

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

July 31, 2026

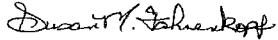
The Joint Committee
Bethlehem Area Vocational-Technical School

Dear Committee Member:

A Regular Meeting of the Joint Committee of the Bethlehem Area Vocational-Technical School is called for **Tuesday, August 4, 2026 at 7:00 p.m.** for general purposes.

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

Respectfully,



Susan M. Fahrenkopf
Joint Committee Secretary

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

August 4, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

UNAUDITED
June 30, 2026

FUND NAME	BALANCE June 1, 2026	RECEIPTS	DISBURSEMENTS	BALANCE June 30, 2026
General <i>includes INVESTMENTS/CD</i>	4,622,529.60	3,088,977.75	(4,762,033.83)	2,949,473.52
House Project	10,969.64	0.63	(5,696.02)	5,274.25
Production	225,030.26	13,198.57	(35,916.16)	202,312.67
Capital Reserves <i>includes INVESTMENTS/CD</i>	3,963,289.35	11,044.28	0.00	3,974,333.63
Capital Projects <i>includes INVESTMENTS/CD</i>	2,536,338.24	12.20	(52,883.85)	2,483,466.59
Payroll	9,430.73	1,330,674.70	(1,094,404.63)	245,700.80
Cafeteria	66,077.56	8,762.70	(22,595.94)	52,244.32
Adult Education <i>includes INVESTMENTS/CD</i>	387,136.42	9,600.73	(69,696.10)	327,041.05
Student Activities	59,767.52	61.18	(6,121.30)	53,707.40
TOTALS	11,880,569.32	4,462,332.74	(6,049,347.83)	10,293,554.23

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

GENERAL, HOUSE PROJECT, PRODUCTION FUNDS - CASH ACCTS

June 1, 2026

3,189,046.41

RECEIPTS

Production	13,174.41	
Interest	24.79	
District Contrib.	0.00	
District Contrib./Auth.		
State / Fed Funds	800,703.53	
Tuition		
Other	14,515.14	
Transfers - Investment Accts	250,000.00	
Inter-Fund Transfers	14,332.93	1,092,750.80

DISBURSEMENTS

Prepaid Bills	(70,705.05)	
Bill Listings	(1,167,932.47)	
Payroll	(1,284,678.46)	
Other--Authority Bond		
Fees	(3,352.12)	
Void Checks	188.69	
Transfers - Investment Accts	(2,000,000.00)	(4,526,479.41)

June 30, 2026	ADJ BOOK BALANCE	(244,682.20)
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BANK RECONCILIATION

June 30, 2026

Bank Balance- Embassy	354,557.25
Memo	
Outstanding Checks	(599,239.45)
Deposit in Transit	0.00

June 30, 2026	ADJ BANK BALANCE	(244,682.20)
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To the Members of the Joint Committee
Bethlehem Area Vocational-Technical School

August 4, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

UNAUDITED
June 30, 2026

PLGIT	PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)	
	June 1, 2026	665,244.84
	Transfers In	0.00
	Interest	1,830.87
	P Card purchases	(27,166.60)
	Transfers Out	
	June 30, 2026	ADJ BOOK BALANCE
		639,909.11

BANK RECONCILIATION	June 30, 2026	
Bank Balance- PLGIT		639,909.11
Deposit in Transit		
Outstanding Checks		
	June 30, 2026	ADJ BANK BALANCE
		639,909.11
Average Yield for June 2026 is 3.47%		

PSDLAF	PA SCHOOL DISTRICT LIQUID ASSET FUND (GENERAL FUND)	
	June 1, 2026	1,004,238.25
	Transfers In	2,000,000.00
	Interest	7,595.28
	Transfers Out	(250,000.00)
	June 30, 2026	ADJ BOOK BALANCE
		2,761,833.53

BANK RECONCILIATION	June 30, 2026	
Bank Balance- PSDLAF		2,761,833.53
Deposit in Transit		
Outstanding Checks		
	June 30, 2026	ADJ BANK BALANCE
		2,761,833.53

CAPITAL RESERVES - EMBASSY BANK			
	June 1, 2026		59,505.34
	Receipts	0.00	
	Interest	1.22	
	Void Checks	0.00	1.22
	Fees		
	Disbursements	0.00	0.00
	June 30, 2026	ADJ BOOK BALANCE	59,506.56

BANK RECONCILIATION	June 30, 2026	
Bank Balance- Embassy		59,506.56
Memos		
Outstanding Checks		0.00
Deposit in Transit		0.00
	June 30, 2026	ADJ BANK BALANCE
		59,506.56

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

August 4, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

UNAUDITED

June 30, 2026

PLGIT	PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)	
	June 1, 2026	191,720.54
	Transfers In	0.00
	Interest	552.45
	Transfers Out	0.00
	June 30, 2026	ADJ BOOK BALANCE
		192,272.99

BANK RECONCILIATION	June 30, 2026	
	Bank Balance- PLGIT	192,272.99
	Outstanding Checks	0.00
	June 30, 2026	ADJ BANK BALANCE
		192,272.99
	Average Yield for June 2026 is 3.47%	

PSDLAF	PA SCHOOL DISTRICT LIQUID ASSET FUND (CAPITAL RESERVES)	
	June 1, 2026	3,712,063.47
	Transfers In	0.00
	Interest	10,490.61
	Transfers Out	
	June 30, 2026	ADJ BOOK BALANCE
		3,722,554.08

BANK RECONCILIATION	June 1, 2026	
	Bank Balance- PSDLAF	3,722,554.08
	Deposit in Transit	
	Outstanding Checks	
	June 30, 2026	ADJ BANK BALANCE
		3,722,554.08

CAPITAL PROJECTS - EMBASSY BANK

	June 1, 2026		2,536,338.24
	Receipts	0.00	
	Interest	12.20	
	Void Checks	0.00	12.20
	Fees		
	Disbursements	(52,883.85)	(52,883.85)
	June 30, 2026	ADJ BOOK BALANCE	2,483,466.59

BANK RECONCILIATION	June 30, 2026	
	Bank Balance- Embassy	2,483,566.59
	Memos	
	Outstanding Checks	(100.00)
	Deposit in Transit	0.00
	June 30, 2026	ADJ BANK BALANCE
		2,483,466.59

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

August 4, 2026

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UNAUDITED
June 30, 2026

PAYROLL FUND - EMBASSY BANK

June 1, 2026			9,430.73
	Receipts	1,330,671.19	
	Interest	3.51	
	Void Checks		1,330,674.70
	Fees		
	Disbursements	(1,094,404.63)	(1,094,404.63)
June 30, 2026	ADJ BOOK BALANCE		245,700.80

BANK RECONCILIATION

June 30, 2026

Bank Balance- Embassy	245,700.80	
Memos		
Outstanding Checks	0.00	
Deposit in Transit		
June 30, 2026	ADJ BANK BALANCE	245,700.80

CAFETERIA FUND - EMBASSY BANK

June 1, 2026			66,077.56
	Receipts	8,761.52	
	Transfers		
	Interest	1.18	8,762.70
	Disbursements	(22,595.94)	
	Void Check	0.00	(22,595.94)
June 30, 2026	ADJ BOOK BALANCE		52,244.32

BANK RECONCILIATION

June 30, 2026

Bank Balance- Embassy	55,877.97	
Memos	0.00	
Outstanding Checks	(3,633.65)	
Deposit in Transit	0.00	
June 30, 2026	ADJ BANK BALANCE	52,244.32

ADULT EDUCATION FUND - EMBASSY BANK

June 1, 2026			387,136.42
	Receipts	9,599.39	
	Interest	1.34	9,600.73
	Disbursements	(69,696.10)	
	Void Checks	0.00	
			(69,696.10)
June 30, 2026	ADJ BOOK BALANCE		327,041.05

BANK RECONCILIATION

June 30, 2026

Bank Balance	330,641.19	
Memos	0.00	
Outstanding Checks	(3,600.14)	
Deposit in Transit	0.00	
June 30, 2026	ADJ BANK BALANCE	327,041.05

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

August 4, 2026

Ladies and Gentlemen:

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UNAUDITED

June 30, 2026

STUDENT ACTIVITY ACCT -EMBASSY BANK

June 1, 2026			59,767.52
Receipts	60.00		
Other			
Interest	1.18	61.18	
Disbursements	(6,121.30)		
Other--Ret'd Check			
Voided Check	0.00	(6,121.30)	
June 30, 2026	ADJ BOOK BALANCE		53,707.40

BANK RECONCILIATION

June 30, 2026

Bank Balance	54,161.31		
Outstanding Checks	(453.91)		
Deposit in Transit	0.00		
June 30, 2026	ADJ BANK BALANCE		53,707.40

REPORT OF DEPOSITORIES

June 30, 2026

EMBASSY BANK

General Fund	354,557.25
Capital Reserve	59,506.56
Capital Projects	2,483,566.59
Payroll Account	245,700.80
Cafeteria Fund	55,877.97
Adult Ed. Fund	330,641.19
Student Activity Fund	54,161.31

PLGIT

PLGIT General Fund	639,909.11	
PLGIT Capital Reserve	192,272.99	832,182.10

PSDLAF

PSDLAF General Fund	2,761,833.53	
PSDLAF Capital Reserve	3,722,554.08	6,484,387.61

TOTAL BANK BALANCES 10,900,581.38

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 4, 2026

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through August 4, 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
8/4/2026

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	AMOUNT	DESCRIPTION
7/9/2026	Y	35455	CANON SOLUTIONS AMERICA, INC.	\$ 57.32	COPIER MAINTENANCE
7/9/2026	Y	35456	ENGLE-HAMBRIGHT & DAVIES, INC	\$123,202.00	INSURANCE
7/9/2026	Y	35457	NRG BUSINESS MARKETING	\$ 71.26	GAS SERVICE
7/9/2026	Y	35458	PACTA	\$ 1,400.00	2026-2027 MEMBERSHIP DUES
7/9/2026	Y	35459	PP&L	\$ 17,190.02	ELECTRIC
7/9/2026	Y	35460	TRAVELERS	\$ 242.00	TREASURER/PUBLIC OFF. BOND
7/9/2026	Y	35461	VERIZON WIRELESS	\$ 334.74	CELL PHONES
7/9/2026	Y	35462	WEX BANK	\$ 439.76	FUEL
7/13/2026	Y	35463	HOME DEPOT CREDIT SVCS.	\$ 1,124.88	MAINTENANCE SUPPLIES
7/15/2026	Y	35464	CANON FINANCIAL SERVICES, INC.	\$ 1,963.15	LEASE RENTAL OF HARDWARE
7/15/2026	Y	35465	CITY OF BETHLEHEM	\$ 1,803.77	WATER AND SEWAGE
7/15/2026	Y	35466	JORDAN MONTAGUE	\$ 5,063.00	TUITION REIMBURSEMENT
7/15/2026	Y	35467	PP&L	\$ 3,205.71	ELECTRIC
7/15/2026	Y	35468	TYLER TECHNOLOGIES INC.	\$ 13,552.54	ANNUAL FEES
7/20/2026	Y	35469	EMBASSY BANK -	\$ 15,263.32	TRAVEL, OFFICE AND MAINTENANCE SUPPLIES
7/21/2026	Y	35470	BETHLEHEM PARKING AUTHORITY	\$ 2,400.00	PARKING PERMITS
7/21/2026	Y	35471	JEFFREY CANTREL	\$ 167.48	REIMBURSEMENT
7/21/2026	Y	35472	SERVICE ELECTRIC CABLE TV	\$ 98.97	PHONE SERVICE
7/21/2026	Y	35473	UGI ENERGY SERVICES LLC	\$ 326.93	GAS SERVICE
7/30/2026	Y	35474	CITY OF BETHLEHEM	\$ 28.00	HOUSE PROJECT WATER BILL
7/30/2026	Y	35475	DARIO CHAVEZ	\$ 400.00	REIMBURSEMENT
7/30/2026	Y	35476	PENTELEDATA	\$ 490.00	INTERNET SERVICE COLUMBIA ST
7/30/2026	Y	35477	SELECTIVE INSURANCE COMPANY	\$ 1,160.00	INSURANCE
7/30/2026	Y	35478	THE HARTFORD	\$ 2,792.00	INSURANCE
7/30/2026	Y	35479	UGI UTILITIES	\$ 201.19	GAS SERVICE
7/30/2026	Y	35480	VAN CLEEF ENGINEERING ASSOCIATES	\$ 1,352.00	ENGINEERING SERVICES
8/4/2026		35481	3D UNIVERSE LLC	\$ 199.00	MECHATRONICS SUPPLIES
8/4/2026		35482	ABC LAWN AND LANDSCAPING	\$ 1,200.00	LAWN SERVICE
8/4/2026		35483	ALBARELL ELECTRIC INC.	\$ 6,891.00	ELECTRICAL WORK

8/4/2026	35484	ALBERT USTER IMPORTS INC.	\$ 216.13	BAKING SUPPLIES
8/4/2026	35485	ALLDATA CORP.	\$ 975.00	SOFTWARE RENEWAL
8/4/2026	35486	AMAZON CAPITOL SERVICES	\$ 253.65	OFFICE AND MAINTENANCE SUPPLIES
8/4/2026	35487	ARTHOFFER TOWING & TRANSPORT LLC	\$ 3,346.38	REPAIRS
8/4/2026	35488	ATLAS COPCO	\$ 3,434.57	SERVICE CALL
8/4/2026	35489	BIT DIRECT INC.	\$ 23,751.50	TECHNOLOGY SUPPLIES
8/4/2026	35490	CARTRIDGE XCHANGE LL	\$ 901.50	TONER CARTRIDGES
8/4/2026	35491	CHA CONSULTING INC.	\$ 750.00	PROFESSIONAL SERVICES
8/4/2026	35492	CHRIN HAULING, INC	\$ 2,126.80	TRASH REMOVAL
8/4/2026	35493	CLARK SERVICE GROUP INC	\$ 7,908.87	PROACTIVE MAINTENANCE
8/4/2026	35494	CM REGENT LLC	\$ 3,018.59	AUG 26 LIFE/LTD
8/4/2026	35495	COL. NORTH. I.U. 20	\$ 7,014.21	25-26 SERVICES, CONFERENCE FEES
8/4/2026	35496	CRANETECH USA	\$ 660.00	INSPECTION
8/4/2026	35497	DEAN RUCH	\$ 261.80	MILEAGE REIMBURSEMENT
8/4/2026	35498	EBTEP	\$ 195,463.58	AUG MEDICAL/RX
8/4/2026	35499	FACILITIES MANAGEMENT EXPRESS	\$ 4,197.40	SUBSCRIPTION FEES
8/4/2026	35500	GORMAN & ASSOCIATES P.C.	\$ 6,200.00	25-26 AUDIT FEE
8/4/2026	35501	HAIRNET COMPANY	\$ 172.60	HAIRNETS
8/4/2026	35502	HERPEL'S AUTO & TRUCK LIFTS	\$ 2,144.62	LIFT MAINTENANCE
8/4/2026	35503	HIGHMARK BLUE SHIELD	\$ 1,252.54	AUG 26 VISION
8/4/2026	35504	I-CAR EDUCATION FOUNDATION	\$ 1,200.00	ONLINE SUBSCRIPTION
8/4/2026	35505	IDENTIFIX INC.	\$ 1,188.00	SUBSCRIPTION
8/4/2026	35506	INTEGRA ONE	\$ 218.47	TECHNOLOGY SUPPLIES
8/4/2026	35507	INTEGRITEC INC.	\$ 594.00	WATER TREATMENT
8/4/2026	35508	KEYSTONE FIRE PROTECTION DBA PYE-F	\$ 3,657.00	MONITORING/ACCESS CONTROL
8/4/2026	35509	KING SPRY HERMAN FREUND FAUL	\$ 5,292.67	SOLICITOR'S FEES
8/4/2026	35510	KIRIPOSKI & SONS	\$ 125.00	PORT O POTTY HOUSE PROJECT/FOO
8/4/2026	35511	LEGO EDUCATION	\$ 3,179.70	MECHATRONICS SUPPLIES
8/4/2026	35512	LEHIGH UNIVERSITY	\$ 2,000.00	2026-2027 MEMBERSHIP DUES
8/4/2026	35513	MASTERMAN'S	\$ 432.60	SAFETY GLASSES
8/4/2026	35514	MICHAEL GALLER	\$ 151.53	MILEAGE REIMBURSEMENT
8/4/2026	35515	PREFERRED EAP	\$ 493.50	EMPLOYEE ASSISTANCE PROGRAM
8/4/2026	35516	PREMIUM SIGN SUPPLIES INC.	\$ 1,164.90	GRAPHICS SUPPLIES
8/4/2026	35517	PRO COMPRESSOR	\$ 1,536.00	SERVICE CALL
8/4/2026	35518	PURSELL STORAGE CO. LLC	\$ 1,370.00	STORAGE CONTAINERS
8/4/2026	35519	QUADIENT FINANCE USA INC.	\$ 3,000.00	POSTAGE FOR METER

8/4/2026	35520	QUADIENT LEASING USA INC.	\$ 720.00	LEASE PAYMENT
8/4/2026	35521	RESET OUTDOORS	\$ 1,837.50	MENTAL HEALTH SERVICES
8/4/2026	35522	RICHTER DRAFTING AND OFFICE SUPPLY	\$ 747.79	OFFICE AND MAINTENANCE SUPPLIES
8/4/2026	35523	SCENARIO LEARNING	\$ 2,050.65	SUBSCRIPTION
8/4/2026	35524	SHARDA PAPER INC	\$ 1,196.00	GRAPHICS SUPPLIES
8/4/2026	35525	SSM GROUP INC.	\$ 1,260.00	TRAINING & INSPECTIONS
8/4/2026	35526	STATE CHEMICAL	\$ 297.36	DRAIN MAINTENANCE
8/4/2026	35527	SYSCO	\$ 4,757.30	FOOD TRUCK SUPPLIES
8/4/2026	35528	THE MORNING CALL	\$ 1,011.58	LEGAL ADS
8/4/2026	35529	TK ELEVATOR CORPORATION	\$ 2,818.56	SERVICE AGREEMENT
8/4/2026	35530	W.W. GRAINGER	\$ 414.50	MAINTENANCE SUPPLIES
8/4/2026	35531	WILSON PRODUCTS	\$ 560.00	CYLINDER RENTALS
		TOTAL	<u>\$509,944.39</u>	

REPORT DATE
6/30/2026

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	VENDOR	CHECK AMOUNT	DESCRIPTION
6/11/2026	Y	35399	PP&L	\$ 22,674.14	25-26 ELECTRIC
6/11/2026	Y	35400	UGI ENERGY SERVICES LLC	\$ 569.21	GAS SERVICE
6/11/2026	Y	35401	UGI UTILITIES	\$ 1,085.96	GAS SERVICE
6/17/2026	Y	35402	EMBASSY BANK -	\$ 12,945.20	TRAVEL, CLASSROOM & OFFICE SUPPLIES
6/18/2026	Y	35403	BETHLEHEM PARKING AUTHORITY	\$ 2,400.00	PARKING PERMITS
6/18/2026	Y	35404	CANON FINANCIAL SERVICES,INC.	\$ 1,963.15	LEASE RENTAL OF HARDWARE
6/18/2026	Y	35405	CITY OF BETHLEHEM	\$ 2,940.25	25-26 WATER BILL
6/18/2026	Y	35406	PP&L	\$ 2,640.23	25-26 ELECTRIC
6/18/2026	Y	35407	SELECTIVE INSURANCE COMPANY	\$ 2,762.00	INSURANCE
6/18/2026	Y	35408	SERVICE ELECTRIC CABLE TV	\$ 98.63	PHONE SERVICE
6/30/2026		35409	11400 LLC	\$ 32,190.00	CULINARY EQUIPMENT
6/30/2026		35410	ABC LAWN AND LANDSCAPING	\$ 1,200.00	LAWN SERVICE
6/30/2026		35411	ALFRED MASER CO.	\$ 22,031.80	PRECISION MAC. EQUIPMENT
6/30/2026		35412	AMAZON CAPITOL SERVICES	\$ 2,811.51	CLASSROOM, OFFICE, MAINTENANCE SUPPLIES
6/30/2026		35413	B & H FOTO-VIDEO	\$ 3.99	SHIPPING
6/30/2026		35414	BAYADA HOME HEALTH CARE	\$ 525.00	SERVICES
6/30/2026		35415	BEST LINE LEASING DBA BEST LINE EQUIPMENT	\$ 592.15	REPAIRS
6/30/2026		35416	BETHLEHEM TOWNSHIP	\$ 49,117.59	25-26 RESOURCE OFFICER
6/30/2026		35417	BINDICS CUSTOM SCREEN PRINTING	\$ 1,090.25	CLASS SHIRTS
6/30/2026		35418	BIT DIRECT INC.	\$ 8,745.00	TECHNOLOGY SUPPLIES
6/30/2026		35419	CARTRIDGE XCHANGE LL	\$ 110.25	TONER CARTRIDGES
6/30/2026		35420	CM REGENT LLC	\$ 2,998.87	JULY LIFE/LTD
6/30/2026		35421	DIVAL SAFETTY EQUIPMENT INC	\$ 67,996.63	PROTECTIVE SVCS. SUPPLIES
6/30/2026		35422	DOCUMENT SYSTEMS LTD.	\$ 748.70	INK CARTRIDGE/SEALER
6/30/2026		35423	DUPLO USA CORP	\$ 225.86	GRAPHICS SUPPLIES
6/30/2026		35424	EBTEP	\$193,012.45	JULY DENTAL
6/30/2026		35425	ECOLAB CO	\$ 1,181.66	CLEANING SUPPLIES
6/30/2026		35426	EFFECTIVE CONTROLS INC.	\$ 624.00	ANNUAL SERVICE AGREEMENT

6/30/2026	35427	HIGHMARK BLUE SHIELD	\$ 1,214.00	JULY VISION
6/30/2026	35428	INTEGRA ONE	\$ 96,883.44	TECHNOLOGY SUPPLIES
6/30/2026	35429	JOHNSON CONTROLS FIRE PROTECTION LP	\$ 4,266.00	ANNUAL AGREEMENT
6/30/2026	35430	KENSOL AIRWAYS	\$ 1,950.00	SERVICE
6/30/2026	35431	KING SPRY HERMAN FREUND FAUL	\$ 3,460.17	SOLICITOR'S FEES
6/30/2026	35432	KIRIPOSKI & SONS	\$ 125.00	PORT O POTTY HOUSE PROJECT/FOO
6/30/2026	35433	L.V. JANITORIAL SUPPLY	\$ 371.64	MAINTENANCE SUPPLIES
6/30/2026	35434	MORE MILES AUTOMOTIVE LLC	\$ 44.50	SERVICE
6/30/2026	35435	MOYER PEST CONTROL	\$ 139.00	PEST CONTROL
6/30/2026	35436	NORSTAR NETWORKS	\$ 5,022.05	AGREEMENT
6/30/2026	35437	NORTHEAST JANITORIAL	\$ 303.36	MAINTENANCE SUPPLIES
6/30/2026	35438	PENNRIDGE NUTRITIONAL SERVICES	\$ 40.70	LENOR CO AD
6/30/2026	35439	PENTELEDATA	\$ 490.00	INTERNET SERVICE COLUMBIA ST
6/30/2026	35440	PURSELL STORAGE CO. LLC	\$ 1,072.00	STORAGE CONTAINERS
6/30/2026	35441	QUILL CORP.	\$ 202.12	CLASSROOM, OFFICE, MAINTENANCE SUPPLIES
6/30/2026	35442	RAPTOR TECHNOLOGIES LLC	\$ 2,346.75	EMERGENCY MANAGEMENT SYSTEM
6/30/2026	35443	RESET OUTDOORS	\$ 1,050.00	MENTAL HEALTH SERVICES
6/30/2026	35444	SHANEQUE DEAS	\$ 75.00	COSMO KIT REFUND
6/30/2026	35445	STATE CHEMICAL	\$ 297.36	DRAIN MAINTENANCE
6/30/2026	35446	TACK'S TRUCK AND TRAILER	\$ 35,000.00	FOOD TRUCK
6/30/2026	35447	THE MORNING CALL	\$ 1,812.11	LEGAL AD
6/30/2026	35448	TOYOTALIFT NORTHEAST LLC	\$ 299.02	SERVICE
6/30/2026	35449	UGI UTILITIES	\$ 1,340.92	GAS SERVICE
6/30/2026	35450	ULINE	\$ 615.80	MAINTENANCE SUPPLIES
6/30/2026	35451	VAN CLEEF ENGINEERING ASSOCIATES	\$ 2,799.00	SERVICES
6/30/2026	35452	W.W. GRAINGER	\$ 898.14	MAINTENANCE SUPPLIES
6/30/2026	35453	WILSON PRODUCTS	\$ 37,495.00	EQUIPMENT
6/30/2026	35453	MERISSA LONG	\$ 5,063.00	
		TOTAL	<u>\$639,960.56</u>	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

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

The administration respectfully submits the following information and recommendations:

1. SUSPENSION OF JOINT COMMITTEE PROCEDURE – SECOND READINGS

Joint Committee Policy 003, allows, upon majority vote, the suspension at any time of the operation of a procedure or policy, provided the suspension does not conflict with legal requirements. Therefore, Administration recommends to suspend the procedure requiring a second reading of job descriptions that come before the Joint Committee for approval as a first reading at this meeting. This suspension is effective until the next meeting of the Joint Committee, per Policy 003.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 4, 2026

2. JOB DESCRIPTION UPDATING

RECOMMENDATION:

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

- Receptionist/Attendance Secretary

It is further recommended, that the following job descriptions, presented for a first reading, be approved, waiving a second reading, per Agenda Item I.1.

- Career and Technical Instructor
- Construction Management Instructor
- Literacy Integration Specialist
- Math Integration Specialist
- Mentor

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: Receptionist/Attendance Secretary

GENERAL POSITION REQUIREMENTS

Education/Certification High School diploma
Fluent in spoken and written English; Bilingual in Spanish preferred

Work Experience Office or educational setting preferred

Machinery & Equipment Computer, printer, copier, calculator, telephone, fax machine.

Other (skills) Ability to maintain a high level of confidentiality; keyboard efficiently and accurately (40 wpm); good proofreading skills; good telephone communication skills; knowledge of record keeping; excellent computer skills with working knowledge of Microsoft Office software, particularly the mastery and experience in Word, Excel, Access, and Outlook; excellent interpersonal skills; excellent organizational skills; detail oriented; excellent communication skills (verbal and written); and the ability to multi-task on a daily basis in a busy office environment.

Reports to Supervisor in charge

ESSENTIAL JOB FUNCTIONS

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

Position Title: Receptionist/Attendance Secretary

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

TERMS OF EMPLOYMENT

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

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF
FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

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

BODY MOVEMENTS

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

Job Description

Position Title: **Career and Technical Instructor**
Work Unit: Professional Staff
Reports to: Executive Director, Principal, or Supervisor, as assigned

GENERAL POSITION REQUIREMENTS

Education/Certification: Possesses or willing to obtain proper Pennsylvania Department of Education Emergency, Intern, Vocational I or II Certification; Current (within 1 year) Federal and State Criminal History and Child Abuse Background Clearances

Experience: Minimum of four years of documented work experience required;

Machinery & Equipment: Program/trade specific, computer, telephone, copy machine.

Other (Skills): Microsoft Office, Program or trade specific software

PRIMARY DUTIES AND RESPONSIBILITIES

INSTRUCTIONAL

- Implements the educational program within the philosophy and policies approved by the Joint Committee and the guidelines established by the Executive Director.
- Develops, revises, and implements the curriculum as it pertains to each instructional area in accordance with established guidelines and format.
- Develops, revises, and implements instructional activities and materials to support the curriculum.
- Utilizes a diversity of instructional delivery methods in order to motivate students and promote learning.
- Instructs students in the knowledge and skills required in a specific occupation or occupational field, using systematic plan of lectures, discussions, audio-visual presentations, laboratory, shop, and field trips.
- Maintains daily attendance records and record student progress through an approved grade book procedure. Communicates student progress to parents/guardians.
- Prepares lesson plans weekly and provide lesson plans for short-term substitutes.
- Maintains and posts instructional plans/objectives daily.
- Plans and supervises class projects, field trips and speakers or other experiential activities and guide students in learning from those activities.
- Designs instruction and provides opportunities for students to develop safety practices, professionalism, and positive work ethics.
- Reads and follows assigned students' Individualized Education Programs (IEP's). Adapt instruction for students with special needs and reports mid-quarter progress of Individualized Education Program (IEP) students to the Special Education Coordinator.
- Integrates academic standards into the career and technical program content.

Position Title:**Career and Technical Instructor**

- Develops and promotes student leadership and citizenship through the integration of vocational student organization activities into the curriculum.
- Supervises assigned students at all times.
- Completes required paperwork for secondary education programs.
- Applies the BAVTS discipline policy to classroom situations and encourages appropriate student behavior.
- Mentors, monitors, and refers students to learning support personnel and/or guidance office.

SAFETY

- Follows basic first aid procedures as necessary.
- Provides and maintains a well-organized, safe learning environment.
- Implements and maintains a preventative safety program in lab and classroom areas consistent with industry standards. Involve students in safety program.
- Maintains instructional equipment and provide for repair as needed.

PROFESSIONALISM

- Maintains a professional attitude and appearance.
- Models professional, ethical, and appropriate work behavior.
- Uses professional judgment to provide and maintain an educational environment conducive to learning.
- Creates a classroom culture of high expectations for all students through effective classroom management, instructional delivery, and assessment practices.
- Supports efforts of the sending school districts and the Bureau of Career and Technical Education by implementing pre-standardized testing strategies, to positively affect PSSA and NOCTI testing results.
- Attends staff meetings and serve on committees as required.
- Performs hall, cafeteria, bus and other duties as assigned.

BUDGET/FINANCIAL

- Implements sound fiscal procedures within the instructional area in accordance with approved financial parameters and complete budget sheets as requested.
- Selects, orders, stores, issues, and inventories classroom equipment, materials and supplies.
- Prepares and submits report, information, budgets, and inventory as required.

PROFESSIONAL DEVELOPMENT

- Attains and maintains teacher credentials as required by Pennsylvania Department of Education.
- Maintain industry recognized credentials and/or certification including participation in technical seminars, workshops, and classes that are related to the occupation.
- Participates in activities to keep abreast of advances in technology, curriculum, and instructional delivery techniques.
- Collaborates with other teachers and administrators in the development, evaluation, and revision of program.

Position Title:

Career and Technical Instructor

BUSINESS/INDUSTRY RELATIONS

- Maintains and conducts Occupational Advisory Committee meetings at least twice annually to seek recommendations for curriculum program improvements, safety, and equipment.
- Provides job placement information and assistance as requested by the School-to-Career Office.

PHYSICAL REQUIREMENTS OF THE JOB

Work Environment:

The employee occasionally works near moving mechanical parts, such as trade-specific equipment. The employee may occasionally work outdoors when simulating the real-world work environment. Most environments are not air-conditioned nor do they provide access to windows. The noise level is usually moderate to loud, including interruptions from phones, visitors, other employees, students, and supervisors.

Language Skills:

Ability to read, analyze and interpret general business and technical periodicals, professional journals, technical procedures or governmental regulations; ability to effectively present information in small or large groups or individualized instruction; ability to write reports, take attendance and perform other customary paperwork associated with secondary education; ability to respond to questions from individuals, groups, parents, the general public or other stakeholder groups; ability to speak clearly.

Mathematics Skills:

Ability to work with mathematical concepts (fractions, ratios, proportions, percentages, etc,) in order to compute student grades and to perform trade-specific calculations.

Computer Skills:

Ability to use computer technology for grading, attendance, e-mail, software applications, internet and other educational activities as required by the Administration.

Reasoning Skills:

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems related to secondary students, the world of work and public education issues; ability to deal with a variety of abstract and concrete variables; ability to demonstrate prudent judgment.

Position Title:

Career and Technical Instructor

Physical Requirements:

MEASURED IN TERMS OF FREQUENCY

Not At All

0%

Occasionally

1 – 33%

Frequently

24 – 66%

Constantly

67 – 100%

LIFTING

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

BODY MOVEMENTS

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

TERMS OF EMPLOYMENT

Salary, Terms, Benefits, and Length of Work Year in accordance with the current Collective Bargaining Agreement.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

Job Description

Position Title: Construction Management Instructor
Work Unit: Professional Staff
Reports to: Supervisor in Charge

GENERAL POSITION REQUIREMENTS

Education/Certification Must have or be able to obtain CTE I and CTE II certifications. Valid driver's license required.

Experience Minimum of five years of documented work-related experience in the construction-related fields required and vocational teaching experience preferred

Machinery & Equipment Program specific, computer, telephone, copy machine.

Other (skills) Microsoft Office, Program or trade specific software

PRIMARY DUTIES AND RESPONSIBILITIES

- Coordinates instructional aspects of BAVTS internal and external building projects under direction of the Supervisor in Charge and with approval from Supervisor of Buildings and Grounds
- Facilitates collaboration between the various trades and their respective instructors to organize and schedule building projects for Construction Cluster-selected students.
- Facilitates meetings of identified student leaders from each trade to function as student project managers in their chosen program of study.
- Submits purchase requests to Business Office for processing orders.
- Coordinates student industry certifications with Construction Cluster Instructors.
- Develops post-secondary articulation agreements for construction-related programs and maintain current status of such agreements.
- Substitutes for Construction Cluster programs when available.

- Performs additional duties as requested by the Executive Director and Supervisor in Charge

Position Title:

Construction Management Instructor

PHYSICAL REQUIREMENTS OF THE JOB

Work Environment:

The employee occasionally works near moving mechanical parts, such as trade-specific equipment. The employee may occasionally work outdoors when simulating the real-world work environment. Most environments are not air-conditioned nor do they provide access to windows. The noise level is usually moderate to loud, including interruptions from phones, visitors, other employees, students, and supervisors.

Language Skills:

Ability to read, analyze and interpret general business and technical periodicals, professional journals, technical procedures or governmental regulations; ability to effectively present information in small or large groups or individualized instruction; ability to write reports, take attendance and perform other customary paperwork associated with secondary education; ability to respond to questions from individuals, groups, parents, the general public or other stakeholder groups; ability to speak clearly.

Mathematics Skills:

Ability to work with mathematical concepts (fractions, ratios, proportions, percentages, etc.) in order to compute student grades and to perform trade-specific calculations.

Computer Skills:

Ability to use computer technology for grading, attendance, e-mail, software applications, internet and other educational activities as required by the Administration.

Reasoning Skills:

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems related to secondary students, the world of work and public education issues; ability to deal with a variety of abstract and concrete variables; ability to demonstrate prudent judgment.

Position Title:

Construction Management Instructor

Physical Requirements:

MEASURED IN TERMS OF
FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

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

BODY MOVEMENTS

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

TERMS OF EMPLOYMENT

Salary, Terms, Benefits, and Length of Work Year in accordance with the current Collective Bargaining Agreement.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

Job Description

Position Title: Literacy Integration Specialist
Work Unit: Professional Staff
Reports to: Executive Director, Principal, or Supervisor, as assigned

GENERAL POSITION REQUIREMENTS

Education/Certification: Instructional I or II Certification – Secondary English (7-12)
Current (within 1 year) Federal and State Criminal Background and Child Abuse Clearances

Experience: Minimum of three years successful classroom teaching experience. Career and Technical classroom setting is preferred.

Machinery & Equipment: Computer, telephone, copy machine.

Other (Skills): Microsoft Office products.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assists students with Professional Development Program (PDP) requirements.
- Assists instructors with integrating PDP & Education and Work standards into CTE curriculum.
- Assists with implementation of Career Education Portfolios.
- Models effective instructional language arts strategies for vocational instructors.
- Coaches and mentors colleagues with regard to effective language arts related instruction and activities.
- Provides support to classroom instructors in delivering appropriate instruction and assessment relative to language arts related content.
- Acts as a resource person for classroom instructors.
- Provides information and guidance to instructors and support personnel (Teacher Assistants and Paraprofessionals) through individual, group, and other types of mentoring strategies that reinforce the use of integrated literacy strategies.
- Assists instructional staff with the understanding and implementation of the RWSL standard as it pertains to their respective students. Assist with development of rigorous and relevant instructional activities to meet this challenge.
- Establishes relationships with community partners to assure that we meet the literacy demands of the local and regional work force through constant examination of changing needs.
- Keeps abreast of current research and development in the area of literacy practices.
- Continues to develop skills pertinent to current strategies in this field.
- Works hand-in-hand with BAVTS computer systems personnel to utilize computer-based literacy programs.

Position Title:

Literacy Integration Specialist

PHYSICAL REQUIREMENTS OF THE JOB

Work Environment:

The employee occasionally works near moving mechanical parts, such as trade-specific equipment. The employee may occasionally work outdoors when simulating the real-world work environment. Most environments are not air-conditioned nor do they provide access to windows. The noise level is usually moderate to loud, including interruptions from phones, visitors, other employees, students, and supervisors.

Language Skills:

Ability to read, analyze and interpret general business and technical periodicals, professional journals, technical procedures or governmental regulations; ability to effectively present information in small or large groups or individualized instruction; ability to write reports, take attendance and perform other customary paperwork associated with secondary education; ability to respond to questions from individuals, groups, parents, the general public or other stakeholder groups; ability to speak clearly.

Mathematics Skills:

Ability to work with mathematical concepts (fractions, ratios, proportions, percentages, etc.) in order to compute student grades and to perform trade-specific calculations.

Computer Skills:

Ability to use computer technology for grading, attendance, e-mail, software applications, internet and other educational activities as required by the Administration.

Reasoning Skills:

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems related to secondary students, the world of work and public education issues; ability to deal with a variety of abstract and concrete variables; ability to demonstrate prudent judgment.

Position Title:

Literary Integration Specialist

Physical Requirements:

MEASURED IN TERMS OF FREQUENCY

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

LIFTING

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

BODY MOVEMENTS

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

TERMS OF EMPLOYMENT

Salary, Terms, Benefits, and Length of Work Year in accordance with the current Collective Bargaining Agreement.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

Job Description

Position Title:	Math Integration Specialist
Work Unit:	Professional Staff
Reports to:	Executive Director, Principal or Supervisor, as assigned

GENERAL POSITION REQUIREMENTS

<i>Education/Certification</i>	Instructional I or II Certification – Secondary Math (7-12) Current (within 1 year) Federal and State Criminal Background and Child Abuse Clearance
<i>Experience:</i>	Minimum of three years successful classroom teaching experience. Career and Technical classroom setting is preferred.
<i>Machinery & Equipment</i>	Program specific, computer, telephone, copy machine.
<i>Other (skills)</i>	Microsoft Office, Program or trade specific software

PRIMARY DUTIES AND RESPONSIBILITIES

Perkins

- Plans individual and group activities to stimulate progress and competency in related math and academic integration.
- Coordinates plans with Career and Technical Instructors to provide math integration.
- Helps students to develop positive work ethics.
- Adapts instruction for students with special needs, as noted in the student's IEP or as otherwise directed by Administration.
- Works with Instructional Assistants when necessary to implement components of the IEP.
- Collaborates with other teachers to design instruction that complements the vocational-technical curriculum as much as possible.
- Reviews and interprets the P.D.E. academic standards related to the specific academic subject and related content areas and implements the standards through daily instruction.
- Integrates vocational-technical applications of academic principles into the curriculum.
- Models professional, ethical, and appropriate behavior.
- Supervises students as appropriate.
- Completes required paperwork for secondary education programs.
- Uses professional judgment to provide and maintain an educational environment conducive to learning.
-

Position Title:

Math Integration Specialist

General

- Applies the BAVTS discipline policy to classroom situations.
- Performs hall, cafeteria, bus and other duties as assigned.

REQUIREMENTS OF THE JOB

Work Environment:

The employee occasionally works near moving mechanical parts, such as trade-specific equipment. The employee may occasionally work outdoors when simulating the real-world work environment. Most environments are not air-conditioned nor do they provide access to windows. The noise level is usually moderate to loud, including interruptions from phones, visitors, other employees, students and supervisors.

Language Skills:

Ability to read, analyze and interpret general business and technical periodicals, professional journals, technical procedures or governmental regulations; ability to effectively present information in small or large groups or individualized instruction; ability to write reports, take attendance and perform other customary paperwork associated with secondary education; ability to respond to questions from individuals, groups, parents, the general public or other stakeholder groups; ability to speak clearly.

Mathematics Skills:

Ability to work with mathematical concepts (fractions, ratios, proportions, percentages, etc.) in order to compute student grades and to perform trade-specific calculations.

Computer Skills:

Ability to use computer technology for grading, attendance, e-mail, software applications, internet and other educational activities as required by the Administration.

Reasoning Skills:

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems related to secondary students, the world of work and public education issues; ability to deal with a variety of abstract and concrete variables; ability to demonstrate prudent judgment.

Position Title:

Math Integration Specialist

Physical Requirements:

MEASURED IN TERMS OF
FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

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

BODY MOVEMENTS

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

TERMS OF EMPLOYMENT

Salary, Terms, Benefits, and Length of Work Year in accordance with the current Collective Bargaining Agreement.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOB DESCRIPTION

Position Title:

Mentor

GENERAL POSITION REQUIREMENTS

Job Requirements

- Professional Staff Member
- Possesses a valid Pennsylvania CTE I or CTE II Certificate or Instructional I or II certification, and be employed as a teacher by the Bethlehem Area Vocational-Technical School for a minimum of three years.
- Has received satisfactory evaluations from Administration for the previous three years.
- Possesses a similar certification and/or assignment as the Inductee.
- Has outstanding work performance.
- Models continuous learning and reflection.
- Possesses an excellent knowledge of district/school policies, procedures and resources.
- Has the ability to work with students and other adults.
- Declares a willingness to accept additional responsibility.
- Has a compatible schedule so the Mentor and Inductee can meet regularly.

Reports to

Supervisor as assigned by Executive Director

ESSENTIAL JOB FUNCTIONS

- Develops a helping relationship with the Inductee.
- Facilitates a good start to the year so that the Inductee can be successfully integrated into the system.
- Attends the New Teacher Induction Orientation Day at the beginning of the school year.
- Keeps in close contact with the Inductee and will be available for help.
- Meets with the inductee regularly.
- Models good instructional practices.
- Observes the Inductee and offers suggestions for improvement.
- Provides professional and personal support.
- Maintains a confidential relationship with the Inductee.
- Assists the Inductee with paperwork and forms.
- Provides guidance on classroom management and student discipline.
- Assists with attendance and record keeping procedures.
- Assists by interpreting the bargaining unit contract.
- Assists with grading procedures and reporting.
- Explains Joint Committee and Administrative policies.

- Assists with PDE Certification and testing requirements.
- Shares instructional skills and techniques.
- Assists and guides the inductee through end-of-year procedures.
- Completes information and activity sheets of sessions completed and submit to Principal.
- Maintains a log of all visitations to include dates, time, and a summary of visitations.

TERMS OF EMPLOYMENT

Stipend position for ½, 1 or 2 years as appropriate. Appointed by Administration. Work hours concurrent with and in addition to the normal school day.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

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

BODY MOVEMENTS

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 4, 2026

3. STAFFING
RECOMMENDATION:

- a. That the following appointment be approved:

Amanda Webber

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

Lijo (Joey) Joseph

Position: Aviation Technician Instructor (new position)
Salary/Benefits: \$73,825.91 (Column A, Step 9) for the 2026-2027
school year, with benefits in accordance with the
Professional Employee Benefit package.
Effective: August 17, 2026, pending receipt of all required
paperwork

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

4. BUSINESS ADMINISTRATOR'S 2026-2027 SALARY

RECOMMENDATION:

The Joint Committee set and approve the salary of Business Administrator, Robert Warmouth at \$_____, effective July 1, 2026, for the 2026-2027 school year. This amount represents a _____% increase from the 2025-2026 rate.

EXECUTIVE DIRECTOR'S 2026-2027 SALARY

RECOMMENDATION:

The Joint Committee set and approve the salary of Executive Director, Adam Lazarchak at \$_____, effective July 1, 2026, for the 2026-2027 school year. This amount represents a _____% increase from the 2025-2026 rate.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

5. EMPLOYEE AGREEMENTS

a. ADMINISTRATIVE SUPPORT EMPLOYEE AGREEMENT EXTENSION

RECOMMENDATION:

That the Administrative Support Employee Agreement Extension for the period July 1, 2026 to June 30, 2027, be approved by the Joint Committee.

b. INSTRUCTIONAL ASSISTANT EMPLOYEE AGREEMENT

RECOMMENDATION:

That the Instructional Assistant Employee Agreement for the period July 1, 2026 to June 30, 2028, be approved by the Joint Committee.

MOTION BY:

SECOND BY:

ROLL CALL

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

July 1, 2022 – June 30, 2026

Extension through June 30, 2027

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ARTICLE I — AGREEMENT

This Agreement entered into this ____ day of _____, 2026 by and between the Joint Committee, hereinafter called the "Board", of the Bethlehem Area Vocational-Technical School, Bethlehem, Pennsylvania, hereinafter called the "School", and the Administrative Support Employees of the Bethlehem Area Vocational-Technical School, hereinafter called "Employee" or "Employees", singularly or collectively. The Administrative Support Employee Group includes the Administrative Assistants (to the Executive Director and to the Business Administrator), the SIS/Data Coordinator, and the First Aid Officer.

ARTICLE II - TERM OF AGREEMENT

The term of this Agreement will begin on July 1, 2026, and will continue in full force and effect until June 30, 2027, or until such later date as the parties may hereinafter agree is to be the extended ending date. Any such extended ending date will be evidenced by an amendment to this Agreement. To this amendment, both parties will signify their approval by affixing their signatures thereto.

ARTICLE III — MEET AND DISCUSS

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

ARTICLE IV – SAVINGS CLAUSE

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

ARTICLE V — RIGHTS OF EMPLOYEES

- A. No Employee will be disciplined, discharged or reduced in position or compensation without due process as provided by law.

- B. Whenever any Employee is required to appear before the Superintendent of Record, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that Employee in his/her position, or employment, or the salary pertaining thereto, he/she will be given, where feasible, notice of the reasons for such meeting or interview and will be entitled, if he/she so desires, to have a representative of the Employees present to advise and represent the Employee during such meeting or interview. If the Board has legal counsel present, the Employee also will be entitled to have legal counsel present.
- C. No reprisals of any kind will be taken by the Board or any members of the administration against any party in interest, any representatives or any member of the Employees, by reason of participation in such a meeting or interview, or the Complaint Procedure.
- D. Nothing contained herein will be construed to deny or restrict to any Employee, or to the Board, such rights as they may have under the Public School Code of 1949 as amended, or other applicable laws.
- E. Seniority is the length of service with the School. Each position covered by the Agreement maintains separate and distinct seniority. Any Employee laid off will retain his/her seniority for a one (1) year period. In case of layoff, or return to work following layoff, the principle of seniority will prevail.
- F. Any employee discharged will be paid in full all wages owed him/her by the Joint Committee, including earned vacation pay, if any, on or before the next regularly scheduled payday.

ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES

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

ARTICLE VII - COMPENSATION

- A. Employees shall be evaluated, at a minimum, once per year in the month of May by their immediate supervisor. Employees receiving a Satisfactory rating are entitled to an increase in annual salary, as follows:

2022– 2023 increase incorporated into annual salary effective July 1, 2022 as listed below:

\$57,584.48 – Administrative Assistant to Business Administrator
\$56,892.30 – Administrative Assistant to Executive Director
\$55,021.44 – SIS/Data Coordinator
\$44,278.34 – First Aid Officer

2023 – 2024	3.0%
2024 – 2025	3.0%
2025 – 2026	3.0%
2026 – 2027	3.5%

- B. **Travel Expenses** - Employees required, in the course of their work, to drive personal vehicles from one (1) school building to another, will receive reimbursement at the prevailing IRS rate. This same allowance will be given for the use of personal vehicles for other business of the School.

- C. **Method of payment** — Each Employee will receive his/her wages in twenty-six (26) pay periods or twenty-seven (27) pay periods, depending on the scheduled biweekly pay dates.

All Employees are required to enroll in direct deposit of paychecks at the time of hire.

- D. **Overtime** — Any Employee required to work beyond forty (40) hours per week will be paid one and one-half (1½) times his/her hourly wage for such overtime. Overtime work can either be compensated at the agreed to rate, or taken as compensatory time at the discretion of the Employee with three (3) days prior notice submitted to the Administrator in Charge of Employees. Compensatory time will be at the rate of one (1) hour worked equals one and one-half (1½) hour of compensatory time. A maximum of twenty-four (24) earned compensatory hours may be used within 30 days of earning them, and any unused compensatory hours will be paid as overtime pay at one and one-half (1½) times the hourly rate for each hour of overtime worked.

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

- E. **Accumulated Sick Leave** — Upon retirement or death and with a minimum of ten (10) years of service at the School, Employee or Employee's estate will receive a payment for each day of accumulated unused sick days up to a maximum of 275 days. The rate per day shall be equal to the rate in the current Teachers' Bargaining Unit (BAVTSEA) agreement. The sum total of these dollars will be placed into a special employer contributed 403(b) plan.

The value of all unused sick leave payments accrued at the time of separation from employment (other than disciplinary termination) payable after July 1, 2008, will be contributed as an employer contribution by the School into a Section 403(b) account up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year. In no case will any unused sick leave payments and/or incentives be paid directly to the employee.

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

ARTICLE VIII— PAYROLL DEDUCTIONS

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

ARTICLE IX — VACANCIES

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

ARTICLE X — WORKING CONDITIONS

- A. Employees will not be required to work under unsafe or hazardous conditions, or to perform tasks which are unhealthy or unsafe.
- B. Employees will not be required to transport students in the Employee's personal vehicle.
- C. For **Administrative Assistant** Employees and the **SIS/Data Coordinator**, a normal working day is seven and one-half (7 1/2) hours, including a duty-free thirty (30) minute paid lunch and two (2) fifteen (15) minute paid breaks, or a one (1) hour paid lunch break.

For the **First Aid Officer**, a normal working day is seven hours and twenty minutes (7:20), including a duty-free thirty (30) minute paid lunch.

- D. Inclement Weather - When school is closed due to snow or other inclement weather, **Administrative Assistant** Employees and the **SIS/Data Coordinator** covered by this Agreement will be expected to report to work unless otherwise directed to do so by the Executive Director or designee. The **First Aid Officer** will follow the directions given by the Executive Director or designee for Instructional Assistants. Employees will suffer no loss of pay for cancelled days.

In the event of an early dismissal due to inclement weather, Employees will receive a full day's pay.

- E. The work year for **Administrative Assistants** and the **SIS/Data Coordinator** is defined as July 1 through June 30 excluding Saturday and Sunday. The work year is 259, 260, 261 or 262 days depending on the year.

The work year for the **First Aid Officer** is defined as the professional staff year defined by the Agreement with the BAVTSEA.

- F. A normal work day for an **Administrative Assistant** and the **SIS/Data Coordinator** assigned to work a 4-day week, instead of a 5-day week, will be calculated as described in the agreement with the BAVTS Clerical Group.

ARTICLE XI — PERSONAL FREEDOM

- A. The personal life of an Employee is not an appropriate concern of the Board, unless such personal activity is detrimental to the school.

- B. Employees are entitled to full rights of citizenship, and no religious or political activities of an Employee, or lack thereof, will be grounds for any discipline or discrimination with respect to employment of such Employee, providing said activities do not violate any local, state, or federal law, and providing said activities do not interfere with the performance of duties.

ARTICLE XII — INSURANCE AND OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

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

B. Life Insurance

Each full-time Employee will be provided during the term of this Agreement with a group-term life insurance with Accidental Death & Dismemberment, the premium of which will be paid by the School. Coverage Employees will be in the amount of fifty thousand dollars (\$50,000.00) or an amount equal to the employee's annual salary, whichever is higher, effective November 1, 2018.

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

C. Income Protection Plan

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

D. Dental Service Plan

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

E. Prescription Drugs

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

F. Vision Insurance Program

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

G. Longevity

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

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

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

I. Health Insurance Opt-out

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

ARTICLE XIII — LEAVES OF ABSENCE

A. Sick Leave

1. For each year of continuous service with the School, **Administrative Assistant** Employees and the **SIS/Data Coordinator** will receive twelve (12) days and the **First Aid Officer** will receive ten (10) days of sick leave with full pay according to the following schedule, whenever prevented from performing his or her occupation by illness or accidental injury. Up to three (3) sick days may be used to care for illness of family members.

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

2. During the first year of employment commencing on the date of hire and ending on the next succeeding June 30th, the Employee will receive one (1) sick day for each whole month of completed service.
3. Employees will be given a written accounting of accumulated sick leave days upon request.
4. No Employee's salary will be paid if the accidental injury is incurred while the Employee is engaged in remunerative work unrelated to school duties.
5. No payments of any disability, sick leave, or other Employee benefits will be made to any Employee covered by this Agreement as a result of intentionally self-inflicted or voluntarily inflicted illness, disability, or injury.
6. **Administrative Assistants** and the **SIS/Data Coordinator** assigned to work a 4-day week, instead of a 5-day week, will be charged 1.25 days for 1 day of sick leave used or .625 day for ½ day of sick leave used.

B. Death in Family

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

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

C. Death of Near Relative

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

D. Military Leave

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

E. Extended Illness Leave

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

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

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

F. Leave for Good Reason

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

ARTICLE XIV— VACATIONS-HOLIDAYS

- A. **Administrative Assistant** Employees and the **SIS/Data Coordinator** covered by this Agreement will be granted vacation with pay according to the following schedule:

<u>Completed Years of Service</u>	<u>Vacation</u>
1-5	Thirteen (13) Days
6-15	Thirteen (13) days plus one (1) additional day for each year completed beyond the 5 th year.

At the Completion of year 15 Twenty-three (23) Days

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

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

Each Employee will be given the opportunity to take his/her vacation each year. A maximum of ten (10) days vacation may be carried forward and used in the ensuing fiscal year. However, only five (5) of those days may be accumulated in that fiscal year. The Employee has the option of taking five (5) of the ten (10) days as vacation on or prior to September 1 of the ensuing fiscal year or cashing out those five (5) days. In instances of unforeseeable, extenuating circumstances which affect an administrator's ability to utilize all vacation time allotted, the Director may reconsider parameters for carrying over and/or cashing out vacation days.

- B. The **First Aid Officer** will be granted 2 vacation days per year. Unused days may be accumulated from year to year; however, no more than 5 vacation days may be used in any one school year. In the event of the termination of employment by Employer for any reason, the Employee or his/her beneficiary will receive compensation for earned and unused vacation days payable within thirty (30) days.
- C. All vacation schedules will be cleared by the Director.

- D. **Administrative Assistant** Employees and the **SIS/Data Coordinator** covered by this Agreement will be granted ten (10) holidays and three (3) flex/paid holidays per year. In the event a paid holiday should fall on a non-working day, an appropriate day, based on the school calendar will be substituted. The holidays classified as paid holidays are as follows:

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

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

- E. The **First Aid Officer** does not receive paid holidays or flex days.

ARTICLE XV - COMPLAINT PROCEDURE

A. Definitions

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

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

B. Procedure

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

1. Failure at any step of this procedure to communicate the decision on a Complaint within the specified time limits will permit the Complainant to proceed to the next step, except when mutually agreed in writing.
2. Failure at any step of the procedure to appeal a decision on a Complaint to the next step within the specified time limits will be considered as acceptance of the decision rendered at that step.
3. It is understood that the Complainant shall, pending the processing of any complaint, continue to observe all assignments and applicable rules and regulations until such complaint has been concluded.

C. Steps

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

- Step 1. Any Employee who has a Complaint may at his/her option discuss it first with the appropriate administrative personnel in an attempt to resolve the matter at that step.
- Step 2. If Step 1 is utilized and, as a result of the discussion, the Complaint is not resolved to the satisfaction of the Complainant(s), the Complainant(s) shall set forth the Complaint in writing to the Executive Director or designee within ten (10) days of the decision at Step 1. Otherwise, all other Complaints will start at this step in accordance with the time limits above

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

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

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

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

and forward the request to the Joint Committee. The Joint Committee may hold a meeting with the Complainant and will render a decision in writing to the Complainant no later than ten (10) days following its next regularly scheduled monthly meeting, which decision will be final.

D. Miscellaneous

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

ARTICLE XVI — TUITION REIMBURSEMENT

In order to be eligible for tuition reimbursement, an Employee must have been employed in the School for at least one school year, or equivalent thereof, and must have received at least a satisfactory performance review rating on their most recent rating.

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

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

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

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

An Employee may be reimbursed for a maximum of twelve (12) college credits and a maximum of three (3) BAVTS Continuing Education courses per school year. Courses authorized by the Executive Director and taken outside of the work schedule may be reimbursed to maintain certification or license for a position used at the School.

Eligible Employees will receive reimbursement as follows:

- a) the Employee must submit the Educational Assistance Documentation Form requesting preapproval, tuition cost and a description of the course at least thirty (30) days in advance of the starting date.
- b) the maximum amount for credit reimbursement will be based on the resident undergraduate rate at Northampton Community College until the Employee provides written verification that he/she has attained an Associate's Degree or a minimum of 60 credits toward a Bachelor's Degree Program or above, then the rate will be based on the resident undergraduate or graduate rate, as applicable, at East Stroudsburg University.
- c) The Executive Director has the sole discretion to approve courses with no legal recourse within or outside the Agreement, including the Complaint Procedure, by Employees.

ARTICLE XVII – RETIREMENT BONUS

Upon retirement from the School and meeting the requirements listed below, the School will pay the premium cost for health, prescription drug, vision, and dental plans, for the qualifying Administrative Support retiree and Administrative Support retiree's spouse (only the legally-recognized spouse at date of retirement is eligible) as follows:

- A. With respect to the Administrative Support retiree, until the earliest of the following to occur:
 - 1. The death of the Administrative Support retiree;
 - 2. The Administrative Support retiree attains age sixty-five (65);
 - 3. The Administrative Support retiree becomes eligible for Medicare; or
 - 4. The Administrative Support retiree is provided another similar insurance program, to be determined in the discretion of the BAVTS, by another employer or agency.
- B. With respect to the Administrative Support retiree's spouse, until the earliest of the following to occur:
 - 1. A final divorce decree has been entered between the Administrative Support retiree and the spouse;
 - 2. The spouse attains age sixty-five (65);
 - 3. The death of the Administrative Support retiree;
 - 4. The death of the spouse;
 - 5. The spouse becomes eligible for Medicare;
 - 6. Five (5) years following termination of the Administrative Support retiree's coverage, for any reason; or

7. The spouse is provided another similar insurance program by another employer or agency (to be determined in the discretion of the BAVTS).

The plans shall be the same as the plans offered to active Employees, subject to meeting the qualifications below.

In order to qualify for the above contribution, the retiring Employee must be at least 55 years of age, have 15 years or more continuous service with the School at the time of retirement, provide written notification of the intended retirement date to the Executive Director at least six (6) months prior to the intended retirement date, and must meet all the retirement criteria of PSERS.

ARTICLE XVIII – 90 Day Probationary Period

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

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

ADMINISTRATIVE SUPPORT EMPLOYEES OF THE BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

BY: _____

BY: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: _____
Chairperson

BY: _____
Secretary

**AGREEMENT BETWEEN THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
AND
THE INSTRUCTIONAL ASSISTANTS OF THE
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
July 1, 2026 – June 30, 2028**

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ARTICLE I — AGREEMENT

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

ARTICLE II - TERM OF AGREEMENT

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

ARTICLE III — MEET AND DISCUSS

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

ARTICLE IV – SAVINGS CLAUSE

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

ARTICLE V — RIGHTS OF EMPLOYEES

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

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

ARTICLE VI – EMPLOYEES’ RIGHTS AND PRIVILEGES

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

ARTICLE VII - COMPENSATION

- A. The annual increases to wages of Employees covered by this Agreement are set forth in Appendix "A", which is attached to and incorporated in this Agreement and will remain in effect during the term of this Agreement.
- B. **Travel Expenses** - Employees required, in the course of their work, to drive personal vehicles from one (1) school building to another, will receive reimbursement at the prevailing IRS rate. This same allowance will be given for the use of personal vehicles for other business of the School.
- C. **Method of payment**

Each full-time Employee shall receive his/her wages in equal installments on each of the 26 or 27 pay dates as scheduled for the school year. Any full-time Employee who separates from service prior to the end of the school year shall be paid a lump sum for any remaining wages owed as of the date of separation. The lump sum payment shall be made on the next scheduled pay date after the date of separation from services. Separation of services shall be defined as death, retirement,

resignation, or otherwise terminated from employment. *New Mid-Year Full-Time Instructional Assistants* – Newly hired or newly appointed (transitioning from Part-Time) Full-Time Instructional Assistants who start after January 1st of the current school year, may make an irrevocable election to receive their wages in equal installments on each of the pay dates as scheduled for the current school year through the end of June. There will not be any wage payments in July and August. This is a one-time, irrevocable election only applicable in their first school year as a Full-Time Instructional Assistant. They will follow the Full-Time wage payment schedule as described in the first paragraph of this section the following year. Any employee benefit deductions that would have been scheduled to be made in July and August will be withheld from their final June pay.

Each part-time Employee shall receive his/her wages in bi-weekly pay periods with payment based on the actual hours worked as submitted on their timecard.

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

- D. **Overtime** — Any Employee required to work beyond forty (40) hours per week will be paid one and one-half (1½) times his/her hourly wage for such overtime. Overtime work can either be compensated at the agreed to rate, or taken as compensatory time at the discretion of the Employee with three (3) days prior notice submitted to the Administrator in Charge of Employees.

Compensatory time will be at the rate of one (1) hour worked equals one and one-half (1 ½) hour of compensatory time. A maximum of twenty-four (24) earned compensatory hours may be used within 30 days of earning them, and any unused compensatory hours will be paid as overtime pay at one and one-half (1 ½) times the hourly rate for each hour of overtime worked.

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

- E. **Accumulated Paid Time Off (PTO) Leave** — Upon retirement, Employees with a minimum of ten (10) years of service at the School will receive a payment of forty dollars (\$40) for each day of accumulated unused PTO days up to a maximum of 350 days. The sum total of these dollars will be placed into a special employer contributed 403(b) plan.

The value of all unused PTO leave payments accrued at the time of separation from employment (other than disciplinary termination) payable after July 1, 2007, will be contributed as an employer contribution by the School into a Section 403(b) account up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year.

In no case will any unused PTO leave payments and/or incentives be paid directly to the Employee.

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

- F. **Summer Employment** – Employees who work during the summer will be paid the hourly rate of the Employee's regular compensation rate if performing normal work duties. Summer employment outside the normal work duties will be compensated at the established summer work rate.

ARTICLE VIII— PAYROLL DEDUCTIONS

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

ARTICLE IX — VACANCIES

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

ARTICLE X — WORKING CONDITIONS

- A. Employees will not be required to work under unsafe or hazardous conditions, or to perform tasks which are unhealthy or unsafe.
- B. Employees will not be required to transport students in the Employee's personal vehicle.
- C.
 - 1. The normal working day for all full-time Employees is seven (7) hours and twenty (20) minutes including a duty-free thirty (30) minute paid lunch break.

2. The work year for all full-time Employees is the same as that of the Teachers' Bargaining Unit (BAVTS EA).
3. Part-time Employees work less than 30 hours per week during the work year of the Teachers' Bargaining Unit (BAVTS EA). The work day for part-time employees will be assigned by administration. An unpaid duty-free thirty (30) minute lunch break will also be assigned by administration. In-service days and hours to be worked will be assigned/approved by administration. Part-time Employees are only compensated for actual hours worked. The unpaid duty-free lunch break must be identified on timecard submissions.

D. Substitute Work

Any Employee who is required to substitute or co-substitute for a teacher will receive a stipend as defined in Appendix 'A'.

E. Inclement Weather

When School is closed due to snow or other inclement weather, Employees covered by this Agreement will not be expected to report to work unless otherwise directed to do so by the Executive Director or designee. Full-time Employees will suffer no loss of pay for cancelled days. Part-time employees are not compensated on cancelled inclement weather days. In the event of a school closure due to inclement weather, part-time employees impacted by the closure will be given the option to work on their next regular day off after the closed day. This option will be available a maximum of twice per school year.

In the event of an early dismissal or a delayed opening due to inclement weather, full-time Employees will receive a full day's pay. Part-time Instructional Assistants who are scheduled to work on a day when the Bethlehem Area Vocational-Technical School institutes a delayed start shall be compensated at their regular hourly rate for the period of the delay, in addition to compensation for the hours worked during their scheduled shift that day.

ARTICLE XI — PERSONAL FREEDOM

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

ARTICLE XII — INSURANCE AND OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

The Joint Committee will provide Group Health Insurance to each Full-Time Employee as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section A. Part-time employees do not receive this benefit.

B. Health Insurance Opt-out

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

C. Life Insurance

Each Full-Time Employee will be provided with a group-term life insurance with Accidental Death & Dismemberment, the premium of which shall be paid by the School. Coverage for Full-Time Employees will be in the amount of fifty thousand dollars (\$50,000.00). Part-time Employees do not receive this benefit.

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

D. Income Protection Plan

The Joint Committee will pay the total premium for a Long-Term Disability Insurance Policy for all Full-Time Employees. The policy shall have the following minimum provisions: monthly benefits of 60% of covered wages to a maximum of \$5,000 per month, elimination period of the greater of 30 days or accumulated PTO leave, and a maximum benefit duration of Social Security Normal Retirement age. Part-time Employees do not receive this benefit.

E. Dental Service Plan

The Joint Committee will provide Dental Service Plan to each Full-Time Employee as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section B. Part-time Employees do not receive this benefit.

F. Prescription Drugs

The Joint Committee will provide Prescription Drugs to each Full-Time Employee as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section E.

Part-time Employees do not receive this benefit.

G. Vision Insurance Program

The Board will provide a vision insurance program for each Full-Time Employee identical to the program for the BAVTSEA Bargaining Unit. Part-time Employees do not receive this benefit.

H. Longevity

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

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

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

Employees will be allowed three (3) buffer days per year provided, at the time of absence, the employee submitted a written physician's excuse for at least nine (9) of the PTO days used that year. A buffer day is a day of absence that is unpaid due to the exhaustion of all available PTO leave and is not covered by FMLA. The employee will not be required to reimburse the School for the cost of Group Health, Dental, Prescription Drug, and Vision Insurance on a buffer day. Employees in their first year of service do not qualify for buffer days.

ARTICLE XIII — LEAVES OF ABSENCE

A. Paid Time Off (PTO)

1. For each year of continuous service with the School, a Full-Time Employee covered by this Agreement will receive twelve (12) days of Paid Time Off (PTO) with full pay.

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

Part-time Employees do not receive Paid Time Off.

2. During the first year of employment commencing on the date of hire and ending on the next succeeding June 30th, the Full-Time Employee will receive one (1) PTO day for each whole month of completed service.
3. Employees will be given a written accounting of accumulated PTO days upon request.
4. Any use of PTO greater than three (3) consecutive school days requires the written approval, in advance, of the employee's supervisor or the submission of appropriate documentation from a physician. The type of documentation is dependent on the situation and the employee will be advised of the specific type by the business office.
5. No Employee's salary will be paid if the accidental injury or illness is incurred while the Employee is engaged in remunerative work unrelated to school duties.
6. No payments of any disability, PTO leave, or other Employee benefits will be made to any Employee covered by this Agreement as a result of intentionally self-inflicted or voluntarily inflicted illness, disability, or injury.

B. Death in Family

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

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

Part-time employees will be allowed two (2) compensated bereavement days for the death of an immediate family member as defined above. Any leave taken beyond the two (2) will be unpaid.

C. Death of Near Relative

Up to two (2) days absence at full pay for the purpose of attending the services will be allowed in the event of the death of a near relative of a Full-Time Employee. A near relative will be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The Board may, upon recommendation of the Administration, extend the period of absence with pay, in its discretion, to accommodate special circumstances which must be explained in writing. The second day and any day thereafter, if taken, will be deducted from PTO leave.

Part-time employees will be allowed one (1) compensated bereavement days for the death of a near relative as defined above. Any leave taken beyond the one (1) day will be unpaid.

D. Military Leave

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

E. Extended Illness Leave

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

1. The job position will remain open for up to one hundred twenty (120) teacher days after exhaustion of all accumulated and available leave the school will not pay medical insurance and life insurance premiums during Extended Illness Leave beyond the period covered by FMLA. Employees will be responsible for Employee contributions.
2. The School will advise the Employee of their right to file an application for long-term disability in accordance with Article XIIC, subject to eligibility requirements.
3. A Full-time employee shall not be eligible for this benefit until the Employee has worked a full School Year of days.
4. If a Full-time employee has used this benefit, the Employee shall not be eligible for the benefit again until a full School Year of days has been worked.

A Part-Time Employee who is unable to work because of illness or disability which does not result from engaging in remunerative work unrelated to school duties, will be granted a leave of absence without pay for the duration of such illness or disability, except that such leave of absence may not exceed six (6) weeks and must be used in the same School Year (full or partial benefit). The job position will remain open for up to six (6) weeks of leave. A Part-time employee shall not be eligible for this benefit until the Employee has worked a full School Year of days. If a Part-time employee has used this benefit, the Employee shall not be eligible for the benefit again until a full School Year of days has been worked.

In order to qualify for the extended illness leave as described above, an employee must have been employed for a minimum of one (1) year.

Any additional uncompensated extended illness leave beyond the leave described above will be subject to the approval of the BAVTS Joint Committee in accordance with Policy 539. Uncompensated Leave.

F. Leave for Good Reason

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

G. Shared PTO Leave

The Joint Committee and the Administration acknowledge that individuals employed full-time within the instructional assistant group may choose to donate unused PTO days to other individuals employed full-time within the instructional assistant group. The donation of PTO days will only occur when the recipient has completely exhausted all paid leave days and has a specific need for additional leave days. The monitoring and administration of this practice is the responsibility of the instructional assistant group. All donations must be recorded in writing. Donations of unused PTO leave to or from employees of other groups will not be accepted.

H. Use of Partial PTO

Time at work (*excluding lunch break*): If a full-time employee is at work...

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

Use of partial PTO is for illness only with prior notification and administrative approval. Part-time employees do not receive PTO.

I. Part-Time Flex Days

Three times each semester, the Part-Time employee may adjust their scheduled day off by working on the non-scheduled day and taking another day off within the same school week with prior administrative approval and a minimum of one (1) week advance notice. Advance notice for sick and bereavement flex days is required as soon as practical.

ARTICLE XIV — STATUS CHANGE

Full-time employees may elect to transition from full-time to part-time status. Once the employee communicates the change in status in writing to the Executive Director and the change is approved by the Joint Committee, the election is irrevocable by the employee.

When an employee transfers from full-time employment to part-time employment, any accumulated leave time will be “banked” until the employee is reappointed by the Joint Committee to full-time employment or until the employee retires. At retirement and with a minimum of ten (10) years of service, the employee will receive payment as an employer contribution to their 403(b) plan for all accumulated leave time at the current rate provided under this agreement.

ARTICLE XV — COMPLAINT PROCEDURES

A. Definitions

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

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

B. Procedure

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

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

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

C. Steps

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

- Step 1. Any Employee who has a Complaint may at his/her option discuss it first with the appropriate administrative personnel in an attempt to resolve the matter at that step.
- Step 2. If Step 1 is utilized and, as a result of the discussion, the Complaint is not resolved to the satisfaction of the Complainant(s), the Complainant(s) shall set forth the Complaints in writing to the Executive Director or designee within ten (10) days of the Decision at Step 1. Otherwise, all other Complaints will start at this step in accordance with the time limits above.

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

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

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

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

D. Miscellaneous

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

ARTICLE XVI — TUITION REIMBURSEMENT

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

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

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

Tuition Reimbursement is viewed as an educational loan to the Employee which will be reduced by twenty-five percent (25%) for each twelve (12) calendar months (one year) of employment at the School following the Executive Director's approval of payment. If the Employee leaves the employment of the School for any reason other than death, total disability, or Board mandated furlough (RIF), said Employee will be responsible for the repayment of the remaining portion of the assistance. Failure of Employees who leave employment at BAVTS to repay their obligation may be subject to collection agency and/or legal action.

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

A Full-Time Employee may be reimbursed for a maximum of twelve (12) college credits per school year. Courses authorized by the Executive Director and taken outside of the work schedule may be reimbursed to maintain certification or license for a position used at the School. Eligible Full-Time Employees will receive reimbursement as follows:

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

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

ARTICLE XVII – RETIREMENT BONUS

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

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

2. Upon retirement from the School, the School will contribute 100% (less \$100 per month, see detail in next paragraph) of the premium cost for single coverage under the medical and hospitalization, Major Medical, drug, vision, and dental plans that were provided to the retiring Full-Time Employee during his or her last school year of employment, subject to meeting the qualifications below.

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

3. As used in paragraphs 1 and 2 above, age is based on the Employee's specific birthdate.
4. As used in paragraphs 1 and 2 above, years of service is accrued on June 30 of each year and includes only full-time service. In the first year of employment, 1 year is accrued on June 30 of that fiscal year.

ARTICLE XVIII – 90 Day Probationary Period

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

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

INSTRUCTIONAL ASSISTANTS OF THE BETHLEHEM AREA VOCATIONAL-
TECHNICAL SCHOOL

BY: _____

BY: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: _____
Chairperson

BY: _____
Secretary

APPENDIX “A” — COMPENSATION

1. Starting salary, or minimum salary, for new full-time employees:

2026-27 \$27,313.10 (\$19.82 per hour)

2027-28 \$28,236.73 (\$20.49 per hour)

Starting rate of pay for new part-time hourly employees:

2026-27 \$25.59

2. Employees (full-time and part-time) will receive the following percentage increases in their hourly rates for the duration of this contract:

Full-Time 3.5 %

Part-Time 3.5 %

Stipend for Substituting

All Employees covered by this agreement will be paid a stipend, per the schedule below, when assigned as a substitute for an instructor by the BAVTS Administration.

<u>Assignment</u>	<u>Full Day (AM and PM)</u>	<u>Half Day (AM or PM, greater than 60 minutes)</u>
Substitute Instructor	\$50	\$25
Co-Substitute	\$25	\$15
Licensed Cosmetology Substitute – must hold certificate	Adjustment in daily rate up to the approved Licensed Cosmetology Substitute daily rate	Adjustment in half day rate up to the approved Licensed Cosmetology Substitute half day rate

If BAVTS Administration requests that a part-time instructional assistant reports to work on their scheduled day off as substitute instructor, the part-time employee will be paid their hourly instructional assistant rate for the hours worked as well as the substitute stipend listed in the above paragraph.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 4, 2026

6. SUPPORT STAFF SALARY ADJUSTMENTS

RECOMMENDATION:

That the Cafeteria Staff wages for 2026-27 school year be approved as follows:

Pinelopi Alestas	Cafeteria Lunch Utility Person	\$16.04
Shirley Gehman	School Lunch/Breakfast Program Coordinator	\$26.14
Tracy Kleintop	Cafeteria Lunch Utility Person	\$16.82

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 4, 2026

7. SUMMER EMPLOYMENT

a. SUMMER EMPLOYMENT – PROFESSIONAL STAFF
RECOMMENDATION:

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

Name	Description	Quantity	2026-2027 Hourly Rate
Hough, Emily	Website Maintenance	15 hours	33.28
Kuehner, Kevin	New Equipment Set Up and Training	24 hours	33.28

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
August 4, 2026

8. 2026-2027 STIPEND POSITIONS

RECOMMENDATION:

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

STIPEND DESCRIPTION	NAME	AMOUNT
Mentor Teacher (2 nd year – Induction)	Robert Kulick for Michael Leaser	\$844.89
Mentor Teacher (2 nd year – Induction)	Meri Lindenmuth for Alison Deturk-Malia	\$844.89

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

9. 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.

Pinelopi Alestas (custodial)
Kathleen Bevan
Carol Boscia (custodial and cafeteria)
Mary Bracken*
Ashley Brothers
Robert Cain
Ross Dartouzos*
Angela Dorney*
Stephanie Flaherty*
Rhonda Geiselman*
Shirley Gehman (custodial)
Jimmy Gonzalez*
Ruth Gonzalez*
Robert Gotzon
Chris Hill
Julia Intrepido-Kmetz
Joe Kelhart
Tracy Kleintop (custodial)
Amy Knight*

Elisabeth Kohler
Karen Kurinovich*
Brianna Libis
Richard Martin
Greg Maurer
Carly McKeon*
Nicole Meletiche*
Christina Miskovich*
Maria Musso*
Kim Orejuela
Mark Porcaro
Wanda Schutt
Alicia Schwartz*
Nicole Somers
Karen Tavares*
Lauren Turkel (clerical)
Brianna Walter
Amanda Webber*
Kaitlin Worthington

* BAVTS Instructional Assistant

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

10. CONTRACTED SERVICES – ON-SITE RESOURCE OFFICER

INFORMATION:

With permission of the Joint Committee, the Bethlehem Area Vocational-Technical School will enter into an agreement with the Bethlehem Township Police Department to employ a full-time police officer (aka On-Site Resource Officer). We are entering our eighteenth year with this agreement. BAVTS will pay 50% of the Officer's salary and benefits for 180 days of service. The amount for the 2026-2027 school year is \$58,503.80.

RECOMMENDATION:

That the Joint Committee approve the continued agreement between Bethlehem Area Vocational-Technical School and Bethlehem Township Police Department for the On-Site Resource Officer.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

SCHOOL RESOURCE OFFICER AGREEMENT

This Agreement is made effective as of August 4, 2026, by and between the Joint Committee of the Bethlehem Area Vocational Technical School ("BAVTS"), with offices located at 3300 Chester Avenue, Bethlehem, PA 18020, and Bethlehem Township ("the Township"), with offices located at 4225 Easton Avenue, Bethlehem, PA 18020. BAVTS and the Township may hereafter be collectively referred to as the "Parties".

WITNESSETH:

A. The BAVTS desires to utilize a Certified Police Officer as a School Resource Officer ("SRO") to provide law enforcement and related services within the BAVTS; and

B. The Township wishes to provide the BAVTS with a Certified Police Officer for use as a SRO within the BAVTS.

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

1. **DESCRIPTION OF SERVICES.** The Township will provide the BAVTS with one (1) Certified Township Police Officer (hereafter, the "Officer") to be assigned to the Bethlehem Campus of BAVTS at 3300 Chester Avenue, Bethlehem, PA 18020. The Officer will act as a SRO to improve BAVTS building discipline and security. The Officer shall remain an employee of the Township throughout the term of this Agreement but when at the Bethlehem campus shall report both to the Township and the BAVTS Administration.

2. **TERM.** The term of this Agreement shall commence on August 24, 2026, and shall terminate upon close of business on June 30, 2027 (hereafter, "Term"), unless earlier terminated pursuant to the terms of this Agreement.

3. **PERFORMANCE OF SERVICES.** The Officer shall provide Services to the BAVTS beginning upon the first school day for BAVTS students and terminating upon close of business on the last school day for BAVTS students, during all regular school days and hours, pursuant to the then-current official BAVTS school calendar.

4. **PAYMENT.** Except as otherwise specifically set forth herein, on February 1, 2027, the BAVTS will pay to the Township fifty (50%) percent of the Officer's then-current salary and benefits for one hundred and eighty (180) days of Service, prorated over one hundred and eighty (180) days. Based on the Township's current collective bargaining agreement with the Bethlehem Township Police Association, this amount is \$ 58,503.80. If, during the Term of this Agreement, by reason of a new collective bargaining agreement the Officer's salary increases, the Township shall notify BAVTS of said increase and BAVTS shall pay to the Township the difference between fifty (50%) percent of the Officer's prior salary and fifty (50%) percent of the Officer's increased salary, adjusted pro rata based upon that portion of the Term remaining as of the effective date of the Officer's salary increase. In the event this Agreement is terminated prior to February 1, 2027, a pro-

rated payment will be made to the Township for all Services performed to the date of termination. In the event this Agreement is terminated subsequent to February 1, 2027, but prior to June 30, 2027, a pro-rated refund will be made to the BAVTS for the then-remaining Term.

5. **BAVTS OBLIGATIONS.** BAVTS will provide office space, telephone, clerical support and related services for the benefit of the Officer during the Term of this Agreement.

6. **TOWNSHIP OBLIGATIONS.** Prior to the commencement of this Agreement, the Township shall provide the BAVTS with the following documentation evidencing, to the reasonable satisfaction of BAVTS, the following:

- a) Certification of the Officer as a Certified Law Enforcement Officer; and
- b) Pennsylvania and FBI criminal history record information, Pennsylvania child abuse clearances, and employment history information for the Officer in compliance with 24 P.S. § 1-111, 23 Pa.C.S.A. 6331 et seq., and 24 P.S. § 1-111.1.

7. **TERMINATION.** The relationship between the Township and the BAVTS is terminable at the will of either party. Either party may terminate this Agreement by giving a written notice of no less than fourteen (14) calendar days to the other party.

8. **RELATIONSHIP OF PARTIES.** It is understood by the Parties that the Officer is an independent contractor with respect to BAVTS and is not an employee of BAVTS. As such, the Officer is not entitled to the benefits provided by the BAVTS to its employees, including, but not limited to, group insurance, pension plan enrollment, vacation, leaves of absence, workers' compensation insurance or unemployment compensation insurance. The Officer agrees, however, to comply with all Pennsylvania and federal laws and regulations which apply the BAVTS or to the Services to be performed by the Officer, and any internal policies or procedures of the BAVTS enacted to comply with said state and federal laws and regulations.

9. **INDEMNIFICATION.**

- a) The Township agrees to indemnify, defend, save, and hold harmless the BAVTS, its officers, employees, agents, servants, successors, invitees and assigns from and against any and all loss, damages, claims, demands, actions or causes of action, suits at law or in equity, judgments, liability or expenses including attorney's fees for damages for personal injury, including death, to any person whatsoever, and for damage to property of any person whatsoever, including loss or destruction thereof, arising out of the negligent acts or omissions of the Officer, and/or the employees, agents, servants, successors, invitees or assigns of the Bethlehem Township Police Department as related to this Agreement. The Township's release and indemnity hereunder shall survive the termination of this Agreement.
- b) In addition to the foregoing, the Township, for the compensation specified herein, also hereby agrees that it is responsible for paying and shall hold the BAVTS harmless against the payment of all taxes, contributions, or premiums which may be payable under federal, state, or local laws arising out of the performance of the Services to be performed by the Officer hereunder.

10. **DISMISSAL/REPLACEMENT OF SCHOOL RESOURCE OFFICER.**

- a) In the event the BAVTS Executor Director, in his sole discretion, feels that the Officer is not effectively performing his/her duties and responsibilities, the Executor Director shall advise the Chief of Police of the Township Police Department of the Executor Director's dissatisfaction. If the Chief of Police so desires, the Executive Director and Chief shall meet with the Officer to mediate or resolve any problems that may exist. At such meeting, specified BAVTS staff members assigned may be required to be present. If, within a reasonable amount of time after commencement of such mediation, the problem cannot be resolved or mediated, then the Officer shall be removed from the BAVTS and a replacement shall be obtained.
- b) The Township reserves the right to dismiss or reassign the Officer, pursuant to Township policies and procedures, when it is in the best interest of the citizens of the Township.
- c) In the event of resignation, dismissal or reassignment of the Officer, or in the case of a long-term absence by the Officer, the Township shall provide for temporary replacement pending permanent assignment.

11. **NOTICES.** All notices required or sought to be given under this Agreement shall be in writing and shall be deemed to have been made if (i) delivered personally, (ii) sent by certified or registered mail, postage prepaid, or (iii) sent by nationally recognized overnight courier, addressed as follows:

If to the BAVTS:

Bethlehem Area Vocational-Technical School
3300 Chester Avenue
Bethlehem, PA 18020
ATTN: Executive Director

If to the Township:

Bethlehem Township Police Department
4225 Easton Avenue
Bethlehem, PA 18020
ATTN: Chief of Police

Either party may at any time, in the manner set forth for giving notices to the other party, designate a different name and/or address to which notices to it shall be sent.

12. **ENTIRE AGREEMENT.** This Agreement contains the entire Agreement of the Parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the Parties.

13. **AMENDMENT.** This Agreement may be modified or amended only upon the mutual written consent of the Parties.

14. **SEVERABILITY**. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

15. **WAIVER OF CONTRACTUAL RIGHT**. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

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

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

18. **BINDING AGREEMENT**. Each party hereto binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Agreement.

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL JOINT COMMITTEE

BY: _____ Date: _____
Kristin Soldridge, Chairperson

BY: _____ Date: _____
Susan M. Fahrenkopf, Secretary

BETHLEHEM TOWNSHIP BOARD OF COMMISSIONERS

BY: _____ Date: _____
Mr. John Merhottein, Board President

BY: _____ Date: _____
Mr. Edward Hozza, Jr, Township Manager

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

11. APPOINTMENT OF JC MEMBER TO BRIDGES BOARD OF DIRECTORS

INFORMATION:

The By-Laws of the BAVTS Bridges Foundation requires that a member of the BAVTS Joint Committee be on the Board of Directors. Director Schenkel is presently serving on the Bridges Board; she was appointed in December of 2019.

RECOMMENDATION:

That a Joint Committee representative be nominated to serve on the BAVTS Bridges Foundation Board of Directors.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

12. 2026-2027 OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the following Occupational Advisory Committee (OAC) members for the 2026-2027 school year.

First Name	Last Name	Job Title	Company	Shop
Shannon	Bozarth	Instructor	AIM	Aviation Mechanics
David	Ehrie	General Manager	Meisner Services, LLC	HVAC
Mike	Galler	Board President	GFE	Welding

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

13. CONTINUING EDUCATION

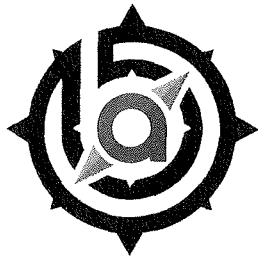
RECOMMENDATION:

- a. That Jenifer Stilgenbauer, M.Ed., BSN, RN, be appointed as the Administrator of the Bethlehem Area Vocational-Technical School Adult Education Practical Nursing Program in accordance with the requirements of the Pennsylvania State Board of Nursing for initial approval of a practical nursing education program, effective July 1, 2026. Approval of this recommendation will satisfy the Pennsylvania State Board of Nursing requirement for the designation of a qualified Program Administrator for the Practical Nursing Program.
- b. That the attached contract with Judy Rex for consulting services to assist with the application for Pennsylvania Department of Education (PDE) and obtaining State Board of Nursing (SBON) approvals for a Practical Nursing program be approved.
- c. That the attached policies be approved for the 2026-2027 school year:
 - Adult & Continuing Education Student's Policies & Procedures
 - Student Cancellation/Withdrawal and Refund Policy
 - General Information Policy
- d. That the attached list of instructors, including hourly wages, for the 2026-2027 school year, pending receipt of all required paperwork, be approved.
- e. That the attached course guide for the 2026-2027 school year, be approved.

MOTION BY:

SECOND BY:

ROLL CALL



BAVTS



Division of PRACTICAL NURSING

3300 Chester Ave., Bethlehem, PA 18020-2870 | 610-866-8013 Ext. 119 | stilgenbauerj@bavts.org

This Nursing Consultant Agreement ("Agreement") is made effective as of August 5, 2026 (the "Effective Date"), by and between:

Bethlehem AVTS Adult Education

3300 Chester Avenue, Bethlehem Pa 18020

610.866.8013

stilgenbauerj@bavts.org

("Client")

and

Judith Rex

855 Trachsville Hill Rd., Kunkletown, PA 18058

610-392-2011

rubysandy23@gmail.com

("Consultant")

WHEREAS, the Client desires to hire the Consultant to assist with the application for Pennsylvania Department of Education (PDE) and to assist with obtaining State Board of Nursing (SBON) approvals for a Practical Nursing program; and

WHEREAS, the Consultant has the necessary expertise and experience to perform the required services and assist the Client in achieving these objectives.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein contained, the parties hereto agree as follows:

1. Scope of Services

The Consultant agrees to provide the following services:

1.1 PDE Assistance:

- Assist the Client in the development and implementation of educational programs and professional development strategies for nursing staff.
- Review existing educational materials to ensure compliance with regulatory standards.
- Recommend improvements to professional development strategies to align with industry best practices.

1.2 SBON Approval Assistance:

- Provide guidance on the requirements for obtaining State Board of Nursing approval for nursing education programs.
- Assist in the preparation and submission of necessary documentation to secure SBON approval for continuing education and other nursing programs.
- Monitor and follow up on the approval status and ensure all criteria are met for SBON compliance.

1.3 Advisory and Reporting:

- Provide ongoing consultation to ensure all education programs are compliant with nursing education standards and SBON guidelines.
- Prepare reports summarizing the progress and outcome of the approval process for PDE and SBON purposes.

2. Term

This Agreement shall commence on the Effective Date and shall continue up to and including 50 hours of guidance or until terminated by either party with 30 days written notice.

3. Compensation

The Client agrees to pay the Consultant for the services provided under this Agreement as follows:

3.1 **Hourly Rate:** \$100. per hour for services rendered.

3.2 **Payment Terms:**

- Invoices will be submitted monthly by the Consultant.
- Payments are due within **30 days** of receipt of the invoice.

4. Confidentiality

4.1 The Consultant agrees to keep all information related to the Client's business and any personal data of clients, employees, or patients confidential.

4.2 This confidentiality obligation will continue beyond the termination of this Agreement.

5. Independence of Consultant

The Consultant is an independent contractor and not an employee of the Client. The Consultant will have no authority to enter into contracts or agreements on behalf of the Client.

6. Termination

6.1 Either party may terminate this Agreement upon 30 days written notice.

6.2 In the event of termination, the Client agrees to pay for all services rendered up to the date of termination.

7. Liability

7.1 The Consultant will perform services to the best of their abilities but shall not be held liable for any claims, damages, or costs arising out of the implementation or failure of the education programs, including but not limited to the approval or denial of SBON applications.

8. Non-Solicitation

During the term of this Agreement and for a period of **one year** after its termination, neither party shall directly or indirectly solicit the other party's employees or contractors for employment or other services.

9. Miscellaneous

9.1 **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Pennsylvania.

9.2 **Dispute Resolution:** In case of a dispute, the parties agree to attempt resolution through mediation before pursuing legal action.

9.3 **Entire Agreement:** This Agreement constitutes the entire understanding between the parties with respect to its subject matter and supersedes all prior agreements.

IN WITNESS WHEREOF, the parties hereto have executed this Nursing Consultant Agreement as of the Effective Date.

Client:

By: _____

Name: **Jenifer Stilgenbauer**

Title: **Director of Nursing**

Date: _____

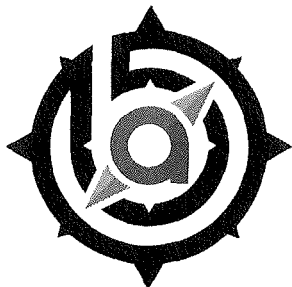
Consultant:

By: _____

Name: **Judith Rex**

Title:

Date: _____



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

Division of Adult & Continuing Education

3300 Chester Ave., Bethlehem, PA 18020-2870 | 610-866-8013 Ext. 111 | Fax – 610-866-5978 | turkell@bavts.org

ADULT & CONTINUING EDUCATION STUDENT'S POLICIES & PROCEDURES

OFFICE HOURS

10:00 AM – 8:00 PM Monday thru Thursday

10:00 AM – 3:00 PM Friday

PARKING

Students are permitted to park in the large parking lots in the front and back of the school. No students are permitted to park in the visitor spots directly in front of the school unless utilizing the handicapped spots with the required permit.

BAVTS is not responsible for damage to vehicles, theft of contents or vehicles while a vehicle is on school property.

ENTRY

All students must enter and exit the building through the designated doors. Exterior doors will be locked at 6:30 PM.

ATTENDANCE POLICY

When a student has missed more than 20% of the total program hours, the student will be terminated from the program. Life-altering circumstances and serious medical conditions may be reviewed on a case-by-case basis. A structured makeup schedule may be created and adhered to at the discretion of the Instructor and the Adult & Continuing Education Coordinator. Students who exceed 20% of the total program hours may be withheld from participating in industry certification opportunities, which vary by program.

PROFESSIONALISM / ATTIRE / CONDUCT

Students are expected to:

- Treat fellow students, instructors, staff, visitors, and members of the public with courtesy, dignity, and respect.
- Maintain an academic environment free from harassment, discrimination, bullying, and violence.
- Follow all applicable policies and procedures.
- Appropriate attire is essential for preventing accidents and injuries, as well as maintaining a professional environment that reflects industry standards.
- Electronic devices, including cell phones, must be silenced for the duration of the class.
- Students may not take, share, post, or otherwise distribute photographs, videos, audio recordings, or any confidential, proprietary, or protected information obtained during classroom, laboratory, clinical, or externship experiences without prior authorization from the school and, when applicable, the individual(s) involved. Violations of this policy may result in disciplinary action, up to and including dismissal from the program.

VAPING / SMOKING / TOBACCO PRODUCTS

In accordance with 18 Pa.C.S. § 6306.1, BAVTS maintains a tobacco-free campus. The use or possession of tobacco products, including electronic cigarettes, vaping devices, cigars, cigarettes, smokeless tobacco, and any nicotine delivery systems, is prohibited in all school buildings, and on school property. Students who violate this policy may be subject to disciplinary action and fines.

DRUGS / ALCOHOL

BAVTS maintains a drug-free and alcohol-free learning environment. The possession, use, manufacture, distribution, sale, or being under the influence of illegal drugs, controlled substances, or alcohol on school property, while participating in school-sponsored activities, or while representing BAVTS is strictly prohibited.

Any student found in violation of this policy will result in disciplinary action, which will include removal from the program. In addition, violations may be referred to local law enforcement authorities for investigation and prosecution as appropriate.

Students should be aware that Pennsylvania law provides enhanced penalties for certain drug-related offenses committed within designated school zones. Individuals convicted of qualifying offenses may be subject to fines and penalties that are greater than those imposed for the same offenses committed outside of a school zone.

WEAPONS

Students and visitors are prohibited from possessing, carrying, using, or threatening to use any weapon on BAVTS property, in school vehicles, or at any school-sponsored activity. Weapons include, but are not limited to, firearms, knives, explosives, and any instrument

capable of causing serious bodily injury. Violations will result in immediate removal from campus, dismissal from the program, notification of law enforcement, and any other action permitted by law.

DAMAGE / THEFT / MISUSE OF SCHOOL PROPERTY

Students are expected to respect and properly use all school property, equipment, tools, technology, facilities, and instructional materials. Theft, attempted theft, unauthorized removal, destruction, defacement, vandalism, or misuse of school property is strictly prohibited.

Students responsible for damage or loss will be required to make restitution for repair or replacement costs and may be subject to disciplinary action, dismissal from program, and/or referral to law enforcement. Violations may be addressed under applicable Pennsylvania law, including 18 Pa.C.S. § 3921 (Theft by Unlawful Taking or Disposition) and 18 Pa.C.S. § 3304 (Criminal Mischief).

CHILDREN AND/OR ADDITIONAL ADULTS

Children and/or additional adults are not permitted. Classes are for enrolled students only. This policy will be strictly enforced.

ILLNESS

The health and safety of students, faculty, staff, and the individuals served in our classes at BAVTS are our priority. If you have a communicable and contagious illness, do not come to class. Medical documentation may be requested. Absences due to illness do not exempt students from the attendance policy.

SHARED SPACE

Our facility and classrooms are shared with the daytime programs. Please clean up your area before you leave for the evening, putting everything back where it belongs. Please do not disturb projects, tools, and equipment that are left out from the daytime programs unless they are in your instructional area. If something does need to be moved, please ask your instructor where it should be placed.

SCHOOL CLOSINGS

In the event of closure, students will receive an email prior to 4:00 PM. It will also be posted on WFMZ, channel 69 and the Adult Ed Facebook page, www.facebook.com/BAVTSAdultEd/. If the daytime programs are closed or released early, night classes will be cancelled. Class cancelation due to inclement weather will be made up at the end of the session or at the discretion of the instructor.

PRIVACY

BAVTS, Adult & Continuing Education complies with Family Educational Rights & Privacy Act (FERPA) which prohibits us from releasing any educational or financial records to anyone other than the student. Release forms may be obtained in the Adult & Continuing Education office.

SNACKS / BEVERAGES

There is a vending machine (**only takes cash**) in the Adult & Continuing Education office. There is also a refrigerator and a microwave in the office for your use. Seating is available in the lobby for your use during your break. Please clean-up after yourself.

CONCERNS / ISSUES / PROBLEMS

For any concerns, issues or problems with Adult & Continuing Education matters please call Jenifer Stilgenbauer on Ext 108. All communication with our office staff will be kept confidential.

NON-ENDORSEMENT

Instructors hired by the Adult & Continuing Education Department are employed because of their skills and expertise. Please note, however that BAVTS does not endorse the opinions and business affiliations of our instructors.

BAVTS is not responsible for typographical errors. Costs of materials, books, or other supplies are subject to change without notice.

Failure to comply with the standards outlined in this policy may result in disciplinary action, including verbal or written warnings, removal from class, suspension, dismissal from the class and/or program, and/or referral to law enforcement when appropriate. Students are responsible for knowing and adhering to all BAVTS, Adult and Continuing Education policies throughout their enrollment.

BAVTS reserves the right to enforce this policy to ensure the safety, health, and well-being of all students, faculty, staff, and visitors.

I have read and agree and abide to the policies and procedures.

Name: _____ Class Attending: _____

Signature: _____ Date: _____

“Where Lifelong Learning Never Ends”

The Bethlehem Area Vocational-Technical School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bethlehem Area Vocational-Technical School's Title IX Coordinator or the Section 504 Coordinator at 3300 Chester Ave., Bethlehem, PA 18020, via e-mail at complicanceofficer@bavts.org or by phone at 610-866-8013, ext. 105.

www.bethlehemavts.org



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

3300 Chester Ave., Bethlehem, PA 18020-2870 | 610-866-8013 Ext. 111 | turkell@bavts.org

Division of Adult & Continuing Education

STUDENT CANCELLATION/WITHDRAWAL and REFUND POLICY:

The Division of Adult & Continuing Education Department has established a series of refund policies applicable to the various situations encountered during the normal course of business. The approved refund policies are outlined below.

WITHDRAWAL from a COURSE:

Registration fees will NOT be refunded. You must withdraw from a course prior to the start of the third class to receive a partial refund. Failure to withdraw from a course will result in the loss of any refund and students are responsible for tuition to be paid in full.

REFUND POLICY:

1. Withdrawal from a course 2 weeks prior to the first scheduled class will result in a refund of tuition only. The registration fee is NON-refundable.
2. Withdrawal from a course less than 2 weeks prior to the first scheduled class or prior to the start of the third class, will result in a refund of 90% of the full tuition only. The registration fee is NON-refundable.
3. There will be NO refunds after the start of the third class and students are responsible for tuition to be paid in full.
4. No refund will be issued for courses that are 8 hours or less in length after the start of the first class.
5. Refunds are processed after the monthly school board meeting.

COURSE CANCELLATION REFUND:

BAVTS reserves the right to cancel any program. Minimum and maximum class size will be determined by the administration. BAVTS reserves the right to limit enrollment and change instructors. BAVTS reserve the right to cancel a class due to low enrollment or unavailability of instructor or facilities.

1. 100% refund, including the registration fee will be issued for courses canceled by BAVTS prior to the start of class.
2. Refunds will be prorated by the number of classes held if a course is canceled after the start of the course.
3. If a class date and time must be changed, tuition will be refunded on a prorated basis if the student is unable to attend due to the change.

PAYMENT PLANS & DEFAULT of PAYMENT PLAN:

Students must be paid in full or have a payment plan set-up and linked to a valid credit card by the first scheduled class. A monthly payment plan can be set-up at the time of registration for classes over \$300. Payment plans will be divided into monthly installments over the length of the program.

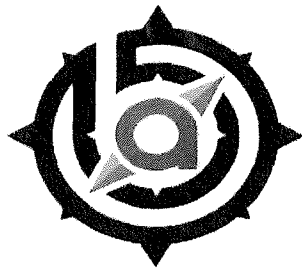
In the event that a monthly payment is unable to be processed, the student may be removed from the program, plus a \$15.00 fee may be assessed for each missed payment presented by or on behalf of the student. Payment of the fee and the past due amount must be paid in full to continue participation in the program. (*No course adjustments will be made for time missed.*)

BAVTS reserves the right to withhold services along with the credential, competencies, certification testing, licensure hours, transcripts or other records of achievement until a student's tuition account has been satisfied in full. All delinquent accounts may be subject to be turned over to a collection agency.

NON-ENDORSEMENT:

Instructors hired by the Adult & Continuing Education Department are employed because of their skills and expertise. Note, that BAVTS does not endorse the opinions and business affiliations of our instructors. BAVTS is not responsible for typographical errors. Costs of materials, books, or other supplies are subject to change without notice.

If you need more information, please contact our **Adult Ed Office** at turkell@bavts.org or call at 610-866-8013 (Ext. 111)



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

3300 Chester Ave., Bethlehem, PA 18020-2870 | 610-866-8013 Ext. 111 | turkell@bavts.org

Division of Adult & Continuing Education

OFFICE INFORMATION:

3300 Chester Ave.
Bethlehem, PA 18020
610-866-8013 Ext. 111
huberd@bavts.org / stilgenbauerj@bavts.org / turkell@bavts.org

OFFICE HOURS:

10:00 AM – 8:00 PM Monday thru Thursday
10:00 AM – 3:00 PM Friday

WHO CAN ATTEND:

Individuals ages 18 years old and older are able to pursue a new interest, obtain valuable industry recognized certifications and credentials or update present skills with the latest techniques and technology being used within the industry. Some of the certification and/or credential courses may have a minimum age and/or education requirement that must be met.

REGISTRATION:

Since our programs are not semester-based, we keep registration open throughout the year. There is a \$25.00 non-refundable yearly registration fee.

All courses have a maximum student capacity; early registration is highly recommended. All enrollment criteria such as pre-testing and prerequisites must be satisfied at the time of registration.

All registration needs to be completed online and you will not be able to complete the registration process without payment in full or enrollment into a payment plan if applicable. If you do not have access to a computer, you can make an appointment to come in and register online in the Adult & Continuing Education office. (Cash or Check only payments).

PAYMENT METHODS:

Credit/Debit Card (Visa, MasterCard)
Payment Plan (for courses over \$300.00)

1. All payment plans require a minimum deposit of \$300.00.
2. Classes must be paid in full 5 business days before the class ends.

PAYMENT PLANS & DEFAULT of PAYMENT PLAN:

Students must be paid in full or have a payment plan set-up and linked to a valid credit card by the first scheduled class. A monthly payment plan can be set-up at the time of registration for classes over \$300. Payment plans will be divided into monthly installments over the length of the program.

In the event that a monthly payment is unable to be processed, the student may be removed from the program, plus a \$15.00 fee may be assessed for each missed payment presented by or on behalf of the student. Payment of the fee and the past due amount must be paid in full to continue participation in the program. *(No course adjustments will be made for time missed.)*

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2. Withdrawal from a course less than 2 weeks prior to the first scheduled class or prior to the start of the third class, will result in a refund of 90% of the full tuition only. The registration fee is NON-refundable.
3. There will be NO refunds after the start of the third class and students are responsible for tuition to be paid in full.
4. No refund will be issued for courses that are 8 hours or less in length after the start of the first class.
5. Refunds are processed after the monthly school board meeting.

COURSE CANCELLATION REFUND:

BAVTS reserves the right to cancel any program. Minimum and maximum class size will be determined by the administration. BAVTS reserves the right to limit enrollment and change instructors. BAVTS reserve the right to cancel a class due to low enrollment or unavailability of instructor or facilities.

1. 100% refund, including the registration fee will be issued for courses canceled by BAVTS prior to the start of class.
2. Refunds will be prorated by the number of classes held if a course is canceled after the start of the course.
3. If a class date and time must be changed, tuition will be refunded on a prorated basis if the student is unable to attend due to the change.

SCHOOL CLOSINGS:

It will be announced and indicated that adult/continuing education classes will be closed by 3:00 p.m. on WFMZ Channel 69 web-site. Class cancellation due to inclement weather will be made up at the end of the session or at the discretion of the instructor.

CONCERNS, ISSUES or PROBLEMS:

For any concerns, issues or problems with Adult/Continuing Education matters please call 610-866-8013 Ext. 111. All communication with our office staff will be kept confidential.

BAVTS STAFF ADULT EDUCATION ENROLLMENT:

Upon written approval of Administration, staff members who wish to enroll in an adult education class being offered that will directly support their position at BAVTS will be allowed to take the class tuition free.

Staff members who wish to take a class for their personal enrichment may enroll in the class at a 50% discounted rate. (This does not apply to short-term classes).

COMPLIANCE STATEMENT:

The Bethlehem Area Vocational-Technical School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bethlehem Area Vocational Technical School's Business Administrator, Title IX and Section 504 Coordinator, at 3300 Chester Avenue, Bethlehem, PA 18020, via email at complianceofficer@bavts.org or by phone at 610-866-8013, ext. 105.

NON-ENDORSEMENT:

Instructors hired by the Adult & Continuing Education Department are employed because of their skills and expertise. Note, that BAVTS does not endorse the opinions and business affiliations of our instructors. BAVTS is not responsible for typographical errors. Costs of materials, books, or other supplies are subject to change without notice.

If you need more information, please contact our **Adult & Continuing Education Office** at turkell@bavts.org or call at 610-866-8013 (Ext. 111)

2026-2027 Continuing Education Instructor Wages

Course Title	Instructor	Hourly Salary
PA Safety Inspection	Jose Acosta	\$30.00
PA Emissions Inspection	Jose Acosta	\$30.00
CPR/First Aid	Stan Prodes	\$34.00
Nursing Assistant Clinical Skills	Leah Walia	\$30.00
EKG Technician	Marie Holsinger	\$30.00
Pharmacy Tech	Elizabeth Mormak	\$30.00
Phlebotomy	Colleen Ciliberti	\$30.00
Medical Billing & Coding	Lisa Moore	\$30.00
Plumbing	Nate Myirski	\$30.00
Residential Electrical	Bob Gotzon	\$30.00
Residential Electrical Test Prep	Bob Gotzon	\$30.00
DIY Home Repair	Ross Dartouzos	\$30.00
HVAC	Dennis Henritz	\$30.00
Building Maintenance	Tony Rago	\$30.00
Facilities Management	Tony Rago	\$30.00
Teacher of Cosmetology	Connie Muschko	\$34.00
Nail Technician	Nicole Meletiche	\$30.00
Esthetics	Wanda Schutt	\$30.00
Cosmetology	Connie Muschko	\$34.00
A+ Certification/Networking	Merissa Long	\$34.00
Cybersecurity	Evan Wood	\$30.00
Web Design	Raymond Stivala	\$30.00
Welding	Jessie Stauffer	\$30.00
Machining	Kevin Kuehner	\$34.00
Mechatronics	Lauryn Stauffer	\$34.00
Evening Building Manager Sub.	Michele Bracero	\$22.50
Plumbing Substitute Instructor	Edward Laky	\$30.00
Health Cluster Substitute Instructor	Karissa Mitch	\$34.00

2020-2021 Course Guide

Course Title	Instructor	Days of Week	Class Hrs	Course Hrs	Classes	Cost	Maximum	Minimum	Start/End Dates
Automotive									
PA Safety Inspection	Jose Acosta	Tues./Thurs.	5:30 - 8:30	12	4 x 2	\$175.00	12	6	10/1 - 10/13 2/25 - 3/9
PA Emissions Inspection	Jose Acosta	Tues./Thurs.	5:30 - 9:00	10.5	3 x 2	\$165.00	12	6	10/20 - 10/27 3/16 - 3/23
CDL License Training	Victor Villalta	Sun. - Sat.	9:00 - 8:00	40	on-going	\$6,500.00	1	1	On-Going
Health									
CPR/First Aid	Stilgenbauer/Prodes	Mon./Wed.	5:00 - 9:00	8	2/5	\$120.00	8	6	9/14-9/16 11/16-11/18 1/11-1/13 3/22-2/24 5/10-5/13
Nursing Assistant Clinical Skills	Leah Walia	Tues./Thurs.	5:30 - 8:30	51	17 x 2	\$850.00	12	6	11/10 - 1/19 4/1 - 5/27
EKG Technician	Marie Holsinger	Tues./Thurs.	5:30 - 8:30	51	17 x 2	\$950.00	12	6	9/8 - 11/5 1/26 - 3/23
Pharmacy Tech	Elizabeth Mornak	Wed.	5:30 - 8:30	36	12 x 2	\$950.00	12	6	9/16 - 12/9 2/3 - 4/21
Phlebotomy	Colleen Ciliberti	Tues./Thurs.	5:30 - 8:30	45	15 x 4	\$975.00	14	6	25-10/20 10/22-12/17 2/2-3/23 4/6-5/25
Medical Billing & Coding	Lisa Moore	Tues./Thurs.	5:30 - 8:30	57	19 x 2	\$1,100.00	14	6	9/8 - 11/12 1/19 - 3/23
Patient Care Tech	Holsinger/Walia/Cilib	Tues./Thurs.	5:30 - 8:30	188	49	\$3,200.00	12	6	On Going 9/8 - 3/23
Medical Assistant	Holsinger/Walia/Cilib	Tues./Thurs.	5:30 - 8:30	227	49	\$3,600.00	12	6	On Going 9/8 - 3/23
LPN	New Instructors	Mon. - Thurs.		1500	3 Levels	\$20,000.00	20	10	Jan. 4, 2027
Add on NHA Classes	EKG / Phlebotomy					\$225.00			
Construction									
Plumbing	Nate Myirski	Tues.	5:30 - 9:00	105	30	\$2,500.00	12	6	9/15 - 4/20
Residential Electrical	Bob Gotzon	Tues./Wed.	4:30 - 8:00	126	36 x 2	\$2,600.00	12	6	8/25 - 1/12 1/19 - 5/19
Residential Electrical Test Prep	Bob Gotzon	Thurs.	5:00 - 8:00	48	16	\$950.00	14	6	1/28 - 5/20
DIY Home Repair	Ross Dartouzos	Thurs.	5:30 - 8:30	48	16	\$1,000.00	12	6	10/29 - 3/4
HVAC	Dennis Henritzy	Mon./Thurs.	5:00 - 9:00	128	32 x 2	\$3,100.00	12	6	8/31 - 1/7 1/21 - 5/20
EPA/A2L Training & Certification Exam	Dennis Henritzy	Mon.	5:00 - 9:00	20	5 x 2	\$500.00	6	1	11/9 - 12/14 4/19 - 5/17
EPA/A2L Certification Exam	Dennis Henritzy	Mon.	5:00 - 9:00	6	1 x 2	\$200.00	6	1	12/14 5/17
Building Maintenance	Tony Rago	Mon./Wed.	5:30 - 8:30	120	40	\$2,600.00	12	6	9/28 - 3/15
Facilities Management	Tony Rago	Wed.	5:30 - 8:30	30	10	\$600.00	14	6	3/17 - 5/19
Cosmetology									
Teacher of Cosmetology	Connie Muschko	Mon. - Thurs.	4:00 - 9:00	500	125	\$4,500.00	1	1	8/24 - 5/27
Nail Technician	Nicole Meletiche	Mon./Wed.	4:45 - 8:45	200	52	\$3,500.00	12	6	10/5 - 4/21
Esthetics	Wanda Schutt	Tues./Thurs.	5:00 - 9:00	300	73	\$5,200.00	12	6	8/25 - 5/27
Cosmetology	Connie Muschko	Tues. - Thurs.	4:00 - 9:00	1,250	112/112	\$12,000.00	12	6	8/25/26 - 5/31/28
Cosmetology Completer Hours	Connie Muschko	Tues. - Thurs.	4:00 - 9:00 / Call			\$13.00 per hr	12	1	8/25 - 5/27
Technology/Design									
A+ Certification/Networking	Merissa Long	Thurs.	4:30 - 7:30	90	30	\$2,000.00	12	6	10/1 - 5/20
Cybersecurity	Evan Wood	Tues./Wed.	5:30 - 8:30	90	30	\$2,000.00	15	6	9/8 - 1/5 1/19 - 4/28
Web Design	Raymond Stivala	Tues.	5:30 - 8:30	51	17	\$950.00	12	6	10/6 - 2/9
Manufacturing									
Welding	Jessie Stauffer	Thurs.	5:00 - 8:00	60	20	\$1,700.00	12	6	10/15 - 3/18
Machining	Kevin Kuehner	Tues./Thurs	4:30 - 7:30	150	50	\$2,500.00	12	6	10/20 - 4/29
Mechatronics	Laurn Stauffer	Tues.	4:30 - 7:30	60	24	\$1,300.00	12	6	11/10 - 3/30

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

14. CONFERENCE REQUESTS

RECOMMENDATION:

That Tamara Faust and Dean Ruch, School-to-Career Coordinators, be granted permission to attend the 2026 Pennsylvania Cooperative Education Conference in State College, PA from October 15 - 16, 2026. The approximate cost for both to attend is \$2,004.

That Dana Huber and Jenifer Stilgenbauer, Supervisors of Lifelong Learning, be granted permission to attend the 2026 PACTA Adult Ed Conference in State College, PA from October 1-2, 2026. The approximate cost for both to attend is \$1,053.63.

Any conference request listed above is in the budget.

MOTION BY:

SECOND BY:

ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

15. BRIDGES FOUNDATION POSITION

INFORMATION:

Starting in the 2019-2020 fiscal year, BAVTS entered into a reimbursement agreement for the Director of Development and Marketing position with the Bridges Foundation reimbursing BAVTS for the costs associated with the employee. There is also a separate employment agreement for the position as well. The reimbursement agreement was approved at the June Joint Committee meeting.

RECOMMENDATIONS:

That the Joint Committee authorize the Executive Director to renew the attached employment agreement with Madeline Sinkler, Director of Development and Marketing, effective July 1, 2026 through June 30, 2027, at a salary of \$59,449.17 for the 2026-2027 school year, effective July 1, 2026, with benefits in accordance with the employment agreement. The change was approved by the Bridges Foundation at its June Board Meeting.

MOTION BY:

SECOND BY:

ROLL CALL

**EMPLOYMENT AGREEMENT
BETWEEN MADELINE SINKLER AND THE JOINT COMMITTEE OF
THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL**

THIS EMPLOYMENT AGREEMENT (hereafter "Agreement") is made this 4th day of August, 2026 by and between the Joint Committee of the Bethlehem Area Vocational-Technical School, with offices located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as "BAVTS") and Madeline Sinkler (hereinafter referred to as "Employee"). The BAVTS and Employee may hereinafter be collectively referred to as the "Parties".

WHEREAS, the Joint Committee of BAVTS, at a regularly scheduled meeting duly and properly called upon this 4th day of August, 2026, did appoint the Employee to the position of Director of Development and Marketing; and

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

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

SECTION 1. TERM

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

1.2 **This Agreement is expressly conditioned upon the Reimbursement Agreement between BAVTS and the Bethlehem Area Vocational-Technical School Bridges Foundation, Inc. (hereinafter "Reimbursement Agreement"). The Parties agree that this Employment Agreement will be nullified immediately upon the termination of the Reimbursement Agreement, unless otherwise agreed, in writing, between BAVTS and the Employee.**

SECTION 2. DUTIES AND QUALIFICATIONS

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

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

2.3 BAVTS retains the right to reasonably request a recent criminal history record information and/or child abuse clearance from Employee at any time during the Term of this Agreement. For purposes of this paragraph, "recent" shall mean a criminal history record information and/or child abuse clearance that has been performed within one (1) year of

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

SECTION 3. COMPENSATION/WORKING CONDITIONS

3.1 Effective July 1, 2026, the annual salary of Employee shall be \$59,449.17 for the 2026-2027 school year.

3.2 The normal working day is seven and one-half (7 ½) hours, including a one (1) hour paid lunch break. Overtime compensation per Appendix A, attached hereto.

3.2 When school is closed due to snow or other inclement weather, Employee will be expected to report to work unless otherwise directed to do so by the Executive Director or designee. Employee will suffer no loss of pay for cancelled days.

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

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

3.5 Reimbursement for expenses shall be as communicated by BAVTS to the Employee. Any entitlement to PSERS shall be as determined by PSERS and subsequently communicated by BAVTS to the Employee.

3.6 A Performance Incentive Plan will be developed by the Executive Director in conjunction with the Bridges Foundation Board of Directors to reward Employee for achieving and exceeding performance targets that contribute to the overall success of the Foundation.

SECTION 4. BENEFITS

4.1 Employee shall be entitled to paid leave and benefits in accordance with Appendix A, attached hereto.

SECTION 5. RENEWAL AND TERMINATION

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

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

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

SECTION 6. MISCELLANEOUS

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

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

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

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

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

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

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

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

Madeline Sinkler
Director of Development and Marketing

“APPENDIX A”

I. OVERTIME

In the event Employee is required to work beyond forty (40) hours per week will be paid one and one-half (1½) times his/her hourly wage for such overtime. Overtime work can either be compensated at the agreed to rate, or taken as compensatory time at the discretion of the Employee with three (3) days prior notice submitted to the Executive Director.

Compensatory time will be at the rate of one (1) hour worked equals one and one-half (1½) hour of compensatory time. A maximum of twenty-four (24) earned compensatory hours may be used within 30 days of earning them, and any unused compensatory hours will be paid as overtime pay at one and one-half (1½) times the hourly rate for each hour of overtime worked.

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

II. INSURANCE AND OTHER EMPLOYEE BENEFITS

A. Group Health Insurance

Full-time Employee will be provided with Group Health Insurance as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association, Article IV Section A.

B. Life Insurance

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

BAVTS will provide Employee a description of the plan.

C. Income Protection Plan

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

D. Dental Service Plan

Full-time Employee will be provided with Dental Service Plan as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section B.

E. Prescription Drugs

Full-time Employee with Prescription Drugs as described in the Agreement between the BAVTS Joint Committee and the BAVTS Education Association Article IV Section E.

F. Vision Insurance Program

Full-time Employee will be provided a vision insurance program identical to the program for the BAVTSEA Bargaining Unit.

G. Group Health, Dental, Prescription Drug, and Vision Insurance During Unpaid Leave

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

III. LEAVES OF ABSENCE

A. Sick Leave

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

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

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

Part-Time Employees do not receive any sick leave.

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

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

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

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

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

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

B. Use of Partial Sick Leave/Emergency Day

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

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

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

C. Emergency Days

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

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

D. Personal Days

Two (2) unrestricted personal days per school year, without loss of compensation or sick leave, will be allowed Full-Time Employee covered by this Agreement, provided written notice has been given to the Executive Director or designee on a school day at least forty-eight

(48) hours prior to the personal day requested. No personal days will be allowed on scheduled School in-service day(s), except that the Executive Director or designee, at his/her discretion, may grant a personal day on a scheduled School in-service day for extenuating circumstances. Up to two (2) unused personal days may be carried over to the next school year and may accumulate to a maximum of four (4) days that can be used in one school year. Part-time Employees do not receive any personal days.

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

E. Death in Family

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

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

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

F. Death of Near Relative

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

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

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

G. Military Leave

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

I. Leave for Good Reason

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

IV. VACATIONS AND-HOLIDAYS

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

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

At the Completion of year 15 Twenty (20) Days

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

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

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

Vacations may be taken at the Employee's discretion, as long as the operation of the School/Foundation is not adversely affected. All vacations must be approved by the Executive Director.

- B. Twelve (12) month salaried Employees covered by this Agreement will be granted ten (10) holidays and three (3) flex/paid holidays per year. In the event a paid holiday should fall on a non-working day, an appropriate day, based on the school calendar will be substituted. The holidays classified as paid holidays are as follows:

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

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

16. CONTRACT FOR SERVICES

INFORMATION:

BAVTS would like to enter into a contract with Colonial Intermediate Unit 20 (IU 20) to provide licensing for the Internet content filtering solution, Linewize. Linewize is installed on all desktops/laptops owned by BAVTS and is used as a Google Chrome extension for Chromebooks to restrict content based on categories to provide a safer web browsing experience for staff and students. The contract shall not exceed \$3,000 and will be effective through June 30, 2027.

Attached is a contract that has been provided by IU 20.

RECOMMENDATION:

That the Joint Committee authorize the Executive Director to enter into a Contract For Service with LineWize through IU 20, effective July 1, 2026 through June 30, 2027.

MOTION BY:

SECOND BY:

ROLL CALL

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA 18020, (610) 866-8013.

Colonial Intermediate Unit 20 will provide the LineWize subscription to the Bethlehem Area Vocational-Technical School.

This contract shall not exceed \$3,000.00 and will be in effect from July 1, 2026 through June 30, 2027.

Bethlehem Area Vocational-Technical School will be billed for services rendered by Colonial Intermediate Unit 20.

The signed contract must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.


Mr. Jon Wallitsch
Assistant to the Executive Director
for Management Services

7/20/26
Date

Bethlehem Area Vocational-Technical
School
Executive Director

Date

Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

17. HOSTED FIREWALL AGREEMENT EXTENSION

INFORMATION:

This proposal extends the existing Hosted Firewall Services agreement with Colonial Intermediate Unit 20 for an additional twenty-six (26) months. The service includes a 1G hosted firewall, threat prevention, technical support, and ongoing maintenance. Continuing this service provides enterprise-level cybersecurity protection while eliminating the need to purchase, maintain, and periodically replace on-premises firewall hardware. It also reduces the administrative burden on the IT staff by ensuring firewall updates, security monitoring, and maintenance are managed by experienced security professionals.

This hosted firewall solution is also utilized by Northampton Area School District throughout the district and by Bethlehem Area School District for its administrative offices, demonstrating its effectiveness and reliability within our districts.

The agreement is effective until June 30, 2028, at a cost of \$797.41 per month, not to exceed \$20,732.66. This expenditure was planned within the Information Technology budget.

RECOMMENDATION:

That the Joint Committee approve extending the Hosted Firewall Services agreement with Colonial Intermediate Unit 20 at a total cost not to exceed \$20,732.66, as detailed in the attached agreement.

MOTION BY:

SECOND BY:

ROLL CALL

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

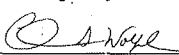
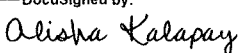
This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA 18020, (610) 866-8013.

Colonial Intermediate Unit 20 will provide Hosted Firewall Services to include: 1G Firewall, Threat Prevention, Filtering, Support and Onboarding to the Bethlehem Area Vocational-Technical School.

The fee for this service is \$797.41 per month, for 26 months. This contract shall not exceed \$20,732.66 and will be in effect from May 1, 2026 through June 30, 2028.

Bethlehem Area Vocational-Technical School will be billed for services rendered by Colonial Intermediate Unit 20.

The signed contract must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.

DocuSigned by:			
			
Dr. Christopher S. Wolfel	04/22/2026		
Executive Director	Date	Bethlehem Area Vocational-Technical	Date
		School	
		Executive Director	
DocuSigned by:			
			
Ms. Alisha Kalapay	4/23/2026		
Secretary to the Board	Date	Federal ID Number	

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

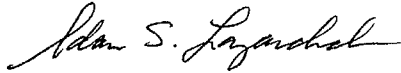
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

August 4, 2026

J.1. CONDITION OF THE BUDGET
INFORMATION:

Presented for your information is the statement of the Condition of the Budget for the periods ending May 31, 2026 and June 30, 2026.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

/sf

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
May 31, 2026

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	20,000.00	39,589.78	(19,589.78)
10.6910.000.000.000	RENTALS	6,000.00	4,000.00	2,000.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00		250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-		0.00
10.6946.001.000.000	RECEIPTS FROM BASD	7,232,236.00	7,041,914.00	190,322.00
10.6946.002.000.000	RECEIPTS FROM NASD	3,339,635.00	3,075,975.00	263,660.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,147,742.00	1,147,742.00	0.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-		0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	72,396.00	27,604.00
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	3,097.13	(1,097.13)
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,525,000.00	1,314,012.56	210,987.44
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00		25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-		0.00
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	2,500.00	2,483.18	16.82
10.7362.000.360.000	PCCD ACT 55 GRANT	80,187.17		80,187.17
10.7362.000.360.001	PCCD ACT 55 GRANT	59,812.83		59,812.83
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	352,127.52	(52,127.52)
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	239,408.00	234,501.22	4,906.78
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,120,880.00	823,127.51	297,752.49
10.8521.000.663.000	FEDERAL	379,387.00	352,171.70	27,215.30
10.8749.000.987.000	PCCD GRANT	-	31,075.00	(31,075.00)
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	13,608.00	(13,608.00)
	TOTALS FOR GENERAL FUND	15,580,038.00	14,507,820.60	1,072,217.40
	TOTAL REVENUES	15,580,038.00	14,507,820.60	1,072,217.40

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
May 31, 2026

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	665,985.00	(1,084.00)	466,590.78	149,507.58	48,802.64
10.1240.000.000.000	SPECIAL EDUCATION	691,392.00	(2,439.00)	398,976.39	98,018.76	191,957.85
10.1320.000.000.000	MARKETING DISTRIBUTIVE EDUCATION	149,022.00	(271.00)	110,129.88	31,986.52	6,634.60
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	829,726.00	(1,355.00)	600,791.80	176,014.03	51,565.17
10.1342.000.000.000	HOME ECONOMICS PROGRAM	951,837.00	(1,355.00)	694,766.37	221,655.96	34,059.67
10.1370.000.000.000	TECHNICAL PROGRAM	163,175.00	(271.00)	134,385.71	31,706.79	(3,188.50)
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,536,080.00	(7,858.00)	3,079,060.85	1,125,422.11	323,739.04
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-			10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,625,189.00	(2,439.00)	1,272,764.59	335,988.06	13,997.35
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,886.00	-	82,954.85	-	37,931.15
10.2310.000.000.000	BOARD SECRETARY	3,646.00	-	2,800.38	-	845.62
10.2320.000.000.000	BOARD TREASURER	1,665.00	-	1,705.89	-	(40.89)
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	31,941.52	22,058.48	6,000.00
10.2360.000.000.000	OFFICE OF THE DIRECTOR	465,658.00	(813.00)	403,145.21	34,028.79	27,671.00
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	661,995.00	(1,084.00)	551,725.29	56,460.82	52,724.89
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	113,350.00	(271.00)	77,754.45	24,325.30	10,999.25
10.2511.000.000.000	BUSINESS OFFICE	648,488.00	(1,626.00)	518,612.53	99,815.26	28,434.21
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,622,825.00	(2,665.00)	1,877,063.93	238,035.78	505,060.29
10.2660.000.000.000	SECURITY SERVICES	62,660.00	(271.00)	5,436.43	59,278.48	(2,325.91)
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	7,570.17	1,411.92	20,017.91
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	664,186.00	(6,072.00)	400,742.49	84,850.59	172,520.92
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	107,525.00	-	59,147.42	20,058.33	28,319.25
10.3350.000.000.000	WELFARE ACTIVITIES	9,500.00	-			9,500.00
10.3390.000.000.000	COMMUNITY SERVICES	111,248.00	-	95,959.82	8,377.22	6,910.96
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	-	-	-	-
10.4600.000.000.000	IMPROVEMENT EXPENSES	75,000.00	-	11,695.89	6,424.20	56,879.91
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-			-
10.5140.000.000.000	LEASES & RIGHT TO USE ARRANGEMENT	-	29,874.00	29,874.00		-
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	49,271.00	-	50,729.00
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	-			50,000.00
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-			-
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-			25,000.00
TOTAL FOR GENERAL FUND		15,555,038.00	-	10,964,867.64	2,825,424.98	1,764,745.38
TOTAL EXPENSES		15,555,038.00	-	10,964,867.64	2,825,424.98	1,764,745.38
EXCESS OF REVENUE OVER EXPENSES				(2,666,180.96)		

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
June 30, 2026

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	20,000.00	49,019.44	(29,019.44)
10.6910.000.000.000	RENTALS	6,000.00	5,500.00	500.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00		250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-		0.00
10.6946.001.000.000	RECEIPTS FROM BASD	7,232,236.00	7,041,914.00	190,322.00
10.6946.002.000.000	RECEIPTS FROM NASD	3,339,635.00	3,075,975.00	263,660.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,147,742.00	1,147,742.00	0.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-		0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	72,396.00	27,604.00
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	4,434.98	(2,434.98)
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,525,000.00	1,823,610.29	(298,610.29)
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00		25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-		0.00
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	2,500.00	2,483.18	16.82
10.7362.000.360.000	PCCD ACT 55 GRANT	80,187.17		80,187.17
10.7362.000.360.001	PCCD ACT 55 GRANT	59,812.83		59,812.83
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	352,127.52	(52,127.52)
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	239,408.00	234,501.22	4,906.78
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,120,880.00	1,079,016.14	41,863.86
10.8521.000.663.000	FEDERAL	379,387.00	387,388.87	(8,001.87)
10.8749.000.987.000	PCCD GRANT	-	31,075.00	(31,075.00)
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	13,608.00	(13,608.00)
	TOTALS FOR GENERAL FUND	15,580,038.00	15,320,791.64	259,246.36
	TOTAL REVENUES	15,580,038.00	15,320,791.64	259,246.36

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
June 30, 2026

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	665,985.00	(1,084.00)	522,230.63	101,680.41	40,989.96
10.1240.000.000.000	SPECIAL EDUCATION	691,392.00	(2,439.00)	458,764.14	57,712.38	172,476.48
10.1320.000.000.000	MARKETING DISTRIBUTIVE EDUCATION	149,022.00	(271.00)	123,258.98	21,299.98	4,192.04
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	829,726.00	(1,355.00)	668,493.24	109,283.72	50,594.04
10.1342.000.000.000	HOME ECONOMICS PROGRAM	951,837.00	(1,355.00)	838,116.47	94,266.07	18,099.46
10.1370.000.000.000	TECHNICAL PROGRAM	163,175.00	(271.00)	146,833.86	18,942.73	(2,872.59)
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,536,080.00	(7,858.00)	3,819,009.48	429,338.40	279,874.12
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-			10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,625,189.00	(2,439.00)	1,484,844.50	150,871.09	(12,965.59)
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,886.00	-	88,017.85	-	32,868.15
10.2310.000.000.000	BOARD SECRETARY	3,646.00	-	2,800.38	-	845.62
10.2320.000.000.000	BOARD TREASURER	1,665.00	-	1,705.89	-	(40.89)
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	37,721.36	-	22,278.64
10.2360.000.000.000	OFFICE OF THE DIRECTOR	465,658.00	(813.00)	442,350.55	-	22,494.45
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	661,995.00	(1,084.00)	612,440.28	8,101.56	40,369.16
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	113,350.00	(271.00)	91,883.81	13,148.54	8,046.65
10.2511.000.000.000	BUSINESS OFFICE	648,488.00	(1,626.00)	627,791.47	-	19,070.53
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,622,825.00	(2,665.00)	2,067,127.13	10,850.92	542,181.95
10.2660.000.000.000	SECURITY SERVICES	62,660.00	(271.00)	58,822.58	-	3,566.42
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	7,570.17	-	21,429.83
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	664,186.00	(6,072.00)	560,608.71	-	97,505.29
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	107,525.00	-	75,321.20	-	32,203.80
10.3350.000.000.000	WELFARE ACTIVITIES	9,500.00	-			9,500.00
10.3390.000.000.000	COMMUNITY SERVICES	111,248.00	-	106,769.78	-	4,478.22
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	-	-	-	-
10.4600.000.000.000	IMPROVEMENT EXPENSES	75,000.00	-	11,695.89	-	63,304.11
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-			-
10.5140.000.000.000	LEASES & RIGHT TO USE ARRANGEMENT	-	29,874.00	29,874.00		-
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	82,271.00	-	17,729.00
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	-			50,000.00
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-			-
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-			25,000.00
	TOTAL FOR GENERAL FUND	15,555,038.00	-	12,966,323.35	1,015,495.80	1,573,218.85
	TOTAL EXPENSES	15,555,038.00	-	12,966,323.35	1,015,495.80	1,573,218.85
	EXCESS OF REVENUE OVER EXPENSES			(4,667,636.67)		