

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
January 13, 2014

- I. The regular meeting of the MBIT Executive Council was convened on Monday, January 13, 2014, at 5:30 p.m. by Mr. John Gamble, Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag. The following members were in attendance:

Council Members

Mr. Mark Byelich, Council Rock S.D.
 Dr. Bill Foster, Council Rock S.D.
 Mr. John Gamble, Central Bucks S.D.
 Mrs. Betty Huf, Centennial S.D.
 Mr. Charles Kleinschmidt, Centennial S.D.
 Mrs. Jane Schrader Lynch, Centennial S.D.
 Mr. R. Tyler Tomlinson, Central Bucks S.D. (Alternate)
 Mrs. Kelly Unger, Central Bucks S.D.

Absent

Mr. Joseph Jagelka, Central Bucks S.D.
 Representative for New Hope Solebury S.D.

Others in Attendance:

Mr. Mark Klein, MBIT Superintendent of Record, Council Rock S.D.
 Mrs. Denise Dohoney, Assistant Director
 Mr. Jeffrey Garton, Esq., School Solicitor
 Mr. Richard Hansen, Facility Supervisor
 Mrs. Roberta Jackiewicz, Assistant Board Secretary
 Mr. Vincent Loiacono, Director of Facility Operations
 Mrs. Stacy Pakula, Career and Technical Education Supervisor
 Mrs. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager

- II. The Executive Council members, Superintendent of Record, Solicitor, Administrative Director and Assistant Board Secretary introduced themselves.
- III. Guests at the meeting included Ms. Kati Driban, Centennial School District School Board Director, Mr. Mark B. Miller, Centennial School District School Board Director and Mrs. Pamela Swoyer, Worked Based Education Teacher and SkillsUSA Advisor. The following MBIT SkillsUSA Officers were in attendance: Devon DePhillips, Jaide Erney, Samantha Kuhns, Erin Munder, Nathan Reinheimer, Andrew Treon, Anthony Cinque, Maya Grasty, Gabrielle Leone, Shelby Parker, Daniel Pulyk, David Reilly, Gregory Rodriguez and Elizabeth Sutcliffe.

- IV. Mr. Gamble welcomed everyone and stated that his years here have been fantastic. He feels the reason things go so well is that although the Council members are from different school districts, they work for the best of Middle Bucks. The students achieve because of what happens in these doors and he asked the new members to please keep that up. He thanked the outgoing members and added that Mrs. Heenan did some fantastic work. He asked the members to give 100% and work together for the betterment of the students.
- V. Mr. Gamble noted that the Program, Policy and Personnel Committee acts as the Nomination Committee and he asked Mrs. Huf, Chairperson, to give the report.

Mrs. Huf announced that the Program, Policy and Personnel Committee acting as the Nomination Committee met on Tuesday, January 7, 2014 and submitted the following candidates for the 2014 Executive Council officers: Chairperson – Mrs. Betty Huf or Mr. Charles Kleinschmidt of Centennial School District and Vice-Chairperson – Dr. Bill Foster of Council Rock School District.

There was a discussion concerning the position of Secretary. It was decided that since New Hope Solebury is next in the rotation to hold the position of Secretary, this matter would be deferred until a Representative is appointed from the district. If the New Hope Solebury Representative is not interested in the position, the Council may nominate a member from another district for the position.

Mrs. Huf invited other nominations from the floor. Hearing none, Mrs. Schrader Lynch moved, Mrs. Unger seconded, **passed** unanimously, to close nominations.

Mr. Gamble noted two candidates are interested in the position of Chairperson and he asked each candidate to speak to the Council regarding why they would like the position. Mrs. Huf and Mr. Kleinschmidt spoke about their experiences and why they are interested in the position of Chairperson.

The results of a roll call vote to elect a Chairperson of the Executive Council for 2014 were: Mrs. Huf 3 votes, Mr. Kleinschmidt 4 votes, and 1 abstention (Mr. Byelich because he does not know either candidate). Neither candidate received the majority of affirmative votes required to make a selection, therefore, action on this matter was deferred to the next regular meeting of the Executive Council.

The motion to elect Dr. Bill Foster as the 2014 Vice-Chairperson of the Executive Council, **passed** unanimously by acclamation.

The motion to defer taking action on the 2014 Executive Council Secretary, **passed** unanimously by acclamation.

Dr. Foster assumed the chair. He complimented Mr. Gamble for his work as Chairperson.

- VI. Ms. Driban commented that she heard great things about the Open House from parents and community members; some who already have children here and some who are considering sending their children here. The perception is still that this is a “Vo Tech” and if they go here, they aren’t going to college. Some of those parents have had their eyes opened about the percentages of our students here that do move on to higher education and go on for other degrees. She said it is very exciting to already hear that feedback only a week later. The perception is changing, but changing very slowly. She concluded that they did get the message when they came in to this building and she gave kudos to the students and staff that are sending that message.

Mr. Miller shared that his son also attended Middle Bucks. Last night, he was elected Deputy Chief of Warminster Ambulance Corps and he is a graduate of the Public Safety program here.

Mr. Gamble noted he was at the Open House along with Mr. Kleinschmidt, Mrs. Huf, Mrs. Schrader Lynch and Mr. Miller. He said it was a fantastic showing. There were a lot of happy people and really happy parents, which is really good. He thanked Mrs. Strouse and the staff for putting on a fantastic as usual Open House.

Dr. Foster said this was his first Open House and it was amazing. It was an extremely cold night and the parking lot was completely full, such that many people had to park near the school entrance and walk in. He got to see the teachers pitch their class to prospective students and this is something that most high school teachers don’t have to do. One thing that distinguishes us from other institutions is that we have to convince people to want to take these programs. The teachers have to do that and they were doing a great job. He added that the pie was amazing.

- VII. Dr. Foster noted that January has proven to be a busy month at Middle Bucks. Last week, the school hosted its annual Open House. The programs and lab areas were busy with student demonstrations and information about the courses offered at Middle Bucks. The event was attended by several of our Executive Council members and everyone at Middle Bucks sure appreciates them coming out on such a cold night to support the school.

The Pennsylvania Builders Association will be on-site at Middle Bucks on January 15th to conduct a re-evaluation of our Carpentry, Electrical and HVAC programs. They will also conduct an initial evaluation of our Building Trades and Plumbing programs for consideration for accreditation. The PBA accreditation offers our students membership in the Pennsylvania Builders Association with the ability to post their resumes on the PBA website and a certificate of achievement endorsed by PBA upon successful completion of the NOCTI exam.

Middle Bucks will be hosting the PennDOT Route 263 Rebuilding Dedication Ceremony on January 24th at 2:30PM at the entrance of the school. The event is expected to be attended by 30 guests including PennDOT Secretary Barry Schoch, Congressman Fitzpatrick, State Reps O’Neill, Petri, Watson, State Senators Tomlinson & Greenleaf, and local Politicians of Warwick Township.

Finally, SkillsUSA District Competitions will take place the last week in January. We will be sending 53 students to compete in 49 events against students from eight other technical high schools. Competitions include: Architectural Drafting, Computer Maintenance, Crime Scene Investigation, Culinary Arts, Plumbing, Residential Wiring, Preschool Teaching Assistant, Welding and many more.

All in all it will be a busy month at Middle Bucks.

VIII. Mrs. Huf moved, Mr. Gamble seconded, passed 5 ayes, 0 nays, and 3 abstentions (Mr. Byelich, Mrs. Schrader Lynch and Mr. Tomlinson were not present at the meeting) to approve the minutes of the November 11, 2013 meeting. Attachment 1 (pg. 1-1)

IX. Routine Business:

A. Administrative Report

1. Mrs. Strouse stated we have the opportunity to hear firsthand from our SkillsUSA students who attended Fall Leadership in the Poconos last November about their journey to become tomorrow's leaders. Strong leadership is an essential component of every successful organization. Middle Bucks is fortunate to have so many young people willing to fulfill this responsibility by passionately involving themselves in our SkillsUSA organization. She introduced Mrs. Swoyer, facilitator of our SkillsUSA organization.

Mrs. Swoyer thanked the Council for allowing the SkillsUSA Officers to share in the meeting and see how parliamentary procedure works and how people are elected in the real world. She continued by saying that we had a really wonderful start to the school year and she has had the most wonderful students at Fall Leadership and have had the best conferences ever for two years in a row. Middle Bucks coordinates the conference for all of the technical schools in the tri county area and she has been the conference coordinator for the past three years. She added that Middle Bucks has won the School Spirit Award for the past two years because of the student's hard work and effort.

Each of the SkillsUSA Officers introduced themselves and stated what office they hold. They shared some of their experiences and what they learned at Fall Leadership. The students thanked the Council for their support.

Dr. Foster congratulated the officers on their success. Mrs. Unger thanked the students for coming before them and said she loved having the opportunity to hear from all of them. On behalf of all the board members, she said they are so proud of them and thanked them for doing well.

2. Mrs. Strouse stated that public education is a more than just learning basic Math, Science and English. It's a platform for students to reach their potential. It inspires hope for new generations and a successful future. Middle Bucks Institute of Technology exists in part because of individuals who volunteer their time to make informed decisions about issues facing career and technical education. Every January we celebrate these every day heroes, our elected School Board members, who serve our students, our school and our community. School Directors volunteer an average of 20 hours a month to help run the schools in our community. They make difficult decisions for the betterment of our students. They vote on multi-million dollar budgets, they hire staff, select textbooks and review curriculum. These dedicated individuals reside in our community; they are our friends, neighbors, community leaders, parents and engaged senior citizens. Middle Bucks is grateful to the members of the Executive Council who believe in our school. In recognition of School Directors month, she thanked them on behalf of the staff and students at Middle Bucks Institute of Technology for being everyday heroes and making our student's success their priority. Mrs. Strouse presented each Executive Council member with a certificate.

Mrs. Strouse presented a plaque to Ms. Driban in recognition of her dedication and service as a member of the Executive Council.

- B. Mrs. Huf moved, Mrs. Unger seconded, **passed** 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 2-1)
- C. Committee Reports
 1. Mr. Klein, Superintendent and Chairperson of the Professional Advisory Council said there was nothing to add to the report. Attachment 3 (pg. 3-1)
 2. The Building, Security and Technology Committee meeting scheduled on Tuesday, January 7, 2014 at 4:30PM was cancelled. Attachment 4 (pg.4-1)
 3. Mrs. Betty Huf, Chairperson of the Program, Policy and Personnel Committee stated there was nothing to add to the report. Attachment 5 (pg. 5-1)
 4. The Finance Committee meeting scheduled on Tuesday, January 7, 2014 at 6:00 PM was cancelled. Attachment 6 (pg. 6-1)
 5. The Committee and Chair Assignments were deferred to the next regular meeting of the Executive Council. The existing committee members will continue to work on their assigned committees. Dr. Foster and Mr. Jagelka will serve as temporary Chairs on their respective committees, since the prior Chairs are no longer members of the Executive Council.

- D. Mrs. Huf moved, Mr. Gamble seconded, **passed** 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to approve the Cash Payments Report for November and December. Attachment 7 (pg. 7-1)
 - E. Mrs. Huf moved, Mrs. Unger seconded, **passed** 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to approve the Treasurer's Report for October and November. Attachment 8 (pg. 8-1)
- X. Current Agenda Items
- A. Personnel Items
 - 1. Mrs. Huf moved, Mrs. Unger seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Renee Elliott, Main Office Administrative Assistant/Attendance Officer, effective December 9, 2013.
 - 2. Mrs. Huf moved, Mrs. Unger seconded, **passed** unanimously, to ratify the employment of Louise Forliano as short-term substitute Main Office Administrative Assistant/Receptionist effective December 5, 2013 until the return of our staff member, with the duration of the assignment being no longer than January 17, 2014, at an hourly rate of \$16.00, with statutory benefits only.
 - 3. Mrs. Huf moved, Mrs. Unger seconded, **passed** unanimously, to approve the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Sandra Fitzpatrick, Special Needs Coordinator, effective January 14, 2014.
 - 4. Mrs. Huf moved, Mrs. Unger seconded, **passed** unanimously, to approve the employment of the additional spring 2014 Adult Education Evening School staff. Attachment 9 (pg. 9-1)
 - 5. Mrs. Huf moved, Mrs. Unger seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2013-14 school year. Attachment 10 (pg. 10-1)
 - B. Other Matters for Consideration
 - 1. Mrs. Huf moved, Mr. Gamble seconded, **passed** 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to approve the out of state professional development request. Attachment 11 (pg. 11-1)

2. Mrs. Huf moved, Mr. Gamble seconded, passed 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to receive and file the November 4, 2013 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 12 (pg. 12-1)
3. Mrs. Huf moved, Mr. Gamble seconded, passed 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to modify resolution 12 passed November 11, 2013 authorizing the Business Manager to execute 60 month FMV lease changing Canon 8400 to Canon 5255 with cost reduction from \$614 per month to \$579 per month.
4. Mrs. Huf moved, Mr. Gamble seconded, passed 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to approve the Memorandum of Understanding - Sheltering and Mass Care Facilities Agreement between Middle Bucks Institute of Technology and Central Bucks School District. Attachment 13 (pg. 13-1)
5. Mrs. Huf moved, Mr. Gamble seconded, passed 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to approve the Memorandum of Understanding - Sheltering and Mass Care Facilities Agreement between Middle Bucks Institute of Technology and Diamond Ridge Camp. Attachment 14 (pg. 14-1)
6. Mrs. Huf moved, Mr. Gamble seconded, passed 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to accept the PDE Equipment Grant, Project Number 122-146-4036 in the amount of \$37,750 and to use the Capital Reserve Fund as a 50 percent match for the purchase of the equipment listed in the grant. Attachment 15 (pg. 15-1)
7. Mrs. Huf moved, Mr. Gamble seconded, passed 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to authorize the Administration to advertise and solicit sealed bids for the following equipment in the PDE Equipment Grant, Project Number 122-146-4036: *Rational Self-Cooking Center, Structural Engineering Trainer, RED 35mm Digital Camera*. Attachment 20 (pg. 20-1)
8. Mrs. Huf moved, Mr. Gamble seconded, passed 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to accept the Keystone STARS Rising Stars Support Grant received by Li'l Bucks Partners in Learning; in the amount of \$10,700.00. The grant stipulates a portion of the grant money is to be awarded as bonuses to the teaching staff of Li'l Bucks Partners in Learning; therefore to award the following bonuses: Nicole Stymiest, Group Leader \$1805.00, Noelle Bush, Assistant Group Leader \$700.00 and Brittany Gibson, Assistant Group Leader \$700.00. Attachment 16 (pg. 16-1)

9. Mrs. Huf moved, Mr. Gamble seconded, **passed** 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to accept the grant from the Financial Literacy Fund of TruMark Financial of The Philadelphia Foundation, in the amount of \$5,500.00, to purchase textbooks, workbooks, computer software, math manipulatives, personal finance resources and anything related to money management and personal finance. Attachment 17 (pg. 17-1)
 10. Mrs. Huf moved, Mr. Gamble seconded, **passed** 7 ayes, 0 nays, and 1 abstention (Mrs. Schrader Lynch due to insufficient knowledge regarding the item), to approve budget transfers. Attachment 18 (pg. 18-1)
- XI. Mrs. Huf moved, Mr. Gamble seconded, **passed** unanimously, to adjourn the January 13, 2014 meeting of the MBIT Executive Council at 6:19 PM.

Respectfully submitted,

Roberta Jackiewicz
Assistant Secretary