

April 7, 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 7:03 p.m. via *Zoom Meetings*, for general purposes.

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

Director Dettmar was required to leave meeting at 7:30 p.m. as he was on an airplane; therefore, he did not take part in the voting on administrative recommendations.

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.

On a recommendation by Chairperson Longacre, all actions were voted on via roll call vote rather than voice vote, due to the different format for this meeting.

The agenda was approved on motion of Director Eichfeld, seconded by Director Dettmar and carried by the following roll call vote: Aye: Directors Faccinetto, Neiman, Schenkel, Sinkler, Dettmar, Eichfeld, Longacre - seven; Nay: none

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

The minutes of the March 3, 2020 meeting were approved on motion of Director Faccinetto, seconded by Director Sinkler and carried by the following roll call vote: Aye: Directors Faccinetto, Neiman, Schenkel, Sinkler, Dettmar, Eichfeld, Longacre - seven; Nay: none

The Report of the Secretary/Treasurer for the period ending February 29, 2020, was approved on motion of Director Faccinetto, seconded by Director Eichfeld and carried by the following roll call vote: Aye: Directors Faccinetto, Neiman, Schenkel, Sinkler, Dettmar, Eichfeld, Longacre - seven; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
April 7, 2020

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through April 7, 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 Facinetto
SECOND BY: Director Eichfeld
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Neiman, Schenkel, Sinkler, Dettmar,
Eichfeld, Longacre - seven; Nay: none

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

April 7, 2020

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

The administration respectfully submits the following information and recommendations:

1. STAFFING

RECOMMENDATION:

That the following individual be granted a Family Medical Leave:

Employee #0445 – beginning on or about 5/1/20 until on or about 6/9/20, but not to exceed 12 weeks

MOTION BY:	Director Facinetto
SECOND BY:	Director Eichfeld
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Neiman, Schenkel, Sinkler, Eichfeld, Longacre - six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

April 7, 2020

2. BUDGET TRANSFERS

INFORMATION:

At the March meeting, Administration advised that in the current 2019-20 budget, we anticipated a \$50,000 lease that we did not utilize and due to 2020-21 budget constraints this was removed from the budget. Administration has worked with the Technology Department to identify the need for Chromebooks and laptops.

RECOMMENDATION:

That the following budget transfers for April 2020 be approved as presented:

Account	Description	To	From	REASON
10.1380.650.000.000	Technology Related Supplies	50,000.00		Reallocate funds for laptops & Chromebooks
10.1380.448.000.000	Lease/Rental of Hardware		50,000.00	Reallocate available funds

MOTION BY: Director Facinetto

SECOND BY: Director Eichfeld

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Neiman, Schenkel, Sinkler, Eichfeld – five; Nay: Director Longacre - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

April 7, 2020

3. BID AWARD – BASIC CONTROLS SYSTEM

INFORMATION:

BAVTS was approved to purchase a Basic Controls System for the Electronics Technology Program under the Competitive Equipment Grant which requires a 50% match with local funds.

The following bids for a Basic Controls System were opened on March 24, 2020:

Company	Amount of Bid
Education Solutions Enterprises	\$26,190.00

RECOMMENDATION:

It is recommended that the Joint Committee award the bid for the purchase of a Basic Controls System to Education Solutions Enterprises in the amount of \$26,190, as they were the sole bidder.

MOTION BY: Director Facinetto

SECOND BY: Director Eichfeld

ROLL CALL Motion carried by the following roll call vote: Aye: Directors Faccinetto, Neiman, Schenkel, Sinkler, Eichfeld – five; Nay: Director Longacre - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

April 7, 2020

4. BID AWARD – MECHANICAL TRAINING SYSTEM

INFORMATION:

BAVTS was approved to purchase a Mechanical Training System for the Electronics Technology Program under the Competitive Equipment Grant which requires a 50% match with local funds.

The following bids for a Mechanical Training System were opened on March 24, 2020:

Company	Amount of Bid
Education Solutions Enterprises	\$33,136.00

RECOMMENDATION:

It is recommended that the Joint Committee award the bid for the purchase of a Mechanical Training System to Education Solutions Enterprises in the amount of \$33,136.00, as they were the sole bidder.

MOTION BY: Director Facinetto

SECOND BY: Director Eichfeld

ROLL CALL Motion carried by the following roll call vote: Aye: Directors Faccinetto, Neiman, Schenkel, Sinkler, Eichfeld – five; Nay: Director Longacre - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

April 7, 2020

5. BID AWARD – LEVERLESS TIRE CHANGER

INFORMATION:

BAVTS was approved to purchase a Leverless Tire Changer for the Automotive Technology Program under the Competitive Equipment Grant which requires a 50% match with local funds.

The following bids for a Leverless Tire Changer were opened on March 24, 2020:

Company	Amount of Bid
Snap-On Industrial	\$14,658.00
Certified Lift Installation & Maintenance Corp.	\$18,750.00
Jack Williams Tire Company, Inc.	\$20,074.81
Tool & Equipment Solutions	\$20,149.00
Total Equipment Solutions	\$23,955.00

Snap-On Industrial and Certified Lift Installation & Maintenance Corp. bid alternate items that were deemed as not equivalent.

RECOMMENDATION:

It is recommended that the Joint Committee award the bid for the purchase of the Leverless Tire Changer to Jack Williams Tire Company, Inc. in the amount of \$20,074.81 as they were the lowest bidder on the item requested.

MOTION BY: Director Facinetto
SECOND BY: Director Eichfeld
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Neiman, Schenkel, Sinkler, Eichfeld –
five; Nay: Director Longacre - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

April 7, 2020

6. BID AWARD – COMPLETE TOOLKIT WITH CHEST

INFORMATION:

BAVTS was approved to purchase a Complete Toolkit with Chest for the Automotive Technology Program under the Supplemental Equipment Grant which will cover 100% of the purchase.

The following bids for a Complete Toolkit with Chest were opened on March 24, 2020:

Company	Amount of Bid
Snap-On Industrial	\$16,649.00

RECOMMENDATION:

It is recommended that the Joint Committee award the bid for the purchase of the Complete Toolkit with Chest to Snap-On Industrial in the amount of \$16,649.00 as they were the sole bidder.

MOTION BY: Director Facinetto

SECOND BY: Director Eichfeld

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Neiman, Schenkel, Sinkler, Eichfeld,
Longacre - six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

April 7, 2020

7. BID AWARD – TIRE BALANCER MACHINE

INFORMATION:

BAVTS was approved to purchase a Tire Balancer Machine for the Automotive Technology Program under the Supplemental Equipment Grant which will cover 100% of the purchase.

The following bids for a Tire Balancer Machine were opened on March 24, 2020:

Company	Amount of Bid
Certified Lift Installation & Maintenance Corp.	\$5,690.00
Jack Williams Tire Company, Inc.	\$7,067.22
Tool & Equipment Solutions	\$7,107.00
Snap-On	\$7,154.50
Total Equipment Solutions	\$8,544.59

Certified Lift Installation & Maintenance Corp. bid an alternate item that was deemed as not equivalent. Snap-On also bid an alternate item – it was not evaluated since other bids for the item requested were lower.

RECOMMENDATION:

It is recommended that the Joint Committee award the bid for the purchase of the Tire Balancer Machine to Jack Williams Tire Company, Inc. in the amount of \$7,067.22 as they were the lowest bidder on the item requested.

MOTION BY: Director Facinetto
SECOND BY: Director Eichfeld
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Neiman, Schenkel, Sinkler, Eichfeld,
Longacre - six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

April 7, 2020

8. STUDENT INFORMATION SYSTEM

INFORMATION:

BAVTS has been using Classmate as their Student Information System for a number of years. Many CTC's are switching from Classmate to Central Susquehanna Intermediate Unit's Student Information System to better meet the needs of their school. BAVTS has been reviewing the CSIU SIS product for some time and feels it will better meet the needs of our school and wishes to transition to CSIU for the 2020-2021 school year. Given the required state reporting, BAVTS will also need to continue with Classmate into the 2020-2021 fiscal due to reporting requirements of the 2019-2020 school year.

Projected costs associated with the CSIU SIS training:

Start-up Fees:	\$ 9,700.00
2020-21 Full Year:	\$23,629.00
Ongoing Annual Cost:	\$21,629.00

RECOMMENDATION:

It is recommended that the Joint Committee authorize the Executive Director to enter into an agreement with the Central Susquehanna Intermediate Unit for student information system services.

It is recommend that the Executive Director be authorized to terminate Classmate student information system services with Harris School Solutions.

MOTION BY: Director Facinetto
SECOND BY: Director Eichfeld
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Neiman, Schenkel, Sinkler, Eichfeld –
five; Nay: Director Longacre - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

April 7, 2020

9. CHROMEBOOK PURCHASE

INFORMATION:

At the March Joint Committee Meeting, Administration advised that in the current 2019-20 budget, we anticipated a \$50,000 lease that we have not utilized and due to 2020-21 budget constraints this was removed from the budget. Administration worked with the Technology Department to assess their needs and they have identified a need to purchase 80 Chromebooks to meet the needs of our programs and to replace aging technology purchased several years ago.

We have received a quote from SHI International to make the Chromebook purchase utilizing COSTARS pricing in the amount of \$33,254.40.

RECOMMENDATION:

That the Joint Committee accept the quote form SHI International, Corp. for the purchase of 80 Chromebooks for the total price of \$33,254.40.

MOTION BY: Director Facinetto

SECOND BY: Director Eichfeld

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Neiman, Schenkel, Sinkler, Eichfeld –
five; Nay: Director Longacre - one

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
April 7, 2020

10. REVISED BAVTS 2019-2020 SCHOOL CALENDAR

INFORMATION:

The 2019-2020 school year needs to be revised due to the number of snow/emergency days used to date. In keeping with the three sending school districts' calendar revisions, the following dates have been added to the calendar as instructional days:

Thursday, April 9, 2020
Monday, April 13, 2020

Due to the uncertainty of the COVID19 crisis, additional revisions may be necessary.

RECOMMENDATION:

That the revised 2019-2020 school calendar be approved as presented; and that should additional revisions be necessary, that the appropriate amount of days needed be added to the end of the school year.

MOTION BY: Director Facinetto
SECOND BY: Director Eichfeld
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Neiman, Schenkel, Sinkler, Eichfeld,
Longacre - six; Nay: none



BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

2019-2020 SCHOOL CALENDAR - REVISED FOR EMERGENCY DAYS

- 20 New Teacher In-Service
- 21 New Teacher In-Service
- 22 In-Service (1 of 6)
- 23 In-Service (2 of 6)
- 26 **FIRST DAY FOR STUDENTS**
First Day For All Districts and BAVTS

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 14 In-Service (5 of 6)
- 17 **PRESIDENTS' DAY - CLOSED**

- 2 **LABOR DAY - CLOSED**

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 9 **Yom Kippur**
In-Service (3 of 6)
BASD Closed, SV In-Service)
- 14 **Columbus Day**
In-Service (4 of 6)
BASD/NASD In-Service,
SV Closed

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 9 **MAKE UP DAY #1**
School Open For Online Instruction
- 10 **GOOD FRIDAY - CLOSED**
- 13 **MAKE UP DAY #2**
School Open For Online Instruction

- 27 **Thanksgiving Recess Begins**
BASD and SVSD CLOSED
NASD In-Service

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 25 **MEMORIAL DAY - CLOSED**

- 2 **Thanksgiving Recess Ends**
- 3 **ALL SCHOOLS REOPEN**
- 23 **Winter Holiday Break Begins**
For All Districts and BAVTS
ALL SCHOOLS CLOSED
THROUGH 1/3/20

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 8 Last Day For Students
- 9 Last Day For Teachers/
In-Service (6 of 6)

- 6 **ALL SCHOOLS RE-OPEN**
- 20 **M.L. KING DAY - CLOSED**

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Revisions To Be
JC Approved
4/7/20**

STUDENT/TEACHER DAYS			
Aug.	5/7	Feb.	18/19
Sept.	20/20	Mar.	22/22
Oct.	21/23	Apr.	19/19
Nov.	18/18	May	20/20
Dec.	14/14	June	6/7
Jan.	19/19	TOTAL	182/188



BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

2019-2020 SCHOOL CALENDAR
REVISED FOR EMERGENCY DAYS

New Teacher In-Service Day	Tuesday	August 20, 2019
New Teacher In-Service Day	Wednesday	August 21, 2019
In-Service Day	Thursday	August 22, 2019
In-Service Day	Friday	August 23, 2019
School Session Begins	Monday	August 26, 2019
School Closed for Labor Day Holiday	Monday	September 2, 2019
In-Service Day	Wednesday	October 9, 2019
In-Service Day	Monday	October 14, 2019
School Closed for Thanksgiving Holiday	Wednesday	November 27, 2019
	Thursday	November 28, 2019
	Friday	November 29, 2019
	Monday	December 2, 2019
School Closed for Winter Holiday	Monday	December 23, 2019
	Tuesday	December 24, 2019
	Wednesday	December 25, 2019
	Thursday	December 26, 2019
	Friday	December 27, 2019
	Monday	December 30, 2019
	Tuesday	December 31, 2019
	Wednesday	January 1, 2020
	Thursday	January 2, 2020
	Friday	January 3, 2020
School Closed for Martin Luther King Holiday	Monday	January 20, 2020
In-Service Day	Friday	February 14, 2020
School Closed for Presidents' Day Holiday	Monday	February 17, 2020
School Closed for Spring Recess	Thursday	April 9, 2020
School Will Be In Session For On-Line Instruction on April 9 and April 13	Friday	April 10, 2020
	Monday	April 13, 2020
School Closed for Memorial Day Holiday	Monday	May 25, 2020
Last Day for Students	Monday	June 8, 2020
Last Day for Teachers (In-Service)	Tuesday	June 9, 2020
Total Number of Days for Students		= 182
Total Number of Days for Teachers		= 188

To Be Approved by JC on 4/7/20

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

April 7, 2020

11. TEXTBOOKS

RECOMMENDATION:

Protective Services/ Homeland Security Program

Emergency Care and Transport of the Sick and injured 11th edition

Textbooks and Students workbooks @ \$ 269.00 each – Total Cost \$13,450.00

Grand Total - \$13,450.00

Published by Jones & Bartlett Learning

The above textbook has been approved by the Occupational Advisory Committee for this program. It is the recommended textbook for all EMT students in PA and is used by the local Community College as well. As it is not feasible for the Joint Committee members to review a physical copy of the book, Joint Committee members can contact Mrs. Fahrenkopf to be sent a link to view a sample of the proposed curriculum materials.

MOTION BY: Director Facinetto

SECOND BY: Director Eichfeld

ROLL CALL

Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Neiman, Schenkel, Sinkler, Eichfeld,

Longacre - six; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
April 7, 2020

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
April 7, 2020

J. (2.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending February 29, 2020.

Respectfully submitted,



Adam S. Lazarchak
Executive Director

Sf

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

April 7, 2020

J.(3.) HOUSE PROJECT REPORT

Mr. Lazarchak reported that even though there has been little progress on the student built portion of the project due to the COVID-19 crisis, the Construction Academy Instructor is in the process of coordinating with vendors for work on areas such as downspouts, gutters and the roof.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

April 7, 2020

L.1. APPLE COMPUTERS FOR CREATIVE CLUSTER PROGRAMS

INFORMATIONAL ITEM:

In the current 2019-2020 budget, we budgeted to refresh the Apple computers utilized in our creative cluster programs. We anticipate requesting approval of the purchase of the computers at the May meeting so that the computers can be configured and installed over the summer.

UNFINISHED BUSINESS

Director Longacre informed the Joint Committee members that Northampton Area School District held its virtual School Board meeting last night; the main topic of which was the budget. They are looking to make drastic cuts and will expect BAVTS and the IU to do the same. Additionally, he would like to have any extra funds from the BAVTS 2019-2020 budget returned to the sending districts.

NEW & MISCELLANEOUS BUSINESS

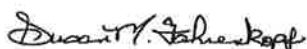
Mr. Galler informed the Joint Committee members that BAVTS has donated surplus personal protection equipment (PPE) to local hospitals and ambulance squads to assist during the COVID-19 crisis. Additionally, masks are being made using the three 3-D printers that the school owns. Mrs. Kastrinakis and her Fashion Institute students have also begun making cloth masks from their homes.

Mr. Galler also reported that all CTSO activities have been cancelled, including the Elmer Gates Awards, as well as SkillsUSA and HOSA state and national competitions.

Mr. Lazarchak and Mr. Galler are both pleased with the staff's delivery of on-line instruction. Directors Sinkler and Schenkel extended their thanks and appreciation for all that the faculty and staff is doing for the students during this uncertain time.

The meeting adjourned at 7:57 p.m. on the motion of Directors Sinkler and Eichfeld and unanimous voice vote.

Attest,



Susan M. Fahrenkopf
Joint Committee Secretary