

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
April 14, 2014

- I. The regular meeting of the MBIT Executive Council was convened on Monday, April 14, 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 following members were in attendance:

Council Members

Mr. Mark Byelich, Council Rock S.D. (Arrived 6:02 p.m.)
 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.
 Mrs. Tracy Keyes, New Hope Solebury S.D. (Alternate)

Absent

Mrs. Susan Atkinson, New Hope Solebury S.D.
 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 Dr. Joyce Mundy, Superintendent, Centennial School District, Mr. Bradley Rosenau, Commercial Art Teacher/MBEA President and Mr. Gregory Smith, Practical Environmental Landscaping Teacher. The following MBIT students were in attendance: Adam McCloskey and Daniel Reynolds.
- III. The Guests and Administrators introduced themselves.
- IV. Mr. Kleinschmidt noted that Middle Bucks Institute of Technology has received notification that our Comprehensive Plan has been accepted by the Pennsylvania Department of Education for implementation during the July 1, 2014 to June 30, 2017 cycle. He extended a thank you to Mr. Joseph Jagelka for representing the Executive Council as a member of the Comprehensive Planning Steering Committee.

Mr. Kleinschmidt announced that our Multimedia students were selected as finalists in a national 10-Day Film Challenge and traveled to Philadelphia last week for a viewing of all of the finalist films. Our Multimedia students placed in six out of nine areas of competition including first place for best audio and best cinematography and second place for best overall film. They are now awaiting an invitation to attend this summer's New York Independent Film Festival.

Mr. Kleinschmidt added that we will be sending five HOSA students to Orlando, Florida in June to compete at the national level in four competitions including EMT, Prepared Speech, Epidemiology and Human Growth and Development. One of our Health Science students was elected as a state officer, so she will be attending the national conference as well to represent the state of Pennsylvania.

We will also be sending nine students who earned gold medals at SkillsUSA last Friday to Kansas City, Missouri in June to compete in Nationals in Crime Scene Investigation, Career Pathway Showcase, Job Interview, and Web Design.

Next month we will have the opportunity to meet and congratulate our competition winners in person when they attend our May Executive Council meeting. Mr. Kleinschmidt congratulated all the students.

V. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously to approve the minutes of the March 10, 2014 meeting. Attachment 1 (pg. 1-1)

VI. Mrs. Huf wished all of the students in the competitions the best of everything and said they speak well for MBIT. She is excited for them and anxious to hear the results.

VII. Routine Business:

A. Administrative Report

1. Mrs. Strouse introduced Mr. Gregory Smith, Practical Environmental Landscaping Teacher and students Adam McCloskey and Daniel Reynolds.

Mr. Smith and his students gave an overview of their program history, curriculum, skills they learn, industry certifications students can earn, hands-on activities, the greenhouse and changes and improvements they would like to make to the greenhouse next fall. They also shared information about the student operated nursery. The students will be selling organic vegetable and herb plants, annuals and hanging baskets to the public beginning on May 12 from 8 AM to 2 PM Monday through Friday.

Discussion included that the greenhouse polycarbonate will be installed next fall and there are 26 students currently enrolled in the program. Mr. Smith noted that of the students who graduated last year and attended his program, 100% were employed or went on to post-secondary education. He also said that currently four seniors and juniors are on co-op, with another one starting next week, and there were two more calls with employment offers.

- B. Mrs. Huf moved, Dr. Foster 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 to add to the minutes. Attachment 3 (pg. 3-1)
 - 2. Mr. Jagelka, Chairperson of the Building, Security and Technology Committee did not have anything to add to the minutes. Attachment 4 (pg.4-1)
 - 3. Mrs. Huf, Chairperson of the Program, Policy and Personnel Committee meeting said everything is in the attachment and some of the items are being voted on tonight. Attachment 5 (pg. 5-1)
 - 4. Mr. Kleinschmidt said he attended the Finance Committee meeting. The meeting was rescheduled in order to get the most attendance. It went well and was well attended. He said that Mr. Vining clarified concerns regarding the finances and fine-tuned the numbers a little bit and moved the increase from 2.1% to 1.9%. Mr. Kleinschmidt thanked Mr. Vining for his work. Attachment 6 (pg. 6-1)
- D. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Cash Payments Report for March. Attachment 7 (pg. 7-1)
- E. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Treasurer's Report for February. Attachment 8 (pg. 8-1)

The Executive Council held an Executive Session at 5:50 PM for approximately 10 minutes to discuss a confidential student matter.

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 #435.1 – Family and Medical Leave for Jeffrey Muschlitz, HVAC/Plumbing Technology Teacher, effective March 31, 2014.
- 2. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to ratify the employment of Deborah Schwartz as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective April 7, 2014.
- 3. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the employment of Jessica Capps, student in the Early Childhood Care and Education Program, to work in a co-op position as a Substitute Aide when needed, for Li'l Bucks Partners in Learning, at a rate of \$8.00/hour, effective April 14, 2014.

4. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the temporary employment of Dorothy Carr, as part-time substitute Instructional Assistant, at a rate of \$14.50/hour, with statutory benefits only, effective April 15, 2014 through June 18, 2014.
5. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Michael McCombe, Culinary Arts Teacher, effective May 14, 2014.
6. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the appointment of John Gamble as the Executive Council Representative to the 2014 Local Advisory Council (LAC).
7. 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)
8. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the employment of Patrick Maranuk as short-term substitute teacher in the Culinary Arts program, at a daily rate of \$266.00, with statutory benefits only, effective May 12, 2014 until the return of the staff member, with the duration of the assignment being no longer than June 13, 2014.

Mrs. Strouse explained we are hiring a short-term substitute for a staff member's leave of absence. He has a four year degree from the Restaurant School Walnut Hill College. He was referred to us by one of her colleagues and interviewed for an Instructional Assistant position. We asked him if he would like to interview for the short-term substitute position. He has held two long term substitute positions at two other career and technical schools and also taught adjudicated youth through a program in the Pocono area for a year.
9. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to deny the out of district student NB admission at this time.

B. Policies

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

Mr. Byelich arrived at 6:02 p.m.

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

Discussion included that the blue text is the new material in the policy. Mrs. Strouse noted that we are adding language to address students who wanted to use their own technology in the classroom. It was asked if this text came from the Pennsylvania School Boards Association (PSBA) verbatim or if we wrote it. Mrs. Strouse explained that she usually pulls a number of different policies, reads through them and creates policy based on our needs. She sends it to the Solicitor to review, to the Superintendents and then to the Executive Council.

C. Other Matters for Consideration

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

Dr. Foster moved, Mrs. Huf seconded, **passed** on a roll call vote of 5 ayes, 1 nay (Mr. Byelich), and no abstentions, to approve the proposed Middle Bucks Institute of Technology 2014-2015 General Fund Budget. (Enclosure)

2. Mr. Jagelka moved, Mr. Byelich seconded, **passed** unanimously, to remove from the table for consideration the motion to approve the proposed Middle Bucks Institute of Technology various non-major fund budgets for 2014-2015 (Enclosure)

Dr. Foster moved, Mrs. Huf seconded, **passed** on a roll call vote of 5 ayes, 1 nay (Mr. Byelich), and no abstentions, to approve the proposed Middle Bucks Institute of Technology various non-major fund budgets for 2014-2015 (Enclosure)

Discussion on items 1 and 2 included that this budget includes a 2% increase in payroll as opposed to the 3% that was originally discussed, this is not a final approval of the 2% and there needs to be enough wiggle room in the budget to be able to make adjustments. Dr. Foster commented that he thinks that public education pensions, through no fault of anyone in the room, are in a crisis and we're having to dig deep to deal with that and personally during that time of escalating pension payments, he would rather all of these things be as flat as possible until we work our way through it in the next three years. He is fine with it being put in the budget at this time. Mr. Jagelka said that the budget amount is really based on what is projected with the unknowns in place also. What he doesn't want to see happen is that we set the budget and take out some variables that should be factored in, knowing that the money is swept back into the districts in a year. If we don't need it, it goes back to the districts anyway, so there is really no harm in having the number in there per se. He continued that particularly with the size of the budget, 53% is coming out of Central Bucks and we are okay with it being at 3%, that wasn't an issue for us and we want to make sure we aren't harming it here by reining it in too much. Mr. Byelich stated that he had a lot comments at the Finance Committee meeting about even the 2% number, because he feels the same

way as Dr. Foster. He said we are working so hard at our home districts to reign in those costs, he is more comfortable at the 1% level and because of that he won't be voting to approve the budget. He said he doesn't have the luxury of having the experience to see that the budgeted amount actually won't be spent. He did look at the expenditures from last year and again, it isn't a comfort zone that he has. The teachers come in at .75 and the polling, with the exception of Centennial, seems to be that is about where the Administrators are.

3. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve planning for the implementation of a new High Priority Occupations program, CIP 51.9999 Sports Therapy and Exercise Management, for the 2015/2016 school year.

Mrs. Strouse explained the planning process. The first thing we would do is recruit an Occupational Advisory Committee, which would consist of people in our community that are working in that capacity, such as physical therapists, occupational therapists, physical therapy assistants and sports fitness trainers. They would meet next fall and discuss in detail about how the curriculum, which is developed by the Department of Education, would be weighted and what equipment we would need. They would look at the room size, how to lay out the space and what things you would need to start the program. Once we have a more detailed proposal, we would present that to the board in October or November. The board would need to decide if we want to move forward with the program. If we do, we have to put together an application and file it with the Department of Education to have the program approved and then we would go out and recruit for a teacher. We would want to try to have a teacher in place by January, so that when it's time for marketing the school and enrolling for the upcoming school year, you have that person on board to start talking about that program with the intent of bringing in students for that following September.

It was asked if the availability of people with teaching certificates in that expertise is factored in. Mrs. Strouse said they don't need to have the teaching certificate at this point; they have to have 5 years of experience in their industry and would have to be agreeable to go back to college for the teaching certificate. It was also asked if it is hard to find people that are willing to undertake the journey to get the teaching certificate. Mrs. Strouse noted that we have never run in to that problem and usually there is someone who has been training on the side or doing a little bit here and there and wants to move in that direction.

4. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the revised 2013-2014 Li'l Bucks Partners in Learning calendar. Attachment 11 (pg. 11-1)
5. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the 2014-2015 school calendar. Attachment 12 (pg. 12-1)

6. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Articulation Agreement with Hussian School of Art – Commercial Art. Attachment 13 (pg. 13-1)
 7. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to ratify additional field trip(s) for the 2013/14 school year. Attachment 14 (pg. 14-1)
 8. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve a summer school consortium at Middle Bucks Institute of Technology in July, 2014. Attachment 15 (pg. 15-1)
 9. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, ratifying the execution of an agreement with Windstream Communications for local, IntraLATA and long-distance telephone service at estimated pre E-Rate discount cost of \$506.10 monthly for the period from July 1, 2014 to June 30, 2017. Attachment 16 (pg. 16-1)
 10. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, ratifying the execution of an agreement with Sprint for cellular and push-to-talk service at estimated pre E-Rate discount cost of \$623.07 monthly for the period from July 1, 2014 to June 30, 2016. Attachment 17 (pg. 17-1)
 11. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve budget transfers. Attachment 18 (pg. 18-1)
- XI. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to adjourn the April 14, 2014 meeting of the MBIT Executive Council at 6:13 PM.

Respectfully submitted,

Roberta Jackiewicz
Assistant Secretary