

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
**EXECUTIVE COUNCIL MINUTES**  
**March 10, 2014**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, March 10, 2014, at 5:30 p.m. by Mr. Charles Kleinschmidt, Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag. The Executive Council observed a moment of silence in memory of Mr. Raymond Wallrath, who recently passed away and was a supporter of the school and the community for many years. The following members were in attendance:

**Council Members**

Mrs. Susan Atkinson, New Hope Solebury S.D.  
 Mr. Mark Byelich, Council Rock S.D.  
 Dr. Bill Foster, Council Rock S.D.  
 Mrs. Betty Huf, Centennial S.D.  
 Mr. Joseph Jagelka, Central Bucks S.D.  
 Mr. Charles Kleinschmidt, Centennial S.D.  
 Mr. Mark B. Miller, Centennial S.D. (Alternate)

**Absent**

Mr. John Gamble, Central Bucks S.D.  
 Mrs. Jane Schrader Lynch, Centennial S.D.  
 Mrs. Kelly Unger, Central Bucks 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. Guests at the meeting included Ms. Gina Boccella, Health Occupations Teacher and Mrs. Lisa Cuffari, Dental Occupations Teacher. The following MBIT students were in attendance: Erin Hutchinson, Heather Klein, Nicole Lenegan, Michael McGowan, Cassidy Ruscak and Melissa Tempest.
- III. Mr. Kleinschmidt welcomed Mrs. Atkinson, Representative from New Hope Solebury School District to the Executive Council and said he looks forward to working with her.

- IV. Mr. Kleinschmidt invited nominations for the Executive Council Secretary from the floor.

Mrs. Huf moved, Mr. Miller seconded to nominate Mrs. Susan Atkinson as Secretary.

Mr. Kleinschmidt invited other nominations from the floor. Hearing none, Mrs. Huf moved, Dr. Foster seconded, **passed** unanimously, to close nominations.

Mrs. Susan Atkinson was elected as the 2014 Secretary of the Executive Council unanimously, by acclamation.

It was asked what the duties are of the Secretary. The Secretary doesn't need to take minutes. Mr. Garton said the Secretary signs documents in an official capacity.

- V. The Executive Council, Administrative Team and Guests introduced themselves.

- VI. Mr. Kleinschmidt noted that on Thursday, February 20th, the Middle Bucks Institute of Technology chapter of the National Technical Honor Society (NTHS) inducted nineteen new student members and one honorary member. The mission of the NTHS is to honor student achievement and leadership, and provide business and industry with a continuous stream of talented, highly skilled future employees, as well as being the leader in providing recognition for excellence in career and technical education and creating significant occupational opportunities for America's top students in workforce education. He said we are very proud of this year's inductees.

In addition, Mr. Joseph DeFranco from Temple University was inducted as an honorary member of the National Technical Honor Society. Mr. DeFranco has served as the Field Resource Associate assigned to observe and assist new teachers in the classroom during their school day for over twenty years. It is because of Mr. DeFranco's commitment and long standing association with Middle Bucks that he was recognized as this year's honorary member of the National Technical Honor Society.

Mr. Kleinschmidt noted there are photos of the Induction Ceremony currently posted on the MBIT website for the community to view and he encouraged everyone to look at those students and said there are many proud moments there.

Mr. Kleinschmidt reminded everyone that we follow Roberts Rules of Order. He asked that when presentations are being made, to wait until the presenter is through before asking questions.

- VII. Dr. Foster commented that he finally had lunch in Aspirations and a mini tour of the school. He had a few guests and it was great. It was impressive to see the caliber of service and cooking. He thanked Mrs. Strouse for arranging it and said it was worth the wait and he should have come sooner.

Mr. Kleinschmidt said Mrs. Unger asked him to share that she misses everyone, is doing well and is very much looking forward to being at the next meeting. Mr. Kleinschmidt wished her well and asked everyone to keep her in their thoughts.

VIII. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously to approve the minutes of the February 10, 2014 meeting as amended to include Alternate Executive Council Member in parenthesis after Mr. Miller's name. Attachment 1 (pg. 1-1)

IX. Routine Business:

A. Administrative Report

1. Mrs. Strouse introduced Ms. Gina Boccella, Health Occupations Teacher and Mrs. Lisa Cuffari, Dental Occupations Teacher and the students attending from the Health Science Career Cluster.

The students gave an overview of their programs, which includes Health Sciences, Health Occupations, and Dental Occupations. They discussed clinical experiences, senior portfolios, 21<sup>st</sup> century skills, external educational experiences, community service, career pathways, leadership skills, certifications, articulation agreements and post-secondary educational opportunities.

The students explained what HOSA (Health Occupations Students of America) is and the opportunities they have by participating in this organization. HOSA provides leadership opportunities as they compete for class officer positions and state officer positions. The students participate in competitive events and there are scholarships and networking opportunities for post-secondary education. They described the yearly State Leadership Conference, where it is held, the number of competitions and how participating in the conference and competitions help them to improve their skills. The students also participate in community service, which includes blood drives, coat drives, food drives, and supporting a community organization every year. This year they raised money for the Cystic Fibrosis Foundation. The State Leadership Conference has competitive events and the students can run for state office. The students who earn a state officer position or place first, second or third in a state competitions go on to compete at the National Leadership Conference. The conference is held in June in different cities and this year it will be held in Orlando, Florida. It is a great experience and in addition to the competitions, the students also attend educational and social activities, tour healthcare facilities and exhibits presented by professional health care associations.

- B. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously 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 further to add to the minutes. Attachment 3 (pg. 3-1)

2. The Building, Security and Technology Committee meetings scheduled on March 4, 2014 at 4:30 PM was cancelled. Attachment 4 (pg.4-1)
  3. The Program, Policy and Personnel Committee meeting scheduled on March 4, 2014 at 5:15 PM was cancelled. Attachment 5 (pg. 5-1)
  4. The Finance Committee meeting scheduled on March 4, 2014 at 6:00 PM was cancelled. Attachment 6 (pg. 6-1)
- D. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Cash Payments Report for February. Attachment 7 (pg. 7-1)
- E. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Treasurer's Report for January. Attachment 8 (pg. 8-1)
- X. Current Agenda Items
- A. Personnel Items
1. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Susan Burns, Instructional Assistant, effective March 5, 2014.
  2. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the employment of Elizabeth Crilley at a rate of \$50.00/hour, paid through Perkins, with statutory benefits only, to serve as a classroom mentor for 75 hours effective March 17, 2014 through June 6, 2014.  
  
There was a question asked about what a classroom mentor is and if we have many classroom mentors. Mrs. Strouse explained that we have a staff member that has been on a leave of absence all year, and as a result we have the money that was allotted for that salary in Perkins. We have to either turn it back in or use it in a different way. We would like to utilize the money to purchase software to assist with teacher observations and to hire Ms. Crilley. Ms. Crilley was a teacher here for 32 years and is retired. We used her last year to mentor five brand new teachers and would like to bring her back for six or eight weeks to mentor teachers specifically on classroom management strategies. Mrs. Huf commented she was happy to see that and remembers how good Ms. Crilley was with the students and the program. Mrs. Strouse added that Ms. Crilley goes in to the classroom, models different strategies for new teachers and works right alongside of them. There's no evaluation or judging; she goes in and coaches. The teachers were very receptive to her last year and were happy for the opportunity to have her come back.
  3. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2013-14 school year. Attachment 9 (pg. 9-1)

4. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to accept the resignation of Robin Ackerman, Instructional Assistant, effective March 20, 2014.

B. Policies

1. Mr. Jagelka moved, Mrs. Huf seconded, **passed** unanimously, to table revised Board Policy No. 815, Acceptable Use of Electronic Resources, in the Operations Section. Attachment 10 (pg. 10-1)

C. Other Matters for Consideration

1. Mr. Byelich moved, Dr. Foster seconded, **passed** unanimously, to table the motion to approve the proposed Middle Bucks Institute of Technology 2014-2015 General Fund Budget. (Enclosure)

Discussion included that it was thought there would be an opportunity to discuss the budget at the Finance Committee meeting and there being a concern about the 3% budgeted amount for the Administrative salaries and it feels high in addition to the 2% increase last year.

2. Mr. Byelich moved, Dr. Foster seconded, **passed** unanimously, to table the motion to approve the proposed Middle Bucks Institute of Technology various non-major fund budgets for 2014-2015 (Enclosure)
3. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to authorize the Business Office to solicit bids for lab supplies for the 2014/2015 school year.
4. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to authorize administration to plan, develop and market a summer career enrichment program. Attachment 11 (pg. 11-1)
5. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the January 24, 2014 Local Advisory Council minutes. Attachment 12 (pg. 12-1)
6. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve revisions to the 2013-2014 school calendar. Attachment 13 (pg. 13-1)
7. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to purchase a 3-year site license for eWalkPLUS, a tool to assist with classroom observations, at a cost of \$2,700.00 funded by the 2013-2014 Perkins Grant. Attachment 14 (pg. 14-1)

8. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to accept bid proposal from Singer Equipment Company in amount of \$17,633.69 for a Rational Self-Cooking Center for the Culinary Arts program. This oven will be purchased with funds from PA Department of Education Equipment Grant #122-14-4036 with required local matching funds from the Capital Reserve Fund. Attachment 15 (pg. 15-1)

Mrs. Strouse was asked to explain how the equipment purchases could help the programs. She explained the process and said that when the Occupational Advisory Committees meet in the fall, their purpose is to look at the lab and the equipment and make recommendations on pieces we should try to acquire. Each of the three pieces was recommended by the Occupational Advisory Committees.

She noted that the Rational Self-Cooking Center is in many restaurants right now. You can bake, roast, steam, blanche or poach all in one unit at the same time. The Amatrol Structural Trainer is used to teach fundamentals of structural analysis, bridge design and construction. It is a part of the STEM program in the Engineering Related Technology program. Students will be using it to study skyscrapers, bridges, tunnels, dams, mass transit systems and water treatment facilities development. The purchase of the RED Camera is for the Multimedia Technology program and is used in all different facets of television, film and audio production. It is the most sought after camera in the industry and RED Camera Operators are in demand. She further explained that the only way we can purchase equipment through this grant is if the programs are deemed as High Priority Occupations by the Department of Labor and Industry. All three of these programs are on the High Priority Occupations List. The Pennsylvania Department of Labor and Industry posts the list on their website every July.

9. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to purchase Structural Engineering Trainer System via PEPPM from Allegheny Educational Systems, Inc. at a cost of \$24,935.04 and courseware software directly from AES at cost of \$2,205 for the Engineering Related Technologies program. The system is funded by PA Department of Education Equipment Grant #122-14-4036 with required local matching funds from the Capital Reserve Fund. Attachment 16 (pg. 16-1)
10. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to purchase RED Epic-X-Mysterium-X® digital camera system from RED DIGITAL CINEMA at a cost of \$27,663.50 for the Multi Media Technology program. RED DIGITAL CINEMA is a sole source provider. The system is funded by PA Department of Education Equipment Grant #122-14-4036 with required local matching funds from the Capital Reserve Fund. Attachment 17 (pg. 17-1)

11. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the Summary Appraisal Report for Insurance Purposes for Middle Bucks Institute of Technology dated October 31, 2013. Attachment 18 (pg. 18-1)
  12. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve budget transfers. Attachment 19 (pg. 19-1)
- XI. Mr. Jagelka moved, Mrs. Huf seconded, **passed** unanimously, to adjourn the March 10, 2014 meeting of the MBIT Executive Council at 6:08 PM.

Respectfully submitted,

Susan Atkinson  
Secretary

Roberta Jackiewicz  
Assistant Secretary