

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
**EXECUTIVE COUNCIL MINUTES**  
**January 12, 2015**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, January 12, 2015 at 5:31 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.

**Council Members**

Mrs. Susan Atkinson, New Hope Solebury S.D.  
 Mr. Mark Byelich, Council Rock S.D.  
 Ms. Kati Driban, Centennial S.D. (Alternate)  
 Mr. John Gamble, Central Bucks S.D.  
 Mr. Charles Kleinschmidt, Centennial S.D.  
 Mr. Mark B. Miller, Centennial S.D.  
 Mrs. Kelly Unger, Central Bucks S.D.

**Absent**

Dr. Bill Foster, Council Rock S.D.  
 Mr. Joseph Jagelka, Central Bucks S.D.  
 Mrs. Betty Huf, Centennial S.D.

**Others in Attendance:**

Dr. Joyce A. Mundy, MBIT Superintendent of Record, Centennial 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 Mrs. Jane Schrader Lynch, Centennial School District School Board Director/President, Centennial S.D., Mr. Phil Mundy and Mrs. Pamela Swoyer, Worked Based Education Teacher/SkillsUSA Advisor. The following MBIT SkillsUSA Officers were in attendance: Nicole Abbott, Samantha Arrao, Alyssa Courtney, Devon DePhillips, John Eisele, Rachel Friel, Ashlyn Kahlenberg, Samantha Kuhns, Julian Leveille, Daniel Pfeiffer, Kayla Valenti and Garrett Weisman.
- III. Mr. Gamble submitted the following slate of officers as recommended on behalf of the Program, Policy and Personnel Committee acting as the Nomination Committee, to serve as the 2015 Executive Council Officers: Chairperson – Mr. Charles Kleinschmidt of Centennial School District, Vice-Chairperson – Dr. Bill Foster of Council Rock School District and Secretary – Mrs. Susan Atkinson of New Hope-Solebury School District.

Mr. Gamble invited other nominations from the floor. Hearing none, Ms. Driban moved, Mrs. Unger seconded, **passed** unanimously, to close nominations.

Ms. Driban moved, Mrs. Unger seconded, **passed** unanimously, to elect Mr. Charles Kleinschmidt as Chairperson, Dr. Bill Foster as Vice-Chairperson, and Mrs. Susan Atkinson as Secretary of the Executive Council for the 2015 year.

- IV. Mr. Kleinschmidt reported that the New Year is off to a great start! Last week, the school hosted its annual Open House. The programs and lab areas were busy with student demonstrations and information about the courses offered at Middle Bucks. The event was attended by several of our Executive Council members and everyone at Middle Bucks sure appreciates them coming out on such a cold night to support the school.

One of the highlights of Open House was the kickoff of our new Sports Therapy and Exercise Management program. Members from the program's Occupational Advisory Committee came out to speak with students and parents about the career options and educational requirements associated with careers in sports management.

At this evening's Executive Council meeting, we will meet the SkillsUSA Officers and hear about the Fall Leadership Conference. The event was held last November at Mount Pocono Inn with approximately 200 students from 7 career and technical schools in attendance.

- V. Mr. Gamble thanked the students for stepping up to be leaders of the school.
- VI. Mr. Miller shared a video from the PSBA Career and Technical Education Taskforce Committee luncheon held at Middle Bucks in January 2013 and said we had a very good turnout from our local members of the general assembly. He noted that the PSBA Career and Technical Education Task Force had a one year hiatus and has just been resurrected. The task force would like to pick up where they left off and duplicate this event in six different career and technical centers around the country, very targeted, and representing various geographic areas, so that they can hopefully pull in anywhere up to 100 members of our general assembly.

Mr. Miller explained that on April 19 and 20, representatives from around the state, including himself and Mrs. Schrader Lynch representing Bucks County, will assemble in Harrisburg and plan to visit the capitol on Monday, April 20. They will see probably 220 legislative members that day.

Between the six locations, they would like to have one member of the governing body, not to include himself because he is chairing the task force, the Director of the center and six students planning this program. He said the difficulty at MBIT is that we close our restaurant on May 14, we can't hold the event before April 20 and then we have the NOCTI exams. Ideally, they want to hold the program all on one day at all six locations simultaneously, after the NOCTI exams, so that we can show off the results.

Mr. Miller said he needs two things from the committee and from MBIT. One would be to know that we can push that window from May 14 to possibly as late as May 20 and if there is somebody on the Executive Council that would like to be the representative for MBIT on this task force. He noted that it is not an automatic spot, PSBA is meeting on January 30 and the invitation has gone out through the Executive Committee of PSBA to about 20 facilities around the state.

Mrs. Strouse said we are more than happy to get involved in a similar way as before. One of the things we have to be concerned about is even though our NOCTI tests are held on April 22, it usually takes up to two to three weeks to receive our NOCTI results and we may not have them by the time we host the event.

Mr. Miller explained that there are other subsidiary organizations that have membership status in PSBA, including PACTA, School Solicitors, Office Professionals, Pupil Transportation Association and Board Secretaries. PSBA and PACTA will be working jointly. They believe that between the state and the federal government, we haven't been losing money, but we haven't been getting increases. The slogan that they have adopted for the task force is, you cannot teach tomorrow's skills with yesterday's budgets. He said that they believe that there is 15 million dollars that can go to career and technical education in Pennsylvania and that would be a couple hundred thousand dollars here. He thinks they have a very strong commitment this time to follow through.

Mr. Miller said he would like permission to submit our name as one of the candidates and he would like a volunteer to be the Executive Council member representative on the task force. The meetings of the task force will take place electronically and there will be no travel required. We may have to assemble here for a satellite call, but that would be the extent of it.

Ms. Driban asked what the cost would be to MBIT for the catering and what the impact would be on the staff if we put off the date we close our kitchens. Mr. Miller said that PSBA and PACTA have a budget established for the task force that would cover the cost of the catering at each of the six facilities. Mrs. Strouse said there would not be a monetary cost for waiting to close down the restaurant and explained the process for closing the kitchen, which starts in the middle of May. She would like to speak to the two culinary teachers to see how this would impact them.

Mr. Gamble asked if there is a way for us to participate because he thinks it is something very important. He said if it's going to be a budget neutral issue, it makes sense to move forward with anything that will draw attention to our school and will bring more funding. He asked if there is any way we can construct a menu where we can just use minimal equipment.

Mr. Miller said that maybe we can prepare the food at one of the sending high schools and satellite it in. Mrs. Strouse said maybe we can try to close down one side of the kitchen and not the other, but before she commits, she would like to speak with the teachers.

Mr. Miller said they hope they can get 100 people here, but he doesn't know. The last time we had 16 legislators and media here, which was a really good number for three weeks' notice. This time they will hand deliver the invitations on April 20, which will give them four full weeks to respond.

Mr. Kleinschmidt asked Mr. Miller when he needed a response from Mrs. Strouse with the date. Mr. Miller said we would need to submit our school as a candidate on January 30. Mrs. Strouse said she would let Mr. Miller know by this Friday.

Ms. Driban asked what the responsibilities would be for the Executive Council member serving on the task force. Mr. Miller explained they will be attending the meetings and working up to April 20. They will be developing the invitation, the protocol for the task force, substantiating the money that we think is due career and technical education, talking about the program and what we will do on the day that we will bring in everybody. He said it is strictly for this event.

Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve subject to confirmation of the Administrative Director, to submit MBIT as a candidate to participate in the Career and Technical Education Taskforce event being held in May, 2015.

Mr. Gamble said he would be interested in volunteering, unless another member of the Executive Council would like to do it.

VII. Mr. Gamble moved, Mrs. Unger seconded, **passed** 5 ayes, 0 nays and 2 abstentions (Mr. Byelich and Ms. Driban did not attend the meeting), to approve the minutes of the November 10, 2014 meeting. Attachment 1 (pg. 7)

VIII. Routine Business:

A. Administrative Report

1. Mrs. Strouse stated that for more than 175 years, community members have had a voice in the operation of their schools through a locally elected board of school directors. These people are our neighbors, friends and community leaders all with one common goal; to make sure students are properly educated in preparation for life. With the advice and counsel of educational professionals that they hire, our school board has a bearing on virtually every aspect of our school. It is a huge responsibility and one that cannot be taken lightly. Their actions directly affect our children, what they learn, who will teach them and what kind of facility will house their classrooms. Being a board member is an unpaid position in which most spend an average of 20 hours of personal time a month attending meetings and school activities, reviewing budgets and finances, educating themselves on the issues, meeting with parents and school administrators, and countless other activities. She said that this evening we are recognizing the dedication of the members of our Middle Bucks Executive Council who make it possible for local citizens to have a voice in education in our community. She thanked the Executive Council on behalf of the staff and students at Middle Bucks Institute of Technology, for their vision and voice to help shape a better tomorrow.

Mrs. Strouse presented a plaque to Mrs. Schrader Lynch in recognition of her service as a member of the Executive Council during the 2013-14 school year.

Mrs. Schrader Lynch said her tenure on this board has been short. Her hope for this tech school and all others throughout the state is very strong. She has talked with the Carbon County and Montgomery County schools. This is the alternative to education and she is so proud of the school's work and proud to

be a part of this. She asked that we please reach our children, they need your help, and sometimes they know not where to go.

Mrs. Strouse presented each Executive Council member with a certificate. The members of the Executive Council enjoyed cake that was made by the Culinary Arts Program in honor of School Directors Month.

2. Mrs. Swoyer explained that SkillsUSA is the student government organization at Middle Bucks and is also our competitive branch. She mentioned that one of our Culinary Arts alumni, Heidi Wortell, was featured in the video shown by Mr. Miller. Heidi received \$17,000 of renewable scholarship money for Johnson and Wales in Miami due to her involvement with SkillsUSA. The money is renewable for all four years of her attendance. Mrs. Swoyer said many of the officers have never held a leadership position before and one of her favorite things about working with them is seeing how much they grow and accomplish. She told the Executive Council that the conference is wonderful and is attended by up to 200 students from 7 different schools in 3 different counties. She is the Coordinator for the conference and always likes to see how much the students benefit from it.

Each of the SkillsUSA Officers introduced themselves and stated what office they hold. They shared some of their experiences and what they learned at Fall Leadership. The students thanked the Executive Council for their support.

Mrs. Swoyer concluded by sharing that at least 8 or 9 of our officers are going on to District Competitions shortly and she said she hopes we get to see some of them back here with medals. Mrs. Swoyer thanked the Executive Council for their time and support.

Mr. Kleinschmidt thanked the students for taking the time to participate and for representing the school so well.

Mr. Kleinschmidt reminded the Executive Council that there would be a brief Executive Session immediately following the meeting to discuss personnel issues.

- B. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 14)

C. Committee Reports

1. Dr. Mundy, Superintendent and Chairperson of the Professional Advisory Council said the Professional Advisory Council met on January 6, 2015 and she wished everyone a Happy New Year on behalf of the Superintendents. Dr. Mundy noted that the meeting minutes are attached and thanked Mrs. Strouse for the wonderful lunch that was provided by the Culinary Arts Program. Attachment 3 (pg. 17)

2. The Finance Committee meeting scheduled on Tuesday, January 6, 2015 at 4:30 PM was cancelled. – Mrs. Kelly Unger, Chairperson. Attachment 4 (pg. 18)
  3. The Building, Security and Technology Committee meeting scheduled on Tuesday, January 6, 2015 at 5:15 PM was cancelled. Mr. Joseph Jagelka, Chairperson. Attachment 5 (pg. 19)
  4. The Program, Policy and Personnel Committee meeting scheduled on Tuesday, January 6, 2015 at 6:00 PM was cancelled. Mrs. Betty Huf, Chairperson. Attachment 6 (pg. 20)
  5. Mr. Kleinschmidt noted that the Executive Council Committee and Chair assignments for this year were included in the packet.
- D. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the Cash Payments Report for November and December. Attachment 7 (pg. 21)
- E. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the Treasurer’s Report for October and November. Attachment 8 (pg. 49)
- IX. Current Agenda Items
- A. Personnel Items
1. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Allan Roberts, Engineering Related Technology Teacher, effective December 23, 2014.
  2. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to ratify the resignation of Meghan Reiff, Instructional Assistant, effective December 11, 2014.
  3. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to ratify the reassignment of Chester Guillory, Instructional Assistant as Long Term Substitute Engineering Related Technology Teacher, at Step 15, Level A, (\$74,446 – pro-rated), with benefits, effective January 5, 2015 through approximately February 13, 2015.
  4. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the appointment of Richard Hannan as a member of the 2015 Local Advisory Council (LAC).
  5. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the spring 2015 Adult Evening School programs and the employment of the Adult Evening school staff. Attachment 9 (pg. 81)

6. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2014-15 school year. Attachment 10 (pg. 82)

B. Other Matters for Consideration

1. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the additional field trips for the 2014/15 school year. Attachment 11 (pg. 83)
2. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to receive and file the October 17, 2014 Local Advisory Council Minutes. Attachment 12 (pg. 84)
3. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to receive and file the October 30, 2014 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 13 (pg. 90)
4. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve and implement the contracts for the Perkins Grant (Federal) for the 2014-2015 school year. Attachment 14 (pg. 95)
5. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to accept the Beef in the Classroom Grant Program funded by the Beef Checkoff for beef purchases up to \$100 by the Culinary Arts program. Attachment 15 (pg. 96)
6. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve discontinuing the SRI Quality Management System Registration Services and ISO Certification.
7. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve discontinuing the summer school consortium program offered through Middle Bucks Institute of Technology.
8. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to accept the Keystone STARS Rising Stars Support Grant received by Li'l Bucks Partners in Learning; in the amount of \$12,505.00. The grant stipulates a portion of the grant money is to be awarded as bonuses to the teaching staff of Li'l Bucks Partners in Learning; therefore to award the following bonuses: Nicole Stymiest, Group Leader \$1,805.00, Laura Kane, Group Leader \$1,805.00, Noelle Bush, Assistant Group Leader \$700.00 and Brittany Gibson, Assistant Group Leader \$700.00. Attachment 16 (pg. 99)
9. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve budget transfers. Attachment 17 (pg. 106)

- X. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to adjourn the January 12, 2015 meeting of the MBIT Executive Council at 6:16 PM.

An Executive Session was held immediately following the public meeting to discuss personnel matters.

Respectfully submitted,

Susan Atkinson  
Secretary

Roberta Jackiewicz  
Assistant Secretary