

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
November 12, 2012

- I. The regular meeting of the MBIT Executive Council was convened on Monday, November 12, 2012, at 5:32 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.
 Mrs. Kelly Unger, Central Bucks S.D.
 Mr. John Vaughn, New Hope-Solebury S.D.

Absent

Mrs. Bernadette Heenan, Council Rock S.D.

Others in Attendance:

Dr. Raymond Boccuti, MBIT Superintendent of Record, New Hope-Solebury S.D.
 Mr. Rick D. 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. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager

- II. Guests at the meeting included Mr. Cornelius T. French, Jr., Ms. Erin-Caitlin Rinker, Guidance Counselor, Ms. Connie Rinker, Mr. Bradley Rosenau, Commercial Art & Design Teacher/Middle Bucks Education Association President, Mr. Dave Turner, Tangent Energy Solutions, Mr. Rob Morin, Tangent Energy Solutions, Miss Sophia Unger and Miss Olivia Unger.
- III. Mr. Gamble noted that October was a very busy month for MBIT students. SkillsUSA held officer elections for the 2012 – 2013 school year. The newly elected officers will attend the leadership conference in the Poconos in mid-November. Salon Extreme, our student run full service salon, opened for business on October 1st. Aspirations, the student run restaurant, is now open for lunch on Wednesday and Thursdays afternoons by reservation. The Auto Fest was a big success on Saturday October 27th. Our auto collision and automotive technology students worked together to host the event. There were many vintage and novelty cars on display. The event provided a great PR opportunity for our school. The National Association for the Remodeling Industry (NARI) hosted its annual convention and trade show at MBIT on the 25th of October. Our senior students in Construction Carpentry, HVAC, Electrical, Landscaping and Drafting were able to attend the conference along with the remodeling contractors.

Finally, all MBIT staff and students came together to participate in Unity Day by dressing in orange to show unity against bullying on October 26th.

- IV. Ms. Driban said she is excited that Aspirations is open. She was able to join some of the Council members for lunch and thought it was incredibly awesome. She has a picture of the pumpkin salad and takes it everywhere, along with a picture of the dessert from last year. She is creating a yearly collage so she can tell people about the restaurant, and at least three of the people she has told are going to try to have lunch in Aspirations this year. Mrs. Unger added that she posted the picture of the beautiful pumpkin salad on Facebook and is trying to create more PR for the school. Mr. Gamble added that he posted the picture on his Twitter account.
- V. Ms. Driban moved, Mrs. Huf seconded, **passed** 7 ayes, 0 nays, 1 abstention (Mr. Jagelka) to approve the minutes of the October 8, 2012 meeting. Attachment 1 (pg. 1-1)
- VI. Routine Business
- A. Administrative Report

1. Ms. Erin Rinker, Guidance Counselor, said she wanted to find a way to bring the school together for a purpose or a cause. She stumbled across an article from the National Bullying Prevention Center on “Unity Day” and knew this was it. She saw it as a way to add to the curriculum because learning how to interact with people and accepting differences is a vital soft skill. The goal of Unity Day is to show one’s true colors against bullying, and in this case, the color was orange. Her initial objective was to have the faculty and staff participate by wearing orange shirts and felt it would be a great conversation starter on what it means to be bully free, not just in the classroom or at MBIT, but individually. The outcome was far beyond her expectations. When it was time to take the Unity Day photo, she saw the students dressed in orange, wearing orange ribbons or carrying carrots and oranges to show that they were a part of this, and she was just amazed. The Multimedia students produced a video about bullying and it was shared with the Executive Council. Ms. Rinker said she is so proud of the faculty, staff, and students at Middle Bucks and thanked Mrs. Strouse for allowing her to move forward with this idea. She also thanked Mrs. Pakula for sending out a press release to inform the community what we are all about.

Mrs. Strouse thanked Ms. Rinker and said this ended up being this little idea that grew into a big school project that we all had a lot of fun with. She hopes to do this every year.

Discussion included that the link to the video can be found on the MBIT Facebook page and website.

2. In honor of Veteran’s Day, the Council thanked Mr. French, guest at the meeting, for his service as a World War II Veteran.

3. A copy of the *Techniques* magazine was distributed to the Council. Mrs. Strouse noted that there was an article published on page 21 that was written by Mrs. Kathy Strouse, Mr. John Fala, Mr. Christopher Tully and Dr. Thomas Viviano titled “Educating 21st – Century Students : An Up-close Look at a Successful Career and Technical Education Center”.
4. Mr. Vining presented an overview of the first draft of the 2013-14 General Fund Budget and lease rental. He discussed the many challenges and unknowns, which include health insurance costs, retirement, insurance, utilities, state subsidies federal grants and contract negotiations. Assumptions were made regarding salaries, medical and prescription benefit costs, the PSERS employer rate, increase in services for testing of aging transformers, increased supplies for program growth and costs for utilities.

The overall combined increase presented is 2.03% or \$199,230 over the 2012/2013 adopted budget. Mr. Vining discussed the components of the increase which include salaries and wages, health insurance and contract benefits, employer’s PSERS rate, purchased property services, other purchased services, program supplies, electric and gas utilities, non-instructional supplies, equipment for classroom and Information Technology and all other expenses.

The member district contributions increase by 0.39% or \$33,380 over 2012/2013. The General Fund expenditures budget increases 2.40% over 2012/2013.

The projections of local, state and federal (Perkins) revenue were discussed. The increase from state subsidies is primarily due to increased employer contribution for PSERS and the increase from federal sources reflects an increase in funding for the Carl D. Perkins Grant for 2012/2013.

The next steps are to gather more information and look for budget savings. The goal is to be within the ACT 1 Index. The next presentation will take place on February 11, 2013.

Discussion included the following:

- We have a separate Errors and Omissions Policy that provides coverage in case of litigation.
- We are returning \$388,000 to the districts and holding \$45,000 for the PSERS rate stabilization fund
- We are a line item in the district budgets. When the budget is passed here and passed by the districts, the districts are agreeing to fund it to the level proposed. If the member districts don’t fund it, it comes back here for reductions and expenses. The source of revenue really drives the budgets here. If the districts don’t pay the debt, we will go to the state and say the districts didn’t pay the debt and they will do the intercept and pay the bond holders.

5. Mr. Turner gave an update on the solar energy project. He said there have been some changes in the market and financing capability that allows them to move forward with the project. The Power Purchase Agreement was signed with the school in January 2011, and they held off on the project because incentives went away, which made it very difficult to get the project financed at no cost to the school. Prices have now changed in the market place. The project they are now proposing is a 460kW DC ground mounted solar PV modules, which has been reduced size in order to avoid having to move some of the utilities that caused a significant expense to the project. MBIT will not pay any capital or operating and maintenance expenses for the system. Tangent Energy will build the project and sell the power back to the school at a competitive rate, so the school doesn't have to incur a capital cost. MBIT will pay a per kWh charge for the energy produced from the system. A price was negotiated under the original Purchase Power Agreement and Tangent's objective is to maintain that price for the school. The school will use 100% of the energy produced by the system. The system will produce approximately 33% of the school's annual electric consumption. The school is projected to save more than \$380,000 in energy costs over the 20 year life time of the project. Tangent will apply for building and construction permits and adhere to all related federal, state and local regulations and codes. Tangent will also provide Warwick Township Fire Department and other first responders with access to the system for training purposes. Tangent will provide a small solar PV system to the school to be used for educational training purposes. He said this project will help the school to maintain and further its mission by providing hands on opportunity to use solar technology, with a training system and three internet based systems that enable the school to learn more about solar and incorporate solar into the school curriculum. This will also facilitate the development of "green work force" skills and significantly reduce our carbon footprint on an annual basis.

Discussion included:

- Costs and code differences between Germany and Pennsylvania for solar installations.
- MBIT will be credited for 100% of the power produced by the photovoltaic array.
- Changes from the original project include that panels have become more efficient and there is a reduction in the size of the project.
- A roof mounted array is not feasible or beneficial to MBIT.
- There are no grants in Pennsylvania currently available for this project.
- The Power Purchase Agreement rate is \$0.10 kWh with a 2% escalation after year three.
- The benefits for Tangent to complete this project are that they will get the 30% federal tax credit and a \$20 SREC, which they project will increase in future years.
- Tangent owns the photovoltaic array for 20 years and is responsible for the maintenance and operation. Warwick Township has required that this be written into the agreement with them and will also be included in the binding contract between Tangent and MBIT.

- MBIT is currently paying over \$.010 per kWh (includes capacity, transmission and distribution charges), and in the future we will be paying \$0.09 per kWh. The current agreement ends in July 2013 and there is a new agreement effective July 2013 through July 2015.
 - Tangent is offering a guaranteed level of production cost over 20 years.
 - Each year there will be a slight reduction in the output of the solar array due to age.
 - The solar panels are a little more efficient from two years ago.
 - Tangent is committed and responsible for maximizing the output of the solar array.
 - The training systems Tangent will supply to MBIT includes a solar kiosk that manages building demand, energy usage and supply. There is a web based system that provides all the detail data regarding solar production, radiance and the output of the system. A third system will provide access to the solar output, building demand and the power tool pricing at the same time to provide an understanding about changes in power system pricing quarterly with changes in your building demand. There are also training modules to train PV installers.
 - Tangent Energy has committed to Warwick Township and the school to install fencing and landscaping around the system, which the students will have a chance to participate in.
 - Tangent has insurance and has to carry insurance on their projects.
 - A number of the projects Tangent has built in Pennsylvania have received grants from the state. There is also a list of others that they were able to build without grants.
 - Tangent Energy would like to receive approval to move forward on the project and redesign the site plan with Gilmore & Associates, resubmit the revised plan to Warwick Township, obtain interconnection approval from PECO and begin construction next year.
 - There are no incentives from PECO for this project.
 - We would not have a new course for the solar training, but it would be components of our Engineering, Electrical and Landscaping programs. Currently, some of the programs have trainers that the students are using, teachers are building mock ups and we are teaching about solar energy.
- B. Mrs. Huf moved, Ms. Driban 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. Raymond Boccuti, Chairperson of the Professional Advisory Council said there was not much to add beyond the minutes that are in the packet. He noted that this is the beginning of his sixth year and he believes this is the lowest initial budget presentation that the Superintendents have had as a group. On behalf of the member districts, Dr. Boccuti thanked Mr. Vining for his fine work with the budget so far this year and always. He added that very recently we went through the hurricane and after effects, and he was reminded

of what a wonderful community we all live in. It was nice to see how we all pulled together to get everyone back on board between school districts. He also said the area up in New Hope-Solebury was hit really hard. Dr. Boccuti concluded by extending a special thank you to everyone that served our country. Attachment 3 (pg. 3-1)

2. Mrs. Bernadette Heenan, Chairperson of the Building, Security and Technology Committee was not present. Mr. Kleinschmidt read the minutes and stated that he accepted the minutes as written. They are attached as Exhibit A. Attachment 4 (pg. 4-1)
 3. Mrs. Betty Huf, Chairperson of the Program, Policy and Personnel Committee read the minutes and accepted them as written. They are attached as Exhibit B. Attachment 5 (pg. 5-1)
 4. Ms. Katherine Driban, Chairperson of the Finance Committee read and accepted the minutes as written. They are attached as Exhibit C. Attachment 6 (pg. 6-1)
 5. Mr. Gamble, Chairperson, appointed the following Executive Council members to the Ad Hoc Negotiations Committee: Mr. Charles Kleinschmidt, Mr. Joseph Jagelka, Mr. John Gamble and Mrs. Bernadette Heenan.
- D. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Cash Payments Report for October. Attachment 7 (pg. 7-1)
- E. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Treasurer's Reports for September. Attachment 8 (pg. 8-1)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify the employment of Ronald Hungarter, as short-term Substitute Teacher in the Construction Carpentry program, effective November 12, 2012 until Mr. Anthony Rogers can assume the permanent position, at a daily rate of \$385.00 (Column A Step 15), with statutory benefits.
2. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Katelyn Anastasi, student in the Early Childhood Care and Education Program, to work in a co-op position as a Substitute Aide when needed, for L'il Bucks Partners in Learning, at a rate of \$9.00/hour, effective November 13, 2012.
3. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Fritz Gracien, Custodian, effective November 26, 2012.

4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the membership of the Middle Bucks Local Advisory Council for the 2013 calendar year. Attachment 9 (pg. 9-1)

B. Policies

1. ADOPTION

Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to accept for adoption new Board Policy No. 252, Dating Violence, in the Pupils Section. Attachment 10 (pg. 10-1)

C. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the out of state professional development request. Attachment 11 (pg. 11-1)
2. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Master Contract between the Bucks County Workforce Investment Board and Middle Bucks Institute of Technology. Attachment 12 (pg. 12-1)
3. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Articulation Agreements with Bucks County Community College – Criminal Justice, Emergency Management/Public Safety and Fire Science. Attachment 13 (pg. 13-1)
4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify the agreement between Constellation NewEnergy, Inc. and Middle Bucks Institute of Technology. Attachment 14 (pg. 14-1)
5. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve authorizing Administration to obtain proposals for concrete repairs on the North Plaza walk from in front of Aspirations to the bus parking along the front of the school building.
6. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to receive and file the October 19, 2012 Local Advisory Council Minutes. Attachment 15 (pg. 15-1)
7. Ms. Driban moved, Mrs. Huf 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, 2011. Enclosure
8. Ms. Driban moved, Mrs. Huf 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, 2011. Enclosure

9. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve to not permit loans under the Middle Bucks Institute of Technology 403(b) plan and amend the 403(b) plan document and adoption agreement to reflect the same and to approve amendments to Middle Bucks Institute of Technology 403(b) plan document and adoption agreement as amended and in accordance with IRS regulations. Attachment 16 (pg. 16-1)
 10. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, approving continued participation in Tax Advantage Benefits System (TABS) of the Pennsylvania School Boards Association for premium only plan under IRS Section 125. Attachment 17 (pg. 17-1)
 11. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve budget transfers. Attachment 18 (pg. 18-1)
 12. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to cancel the December public meeting and authorize the Administration to pay bills to be ratified at the January meeting.
- VIII. Mr. Gamble, Chairperson, announced that Mr. Jagelka and Mrs. Heenan will serve on the Comprehensive Planning Committee.
- IX. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to adjourn the November 12, 2012 meeting of the MBIT Executive Council at 6:39 PM.

Respectfully submitted,

Roberta Jackiewicz
Assistant Board Secretary

Building, Security, & Technology Committee Meeting Minutes

November 8, 2012

Main office conference room

4:30PM

Present: Mr. Joseph Jagelka, Mr. Charles Kleinschmidt, Mr. John Vaughn (via phone), Mr. Richard Hansen, Mr. Vincent Loiacono, and Mrs. Kathryn Strouse

- 1) The Facility Manager presented the completed agreement with Constellation NewEnergy, Inc. for electric service through July 21, 2015 at a rate of \$0.04567 fixed Energy Price this cost does not include transmission nor delivery costs added by PECO. The committee was in favor of this agreement.
- 2) The Director of Facility Operations presented for consideration the North Plaza concrete bid request to remove, repair or replace 19 areas of damaged concrete. The committee was in favor of moving this forward.
- 3) The Facility Manager discussed the Solar Energy Project. There has been on-going meetings/conversations between Tangent Energy Solutions and Advanced Conservation Technology/LVI Power and Make Clean Energy. There have been several meetings with both vendors to assist in the presentation of their plans to construct a Photo Voltaic array in the North Field of the Campus. As of today, Mr. David Turner, President of Tangent Energy Solutions is prepared to present his proposal to the MBIT Executive Council on November 12, whereas he will request a 90 day exclusive agreement to complete the necessary preparation. The Facility Manager has been working with Mr. Kevin Kennedy of ACT, representatives of LVI and Make Clean Energy and had requested they provide a proposal for review by November 8th. As of today that proposal hasn't been received. The committee discussed the business model, Tangent financing and the financial commitment required of MBIT, reviewed the Dunn & Bradstreet report, and possible project scheduling. The committee was in favor of moving this forward.

The next meeting of the Building, Security and Technology committee will be held on Tuesday, December 4, 2012 at 4:30PM.

The meeting adjourned at 5:30 PM

Program, Policy, and Personnel Committee Meeting Minutes
November 8, 2012
Main Office Large Conference Room
5:15 pm

Present: Mr. John Gamble, Mrs. Betty Huf, via telephone conferencing, and Mrs. Kathryn Strouse

- The PPP Committee members reviewed the personnel matters on the November Executive Council agenda and recommended submitting them to the Executive Council for approval. The items on the agenda included approval of:
 - Co-op Student Substitute
 - FMLA Request
 - LAC Members
 - Construction Carpentry Substitute
 - Out of State Professional Development
- The Director provided a draft of the new Date Violence Policy #252 for review. The policy will be presented at the November Executive Council meeting for approval. The policy was reviewed by the Solicitor, the Superintendents, and the Executive Directors from NOVA and A Woman's Place. Their recommended changes have been included in the policy.
- The Director reviewed an articulation agreement between Bucks County Community College and MBIT Public Safety program to provide students with up to twelve (12) college credits for successfully completing the public safety program at MBIT.
- The Director reviewed the Bucks County Workforce Investment Board contract to reapprove MBIT as a provider to offer training to qualified residents in Bucks County through our adult day program.
- The Director shared that negotiations with the Middle Bucks Education Association (MBEA) will begin January 2013. The Executive Council Chairperson shall appoint four members to the Negotiation Committee, one from each District. The Negotiation Committee will represent the Executive Council in negotiation discussions. There will be a Negotiation Committee planning meeting on December 4, 2012 at 5:30P.
- The Director reviewed the Comprehensive Planning process with the PPP Committee. The Executive Council Chairperson shall appoint two members to serve as representatives on the Comprehensive Planning Steering Committee. The Comprehensive Planning Steering Committee meeting is scheduled to meet on February 7, 2013 from 9AM to 12N.

The meeting was adjourned at 6:00PM.

The next meeting of the Program, Policy, and Personnel Committee will be held Thursday, December 4, 2012 at 5:15 PM in the Main Office Conference Room.

Finance Committee Minutes
November 8, 2012
Main Office Large Conference Room
6:00pm

Present: Ms. Katherine Driban, Dr. Bill Foster, Mr. Robert Vining and Mrs. Kathryn Strouse

An agenda was distributed prior to the meeting.

The local auditor Paul Farrell, CPA, partner in Dreslin and Company, Inc. delivered the audit reports for fiscal year ended June 30, 2012 for Middle Bucks Institute of Technology and Middle Bucks Area Vocational-Technical School Authority to the finance committee. Mr. Farrell advised that there were no findings, no management recommendations were necessary, and that audit opinions were unqualified. He answered questions and reviewed financial statements with the committee.

The Business Manager presented information to be included in the first draft of the General Fund budget for 2013/2014. He also presented the Lease Rental debt service information for 2013/2014. The overall combined increase presented is 2.03% or \$199,230 over the 2012/2013 adopted budget. The member district contributions increase by 0.34% or \$33,380 over 2012/2013. The General Fund expenditures budget increases 2.40% over 2012/2013. The committee reviewed the handouts and asked questions regarding changes in salaries & wages, benefits, professional & technical services, and other purchased services. The projections of local, state and federal (Perkins) revenue were discussed. The Act 1 index was discussed as well. The first draft will be presented to the Executive Council on Monday, November 12.

The Business Manager reviewed the 403(b) Adoption Agreement with the committee. The committee questioned the effective date, employer contributions, transfers and loan provisions of the adoption agreement. The effective date is January 1, 2012 and coincides with when TSA succeeded Great American as MBIT's TPA. TSA wants to know that their administration is governed by a proper 403(b) document from when they inherited MBIT. MBIT will only make employer contribution to the 403(b) plan according to contractual commitments. The only contractual commitment is to the ACT 93 group. To date, no employer contributions have ever been made. Transfers allow new employees to move qualified monies to their MBIT 403(b) plan from a former employer 403(b) plan and vice versa. The transfer provision also authorizes TSA to communicate with investment providers regarding transfers in order to maintain compliance with IRS rules. Lastly, the committee recommends the Executive Council vote to not permit loans by employees from their 403(b) plan. Hardship withdrawal is permitted under qualifying circumstance.

The Business Manager is requesting that a new Section 125 plan document be prepared to replace the existing one that cannot be located. MBIT uses a premium only plan to reduce employee and matching employer social security taxes.

A banking services RFP was released with intention of securing a replacement for Citizens Bank by end of calendar year. There were ten invitations with nine responses. The Business Manager

reviewed the services sought, the current banking climate in general, who has responded, and timing of recommendation. The goal has been to make recommendation by November 12, but there may not be enough time to complete and the selection would be held off until January.

The Administrative Director reviewed the status of the solar project. There have been on-going meetings/conversations between Tangent Energy Solutions and Advanced Conservation Technology/LVI Power and Make Clean Energy. There have been several meetings with both vendors to assist in the presentation of their plans to construct a Photo Voltaic array in the North Field of the Campus. As of today, Mr. David Turner, President of Tangent Energy Solutions is prepared to present his proposal to the MBIT Executive Council on November 12, whereas he will request a 90 day exclusive agreement to complete the necessary preparation. The Facility Manager has been working with Mr. Kevin Kennedy of ACT, representatives of LVI and Make Clean Energy and had requested they provide a proposal for review by November 8th. As of today that proposal hasn't been received.

The Business Manager updated the committee regarding activities of the Bucks Montgomery County Schools Health Care Consortium.

The Business Manager summarized the financial activity of Li'l Bucks and Adult Education as of October 31, 2012 and 2011, respectively.

The meeting adjourned at 8:10 PM.

The next meeting of the Finance committee will be held on Tuesday, December 4, 2012 at 6:00PM.