

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
***EXECUTIVE COUNCIL MINUTES***  
**November 11, 2013**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, November 11, 2013, at 5:38 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. (Arrived at 5:47 PM)  
 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.  
 Mr. Charles Kleinschmidt, Centennial S.D. (Arrived at 5:52 PM)  
 Mrs. Kelly Unger, Central Bucks S.D.

**Absent**

Mr. John Vaughn, New Hope Solebury S.D.

**Others in Attendance:**

Dr. Raymond Boccuti, MBIT Superintendent of Record, New Hope-Solebury 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. There were no guests at the meeting.
- III. Mr. Gamble welcomed Mrs. Unger back to the Council. He began his report by saying that leadership seems to be a common theme during the month of November. The Health Occupations Students of America (HOSA) held an induction ceremony that was attended by students, parents, teachers and administrators for the newly elected officers. The Central Bucks Chamber of Commerce selected four students from our school to be this year's recipient of their Young Citizens Award, for demonstration of exceptional commitment to the principles of good citizenship and community involvement. Those students will be recognized at a luncheon at the end of the month.

Next week we will be sending 25 SkillsUSA officers and representatives to the three day Fall Leadership Conference in the Poconos, where they will join students from other career and technical schools to learn about leadership and student government.

Mr. Gamble presented a plaque to Mrs. Heenan in recognition of her dedication and service as a member of the Executive Council. Mrs. Heenan thanked everyone and said she will continue to be involved with the school.

Mr. Gamble presented Dr. Boccuti with a Certificate of Recognition on behalf of the students, staff and Executive Council for his service as Superintendent of Record.

IV. Mrs. Huf noted she has been re-elected and it is her pleasure to serve on the Executive Council for another four years. Ms. Driban said she is excited that Aspirations is open.

V. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to approve the minutes of the October 14, 2013 meeting. Attachment 1 (pg. 1-1)

VI. Routine Business:

A. Administrative Report

1. Mrs. Strouse thanked Mr. Gamble for his service as the Executive Council Chairperson for the last two years and presented him with a Certificate of Recognition.

Dr. Boccuti performed flute arrangements dedicated to Mrs. Heenan in honor of her service and to say thank you for his time at Middle Bucks as Superintendent of Record. He said he will continue to support our school strongly for New Hope-Solebury School District and will continue to work with the Superintendents.

Dr. Foster arrived at 5:47 PM and Mr. Kleinschmidt arrived at 5:52 PM.

2. Mr. Vining presented an overview of the first draft of the 2014-15 General Fund Budget. The increase on the general fund expenditures including lease rental is 3.03% or \$300,987. The General Fund increase is 3.54% or \$299,742.

He discussed the many challenges and unknowns, which include health insurance costs, retirement, insurance, utilities, state subsidies and federal grants. The goal is to be at or under the Act 1 Index of 2.1%.

Assumptions were made regarding salaries, medical and prescription benefit costs, the PSERS employer rate, increase in maintenance for aging HVAC, fire and smoke detection systems, equipment in programs and costs for supplies and utilities

Mr. Vining discussed the components of the increase which include salaries and wages, health insurance and contract benefits, employer's PSERS rate, purchased professional service, purchased property services, other purchased services, program supplies, non-instructional supplies, equipment for classroom and Information Technology and all other expenses.

The increase on the General Fund contribution that is proposed from the member districts is \$179,097 or 2.49%. When combined with the Authority Lease, the increase on the total expenditures that the districts are supporting is 2.08%.

State and Federal (Perkins) revenue were discussed. The Vocational Education and Retirement subsidies were increased and federal funding for the Carl D. Perkins Grant were decreased.

The next steps are to gather more information, update the proposed budget with first look healthcare premiums equivalents and certified employer rate for PSERS and look for savings. The next presentation will take place on February 10, 2014.

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 2 (pg. 2-1)

C. Committee Reports

1. Dr. Boccuti, Superintendent and Chairperson of the Professional Advisory Council said it is a pleasure to work with Mr. Vining every year on the budget. He works really hard to help our districts and it is appreciated. Attachment 3 (pg. 3-1)

2. Mrs. Bernadette Heenan, Chairperson said she did not attend the Building, Security and Technology Committee meeting and asked that the packet be referred to for the report. Attachment 4 (pg.4-1)

3. The Program, Policy and Personnel Committee meeting scheduled on Wednesday, November 6, 2013 at 5:15 PM was cancelled. Mrs. Betty Huf, Chairperson. Attachment 5 (pg. 5-1)

4. Ms. Katherine Driban, Chairperson of the Finance Committee said she attended a portion of the meeting via telephone and deferred to Dr. Foster for the report. Dr. Foster noted that they discussed the budget and audit, which are on the agenda for approval. They also reviewed financial information for Adult Education and Lil Bucks. Attachment 6 (pg. 6-1)

D. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Cash Payments Report for October. Attachment 7 (pg. 7-1)

E. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Treasurer's Report for September. Attachment 8 (pg. 8-1)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the qualifying leave of absence consistent with Policy #435.1 – Family and

Medical Leave for Angela Egge, Special Needs Coordinator, effective December 19, 2013.

2. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the membership of the Middle Bucks Local Advisory Council for the 2014 calendar year. Attachment 9 (pg. 9-1)

B. Policies

1. ADOPTION

Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously to accept for adoption the following revised Administrative Regulations. Attachment 10 (pg. 10-1)

- a. Revised Administrative Regulation 335.1-R– Family and Medical Leaves – Eligibility/Types of Leaves in the Administrative Employees Section.
- b. Revised Administrative Regulation 435.1-R – Family and Medical Leaves – Eligibility/Types of Leaves in the Professional Employees Section.
- c. Revised Administrative Regulation 535.1-R – Family and Medical Leaves – Eligibility/Types of Leaves in the Classified Employees Section.

C. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to receive and file the calendar of the Executive Council public meeting dates for the 2014 year. Attachment 11 (pg. 11-1)
2. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to receive and file the October 18, 2013 Local Advisory Council Minutes. Attachment 12 (pg. 12-1)
3. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to receive and file the MBAVTS Authority Audit Report prepared by Dreslin and Co., Inc. for the fiscal year ending June 30, 2013. Enclosure
4. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to receive and file the MBIT Independent Audit Report prepared by Dreslin and Co., Inc. for the fiscal year ending June 30, 2013. Attachment A

Mrs. Strouse explained there was a draft version of the Audit Report included in the packet and a final version was provided at this meeting. Mr. Vining noted that changes included reclassifications on the balance sheet. He said there were only minor changes, nothing substantial. All of the fund balance totals remained the same as what was reported in the draft.

5. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, authorizing the Business Manager to execute a 60 month FMV lease at cost of \$614 per month for Canon 5235 copier/printer/scanner for main office and Canon 8400 wide format printer for Commercial Art program replacing and canceling current FMV leases for Canon 5030 and Canon 3480 with combined monthly cost of \$385. In replacing current leases, maintenance cost for new printers is \$0.0547 cost per copy compared to \$0.0787 and \$0.0972 per color copy. All leases and maintenance are via Canon Solutions. Attachment 13 (pg. 13-1)

There was a question as to what the maintenance cost per copy includes. Mr. Loiacono explained that the maintenance cost per copy includes service calls, parts, maintenance and toner.

It was asked if these are newer copies or the same copiers with a different maintenance package. Mr. Loiacono noted that they are newer copiers.

It was mentioned that a few years ago we looked at our telephone service in a global way to save money and it was asked if we are still saving money. Mr. Vining said that we are. There was a discussion as to when changes were made to the system. Mr. Vining also noted that we get the e-rate rebate, and the economy has increased the percentage we get back.

6. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve a 1-year contract with Burns Mechanical Inc. to provide comprehensive HVAC maintenance services at a cost of \$44,750.00. Attachment B

Mrs. Strouse pointed out that Mr. Garton had not finished reviewing the agreement before it was included in the packet. He recommended that we identify each unit and specifically what services would be provided. He also recommended we change the payment from a 10 day turn around to a 30 day turn around. A new contract was provided at this meeting to include the above changes.

There was a discussion regarding if it would be better that the contract say to maintain the units per the manufacturers schedule and advice rather than specifying the specific service that would be provided on each unit. Mr. Hansen noted that sometimes the manufacturer really doesn't have a schedule. They look at the life of the piece of equipment. In Pennsylvania, we generally use a best practices formula. We look at how many hours the piece of equipment has been in operation. Maintenance is set up quarterly, so it is seasonal. In the spring, we clean the coils, which is something that wouldn't be done in the fall or winter. In the winter, we complete a winter start up where we check all of the winter components. The manufacturing of this equipment is done on a national and international level, and they would be adjusted to individual climates. The maintenance schedule we have here would be different from the manufacturers spec in Florida. Mr. Hansen was comfortable with the schedule and said that he helped formulate the schedule included in the contract.

Mr. Hansen also explained we have 66 units of various sizes that suits the environment of the school based on the needs of the programs. Each unit is calculated to the cubic footage of the program.

There was a question asked that since this system is probably more expensive in terms of maintenance and complexity, should we think in the long term about simplifying it. Mr. Hansen explained that the infrastructure of the school and the way it was designed in 1969, doesn't really allow you have a central boiler heating system. The school has four diverse wings that would require a tremendous amount of mechanical infrastructure to support them. We have programs that are diverse and have totally different environments. It would be virtually impossible to try to maintain an environment that each one of those programs could work within. This was reviewed when we put together the 2006 renovation plan, and it was cost prohibitive put in a central chiller system or a central boiler system.

7. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to authorize the Administration to advertise and solicit sealed bids for the sale of the student-built house project, at a price not to be less than \$82,500. Attachment 15 (pg. 15-1)
8. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve budget transfers. Attachment 16 (pg. 16-1)
9. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to cancel the December public meeting and authorize the Administration to pay bills to be ratified at the January meeting.

Mr. Gamble thanked everyone for their hard work and dedication over the last two years he has been Chairperson. He said he thinks the people in the room have made an exceptional working and learning environment that our children continue to excel in, and it has been his honor to serve as the Chairperson of the Executive Council.

There was an Executive Session held regarding a personnel matter.

10. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the settlement agreement as discussed in Executive Session.

VIII. Mrs. Heenan moved, Ms. Driban seconded, **passed** unanimously, to adjourn the November 11, 2013 meeting of the MBIT Executive Council at 6:40 PM.

Respectfully submitted,

Bernadette Heenan  
Secretary

Roberta Jackiewicz  
Assistant Secretary