

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
May 14, 2012

- I. The regular meeting of the MBIT Executive Council was convened on Monday, May 14, 2012, at 5:32 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. (Arrived 5:44 PM)
 Dr. Bill Foster, Council Rock 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. (Arrived 5:35 PM)
 Mr. Charles Kleinschmidt, Centennial S.D.
 Mrs. Kelly Unger, Central Bucks S.D. (Arrived 5:35 PM)
 Mr. John Vaughn, New Hope-Solebury S.D.

Others in Attendance:

Dr. Raymond Boccuti, MBIT Superintendent of Record, New Hope-Solebury S.D.
 Mr. Rick Black, Career and Technical Education Supervisor
 Ms. Jill Dulany, Assistant Director's Administrative Assistant
 Mr. Jeffrey Garton, Esq., School Solicitor
 Mr. Richard Hansen, Facilities Supervisor
 Mr. Vincent Loiacono, Director of Facility Operations
 Mrs. Stacy Pakula, Organizational Advancement Coordinator
 Mrs. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager
 Dr. Thomas Viviano, Assistant Director

- II. Guests included Mr. Nathan Burkit, Construction Carpentry Teacher, Ms. Lisa Cuffari, Dental Occupations Teacher, Mrs. Maura Duncan, Cosmetology Teacher, Mr. Mark Gage, Culinary Arts Teacher, Mrs. Nancy Goth, Web Design Teacher, Mrs. Jo Ann McLaughlin, Cosmetology Teacher, Mr. Edward Michener, Drafting & Design Technology Teacher, Mrs. Marsha Moyer, Health Sciences Teacher, Mr. Bradley Rosenau, Commercial Art & Design Teacher, Mrs. Pamela Swoyer, SkillsUSA Coordinator, and Mr. Christopher Tully, Multimedia Technology Teacher, and Mr. Kevin Lamb, Education Representative from Apple, Inc. Several students and their families were in attendance for the SkillsUSA and HOSA recognition.
- III. Mr. Gamble stated that our NOCTI scores are in and we're proud to announce that MBIT students scored 92% proficient or advanced with our students earning 100% proficiency or advanced in the written portion of the test. He congratulated all of our students and faculty on a fantastic job as usual.

Mr. Gamble then informed those present of upcoming events:

- New Student Orientation will be held on May 17, 2012 at 7:00 p.m. in the cafeteria and classrooms. We expect to welcome approximately 325 new students that evening.
- Our Senior Awards ceremony, where we present our seniors with awards and scholarships, will be held Thursday, May 24, 2012 at 4:30 p.m. in the Middle Bucks cafeteria.
- Our Senior Recognition ceremony will be held on May 31, 2012 at 6:30 p.m. in the brand new and beautiful William Tennent High School auditorium.

IV. Mr. Gamble announced that as part of the administrative report tonight, students would be recognized who had participated in the SkillsUSA and HOSA competitions this year. We are very proud of these students for representing us at District and State competitions.

V. Mrs. Huf stated that she is very proud of everything going on at MBIT, and commends our students, staff and administration.

Mrs. Unger and Mr. Jagelka arrived at 5:35 p.m.

VI. Ms. Huf moved, Mrs. Heenan seconded, **passed** unanimously to approve the minutes of the April 9, 2012 meeting. Attachment 1 (pg. 1-1)

VII. Routine Business:

A. Administrative Report

1. Dr. Viviano stated that it was his pleasure to introduce the SkillsUSA winners at the district and state levels. For those board members who don't know, SkillsUSA is our largest student organization, one of our many organizations. Students compete within their class, then the winner of the class competition goes on to Districts, winners at Districts go on to States, and we have three winners from States going on to Nationals, so it's a very proud night for Middle Bucks. Students were called up by name for placing at the District and/or State level, and congratulated by Dr. Viviano, Mrs. Strouse and Mr. Gamble.

Ms. Driban arrived at 5:44 p.m.

2. Mr. Black introduced the students who were elected as State officers or were competition winners at the District conference for the Health Occupations Students of America, or HOSA. HOSA competitions work a little bit differently in that all those who place first, second and third at Districts go on to compete at the State level. Students from Dental Occupations, Health Occupations and Health Sciences were called up by name and congratulated by Mr. Black, Mrs. Strouse and Mr. Gamble.
3. Mrs. Strouse introduced Mr. Kevin Lamb, Education Representative from Apple, who presented an award to the Multimedia program. Mr. Lamb stated that this is the third year he has been here at MBIT to present the

Apple Exemplary Program Award to the Multimedia Technology program. Through this award, Apple annually recognizes the programs they feel are the best out there. Out of the hundreds nominated across the country, only about 20 receive the award each year. This is the third consecutive year MBIT's Multimedia program has won this award, which has been matched by only one other program, putting them in very exclusive company. Apple will be coming to MBIT in a couple of weeks to shoot a commercial about the Multimedia program, which will be up on the Apple.com website shortly thereafter.

Mr. Tully stated that he could not accept the award by himself, and asked all of the Multimedia students present to come up and accept it with him. He felt he could not say enough about what the Multimedia students have accomplished. It's due to their hard work that the program has won this award, and to win it three years in a row is truly an acknowledgement. The award letters they've received every year through their great work has been not only about what the students do with Apple technology, it's about what they do for our community. Through their efforts they have produced content that has actually helped people around the world. They not only created transformational multimedia and podcasts to help other teachers do what we do, but are also in the midst of each writing their own iBooks in hope of encouraging other people to try hard, check out career and technical education and succeed. Mr. Tully accepted the award on behalf of his students, since that's what the award is all about.

Mr. Gamble asked how many four time winners there are, and Mr. Lamb answered that there has been only one. Mrs. Strouse said this could be the Multimedia program's new benchmark, and Mr. Lamb said he'd be back next year, with Mr. Gamble agreeing.

4. Mrs. Strouse recognized two outstanding teachers for their commitment to education. She stated that teaching is a huge responsibility and one that cannot be taken lightly. Teachers' actions directly affect their children, what they learn, how they are taught, and what their classroom looks like. Being a teacher requires many unpaid hours of personal time attending meetings and school activities, participating in professional development, updating your technical skills, educating yourself on current issues on education, meeting with parents and school administrators, and countless other activities. The two educators recognized this evening represent the attributes of a highly-skilled teacher.

Mr. Edward Michener has been teaching Drafting & Design Technology at Middle Bucks for 31 years. In that time, Drafting has gone from paper and pencil to a highly-automated computer process. Ed is best known for his efforts in helping each of his students secure a job in the drafting field upon graduating high school, using his many connections to architectural design firms in the area, who are more than willing to hire his students. He is a quiet, caring man with a dry sense of humor which helps him to connect easily with both students and colleagues.

Nancy Goth has taught Web Design, Digital Multimedia and Information Resources Design at Middle Bucks for the past 15 years. She is best known for her ability to prepare students for tomorrow's emerging technologies so they will have the competitive edge they need to succeed. She prides herself on her ability to stay one step ahead of this ever-changing technology. Nancy's passion for her students is always evident, and is why she earned the Central Bucks Chamber of Commerce Tree of Life award, and without question she is one of Middle Bucks' top educators.

Mrs. Strouse thanked both Mr. Michener and Mrs. Goth for their service, and for helping us to shape a better tomorrow for our students.

- B. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 4 (pg. 4-1)
- C. Committee Reports
1. Dr. Boccuti, Superintendent and Chairperson of the Professional Advisory Council had nothing to add to the packet, but reported that he and Mrs. Strouse had met with Dr. Barry Galasso from the Bucks County Intermediate Unit to explore more connections between the Intermediate Unit and MBIT. During that meeting Mrs. Strouse was able to share some history back to 1988 of the relationship between MBIT and the I.U., and we are moving forward with exploring those ideas even further. Attachment 4 (pg. 4-1)
- Mrs. Heenan asked that the discussion which occurred during the meeting regarding the Voyages program be commented on since it is a relatively new program which she feels is an amazing concept, and a prototype. Mrs. Strouse explained that MBIT had been approached by some of the special education supervisors to see if there were possibly more spaces which they could have for Voyages students in the Culinary program. We felt that we were at our capacity, because it is a fully-enrolled program, 66% of the students in that program have special education needs, and then on top to bring students in with intense learning support needs and ask the teachers to run a restaurant we felt was overwhelming. The purpose of the meeting was to see if there were options which could be explored to expand the Voyages program. After some discussion, Dr. Galasso was given a couple of ideas, and he will go back to speak with his team to see what's feasible and see if anything can be worked out so that there will be more opportunities for students.
2. Mrs. Heenan, Chairperson of the Building, Security and Technology Committee, stated there was nothing to add to the minutes and all documentation was included in the packet. Attachment 5 (pg.5-1)
 3. Mrs. Huf, Chairperson of the Program, Policy and Personnel Committee, stated there was nothing to add to the minutes as all notes were included. It was a good meeting in which a lot was covered. Attachment 6 (pg. 6-1)

4. Ms. Driban, Chairperson of the Finance Committee, stated there was nothing to add to the minutes. She thanked Mr. Loiacono and Mr. Vining for walking the committee around. They had all the projects laid out for the summer, so it was nice to have the newest members be able to take a look around the rooms. She thanked them for taking the extra time and explaining all of the changes. Attachment 7 (pg. 7-1)
- D. Mrs. Huff moved, Ms. Driban seconded, **passed** unanimously, to approve the Cash Payments Report for April. Attachment 9 (pg. 9-1)
- E. Mrs. Huff moved, Ms. Driban seconded, **passed** unanimously, to approve the Treasurer's Reports for March. Attachment 10 (pg. 10-1)

VIII. Current Agenda Items

A. Personnel Items

1. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #435-1 – Family and Medical Leave for Arnold Jazlovietcki, Automotive Collision Technology Teacher, effective April 25, 2012.
2. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to ratify the employment of Steven Johnston, as short-term Substitute Teacher in the Automotive Collision Technology program, effective May 3, 2012 until the return of our Automotive Collision Technology teacher or the end of the current school year, at an hourly rate of \$33.58 or a daily rate of \$235.00, with statutory benefits.
3. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the retirement of Jennifer Aloan, Group Leader – Preschool Program, Li'l Bucks Partners in Learning, effective June 18, 2012.
4. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to appoint Robert Vining as Treasurer for Middle Bucks Institute of Technology Executive Council for the 2012-13 fiscal year.
5. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve Robert Vining to serve as Management Trustee for the Bucks Montgomery County Labor Management Health Care Consortium.
6. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the employment of the 2012 summer staff, with statutory benefits. Attachment 11 (pg 11-1)

B. Other Matters for Consideration

1. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the 2012-2013 Li'l Bucks Partners in Learning calendar. Attachment 12 (pg. 12-1)
2. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the 2012-2013 tuition schedule for Li'l Bucks Partners in Learning. Attachment 13 (pg. 13-1)
3. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to reappoint Jeffrey P. Garton from Begley, Carlin and Mandio to serve as the Solicitor for the 2012-13 school year.
4. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to reappoint Willis of Pennsylvania as the Insurance Broker for the 2012-2013 fiscal year. Attachment 14 (pg. 14-1)
5. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the participation in and use of joint purchasing arrangements and cooperatives. Attachment 15 (pg. 15-1)
6. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to receive and file the GASB 45 report as of September 1, 2011 for financial reporting in fiscal years ended June 30, 2013, 2014 and 2015. Attachment 16 (pg. 16-1)
7. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to authorize Administration to enter into a service agreement with Interquest Detection Canines for the 2012-13 school year, for a minimum of 6 visits at a cost of \$225 per half day and \$450 per full day. Attachment 17 (pg. 17-1)
8. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to authorize the Administrative Director and Business Manager to negotiate and execute a 36 month lease on behalf of the Executive Council for computer equipment to be acquired from DELL for 65 PC's at a unit cost of approximately \$773.40. Attachment 18 (pg. 18-1)
9. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to authorize the Administrative Director and Business Manager to negotiate and execute a 36 month lease on behalf of the Executive Council for computer equipment to be acquired from APPLE for 25 iMAC's at a unit cost of approximately \$1,698.00. Attachment 18 (pg. 18-1)
10. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to accept the proposal for lawn care service from W.D.B. Landscaping, Inc. starting July 1, 2012 and ending December 31, 2014. Attachment 19 (pg. 19-1)

11. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to accept the bid from George Leck & Sons for trash and recycling services starting July 1, 2012 for fiscal years ending June 30, 2013, 2014, 2015, 2016 & 2017. Attachment 20 (pg. 20-1)
 12. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to eliminate the Food Service fund and Food Service bank accounts and transfer the assets to the General Fund. Attachment 21 (pg. 21-1)
 13. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve budget transfers. Attachment 22 (pg 22-1)
- IX. Ms. Driban moved, Mrs. Unger seconded, **passed** unanimously, to adjourn the May 14, 2012 meeting of the MBIT Executive Council at 6:08 PM.

An Executive Session was held following the meeting to discuss Personnel Matters.

Respectfully submitted,

Bernadette Heenan
Secretary