

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
November 9, 2015

- I. The regular meeting of the MBIT Executive Council was convened on Monday, November 9, 2015 at 5:33 p.m. by Dr. Bill Foster, Vice 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

Mr. Mark Byelich, Council Rock S.D.
Ms. Kati Driban, Centennial S.D.
Dr. Bill Foster, Council Rock S.D.
Mr. John Gamble, Central Bucks S.D. – (Arrived at 5:55 PM)
Mr. Joseph Jagelka, Central Bucks S.D.
Mr. Charles Kleinschmidt, Centennial S.D. – (Arrived at 5:40 PM)
Mr. Mark B. Miller, Centennial S.D.
Mrs. Kelly Unger, Central Bucks S.D. – (Arrived at 5:36 PM)

Absent

Mr. James Hayden, New Hope Solebury 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. Kathryn Strouse, Administrative Director
Mr. Robert Vining, Business Manager
Dr. David P. Weitzel, MBIT Superintendent of Record, Central Bucks S.D.

- II. Guests included Ms. Michelle Crunkleton, Central Bucks School District Parent and Ms. Lynda Moyer, Health Occupations Teacher, MBIT.

Ms. Crunkleton gave her rebuttal to what she felt were incorrect statements made at the September Executive Council meeting after she presented information regarding the effects of sleep deprivation for adolescents due to the early start time for Middle School and High School. She distributed a pamphlet called “Fast Facts on Healthy School Start Times”. Attachment A

Mrs. Unger arrived at 5:36 PM.

Mr. Kleinschmidt arrived at 5:40 PM and assumed his position as Chairperson of the Executive Council.

- III. Mr. Kleinschmidt reported that the new MBIT Dental Clinic opened to the community in October, our culinary students participated in a winter squash tasting competition and that we will be sending 25 SkillsUSA Officers and Representatives to the 3-day Fall Leadership Conference in the Poconos in late November.

Mr. Kleinschmidt recognized Mr. Joseph Jagelka and Mrs. Kelly Unger for completing their term of service on the Executive Council.

Mrs. Strouse thanked Mr. Jagelka and Mrs. Unger for their service and commitment and presented them with a plaque and certificate on behalf of the staff and students at Middle Bucks Institute of Technology.

- IV. Ms. Driban said she was excited to see the articles about the farm to school initiative/grant and the nontraditional student in our Building Trades program.

Mrs. Strouse added that they met with students last week for a focus group and nontraditional students were one of the topics they discussed. Mrs. Strouse said that she put their thoughts together in a letter and sent it to the Department of Education.

Mr. Byelich announced that it is likely that he won't be returning as a Representative of Council Rock School District. He said he has really enjoyed his time here and thanked everyone for the experience at MBIT.

Mr. Miller said Mr. Byelich's absence at MBIT will be a loss. He also said that he promised if he was elected to office at PSBA, he would reinstate the Career and Technical Education Task Force. He had a meeting with the Department of Education and they were willing to consider a new line item just for advances in Career and Technical Education. He would like to extend an invitation for them to come to Middle Bucks for lunch.

Mr. Jagelka spoke about the challenges that MBIT and all technical schools have with getting society to recognize the existence and value of career and technical education.

Mrs. Unger said that trying to change the mindset has been the biggest frustration and it will take the longest to do. She always loved talking about MBIT at the Central Bucks board meetings and it has been a tremendous privilege to be here for four years.

Ms. Driban shared that Dr. Baugh sent out pictures of his first lunch here. He was very impressed with our students and the food that was served. Mr. Miller compared Aspirations to a 5-star restaurant.

Mr. Kleinschmidt noted that Mr. Hayden did not run for office and will not be representing New Hope Solebury next year on the Executive Council. Although not in attendance, he thanked Mr. Hayden for his service.

Mr. Gamble arrived at 5:55 PM.

V. Mr. Byelich moved, Dr. Foster seconded, passed unanimously, to approve the minutes of the October 12, 2015 meeting as amended to reflect that the meeting was convened at 6:05 PM. Attachment 1 (pg. 8)

VI. Routine Business:

A. Administrative Report

1. Mrs. Strouse provided a presentation on the proposal to combine the Health Occupations program and Health Science program into one program that would be called Medical and Health Professions. This proposal will offer students the opportunity to explore a variety of medical and health related professions. This is being proposed because the Program of Study for each program is similar in content, the NOCTI exam is the same for both programs, the programs compete for the same pool of students and industry certifications and clinical experiences are associated with a specific program. Mrs. Strouse reviewed the curriculum, industry certifications, and clinical experiences that would be available for the proposed combined program.

Mrs. Moyer added the students change their mind often about the path they would like choose and some students would like to try to earn different certifications. Combining programs could make the students more marketable and it would give them more opportunities.

Discussion included that it's good we are thinking out of the box and with the evolution of corner medical clinics for health care, we might find ourselves training people to work in these facilities.

Mrs. Strouse concluded by saying the more exposure we give the students to other options, the more they can figure out what they want to do. There are many more options for careers now than there were when the programs were initially conceived.

2. Mr. Vining presented an overview of the first draft of the 2016-17 General Fund Budget. The summary shows the net budget increase of 3.71%.

There are many assumptions and unknowns, which include salaries and wages, medical and prescription benefits, dental benefits, retirement and other expenditures that were discussed.

Mr. Vining explained that we gained \$400,000 in savings for the school's construction fund from the bond transaction. He concluded by saying there is more work to be done and all of the line items will be looked at to reduce the budget increase. (Attachment B)

There was a discussion about some of the districts paying off their portion of the bonds from their cash reserves. It was noted that the feasibility of this transaction was researched before and it was determined that it was not an option. There was also discussion about the budget crisis in Pennsylvania and the effect on the school's finances.

- B. Ms. Driban moved, Dr. Foster seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 15)
- C. Committee Reports
 - 1. Dr. Weitzel, Superintendent and Chairperson of the Professional Advisory Council said that there was nothing to update. Attachment 3 (pg. 17)
 - 2. Mrs. Unger, Chairperson of the Finance Committee, reported that there are a couple of items that were discussed at the meeting that are on the agenda for approval as well as the audit report. She added that Mr. Vining will give the details throughout the evening. Attachment 4 (pg. 19)
 - 3. The Building, Security and Technology Committee meeting scheduled on Wednesday, November 4, 2015 at 5:15 PM was cancelled. – Mr. Joseph Jagelka, Chairperson. Attachment 5 (pg. 21)
 - 4. Dr. Foster, Chairperson of the Program, Policy and Personnel Committee said he had nothing to add to the minutes. Attachment 6 (pg. 22)
- D. Ms. Driban moved, Mr. Miller seconded, **passed** 7 ayes, 0 nays, 1 abstention (Mr. Gamble, because he is listed on the Cash Payments Report), to approve the Cash Payments Report for October. Attachment 7 (pg. 24)
- E. Ms. Driban moved, Mr. Miller seconded, **passed** 7 ayes, 0 nays, 1 abstention (Mr. Gamble because he is listed on the Cash Payments Report), to approve the Treasurer's Report for September. Attachment 8 (pg. 41)

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 #435.1 – Family and Medical Leave for Paul Ciarlone, Automotive Technology Teacher, effective October 13, 2015.
- 2. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to ratify the reassignment as needed of Chester Guillory, Instructional Assistant as Substitute Automotive Technology Teacher, at Step 15, Level A, prorated to a half day rate of \$196.79 or full day rate of \$393.58, effective November 2, 2015 until the return of our staff member to full-time.

3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, approve the membership of the Middle Bucks Local Advisory Council for the 2016 calendar year. Attachment 9 (pg. 57)
4. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the spring 2016 Adult Education Evening School programs and employment of the Adult Evening School Staff. Attachment 10 (pg. 60)
5. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2015-2016 school year. Attachment 11 (pg. 61)

B. Policies

1. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to accept for first reading the following New Board Policies: Attachment 12 (pg. 62)
 - a. New Policy No. 000 – Executive Council Policy/Administrative Regulations – Board Procedures Section
 - b. New Policy No. 105.1 – Curriculum Review by Parents/Guardians and Students – Programs Section
 - c. New Policy No. 105.2 – Exemption from Instruction – Programs Section
 - d. New Policy No. 113.1 – Discipline of Students with Disabilities – Programs Section
 - e. New Policy No. 113.2 – Behavior Support – Programs Section
 - f. New Policy No. 203.1 – HIV Infection – Pupils Section

There was a question regarding the policy on exemption of instruction asking why it was up to the student to choose whether or not to be exempt if their parent signed a form. Mr. Garton explained that the student has their own constitutional rights.

2. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to adopt new Board Policy No. 819 – Suicide Awareness, Prevention and Response in the Operations Section. Attachment 13 (pg. 84)
3. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, for the title Joint Operating Committee (JOC) to be changed on all policies to the title Executive Council.

C. Other Matters for Consideration

1. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the additional field trips for the 2015/16 school year. Attachment 14 (pg. 91)
2. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the implementation of a new program, Medical and Health Professions, at the Middle Bucks Institute of Technology for the start of the 2016-2017 school year. Attachment 15 (pg. 92)

3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the calendar of the Executive Council public meeting dates for the 2016 year. Attachment 16 (pg. 94)

It was asked that we investigate the start time of the committee meetings in October to accommodate the conclusion of Rosh Hashanah.

4. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the September 30, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 17 (Page 96)
5. Ms. Driban moved, Mr. Jagelka 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 \$87,500. Attachment 18 (pg. 118)
6. Ms. Driban moved, Mr. Jagelka 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, 2015. Attachment 19 (pg. 119)
7. Ms. Driban moved, Mr. Jagelka 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, 2015. Attachment 20 (pg. 144)
8. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the revised Memorandum of Understanding regarding legal proceedings between Middle Bucks Institute of Technology and Central Bucks School District, Centennial School District, Council Rock School District, and New Hope Solebury School District. Attachment 21 (pg. 194)
9. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to open a new bank account at TD Bank for Li'l Bucks Preschool with initial deposit of \$46,649 from the Production Fund account. Attachment 22 (pg. 208)

It was noted that the motion above was a suggestion of the Auditor and we completed our audit with no findings or observations.

10. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to close the Middle Bucks Summer School bank account at TD Bank and distribute the \$13,298 balance to member school districts based on averaging last four years enrollment in the summer school. Attachment 23 (pg. 209)
11. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve budget transfers. Attachment 24 (pg. 210)
12. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to cancel the December public meeting and authorize the Administration to pay bills to be ratified at the January meeting.

13. Mr. Miller moved, Ms. Driban seconded, **passed** unanimously, to give Administration stand by authority to withhold payment of the state share of the PSER contribution until received from the state.

- IX. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to adjourn the November 9, 2015 meeting of the MBIT Executive Council at 6:48 PM.

Respectfully submitted,

Joseph Jagelka
Secretary

Roberta Jackiewicz
Assistant Secretary