

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
June 11, 2012

- I. The regular meeting of the MBIT Executive Council was convened on Monday, June 11, 2012, 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.
 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.
 Mr. Charles Kleinschmidt, Centennial S.D. (Arrived 5:33 PM)
 Mrs. Kelly Unger, Central Bucks S.D.

Absent

Mrs. Bernadette Heenan, 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. Rick Black, Career and Technical Education Supervisor
 Mr. Jeffrey Garton, Esq., School Solicitor
 Mr. Richard Hansen, Facilities Supervisor
 Mrs. Roberta Jackiewicz, Assistant Board Secretary
 Mr. Vincent Loiacono, Director of Facility Operations
 Mrs. Nancy Messick, Adult Education Coordinator
 Mrs. Stacy Pakula, Organizational Advancement Coordinator
 Mrs. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager
 Dr. Thomas Viviano, Assistant Director

- II. There were no guests in attendance at the meeting.
- III. Mr. Gamble stated that on May 31st, MBIT held its Senior Recognition Ceremony to honor 243 seniors who completed their career and technical studies. Out of that group of graduates, 71% of the students have been accepted into a post-secondary institute, 22% will enter directly into the workforce and 7% will enter into the military. Summer school begins on the week of July 2nd. The Summer Career Exploration Program for middle school students will be held July 9th through the 20th. In addition, summer renovation projects within the building are under way.

Mr. Kleinschmidt arrived at 5:33 p.m.

IV. Ms. Driban mentioned how lovely the Senior Recognition ceremony is every year and that she enjoyed it again this year. She loved seeing the students and their abilities to do so many different things. She thought the alma mater was wonderful and is glad that the staff and the students made an effort to include it in the ceremony.

V. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously to approve the minutes of the May 14, 2012 meeting. Attachment 1 (pg. 1-1)

VI. Routine Business

A. Administrative Report

1. Mrs. Nancy Messick, Adult Education Coordinator gave an update on Adult Education. She explained that adult education focuses on three areas including adult day students, evening programs and industry training. The goals she focused on for the last three years were to try to align the evening courses with programs that we have during the day, to focus on courses that align with the MBIT mission statement, offer courses that meet the needs of the community, return to the technology roots of Career and Technical Education and continually evaluate the price point of course fees. Mrs. Messick reviewed the financial/enrollment report for the past five years. In 2011-12 there were 681 adult education evening students enrolled and the department showed a profit of \$29,253.08 as of June 7, 2012. There were 17 adult day students and industry training was provided to 69 companies who paid for 178 people to attend evening classes in 2011-12. Funding sources for adult students includes Career Link – Workforce Investment Board, Trade Adjustment Act, Office of Vocational Rehabilitation, Employers, Veterans Administration, Social Service Agencies and self-pay.

Discussion included the following:

- The process to apply for the school to be approved as a Veteran's training center and able to receive Veterans Administration funds. We have been approved by the state office and are waiting for approval from the federal regional office.
- How potential new courses are considered for local employers. The courses are sometimes related to newer software for drafting or AutoCAD and are more focused to a specific need. We can't accommodate an employer if they don't have three or four people to train.
- Some schools in the upper part of the state have been funded to specifically offer courses related to the shale drilling project in Pennsylvania.

- The tuition cost for adult day students is between \$4500 to \$5000 to attend five sessions a week for the entire school year, and is based on the tuition for high school students to attend. Our evening course tuition varies.
 - Changes have been made to allow the department to be more profitable. These include changing the evening school course mailer so it was less expensive and cancelling courses that were not profitable.
- B. Ms. Driban moved, Mrs. Huf 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. Dr. Boccuti, Superintendent and Chairperson of the Professional Advisory Council complimented Mrs. Strouse and the staff for a wonderful night at William Tennent High School. He said it was great to be there and to recognize all of the students. He thanked Mrs. Strouse for including him. He added that he has enjoyed working with everyone at MBIT for the past two years. Attachment 3 (pg. 3-1)
 2. Mrs. Heenan, Chairperson of the Building, Security and Technology Committee, was not present. Mr. Gamble stated to see the attachment for the report. Attachment 4 (pg. 4-1)
 3. Mrs. Huf, Chairperson of the Program, Policy and Personnel Committee, stated there was nothing to add to the attachment and most of the items that were discussed are on the agenda for approval. Attachment 5 (pg. 5-1)
 4. Ms. Driban, Chairperson of the Finance Committee, noted to refer to the minutes for the report. Attachment 6 (pg. 6-1)
- D. Ms. Driban moved, Mrs. Unger seconded, **passed** unanimously, to approve the Cash Payments Report for May. Attachment 7 (pg. 7-1)
- E. Ms. Driban moved, Mrs. Unger seconded, **passed** unanimously, to approve the Treasurer's Reports for April. Attachment 8 (pg. 8-1)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the proposed 2012-13 educational programs and staffing. Attachment 9 (pg. 9-1)

2. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to place the Automotive Collision Technology program on probationary status for the 2012-13 school year.
3. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to retain the Drafting and Design Technology program on probationary status for the 2012-13 school year.
4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to reduce the Web Page, Digital Multimedia and Information Resources Design program to half-time status for the 2012-13 school year, due to low enrollment.
5. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the re-furlough of Robert Kleeman, Precision Machining Teacher, effective the end of the 2011-2012 contract year.
6. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the furlough of Mary Eckert, Resource Specialist - Health, due to the elimination of the position, as a result of the implementation of changes to the PDE approved Nurse Aide Training program, effective June 4, 2012.
7. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Stacey Flood, Special Needs Coordinator, effective August 28, 2012 through October 1, 2012.
8. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve salary increases for non-bargaining unit personnel, for the 2012-13 fiscal year with a 2% base percentage increase.
9. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve salary increases for Administrative Staff, including the Business Manager, for the 2012-13 fiscal year with a 2% base percentage increase, in accordance with the terms of the Act 93 Agreement.
10. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the salary of Kathryn Strouse, Administrative Director, at the sum of \$133,531 for the 2012-13 fiscal year with a 2% base percentage increase, in accordance with the terms of the Act 93 Agreement.
11. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the staffing for the 2012 summer career enrichment programs, with statutory benefits only. Attachment 10 (pg. 10-1)
12. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the fall 2012 Adult Evening School programs and the employment of the Adult Evening school staff. Attachment 11 (pg. 11-1)

B. Policies

1. FIRST READING

a. Revised Policy No. 107.1 – Program and Course Curtailment

Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to accept for first reading Revised Board Policy No. 107.1, Program and Course Curtailment, in the Programs Section. Attachment 12 (pg. 12-1)

C. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the 2012-2013 school calendar. Attachment 13 (pg. 13-1)
2. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to reappoint Dr. Bohdan Martynec as school physician for the 2012-13 school year.
3. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the field trips and non-paid work-based experiences for the 2012-13 school year. Attachment 14 (pg. 14-1)
4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the primary textbooks for all programs for 2012-13 school year. Attachment 15 (pg. 15-1)
5. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to receive and file the May 18, 2012 Local Advisory Council Minutes. Attachment 16 (pg. 16-1)
6. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve Middle Bucks Institute of Technology to continue participation in the BCTE Technical Assistance Program (TAP) for the 2012-13 school year.
7. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to award the cleaning and custodial services contract for July 1, 2012 to June 30, 2015 to Interstate Maintenance Corporation at a cost of \$7,423.33 per month. Attachment 17 (pg. 17-1)
8. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to allow Administration to use \$50,000 from Capital reserve to support the summer projects for PEL, BTO, PSA, DEN and for building roof replacement on the single-car, two-car and six-car garages. Attachment 18 (pg. 18-1)

9. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the transfer of \$75,000 to the Capital Reserve Fund consistent with the Capital Reserve Fund resolution from MBIT General Fund unspent 2011-12 budget balance.
 10. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the commitment of \$45,000 in the MBIT General Fund consistent with the Committed Fund Balance resolution, from the unspent 2011-12 budget balance, for the purpose of mitigating future increases in PSERS pension employer contributions.
 11. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to allow Administration to execute supply contracts setting rates for cost of electricity and/or natural gas if advantageous for school.
 12. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve budget transfers. Attachment 19 (pg. 19-1)
 13. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to cancel the July Executive Council meeting and to authorize the administration to pay bills to be ratified in August.
- VIII. Ms. Driban moved, Mrs. Unger seconded, **passed** unanimously, to adjourn the June 11, 2012 meeting of the MBIT Executive Council at 5:50 PM.

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

Respectfully submitted,

Roberta Jackiewicz
Assistant Board Secretary