

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
October 13, 2014

- I. The regular meeting of the MBIT Executive Council was convened on Monday, October 13, 2014, at 5:32 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.
Dr. Bill Foster, Council Rock S.D.
Mr. Joseph Jagelka, Central Bucks S.D.
Mr. Charles Kleinschmidt, Centennial S.D.
Mrs. Jane Schrader Lynch, Centennial S.D.
Mrs. Kelly Unger, Central Bucks S.D.

Absent

Mr. John Gamble, Central Bucks S.D.
Mrs. Betty Huf, 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. Nancy Messick, Adult Education Coordinator
Mrs. Stacy Pakula, Career and Technical Education Supervisor
Ms. Erin Rinker, Organizational Advancement Coordinator
Mrs. Kathryn Strouse, Administrative Director
Mr. Robert Vining, Business Manager

- II. There were no guests at the meeting.
- III. Mr. Kleinschmidt reported the students are back into the swing of things. Our multimedia students have been seen around campus studying photography, our landscaping students have mulched and cleaned up our campus gardens, and our automotive and welding students toured Maple Grove Raceway on October 3rd. Aspirations, our student operated restaurant, opens to the public this week and Salon Extreme opens to the public the following week.

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, to update skills, or earn industry certifications.

- IV. Mrs. Schrader Lynch gave the Council an update on Mrs. Huf.
- V. Mrs. Schrader Lynch moved, Mr. Jagelka seconded, **passed** unanimously, to approve the minutes of the September 8, 2014 meeting. Attachment 1 (pg. 7)
- VI. Routine Business:

A. Administrative Report

1. Mrs. Dohoney provided a report on the October 1, 2014 enrollment. This information included overall enrollment, enrollment by district, adult day program enrollment, a historical perspective, growth at the districts and MBIT, enrollment trends, special education enrollment and enrollment by race and gender.

There are currently 775 students enrolled at MBIT, which represents a 3.8% decrease over last year. We have a 45.2% Special Education population and there are 6 adult day students.

Discussion included concerns for the decline in enrollment at Middle Bucks and enrollment trends at the districts.

2. Ms. Rinker provided a report on marketing strategies and the Middle Bucks Comprehensive Guidance and Counseling Plan. She shared feedback and photos from the Summer Career Exploration Program. The data provided was from program registrations and included participation by sending school and the effectiveness of marketing strategies used.

Marketing strategies including promotional lunch visits, 8th/9th grade tours, Open House, Financial Aid Night, Groundhog Day Shadowing, car decal, and promotion of nontraditional careers were presented. The new promotional DVD produced by the students in Multimedia Technology was previewed and Executive Council members requested to receive copies of the DVD for their district websites.

The Middle Bucks Comprehensive Guidance and Counseling Plan was discussed including the purpose of the plan and the process used to develop the plan. The goal of the Comprehensive Guidance and Counseling Plan is to provide a means to monitor initiatives and maintain a sense of accountability.

Discussion included how many students enrolled in the Summer Career Exploration Program planned to attend Middle Bucks, what programs are considered non-traditional, and what strategies would be implemented to increase non-traditional enrollment.

3. Mrs. Messick provided a report on the Adult Education program. The information included reviewing the goals for the Adult Education program, which focuses on aligning course offering with the Middle Bucks Mission Statement, offering courses that meet community and employer needs, and maximizing the use of facilities.

The Adult Evening School enrollment for 2013-2014 was 678 students, which represented an increase of 120 students over the previous year. Recent course additions included the following courses: Solid Works, Adobe Acrobat Pro, Welding Certification Test Prep, CPR for Healthcare Providers, Photoshop and Multi Media, Microsoft Office 2013, The Cloud, and iPad Basics & Beyond. The adult day student enrollment has decreased, with a current enrollment of six students.

During the 2013-2014 school year, tuition for more than fifty students was funded by their employer. A customized industry training class in Excel was recently offered to employees of Polonia Bank and SEPTA employees participated in emissions inspection recertification.

Adult Education Program recorded a profit of over \$21,000 in the 2013-2014 fiscal year.

- A. Mrs. Schrader Lynch moved, Mr. Byelich seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 3 (pg. 26)
- B. Committee Reports
 1. The Professional Advisory Council meeting scheduled on Tuesday, September 4, 2014 at Noon was cancelled. – Dr. Joyce A. Mundy, Chairperson. Attachment 4 (pg. 23)
 2. The Building, Security and Technology Committee meeting scheduled on Tuesday, September 2, 2014 at 4:30 PM was cancelled. Mr. Joseph Jagelka, Chairperson. Attachment 5 (pg. 24)
 3. The Program, Policy and Personnel Committee meeting scheduled on Tuesday, September 2, 2014 at 5:15 PM was cancelled. Mrs. Betty Huf, Chairperson. Attachment 6 (pg. 25)
 4. The Finance Committee meeting scheduled on Tuesday, September 2, 2014 at 6:00 PM was cancelled. Mrs. Kelly Unger, Chairperson. Attachment 7 (pg. 26)
- D. Mrs. Unger moved, Dr. Foster seconded, **passed** unanimously, to approve the Cash Payments Report for September. Attachment 8 (pg. 33)

- E. Mr. Byelich moved, Dr. Foster seconded, **passed** unanimously, to approve the Treasurer's Report for August. Attachment 9 (pg. 52)

VII. Current Agenda Items

A. Personnel Items

1. Mrs. Schrader Lynch moved, Mr. Byelich seconded, **passed** unanimously, to ratify the termination of Fritz Gracien, Custodian, effective September 8, 2014.
2. Mrs. Schrader Lynch moved, Mr. Byelich seconded, **passed** unanimously, to approve the employment of Stephen Boccella, Jr., as full-time evening Maintenance Mechanic/Custodian, at a rate of \$22/hour, effective October 20, 2014.
3. Mrs. Schrader Lynch moved, Mr. Byelich seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Phillip Lawhead, Custodian, effective September 25, 2014.
4. Mrs. Schrader Lynch moved, Mr. Byelich seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Laura Lacivita, Preschool Teacher/Manager, effective September 29, 2014.
5. Mrs. Schrader Lynch moved, Mr. Byelich seconded, **passed** unanimously, to approve the appointment of Dr. Jan Solkov Kaufman as a member of the 2014 Local Advisory Council (LAC).
6. Mrs. Schrader Lynch moved, Mr. Byelich seconded, **passed** unanimously, to approve the appointment of Richard Vona as a member of the 2014 Local Advisory Council (LAC).
7. Mrs. Schrader Lynch moved, Mr. Byelich seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2014-15 school year. Attachment 10 (pg. 67)

B. Policies

1. Mrs. Jane Schrader Lynch moved, Mr. Byelich seconded, **passed** unanimously, to adopt revised Administrative Regulation 122-R Financial Support of Career and Technical Student Organizations (CTSO) Activities and Events. Attachment 11 (pg. 68)

C. Other Matters for Consideration

1. Mrs. Atkinson moved, Mr. Byelich seconded, **passed** unanimously, to approve the additional field trip for the 2014/15 school year. Attachment 12 (pg. 69)
 2. Mrs. Atkinson moved, Mr. Byelich seconded, **passed** unanimously, to approve the Articulation Agreement with The Restaurant School at Walnut Hill College. Attachment 13 (pg. 70)
 3. Mrs. Atkinson moved, Mr. Byelich seconded, **passed** unanimously, to approve the Addendum to the Master Agreement between Middle Bucks Institute of Technology and SchoolWires, in the amount of \$1100.00, for Template Modification Service and to provide access to the MyWay Premium Template Library for changes to the existing website. Attachment 14 (pg. 73)
 4. Mrs. Atkinson moved, Mr. Byelich seconded, **passed** unanimously, to ratify the 2014-2015 Memorandum of Understanding between Middle Bucks Institute of Technology and The Bureau of Career and Technical Education, for participation in the BCTE Technical Assistance Program (TAP). Attachment 15 (pg. 77)
 5. Mrs. Atkinson moved, Mr. Byelich seconded, **passed** unanimously, to approve offering online training through Global Compliance Network for the 2014-2015 school year at the cost of \$630.00 with additional charge of \$1.50 per employee for required Act 126 child abuse training. Attachment 16 (pg. 80)
 6. Mrs. Atkinson moved, Mr. Byelich seconded, **passed** unanimously, to approve authorization for Business Manager or Administrative Director to execute a 60 month lease paid quarterly at cost of \$2784.66 with \$1 buy-out at end of lease from Ally Financial for the two vans authorized in August 2014. Attachment 17 (pg. 99)
- VIII. Mrs. Unger moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to adjourn the October 13, 2014 meeting of the MBIT Executive Council at 6:52 PM.

Respectfully submitted,

Susan Atkinson
Secretary

Roberta Jackiewicz
Assistant Secretary