

November 4, 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 7:01 p.m. via *Zoom Meetings*, for general purposes.

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

Others Present: Mr. Adam Lazarchak, Executive Director of BAVTS; Mr. Joseph Kovalchik, Superintendent of Northampton Area School District and BAVTS Superintendent of Record, 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 Sinkler and Eichfeld and unanimous voice vote.

No Executive Session was held.

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

Regular Meeting

October 6, 2020

The Report of the Secretary/Treasurer for the period ending September 30, 2020, was approved on motion of Directors Dettmar and Sinkler and unanimous voice vote.

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PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through November 4, 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 Gogel
SECOND BY:	Director Sinkler
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Schenkel, Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher – 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 appointments be approved:

**Paula Cuchran**

Position: Part-Time Instructional Assistant  
(replacement for Verne Orth)

Salary/Benefits: \$21.50 per hour, with no health benefits.  
All other terms in accordance with the  
Instructional Assistants Agreement

Effective: November 5, 2020, pending receipt of  
all required paperwork and Drug Screening

**Thomas Rutherford**

Position: Part-Time Instructional Assistant  
(replacement for Robert Davis)

Salary/Benefits: \$21.50 per hour, with no health benefits.  
All other terms in accordance with the  
Instructional Assistants Agreement

Effective: December 1, 2020, pending receipt of  
all required paperwork and Drug Screening

**Matthew Marciano**

Position: Custodian  
(replacement for Carrie Massey)

Salary/Benefits: \$12.75 per hour for the 90 day probationary period, then  
\$17.00 per hour for the remainder of the 2020-21 school  
year, with benefits in accordance with the Custodial and  
Maintenance Employees Agreement

Effective: On or about November 19, 2020, pending release from  
current employer, receipt of all required paperwork and  
drug screening

MOTION BY: Director Donaher  
SECOND BY: Director Eichfeld  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher,  
Schenkel – 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.

Zachary Milkovits

MOTION BY: Director Donaher  
SECOND BY: Director Eichfeld  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher,  
Schenkel – seven; Nay: none

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3. 2020-2021 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 \$11,584.11 be approved for full-time non-resident students who attend Bethlehem Area Vocational-Technical School for the 2020-2021 school term.

MOTION BY: Director Donaher  
SECOND BY: Director Eichfeld  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher,  
Schenkel – seven; Nay: none

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4. 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.

<b>STUDENT ID #</b>	<b>GRADE</b>	<b>PROGRAM/SHOP</b>	<b>TUITION PAID BY</b>
000380689	10	Fashion Institute	Nazareth Area School District

RECOMMENDATION:

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

MOTION BY: Director Donaher  
SECOND BY: Director Eichfeld  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher,  
Schenkel – seven; Nay: none

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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
Ray	Bunce	Service Manager	Remco	AT/HVAC
Merri	Cuadra	Owner	Lucha Bella	Cosmetology
David	Escott	Sr. Mgr. Engineering	Just Born	Academy for Applied Engineering
Denise	McGaughran	Instructor of Health Related Technology	Career Institute of Technology	Health Careers
Jill	Oman	Executive Chef	McCarthy's Red Stag Pub	Culinary Arts
Laura	Palermo	Mgr. of Restaurant Training	Lehigh Valley Restaurant Group	Culinary Arts
Timothy	Rios	Executive Chef	Saucon Valley Country Club	Culinary Arts
Eric	Smith	Barber	Eric's Barbershop	Cosmetology
Stephen	Strom	Lecturer/Electronics	Northampton Community College	Electronics Technology
Heather	Williams	Executive Chef	IronPigs	Culinary Arts

MOTION BY: Director Donaher  
SECOND BY: Director Eichfeld  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher,  
Schenkel – seven; Nay: none

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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 was held at Wind Creek Event Center (formerly The Sands) beginning in 2018. 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 18, 2021 for this event, at a cost of \$8,000, which remains the same as previous years. We have successfully secured sponsorships for prior years' events to defray costs and plan to seek sponsors again this year. Additionally, Wind Creek has agreed to apply the \$4,000 deposit for the 2020 event, which was not held due to the Covid-19 pandemic, to the 2021 event. In the event that we are again unable to hold our ceremony, they have agreed to return our deposit.

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 2021.

MOTION BY: Director Donaher  
SECOND BY: Director Eichfeld  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher,  
Schenkel – seven; Nay: none



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7. TEXTBOOKS

RECOMMENDATION:

**Web Design and Development Program**

Social Media Marketing

19 Textbooks (For PM Students) @ \$ 88.95 each – Total Cost \$1690.05

Published by BE Publishing

The above textbook has been approved by the Occupational Advisory Committee for this program.

A sample of the book can be accessed using the following link:

<https://www.bepublishing.com/social-media-marketing.html>

MOTION BY:	Director Donaher
SECOND BY:	Director Eichfeld
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher, Schenkel – seven; Nay: none

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8. BUDGET TRANSFERS

RECOMMENDATION:

That the attached budget transfers for November, 2020, be approved as presented.

Account	Description	To	From	REASON
	TRANSFER TO FOOD			
10.5251.939.000.000	SERVICE FUND	15,000.00		Reallocate funds for Food Service
10.1110.515.000.000	BUS TRANSPORTATION		\$2,000.00	Reallocate available funds
10.1330.515.000.000	BUS TRANSPORTATION		\$1,000.00	Reallocate available funds
10.1370.515.000.000	BUS TRANSPORTATION		\$1,000.00	Reallocate available funds
10.1380.515.000.000	BUS TRANSPORTATION		\$11,000.00	Reallocate available funds
Transfer available transportation funds (less trips anticipated due to COVID-19 restrictions) to Food Service Fund.				
Food service revenues are lower than expected due to online and hybrid learning coupled with unanticipated expenses.				

MOTION BY: Director Donaher  
SECOND BY: Director Eichfeld  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher,  
Schenkel – seven; Nay: none

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9. CLEAR VU AGREEMENT

INFORMATION:

BAVTS is a member of the Le-Nor-Co purchasing cooperative for the procurement of school lunch program food and supplies. Le-Nor-Co has selected ClearVu School Services, LLC to provide food service procurement services. At the December 4, 2019 Joint Committee meeting, the agreement with ClearVu School Services, LLC was approved provide food service procurement services effective January 1, 2020 through December 31, 2020 at an annual cost of \$600.00. The agreement contained two (2) additional renewal terms of 1 year each. Le-Nor-Co has decided to continue procurement services with ClearVu.

RECOMMENDATION:

That the Joint Committee authorize the administration to renew the agreement with ClearVu School Services, LLC to provide food service procurement services effective January 1, 2021 through December 31, 2021 at an annual cost of \$600.00. The administration is also authorized to renew the contract for January 1, 2022 through December 31, 2022 if Le-Nor-Co elects to continue with ClearVu for procurement services in 2022.

MOTION BY: Director Donaher  
SECOND BY: Director Eichfeld  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher,  
Schenkel – seven; Nay: none

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10. CREDIT CARD SIGNERS

INFORMATION:

Debra Miller and Kathleen Petko are listed as Authorized Business Officers for BAVTS credit cards with TCM Bank. The credit cards were originally though Embassy Bank, but TCM Bank purchased their portfolio earlier this year. As a result of Kathleen Petko's retirement in October, a new board resolution is needed to change the Authorized Business Officers with TCM Bank. It is recommended that Adam Lazarchak replace Kathleen Petko.

RECOMMENDATION:

That Debra Miller and Adam Lazarchak be appointed as Authorized Business Officials for the BAVTS credit cards and authorized signers for any documents related to the credit cards.

MOTION BY: Director Donaher  
SECOND BY: Director Eichfeld  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher,  
Schenkel – seven; Nay: none

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11. CLOSE OF FISCAL YEAR 2019-2020

INFORMATION:

As reported at the October Joint Committee meeting, the audit of the fiscal year ended June 30, 2020 is complete. The revenues in excess of expenditures for the general fund have been calculated at a net of \$1,136,661.04.

RECOMMENDATION:

It is recommended that the Joint Committee approves 50% of the excess funds be transferred into BAVTS Capital Reserve fund for future building expansions and renovations and the remaining 50% of excess funds be returned to the districts as listed below. The excess funds are returned to the districts based on the 2019-20 funding proportion.

Transfer to BAVTS Capital Reserve Fund: \$ 568,330.52

Return to Districts:

Bethlehem Area:	\$ 420,787.50
Northampton Area:	114,795.94
Saucon Valley:	32,747.08

MOTION BY:	Director Donaher
SECOND BY:	Director Eichfeld
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher, Schenkel – seven; Nay: none

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12. CONTINUING EDUCATION

a. COURSE APPROVAL

RECOMMENDATION:

That the Esthetics class be offered for those students who were unable to complete the program due to the COVID-19 pandemic and subsequent shutdown. The maximum amount of hours needed for students to fulfill in order to sit for their license is 44. The course will be offered via a virtual platform on Tuesdays and Thursdays from November 5 through December 15 at a cost of \$556.60.

b. 2020-2021 CONTINUING EDUCATION INSTRUCTOR

RECOMMENDATION:

That the following individual be approved as a Continuing Education Instructor for the 2020-2021 school year at the hourly rate listed:

<b>Name</b>	<b>Wage</b>	<b>Subject Area</b>
Joanne McTague	\$25.00/hour	Esthetics

MOTION BY: Director Donaher  
SECOND BY: Director Eichfeld  
ROLL CALL Motion carried by the following roll call vote: Aye:  
Directors Sinkler, Gogel, Dettmar, Eichfeld, Longacre, Donaher,  
Schenkel – seven; Nay: none

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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 September 30, 2020.

Respectfully submitted,



Adam S. Lazarchak  
Executive Director

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J.(5.) HOUSE PROJECT REPORT

Mr. Moser, the new Construction Management Academy Instructor started today. The next items to be addressed/installed at the house are the HVAC system and plumbing for upstairs bathroom and laundry room.

New Business

Director Eichfeld inquired if the Pledge of Allegiance is recited at the school each day. Mr. Lazarchak, along with Mr. Galler and other school personnel attending the meeting assured him that the Pledge is recited every morning. Mr. Lazarchak did clarify that the afternoon session does not include the Pledge as the home schools start their morning with this as well.

Director Longacre apologized for his absence at the October Joint Committee meeting and thanked Attorney Spry and Mr. Gogel for their efforts in his absence.

The meeting adjourned at 7:14 p.m. on the motion of Director Sinkler, seconded by Director Dettmar and unanimous voice vote.

Attest,



Susan M. Fahrenkopf  
Joint Committee Secretary