

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
May 12, 2014

- I. The regular meeting of the MBIT Executive Council was convened on Monday, May 12, 2014, at 5:30 p.m. by Dr. Bill Foster, Vice 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

Mrs. Susan Atkinson, New Hope Solebury S.D.
 Dr. Bill Foster, Council Rock S.D.
 Mr. John Gamble, Central Bucks S.D.
 Mrs. Betty Huf, Centennial S.D.
 Mr. Joseph Jagelka, Central Bucks S.D.
 Mrs. Jane Schrader Lynch, Centennial S.D.
 Mrs. Kelly Unger, Central Bucks S.D. (Arrived 5:35 p.m.)

Absent

Mr. Mark Byelich, Council Rock S.D.
 Mr. Charles Kleinschmidt, Centennial 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, Mr. Paul Carney, Welding Technology Teacher, Mr. Mark Gage, Culinary Arts Teacher, Mr. Michael McCombe, Culinary Arts Teacher, Mrs. Marsha Moyer, Health Sciences Teacher, Mrs. Lise Rich, Early Childhood Care and Education Teacher, Mr. Robert Schwarz, Automotive Technology Teacher, Mrs. Pamela Swoyer, Worked Based Education/SkillsUSA Advisor, Mr. Michael Sykes, Building Trades Occupations Teacher and Mr. Christopher Tully, Multimedia Technology Teacher. There were also several students that were being recognized as competition winners and their families in attendance.
- III. Dr. Foster announced that we have waited for about a year or more to refinance some bonds and the market finally came our way. By refinancing those bonds, we have \$660,000 that allows us to affect some important capital improvements like transformer replacements and HVAC repairs. He thanked Mr. Vining and the facilities staff for identifying these needs and to everyone involved; it makes a big difference to the running of MBIT.

Dr. Foster reported that we have just completed NOCTI exams. Over 230 students sat for the exams. They are big exams that take a couple of hours. There is a 2 to 4 hour performance component where you really show what you can do. To make that happen, we have to have members of our Occupational Advisory Committees act as judges. He thanked them for volunteering their time and expertise to do the judging.

Dr. Foster continued that tonight we will be recognizing the MBIT students and their Program of Study for the skill competitions this year. We are going to have the opportunity to meet the families and the folks that play an important role in supporting the students in these programs. He thanked the teachers who joined us at the meeting tonight who have created the opportunities for these children and for the success in these competitions in addition to the students' hard work.

Finally, our annual Senior Recognition Ceremony will be held on Thursday, June 12th at 6:30PM at William Tennent High School. He asked that everyone please come.

Dr. Foster added that Mr. Kleinschmidt, Chairperson of the Executive Council, is away because his son is getting married.

IV. Mrs. Huf moved, Mr. Jagelka seconded, passed 5 ayes, 0 nays, and 2 abstentions (Mr. Gamble and Mrs. Schrader Lynch were not present at the meeting) to approve the minutes of the April 14, 2014 meeting. Attachment 1 (pg. 1-1)

V. Routine Business:

A. Administrative Report

1. Mrs. Strouse said the fact that so many people were in attendance at the meeting is quite an example of what our students have accomplished this year. She said we have a lot of students to recognize this evening who have placed first, second or third in their district, state and program related competitions. She asked the teaching staff in attendance to stand up and said they do an awful lot to help the students learn their skills so they can compete.

Mrs. Pamela Swoyer provided an overview of the local, District II, State and National competitions. She explained our district consists of three counties including Bucks, Montgomery and Delaware. If students achieve a gold medal at the district level, they move on to states. Our state has eleven districts, and we are District II. To earn a medal at our district competitions or to get to the state competitions is a huge accomplishment. Our district has some of the best technical schools across the state. In order to move on to Nationals, they must place first in the state. There are nine students moving on to the National competitions in Kansas City, which is the largest group of students we have ever taken. Each of the competition winners were introduced and presented with a certificate of recognition by Dr. Foster and Mrs. Strouse. Attachment 2 (pg. 2-1)

2. Mrs. Marsha Moyer provided an overview of the HOSA State competitions. She introduced each of the competition winners and said that all of the students will be going on to compete at Nationals being held in Orlando, Florida. Ms. Boccella, Mrs. Strouse and Dr. Foster presented each student with a certificate of recognition for their accomplishments. Attachment 3 (pg. 3-1)
 3. Mr. Paul Carney provided an overview of the American Welding Society (AWS) Competition. He introduced the two students who placed at the competition. Dr. Foster and Mrs. Strouse presented each student with a certificate of recognition for their accomplishments. Mr. Carney added that the students won close to \$1,000 in gifts (helmets, equipment etc.) and a certification certificate for \$250. Attachment 4 (pg. 4-1)
 4. Mr. Christopher Tully shared that he was forwarded an article about the Bucks County Computer Fair that mentioned our students swept the competition. He said it is a true testament to the value of the education they are getting here, but most importantly to what they actually did at the competition. He explained there were a total of six categories. Our students participated in four categories and won first place in all four of the categories. Dr. Foster and Mrs. Strouse presented each student with a certificate of recognition. Mr. Tully announced that these students will be competing at the state level at Dickinson College in Carlisle, Pennsylvania on May 20th. He added that you can watch the projects on our YouTube channel at mmtmbit. Attachment 5 (pg. 5-1)
- 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 6 (pg. 6-1)
- C. Committee Reports
1. Mr. Klein, Superintendent and Chairperson of the Professional Advisory Council said he had nothing to add to the report. Attachment 7 (pg. 7-1)
 2. The Building, Security and Technology Committee meeting scheduled on Tuesday, May 6, 2014 at 4:30 PM was cancelled. Mr. Joseph Jagelka, Chairperson. Attachment 8 (pg.8-1)
 3. The Program, Policy and Personnel Committee meeting scheduled on Tuesday, May 6, 2014 at 5:15 PM was cancelled. Mrs. Betty Huf, Chairperson. Attachment 9 (pg. 9-1)
 4. Mrs. Unger, Chairperson of the Finance Committee said the things that were discussed at the meeting will be reviewed tonight. Mr. Vining added that everything discussed is in the minutes. Attachment 10 (pg. 10-1)

- D. Mrs. Huf moved, Mr. Gamble seconded, **passed** unanimously, to approve the Cash Payments Report for April. Attachment 11 (pg. 11-1)
- E. Mrs. Huf moved, Mr. Gamble seconded, **passed** unanimously, to approve the Treasurer's Report for March. Attachment 12 (pg. 12-1)

VI. Current Agenda Items

A. Personnel Items

- 1. Mrs. Huf moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to appoint Robert Vining as Treasurer for Middle Bucks Institute of Technology Executive Council for the 2014-15 fiscal year.
- 2. Mrs. Huf moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to approve the employment of the 2014 summer staff, with statutory benefits. Attachment 13 (pg. 13-1)

B. Policies

- 1. Mr. Gamble moved, Mrs. Unger seconded, **passed** unanimously, to table new Board Policy No. 821, Suicide, in the Operations Section. Attachment 14 (pg. 14-1)

It was asked why we felt it necessary to include suicide in a policy. Mrs. Strouse noted that the Pennsylvania House recently passed a bill that requires schools to develop a suicide awareness and prevention policy.

C. Other Matters for Consideration

- 1. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the 2014-2015 Li'l Bucks Partners in Learning calendar. Attachment 15 (pg. 15-1)
- 2. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the 2014-2015 tuition schedule for Li'l Bucks Partners in Learning. Attachment 16 (pg. 16-1)
- 3. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to reappoint Jeffrey P. Garton from Begley, Carlin and Mandio to serve as the Solicitor for the 2014-15 school year.
- 4. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to reappoint Willis of Pennsylvania as the Insurance Broker for the 2014-2015 fiscal year. Attachment 17 (pg. 17-1)
- 5. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to receive and file the April 3, 2014 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 18 (pg.18-1)

6. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the participation in and use of joint purchasing arrangements and cooperatives. Attachment 19 (pg. 19-1)
7. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to authorize Administration to enter into a service agreement with Interquest Detection Canines for the 2014-15 school year, for a minimum of 6 visits at a cost of \$225.00 per half day and \$450.00 per full day. Attachment 20 (pg. 20-1)
8. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the renewal of the Study Island software, effective July 1, 2014 through June 30, 2015, at a cost of \$4,438.80. Attachment 21 (pg. 21-1)
9. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the Articulation Agreement with Delaware Valley College – Applied Horticulture/Horticultural Operations and Institutional Food Workers. Attachment 22 (pg. 22-1)
10. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the Articulation Agreement between Bucks County Community College and Middle Bucks Institute of Technology. Attachment 23 (pg. 23-1)
11. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the Articulation Agreements with Universal Technical Institute (UTI) – Automotive/Automotive Diesel and Collision Repair and Refinish Technology. Attachment 24 (pg. 24-1)
12. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the Memorandum of Understanding - Sheltering and Mass Care Facilities Agreement between Middle Bucks Institute of Technology and Central Bucks School District for Jamison Elementary School. Attachment 25 (pg. 25-1)
13. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to accept bid proposal from Rimol Greenhouse Systems, Inc. in amount of \$11,054.28 for the Practical Environmental Landscaping program. Attachment 26 (pg. 26-1)
14. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to authorize the Administrative Director and Business Manager to execute a 36 month lease with First American Education Finance on behalf of the Executive Council for computer equipment to be acquired from LAM for 55 PC's at a unit cost of approximately \$1018.00 and 68 PC's at a unit cost of approximately \$681.00. Attachment 27 (pg. 27-1)

It was asked if there was a list of the specifications on the computers. Mr. Loiacono explained that they were provided at the committee meeting prior to the board meeting.

15. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, authorizing the Business Manager or Administrative Director to execute a Business Associate Contract and eBill ACH Payment Agreement with United Concordia for payment of self-funded dental claims effective July 1, 2014. Attachment 28 (pg. 28-1)
 16. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to approve application for and participation in PSBA Insurance Trust Better Unemployment Compensation Comprehensive Program effective July 1, 2014 and ending June 30, 2015, with renewal unless 90 day notice is given by either party. Minimum program premium is \$2665.00 and maximum premium is \$24,231.00 with maximum claims stop loss at \$72,693.00. Attachment 29 (pg. 29-1)
 17. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, ratifying the agreement with Constellation for natural gas basis (gas delivery) at \$0.902/DTH from July 1, 2014 to June 30, 2015. Attachment 30 (pg. 30-1)
 18. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to utilize the services of the firm Asset Control Solutions, Inc. for the performance of an asset identification, inventory, and valuation for financial reporting and insurance purposes at a cost of \$7,800. Attachment 31 (pg. 31-1)
 19. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to permit the Business Manager to acquire a nine passenger van through Co-Stars.
 20. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to approve budget transfers. Attachment 32 (pg. 32-1)
 21. Mrs. Huf moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the additional field trip for the 2013/2014 school year. Attachment A
- VII. Mrs. Huf moved, Mr. Gamble seconded, **passed** unanimously, to adjourn the May 12, 2014 meeting of the MBIT Executive Council at 6:12 PM.

Respectfully submitted,

Susan Atkinson
Secretary

Roberta Jackiewicz
Assistant Secretary