AMENDED

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

Regular Meeting - BAVTS Joint Committee
November 4, 2026 – 7:00 p.m.

A. Pledge of Allegiance

B. Roll Call

C. Announcement of Executive Session

D. Approval of Minutes – Regular Meeting, October 6, 2026

E. Report of Secretary/Treasurer

F. Payment of Bills

G. Courtesy of the Floor to Visitors – Agenda Items Only

H. In-Service – CHA Presentation on Expansion Project

I. Administrative Recommendations
   1. Staffing
   2. 2026-2027 Substitutes
   3. 2026-2027 Stipend Positions
   4. Board Policy Updating
   5. Occupational Advisory Committee Members
   6. 9-12 Comprehensive Guidance Plan
   7. Job Description Updating
   8. Continuing Education
   9. Conference Requests
   10. Resolution Regarding Letter of Credit

J. Informational Items
   1. Work Project Report
   2. Condition of the Budget
   3. South Campus Expansion Update (verbal report to be provided at meeting)

K. Unfinished Business

L. New Business

M. Courtesy of the Floor to Visitors

N. Adjournment

Next Meeting Date: Wednesday, December 2, 2026
Note: Meeting on Wednesday Due to Sending School Board Re-organizations

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

November 4, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending September 30, 2026

FUND NAME		BALANCE September 1, 2026	RECEIPTS	DISBURSEMENTS	BALANCE September 30, 2026
General	*includes INVSTMNTS/CD*	4,440,551.51	1,893,499.89	(2,081,266.55)	4,252,784.85
House Project		2,689.59	0.00	(4,435.35)	(1,745.76)
Production		180,473.57	19,428.31	(6,631.99)	193,269.89
Capital Reserves	*includes INVSTMNTS/CD*	3,997,274.23	11,626.50	0.00	4,008,900.73
Capital Projects	*includes INVSTMNTS/CD*	1,255,482.61	780,018.04	(576.12)	2,034,924.53
Payroll		16,493.26	1,122,604.54	(1,162,815.87)	(23,718.07)
Cafeteria		47,617.18	5,942.24	(26,354.06)	27,205.36
Adult Education	*includes INVSTMNTS/CD*	372,883.54	54,627.49	(52,961.76)	374,549.27
Student Activities		52,428.43	3,087.59	(462.50)	55,053.52
TOTALS		10,365,893.92	3,890,834.60	(3,335,504.20)	10,921,224.32

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

GENERAL, HOUSE PROJECT,PRODUCTION FUNDS - CASH ACCTS

September 1, 2026				926,812.78
RECEIPTS				
	Production	19,426.09		
	Interest	14.35		
	District Contrib.	1,094,048.00		
	District Contrib./Auth.			
	State / Fed Funds	277,592.24		
	Tuition			
	Other	7,395.19		
	Transfers - Investment Accts	500,000.00		
	Inter-Fund Transfers	4,029.90	1,902,505.77	
DISBURSEMENTS				
	Prepaid Bills	(68,492.75)		
	Bill Listings	(437,412.72)		
	Payroll	(1,075,304.34)		
	Other--Authority Bond Fees	(753.15)		
	Void Checks	60.00		
	Transfers - Investment Accts		(1,581,902.96)	
September 30, 2026	ADJ BOOK BALANCE			1,247,415.59

BANK RECONCILIATION September 30, 2026

Bank Balance- Embassy		1,257,850.86	
Memo			
Outstanding Checks		(10,476.27)	
Deposit in Transit		41.00	
September 30, 2026	ADJ BANK BALANCE		1,247,415.59

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

November 4, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending September 30, 2026

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

September 1, 2026			623,574.78
	Transfers In	0.00	
	Interest	1,811.11	
	P Card purchases	(10,430.93)	
	Transfers Out		
September 30, 2026	ADJ BOOK BALANCE		614,954.96

BANK RECONCILIATION September 30, 2026

	Bank Balance- PLGIT	614,954.96	
	Deposit in Transit		
	Outstanding Checks		
September 30, 2026	ADJ BANK BALANCE		614,954.96

Average Yield for Sept 2026 is 3.57%

PSDLAF **PA SCHOOL DISTRICT LIQUID ASSET FUND (GENERAL FUND)**

September 1, 2026			3,073,327.11
	Transfers In	0.00	
	Interest	8,611.32	
	Transfers Out	(500,000.00)	
September 30, 2026	ADJ BOOK BALANCE		2,581,938.43

BANK RECONCILIATION September 30, 2026

	Bank Balance- PSDLAF	2,581,938.43	
	Deposit in Transit		
	Outstanding Checks		
September 30, 2026	ADJ BANK BALANCE		2,581,938.43

Average Yield for Sept 2026 is 3.591%

CAPITAL RESERVES - EMBASSY BANK

September 1, 2026				59,509.08
	Receipts	0.00		
	Interest	1.22		
	Void Checks	0.00	1.22	
	Fees			
	Disbursements	0.00	0.00	
September 30, 2026	ADJ BOOK BALANCE			59,510.30

BANK RECONCILIATION September 30, 2026

	Bank Balance- Embassy	59,510.30	
	Memos		
	Outstanding Checks	0.00	
	Deposit in Transit	0.00	
September 30, 2026	ADJ BANK BALANCE		59,510.30

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

November 4, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending September 30, 2026

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

September 1, 2026				193,426.03
	Transfers In	0.00		
	Interest	574.17		
	Transfers Out	0.00		
September 30, 2026	ADJ BOOK BALANCE			194,000.20

BANK RECONCILIATION September 30, 2026

Bank Balance- PLGIT	194,000.20	
Outstanding Checks	0.00	
September 30, 2026	ADJ BANK BALANCE	194,000.20

Average Yield for Sept 2026 is 3.57%

PSDLAF **PA SCHOOL DISTRICT LIQUID ASSET FUND (CAPITAL RESERVES)**

September 1, 2026				3,744,339.12
	Transfers In	0.00		
	Interest	11,051.11		
	Transfers Out			
September 30, 2026	ADJ BOOK BALANCE			3,755,390.23

BANK RECONCILIATION September 1, 2026

Bank Balance- PSDLAF	3,755,390.23	
Deposit in Transit		
Outstanding Checks		
September 30, 2026	ADJ BANK BALANCE	3,755,390.23

Average Yield for Sept 2026 is 3.591%

CAPITAL PROJECTS - EMBASSY BANK

September 1, 2026				1,255,482.61
	Receipts	776,773.51		
	Interest	3,244.53		
	Void Checks	0.00	780,018.04	
	Fees			
	Disbursements	(576.12)	(576.12)	
September 30, 2026	ADJ BOOK BALANCE			2,034,924.53

BANK RECONCILIATION September 30, 2026

Bank Balance- Embassy	2,034,924.53	
Memos		
Outstanding Checks	0.00	
Deposit in Transit	0.00	
September 30, 2026	ADJ BANK BALANCE	2,034,924.53

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

November 4, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending September 30, 2026

PAYROLL FUND - EMBASSY BANK

September 1, 2026				16,493.26
	Receipts	1,122,601.72		
	Interest	2.82		
	Void Checks		1,122,604.54	
	Fees			
	Disbursements	(1,162,815.87)	(1,162,815.87)	
September 30, 2026	ADJ BOOK BALANCE			(23,718.07)

BANK RECONCILIATION September 30, 2026

Bank Balance- Embassy	14,624.81	
Memos		
Outstanding Checks	(38,342.88)	
Deposit in Transit		
September 30, 2026 ADJ BANK BALANCE		(23,718.07)

CAFETERIA FUND - EMBASSY BANK

September 1, 2026				47,617.18
	Receipts	5,941.56		
	Transfers			
	Interest	0.68	5,942.24	
	Disbursements	(26,354.06)		
	Void Check	0.00	(26,354.06)	
September 30, 2026	ADJ BOOK BALANCE			27,205.36

BANK RECONCILIATION September 30, 2026

Bank Balance- Embassy	27,209.16	
Memos	0.00	
Outstanding Checks	(48.80)	
Deposit in Transit	45.00	
September 30, 2026 ADJ BANK BALANCE		27,205.36

ADULT EDUCATION FUND - EMBASSY BANK

September 1, 2026				372,883.54
	Receipts	54,625.90		
	Interest	1.59	54,627.49	
	Disbursements	(52,961.76)		
	Void Checks	0.00		
			(52,961.76)	
September 30, 2026	ADJ BOOK BALANCE			374,549.27

BANK RECONCILIATION September 30, 2026

Bank Balance	373,009.27	
Memos	0.00	
Outstanding Checks	(2,195.00)	
Deposit in Transit	3,735.00	
September 30, 2026 ADJ BANK BALANCE		374,549.27

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

November 4, 2026

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending September 30, 2026

STUDENT ACTIVITY ACCT -EMBASSY BANK

September 1, 2026				52,428.43
	Receipts	3,086.50		
	Other			
	Interest	1.09	3,087.59	
	Disbursements	(462.50)		
	Other--Ret'd Check			
	Voided Check	0.00	(462.50)	
September 30, 2026	ADJ BOOK BALANCE			55,053.52

BANK RECONCILIATION September 30, 2026

Bank Balance	55,053.52	
Outstanding Checks	0.00	
Deposit in Transit	0.00	
September 30, 2026 ADJ BANK BALANCE		55,053.52

REPORT OF DEPOSITORIES September 30, 2026

EMBASSY BANK		
General Fund	1,257,850.86	
Capital Reserve	59,510.30	
Capital Projects	2,034,924.53	
Payroll Account	14,624.81	
Cafeteria Fund	27,209.16	
Adult Ed. Fund	373,009.27	
Student Activity Fund	55,053.52	
PLGIT		
PLGIT General Fund	614,954.96	
PLGIT Capital Reserve	194,000.20	808,955.16
PSDLAF		
PSDLAF General Fund	2,581,938.43	
PSDLAF Capital Reserve	3,755,390.23	6,337,328.66

TOTAL BANK BALANCES 10,968,466.27

Respectfully submitted,

Susan M. Fahrenkopf

Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through November 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
11/4/2026

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAYS	CHECK NUMBER	VENDOR	CHECK AMOUNT	DESCRIPTION
10/7/2026	Y	35730	NRG BUSINESS MARKETING	$ 232.77	26-27 GAS SUPPLY
10/7/2026	Y	35731	PP&L	$ 21,951.89	26-27 ELECTRIC
10/7/2026	Y	35732	TK ELEVATOR CORPORATION	$ 2,818.56	SERVICE AGREEMENT
10/7/2026	Y	35733	UGI UTILITIES	$ 1,683.89	GAS SERVICE
10/7/2026	Y	35734	WEX BANK	$ 573.39	FUEL 26-27
10/8/2026	Y	35735	ALTEK BUSINESS SYSTEMS INC	$ 5,224.24	LEASE RENTAL OF HARDWARE
10/8/2026	Y	35736	VERIZON WIRELESS	$ 304.99	CELL PHONES
10/8/2026	Y	35737	SYSCO	$ 174.06	CULINARY & BAKING SUPPLIES
10/14/2026	Y	35738	BAVTS BRIDGES FOUNDATION	$ 7,841.80	FOOD TRUCK TIPS/DONATIONS
10/14/2026	Y	35739	CANON FINANCIAL SERVICES,INC.	$ 1,963.15	LEASE RENTAL OF HARDWARE
10/14/2026	Y	35740	CANON SOLUTIONS AMERICA, INC.	$ 442.06	COPIER MAINTENANCE
10/14/2026	Y	35741	EMILY HOUGH	$ 2,961.00	TUITION REIMBURSEMENT
10/14/2026	Y	35742	PP&L	$ 2,839.74	26-27 ELECTRIC
10/21/2026	Y	35743	BETHLEHEM PARKING AUTHORITY	$ 2,400.00	PARKING PERMITS
10/21/2026	Y	35744	CITY OF BETHLEHEM	$ 2,854.60	26-27 WATER BILL
10/21/2026	Y	35745	FEDEX	$ 164.00	DELIVERY
10/21/2026	Y	35746	PENTELEDATA	$ 490.00	INTERNET SERVICE COLUMBIA ST
10/21/2026	Y	35747	SELECTIVE INSURANCE COMPANY	$ 1,156.00	INSURANCE
10/21/2026	Y	35748	SERVICE ELECTRIC CABLE TV	$ 99.58	PHONE SERVICE
10/21/2026	Y	35749	UGI ENERGY SERVICES LLC	$ 431.78	GAS SERVICE
10/21/2026	Y	35750	EMBASSY BANK -	$ 3,483.18	WEB HOSTING
10/22/2026	Y	35751	TACK'S TRUCK AND TRAILER	$ 16,410.00	FOOD TRUCK
10/28/2026	Y	35752	CITY OF BETHLEHEM	$ 24.80	26-27 WATER BILL
10/28/2026	Y	35753	LOWES BUSINESS ACCOUNT	$ 527.72	BLDG. TRADES SUPPLIES
10/28/2026	Y	35754	SDIC	$ 10,587.00	WORKERS COMP
10/28/2026	Y	35755	UGI UTILITIES	$ 688.81	GAS SERVICE
10/28/2026	Y	35756	PENNSYLVANIA STEEL CO., INC.	$ 3,618.13	WELDING SUPPLIES
10/28/2026	Y	35757	BAILEY WOOD PRODUCTS	$ 125.00	BLDG. TRADES SUPPLIES
11/4/2026		35758	ABC LAWN AND LANDSCAPING	$ 1,200.00	LAWN SERVICE
11/4/2026		35759	ADVANCE AUTO PARTS	$ 788.39	AUTO TECH SUPPLIES
11/4/2026		35760	ALBARELL ELECTRIC INC.	$ 1,299.15	SERVICE
11/4/2026		35761	ALFRED MASER CO.	$ 4,190.45	PREC. MAC. SUPPLIES

11/4/2026	35762	AMAZON CAPITOL SERVICES	$	8,070.25	CLASSROOM, MAINTENANCE SUPPLIES
11/4/2026	35763	ASSETWORKS INC.	$	3,317.69	ANNUAL SUBSCRIPTION
11/4/2026	35764	ATLAS COPCO	$	2,032.52	REPAIRS
11/4/2026	35765	AUTOZONE	$	361.93	AUTO TECH SUPPLIES
11/4/2026	35766	AYKROYD HARDWARE	$	2,780.71	CARPENTRY SUPPLIES
11/4/2026	35767	B & H FOTO-VIDEO	$	411.47	VIDEO MEDIA SUPPLIES
11/4/2026	35768	BALDOR SPECIALTY FOODS INC.	$	1,977.74	CULINARY SUPPLIES
11/4/2026	35769	BATH SUPPLY	$	948.70	PLUMBING SUPPLIES
11/4/2026	35770	BAYADA HOME HEALTH CARE	$	455.00	NURSING
11/4/2026	35771	BEST LINE LEASING	$	829.21	MAINTENANCE
11/4/2026	35772	BETHLEHEM TOWNSHIP	$	6,545.05	CONSTRUCTION ESCROW
11/4/2026	35773	BILL FLANNERY AUTOMOTIVE	$	7,161.50	AUTO COLL. SUPPLIES
11/4/2026	35774	BINDICS CUSTOM SCREEN PRINTING	$	3,557.70	SHOP SHIRTS
11/4/2026	35775	BINDICS EMBROIDERY	$	703.00	SHOP SHIRTS
11/4/2026	35776	BIT DIRECT INC.	$	7,495.00	TECHNOLOGY
11/4/2026	35777	BRENNTAG SOLUTIONS	$	821.37	BAKING SUPPLIES
11/4/2026	35778	BURMAX CO.	$	391.78	COSMOTOLOGY SUPPLIES
11/4/2026	35779	CAREERSAFE LLC	$	396.00	OSHA 30 TRAINING
11/4/2026	35780	CARTRIDGE XCHANGE LL	$	646.25	TONER
11/4/2026	35781	CHA CONSULTING INC.	$	1,996.75	RETAINER FEES
11/4/2026	35782	CHRIN HAULING, INC	$	1,734.60	TRASH REMOVAL
11/4/2026	35783	CM REGENT LLC	$	3,143.67	NOV LIFE/LTD
11/4/2026	35784	COL. NORTH. I.U. 20	$	8,024.20	26-27 QUARTERLY SERVICES
11/4/2026	35785	COMPTIA IINC	$	3,050.00	LICENSES
11/4/2026	35786	COOPER ELECTRIC SUPPLY	$	5,628.52	ELECTRICAL SUPPLIES
11/4/2026	35787	DEAN RUCH	$	490.77	MILEAGE REIMBURSMENT
11/4/2026	35788	DICK BLICK CO. INC.	$	47.75	COMM. ARTS SUPPLIES
11/4/2026	35789	EASTERN AUTOPARTS WAREHOUSE	$	1,056.07	AUTO TECH SUPPLIES
11/4/2026	35790	EBTEP	$	206,246.34	NOV 26 DENTAL
11/4/2026	35791	ECCOTROL LLC	$	1,575.00	ANNUAL SERVICE CONTRACT
11/4/2026	35792	HIGHMARK BLUE SHIELD	$	1,348.89	NOV 26 VISION
11/4/2026	35793	HOSA - FUTURE HEALTH PROFESSIONALS	$	1,700.00	HOSA MEMBERSHIPS
11/4/2026	35794	HSA MECHANICAL INC.	$	2,677.92	REPAIRS
11/4/2026	35795	INTEGRITEC INC.	$	255.00	WATER TREATMENT
11/4/2026	35796	INTERSTATE TAX SERVICE INC.	$	340.20	UNEMPLOYMENT COMPENSATION
11/4/2026	35797	JOHNSON CONTROLS FIRE PROTECTION	$	5,565.00	MAINTENANCE
11/4/2026	35798	KELLY CAHOON	$	103.88	REIMBURSEMENT
11/4/2026	35799	KEVIN DOUGHERTY	$	476.00	FOOD TRUCK SUPPLIES

11/4/2026	35800	KEYSTONE AUTOMOTIVE	$	991.87	26-27 SUPPLIES
11/4/2026	35801	KING SPRY HERMAN FREUND FAUL	$	5,968.33	SOLICITOR'S FEES
11/4/2026	35802	KIRIPOSKI & SONS	$	300.00	PORT O POTTY
11/4/2026	35803	KISTLER O'BRIEN CO.	$	913.75	SERVICE
11/4/2026	35804	KNOWBE4 INC	$	2,999.33	RECHNOLOGY
11/4/2026	35805	L.V. JANITORIAL SUPPLY	$	2,145.36	SUPPLIES
11/4/2026	35806	LEHIGH VALLEY BUSINESS	$	109.00	SUBSCRIPTION RENEWAL
11/4/2026	35807	LEHIGH VALLEY SCHOOL FACILITIES MANAGERS	$	30.00	MEMBERSHIP
11/4/2026	35808	MACGILL & CO.	$	360.45	NURSE SUPPLIES
11/4/2026	35809	MACUNGIE AMBULANCE CORPS	$	510.00	CPR TRAINING
11/4/2026	35810	MCGRAW HILL BOOK CO.	$	138.91	TEXTBOOK
11/4/2026	35811	MORE MILES AUTOMOTIVE LLC	$	207.05	SCHOOL VEHICLE INSPECTIONS
11/4/2026	35812	MOUSER ELECTRONICS	$	142.39	ELECTRONICS SUPPLIES
11/4/2026	35813	MOYER LUMBER & HARDWARE	$	5,635.38	CARPENTRY SUPPLIES
11/4/2026	35814	MOYER PEST CONTROL	$	139.00	PEST CONTROL
11/4/2026	35815	MR. TWISTER PLUMBING	$	1,140.00	SERVICE CALL
11/4/2026	35816	MSC INDUSTRIAL SUPPLY CO.	$	3,651.38	PREC. MAC. SUPPLIES
11/4/2026	35817	NAPA AUTO PARTS	$	2,416.11	AUTO TECH SUPPLIES
11/4/2026	35818	NATIONAL ACADEMY OF SPORTS MEDICINE	$	8,740.00	ONLINE CLASSES
11/4/2026	35819	NAVIGATE 360	$	2,464.30	ELEARNING TRAINING/SUPPORT
11/4/2026	35820	NJ ADVANCE MEDIA	$	131.14	LEGAL AD
11/4/2026	35821	NOCTI	$	825.00	TESTING
11/4/2026	35822	PEPSICO BEVERAGE SALES LLC	$	868.50	SCHOOL STORE SUPPLIES
11/4/2026	35823	POCONO MOUNTAIN DAIRIES	$	75.28	BAKING SUPPLIES
11/4/2026	35824	PREFERRED EAP	$	509.25	EMPLOYEE ASSISTANCE PROGRAM
11/4/2026	35825	PREMIUM SIGN SUPPLIES INC.	$	268.20	GRAPHICS SUPPLIES
11/4/2026	35826	PURSELL STORAGECO. LLC	$	1,290.00	STORAGE CONTAINERS
11/4/2026	35827	QUADIENT FINANCE USA INC.	$	3,000.00	POSTAGE FOR METER
11/4/2026	35828	QUILL CORP.	$	65.54	CLASSROOM & OFFICE SUPPLIES
11/4/2026	35829	R.E. MICHEL	$	695.04	HVAC SUPPLIES
11/4/2026	35830	R.J.WALKER	$	11,276.66	PLUMBING SUPPLIES
11/4/2026	35831	RESET OUTDOORS	$	16,700.00	MENTAL HEALTH SERVICES
11/4/2026	35832	RICHTER DRAFTING AND OFFICE SUPPLY CO.	$	200.00	CLASSROOM & OFFICE SUPPLIES
11/4/2026	35833	SAFETY KLEEN	$	630.54	DRAIN MAINTENANCE
11/4/2026	35834	SCHOOL NURSE SUPPLY	$	425.80	NURSE SUPPLIES
11/4/2026	35835	SEPTICS LLC DBS SEPTIX	$	1,035.00	SERVICE CALL
11/4/2026	35836	SOUTHWESTERN INDUSTRIES INC	$	159.56	PREC. MAC. SUPPLIES
11/4/2026	35837	STATE CHEMICAL	$	297.36	DRAIN MAINTENANCE

11/4/2026	35838	SYSCO	$	7,103.42	CULINARY & BAKING SUPPLIES
11/4/2026	35839	TAMARA FAUST	$	616.01	REIMBURSEMENT
11/4/2026	35840	ULINE	$	2,761.18	MAINTENANCE SUPPLIS
11/4/2026	35841	VALLEY SCRUBS	$	352.00	UNIFORMS
11/4/2026	35842	VAN CLEEF ENGINEERING ASSOCIATES	$	1,986.50	PROFESSIONAL SERVICES
11/4/2026	35843	WELDON TIRE	$	524.00	AUTO TECH SUPPLIES
11/4/2026	35844	WILSON PRODUCTS	$	898.00	TANK RENTAL AND REPAIR
11/4/2026	25845	ADAM LAZARCHAK	$	542.94	MILEAGE
		TOTAL	**$**	**486,153.09**	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

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

The administration respectfully submits the following information and recommendations:

1. STAFFING

RECOMMENDATION:

a. That Alicia Schwartz, part-time Instructional Assistant, be appointed to the position of full-time Instructional Assistant (replacement for Nicole Meletiche) effective October 12, 2026 at a salary of $27,313.10, pro-rated for the 2026-2027 school year, with benefits in accordance with the Instructional Assistants Employee Agreement.

b. That the following resignations be accepted:

Jimmy Gonzalez
Position: Part-Time Instructional Assistant
Effective: October 8, 2026

c. That the following appointments be approved:

Jessica Cavanaugh

Position:	Part-Time Instructional Assistant (replacement for Alicia Schwartz)
Salary/Benefits:	$25.59 per hour, with no health benefits. All other terms in accordance with the Instructional Assistants Agreement
Effective:	October 20, 2026, pending receipt of all required paperwork

Emily Kalinchock

Position:	Part-Time Instructional Assistant (replacement for Jimmy Gonzalez)
Salary/Benefits:	$25.59 per hour, with no health benefits. All other terms in accordance with the Instructional Assistants Agreement
Effective:	November 2, 2026, pending receipt of all required paperwork

d. That the following individual be granted a Family Medical Leave:

Employee #0329: Effective 10/12/26 for 4 weeks (returning on 11/9/26)

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

2. 2026-2027 SUBSTITUTES

RECOMMENDATION:

That the following individual(s)s 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.

Dennis Henritzy

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

3. 2026-2027 STIPEND POSITIONS

RECOMMENDATION:

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

STIPEND DESCRIPTION	NAME	AMOUNT	Effective Date
2 Year Induction Mentor For Nicole Meletiche	AimeeJo Muth	$852.32*	November 5, 2026

*pro-rated from effective date for the 2026-2027 school year

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

4. BOARD POLICY UPDATING

RECOMMENDATION:

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

Policy 249 Bullying /Cyberbullying

It is further requested that the Joint Committee approve the following policy for a second and final reading:

Policy 105.2 Exemption From Instruction

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

POLICY PORTAL™ PSBA

BOARD POLICY

249 Bullying/Cyberbullying

POLICY NUMBER	REVISED	LAST REVIEWED	VERSION
249	11/4/2026	11/4/2026	v1.2
DOCUMENT STATUS	PRINTED		
DRAFT	10/7/2026		

Purpose

The Joint Committee is committed to providing a safe, positive learning environment for its students. The Joint Committee recognizes that threats, harassment, bullying **and cyberbullying** create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence.

Therefore, the Joint Committee prohibits threats, harassment, bullying **and cyberbullying** by students as provided by this policy and applicable law.

Bullying occurring in a school setting and cyberbullying, including qualifying cyberbullying occurring outside a school setting, are prohibited when the conduct meets the definitions established in this policy. Qualifying acts occurring outside a school setting may be addressed under this policy when the acts meet the applicable criteria set forth in the definition of bullying and cyberbullying below.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

Definitions

Bullying

Bullying means an intentional electronic, written, verbal, or physical act, or a series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent, or pervasive; and

4. That has the effect of:
    - Substantially interfering with a student's education;
    - Creating a threatening environment; or
    - Substantially disrupting the orderly operation of the school.

The Joint Committee further recognizes that qualifying acts occurring outside a school setting may be encompassed by this policy when such acts are directed at another student or students, are severe, persistent, or pervasive, and have the effect of substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school.

Cyberbullying

Cyberbullying means bullying through the use of electronic technology or communication, including data, computer software, or online platforms regardless of their origin, using a device, system, network, Internet service, email, social media, or other digital means, including artificial intelligence-generated or modified media, when the conduct:

1. Is directed at another student or students;
2. Is severe, persistent, or pervasive; and
3. Has the effect of:
    - Substantially interfering with a student's education;
    - Creating a threatening environment; or
    - Substantially disrupting the orderly operation of the school.

Cyberbullying may be subject to this policy regardless of whether the electronic communication or content originated in a school setting when the conduct otherwise satisfies the criteria above.

Artificial Intelligence-Generated or Modified Media

Artificial intelligence-generated or modified media means text, code, images, audio, or video data that has been created or modified from its original source data through the use of artificial intelligence technology, programs, or platforms.

Threats/Harassment

Threats and harassment constitute conduct separate from bullying and cyberbullying and need not satisfy the statutory definition of bullying or cyberbullying in order to constitute a violation of the Code of Student Conduct or other applicable Joint Committee policy.

Threats/harassment may include intentional behavior that results in trouble, worry, intimidation, or torment to another individual for no beneficial purpose. This includes, but is not limited to, expressions of intent, actual or attempted, to injure or harm an individual or the individual's property.

Depending on the actual or apparent nature, circumstances, and intent of a threat, the disciplinary action sequence may be modified in order to protect the health, safety, and welfare of the school community. The modification may include disciplinary action up to and including recommendation for expulsion from school.

Students who express, in any manner, any statement that indicates a planned intent to injure or harm another individual will, after consultation with the appropriate administrator or designee, be referred to proper state or local authorities when the student's behavior appears to violate local, state, or federal law.

Students who make threats to injure or harm others may be subject to a search of their person, personal belongings, vehicle, and/or school-supplied locker in accordance with applicable law and Joint Committee policy.

Technology-based threats or harassment through computers, texting, cellular communication, social media, online platforms, artificial intelligence-generated or modified media, or other technologies may also be subject to consequences under the Code of Student Conduct and applicable Joint Committee policies, regardless of whether the conduct satisfies the definition of cyberbullying.

Authority

The Joint Committee prohibits all forms of threats, harassment, bullying, and cyberbullying as provided by this policy.

Students, parents/guardians, employees, and other members of the school community are encouraged to promptly report incidents of alleged bullying or cyberbullying to the Executive Director or designee, Dean of Students, or other staff member designated by the Executive Director to receive such reports.

All reported incidents of alleged bullying and cyberbullying shall be promptly investigated by the school entity in accordance with the procedures contained in this policy.

After determining that an incident of bullying or cyberbullying has occurred, the school shall notify, as soon as practicable, the parents or legal guardians of any student involved in the incident. Such notification shall be made consistent with applicable student privacy requirements.

Confidentiality of all parties shall be maintained to the extent permitted by law and consistent with the school's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of a good-faith report of bullying or cyberbullying.

Delegation of Responsibility

Each student shall be responsible for respecting the rights of others and contributing to an atmosphere free from bullying and cyberbullying.

The Executive Director or designee shall develop administrative regulations and procedures necessary to implement this policy.

The Executive Director shall designate the appropriate school staff person or persons responsible for receiving reports of alleged bullying and cyberbullying and shall ensure that students, parents/guardians, and staff are informed of how and to whom such reports may be made.

The Executive Director or designee shall ensure that this policy and the procedures for reporting incidents of bullying and cyberbullying are reviewed with students within ninety (90) days following adoption or amendment of the policy and at least once during each school year thereafter.

The Executive Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Committee.

The administration shall annually provide the Pennsylvania Department of Education with the school's policy relating to bullying and cyberbullying and information regarding the development and implementation of bullying and cyberbullying prevention, intervention, and education programs as required by law. Required information shall be included with or made part of the applicable annual Safe Schools report.

All incidents that qualify as bullying or cyberbullying under the school's adopted definitions shall be reported to the Pennsylvania Department of Education as required by law.

Reporting and Investigation Procedures

Any student who believes that the student or another student has been subjected to bullying or cyberbullying is encouraged to promptly report the incident to the designated administrator or staff member. Reports may also be made by parents/guardians, employees, or other individuals who become aware of alleged bullying or cyberbullying.

Upon receipt of a report of alleged bullying or cyberbullying, the school shall promptly initiate an investigation. The investigation may include, as appropriate:

1. Obtaining information from the individual making the report;
2. Interviewing the student alleged to have been subjected to bullying or cyberbullying;
3. Interviewing the student or students alleged to have engaged in the conduct;
4. Interviewing witnesses or other individuals with relevant information;
5. Reviewing electronic communications, photographs, videos, social media content, artificial intelligence-generated or modified media, school records, or other available evidence, as appropriate and lawfully accessible;
6. Determining whether the reported conduct satisfies the definitions of bullying or cyberbullying contained in this policy;
7. Determining whether other provisions of the Code of Student Conduct or Joint Committee policies may have been violated even when the conduct does not meet the definition of bullying or cyberbullying; and

8. Documenting the determination and any corrective, supportive, or disciplinary actions taken.

When appropriate, interim measures may be implemented during an investigation to protect the safety and educational access of students involved.

Following the investigation, the administrator or designee shall determine whether the conduct constitutes bullying or cyberbullying under this policy. When such a determination is made, parents or legal guardians of any student involved shall be notified as soon as practicable.

Nothing in this policy shall prevent the school from addressing conduct under another provision of the Code of Student Conduct or another Joint Committee policy when the conduct does not meet the statutory or policy definition of bullying or cyberbullying.

Guidelines

The Code of Student Conduct shall contain this policy and shall be disseminated annually to students.

This policy shall be available on the school's publicly accessible website, available in every classroom, and posted in a prominent location within each school building where such notices are customarily posted.

Procedures for reporting bullying and cyberbullying shall be communicated to students and reviewed with students as required by law.

Education and Prevention

The school may develop and implement bullying and cyberbullying prevention and intervention programs.

Such programs may provide staff and students with appropriate education and training regarding recognizing, preventing, reporting, responding to, and intervening in incidents of bullying and cyberbullying.

Educational efforts may include instruction or awareness regarding responsible use of electronic communication, social media, online platforms, digital citizenship, artificial intelligence-generated or modified media, and the potential educational and disciplinary consequences of cyberbullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary and/or corrective action consistent with the Code of Student Conduct and applicable law. Consequences may include:

1. Counseling within the school;
2. Parent/guardian conference;

3. Loss of school privileges;
4. Exclusion from school-sponsored activities;
5. Detention;
6. Suspension;
7. Expulsion/referral to the sending school district;
8. Counseling or therapy outside of the school; and/or
9. Referral to law enforcement officials when appropriate.

Consequences shall be determined based upon the nature and severity of the conduct, the circumstances surrounding the incident, the student's disciplinary history when appropriate, and applicable law and Joint Committee policy.

Corrective or supportive interventions may also be implemented for students affected by bullying or cyberbullying regardless of whether disciplinary action is imposed.

Legal References

- 24 P.S. § 13-1303.1-A – Policy Relating to Bullying and Cyberbullying
- 24 P.S. § 13-1319-B – Safe Schools Reporting
- 22 Pa. Code § 12.3 – School Rules
- 24 P.S. § 13-1302-A
- Applicable Joint Committee policies, including policies governing student discipline, searches, harassment, student expression, technology use, and school safety

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

POLICY PORTAL™ PSBA

BOARD POLICY

105.2 Exemption From Instruction

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
105.2	11/14/2007	10/6/2026	10/6/2026
VERSION	DOCUMENT STATUS	PRINTED	
v1.2	DRAFT	9/18/2026	

1. Purpose: The purpose of this policy is to comply with the requirement of the State Board of Education that the Joint Committee adopt policies that assure parents the right to have a student excused from specific instruction which conflicts with their religious beliefs.

2. Definition: As used in this policy, the phrase specific instruction means identifiable elements of instruction by the teacher. It does not include required reading or learning outcomes.

3. Guidelines: The rights granted by this policy are granted to parents of students enrolled in this school where the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over, unless the student is incapable of making the decision due to a disability.

The school shall excuse any student from specific instruction, as defined in this policy, upon satisfaction of the following conditions:

1. The request must be made in writing. It must detail the specific instruction from which exemption is requested. The request shall be sent by the qualifying parent or student to the CTE supervisor. Provision shall be made for one (1) copy to be retained in the student's permanent school records and a second copy submitted to the teacher from whose instruction the student is to be excused.

2. The written request must contain a statement that the specific instruction described in the written request conflicts with the religious beliefs of the student or of the parents.

3. The parent and/or student shall designate on the request to be excused replacement educational activities in which the student shall engage during the excused time. The only permissible educational activity for this purpose shall be replacement instruction that is consistent with the goals set for the course and that does not require the provision of any extra resources by the school.

It shall not be the responsibility of the school or any of its officials to ensure that the student exercises his/her right to be excused and school employees are prohibited from initiating action to have any student leave class in accordance with a parental request. Instead, it is the responsibility of the student to request permission to leave class when the specific instruction objected to is being presented or is about to be presented. When the student seeks to be excused, the teacher is to excuse him/her if (a) the teacher has a copy of the written request or, if upon checking with the supervisor, the supervisor has a copy of the written request; and (b) the written request adequately describes the instruction that is taking place or about to take place. The CTE supervisor shall determine where a student shall report during the excused time period.

Legal References

No additional references listed.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

5. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the attached listing of new members on the Occupational Advisory Committee (OAC) for the programs noted:

First Name	Last Name	Job Title	Company	Program/Shop
Tina	Fitzgerald	Program Director	Northampton Community College	Medical Academy
Jerik	Lesser	Laborer	Kens Stucco	Masonry
Kimberlyn	Orejuela	Athletic Trainer	St. Luke's University Health Network	Sports Medicine
Anthony	Rago	Retired Teacher		HVAC

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

6. 9-12 COMPREHENSIVE GUIDANCE PLAN

INFORMATION:

BAVTS is preparing to submit our 9-12 Comprehensive Guidance Plan to the Pennsylvania Department of Education (PDE). A draft of the plan is provided for your review and comment.

RECOMMENDATION:

That the Joint Committee approve the attached 9-12 Guidance Plan.

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL
3300 CHESTER AVENUE, BETHLEHEM, PA 18020-2870

NAVIGATE your FUTURE

Serving Bethlehem, Northampton, and Saucon Valley School Districts

Grades 9 - 12

Comprehensive Guidance Plan

I. Student Services Staff and Assignments (Suggested attachment of job descriptions)

Total number of students served as of 9/30/2026 – 1425

School Districts Served – Bethlehem, Northampton, and Saucon Valley

School Counselor - Angela Thom (approx. caseload: 400)

- Academy of Medical Sciences
- Electronics Technology
- Health Careers (3)
- Introduction to Sports Medicine Careers
- Precision Machining
- Mechatronics
- Mental/Behavioral Health

School Counselor– Heather Burkhart (approx. caseload: 300)

- Commercial Arts
- Computer Networking
- Graphic Communications
- Plumbing
- Social Media Marketing
- Video Media Arts
- Web Design & Development with AI
- Fast Track

School Counselor – Heather Chilcote (approx. caseload: 350)

- Baking
- Cosmetology
- Culinary Arts (3)
- Esthetics
- Protective Services
- Veterinary Sciences

School Counselor– Alex Glassberg (approx. caseload: 400)

- Auto Collision Repair
- Automotive Technician (2)
- Building Trades
- Carpentry
- Electrical Construction
- Heating/Ventilation & Air Conditioning
- Masonry
- Welding

Special Education Coordinator - Tracy Snyder

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
Job Description

Position Title:	**Guidance Counselor**
Work Unit:	Professional Staff
Reports to:	Executive Director, Principal, or Supervisor, as assigned

GENERAL POSITION REQUIREMENTS

Education/Certification:	Master's Degree with PDE Certification for Counseling. Current (within 1 year) Federal and State Criminal History and Child Abuse Background Clearances
Experience:	Prior working experience in a guidance-related field and/or teaching experience.
Machinery & Equipment:	Computer, telephone, copy machine and fax machine.
Other (Skills):	Microsoft Office products, topical research. Ability to maintain a high level of confidentiality

PRIMARY DUTIES AND RESPONSIBILITIES

- Conducts individual and group counseling sessions.
- Reviews academic and occupational information with students and provides referral for remediation, as needed.
- Performs scheduling tasks for assigned students.
- Contacts parents and/or community agencies for referral and/or conferences, when needed.
- Communicates with sending district regarding students' academic and occupational progress.
- Assists with Student Services' yearly activities.
- Performs quarterly grade review and mid-marking period progress reports.
- Serves as contact/facilitator for Elementary/ Middle /High School Outreach.
- Represents BAVTS at meetings for Perkins Participatory, IEPs, and 504 Plan meetings.
- Serves as coordinator for cosmetology and academy selection, awards and scholarships, counseling intern, NOCTI and other testing, student assistance program and other outside agencies, orientations, and scareer portfolios. Compiles and reports data collection activities such as student surveys as well as serving on school-telated committees.
- Maintains schedule and grade information for use and dissemination, as assigned.
- Updates BAVTS Student Services webpage bi-weekly as assigned.
- Performs before school, after school and lunch hour duties as assigned.
- Organizes Student Services OAC meetings biannually.
- Monitors retention, attendance, and census for all grades to further student achievement.
- Additional assigned duties as requested by administration.

Position Title: **Guidance Counselor**

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: **Guidance Counselor**

Physical Requirements:

MEASURED IN TERMS OF FREQUENCY

Not At All	Occasionally	Frequently	Constantly
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:	**Special Education Coordinator**
Work Unit:	Professional Staff
Reports to:	Executive Director, Principal, or Supervisor, as assigned

GENERAL POSITION REQUIREMENTS

Education/Certification:	Master's Degree with Special Education Certification. Current (within 1 year) Federal and State Criminal History and Child Abuse Background Clearances
Experience:	Prior working/teaching experience.
Machinery & Equipment:	Computer, telephone, copy machine and fax machine.
Other (Skills):	Microsoft Office products, topical research.

PRIMARY DUTIES AND RESPONSIBILITIES

- Represents BAVTS at IEP meetings, manifestation determination hearings, functional behavior assessment meetings, evaluation report meetings, and other meetings regarding the educational planning for students attending BAVTS.
- Determines specific regulations, requirements, and guidelines and services for special education students.
- Represents BAVTS at meetings of the Perkins Participatory Planning Committee, Northampton County Transition Council, and State Interagency Advisory Committee on Transition.
- Oversees and monitors all supplemental grants associated with special education.
- Acts as liaison among sending districts, CIU20, and outside agencies regarding special education students.
- Maintains database on all identified students to include information necessary for their educational planning and the filing of all reports, records, and other legal documentation.
- Informs appropriate BAVTS staff (including paraprofessionals) about any concerns relative to identified students.
- Maintains current IEP's for all students with special needs attending BAVTS.
- Assists in the implementation and guidance of the use of assistive technology with identified students.
- Communicates with students so that they are aware of the supports that are available at BAVTS.
- Develops linkages between BAVTS and post-secondary institutions.
- Maintains and updates skills by attending job-appropriate conferences and workshops.
- Performs before school, after school and lunch hour duties as assigned.
- Additional assigned duties as requested by administration.

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.

Physical Requirements:

MEASURED IN TERMS OF FREQUENCY

Not At All	Occasionally	Frequently	Constantly
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.

II. School Counseling Department Core Beliefs

To implement the school counseling program at Bethlehem Area Vocational Technical School, the counselors are committed to the following:

- All students have the right to be served by the school counseling program. (BAVTS2011)
- The school counseling program shall be managed by state-certified counselors.(BAVTS2011)
- Counselors participate in ongoing professional learning to maintain an effective school counseling program.(BAVTS2011)
- The national and state school counselor association shall continue to set standards for the school counseling department who shall continue to follow professional mandates and guidelines proposed.(BAVTS2011)
- We believe in advocating to all students that Bethlehem Area Vocational Technical School is a path to educational and career excellence.
- We believe in promoting self-respect, character development, integrity, and respect for diversity.
- We believe in providing a challenging and progressive curriculum that is an essential component for workforce development and post-secondary readiness.
- We believe in creating strong partnerships and relationships with all students, parents/guardians, community members, sending schools, and industry by fostering open communication.

III. Philosophy of the School Counseling Department

The school counselors at Bethlehem Area Vocational Technical School will maintain a strong ethical foundation that will be based on the core beliefs. The school counselors believe that all students have the potential to be successful and progress towards individual goals in a supportive, career-centered environment.

IV. School Counseling Department Mission Statement

The mission of the Bethlehem Area Vocational Technical School is to provide students opportunities to obtain successful careers and to inspire lifelong learning in a challenging and changing global economy.

The Student Services Department addresses student needs by focusing on all areas of development, including, but not limited to, academics, career planning, social/personal concerns, and student growth, while providing equity and access to all students that they serve. The School Counselor will serve as a school leader, student advocate, and a collaborator within the school community. They will work directly with the students, staff, student guardians, and sending school personnel to ensure college and career readiness.

V. School & Community Roles in the CTC Counseling Program, Grades 9-12

A. **Joint Operating Committee**: Approve the guidance plan and support its implementation.

B. **Administration**: Oversee implementation and use annual counselor evaluations to assess responsibilities, service effectiveness, and alignment with the program's core beliefs.

C. **Instructors:** Collaborate with the counseling team and provide feedback to support student achievement and well-being.

D. **Students**: Serve as the program's primary stakeholders, with their growth and success informing program evaluation and improvement.

E. **Parents**: Partner with counselors, provide feedback, and support their child's access to appropriate services.

F. **Clerical Support**: Coordinate daily office operations and administrative tasks to support effective student services.

G. **Support Services**: Collaborate with counseling staff to address student needs through specialized educational, career, health, and related services.

H. **Community Services Agencies and other Non-CTE Professionals**: Provide supplemental resources and services to address student needs.

I. **Business & Industry Representatives**: Provide current career information and employment expectations to inform counseling services.

J. **Sending School Counselors:** Share academic and career plans, grades, attendance concerns, and transition information through annual meetings and ongoing communication to coordinate services.

K. **Post-Secondary Partners**: Provide current program and course information through annual program OAC meetings and the Spring Career and College Fair.

VI. School Counseling Program Goals

Academic

- Assess and monitor students as they progress through their Program of Study tasks to ensure they are functioning at their highest level of academic achievement.
- Work closely with instructors, parents/guardians, and sending schools to communicate academic progress and/or concerns.
- Work as a team with students, instructors, sending schools, and parents/guardians to identify potential barriers to learning.
- Attend IEP meetings as needed to share/gain information necessary for each student to meet academic goals.
- Maintain and disseminate information regarding post-secondary academic opportunities to students and their families.
- Support new and expanded programs

Career

- Inform students, their parents/guardians, and sending school personnel about the career paths and programs that are available at BAVTS through tours, sending school information nights, and mailings.
- Use available labor data to increase public awareness of the in-demand careers for which BAVTS offers a pathway.
- Work with students to determine a career objective within their program of study and identify what steps are necessary to reach their career goal.
- Facilitate career exploration and development.

- Foster working relationships with local business and industry to create maximum opportunities for students for Co-Op or post-graduation.
- Offer shadowing of BAVTS programs before enrollment.
- Promote BAVTS through sending school counselor luncheons, BAVTS counselor visits to sending schools, and providing online applications.
- Improve outreach to our sending district elementary schools to promote career awareness.

Personal/Social:

- Promote a culture of tolerance, understanding, and safety within the school setting
- Meet with students individually, in small groups, or within their program as needed to address personal/social awareness or specific concerns.
- Work with staff, parents/guardians, and sending school to identify students who may benefit from their school's Student Assistance Program.

VII. Stakeholders

Students: Students help to deliver the school counseling program by taking an active role in their academic, personal, and career development. Students must exhibit behaviors and attitudes that encourage a positive learning environment. Students engage in career exploration through O-Net, program exploration, program selection, and advancement through their Program of Study. Student self-advocacy is essential in the delivery of the School Counseling system. They are able to access their counselor as needed.

Parents/Guardians: Parent/guardians serve the mission by supporting their individual students in both the school and home setting. Parents/guardians are encouraged to utilize the CSIU (eSD) Portal to remain up to date with student assignments, grades, attendance, and discipline. Students are best served when parents/guardians communicate with Student Services, both providing and receiving student information, and collaborate on plans for achievement. To ensure the best interest of each student is served in the educational process, an identified program of communication between home, sending district, and school will consist of the following:

- Open House
- Special Events
- Direct Mailings
- Phone Communication
- Email Communication
- BAVTS Website
- BAVTS Social Media

Educators: It is important for educators/instructors to be aware of the role of the counseling program within the school. Curriculum should reflect the academic, career, and personal/social goals of the school counseling program. Educators play a role in identifying students who may benefit from targeted school counseling intervention. Instructors, instructional assistants, and administrators must communicate student needs in a timely and appropriate manner for the school counselor to intervene effectively. Our instructors are experts in their career fields; they are an integral part of connecting students to the world of work through job shadows, internships, and other real-world learning experiences.

Business/Community: Business and community benefit from the introduction of students into the workforce who are functioning at their greatest potential academically, personally, and within their career choice. The students of today are their future employees. Business/industry informs school decisions and program development by providing up-to-date, real-world feedback to keep programs on the cutting edge of industry. The Cooperative Education Office works with business and community to foster relationships and provide cooperative education opportunities. Students will also connect with local businesses and community resources related to their career field through their teachers, Workforce Board Lehigh Valley, SkillsUSA Council, and on-site visits.

Post-Secondary: Post-secondary institutions benefit from the school counseling program when they are able to enroll students from our program who have a solid knowledge base and the skills they need to be successful outside of the high school setting. Students are made aware of post-secondary options through on-site visits from colleges/universities/technical schools, postings, lab-specific program presentations, and the School to Work Office.

VIII. Role of School Counselor

As a Leader: The counselor is involved in the development, delivery, and evaluation of the counseling program through the use of data, serving in leadership roles on school improvement teams, and providing support to foster a positive learning environment. The counselor serves as a representative of BAVTS and the profession of school counselor, conducting themself in a manner that reflects positively on both. The counselor will model best practices and make changes as deemed necessary to do so.

As an Advocate: The counselor works in the best interest of all students they serve, collaborating with and serving as a liaison between students, parents, sending schools, and outside agencies. BAVTS counselors promote the importance of education and advocate for student success by working to remove barriers that limit career learning, while creating opportunities that support workforce development and strengthen the connection between academics and career education. As advocates, school counselors work not only for students, but for the counseling profession and for systemic change — using that role to influence attitudes, policies, and practices that reduce or eliminate barriers, so that students can succeed both in school and in their careers.

As a Collaborator: The counselor works closely with parents/guardians, instructors, sending schools, business and community resources, and outside agencies to support students and promote achievement. BAVTS counselors collaborate with all members of the educational community — including parents, teachers, and other stakeholders — to create an environment that supports student success and helps meet established goals, benchmarks, standards, and outcomes.

As an Agent of Systemic Change: The counselor collects and utilizes data to identify barriers to student success and presents ideas for positive change. BAVTS counselors take an active role in data collection to support the need for change, helping the school adapt to better meet student needs. As agents of systemic change, school counselors work to remove institutional barriers to academic achievement and implement the support interventions needed to ensure all students graduate ready for success in postsecondary training and career.

IX. Advisory Council

Counseling for Career Success Advisory Committee

- Student Services will gather feedback from sending school counselors at the Winter Counselor Luncheon to improve enrollment, retention, and student placement and identify needs within the guidance plan.
- Representatives from the following stakeholder groups will be invited to attend the Advisory Committee Luncheon:

NAME –TITLE	STAKEHOLDER GROUP
Angela Thom	BAVTS Student Services
Alex Glassberg	BAVTS Student Services
Heather Burkhart	BAVTS Student Services
Heather Chilcote	BAVTS Student Services
Tracy Snyder	BAVTS Special Education Coordinator
Secondary Counselor Representative(s)	Freedom High School, BASD
Secondary Counselor Representative(s)	Liberty High School, BASD
Secondary Counselor Representative(s)	Northampton Area High School
Secondary Counselor Representative(s)	Saucon Valley High School
Counselor Representative(s)	Reset Outdoors
Student Representative	BAVTS
Parent/Guardian Representative	BAVTS

Post Secondary Representative	Varied
Business/Industry Representative	Varied
Adam Lazarchak	BAVTS Executive Director
Kelly Cahoon	BAVTS Assistant Director
Janelle Schaeffer	Supervisor of Career & Technical Education

X. Program Monthly Calendar

August	February
Academic: Enrollment/Registration, Review IEP/504, Check status of students who received below 65% **Career:** Finalize program rosters **Personal/Social:** Schedule Reset Outdoors for weekly counseling	**Academic:** Enrollment planning with sending districts **Career:** New Student Online Application **Personal/Social:** Individual counseling
September	**March**
Academic: NOCTI Pretest **Career:** Program Changes, Career Objective Forms, NOCTI pre-test, Sending School Open House **Personal/Social:** Individual counseling	**Academic**: Progress Reports, Enrollment planning with sending districts **Career:** New student Online Application closes, Career & College Fair **Personal/Social:** Individual counseling
October	**April**
Academic: Open House preparation, Progress Reports **Career:** Open House preparation **Personal/Social**: Individual counseling	**Academic:** Review Quarter 3 grades, Report Cards **Career:** Current Student Scheduling **Personal/Social:** Individual counseling

November	May
Academic: Review Quarter 1 grades, Report Cards **Career: Career Objective Forms for newly placed students** **Personal/Social**: Individual counseling	**Academic:** Progress Reports, Projected rosters, Senior Certificate Night **Career:** Current Student Scheduling **Personal/Social**: Individual counseling
December	**June**
Academic: Progress Reports **Career:** Release New Student Online Application, Counselor Luncheon **Personal/Social**: Individual counseling	**Academic:** Review final grades, Report Cards. **Career**: Senior Recognition Night, New Student Scheduling **Personal/Social:** Individual counseling
January	**July**
Academic: 2nd Quarter grades, Report Cards **Career:** New Student Online Application **Personal/Social:** Individual counseling	**Academic:** Registration/scheduling, review new student IEP's, review failures from previous year, and identify program options. **Career:** Individual Student Tours **Personal/Social:** Individual Counseling

Ongoing Monthly Counseling Responsibilities

- Individual student academic planning (A)
- Counseling students in areas of career, academics, and social/emotional (P/S)
- Interpreting student transcripts (A)

- Individual/small group counseling/lab visits (P/S)
- Assist CTE Supervisors and CTE Instructors with identifying/resolving student needs (P/S)
- Attend/provide input for IEP and 504 meetings (P/S)
- Schedule/facilitate parent conferences (A, P/S)
- Opportunities for professional development (A, C, P/S)
- Hall Duty and Cafeteria Duty on a rotating basis (non-counseling)
- Assessment organization/administration (non-counseling)
- Scheduling of all students (A, C, P/S)
- Individual student meetings (P/S)
- Provide support and assistance to students during disciplinary interventions (P/S)
- Showcase Tours and School Presentations (non-counseling)
- Schedule industry/college/military visits
- Representation on BAVTS committees (P/S)
- Shadowing opportunities for prospective students (C)
- Ensure student records are maintained per state and federal guidelines (P/S)
- Counseling Department Meetings (non-counseling)
- Collaborating with teachers regarding student success and achievement (P/S, A)
- Recruitment (C)
- Coordinate mental health services in emergencies (P/S)
- Consult with sending school personnel on student progress (P/S, A, C)
- Assist students with postsecondary planning and financial aid process (P/S, C)

XI. Program Delivery

Guidance Curriculum: Provides developmental, comprehensive guidance program content in a systematic way to all students	**Prevention, Intervention and Response Services**: Addresses school and student needs.	**Individual Student Planning:** Assists students and parents in development of academic and career plans	**System Support:** Includes program, staff, and school support activities and services.
Purpose: Student awareness, skills development, and application of skills needed to achieve academically and be career and college ready by graduation	**Purpose:** Prevention, intervention, and responsive services to groups and/or individuals	**Purpose:** Individual student academic and occupational planning, decision making, goal setting, and preparing for academic transitions	**Purpose:** Program delivery and support
Academic: BAVTS 9th-12th grade, IEP Meetings, Instructional assistance for programs, NOCTI/NIMS	**Academic:** IEP Meetings/504 plans, Instructional Aide support, Grade review, Parent Conferences, Communication with sending school	**Academic:** IEP Meeting/504 plans, Review of grades, Parent Conferences, Following year scheduling, Communication with sending schools	**Academic:** Professional Development, In-Service Days, Parent/Instructor conference, Maintaining student records, Department Meetings, Instructor Consultation, Post-secondary contacts, Sending school consultation, Student scheduling
Career: Open House, Rotation Program, Course Selection, Career & College Fair	**Career:** Tours, Program Changes, Career Counseling	**Career:** Career Counseling, Program selection/changes	**Career:** NOCTI/NIMS Testing, Instructor Consultation, Sending School Counselor Coordination, Program placement
Personal/Social: Conflict Resolution, Responsible Decision Making, and self-advocacy.	**Personal/Social:** Student Conflict Resolution, Individual Counseling, Referral to Reset Outdoors	**Personal/Social:** Program Progress Check-In, College/Career Preparation	**Personal/Social:** Disciplinary Consultation
Counselor Role: Leader, Advocate, Collaborator, Agent of Systematic Change	**Counselor Role:** Leader, Advocate, Collaborator, Agent of Systematic Change	**Counselor Role:** Leader, Advocate, Collaborator, Agent of Systematic Change	**Counselor Role:** Leader, Advocate, Collaborator, Agent of Systematic Change
Percentage of Time: 20%	**Percentage of Time:** 35%	**Percentage of Time:** 30%	**Percentage of Time:** 15%

XII. Annual Program Goals

Program Goals for the 2026-2027 School Year

	Academic	Career	Personal/Social
Specific: What is the specific issue based on school data?	Increase the number of students who participate in and are successful (C average or above) at BAVTS.	Prepare students with the skills and credentials to obtain gainful employment in their field of study	Develop students' communication, teamwork, self-advocacy, and decision-making skills to support positive relationships and success in school, the workplace, and their communities.
Measurable: How will we measure the effectiveness of our interventions?	The number of students enrolled and completing the courses will increase year to year.	Certifications obtained by the time of graduation	Track the percentage of students demonstrating growth in these skills using student self-assessments and instructor evaluations completed at the beginning and end of each school year.
Attainable: What outcome would stretch us but is still attainable?	The number of students who enroll and complete the course increases by 5%	100% of graduating seniors have at least one industry credential or certification in their technical field	Increase the percentage of students demonstrating growth in these skills by 5 percentage points over the previous year.
Results-Oriented: Is the goal reported in result-oriented data? (process, perception and outcome)	Yes, transcript/final grade data	Yes, student certification data	Yes, student self-assessment and instructor evaluation data documenting growth in personal/social skills.
Timeline: When will our goal be accomplished?	Annually	Annually	Annually

XIII. Individualized Academic & Career Process and Portfolio

Section One: Interventions

Career Development Tier One Intervention Chart:

Grade	Career Awareness & Exploration: CEW 13.1	Employability Skills: CEW 13.2	Growth and Advancement: CEW 13.3	Personal Interests and Career Planning CEW: 13.4
K-5	Collaborate with district elementary schools on career awareness activities, community-helper lessons, and introductions to local businesses.			Support district activities that help students identify personal interests, strengths, and connections to careers.
6-12	Invite all sending school students to BAVTS Open House to explore program areas; provide information about technical careers and training pathways.	Collaborate with sending schools on age-appropriate teamwork, communication, problem-solving, and workplace-readiness activities.	Introduce the importance of attendance, responsibility, continued learning, and skill development.	Provide information to help students connect their interests and strengths with BAVTS programs and future career options.
9	Offer the second-semester Fast Track Program; introduce technical programs and related career opportunities.	Introduce workplace expectations, professional communication, teamwork, and safe work practices.	Establish expectations for attendance, work ethic, and technical skill development; introduce CTSO opportunities.	Explore career interests; help students identify potential programs and establish initial career goals.

10	Provide employer and business/industry presentations; explore careers connected to BAVTS program placement (Career Objective Forms), including self-employment.	Practice communication, teamwork, problem-solving, and professionalism through technical coursework.	Advance technical skills; pursue program certifications; participate in SkillsUSA, DECA, or HOSA, as applicable.	Complete Career Objective Forms; begin a résumé; connect program selection with personal interests and career goals.
11	Provide employer and business/industry presentations; explore employment, apprenticeship, college (career objective forms), and business-ownership pathways.	Provide Co-Op placement opportunities; practice interviewing, workplace communication, and professional conduct.	Advance technical skills; pursue certifications; participate in SkillsUSA, HOSA, DECA, NTHS.	Career Objective Forms and résumés; review progress toward career goals and identify postsecondary next steps.
12	Provide employer and business/industry presentations; compare employment, apprenticeship, college, and self-employment opportunities (Career Objective Forms).	Provide Co-Op placement opportunities; practice job applications, interviewing, and workplace professionalism.	Advance technical skills; pursue certifications; participate in SkillsUSA, HOSA, DECA, NTHS; explore NCC dual enrollment opportunities.	Career Objective Forms and résumés; develop a transition plan identifying postsecondary goals and action steps.

Section Two: The Portfolio Process

1. Demographics	Process Description
What grade will the Plan and Portfolio Start?	10th Grade upon placement in technical program
Will the plan/portfolio be electronic, hard copy, or both?	Either option is available depending on the program and instructor preference
Who will be responsible for maintaining the portfolio?	Students are responsible for maintaining the portfolio
What demographic information will be included on the student portfolio?	Student name, address, email, phone number, program area, grad year, sending school

2. Interventions/ Assessments and Decisions	**Process Description by Grade based on when the Plan starts.** What the students can know and do at each grade level and in each strand of the Career Education and Work Standards.
Grade 10	Completion of Career Objective Forms, Resumes, Determine continued tech placement
Grade 11	Completion of Career Objective Forms, Resumes, Determine continued tech placement, potential Co-Op
Grade 12	Completion of Career Objective Forms, Resumes, Determine continued tech placement, potential Co-Op, option for NCC class

3. Parental/Guardian Engagement	**What strategies will be used to inform parents/guardians to engage them in the Academic/Career Plan and Portfolio process for their children?**
Level of Parent/Guardians	• Awareness and Engagement Strategies
Elementary Parents/ Guardians	• BAVTS students present at Elementary schools • Community awareness of BAVTS Open House • BAVTS social media and website
Middle School Parents/Guardians	• 6th grade student tour BAVTS • 8th grade students have BAVTS presentation and tour BAVTS • Community awareness of BAVTS Open House • BAVTS attends sending school parent nights • BAVTS social media and website • BAVTS attendance at 8th grade IEP/504 meetings of interested students
High School Parents/Guardians	• BAVTS attendance at IEP/504 meetings of interested students • Tours of BAVTS • BAVTS attendance at sending school parent nights • Community awareness of BAVTS Open House • BAVTS social media and website

4. Faculty/Administrator Engagement	**What strategy will be used to inform teachers/administrators in the process of development, maintenance, and presentation of the Plan and portfolio in elementary, middle, and high school?**
Level of Educators/Administrators	• Awareness and Engagement Strategies

Elementary	• BAVTS students present at Elementary schools (sending school faculty) • Community awareness of BAVTS Open House (sending school faculty) • BAVTS social media and website (sending school faculty)
Middle School/Junior High	• Attendance of teachers/counselors/admin during middle school tours (sending school faculty) • Community awareness of BAVTS Open House (sending school faculty) • BAVTS attendance at sending school parent nights (sending school faculty) • BAVTS social media and website(sending school faculty)
High School	• Faculty Meetings – BAVTS • Cluster meetings – BAVTS • Administrative meetings with instructors - BAVTS • BAVTS attendance at sending school parent nights (sending school faculty)

5. Plan/Portfolio Sustainability and Review	What strategies will be developed to assist students with updating and sustaining the plan/process?
How will the Plan and portfolio be revisited each year while in middle school and high school?	Instructors, instructional facilitators, and special education will work with students throughout the year to update and revise portfolios
What process will be used for the student to present the information on their Plan at various times (i.e. Exit Interview or other events)?	• Portfolio assignments and grading within the class • Meetings with Co-Op coordinator • Job interviews/Career Fairs

XIV. Curriculum Action Plan

Grades: 10 - 12

Content/Program:	BAVTS Open House
ASCA Standards	ASCA Standard: M3, M6, B-LS9 13.1.6 -8E, 13.1.9-12E, 13.4
Curriculum/Materials	Posters, mailings, BAVTS Course Catalogs, Specific program info sheets
Begin/End Date	November
# Of Students	All sending school district students and families
Location	BAVTS
Evaluation/Assessment	Parent/Student Survey Feedback
Stakeholder(s)	Educators Parent/Guardians Students Community Members
Contact Person	Meri Lindenmuth (Marketing Committee Coordinator), Student Services, Instructors

Content/Program:	Sending High School Presentations
ASCA Standards	ASCA Standard: M6, B-LS7, B-LS9 13.1.6-8A/E, 13.1.9-12A/E
Curriculum/Materials	Presentation, Course Catalogs, Program info sheets
Begin/End Date	Fall/Winter – Sending school Parent nights and 8th grade planning nights
# Of Students	All sending school district students and families
Location	Freedom, Liberty, Northampton, and Saucon Valley High Schools
Evaluation/Assessment	Tour Requests
Stakeholder(s)	Student Services/Educators, Parents, Students

Contact Person	Meri Lindenmuth (Marketing Committee Coordinator), Student Services, Instructors

Content/Program:	**Elementary & Middle School Presentations**
ASCA Standards	ASCA Standard: M6, B-LS9 13.1, 13.3, 13.4
Curriculum/Materials	Presentation, Course Catalogs, Program info sheets
Begin/End Date	Throughout the school year
# Of Students	Students in all grades across multiple districts (total not available)
Location	Bethlehem Area School District, Northampton Area School District, Saucon Valley School District
Evaluation/Assessment	Tour Requests
Stakeholder(s)	Student Services/Educators, Students
Contact Person	Meri Lindenmuth (Marketing Committee Coordinator), Student Services

Content/Program:	**Post-Secondary Visits**
ASCA Standards	ASCA Standard: M6, B-LS9 13.1.9-12A/E, 13.4.9-12C/D
Curriculum/Materials	Post-secondary representatives, space for information setup, post-secondary information sheets/pamphlets
Begin/End Date	Throughout the school year
# Of Students	Enrolled BAVTS Students
Location	BAVTS
Evaluation/Assessment	Student interest survey, Post-secondary enrollment numbers
Stakeholder(s)	Post-secondary
Contact Person	Student Services

Content/Program:	Military Visits
ASCA Standards	ASCA Standard: M6, B-LS9 13.1.9-12A/E, 13.4.9-12C/D
Curriculum/Materials	Military Representative, space for set-up, information pamphlets/ sheets/contact info
Begin/End Date	Throughout the school year
# Of Students	Enrolled BAVTS Students
Location	BAVTS
Evaluation/Assessment	Military enrollment numbers
Stakeholder(s)	Post-secondary
Contact Person	Student Services, Co-operative Education Office

Content/Program:	Career Objective Forms
ASCA Standards	ASCA Standard: B-LS7, B-LS9 13.4.9-12B/D
Curriculum/Materials	PDE Form, Google Doc with CIP-SOC information
Begin/End Date	Returning Students - September New Students - November due to Rotation Program
# Of Students	Enrolled BAVTS Students
Location	BAVTS
Evaluation/Assessment	Reviewed by School Counselors, Instructors, Parents, and students
Stakeholder(s)	Students
Contact Person	Student Services

XV. Organizing Career and Post-Secondary Resources

CEW Standard(s)	Fourteen Career Clusters - Those offered at BAVTS in RED
13.1 13.2 13.3 13.4	Advanced Manufacturing Agriculture Arts, Entertainment & Design Construction Digital Technology Education Energy & Natural Resources Financial Services Healthcare & Human Services Hospitality, Events & Tourism Management & Entrepreneurship Marketing & Sales Public Service & Safety Supply Chain & Transportation

Organizations & Agencies

Intermediary Organizations

Resource	CEW Standard(s)	Career Cluster
Occupational Advisory Committee (OAC)	13.1, 13.2, 13.3	All 8 Clusters offered at BAVTS
Colonial Intermediate Unit 20	13.1, 13.3, 13.4	All 8 Clusters offered at BAVTS
PATTAN	13.1, 13.3, 13.4	All 8 Clusters offered at BAVTS
Local Advisory Committee	13.1, 13.4	All 8 Clusters offered at BAVTS
Northampton County Community College	13.1, 13.3, 13.4	All 8 Clusters offered at BAVTS

Umbrella Organizations

Resource	CEW Standard(s)	Career Clusters
Workforce Board Lehigh Valley	13.1, 13.2	All 8 Clusters offered at BAVTS
Greater Lehigh Valley Chamber of Commerce	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS

Community/State Agencies

Resource	CEW Standard(s)	Career Clusters
Pennsylvania Association of Career and Technical Administrators (PACTA)	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS
Pennsylvania Department of Education (PDE)	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS
PA Career Link	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS
Pennsylvania School Counselor Association (PSCA)	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS
SkillsUSA	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS
HOSA - Future Health Professionals	13.1, 13.2, 13.3, 13.4	Health Science
Pennsylvania Builders Association (PBA)	13.1, 13.2, 13.3	Architecture & Construction
DECA	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS
National Technical Honor Society (NTHS)	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS

Networking Opportunities

Individual Contacts

Resource	CEW Standard(s)	Career Clusters
Occupational Advisory Committee (OAC) Members	13.1, 13.2, 13.3	All 8 Clusters offered at BAVTS
Sending School Counselors	13.1, 13.3, 13.4	All 8 Clusters offered at BAVTS
SkillsUSA Council - District 11	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS

Community & Business Meetings

Resource	CEW Standard(s)	Career Cluster
Sending School Board Meetings	13.1, 13.4	All 8 Clusters offered at BAVTS
BAVTS Joint Operating Committee Meetings	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS
BAVTS OAC Meetings	13.1, 13.2, 13.3	All 8 Clusters offered at BAVTS
BAVTS General Advisory Committee Meetings	13.1, 13.4	All 8 Clusters offered at BAVTS

Community Events

Resource	CEW Standard(s)	Career Cluster
BAVTS Open House Night	13.1, 13.4	All 8 Clusters offered at BAVTS
Sending School Back to School Nights	13.1, 13.4	All 8 Clusters offered at BAVTS
SkillsUSA District 11 Competition	13.1, 13.2, 13.3	All 8 Clusters offered at BAVTS
Cosmetology Clinic	13.1, 13.2, 13.3	Human Services

Online & Other Resources

Internet-Based Links

Resource	CEW Standard(s)	Career Cluster
www.onetonline.org	13.1, 13.4	All 8 Clusters offered at BAVTS
www.careertransfer.net	13.1, 13.4	All 8 Clusters offered at BAVTS
www.asvab.com	13.1, 13.4	All 8 Clusters offered at BAVTS
https://studentaid.gov/h/apply-for-aid/fafsa	13.1, 13.4	All 8 Clusters offered at BAVTS
www.pacareerzone.org	13.1, 13.4	All 8 Clusters offered at BAVTS
www.pacareerstandards.com	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS
www.pheaa.org	13.1, 13.4	All 8 Clusters offered at BAVTS

Media & Advertising

Resource	CEW Standard(s)	Career Cluster
BAVTS website	13.1, 13.4	All 8 Clusters offered at BAVTS
BAVTS Social Media (Facebook, Twitter)	13.1	All 8 Clusters offered at BAVTS
Sending District websites	13.1, 13.4	All 8 Clusters offered at BAVTS

Publications & Documents

Resource	CEW Standard(s)	Career Cluster
Sending School Districts Program of Studies	13.1, 13.4	All 8 Clusters offered at BAVTS
BAVTS Course Offerings Pamphlet	13.1, 13.4	All 8 Clusters offered at BAVTS
PHEAA Financial Aid Materials	13.1, 13.4	All 8 Clusters offered at BAVTS

Post-Secondary Options

Post-Secondary Options

Resource	CEW Standard(s)	Career Cluster
Northampton County Community College	13.1, 13.3, 13.4	All 8 Clusters offered at BAVTS
Penn College of Technology	13.1, 13.3, 13.4	All 8 Clusters offered at BAVTS
Thaddeus Stevens	13.1, 13.3, 13.4	All 8 Clusters offered at BAVTS
IBEW	13.1, 13.3, 13.4	Architecture & Construction
Culinary Institute of America	13.1, 13.3, 13.4	Hospitality & Tourism
Lehigh Valley Health Network	13.1, 13.4	Health Science
Military Representatives	13.1, 13.4	All 8 Clusters offered at BAVTS
Universal Technical Institute	13.1, 13.3, 13.4	Transportation, Distribution, & Logistics
PA State Universities	13.1, 13.3, 13.4	All 8 Clusters offered at BAVTS
SOAR Partners	13.1, 13.3, 13.4	All 8 Clusters offered at BAVTS
Cooperative Education Employers	13.1, 13.2, 13.3, 13.4	All 8 Clusters offered at BAVTS

XVI. Career and Technical Center Strategy

Student Awareness:

Grade	Intervention/ Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
All	BAVTS Open House	BAVTS	Enrollment	Fall event	Marketing Committee Chair & Student Services
8th	Middle School Tours	BAVTS	Enrollment,	Fall	Student Services
9th	High School Tours	BAVTS	Enrollment	All Year	Student Services
8th-11th	Sending Schools Parent Night/ Open House	BAVTS	Enrollment	Winter/Spring	Student Services
All	BAVTS Website	BAVTS	Enrollment	All Year	Web Design Instructor
All	Sending School Website/Link	Sending Schools	Enrollment	All Year	Sending School Counselors
All	BAVTS Twitter, Facebook	BAVTS	Enrollment, Resharing, Comments	All Year	BAVTS Admin, Social Media Marketing Instructor

Parent Awareness:

Intervention/ Program/Events	Stakeholder Delivering	Data Used Success Indicator	Date	Contact Person
BAVTS Open House	BAVTS	Enrollment	Fall	Marketing Committee Chair & Student Services
BAVTS Tours	BAVTS	Enrollment	By Appointment	Student Services
BAVTS Website	BAVTS	Enrollment	All Year	Web Design Instructor
Sending School Website	BAVTS	Enrollment	All Year	Sending School Counselors
BAVTS Twitter, Facebook	BAVTS	Enrollment, Comments, Sharing	All Year	Social Media Marketing Instructor
Career & College Fair	BAVTS	Attendance	Spring	Student Services

Educator Awareness:

Intervention/ Program/Events	Stakeholder Delivering	Data Used Success Indicator	Date	Contact Person
Counselor Luncheon	BAVTS	Enrollment	Winter	Student Services
Superintendent Meetings	BAVTS	Feedback	All Year	BAVTS Admin
Principal Meetings	BAVTS	Feedback	All Year	BAVTS Admin

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

7. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the following job descriptions be approved as a first reading:

- Culinary Arts Coordinator
- Culinary Event Management Instructor

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOB DESCRIPTION

Position Title: **Culinary Arts Coordinator**

GENERAL POSITION REQUIREMENTS

Employee Group Professional Staff Member

Job Requirement Active Teacher in Culinary Arts group

Reports to Principal/Supervisor

ESSENTIAL JOB FUNCTIONS

- Coordinates the acquisition, inventory, and management of large equipment shared among the three culinary programs, including identifying shared equipment needs, pursuing applicable grants and other funding opportunities, coordinating purchases, and maintaining an accurate inventory of shared major equipment.
- Coordinates and oversees culinary competitions, including in-house SkillsUSA competitions, SkillsUSA District, State, and National equipment needs, community culinary competitions (Souper Bowl competitions/events, ACF and other local culinary competitions). Responsibilities include registrations, student participation, staffing, scheduling, materials, equipment, and other competition-related logistics.
- Coordinates in-house events such as NTHS, OAC, Co-Op, Bridges Meetings, Perkins, NOCTI, and Career Fair (costs, staffing, billing, etc).
- Recommends new and replacement equipment for the three shop/kitchen areas and events.
- Coordinates culinary industry certifications and maintains required records and reporting for certifications earned by culinary students, including ServSafe, OSHA/CareerSafe, and other industry-recognized culinary certifications.
- Performs additional assigned duties as requested.

Position Title: **Culinary Arts Coordinator**

DRAFT

TERMS OF EMPLOYMENT

School year stipend position appointed annually. Work hours concurrent with and in addition to the normal school day.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All	Occasionally	Frequently	Constantly
0%	1 – 33%	24 – 66%	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	Frequently
Sit	Frequently
Walk	Frequently

DRAFT

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
Job Description

Position Title:	**Culinary Event Management Instructor**
Work Unit:	Professional Staff
Reports to:	Supervisor of Career & Technical Education

DRAFT

GENERAL POSITION REQUIREMENTS

Education/Certification	Must have or be able to obtain CTE I and CTE II certifications. ServSafe certification and valid driver's license required.
Experience	Minimum of five years of documented work-related experience in the Culinary/Event Planning 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 external food service activities and special functions under direction of the Supervisor of Career and Technical Education and with approval from Supervisor of Buildings and Grounds.
- Facilitates collaboration between the Culinary Arts/Baking & Pastry Arts Instructors to organize and execute events/functions that promote BAVTS with selected students as needed.
- Assists with the school restaurant and ala cart line.
- Submits purchase requests to the Business Office for processing orders.
- Maintains all Culinary Health & safety aspects of the BAVTS Food Truck, trailer and/or mobile food businesses; coordinates all inspections, equipment/mechanical repairs, and maintenance as needed.
- Utilizes students, products, and equipment from all culinary programs across multiple locations.
- Availability for evenings and weekends as needed.
- Obtain permits/licenses as needed to attend venues
- Maintains all relevant trade certifications as needed.
- Performs additional duties as requested by the Executive Director and Supervisor of Career & Technical Education

Position Title: **Culinary Event 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 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.

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Position Title: **Culinary Event Management Instructor**

Physical Requirements:

MEASURED IN TERMS OF FREQUENCY

Not At All	Occasionally	Frequently	Constantly
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.

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BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

8. CONTINUING EDUCATION

2026-2027 CONTINUING EDUCATION INSTRUCTORS

RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructors for the 2026-2027 school year, at the hourly rate listed, pending receipt of all required paperwork:

Name	Course/Position	Salary
Ashley Haas	Nursing Assistant Clinical Skills Instructor	$30/hour
Nicole Meletiche	Esthetics and Cosmetology Substitute Instructor	$34/hour

MOTION BY:
SECOND BY:
ROLL CALL

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

9. CONFERENCE REQUESTS

RECOMMENDATION:

That Robert Warmouth, Business Administrator, be granted permission to attend the PASBO Annual Conference in Hershey, PA from March 9-12, 2027. The approximate cost to attend is $946.00.

Any conference requests listed above are in the budget.

MOTION BY:
SECOND BY:
ROLL CALL

ADDENDUM #1

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

10. RESOLUTION REGARDING LETTER OF CREDIT

RECOMMENDATION:

That the attached Resolution of the Joint Committee of Bethlehem Area Vocational-Technical School Authorizing The Guaranty Of The Authority's Letter Of Credit And Designating Authorized Signatories be approved. This is related to the parking lot project and required by the lender.

MOTION BY:
SECOND BY:
ROLL CALL

RESOLUTION OF THE JOINT COMMITTEE OF BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

AUTHORIZING THE GUARANTY OF THE AUTHORITY'S LETTER OF CREDIT AND DESIGNATING AUTHORIZED SIGNATORIES

WHEREAS, the Bethlehem Area Vocational-Technical School Authority (the "Authority") is obtaining or facilitating a letter of credit from Embassy Bank For The Lehigh Valley] (the "Bank") in the amount of $435,674.25 (the "Letter of Credit") for the benefit of Bethlehem Area Vocational-Technical School (the "School"); and

WHEREAS, as a condition to issuing the Letter of Credit, the Bank and/or the Authority requires the School to unconditionally guarantee all reimbursement obligations and liabilities arising under or related to the Letter of Credit; and

WHEREAS, the Joint Committee of the School has determined that providing such guaranty directly benefits the School and furthers its educational mission and organizational purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE JOINT COMMITTEE OF THE SCHOOL AS FOLLOWS:

1. **Authorization of Guaranty:** The School is hereby authorized to unconditionally guarantee the payment, reimbursement, and performance obligations associated with the Letter of Credit issued by the Bank for or on behalf of the Authority.
2. **Designation of Signatories for Guaranty Documents:** The following officers of the School:
    - Joint Committee Chairperson
    - Joint Committee Vice Chairperson
    - Joint Committee Secretary
    - Joint Committee Treasurer
    - Executive Director
    - Assistant Director
    - Business Administrator

    (each, an "Authorized Representative"), acting individually or jointly, are hereby authorized and directed, in the name and on behalf of the School, to negotiate, execute, and deliver a Guaranty Agreement, Indemnification Agreement, and any related security agreements, financing statements, or certificates requested by the Bank or the Authority to secure and finalize the School's guaranty obligations.

3. **Attestation:** The Joint Committee Secretary of the School is hereby authorized to attest to the signatures of the Authorized Representatives and affix the corporate seal of the School to the guaranty documents as needed.
4. **Ratification:** All prior acts and deeds of the officers, agents, or employees of the School taken in connection with securing the Letter of Credit or executing the guaranty are hereby approved and ratified.
5. **Effective Date:** This Resolution shall take effect immediately upon adoption.

Signature of Joint Committee Member:_____

Printed Name of Joint Committee Member:_____

RESOLUTION OF THE JOINT COMMITTEE OF BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

AUTHORIZING THE GUARANTY OF THE AUTHORITY'S LETTER OF CREDIT AND DESIGNATING AUTHORIZED SIGNATORIES

Signature of Joint Committee Member:_____

Printed Name of Joint Committee Member:_____

Signature of Joint Committee Member:_____

Printed Name of Joint Committee Member:_____

Signature of Joint Committee Member:_____

Printed Name of Joint Committee Member:_____

Signature of Joint Committee Member:_____

Printed Name of Joint Committee Member:_____

CERTIFICATION

I, the undersigned Joint Committee Secretary of the School, do hereby certify that the foregoing resolution was duly considered and adopted by the Joint Committee of the School at a meeting held on November 4, 2026, in full compliance with the School's bylaws and applicable law, at which a quorum was present and voting.

_____

Susan M. Fahrenkopf, Joint Committee Secretary

Bethlehem Area Vocational-Technical School

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

J.(1). WORK PROJECT REPORT

INFORMATION:

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

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

	*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits								
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date Paid Status
27-1	Angela Thom	Culinary	Lunches for SkillsUSA Judges (Nov. 16,17,18, 2026)	08/03/26	4			$ -	
27-2	Angela Thom	Baking	Lunches for SkillsUSA Judges (Nov. 16,17,18, 2026)	08/03/26	4			$ -	
27-3	Angela Thom	Culinary	Lunch for 10 people in Bistro (Dec. 8,2026)	08/03/26	4			$ -	
27-4	Angela Thom	Baking	Lunch for 10 people in Bistro (Dec. 8,2026)	08/03/26	4			$ -	
27-5	Angela Thom	Culinary	Buffet breakfast & lunch fo rCollege Fair (March 24, 2027)	08/03/26	4			$ -	
27-6	Angela Thom	Baking	Buffet breakfast & lunch for College Fair (March 24, 2027)	08/03/26	4				
27-7	Angela Thom	Culinary	Breakfast & Lunch for Nocti proctors (April 19,20,21, 2027)	08/03/26	4			$ -	
27-8	Angela Thom	Baking	Breakfast & Lunch for Nocti proctors (April 19,20,21, 2027)	08/03/26	4				
27-9	Angela Thom	Culinary	Buffet breakfast & lunch for Take Your Kid To Work Day	08/03/26	4			$ -	
27-10	Angela Thom	Baking	Buffet breakfast & lunch for Take Your Kid To Work Day	08/03/26	4			$ -	
27-11	Marketing	Baking	Baked Goods Tray (09/23/26) Saucon Valley Open House	08/11/26	4	09/23/26	$ 150.00	$ **150.00**	PAID
27-12	Marketing	Baking	Baked Goods Tray (09/09/26) Freedom Open House	08/11/26	4	09/09/26	$ 250.00	$ **250.00**	PAID
27-13	Marketing	Baking	Baked Goods Tray (09/08/26) Liberty Open House	08/11/26	4	09/08/26	$ 250.00	$ **250.00**	PAID
27-14	Marketing	Baking	Baked Goods Tray (08/20/26) Northampton Open House	08/11/26	4	08/20/26	$ 120.00	$ **120.00**	PAID
27-15	Building Project	Graphics	Detour signs	08/18/26	4	08/20/26	$ 186.00	$ **186.00**	
27-16	Howie Nonnemacher	Graphics	100 Business Cards	08/25/26	4	09/08/26	$ 7.00	$ **7.00**	PAID
27-17	Health Careers (DeTurk)	Graphics	Dry erase board graphics	09/02/26	4			$ -	
27-18	Adult Ed	Graphics	Signs	09/02/26	4	09/17/26	$ 33.00	$ **33.00**	PAID ON PO
27-19	Dan Berardesca	Graphics	T-shirts	09/03/26	4	09/29/26	$ 260.70	$ **260.70**	PAID
27-20	Rich Klatt	Graphics	Business Cards	09/08/26	4		$ 7.00	$ **7.00**	PAID
27-21	Michael Leaser	Auto Tech	New battery for UTV	09/10/26	4			$ -	PAID ON PO
27-22	Food Truck	Graphics	Banners for Food Truck Tuesdays	09/10/26	4	09/16/26	$ 210.00	$ **210.00**	PAID
27-23	Dan Berardesca	Graphics	Spiral Notebooks	09/10/26	4				

	*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits								
WO #	**REQUESTER**	**SHOP**	**Description**	**Request Date**	***Type**	**Completion Date**	**Materials Cost**	**Total Cost**	**Paid Date Paid Status**
27-24	NTHS	Baking	Food For Bake Sale	09/14/26	4				PAID ON PO
27-25	Dawn Sutter	Culinary	Lunch for Interviews - Ferry - 9/23 & 10/1/26	09/17/26	4				
27-26	Marketing	Baking	Small tray for Freedom College/Career Night (10/6/26)	09/17/26	4	10/14/26	$ 70.00	**$ 70.00**	
27-27	Building Project	Graphics	Signs for C wing Entrance	09/17/26	4	09/21/26	$ 20.00	**$ 20.00**	
27-28	Sue Fahrenkopf	Culinary	Take home treats for Board Meeting - 11/04/26	09/28/26	4				
27-29	Medical Science	Graphics	Shirts	09/30/26	4	09/30/26	$ 231.60	**$ 231.60**	PAID
27-30	Lijo Joseph	Graphics	Business Cards	09/30/26	4	09/30/26	$ 7.00	**$ 7.00**	
27-31	Dawn Sutter	Graphics	Time cards	10/05/26	4			$ -	
27-32	Dan Berardesca	Graphics	36 Shirts	10/08/26	4			$ -	DUPCATE
27-33	DECA	Culinary	Chicken Fingers for DECA Bake Sale	10/14/26	4			$ -	PAY ON PO
27-34	Meri Lindenmuth	Bldg. Trades	Mobile Material Storage Rack	10/14/26	4			$ -	
27-35	Masonry	Marketing	2 shirts	10/14/26	4	10/14/26	$ 20.00	**$ 20.00**	
27-36	Marketing	Graphics	100 Coloring books	10/16/26	4			$ -	
27-37	Sipple	Baking	Cookies for Open House	10/29/26	4			$ -	
27-141	Jennifer Klo	Baking	3 Large cookie tray for wedding reception (10/16/26)	09/02/26	1	10/16/26	180.00	**$ 180.00**	Paid 10/21/26
27-142	Dario Chavez (For Church)	Culinary	Chicken Parm dinner for 12 people	09/11/26	1	09/11/26	90.00	**$ 90.00**	Paid 9/11/26
27-143	Robert Webb	Baking	700 desserts (10/15/26)	09/28/26	3	10/14/26	1,000.00	**$ 1,000.00**	
27-144	Rosie DeJesus	Baking	Birthday Cake	10/02/26	3			$ -	Paid 10/05/26
27-145	DECA	Baking	Pizza rolls, cookies & muffins for 10/19/26 Bake Sale	10/12/26	1			$ -	
27-146	Jennifer Klo	Culinary	Charcuteri	10/14/26	1			$ -	
27-147	Stan Prodes	Baking	2 large cookie,baked goods trays for 10/29/26	10/15/26	1			$ -	
27-148	Marisa Carrodo	Baking	Various desserts for 11/01/26	10/16/26	1	10/29/26	70.00	**$ 70.00**	
27-176	Michele Bracero	Auto Tech	Chevy - Brakes and hode	08/20/26	1	09/04/26	138.04	**$ 138.04**	
27-177	Jennifer Klo	Auto Tech	Chevy - various	08/21/26	1			$ -	

	*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits								
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Date Paid Status
27-178	Jennifer Klo	Auto Tech	Ford F150 - various	08/21/26	1			$ -	
27-179	Jennifer Klo	Auto Tech	Subaru Forrester	08/21/26	1			$ -	
27-180	Howie Nonnemacher	Auto Tech	Subaru Legacy - Various	08/25/26	1			$ -	
27-181	Heather Chilcote	Auto Tech	Toyota - Oil change	08/28/26	1	09/09/26	49.01	$ **49.01**	Paid 09/10/26
27-182	Dario Chavez	Auto Tech	Tire check	09/03/26	1	09/04/26	92.00	$ **92.00**	Paid 09/04/26
27-183	Dario Chavez	Auto Tech	Jeep - Pre-Inspection	09/08/26	1	09/23/26	243.14	$ **243.14**	Paid 09/23/26
27-184	Jilmar Rodriguez	Auto Tech	Pre Inspection	09/08/26	2			$ -	VOID
27-185	Chase Lyter	Auto Tech	Kia - Front and back brakes	09/10/26	2	09/23/26	118.99	$ **118.99**	
27-186	Jennifer Klo	Auto Tech	Honda - Oil change & pre inspection	09/16/26	1	10/08/26	168.88	$ **168.88**	
27-187	Dario Chavez	Auto Tech	Ford - Tire Alignment and Rotation	09/17/26	1	09/23/26	10.00	$ **10.00**	Paid 09-23-26
27-188	Christina Miskovich	Auto Tech	Ford - Replace thermostat	09/21/26	1	09/30/26	56.29	$ **68.61**	Paid 09-30-26
27-189	Gavin Schoeneberger	Auto Tech	Hyundai - brakes	09/21/26	2	09/21/26	83.77	$ **83.77**	Paid 09/21/26
27-190	Heather Burkhart	Auto Tech	Audi - Oil change	09/23/26	1	09/25/26	45.44	$ **45.44**	Paid 09/28/26
27-191	Jeffrey Cantrel	Auto Tech	Subaru Outback - Maintenance Work	09/23/26	1			$ -	
27-192	Jeffrey Cantrel	Auto Tech	Toyota - Maintenance Work	09/23/26	1			$ -	
27-193	Jeffrey Cantrel	Auto Tech	Subaru WRX - Maintenance Work	09/23/26	1			$ -	
27-194	Gilda Martinez	Auto Tech	Acura - Oil change, brakes, evap system	09/28/26	3			$ -	
27-195	Gilda Martinez	Auto Tech	Ford - Oil change, brakes, tire rod, suspension	09/28/26	3			$ -	
27-196	Dazzcity Torres	Auto Tech	Chevrolet - Intake maifold, gasket, valve cover, intake tube	09/28/26	3	10/20/26	150.92	$ **150.92**	
27-197	Glenn Milositz	Auto Tech	Honda - Oil change & pre inspection	09/30/26	1	10/08/26	74.71	$ **74.71**	Paid 10-08-26
27-198	Dario Chavez	Auto Tech	Ford - Radiator flush	09/30/26	1	10/08/26	438.21	$ **438.21**	Paid 10-08-26
27-199	Meri Lindenmuth	Auto Tech	Chevy - add hitch, replace tire sensors	10/01/26	1	10/22/26	1,141.48	$ **1,141.48**	Paid 10/22/26
27-200	Ryan Bevan	Auto Tech	Ram - Tires, oil change, pre-inspection	10/01/26	1			$ -	
27-201	Michael Giamoni	Auto Tech	Honda - Oil change , check fluids, brakes & tires.	10/06/26	1			$ -	

	*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits								
WO #	**REQUESTER**	**SHOP**	**Description**	**Request Date**	***Type**	**Completion Date**	**Materials Cost**	**Total Cost**	**Paid Date Paid Status**
27-202	Mike Galler	Auto Tech	Jeep - New blets, MPI and routine maint.	10/06/26	1			$ -	
27-203	Cynthia Carson	Auto Tech	Subaru - Check engin light on, catalytic converter	10/09/26	1			$ -	
27-204	Evan Vernon	Auto Tech	Ford - Oil Change, brakes	10/09/26	2	10/21/26	40.98	**$ 40.98**	Paid 10/21/26
27-205	Jackson Bryn	Auto Tech	Chevy - Transmission rebuild	10/14/26	2			$ -	
27-206	Lori Kram	Auto Tech	Chevy - Tire pressure sensor	10/15/26	1			$ -	
27-207	Gilda Martinez	Auto Tech	Honda - Transmission	10/15/26	2			$ -	
27-208	Charmaine Aguiler	Auto Tech	Honda - Oil change	10/20/26	1	10/28/26	45.51	**$ 45.51**	Paid 10/28/26
27-209	Connie Muschko	Auto Tech	Toyota - Knock sensor	10/21/26	1			$ -	
27-210	Evan Ummarino	Auto Tech	Nissan - diagnose	10/21/26	2			$ -	
27-211	Hunter Hill	Auto Tech	Subaru - Exhaust leak	10/21/26	2	10/22/26	709.56	**$ 709.56**	Paid 10/22/26
27-212	Jessica Motley	Auto Tech	Kia - Service	10/22/26	2			$ -	
27-213	Christian Tatu	Auto Tech	GMC - Wheel hub	10/22/26	2			$ -	
27-214	Nick D'Amico	Auto Tech	Honda - Oil change	10/27/26	2			$ -	
27-215	Glenn Milositz	Auto Tech	Subaru - Oil change, pre-inspection	10/28/26	1			$ -	
27-376	Fly ABE	Food Truck	Catered event (10/15/26)	01/03/00	3	10/16/26		**$ 2,910.00**	Paid 10/16/26
27-427	Michele Bracero	Graphics	3 Banners	08/20/26	1	08/20/26	90.00	**$90.00**	Paid 08/20/26
27-428	Jennifer Klo	Graphics	Invitations and Thank you cards	08/28/26	1	10/20/26	25.00	**$25.00**	Paid 10/20/26
27-429	Justine Williams	Graphics	Banner	09/03/26	1	09/29/26	20.00	**$20.00**	Paid 09/30/26
27-430	Christina Miskovich	Graphics	Business cards and stickers	09/03/26	1				
27-431	Jennifer Klo	Graphics	Sign	09/10/26	1	09/29/26	20.00	**$20.00**	Paid 09/30/26
27-432	Karen Mustonen	Graphics	Copies of spreadsheet	09/30/26	1				
27-433	Jennifer Klo	Graphics	Sign	10/05/26	1				
27-434	Lauryn Stauffer	Graphics	Poster	10/05/26	1	10/08/26	20.00	**$20.00**	Paid 10/08/26
27-435	Michele Bracero	Graphics	Shirts	10/07/26	1				

	*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits								
WO #	**REQUESTER**	**SHOP**	**Description**	**Request Date**	***Type**	**Completion Date**	**Materials Cost**	**Total Cost**	**Paid Date Paid Status**
27-436	Lauryn Stauffer	Graphics	Shirts	10/07/26	1				
27-437	Maria Wormer Stiffinella	Graphics	Shirts	10/08/26	1				
27-438	Amanda Webber	Graphics	Shirts	10/08/26	1				
27-439	Mary Bracken	Graphics	Shirts	10/08/26	1				
27-440	Robb Warmouth	Graphics	Shirts	10/12/26	1				
27-441	Angel Gable	Graphics	Decals	10/22/26	3	10/27/26	10.00	**$10.00**	
27-442	Pinelopi Alestas	Graphics	Shirts	10/27/26	1				
27-443	Shirley Gehman	Graphics	Shirts	10/27/26	1				
27-444	Tracy Kleintop	Graphics	Shirts	10/27/26	1				
27-445	Kelly Cahoon	Graphics	Shirts	10/27/26	1				
27-446	Janelle Schaeffer	Graphics	Shirts	10/27/26	1				
27-481	Connor Moriarty	Web	Website work	04/21/26					
27-482	Jennifer Klo	Caprentry	Fix Drawer	08/21/26	1		0.00	**$0.00**	CLOSED
27-483	King Aris	Auto Coll.	Ford - Window, Door stuck	08/25/26	2	08/27/26	68.99	**$68.99**	
27-484	Kevin Hams	Auto Coll.	Mercury - Paint	08/28/26	3				
27-485	Victoria Agretto	Auto Coll.	Honda - Trunk Repair	09/08/26	2				
27-486	Greta Wilmot	Video Media	Transfer 2 CD dics	09/17/26	1				VOID
27-487	Sergio Rivas	Welding	8 brackets for floating shelves	09/28/26	1				
27-488	Sergio Rivas	Carpentry	Build 8 floating shelves	09/28/26	1				
27-489	LV Employment Coalition	Bldg. Trades	Plaques	10/01/26	6	10/16/26	25.00	**$25.00**	Paid 10/16/26
27-490	Mike Galler	Auto Coll.	Jeep - Paint half doors	10/20/26	1			**$0.00**	
27-491	Karen Kurinovich	Auto Coll.	GMC - Paint tailgate	10/20/26	1	10/29/26	60.00	**$60.00**	
27-492	Jennifer Klo	Video Media	Video upload of photos	10/22/26	1				
27-493	The Archie Project	Web Design	Website revamp	10/27/26	6		1,400.00	**$1,400.00**	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
November 4, 2026

J.(2.) CONDITION OF THE BUDGET

INFORMATION:

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

Respectfully submitted,

Adam S. Lazarchak
Executive Director

Sf

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
September 30, 2026

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	BUDGET REVISIONS	YEAR-TO-DATE ACTIVITY	ENCUMBRANCES	BUDGET BALANCE
10.1110.000.000.000	ACADEMIC PROGRAM	715,248.00	-	160,368.25	488,955.03	65,924.72
10.1240.000.000.000	SPECIAL EDUCATION	756,636.00	-	121,618.76	369,395.59	265,621.65
10.1310.000.000.000	AGRICULTURE PROGRAM	20,000.00		19,223.09	-	776.91
10.1320.000.000.000	MARKETING DISTRIBUTIVE EDUCATION	162,144.00	-	35,443.18	110,933.27	15,767.55
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	875,815.00	-	181,692.57	520,765.34	173,357.09
10.1342.000.000.000	HOME ECONOMICS PROGRAM	1,054,220.00	-	190,892.86	637,598.86	225,728.28
10.1370.000.000.000	TECHNICAL PROGRAM	181,707.00	-	32,177.69	102,345.77	47,183.54
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	5,055,609.00	-	904,343.78	2,717,581.48	1,433,683.74
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-			10,000.00
10.2100.000.000.000	STUDENT SERVICES	1,744,931.00	-	381,189.61	1,290,477.40	73,263.99
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	124,138.00	-	18,256.50	-	105,881.50
10.2310.000.000.000	BOARD SECRETARY	4,423.00	-	100.75	-	4,322.25
10.2320.000.000.000	BOARD TREASURER	1,800.00	-	142.48	-	1,657.52
10.2350.000.000.000	LEGAL SERVICES	70,000.00	-	9,980.50	44,019.50	16,000.00
10.2360.000.000.000	OFFICE OF THE DIRECTOR	502,695.00	-	108,507.35	254,418.99	139,768.66
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	854,577.00	-	273,661.59	423,525.50	157,389.91
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	123,078.00	-	23,482.58	68,667.64	30,927.78
10.2511.000.000.000	BUSINESS OFFICE	718,296.00	-	165,956.19	339,238.01	213,101.80
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,911,431.00	-	583,654.64	874,006.96	1,453,769.40
10.2660.000.000.000	SECURITY SERVICES	66,055.00	-	114.59	196.29	65,744.12
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	7,340.47	705.96	20,953.57
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	600,490.00	-	148,180.73	199,419.28	252,889.99
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	115,266.00	-	4,973.02	11,869.72	98,423.26
10.3350.000.000.000	WELFARE ACTIVITIES	-	-	(210.45)	-	210.45
10.3390.000.000.000	COMMUNITY SERVICES	130,295.00	-	27,410.79	63,264.80	39,619.41
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	-	904.55	4,072.95	(4,977.50)
10.4600.000.000.000	IMPROVEMENT EXPENSES	87,500.00	-	-	-	87,500.00
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-			-
10.5140.000.000.000	LEASES & RIGHT TO USE ARRANGEMENT	-	-	-		-
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	-	-	100,000.00
10.5251.000.000.000	FOOD SERVICE TRANSFERS	-	-			-
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-			-
10.5900.000.000.000	BUDGETARY RESERVE	75,000.00	-			75,000.00
	TOTAL FOR GENERAL FUND	17,090,354.00	-	3,399,406.07	8,521,458.34	5,169,489.59
	TOTAL EXPENSES	17,090,354.00	-	3,399,406.07	8,521,458.34	5,169,489.59
	EXCESS OF REVENUE OVER EXPENSES			4,899,280.61		

CONDITION OF BUDGET

REVENUE/EXPENSE REPORT

September 30, 2026

ACCOUNT NUMBER	DESCRIPITION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	20,000.00	25,663.88	(5,663.88)
10.6910.000.000.000	RENTALS	6,000.00	1,000.00	5,000.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00		250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-		0.00
10.6946.001.000.000	RECEIPTS FROM BASD	7,967,718.00	2,287,092.00	5,680,626.00
10.6946.002.000.000	RECEIPTS FROM NASD	3,679,566.00	1,231,970.00	2,447,596.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,171,871.00	308,390.00	863,481.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	75,000.00	-	75,000.00
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	2,143.81	(143.81)
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,701,024.00	286,758.00	1,414,266.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	2,500.00	-	2,500.00
10.7362.000.360.000	PCCD ACT 55 GRANT	100,000.00	-	100,000.00
10.7362.000.360.001	PCCD ACT 55 GRANT	-	-	0.00
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	-	300,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	258,630.00	60,247.99	198,382.01
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,378,189.00	277,592.24	1,100,596.76
10.8521.000.663.000	FEDERAL	402,606.00	-	402,606.00
10.8749.000.987.000	PCCD GRANT	-	-	0.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	-	0.00
	TOTALS FOR GENERAL FUND	17,090,354.00	4,480,857.92	12,609,496.08
	TOTAL REVENUES	17,090,354.00	4,480,857.92	12,609,496.08