

December 2, 2020

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOINT COMMITTEE
REGULAR MEETING

The Regular Meeting of the Bethlehem Area Vocational-Technical School Joint Committee was held on the evening of the above date, beginning at 7:15 p.m. The meeting was held via the virtual meeting platform, Zoom.

Members Present: Directors Donaher, Faccinetto, Neiman, Schenkel, Gogel, Dettmar, Makary – seven. Absent: Director Sinkler, Eichfeld - two.

Others Present: Mr. Adam S. Lazarchak, Executive Director of BAVTS;
Ms. Avery Smith, Alternate Solicitor, Mrs. Susan Fahrenkopf, Secretary/Treasurer;
Mrs. Debra Miller, Business Administrator; and interested staff members.

The agenda was approved on the motion of Directors Donaher and Dettmar and unanimous voice vote.

No Executive Session was held.

The following minutes were approved on motion of Directors Dettmar and Faccinetto and unanimous voice vote:

Regular Meeting

November 4, 2020

The Report of the Secretary/Treasurer for the period ending October 31, 2020 was approved on motion of Directors Faccinetto and Gogel and unanimous voice vote.

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PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through December 2, 2020 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Donaher
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Donaher, Faccinetto, Neiman, Schenkel, Gogel, Dettmar, Makary - seven; Nay: none.

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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 the following retirement be accepted:

Lynn DeBonis

Position:

Instructional Assistant

Effective:

November 30, 2020

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

Employee #0369: Effective 11/2/20 for up to 12 weeks maximum

Employee #0354: Effective 11/2/20 for up to 12 weeks (intermittent)

Employee #0079: Effective 11/9/20 – 11/30/20

- c. That the following individuals be granted a FFCRA Leave of Absence:

Employee #0368: Effective 11/6/20 and 11/10/20 – 11/17/20

Employee #0385: Effective 11/16/20 – TBD

Employee #0441: Effective 11/17/20 – TBD

Employee #0445: Effective 11/17/20 – 11/20/20

Employee #0444: Effective 11/18/20 – TBD (pending receipt of paperwork)

MOTION BY: Director Faccinetto

SECOND BY: Director Donaher

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Donaher, Faccinetto, Neiman, Schenkel, Gogel,
Dettmar, Makary - seven; Nay: none.

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2. 2020-2021 SUBSTITUTES

RECOMMENDATION:

That the following individuals be approved as substitutes for the 2020-2021 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.

Mary Jo Pletz
Nicole Reinheimer

MOTION BY: Director Faccinetto
SECOND BY: Director Donaher
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Faccinetto, Neiman, Schenkel, Gogel,
Dettmar, Makary - seven; Nay: none.

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3. TUITION-PAID STUDENTS

INFORMATION:

The following is a list of tuition-paid students for the 2020-2021 school term. Enrollment is pending receipt by BAVTS of the school district's acceptance of financial responsibility.

STUDENT ID #	GRADE	PROGRAM/SHOP	TUITION PAID BY
000380689	10	Fashion Institute	Nazareth Area School District
000380783	12	Web Design and Development	Nazareth Area School District

RECOMMENDATION:

That the student(s) listed above be enrolled at BAVTS for the 2020-2021 school term.

MOTION BY: Director Faccinetto

SECOND BY: Director Donaher

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Faccinetto, Neiman, Schenkel, Gogel,
Dettmar, Makary - seven; Nay: none.

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4. OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

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

First Name	Last Name	Job Title	Company	Shop/Program
Gale	Focht	Pattern and Marker Manager	Tyndale Company	Fashion Institute
Kristin	Mernitz	Owner	Sayso Design	Fashion Institute

MOTION BY: Director Faccinetto
SECOND BY: Director Donaher
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Faccinetto, Neiman, Schenkel, Gogel,
Dettmar, Makary - seven; Nay: none.

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5. EMERGENCY INSTRUCTIONAL TIME TEMPLATE

INFORMATION:

As communicated by the Pennsylvania Department of Education, Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. PDE considers COVID-19 a global pandemic and an emergency as contemplated by Section 520.1.

Local Education Agencies electing to implement temporary provisions in response to COVID-19 may meet the minimum day and hour requirement through a combination of face-to-face and remote instruction, but must provide details to PDE using the Emergency Instructional Time Template.

RECOMMENDATION:

That the Joint Committee approve the attached Emergency Instructional Time Template detailing BAVTS' schedule for delivering instruction during the COVID-19 pandemic.

MOTION BY: Director Faccinetto
SECOND BY: Director Donaher
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Donaher, Faccinetto, Neiman, Schenkel, Gogel,
Dettmar, Makary - seven; Nay: none.

Emergency Instructional Time Template Section 520.1

As communicated to chief school administrators on July 6, 2020, Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. The Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6 guidance. Such LEAs must provide PDE with the following information:

1. LEA's Proposed Calendar and Schedule(s) for SY 2020-21

a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days <i>Must meet minimum 180 days</i>
8/31/20	6/9/21	182

- b. A sample weekly academic schedule as approved by the LEA's governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.) Example schedules are provided in Appendix A.

2. If the proposed schedule includes remote learning (i.e., learning outside the school building), describe how the LEA will ensure access to remote learning opportunities for all students.

All students have one-on-one devices provided to them by their sending district and all students have access to internet. Their CTE course will be delivered through Google Classroom and Zoom meetings. In order to meet attendance requirements, students will have a daily check-in and a meaningful assignment that must be completed to be considered present for the day.

3. The Chief School Administrator and Board President affirm the following:

- The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.
- The proposed school calendar and academic schedule(s) provide at least ~~900 hours~~ 360 hours for an approved Career and Technical program (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)

- The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency: **Bethlehem Area Vocational-Technical School**

Signature of Chief School Administrator:

Date: 12/2/20

Signature of Governing Body President:

Date: 12/2/20

Date Approved at Board Meeting:

Please scan and submit this entire signed document, the proposed weekly schedule, and a copy of the board minutes at which such schedule was approved to RA-EDContinuityofED@pa.gov.

Any questions can be submitted to RA-EDContinuityofED@pa.gov.

Appendix A: Weekly Schedule

BASD and NASD will operate under a hybrid model with approximately 50% of their students present for in-person instruction on Tuesdays and Thursdays and the other 50% present on Wednesdays and Fridays. We will not have any BASD or NASD students present for in-person instruction on Mondays. On the days they are not on campus they will be at home engaged in online instruction. Saucon Valley will be present for in-person instruction Monday through Friday.

Bethlehem Area and Northampton Area School Districts = 50% On-Site and 50% Online (Hybrid):

- Students are expected to attend class on campus, according to their sending District's schedule, two days a week (T&R or W&F as determined by the student's last name).
- Students are expected to bring their District issued One-On-One devices to BAVTS each day to participate and complete online learning materials.
- Students are expected to complete other material/assignments online (asynchronously) on the days they are not in class.
- Teachers will post instructional assignments, materials, etc. to Google Classroom for students to view/complete independently.
- Students will not attend BAVTS on Mondays. Teachers will be conducting remote (Zoom) check-ins with students on Mondays.
- Students who are enrolled in a District Cyber/Online option should discuss BAVTS eligibility with their High School Guidance Counselor.
- Questions regarding transportation to and from BAVTS need to be addressed with the sending District.

Saucon Valley School District = 100% Live Instruction:

- Students will attend class on campus five days a week (Monday through Friday)
- Students are expected to bring their District issued One-On-One devices to BAVTS each day to participate and complete online learning materials.
- Students who are enrolled in a District Cyber/Online option should discuss BAVTS eligibility with their High School Guidance Counselor.
- Questions regarding transportation to and from BAVTS need to be addressed with the sending District.

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J.(1.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending October 31, 2020.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

/sf

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J.(2.) MAIN BUILDING ROOF

INFORMATION:

The warranty on the main building roof will expire on November 13, 2021. In the 2018 Capital Improvement Plan that was presented to the Joint Committee at their September 4, 2018 meeting, the cost to repair and recoat the roof was estimated to be \$1.4M and total replacement cost was estimated to be \$3.5M.

At the August 4, 2020 meeting, Administration advised the Joint Committee that they had been in contact with Tremco to discuss roof coating options to extend the life of the main roof and provide additional warranty coverage. The cost estimates associated with the Tremco coating option appear to be considerably lower than the estimates that were provided in the Capital Improvement plan two years ago. Tremco performed a survey of the roof in early November to assess the condition of the main roof. Results of the scan indicated that our roof was generally sound with some deficiencies and that it would be a good candidate for restoration. The estimated cost of the project is \$1,227,602.

Weatherproofing Technologies, Inc/Tremco has been awarded the building services contract through the Keystone Purchasing Network. Administration would be seeking Joint Committee approval in January to proceed with the project and to either solicit bids or procure services utilizing pricing secured through the Keystone Purchasing Network (KPN). BAVTS is a member of KPN. The estimated cost provided by Tremco was based upon the awarded line item costs. The administration would prefer to utilize KPN contract pricing for the procurement of services. We would like to complete the project prior to next fall when the existing warranty expires.

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J.(3.) COMPETITIVE EQUIPMENT GRANT

INFORMATION:

BAVTS has been awarded an \$18,495 Competitive Equipment Grant. This is a matching grant that we will match with equipment funds from the general fund budget. Equipment will be purchased for three (3) programs. We will need to solicit bids for one of the items and plan to award at a future Joint Committee meeting in the coming months.

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J.(4.) HOUSE PROJECT REPORT

Mr. Lazarchak reported that Masonry students are in the process of chiseling out joints on the last wall and getting ready to install the HVAC system. The gable vents have also been installed.

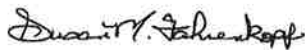
New Business

Director Schenkel thanked Director Longacre for his service as Chairperson and welcomed Director Makary.

Mr. Michael Galler, Supervisor of Curriculum, also extended a welcome to Director Makary. He then advised the Joint Committee members that, per communication from Harrisburg, the Chapter 339 review originally scheduled for this year has been postponed until October of 2021. He also informed the Joint Committee that the community service project of a food drive is ongoing at the school. It began in November and items will be collected until the Christmas/Winter break. The items donated will be given to local food banks.

The meeting adjourned at 7:26 p.m. on the motion of Director Dettmar, seconded by Director Faccinetto and unanimous voice vote.

Attest,



Susan M. Fahrenkopf
Joint Committee Secretary