy Policy

Purpose

The BAVTS Practical Nursing Program is committed to providing equal educational opportunities for all students and maintaining a learning environment free from discrimination. Pregnancy, childbirth, and pregnancy-related conditions will not prevent a qualified student from admission, progression, or successful completion of the Practical Nursing Program.

While students are not required to disclose pregnancy, students are encouraged to notify the Administrator of the PN program if pregnancy-related needs may affect participation in classroom, laboratory, simulation, or clinical experiences. Disclosure allows the program to provide support, discuss available accommodations, and assist with academic planning.

Clinical Participation During Pregnancy

A student who is pregnant may continue participation in the Practical Nursing Program, including clinical experiences, provided the student is able to safely meet course objectives, clinical requirements, and essential nursing functions.

The student may be required to provide documentation from a healthcare provider only when documentation is required for all students with similar medical conditions or when necessary to determine safe participation in clinical activities.

The program does not require a student to discontinue clinical participation solely due to pregnancy. Decisions regarding continuation of clinical activities will be based on the student's ability to safely perform required nursing functions and any restrictions identified by the student's healthcare provider.

Student Responsibilities

Students who are pregnant are responsible for:

- Communicating with the Program Coordinator regarding any needed accommodations.
- Providing healthcare provider documentation when required for safety or accommodation purposes.
- Following all program attendance, academic, and clinical requirements.
- Meeting the same academic and clinical standards as all other students.

Pregnancy does not exempt a student from meeting course objectives, completing required clinical hours, demonstrating nursing competencies, or maintaining professional standards.

Clinical Safety and Essential Functions

Because nursing education includes patient care responsibilities, students must be able to perform the essential functions of the Practical Nursing Program with or without reasonable accommodation.

If a healthcare provider identifies restrictions that prevent a student from safely completing required clinical activities, the program will work with the student to determine appropriate options, which may include modified participation, temporary leave, or delayed progression when necessary.

Grace Period and Virtual Attendance

Upon delivery, pregnant students are entitled to a 5 day grace period, during which they may work (clinical) virtually and attend classes via Zoom without the risk of dismissal. to qualify for the grace. The student must provide documentation of hospitalization related to the delivery.

The student must also obtain a clearance letter from a medical provider, confirming their ability to return to regular clinical assignments without restrictions at the conclusion of the 5-day grace period.

It is suggested the student obtain a clearance letter from a medical provider confirming the ability to return to regular clinical assignments without restrictions upon return to the PN program this is to ensure the safety of both the student as well as the patient population. It is up to the student to ensure safety.

Return to Regular Program Participation

After the 5-day Grace period, students are expected to resume regular in person attendance and participation in clinical, classroom, lab and Sim assignments. failure to return within the stipulated timeframe may result in withdrawal from the program.



Nursing Education Program's Nursing Faculty Policy: Personnel

Job Title:

Part-Time Weekend Clinical Instructor

Summary:

The BAVTS Practical Nursing (BAVTS-PN) Program is seeking qualified Registered Nurses to serve as Adjunct Clinical Instructors. This part-time adjunct faculty position provides clinical instruction, supervision, and evaluation of practical nursing students during assigned weekend clinical rotations. Clinical assignments are scheduled every other weekend and focus on promoting safe, evidence-based nursing practice while supporting student achievement of clinical learning outcomes. Faculty collaborate with program administration and colleagues to ensure the curriculum reflects current nursing practice, regulatory requirements, and standards of nursing education.

Reports To:

Administrator of Practical Nursing Program

Responsibilities:

The instructor will:

Provide direct clinical instruction and supervision to practical nursing students during assigned weekend clinical experiences.

Ensure the safety of patients, students, and staff in the clinical setting.

Supervise, evaluate, and document student clinical performance using established program evaluation tools.

Maintain accurate clinical attendance, evaluations, and required program documentation.

Communicate student progress, concerns, and recommendations to the Administrator of the Practical Nursing Program in a timely manner.

Promote and adhere to professional behavior, ethical nursing practice, and adherence to the Nursing Program's policies and clinical agency requirements.

Maintain compliance with all clinical facility policies, infection prevention standards, and regulatory requirements.

Participate in orientation and faculty meetings as requested.

Maintain confidentiality of student, patient, and program information in accordance with applicable federal and state laws and institutional policies.

Comply with Pennsylvania State Board of Nursing regulations, accreditation standards, and BAVTS policies and procedures.

Demonstrate professional behavior and serve as a positive role model for students.

Maintain professional competence through continuing education and ongoing clinical practice.

Perform other duties as assigned by the Administrator of the Practical Nursing Program.

Actively participate in the ongoing assessment and continuous improvement of the Practical Nursing Program through curriculum evaluation, program outcomes assessment, accreditation readiness, and systematic evaluation activities.

Perform other duties as assigned by the Administrator of the Practical Nursing Program.

Minimum Qualifications:

Must have current unencumbered RN license in PA and background clearances.
PA RN required, BSN/MSN preferred.

Current, active, unencumbered Pennsylvania Registered Nurse license.

Minimum of two years of recent nursing practice experience.

Teaching experience preferred.

To Apply:

Interested applicants should send an electronic CV with two professional references to: Jenifer Stilgenbauer, Administrator of Practical Nursing program, Stilgenbauerj@bavts.org.



Bethlehem AVTS Practical Nursing Program End of Program Outcomes

Graduates of Bethlehem AVTS PN program will demonstrate the ability to provide care for all patients birth to death in various healthcare facilities. These nurses will administer medications, provide wound care, vital sign monitoring, assist with patient assessments and collaborate with fellow members of the healthcare team.

Graduates will utilize critical thinking to assess patient needs, plan care, and make decisions that promote patient well-being, while being attentive to patient age, religion, cultural and socioeconomic background.

Graduates will demonstrate ethical and professional communication skills with all patients, their families and members of the healthcare team.

Graduates will adhere to the highest professional and ethical standards, following all legal guidelines.

Graduates will continue to be educated and commit to life long learning in the healthcare field.

Graduates will keep the patient at the center of the care, while working as a member of the team.

Graduates will be prepared to sit for the NCLEX-PN (National Council Licensure Examination for Practical Nurses) to become licensed to practice as an LPN.

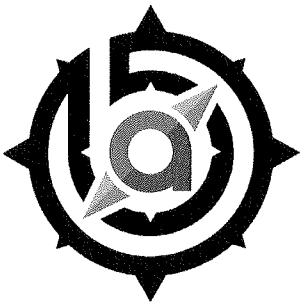


Bethlehem AVTS Practical Nursing Program Clinical Objectives

The clinical component of the **Bethlehem AVTS Practical Nursing Program** is designed to ensure that students develop the knowledge, skills, and attitudes necessary for safe, competent, and compassionate patient care. Upon completion of clinical training, students will be able to:

1. **Provide Safe and Effective Patient Care** – Apply nursing principles, technical skills, and evidence-based practices to deliver high-quality, patient-centered care in clinical settings.
2. **Utilize the Nursing Process** – Assess, plan, implement, and evaluate nursing care for patients across the lifespan in various healthcare environments.
3. **Demonstrate Critical Thinking and Clinical Judgment** – Analyze patient data to make informed decisions and respond appropriately to changes in patient conditions.
4. **Apply Effective Communication Skills** – Engage in clear, respectful, and therapeutic communication with patients, families, and members of the healthcare team to ensure continuity of care.
5. **Perform Fundamental Nursing Skills** – Safely execute clinical procedures such as medication administration, wound care, vital signs assessment, and mobility assistance following best practices and institutional policies.
6. **Demonstrate Professionalism and Ethical Practice** – Uphold ethical standards, legal responsibilities, and nursing codes of conduct while maintaining confidentiality and respecting patient rights.

7. **Work Effectively as Part of the Healthcare Team** – Function **cooperatively** with nurses, physicians, and other healthcare professionals to provide holistic, coordinated patient care.
8. **Promote Patient Education and Advocacy** – Educate patients and families about health promotion, disease prevention, and treatment plans while advocating for patient needs and preferences.
9. **Adapt to Diverse Patient Populations and Healthcare Settings** – Provide culturally competent care, recognizing and respecting the values, beliefs, and needs of diverse populations.
10. **Commit to Continuous Learning and Improvement** – Reflect on clinical experiences, seek feedback, and engage in lifelong learning to enhance nursing knowledge and skills.



BAVTS

Division of PRACTICAL NURSING



Disability, Americans with Disabilities Act (ADA), and Reasonable Accommodations Policy Purpose

BAVTS Practical Nursing Program is committed to providing qualified students with disabilities equal access to educational programs, services, facilities, and opportunities. The Program complies with applicable federal and state laws prohibiting discrimination on the basis of disability, including the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, as applicable.

The Program will provide reasonable accommodations to qualified students with disabilities when such accommodations are necessary to provide equal access to the educational program and do not fundamentally alter an essential academic, clinical, or safety requirement of the Practical Nursing Program.

Equal Access and Non-Discrimination

BAVTS Practical Nursing Program does not discriminate against a qualified individual with a disability in admission, access to instruction, testing, skills laboratory, simulation, clinical education, or other program activities.

Students with disabilities are expected to meet the same essential academic and clinical learning outcomes as other students. Reasonable accommodations may modify how a student accesses instruction or demonstrates knowledge or skills; accommodations do not waive essential program competencies, clinical objectives, patient-safety requirements, or professional standards.

Any safety requirements established by the Program or a clinical agency must be based on actual risks and essential requirements rather than assumptions or stereotypes concerning individuals with disabilities.

Definition of Disability

For purposes of this policy, a disability is defined consistent with applicable federal and state law. A disability may include a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or other circumstances protected by applicable law.

The determination of whether an individual is entitled to an accommodation will be made through an individualized review of the student's circumstances and requested accommodation.

Qualified Student

A qualified student is an individual who meets the admission requirements of the Practical Nursing Program and who, with or without reasonable accommodation, can meet the essential academic and clinical requirements of the program.

Admission to the Program does not guarantee that a particular accommodation will be approved. Accommodations are determined on an individualized basis and must be related to the student's documented functional limitations and the requirements of the educational activity.

Requesting Reasonable Accommodations

Students who believe they require an accommodation should notify the designated BAVTS administrator or appropriate school personnel as soon as reasonably possible.

Students are encouraged to request accommodations before the beginning of the semester or before the accommodation is needed. However, a student may request an accommodation at any time during the program.

The student is responsible for providing sufficient information and documentation when documentation is reasonably necessary to establish the existence of a disability and the functional limitations related to the requested accommodation.

Students should not rely solely on notifying an individual instructor of a disability or accommodation need. Requests should be directed through the BAVTS process established for disability accommodations so that accommodations can be evaluated and implemented consistently.

Documentation

When documentation is necessary, the Program may request information from an appropriately qualified professional that is relevant to the student's functional limitations and the accommodation being requested.

Documentation should:

1. Establish the existence of a disability when not otherwise apparent or established;
2. Describe the functional limitations relevant to the educational activity;
3. Explain the relationship between the disability and the requested accommodation; and
4. Provide sufficient information for the Program to evaluate the accommodation request.

Documentation requests will be limited to information reasonably necessary to evaluate the accommodation. The Program may consider documentation of accommodations previously provided to the student in educational or testing settings when determining appropriate accommodations.

Individualized Accommodation Determination

Accommodation requests will be reviewed on an individualized basis. The Program will consider the student's documented functional limitations, the requested accommodation, the

requirements of the course or activity, and whether the accommodation allows the student equal access without eliminating or fundamentally altering an essential requirement.

An accommodation that is appropriate in one course, examination, skills laboratory, or clinical setting may not necessarily be appropriate in another setting.

The Program may consult with appropriate BAVTS personnel, healthcare professionals, faculty, and clinical partners as necessary to determine how an approved accommodation can be implemented while maintaining educational and patient-safety standards.

Classroom Accommodations

Reasonable classroom accommodations may include, when appropriate:

- Extended time for examinations or assignments;
- A reduced-distraction testing environment;
- Accessible instructional materials;
- Assistive technology;
- Alternative formats for instructional materials;
- Note-taking assistance;
- Captioning or qualified interpreting services;
- Accessible seating or classroom arrangements; and
- Other reasonable modifications or auxiliary aids and services determined to be appropriate.

The specific accommodation provided will be based on the student's approved accommodation plan and the requirements of the educational activity.

Testing and Examination Accommodations

The Program will provide reasonable testing accommodations for qualified students with approved accommodations.

Depending upon the student's approved accommodation, testing accommodations may include extended testing time, a reduced-distraction environment, accessible examination materials, assistive technology, or other appropriate modifications.

Testing accommodations are intended to provide equal access to the examination and are not intended to reduce the academic standard or alter the knowledge or competency being assessed.

Accommodations will be implemented consistently with the student's approved accommodation plan. Faculty members should not independently change, deny, or add accommodations without consultation with the appropriate BAVTS personnel.

Federal ADA regulations recognize reasonable modifications to examinations, including changes in testing time and the manner in which an examination is administered, when necessary to provide equal access.

Skills Laboratory and Simulation

Reasonable accommodations may be provided in the nursing skills laboratory and simulation environment when appropriate.

Accommodations may include modification of the manner in which a skill is practiced or demonstrated, accessible equipment, assistive technology, additional time, or other reasonable modifications.

Accommodations may not eliminate an essential nursing skill or competency. Students must demonstrate required competencies at the level established by the Practical Nursing Program and must be able to perform required nursing activities safely with or without reasonable accommodation.

Clinical Education

The Practical Nursing Program recognizes that clinical education is an essential component of nursing preparation. Reasonable accommodations may be considered for clinical education when they allow a qualified student to participate in clinical learning activities without eliminating essential clinical competencies or compromising patient safety.

Clinical accommodations may include, when appropriate, modifications to the manner in which a student accesses clinical information, communicates, documents, organizes activities, or performs other nonessential aspects of the clinical experience.

Students must continue to demonstrate the essential clinical competencies identified by the Program, including appropriate patient assessment, communication, clinical judgment, nursing interventions, medication administration within the practical nursing scope of practice, infection prevention, documentation, and response to changes in patient condition.

Clinical agencies may have additional requirements related to patient safety, security, infection prevention, equipment, or facility operations. The Program will work with the student and, when appropriate, the clinical agency to determine how an approved accommodation can be implemented.

The Program will not exclude a qualified student from clinical education solely because the student has a disability. However, an accommodation that would eliminate an essential clinical competency, fundamentally alter the clinical education experience, or create an actual and significant patient-safety risk may not be considered reasonable.

Essential Program Requirements

All students must meet the essential academic, laboratory, simulation, and clinical outcomes of the Practical Nursing Program.

Reasonable accommodations may change the manner in which a student completes a requirement but do not eliminate essential program outcomes or competencies.

Essential requirements may include, but are not limited to:

- Demonstrating safe nursing practice;
- Performing required nursing skills and competencies;

- Applying nursing knowledge and clinical judgment;
- Communicating effectively with patients, families, faculty, and members of the healthcare team;
- Maintaining patient safety;
- Following infection prevention and control procedures;
- Safely performing medication-related responsibilities within the practical nursing scope of practice;
- Recognizing and responding appropriately to changes in a patient's condition;
- Completing required clinical documentation;
- Demonstrating professional and ethical conduct; and
- Meeting all required academic and clinical learning outcomes.

The Program will evaluate accommodation requests individually and will not assume that a disability prevents a student from meeting an essential requirement.

Patient and Student Safety

Patient safety is an essential component of nursing education. The Program may establish legitimate safety requirements that are necessary for the safe operation of classroom, laboratory, simulation, and clinical activities.

Safety determinations will be based on objective evidence and the actual requirements of the activity rather than generalized assumptions regarding a disability.

When a safety concern is identified, the Program will consider whether a reasonable accommodation can address the concern before determining that a student cannot participate in an educational activity.

Confidentiality

Information concerning a student's disability and accommodation request will be treated as confidential and maintained in accordance with applicable laws and BAVTS policies.

Disability documentation will be shared only with individuals who have a legitimate educational or administrative need to know the information necessary to implement an approved accommodation.

Faculty and clinical personnel will be provided information regarding the accommodation that is necessary for implementation. They generally will not be provided with unnecessary diagnostic or medical information.

Temporary Conditions and Short-Term Needs

Students experiencing a temporary medical condition, injury, or other circumstance that affects participation in the Program should notify the appropriate BAVTS personnel as soon as possible.

A temporary condition does not automatically constitute a disability under the ADA. However, the Program will evaluate requests for appropriate assistance or temporary academic or clinical modifications in accordance with applicable law and BAVTS policy.

Service Animals and Assistance Animals

Service animals will be permitted in accordance with applicable law and BAVTS policy.

Because nursing education includes skills laboratories, simulation, clinical environments, patient-care activities, infection-control requirements, and healthcare facilities, the presence of an animal may be subject to legitimate health, safety, infection-control, or facility-specific requirements.

Students should notify the appropriate BAVTS personnel in advance when a service animal or other assistance animal may be needed so that appropriate arrangements can be considered.

Accommodations in Clinical Facilities

Clinical education may occur at facilities that are independently operated and that have their own policies and requirements. The Program will communicate with clinical partners as necessary to implement approved accommodations while maintaining patient safety, confidentiality, infection-control standards, and clinical requirements.

The Program will make reasonable efforts to coordinate accommodations with clinical partners; however, the manner in which an approved accommodation is implemented may vary according to the clinical environment.

Accommodation Review

An accommodation may be reviewed when:

- The student's functional needs change;
- The educational or clinical environment changes;
- The accommodation is no longer effective;
- The accommodation interferes with an essential program requirement;
- A clinical agency identifies a legitimate safety or operational concern; or
- Additional information is necessary to determine an appropriate accommodation.

Any review will be conducted through the appropriate BAVTS process and will not be based solely on assumptions about the student's disability.

Undue Burden and Fundamental Alteration

BAVTS Practical Nursing Program is not required to provide an accommodation that would fundamentally alter an essential academic or clinical requirement or result in an undue burden as defined by applicable law.

Before determining that a requested accommodation is not reasonable, the Program will consider whether an alternative accommodation or modification could provide the student with equal access while preserving essential program requirements.

Federal ADA regulations specifically recognize that reasonable modifications are required unless they would fundamentally alter the nature of the course or examination or create an undue burden.

NCLEX-PN Testing Accommodations

Accommodations provided by the BAVTS Practical Nursing Program do not guarantee approval of the same accommodations for the NCLEX-PN.

Students requesting NCLEX-PN testing accommodations must follow the accommodation process established by the Pennsylvania State Board of Nursing and the applicable NCLEX testing authorities.

The Pennsylvania State Board of Nursing's current Request for Testing Accommodations form requires information from the applicant and nursing education program director, including whether modifications were provided during the nursing education program and a description of those modifications.

Students are responsible for submitting the required documentation and accommodation request within the timeframe established by the Pennsylvania State Board of Nursing. The Program will provide appropriate educational documentation regarding accommodations provided during the student's nursing education when required and permitted.

Approval of accommodations by BAVTS does not constitute approval by the Pennsylvania State Board of Nursing or the NCLEX testing administrator.

Grievance and Appeal

A student who believes that a disability-related accommodation request has not been appropriately addressed may utilize the BAVTS grievance or appeal process.

Students are encouraged to first discuss concerns with the appropriate BAVTS administrator or designated personnel responsible for disability accommodations. Nothing in this policy prevents a student from exercising any rights or remedies available under applicable federal or state law.

Student Responsibility

Students are responsible for:

1. Identifying their need for an accommodation;
2. Following the BAVTS accommodation request process;
3. Providing documentation when reasonably required;
4. Communicating accommodation needs in a timely manner;
5. Meeting all essential academic and clinical requirements of the Practical Nursing Program; and
6. Using approved accommodations as intended.

Students should communicate changes in their functional needs or concerns regarding the effectiveness of an accommodation as soon as reasonably possible.

Faculty Responsibility

Faculty are responsible for implementing approved accommodations in accordance with the student's accommodation plan and BAVTS procedures.

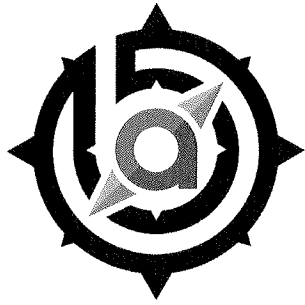
Faculty should maintain confidentiality, avoid discussing a student's disability unnecessarily, and refer questions regarding the appropriateness or modification of an accommodation to the appropriate BAVTS personnel.

Faculty may not independently determine that a previously approved accommodation is unnecessary, inappropriate, or no longer valid.

Policy Administration

BAVTS Practical Nursing Program will periodically review this policy to ensure continued consistency with applicable federal and Pennsylvania requirements, BAVTS policies, Pennsylvania State Board of Nursing requirements, and current nursing education standards.

Where a conflict exists between this policy and applicable law or regulatory requirements, the applicable law or regulatory requirement will govern.



BAVTS

Division of PRACTICAL NURSING



BAVTS PN Alcohol and Substance Abuse Policy

The BAVTS Practical Nursing Program is committed to maintaining a safe learning environment and protecting the safety of patients, students, faculty, and clinical partners. Students must comply with all drug screening requirements established by the Practical Nursing Program and its affiliated clinical agencies.

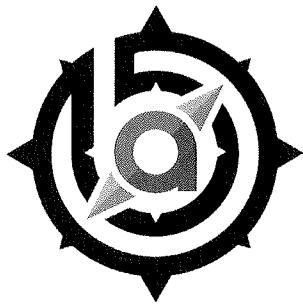
A negative drug screen is required as a condition of admission and may be required throughout the program in accordance with program policies, clinical agency requirements, or when there is reasonable suspicion of impairment.

Students are expected to report to the classroom, laboratory, simulation, and clinical settings free from impairment caused by alcohol, cannabis, controlled substances, or any medication that may affect the ability to provide safe patient care.

Pennsylvania's Medical Marijuana Act does not require clinical agencies to permit individuals who are under the influence of medical marijuana in safety-sensitive settings. Because clinical agencies establish their own eligibility requirements, the use of medical marijuana, including with a valid medical marijuana certification, may affect a student's eligibility for clinical placement. Students who are unable to meet a clinical agency's requirements may be unable to complete program requirements and may not be eligible to progress or graduate.

Students who test positive on a required drug screen or who are suspected of impairment will be removed from the clinical or educational setting pending review. The matter will be evaluated in accordance with BAVTS Practical Nursing Program policies and may result in disciplinary action, including dismissal from the program. Students may also be referred to the Pennsylvania Nurse Peer Assistance Program (PNAP) or other appropriate support resources when indicated.

Failure to comply with required drug screening procedures or refusal to submit to a required drug screen will be treated as a violation of program policy and may result in disciplinary action, including dismissal from the Practical Nursing Program.



BAVTS

Division of PRACTICAL NURSING



Smoking, Vaping/Smokeless tobacco:

The BAVTS Practical Nursing Program is committed to maintaining a safe, healthy, and professional learning environment. Students are required to comply with all BAVTS policies and the policies of clinical agencies regarding smoking, tobacco, vaping, and nicotine products.

Smoking, vaping, and the use of tobacco or nicotine products are prohibited in BAVTS buildings, classrooms, laboratories, simulation areas, school vehicles, and other designated smoke-free areas. Students are also prohibited from using these products during clinical experiences, clinical transportation, school-sponsored activities, or other program-related activities when prohibited by BAVTS or the clinical agency.

For purposes of this policy, tobacco and nicotine products include, but are not limited to, cigarettes, cigars, pipes, electronic cigarettes, vaping devices, smokeless tobacco, nicotine pouches, and other tobacco or nicotine-delivery products.

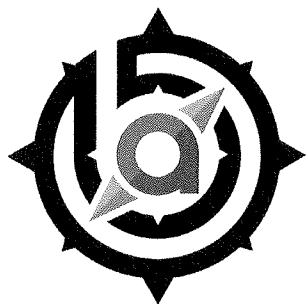
Students are required to comply with the tobacco, smoking, and vaping policies of each clinical agency. Clinical agencies may maintain policies that are more restrictive than BAVTS policy. Failure to comply with a clinical agency's policy may result in removal from the clinical experience and may affect the student's ability to complete required clinical hours.

Students are expected to report to classroom, laboratory, simulation, and clinical experiences in a professional condition and in compliance with applicable infection prevention, safety, and clinical-site requirements.

Violations of this policy may result in disciplinary action in accordance with BAVTS and Practical Nursing Program policies. Clinical-site violations may also be subject to the policies and disciplinary procedures of the clinical agency.

Nothing in this policy prohibits the lawful use of prescribed or over-the-counter nicotine replacement products when used in accordance with BAVTS and clinical-agency policies.

Students are responsible for reviewing and complying with all applicable BAVTS and clinical-agency tobacco, smoking, and vaping policies.



BAVTS

Division of PRACTICAL NURSING



Acceptable Use of Computer and Network Resources

The Bethlehem Area Vocational-Technical School (BAVTS) Practical Nursing Program provides students with access to technology resources to support learning. Students are expected to use computers, network resources, internet services, learning management systems, simulation technology, and electronic communication responsibly, ethically, and in accordance with BAVTS policies.

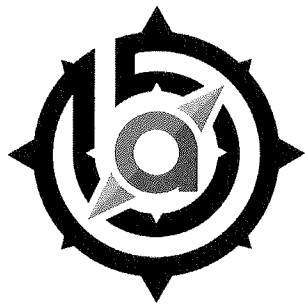
Technology resources are to be used for educational and program-related purposes only. Students are responsible for safeguarding usernames, passwords, and other login credentials and may not share accounts or access unauthorized systems.

Students must protect the confidentiality of all patient information and comply with the Health Insurance Portability and Accountability Act (HIPAA) and all applicable privacy laws. Patient information, photographs, videos, or other identifying information may not be stored on personal devices or shared through email, text messages, social media, or other electronic platforms.

The unauthorized copying, downloading, distribution, or misuse of software, instructional materials, examinations, or electronic records is prohibited. Students may not bypass security measures or engage in activities that compromise the security or integrity of BAVTS technology resources.

The use of artificial intelligence (AI), electronic devices, or online resources during examinations or graded assignments is prohibited unless specifically authorized by the instructor. Students are expected to maintain academic honesty and professionalism in all electronic communications.

Failure to comply with this policy may result in loss of technology privileges, disciplinary action, course failure when academic misconduct is involved, or dismissal from the BAVTS Practical Nursing Program in accordance with program policies.



BAVTS

Division of PRACTICAL NURSING



BAVTS Practical Nursing Program Testing Policy

Purpose

The Bethlehem Area Vocational-Technical School (BAVTS) Practical Nursing Program is committed to providing a fair, equitable, and valid assessment process that measures student achievement of course and program outcomes while promoting student success. Testing practices are designed to evaluate cognitive knowledge, clinical reasoning, and safe nursing practice using multiple assessment methods. The program complies with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, Pennsylvania Board of Nursing regulations, and Accreditation Commission for Education in Nursing (ACEN) standards.

General Testing Expectations

Students are expected to complete all scheduled examinations and assessments as outlined in each course syllabus. The faculty will provide testing schedules whenever possible. Students are responsible for arriving fifteen (15) minutes early for all exams with any required materials. Late arrival may result in reduced testing time or the need to complete a make-up examination at the discretion of the faculty.

Examinations may be administered in paper, electronic, simulation, laboratory, or other approved formats.

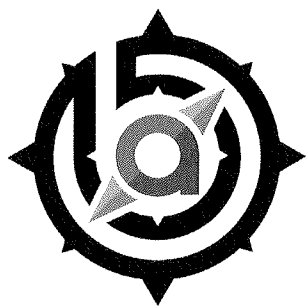
Testing Environment

Testing will occur in a quiet, secure environment that promotes academic integrity. Personal belongings, including cell phones, smart watches, notes, books, and other electronic devices, must be stored in a designated location before testing unless specifically authorized by the instructor. Faculty may assign seating, monitor examinations, or utilize approved testing software or proctors.

Examination Requirements

Students are expected to demonstrate competency throughout each course using a variety of assessment methods including unit examinations, quizzes, dosage calculation assessments, written assignments, laboratory skills evaluations, simulation, clinical evaluations, and standardized assessments.

No single examination or standardized test will be used as the sole determinant for course



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progression, program progression, or graduation. Faculty evaluate student achievement using multiple measures that collectively assess course and end-of-program learning outcomes.

The minimum passing grade for each nursing course is established in the program grading policy. All required clinical competencies and laboratory skills must also be successfully completed.

Standardized Testing

The program may utilize standardized assessments, including ATI examinations, to evaluate student learning, identify knowledge gaps, prepare students for the NCLEX-PN examination, and evaluate curriculum effectiveness.

Standardized assessments are one component of the overall course evaluation and shall not serve as the sole basis for progression or graduation.

Students whose standardized assessment results indicate the need for improvement may be required to complete faculty-directed remediation activities. Completion of remediation is required; however, remediation activities are intended to support learning rather than function as punitive measures.

Dosage Calculation Examinations

Safe medication administration is an essential nursing competency. Students must successfully demonstrate dosage calculation competency as outlined in each course syllabus.

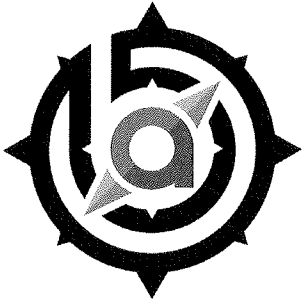
Students who do not achieve the required competency on the initial attempt will be provided remediation and additional testing opportunities according to course requirements. Failure to demonstrate minimum medication calculation competency after all permitted attempts may result in failure to meet course clinical objectives.

Missed Examinations

Students who miss a scheduled examination due to illness or emergency must notify the instructor before the examination whenever possible. Documentation may be required.

Make-up examinations are granted at the discretion of the instructor and may differ in format or content from the original examination. Failure to follow program attendance and notification procedures may result in a grade of zero for the missed examination.

Examination Review



BAVTS

Division of PRACTICAL NURSING



Faculty may provide opportunities for students to review completed examinations to promote learning. Examination questions remain the property of the Practical Nursing Program and may not be copied, photographed, reproduced, or removed from the testing area.

Students may discuss examination content only with faculty during designated review sessions.

Academic Integrity

Students are expected to uphold the highest standards of honesty during all examinations. Academic misconduct includes, but is not limited to, cheating, unauthorized collaboration, possession of unauthorized materials, copying another student's work, obtaining examination questions without permission, sharing examination content, photographing examinations, using artificial intelligence or electronic devices without authorization, or any action intended to gain an unfair academic advantage.

Violations of the Academic Integrity Policy may result in examination failure, course failure, disciplinary action, dismissal from the program, and/or additional sanctions in accordance with BAVTS policies.

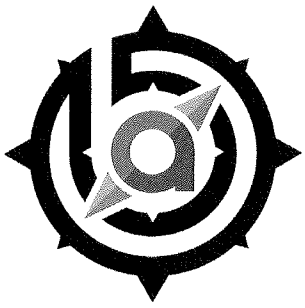
Testing Accommodations

The BAVTS Practical Nursing Program provides reasonable testing accommodations for qualified students with documented disabilities in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

- ☐ Students requesting testing accommodations must have an adult assessment on file.
- ☐ The assessment must be completed by a practitioner authorized to diagnose the condition that establishes the basis for the accommodations (examples: licensed physician, psychologist, Certified Registered Nurse Practitioner, physician assistant, optometrist or audiologist)
- ☐ Reasonable accommodations will be granted once the assessment is on file.
- ☐ The PN program fully complies with the Americans with Disabilities Act (ADA)
<https://www.ada.gov/resources/testing-accommodations/>

Accommodation requests will be reviewed individually and implemented in a timely manner. Testing accommodations will be provided in a manner that allows students to demonstrate their knowledge and abilities without discrimination. Students receiving approved accommodations will not be identified or treated differently because accommodations were provided.

Test Security



BAVTS



Division of PRACTICAL NURSING

All examinations are confidential educational materials. Students may not copy, reproduce, distribute, retain, or discuss examination questions outside of authorized review sessions. Violation of test security procedures may result in disciplinary action.

Program Evaluation

Aggregate examination and standardized assessment data will be reviewed regularly by faculty through the Systematic Plan for Evaluation to evaluate student achievement, identify curricular trends, improve instruction, and enhance overall program quality. Individual student results will remain confidential in accordance with applicable privacy requirements.



Nursing Education Program's Nursing Faculty Policies

Purpose

The Bethlehem Area Vocational-Technical School (BAVTS) Practical Nursing Program is committed to employing qualified nursing personnel who demonstrate excellence in teaching, clinical practice, professionalism, and leadership. The purpose of this policy is to establish standards for the recruitment, employment, orientation, evaluation, development, and retention of nursing personnel to ensure compliance with Pennsylvania State Board of Nursing regulations and to support student success.

Policy

The BAVTS Practical Nursing Program will employ nursing personnel who possess the qualifications, experience, and professional competencies necessary to deliver a high-quality practical nursing education. Nursing personnel are expected to maintain professional standards, support the mission and vision of BAVTS, and foster a positive learning environment that promotes student achievement, patient safety, and ethical nursing practice.

Scope

This policy applies to all nursing personnel employed by the Bethlehem AVTS PN program.

Standards

Nursing personnel are required to:

- Maintain an active, unrestricted Pennsylvania Registered Nurse license.
- Meet all qualifications established by the Pennsylvania State Board of Nursing and BAVTS.
- Demonstrate current clinical competence in assigned teaching areas.
- Participate in program orientation and ongoing professional development.
- Maintain professional behavior consistent with the nursing profession.
- Provide instruction that promotes safe, evidence-based, patient-centered care.
- Maintain confidentiality of student, employee, and patient information.
- Participate in curriculum development, program evaluation, and continuous quality improvement activities.
- Comply with all BAVTS policies, Pennsylvania State Board of Nursing regulations, and applicable federal and state laws.

Administration

The Program Administrator is responsible for:

- Verifying qualifications and licensure of nursing personnel.
- Ensuring faculty assignments are appropriate to expertise.
- Providing orientation, mentoring, and annual performance evaluations.
- Supporting continuing education and faculty development.
- Maintaining personnel records in accordance with institutional policy.
- Ensuring adequate faculty coverage for classroom, laboratory, and clinical instruction.

Professional Development

Nursing personnel are encouraged to participate in continuing education, professional organizations, clinical practice activities, conferences, and educational programs that enhance teaching effectiveness and clinical competency.

Review

This policy shall be reviewed annually by the Practical Nursing Program Administrator and nursing faculty and revised as necessary to maintain compliance with Pennsylvania State Board of Nursing regulations and current standards of nursing education.



Nursing Faculty Development Policy

At the BAVTS Practical Nursing Program, we believe our faculty are the heart of our program. We are committed to supporting each educator by encouraging lifelong learning, professional growth, and continued development. As healthcare and nursing education continue to evolve, we strive to provide opportunities for our faculty to expand their knowledge, strengthen their teaching skills, and continue inspiring the next generation of practical nurses.

Faculty development is an ongoing journey and a shared commitment between the Practical Nursing Program and each faculty member. BAVTS encourages and supports participation in professional development activities that promote excellence in teaching, strengthen clinical expertise, and foster leadership.

Faculty are encouraged to participate in opportunities such as:

Clinical practice experiences to maintain current nursing knowledge

Training on instructional technology, simulation, and innovative teaching strategies

- Curriculum development and program improvement initiatives
- Pennsylvania State Board of Nursing updates and regulatory education
- NCLEX-PN test plan and assessment workshops
- BAVTS in-service programs and staff development opportunities

The Practical Nursing Program Administrator will:

- Encourage and support faculty participation in professional development.
- Share information about educational opportunities, conferences, and regulatory updates.
- Foster a culture of collaboration, mentorship, and continuous improvement.
- Recognize and encourage faculty input to assure success of the program.

Nursing Faculty will:

- Maintain an active, unrestricted Pennsylvania Registered Nurse license.
- Remain current with evidence-based nursing practice and educational best practices.
- Incorporate new knowledge and teaching strategies into the classroom, laboratory, and clinical setting.
- Share ideas, resources, and experiences with colleagues to strengthen the program and enhance student learning.

At BAVTS, we believe that when we invest in our staff, we invest in our students. By supporting one another and working together as a team, we create an environment where educators grow, students succeed, and future practical nurses are prepared to make a meaningful difference in the lives of those they serve.



Job Title:

Director of Nursing

Work Schedule:

Full Time 40 hours per week

Reports To:

Practical Nursing Administrator

Position Summary:

The Director of Nursing will:

Provide leadership and administrative support to the Practical Nursing program.

Ensure compliance with PA SBON regulations, institutional policies and accreditation standards.

Recruit, supervise, mentor and evaluate nursing faculty and support staff.

Lead curriculum planning, implementation, evaluation and revision to assure alignment with current nursing practice, regulatory requirements and program outcomes.

Oversee student admissions, progress, retention, graduation and program completion.

Develop, implement, and evaluate the Systemic Plan of Evaluation and use program outcome data to support continuous quality improvement.

Prepare program reports and maintain records required by the regulatory and accrediting agencies.

Develop and maintain the program budget and assure proper allocation of fiscal, personnel, laboratory, simulation and and clinical resources.

Establish, maintain and evaluate clinical education partnerships and affiliation agreements.

Chair faculty meetings and promote shared governance, collaboration and faculty development.

Represent the Practical Nursing program within BAVTS and with regulatory agencies, healthcare partners, advisory committees and community organizations.

Promote student success, NCLEX-PN preparation, graduate achievement and employer satisfaction.

Maintain current knowledge of of nursing practice, nursing education and regulatory

requirements through ongoing professional development.

Perform other duties as assigned by Administrator of Practical Nursing program.

Minimum Qualifications:

Current, active unrestricted RN license in the Commonwealth of Pennsylvania.

Master's degree in nursing or a related field as required by the SBON.

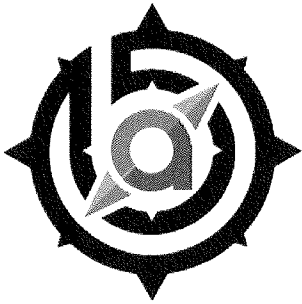
Minimum of five years (5) of nursing experience, including leadership or management experience.

Experience in nursing education, nursing curriculum and development, faculty supervision and program administration preferred.

Demonstrated knowledge of nursing regulations, accreditation standards, curriculum design, budgeting and program evaluation.

Performance Expectations:

The DON is expected to provide effective leadership, maintain regulatory compliance, promote continuous quality improvement, support faculty and student success and assure achievement to the Practice Nursing Program's mission, end of program student learning outcomes and program outcomes.



BAVTS

Division of PRACTICAL NURSING



The Bethlehem AVTS Practical Nursing program believe that:

Nurses are trained to respect and respond to the preferences, needs, and values of patients. BAVTS PN students will learn the importance of empathy, compassion, and the need for clear communication in establishing trusting relationships with patients.

Our future nurses will be trained on the importance of holistic care, recognizing that patients are not just physical beings, but individuals with emotional, social, cultural, and spiritual needs. Nurses are taught to treat the whole person, considering all aspects of the patient's life and environment.

Our program encourages the use of the best available research, clinical expertise, and patient preferences to guide nursing decisions.

Critical thinking and clinical reasoning are key components, enabling nurses to provide high-quality care based on the most current evidence.

Students are educated on ethical principles, professionalism, and the responsibilities that come with being a nurse.

The importance of advocacy, accountability, integrity, and respecting patient rights are core values in the program.

Nursing is viewed as a dynamic and evolving field, and the program encourages students to adopt a lifelong learning approach. As educators, we want this to be part of your educational ladder into the nursing profession.

Students are taught the importance of continued professional development and staying current with new nursing practices and health care advancements.

We will train our future nurses to work as part of a healthcare team, collaborating with physicians, other healthcare professionals, and patients to provide not only professional care, but heartfelt care, done with dignity and compassion.

Our program emphasizes teamwork, effective communication, and respect for one another and all members of each healthcare team we encounter.

Our nursing program underscores the importance of cultural sensitivity and competency. As BAVTS PN future nurses, we hold ourselves to the highest level of respect for all.

Nurses are taught to provide care that respects diverse cultural perspectives and to tailor interventions to meet the needs of patients from varied backgrounds.

As future nurses, we will be trained to be advocates for each patient.

BAVTS PN Students are encouraged to engage in community health efforts and to be involved in policies that improve healthcare delivery and access.

The program emphasizes the development of critical thinking skills, where students are encouraged to analyze, synthesize, and evaluate information in complex clinical situations.

Critical thinking and problem-solving are both integral traits to nursing practice, enabling nurses to make well-informed decisions under pressure.

The BAVTS PN nursing program aims to create leadership qualities and an innovative mindset in students, encouraging them to contribute to positive changes in healthcare delivery and nursing practice.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
September 1, 2026

J. 1. WORK PROJECT REPORT

INFORMATION:

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

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

*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits									
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date Paid Status
27-1	Angela Thom	Culinary	Lunches for SkillsUSA Judges (Nov. 16,17,18, 2026)	08/03/26	4			\$ -	
27-2	Angela Thom	Baking	Lunches for SkillsUSA Judges (Nov. 16,17,18, 2026)	08/03/26	4			\$ -	
27-3	Angela Thom	Culinary	Lunch for 10 people in Bistro (Dec. 8,2026)	08/03/26	4			\$ -	
27-4	Angela Thom	Baking	Lunch for 10 people in Bistro (Dec. 8,2026)	08/03/26	4			\$ -	
27-5	Angela Thom	Culinary	Buffet breakfast & lunch for College Fair (March 24, 2027)	08/03/26	4			\$ -	
27-6	Angela Thom	Baking	Buffet breakfast & lunch for College Fair (March 24, 2027)	08/03/26	4			\$ -	
27-7	Angela Thom	Culinary	Breakfast & Lunch for Nocti proctors (April 19,20,21, 2027)	08/03/26	4			\$ -	
27-8	Angela Thom	Baking	Breakfast & Lunch for Nocti proctors (April 19,20,21, 2027)	08/03/26	4			\$ -	
27-9	Angela Thom	Culinary	Buffet breakfast & lunch for Take Your Kid To Work Day (April 22,2027)	08/03/26	4			\$ -	
27-10	Angela Thom	Baking	Buffet breakfast & lunch for Take Your Kid To Work Day (April 22,2027)	08/03/26	4			\$ -	
27-11	Marketing	Baking	Baked Goods Tray (09/23/26) Saucon Valley Open House	08/11/26	4			\$ -	
27-12	Marketing	Baking	Baked Goods Tray (09/09/26) Freedom Open House	08/11/26	4			\$ -	
27-13	Marketing	Baking	Baked Goods Tray (09/08/26) Liberty Open House	08/11/26	4			\$ -	
27-14	Marketing	Baking	Baked Goods Tray (08/20/26) Northampton Open House	08/11/26	4	08/20/26	\$ 120.00	\$ 120.00	PAID 08/31/26
27-15	Building Project	Graphics	Detour signs	08/18/26	4	08/20/26	\$ 186.00	\$ 186.00	PAID 08/31/26
27-16	Howie Nonnemacher	Graphics	100 Business Cards	08/25/26	4			\$ -	
27-176	Michele Bracero	Auto Tech	Chevy - Brakes and hode	08/20/26	1			\$ -	
27-177	Jennifer Klo	Auto Tech	Chevy - various	08/21/26	1			\$ -	
27-178	Jennifer Klo	Auto Tech	Ford F150 - various	08/21/26	1			\$ -	
27-179	Jennifer Klo	Auto Tech	Subaru Forrester	08/21/26	1			\$ -	
27-180	Howie Nonnemacher	Auto Tech	Subaru Legacy - Various	08/25/26	1			\$ -	
27-427	Michele Bracero	Graphics	3 Banners	08/20/26	1	08/20/26	90.00	\$109.71	PAID 08/20/26
27-481	Connor Moriarty	Web	Website work	04/21/26				\$0.00	

	*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					
27-482	Jennifer Klo	Caprentry	Fix Drawer	08/21/26	1			\$0.00							
27-483	King Aris	Auto Coll.	Ford - Window, Door stuck	08/25/26	2			\$0.00							

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
September 1, 2026

J. 2. CONDITION OF THE BUDGET

INFORMATION:

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Adam S. Lazarchak". The signature is fluid and cursive, with a long horizontal stroke at the end.

Adam S. Lazarchak
Executive Director

Sf

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
June 30, 2026

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL		BUDGET		YEAR-TO-DATE		BUDGET	
		BUDGET	REVISIONS	ACTIVITY	ENCUMBRANCES	BALANCE	ACTIVITY	ENCUMBRANCES	BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	715,248.00	-	60,826.90	565,129.12	89,291.98			
10.1240.000.000.000	SPECIAL EDUCATION	756,636.00	-	34,168.95	358,833.44	363,633.61			
10.1310.000.000.000	AGRICULTURE PROGRAM	20,000.00	-		11,719.83	8,280.17			
10.1320.000.000.000	MARKETING DISTRIBUTIVE EDUCATION	162,144.00	-	12,705.24	126,989.36	22,449.40			
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	875,815.00	-	65,300.47	525,816.87	284,697.66			
10.1342.000.000.000	HOME ECONOMICS PROGRAM	1,054,220.00	-	71,881.04	705,219.02	277,119.94			
10.1370.000.000.000	TECHNICAL PROGRAM	181,707.00	-	11,311.89	113,255.71	57,139.40			
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	5,055,609.00	-	256,636.55	2,838,056.37	1,960,916.08			
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-			10,000.00			
10.2100.000.000.000	STUDENT SERVICES	1,744,931.00	-	117,720.46	1,455,522.56	171,687.98			
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	124,138.00	-	5,063.00	1,168.65	117,906.35			
10.2310.000.000.000	BOARD SECRETARY	4,423.00	-	100.00	-	4,323.00			
10.2320.000.000.000	BOARD TREASURER	1,800.00	-	142.00	-	1,658.00			
10.2350.000.000.000	LEGAL SERVICES	70,000.00	-	-	54,000.00	16,000.00			
10.2360.000.000.000	OFFICE OF THE DIRECTOR	502,695.00	-	40,116.49	309,340.09	153,238.42			
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	854,577.00	-	82,026.84	530,186.83	242,363.33			
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	123,078.00	-	7,814.37	77,860.26	37,403.37			
10.2511.000.000.000	BUSINESS OFFICE	718,296.00	-	65,658.21	405,238.82	247,398.97			
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,911,431.00	-	258,383.66	494,768.95	2,158,278.39			
10.2660.000.000.000	SECURITY SERVICES	66,055.00	-	21.81	239.91	65,793.28			
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	-	2,293.92	26,706.08			
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	600,490.00	-	26,440.96	264,311.11	309,737.93			
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	115,266.00	-	4,962.39	-	110,303.61			
10.3350.000.000.000	WELFARE ACTIVITIES	-	-	(108.45)		108.45			
10.3390.000.000.000	COMMUNITY SERVICES	130,295.00	-	9,279.48	76,374.51	44,641.01			
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	-	-	-	-			
10.4600.000.000.000	IMPROVEMENT EXPENSES	87,500.00	-	-	4,072.95	83,427.05			
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-			
10.5140.000.000.000	LEASES & RIGHT TO USE ARRANGEMENT	-	-	-	-	-			
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	-	-	100,000.00			
10.5251.000.000.000	FOOD SERVICE TRANSFERS	-	-	-	-	-			
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-			
10.5900.000.000.000	BUDGETARY RESERVE	75,000.00	-	-	-	75,000.00			
	TOTAL FOR GENERAL FUND	17,090,354.00	-	1,130,452.26	8,920,398.28	7,039,503.46			
	TOTAL EXPENSES	17,090,354.00	-	1,130,452.26	8,920,398.28	7,039,503.46			
	EXCESS OF REVENUE OVER EXPENSES			7,168,234.42					

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
July 31, 2026

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	20,000.00	7,547.55	12,452.45
10.6910.000.000.000	RENTALS	6,000.00	-	6,000.00
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	7,967,718.00	609,676.00	7,358,042.00
10.6946.002.000.000	RECEIPTS FROM NASD	3,679,566.00	-	3,679,566.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,171,871.00	-	1,171,871.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	75,000.00	-	75,000.00
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	722.78	1,277.22
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,701,024.00	-	1,701,024.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	2,500.00	-	2,500.00
10.7362.000.360.000	PCCD ACT 55 GRANT	100,000.00	-	100,000.00
10.7362.000.360.001	PCCD ACT 55 GRANT	-	-	0.00
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	-	300,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	258,630.00	-	258,630.00
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,378,189.00	-	1,378,189.00
10.8521.000.663.000	FEDERAL	402,606.00	-	402,606.00
10.8749.000.987.000	PCCD GRANT	-	-	0.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	-	0.00
TOTALS FOR GENERAL FUND		17,090,354.00	617,946.33	16,472,407.67
TOTAL REVENUES		17,090,354.00	617,946.33	16,472,407.67