

November 13, 2019

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 7:08 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Directors Faccinetto, Neiman, Thomasik, Gogel, Eichfeld, Dettmar – six;  
Absent: Director Sinkler, Longacre – two.

Others Present: Mr. Adam Lazarchak, Executive Director of BAVTS; Mr. Donald F. Spry, II, Solicitor, Mrs. Susan Fahrenkopf, Secretary/ Treasurer; Mrs. Debra Miller, Business Administrator; and interested staff members.

The agenda was approved on the motion of Directors Faccinetto and Gogel and unanimous voice vote.

An Executive Session was held before the regular meeting regarding personnel matters.

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

Regular Meeting

October 1, 2019

The Report of the Secretary/Treasurer for the period ending September 30, 2019, was approved on motion of Directors Faccinetto and Eichfeld and unanimous voice vote.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2019

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through November 5, 2019 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 Thomasik

SECOND BY: Director Gogel

ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Neiman, Thomasik, Gogel, Eichfeld, Dettmar,  
Faccinetto – six; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2019

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 appointment be approved:  
**Andrew Hirsch**  
Position: Maintenance  
(replacement for Nicholas Farda)  
Salary/Benefits: \$20.48 per hour for the 90 day probationary period, then  
\$27.31 per hour for the remainder of the 2019-20 school  
year, with benefits in accordance with the Custodial and  
Maintenance Employees Agreement  
Effective: November 27, 2019, pending receipt of all required paperwork
- b.) That the following individuals be approved as substitutes for the 2019-2020  
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.
- Gabriel Mosser  
Theresa Uliana
- c.) Approve the appointment of George Casares as Long-Term Substitute  
Construction Management Academy Instructor, effective November 6, 2019,  
for a minimum of 90 days but not to exceed the last day of the 2019-2020  
school year, at a per diem rate of \$276.15, with benefits per policy for long-  
term substitutes, pending receipt of all required paperwork and drug screening.
- d.) Approve the appointment of Lauren Turkel as part-time Continuing Education  
Program Support Specialist at the rate of \$17.25 per hour, with no benefits,  
effective November 6, 2019, pending receipt of all required paperwork and  
drug screening.
- e.) Approve the following resignation:
- Carmen Rosado**  
Position: Accounting/Payables Clerk  
Effective: November 8, 2019

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2019

1. STAFFING, Cont'd.

RECOMMENDATION, Cont'd.:

e.) That the Executive Director be authorized to hire for the vacant Accounting/Payables Clerk position, with salary and benefits in accordance with the current Clerical Employees Agreement. Ratification to be performed at the December Joint Committee Meeting.

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

Employee #0119: Beginning 9/26/19 for 4.5 weeks

MOTION BY: Director Faccinetto

SECOND BY: Director Thomasik

ROLL CALL Motion carried by the following roll call vote: Aye: Directors, Thomasik, Gogel, Eichfeld, Dettmar, Faccinetto, Neiman – six; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
November 5, 2019

2. 2019-2020 STIPEND POSITIONS

RECOMMENDATION:

That the following stipend positions for 2019-2020 be approved as presented:

<u>Description</u>	<u>Name</u>	<u>Stipend</u>
Supplemental First Aid Officer	Jenifer Stilgenbauer	\$500*

\*pro-rated for the remainder of the 2019-20 school year.

MOTION BY: Director Faccinetto  
SECOND BY: Director Thomasik  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors, Thomasik, Gogel, Eichfeld, Dettmar,  
Faccinetto, Neiman – six; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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3. 2019-2020 TUITION RATE FOR NON-RESIDENT STUDENTS

INFORMATION:

The Pennsylvania School Code section, #24 PS 18-1847, addresses the attendance and billing of non-participating pupils at Area Vocational-Technical Schools and Technical Institutes. The tuition rate is based on the total general fund budget plus debt service payments divided by the full-time equivalent number of students. The Bethlehem Area Vocational-Technical School Policy states that the Joint Committee is to approve the tuition rate for billings on an annual basis.

RECOMMENDATION:

It is recommended that the tuition rate of \$12,099.84 be approved for full-time non-resident students who attend Bethlehem Area Vocational-Technical School for the 2019-2020 school term.

MOTION BY: Director Faccinetto  
SECOND BY: Director Thomasik  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors, Thomasik, Gogel, Eichfeld, Dettmar,  
Faccinetto, Neiman – six; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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4. SKILLS USA PROFESSIONAL DEVELOPMENT CONFERENCE

INFORMATION:

The Ambassador Training and Professional Development Conference for students will be held at Camelback Resorts, Tannersville, PA on November 13-15, 2019. This training institute has provided leadership training for numerous Bethlehem AVTS students desiring to become actively involved in the leadership roles of SkillsUSA.

The eight (8) officers and ambassadors will be paid in full from the SkillsUSA student activity account. The estimated cost is \$1,880.00

The twenty-four (24) students attending PDC (non-officers and ambassadors) will each contribute \$55 to attend; the expected student contribution is \$1,320; the remaining portion will be paid from the SkillsUSA student activity account. The estimated cost is \$3,720.00

The four (4) chaperones/advisors will be paid from the General Fund. The estimated cost is \$800.

RECOMMENDATION:

That four (4) chaperones and twenty-four (24) students be permitted to participate in the SkillsUSA Ambassador Training and Professional Development Conference at Camelback Resorts, Tannersville, PA on November 13-15, 2019.

MOTION BY: Director Faccinetto  
SECOND BY: Director Thomasik  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors, Thomasik, Gogel, Eichfeld, Dettmar,  
Faccinetto, Neiman – six; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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5. 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	Program/Shop
Nicholas	Calmar	Body Technician	Ross Body and Frame	Auto Collision
Henry	Huffsmith	Body Technician	Young VW and Mazda Collision Center	Auto Collision
Steve	Volk	Service Technician	Brown Daub Chevrolet	Automotive Technology
Logan	Koehler	Shop Technician	Plasterer Equipment Co. Inc.	Automotive Technology
Walter	Garrett	Technician	Jeff's Automotive	Automotive Technology
Lizeth	Dutan	Student	BAVTS	Commercial Art
Gwenn	Noel	Senior Manager	Olympus	Commercial Art
Emma	Barrell	Student	BAVTS	Commercial Art
Lia	Koutsikos	District Leader	Supercuts	Cosmetology
Christy	DiGennaro	SDL	Holiday Hair	Cosmetology
Chrystal	Hill	Cosmetology Teacher	Metro Beauty Academy	Cosmetology
Luis	Rodriguez	Stylist	Evolve Salon	Cosmetology
Andrew	Wissa	Executive Chef	Spectra Food Svc. & Hospitality PPL Ctr.	Culinary
Kenneth	Buttner	Teacher	NJ Dept. of Corrections	Graphic Communications
Brandon	Graser	Graphic Artist	Milk Creative LLC	Web Design

MOTION BY: Director Faccinetto  
SECOND BY: Director Thomasik  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors, Thomasik, Gogel, Eichfeld, Dettmar,  
Faccinetto, Neiman – six; Nay: none.



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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6. AUTHORIZATION TO ENTER INTO LEASE AGREEMENT

INFORMATION:

Due to capacity issues at the previous venue, the Annual Senior Recognition Ceremony has been held at Wind Creek Event Center (formerly The Sands). The committee established for the planning of this event has recommended to continue to utilize this venue as it can easily accommodate our guests. We have secured the date of Tuesday, May 19, 2020 for this event, at a cost of \$8,000, which remains the same as last year. We were able to secure sponsorships last year to defray over half of the cost and plan to seek sponsors again this year.

RECOMMENDATION:

That the Joint Committee authorize Administration to enter into an agreement with Wind Creek Event Center for the use of the facility for the annual Senior Recognition Ceremony to be held in May of 2020.

MOTION BY: Director Faccinetto  
SECOND BY: Director Thomasik  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors, Thomasik, Gogel, Eichfeld, Dettmar,  
Faccinetto, Neiman – six; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

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7. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the following job description, presented as a first reading in October, be approved as a second reading by the Joint Committee:

- Continuing Education Program Support Specialist
- Supervisor of Lifelong Learning

MOTION BY: Director Faccinetto  
SECOND BY: Director Thomasik  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors, Thomasik, Gogel, Eichfeld, Dettmar,  
Faccinetto, Neiman – six; Nay: none.

**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
JOB DESCRIPTION**

**JOB TITLE:** Continuing Education Program Support Specialist

**GENERAL POSITION REQUIREMENTS:**

Person must possess proficient keyboarding skills in Microsoft Office (word & excel), Google (docs & gmail), and prefer experience in registration & student management software skills. General clerical skills required along with excellent customer service and communication skills (verbal and written).

**Minimum requirement:**

High School diploma

**Preferred requirement:**

Prior clerical experience.

**Machinery & Equipment:**

Computer (Mac & PC), printer, overhead projector, LCD projector, copier, telephone, fax, calculator, credit card machine.

**Other (skills):**

Experience assisting customers with registration, payment options, and processing payments. Ability to maintain high level of confidentiality.

**REPORTS TO:**

Supervisor of Lifelong Learning

**ESSENTIAL JOB FUNCTIONS:**

Responsible for assigned clerical duties and for serving as Continuing Education Department representative during daytime school hours. Must be able to learn registration and student management software for inputting and reporting.

**JOB TITLE: Continuing Education Program Support Specialist**

**PRIMARY DUTIES AND RESPONSIBILITIES**

1. Prepare, duplicate and file course materials developed by Coordinators and/or Instructional staff.
2. Generate instructional contracts for General Evening courses.
3. Gather and enter student completion placement data required for Workforce Investment Board reporting.
4. Process credit card registration payments.
5. Perform clerical duties associated with yearly production of student and staff handbooks.
6. Receive phone calls related to adult programs and follow-up on inquiries/concerns directly with callers or through referrals to other staff.
7. Maintain evening student attendance records for agency sponsored students.
8. Assist with yearly employer and student surveys and compile survey data for reporting to BAVTS Joint Committee.
9. Prepare instructor materials for start and end of classes.
10. Process course completion materials/data.
11. Assist instructors with set-up of room and/or equipment as needed.
12. Manage inventory of textbooks and consumable supplies for evening programs.
13. Prepare and process departmental mailings.
14. Process and enter course registration data.
15. Produce weekly enrollment and schedule reports.
16. Share responsibility for custodial support of weekend activities.
17. Provide front desk support for receptionist and substitute for other clerical staff as directed by Administration.
18. Other duties as assigned by supervising personnel.

**TERMS OF EMPLOYMENT**

10 months, 5 hour work day/5 days per week. Work days and hours are assigned by Administration with an unpaid 30-minute duty free lunch. Compensated for actual hours worked with timecard submission. No benefits are provided for this part-time position.

**PHYSICAL REQUIREMENTS**

MEASURED IN TERMS OF FREQUENCY

Not At All 0%	Occasionally 1 – 33%	Frequently 24 – 66%	Constantly 67 – 100%
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**LIFTING**

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

BODY MOVEMENTS

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

**JOB TITLE: Continuing Education Program Support Specialist**

**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
JOB DESCRIPTION**

**Position Title:** Supervisor of Lifelong Learning

**GENERAL POSITION REQUIREMENTS**

**Education/Certification** Bachelor's degree in related field; Masters degree or Program Planning Certification (CPP) for Continuing Education preferred.

**Machinery/Equipment** Computer, printer, typewriter, copier, telephone, fax, calculator, credit card machine.

**Other (skills)** Microsoft Office mastery (Word, Excel, PowerPoint, Access, and Outlook), excellent organizational skills, excellent communication skills (verbal and written), effective personnel management skills required. Adult vocational program coordination experience preferred; minimum three years experience as business/education liaison and/or program/curricula developer for adult vocational technical training programs preferred.

**Reports to** Executive Director

**JOB SUMMARY**

Supervise and administer all aspects of Continuing Education training programs including general evening/weekend options, business/industry customized training, community agency contracts and individual agreements; develop and market training options leading to employment/ professional certification. Oversee coordination of adult student data required by state/local funding sources.

Supervises Evening Clerical Staff, Internal Training Program Coordinator, Training Coordinators, and Continuing Education Instructors.

**Position Title**

**Supervisor of Lifelong Learning**

**ESSENTIAL JOB FUNCTIONS**

- Supervises the daily operation of adult educational activities in the school.
- Oversees registration data management.
- Plans and conducts in service meetings.
- Implements and nurtures relationships with regional workforce development and employment agencies.
- Coordinates training partnerships with local companies, professional organizations and agencies.
- Oversees the monitoring of adult industry credential testing when warranted.
- Oversees planning and documentation of Occupational Advisory Committee process.
- Oversees annual state and local agency reporting requirements for adult programs.
- Oversees the quality and delivery of all adult instructional programs.
- Works with staff to ensure that lab safety is practiced and documentation is provided.
- Supervises the maintenance of adult student attendance and evaluation system and procedures.
- Oversees program marketing activities and expenses.
- Researches, develops, plans and maintains instructional programs that meet regional workforce demands.
- Creates opportunities for secondary students to participate in adult programming.
- Aligns adult training programs with recognized industry certifications.
- Authors, executes, monitors and finalizes all contract training offered through the department.
- Authors and monitors equipment-related grants offered through various entities.
- Coordinates appropriate budgets and expenditures of funds with the Business Administrator for all adult instructional programs.
  
- Reviews and authorizes purchase requisitions.
- Authors, executes, and/or monitors all training-related invoices.
- Recommends candidates for instructional positions to the Joint Committee.
- Supervises the hiring/termination of all departmental staff.
- Performs all departmental personnel evaluations.
- Other duties as assigned by the Executive Director.

**TERMS OF EMPLOYMENT**

12 months. Hours and benefits as approved by the Joint Committee. Performance will be evaluated by the Executive Director.

Position Title

Supervisor of Lifelong Learning

**PHYSICAL REQUIREMENTS**

MEASURED IN TERMS OF  
FREQUENCY

Not At All  
0%

Occasionally  
1 – 33%

Frequently  
24 – 66%

Constantly  
67 – 100%

LIFTING

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

BODY MOVEMENTS

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



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL  
November 5, 2019

8. BUDGET TRANSFERS

RECOMMENDATION:

That the attached budget transfers for November, 2019, be approved as presented.

Account	Description	To	From	Reason
10.3390.580.000.000	BRIDGES TRAVEL	1,000.00		Reallocate from supplies to travel for Bridges
10.3390.610.000.000	SUPPLIES		1,000.00	Reallocate from supplies to travel for Bridges

MOTION BY: Director Faccinetto  
SECOND BY: Director Thomasik  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors, Thomasik, Gogel, Eichfeld, Dettmar,  
Faccinetto, Neiman – six; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2019

9. NEW LOCAL ADVISORY COMMITTEE MEMBER

RECOMMENDATION:

That Sharon Scheirer, Senior Coordinator of College Relations, Onboarding and Employee Development at St. Luke's University Health Network, be appointed as an additional member of the Local Advisory Committee of Bethlehem Area Vocational-Technical School for the remainder of the 2019-2020 school year.

MOTION BY: Director Faccinetto  
SECOND BY: Director Thomasik  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors, Thomasik, Gogel, Eichfeld, Dettmar,  
Faccinetto, Neiman – six; Nay: none.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 13, 2019

10. CONTRACT FOR SERVICES

INFORMATION:

As part of the structured cabling project, the relocation of switches is necessary. To ensure a smooth transition, due to the number of switches involved and the time required for this, we have explored the possibility of obtaining technical assistance from Colonial Intermediate Unit 20. Attached is a contract they have provided; BAVTS will only be billed for actual hours of service provided.

RECOMMENDATION:

That the Joint Committee authorize the Executive Director to enter into a Contract For Service with Colonial Intermediate Unit 20 to provide services of a Help Desk Technician and Network System Management Technician, should assistance be needed to complete the switch relocation as part of the ongoing structured cabling project.

MOTION BY: Director Faccinetto  
SECOND BY: Director Thomasik  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors, Thomasik, Gogel, Eichfeld, Dettmar,  
Faccinetto, Neiman – six; Nay: none.

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

CONTRACT FOR SERVICE  
(REVENUE GENERATING)

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

Colonial Intermediate Unit 20 will provide network consulting to the Bethlehem Area Vocational-Technical School.


The cost for said services are as follows:

Help Desk Technician	\$60.47/hour
Network/System Management Technician	\$93.36/hour

This contract shall not exceed \$5,000.00 and will be in effect from November 1, 2019 through June 30, 2020.

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

The signed contract must be returned to Mr. Jon Wallitsch, Director of Fiscal Affairs, at the Intermediate Unit Office.

  
\_\_\_\_\_  
Mr. Jon Wallitsch  
Director of Fiscal Affairs

11/14/19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Bethlehem Area Vocational-Technical School  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal ID Number

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

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-8405, TDD/TTY Hearing Impaired (610) 252-3786.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2019

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

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 5, 2019

J.(2.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending September 30, 2019.

Respectfully submitted,



Adam S. Lazarchak  
Executive Director

Sf

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

November 13, 2019

J.(3.) HOUSE PROJECT REPORT

Mr. Lazarchak reported that the roof is on the house; there were some concerns so the contractor will be coming to address these. The windows have been ordered and are on the way. Reeb Millwork is donating all exterior doors for the project. We should be buttoning it up shortly for the winter.

NEW BUSINESS

Mr. Galler reported on the following:

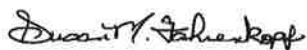
- BAVTS Open House, held on October 23, was a huge success.
- On Sunday, November 17, our Culinary Arts Students will be participating in a competition at Arts Quest – S'mac Down – it is a competition to create vegan macaroni and cheese dishes.
- Our annual food drive has begun; we plan to deliver 80 Thanksgiving meals on Wednesday, November 27<sup>th</sup>.

The food truck has been used for over a dozen events/activities; it will be winterized soon; there are already requests for spring events/activities. Mr. Lazarchak recently attended the Integrated Learning Conference and gave a presentation with the director of Upper Bucks Technical School, which was the second CTE to purchase a truck. Following their presentation, other schools indicated that this is an endeavor that they are interested in pursuing as well. We have secured a \$5,000 sponsor for the truck – Casilio Concrete. Ms. Maria Medei, a Bridges Foundation Board Member, is employed by Casilio and was instrumental in securing this sponsorship.

Mr. Lazarchak informed the Joint Committee members present that BAVTS hosted K-12 counselors from the Bethlehem Area School District on Election Day, as a part of their in-service day. They were given a tour and also participated in activities in the various programs/shop areas.

The meeting adjourned at 7:25 p.m. on motion of Directors Eichfeld and Thomasik and unanimous voice vote.

Attest,



Susan M. Fahrenkopf  
Joint Committee Secretary