

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
October 12, 2015

I. The following Administrative presentations were held prior to the official convening of the MBIT Executive Council due to there not being a quorum present at meeting time.

A. Mrs. Dohoney provided a report on the October 1, 2015 enrollment. This information included overall enrollment, enrollment by district, adult day program enrollment, a historical perspective, MBIT enrollment versus the district growth, enrollment trends, special education enrollment and enrollment by race and gender.

There are currently 749 students enrolled at MBIT, which is a decrease over the prior year. We have a 45.4% Special Education population and there are 6 adult day students.

There was a question asking why enrollment in the sending districts have increased 15% or 20% since 2000 and the enrollment at MBIT is relatively flat. Mrs. Strouse noted that the report showing the percentage of students each district sends has been consistent for a long time. We visit all of the schools and speak to all of the ninth grade students and most of the districts send their ninth graders here for a tour. We are also looking at why some programs have declined. Sometimes there is competition with the district when they offer courses that we offer here as well.

It was also asked what the minimum student requirement is for the programs. Mrs. Strouse said we start with 8 for a new program. A program that is considered under enrolled is 23. There are a few programs on probation that are under the 23 mark right now and they get additional assistance with marketing their programs. We usually give a new program 3 years to hit the benchmark.

It was asked if we are concerned about the drop in the Dental Occupations enrollment. Mrs. Dohoney said we are and are working with the teacher. The teacher has been taking extra time to go out to the districts for recruiting. Our Marketing is focusing on the four programs that are currently under enrolled. Mrs. Strouse added that the programs that have an end of program catch, building a house, running a hair salon, working in a restaurant or working in a child care center, seem to have healthy enrollment. Tonight, we are asking for approval to start a dental clinic for our senior students so they have the experience right here of working with a dentist.

B. The Dental Occupations students Kirsten Koob, Ashley Stengel, Melissa Tempest, Megan Wilson, Anna Yushkevich and Angelika Zhurbich shared what they find interesting about their program. This includes taking x-rays, the panoramic x-ray machine, charting software, chair side assisting with instrument transfer and hearing from dentists, hygienists and others who work in the dental field. Mrs. Cuffari spoke about the benefits of having a dental clinic. She also shared information about the equipment, industry certifications available, career pathways and college credits that can be earned in the Dental Occupations program. She explained that she has recruited two dentists and hopes that the dental clinic will be approved for

the benefit of the community and the students. They also shared a video that highlighted the equipment and software used in their program.

It was asked when the clinic would be open to the public. Mrs. Strouse said the agreements with the dentists are on the agenda for approval this evening. Once signed, we're hoping to have the first clinic at the end of October.

It was asked how many patients they would be able to see. Mrs. Cuffari said the dental clinic would take place in the afternoon session, which allows about 2 hours to work. They are hoping to see approximately 8 patients the first time and complete x-rays and exams and see what treatment they might need. There are limitations because they can't involve the lab or do procedures that are too extensive. They will do mostly fillings, cleanings, exams and x-rays. One of the dentists is willing to do root canals on front teeth because they only have one root. The services will be offered to people who are economically disadvantaged and don't have dental insurance, so we can serve the community.

There is a \$30 flat charge to cover the cost of supplies, no matter what service is provided. The dentists are volunteering their time. Mrs. Strouse added the \$30 fee is similar to what other schools in the area are doing. We want to make sure we are not passing off the costs to taxpayers.

- II. The regular meeting of the MBIT Executive Council was convened on Monday, October 12, 2015 at 6:05 p.m. by Mr. Charles Kleinschmidt, Chairperson, in Room 101 at MBIT.

Council Members

Ms. Kati Driban, Centennial S.D.
Mr. James Hayden, New Hope Solebury S.D.
Mr. Joseph Jagelka, Central Bucks S.D.
Mr. Charles Kleinschmidt, Centennial S.D.
Mrs. Kelly Unger, Central Bucks S.D.

Absent

Mr. Mark Byelich, Council Rock S.D.
Dr. Bill Foster, Council Rock S.D.
Mr. John Gamble, Central Bucks S.D.
Mr. Mark B. Miller, Centennial S.D.

Others in Attendance:

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
Dr. David P. Weitzel, MBIT Superintendent of Record, Central Bucks S.D.

- III. There were no guests at the meeting.
- IV. Mr. Kleinschmidt reported on some of the things our students have been doing. He announced that Aspirations, our student operated restaurant, opens to the public this week and Salon Extreme opens to the public the following week. He concluded his report by saying that our adult evening school classes have begun. The fall semester offers courses in automotive, carpentry, technology, electrical, machining, welding, drafting, dental assistant and more. Our adult classes provide instruction in current technologies, opportunities for a new career, opportunities to update skills or earn industry certifications.
- V. Ms. Driban said she is looking forward to the dental clinic and thinks it's a great opportunity for the Dental students. She also said it's awesome that Mr. Davey, our Multimedia Technology Teacher won an Emmy Award.

VI. Prior Meeting Minutes

Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the minutes of the September 14, 2015 meeting. Attachment 1 (pg. 7)

VII. Routine Business:

A. Administrative Report

1. The 2015/16 Enrollment Report was given prior to the convening of the official meeting and is recorded in Section I. Attachment 2 (pg. 13)
2. The presentation on the Dental Occupations program was given prior to the convening of the official meeting and it is recorded in Section I.
3. Mrs. Strouse distributed a spreadsheet with the options for the farmhouse that is uninhabitable and located on the property of Middle Bucks. The options are to renovate, demolish or subdivide. Mrs. Strouse explained the requirements and costs associated with each option. Attachment A

Mrs. Unger moved, Ms. Driban seconded, **passed** unanimously, to demolish the farmhouse.

There was a discussion that included the possibility of it being a home occupation use. It was noted that we would have to provide a permanent easement on our property to allow them to enter from the back of the property and it's on one acre of ground and we would have to give them a second acre of ground for that option.

Mrs. Unger asked that for history sake, we take a door, floorboard and cornerstone as keep it with a picture of the farmhouse before it is demolished to make a nice memento.

There was also discussion about selling the house for \$1 and having the buyer move the house. Mr. Hansen explained that the way the house is built, he feels it would not be prudent to try to move it.

Mr. Hansen noted that the Warwick Township Historical Society was contacted in August for historical information and they did not respond back with any information. Warwick Township was also contacted, the options were discussed and they provided information on what would need to be done to demolish the house.

Further discussion included that there were four major additions to the home and once additions are added, the house has no historical value. It was asked if there was any value in reclaiming the field stone. Mr. Hansen said it would depend on how the house is taken down and if there are any asbestos issues involved. It was noted that the demolition would be an expense of the School Authority as long as they have the money.

It was decided to advertise and hold a public meeting related to the proposed demolition of the farmhouse to allow feedback from the community.

- B. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 3 (pg. 25)
- C. Committee Reports
 - 1. Dr. Weitzel, Superintendent and Chairperson of the Professional Advisory Council said that Mrs. Strouse took the four sending school Superintendents for a tour of the facility. The students were engaged and the teachers were right there with them. The amount of things they have access to, to learn their craft, was really impressive. The kids were wonderful and were very polite, attentive and respectful. He congratulated Mrs. Strouse. Attachment 4 (pg. 35)
 - 2. Mrs. Unger, Chairperson reported that she and Mr. Byelich attended the Finance Committee meeting via telephone. She told Mr. Vining he did great work on selling the extra older equipment and noted that we will get revenue from the sale. Attachment 5 (pg. 36)
 - 3. The Building, Security and Technology Committee meeting scheduled on Tuesday, October 6, 2015 at 5:15 PM was cancelled. – Mr. Joseph Jagelka, Chairperson. Attachment 6 (pg. 38)
 - 4. Mr., Kleinschmidt reported on behalf of Dr. Foster. He said that the meeting went well and the items covered are on the agenda tonight for approval, with the most significant being the agreements for the two dentists to allow them to start coming in here to operate. Attachment 7 (pg. 39)

- D. Ms. Driban moved, Mrs. Unger seconded, **passed** unanimously, to approve the Cash Payments Report for September. Attachment 8 (pg. 41)
- E. Ms. Driban moved, Mrs. Unger seconded, **passed** unanimously, to approve the Treasurer's Report for August. Attachment 9 (pg. 57)

VIII. Current Agenda Items

A. Personnel Items

- 1. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535 – Disability/Maternity/Childrearing Leave for Phillip Lawhead, Custodian, effective September 28, 2015.
- 2. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Zsuzsa Hasel, Instructional Assistant, effective September 28, 2015.
- 3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to ratify the additional fall 2015 Adult Evening School staff. Attachment 10 (pg. 73)
- 4. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2015-16 school year. Attachment 11 (pg. 74)

B. Policies

- 1. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, accept for first reading new Policy No. 819 – Suicide Awareness, Prevention and Response in the Operations Section. Attachment 12 (pg. 75)
- 2. Ms. Driban moved, Mrs. Unger seconded, **passed** unanimously, to adopt the following policies that were updated with language revisions: Attachment 13 (pg. 82)
 - a. Revised Policy No. 007 – Policy Manual Access – Board Procedures Section
 - b. Revised Policy No. 100 – Comprehensive Plan – Programs Section
 - c. Revised Policy No 102 – Career and Technical Standards – Programs Section
 - d. Revised Policy No. 105 – Curriculum Development – Programs Section
 - e. Revised Policy No. 113 – Special Education – Programs Section

It was asked why the word pupils was changed to students in Policy 105. Mrs. Strouse noted that most of the time they are called students and in that one policy they are called pupils and she wanted to make it more consistent.

C. Other Matters for Consideration

1. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Agreement for Contracted Services between Middle Bucks Institute of Technology and Dentist, Dr. Michele Gladstone, effective October 13, 2015. Attachment 14 (pg. 89)
2. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Agreement for Contracted Services between Middle Bucks Institute of Technology and Dentist, Dr. Adam Weiss, effective October 13, 2015. Attachment 15 (pg. 90)

It was asked how the fees for services were determined and how the dentists were found. Mrs. Strouse explained that Mrs. Cuffari presented the video at the Bucks Montgomery Dental Association meeting and informed them she was looking for someone who was interested in volunteering their time to work with students. She recruited the dentists and as a result, they are also a member of her Occupational Advisory Committee. Mrs. Cuffari has been working with them for a few years. The plan to put the dental clinic in place has been two years in the making. We have consulted with the solicitor to make sure the agreements would be put in place and they have to have their own malpractice insurance.

Mrs. Strouse explained that the dentists will do the cleanings rather than a hygienist because they felt it was an important first step and experience for our students. They will primarily be doing x-rays, cavities and dental cleanings. We determined the \$30 service fee by determining what supplies would be used and we contacted a few schools in the area that are also running a clinic. Upper Bucks Technical High School has had a clinic in place for a number of years and we modeled what they are doing. It would be a production account for that program, similar to the restaurant and hair salon.

It was asked if we have modeled out how many patients we would see. Mrs. Strouse said that they think they will see about 8 patients a month. There have a flyer ready and are going to advertise at the Bucks County Opportunity Council, CareerLink and other similar places. It was asked if they can partner with other programs like Multimedia or website development and Mrs. Strouse said they are.

There was a concern expressed over the Dental Occupations enrollment and Mrs. Strouse said we are trying to correct that.

The discussion concluded with the thought that the dental clinic is a great opportunity for the students.

3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Agreement between Middle Bucks Institute of Technology and Lynda Moyer, Health Occupations Instructor, to administer medication to students. Attachment 16 (pg. 91)
 4. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to ratify the additional field trip for the 2015/16 school year. Attachment 17 (pg. 93)
 5. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Articulation Agreement with Triangle Tech – Electrical and Network Cabling, Construction Carpentry and Welding Technology. Attachment 18 (pg. 94)
 6. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve offering online training through Global Compliance Network for the 2015-2016 school year at the cost of \$630.00. Attachment 19 (pg. 98)
 7. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the August 26, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 20 (pg. 118)
 8. Ms. Driban moved, Mr. Jagelka 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 2015. Attachment 21 (pg. 125)
- IX. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to adjourn the October 12, 2015 meeting of the MBIT Executive Council at 6:37 PM.

Respectfully submitted,

Joseph Jagelka
Secretary

Roberta Jackiewicz
Assistant Secretary