

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
May 13, 2013

- I. The regular meeting of the MBIT Executive Council was convened on Monday, May 13, 2013, 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

Ms. Katherine Driban, Centennial S.D.
 Mr. John Gamble, Central Bucks S.D.
 Mrs. Bernadette Heenan, Council Rock S.D.
 Mrs. Betty Huf, Centennial S.D.
 Mr. Joseph Jagelka, Central Bucks S.D.
 Mr. Charles Kleinschmidt, Centennial S.D. (Arrived at 5:53 PM)
 Mrs. Kelly Unger, Central Bucks S.D.

Absent

Dr. Bill Foster, Council Rock S.D.
 Mr. John Vaughn, New Hope-Solebury S.D.

Others in Attendance:

Dr. Raymond Boccuti, MBIT Superintendent of Record, New Hope-Solebury S.D.
 Mr. Jeffrey Garton, Esq., School Solicitor
 Mr. Richard Hansen, Facility Supervisor
 Mrs. Roberta Jackiewicz, Assistant Board Secretary
 Mr. Vincent Loiacono, Director of Facilities Operations
 Mrs. Stacy Pakula, Organizational Advancement Coordinator
 Mrs. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager
 Dr. Thomas Viviano, Assistant Director

- II. Guests at the meeting included Mr. Paul Ciarlone, Automotive Technology Teacher, Mrs. Lisa Cuffari, Dental Occupations Teacher, Mrs. Maura Duncan, Cosmetology Teacher, Mr. Mark Gage, Culinary Arts Teacher, Mr. Michael McCombe, Culinary Arts Teacher, Mrs. Jo Ann McLaughlin, Cosmetology Teacher, Mr. Bradley Rosenau, Commercial Art Teacher and Mrs. Pamela Swoyer, Worked Based Education/SkillsUSA Advisor. Several students being recognized as competition winners and their families were also in attendance.
- III. Mr. Gamble announced that on April 22nd, Representative Michael Fitzpatrick participated in a ribbon cutting ceremony to officially recognize the Veterans Affairs services offered through our adult education program. The event was well attended by local community groups, representatives from our military agencies and Middle Bucks stakeholders including Mrs. Bernadette Heenan, Mr. Joseph Jagelka, Mr. Charles Kleinschmidt and himself. He said that tonight we will have the opportunity to recognize the students who represent Middle Bucks and their program of study by participating in the skill competitions this school year and meet the families of these talented students who play an important role by supporting their student's interests to attend MBIT to pursue a career pathway. Mr. Gamble also thanked our teachers who have joined us

tonight for imparting the knowledge and helping our students to prepare for these competitions. Finally our annual Senior Recognition Ceremony will be held on Wednesday, June 12 at 6:30 PM.in the William Tennent High School auditorium. He said to please mark your calendars and plan to attend this event to acknowledge and congratulate our class of 2013. Mr. Gamble concluded by saying that we are still in teacher negotiations, which are ongoing and look very favorable at this point. He thanked all parties that are participating for the respect they are showing each other.

- IV. Mrs. Huf welcomed everyone and said she is excited to see all the students and parents and hear of all of their accomplishments.

Ms. Driban thanked the parents and said the students from all four districts are phenomenal. She has seen the respect they show each other when no one is looking and what they do here is really exciting. Ms. Driban said she has purchased plants from the Practical Environmental Landscaping program, has eaten at the restaurant and has heard awesome things about the salon. The students are always excited to share everything they do here with us. She congratulated the students on their achievements.

Mrs. Heenan echoed those sentiments and said she is so proud of the students. She thanked the parents, teachers and administrators.

Mr. Gamble also echoed those sentiments and said that the students that attend here are fantastic and obviously come from fantastic families. He said our educators here are a cut above, and the expectations that our teachers and administrators put on these students and how the students achieve is incredible. He thanked them all for making this such a great school.

- V. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the minutes of the April 8, 2013 meeting. Attachment 1 (pg. 1-1)

- VI. Routine Business:

A. Administrative Report

1. Mrs. Pamela Swoyer provided an overview of the SkillsUSA organization and the District II, State and National competitions. She said that it is very exciting that we have one student who is going on the Nationals this year. Miss Heidi Wortell, Culinary Arts student, will be competing at the National level this summer in Kansas City. Each of the competition winners were introduced and presented with a certificate of recognition by Dr. Thomas Viviano and Mr. John Gamble. 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 these students will be going on to compete at Nationals being held in Nashville. Mrs. Lisa Cuffari, Dr. Thomas Viviano and Mr. John Gamble presented each student with a certificate of recognition for their accomplishments. Attachment 3 (pg. 3-1)

3. Mr. Paul Ciarlone provided an overview of the Great Philadelphia Automotive Technology Competition. He introduced the two students who won first place at the competition. Dr. Thomas Viviano and Mr. John Gamble presented each student with a certificate of recognition for their accomplishments. Mr. Ciarlone noted that the students went to Nationals in New York to compete and earned 12th place. They received in excess of \$200,000 in scholarships, tools and prizes between the two of them. Attachment 4 (pg. 4-1)
4. Dr. Thomas Viviano introduced the students who won competitions at the 2013 Regional Pennsylvania High School Computer Fair. Mr. John Gamble presented each student with a certificate of recognition. Attachment 5 (pg. 5-1)
5. Mr. Brad Remig, Financial Advisor PFM, explained that we have some outstanding bonds, interest rates are low and there is an opportunity to refinance some of those bonds and use the money to complete some needed projects at the school. He discussed interest rate trends and current debt service. As of May 3, 2013, the transaction would yield approximately \$645,000 in gross savings or net present value savings of 8.714%. The net savings after issuance cost would be approximately \$570,000 and would be used for projects. He said the payout date would remain the same, there won't be any increase in debt service, the term will be the same and it will have basically the same payment.

There was discussion regarding how quickly this can be approved to lock in the interest rate, that it would be nice to get this rate locked before the end of this fiscal year, and why it is not being done via the Internet. Mr Vining has provided all of the sending school Business Managers with an explanation and information regarding the transaction.

Kevin Reid, Esquire, Bond Counsel, King Spry explained his role in the bond transaction, the role of the sending districts, the process for the transaction, the market and the Resolution that needs to be approved. Attachment 6 (pg. 6-1)

Dr. Boccuti exited the meeting at 6:00 PM.

- B. Mrs. Huf moved, Mrs. Heenan seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 7 (pg. 7-1)
- C. Committee Reports
 1. Dr. Boccuti, Superintendent and Chairperson of the Professional Advisory Council was not present. The minutes can be referred to for the report. Attachment 3 (pg. 3-1)

2. Mrs. Bernadette Heenan, Chairperson of the Building, Security and Technology Committee meeting said to please refer to the minutes. Attachment 4 (pg.4-1)
 3. Mrs. Betty Huf, Chairperson of the Program, Policy and Personnel Committee said to refer to the minutes and all of the items discussed are on the agenda for approval. Attachment 5 (pg. 5-1)
 4. Ms. Katherine Driban, Chairperson of the Finance Committee did not add anything to the minutes. Attachment 6 (pg. 6-1)
- D. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Cash Payments Reports for April. Attachment 12 (pg. 12-1)
- E. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Treasurer's Reports for March. Attachment 13 (pg. 13-1)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the resignation of Thomas Viviano, Assistant Director, effective June 28, 2013.

Several Executive Council members congratulated Dr. Viviano, thanked him for his work and wished him well.

2. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve appoint Stacy Pakula as Career and Technical Supervisor at a salary of \$99,500 per year, with benefits as per the existing Act 93 Agreement and based upon a 260 day schedule, effective August 1, 2013 conditional upon receipt of PDE Comprehensive Vocational Ed Supervisor certificate and other necessary PDE approval.

The Executive Council members congratulated Mrs. Pakula.

3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to provide Stacy Pakula with a one month compensation stipend in the amount of \$2,100 to be paid for addition job responsibilities and duties during the month of July 2013.
4. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to appoint Robert Vining as Treasurer for Middle Bucks Institute of Technology Executive Council for the 2013-14 fiscal year.
5. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the employment of the 2013 summer staff, with statutory benefits. Attachment 14 (pg. 14-1)

6. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, approve the additions to the substitute staff listing for the 2012-13 school year. Attachment 15 (pg. 15-1)

B. Policies

1. ADOPTION

- a. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to accept for adoption revised Board Policy No. 815, Acceptable Use of Electronic Resources, in the Operations Section. Attachment 16 (pg. 16-1)
- b. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to accept for adoption revised Board Policy No. 817, Energy Conservation, in the Operations Section. Attachment 17 (pg. 17-1)

C. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve additional field trips for the 2012/13 school year. Attachment 18 (pg. 18-1)
2. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the 2013-2014 Li'l Bucks Partners in Learning calendar. Attachment 19 (pg. 19-1)
3. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the 2013-2014 tuition schedule for Li'l Bucks Partners in Learning. Attachment 20 (pg. 20-1)
4. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to reappoint Jeffrey P. Garton from Begley, Carlin and Mandio to serve as the Solicitor for the 2013-14 school year.
5. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to receive and file the April 22, 2013 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 21 (pg. 21-1)
6. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the participation in and use of joint purchasing arrangements and cooperatives. Attachment 22 (pg. 22-1)
7. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to authorize Administration to enter into a service agreement with Interquest Detection Canines for the 2013-14 school year, for a minimum of 6 visits at a cost of \$225 per half day and \$450 per full day. Attachment 23 (pg. 23-1)

8. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the renewal of the Study Island software, effective July 1, 2013 through June 30, 2014, at a cost of \$4,434.96. Attachment 24 (pg. 24-1)
9. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to accept the Department of Environmental Protection Grant EEF# EE130087 in the amount of \$3,000 for the purchase of a Geothermal Heat Pump Training System. Attachment 25 (pg. 25-1)
10. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Articulation Agreements with Bucks County Community College – Criminal Justice, Fire Science. Attachment 26 (pg. 26-1)
11. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Articulation Agreement between the Hussian School of Art and Middle Bucks Institute of Technology. Attachment 27 (pg. 27-1)
12. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to authorize Administration to enter into and execute a lease agreement for computers, for a term of 36 months, at a cost not to exceed \$7,750.00 per quarter. Attachment 28 (pg. 28-1)
13. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, ratifying the purchase of an extended three year warranty and correcting purchase cost of HP Designjet T1200 HD Multifunction Printer to \$19,179.29.
14. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to authorize Administration to enter into and execute a lease agreement with Pitney Bowes for a reconditioned postage machine, at a cost of \$177.00 per month, for a term of 63 months beginning in June 2013. Attachment 29 (pg. 29-1)
15. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the TD Cash Management Master Agreement and to authorize the execution of same by Administrative Director and/or Business Manager. Attachment 30 (pg. 30-1)
16. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, for the Executive Council of Middle Bucks Institute of Technology to hereby adopt a Resolution, the full text of said Resolution having been provided to each member of the Executive Council and the full text of which is incorporated into this Motion by specific reference to the Resolution, authorizing inter alia., the execution of a Supplemental Lease Agreement with the Middle Bucks Area Vocational Technical School Authority in order to provide for lease rental payments to amortize a new series of Bonds and the authorization of the appropriate officers and officials of the Middle Bucks Institute of Technology to execute any and all necessary documents in order to carry out the project financed by the Middle Bucks Area Vocational Technical School Authority's Revenue Bonds Series of 2013. Attachment 31 (pg. 31-1)

17. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve budget transfers. Attachment 32 (pg. 32-1)

VIII. Ms. Driban moved, Mrs. Unger seconded, **passed** unanimously, to adjourn the May 13, 2013 meeting of the MBIT Executive Council at 6:35 PM.

An Executive Session was held to discuss Negotiations.

Respectfully submitted,

Bernadette Heenan
Secretary

Roberta Jackiewicz
Assistant Secretary