

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
***EXECUTIVE COUNCIL MINUTES***  
**February 8, 2016**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, February 8, 2016 at 5:35 p.m. by Dr. Bill Foster, 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**

Mrs. Beth Darcy, Central Bucks S.D.  
Ms. Kati Driban, Centennial S.D.  
Dr. Bill Foster, Council Rock S.D.  
Mr. John Gamble, Central Bucks S.D.  
Mr. Charles Kleinschmidt, Centennial S.D.  
Mr. Mark B. Miller, Centennial S.D.  
Mrs. Karen Smith, Central Bucks S.D. (Arrived at 5:36 PM)  
Mrs. Wendi Thomas, Council Rock S.D.

**Absent**

Mr. John Capriotti, New-Hope Solebury S.D.

**Others in Attendance:**

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. There were no guests at the meeting.

Mrs. Smith arrived at 5:36 PM.

- III. Dr. Foster welcomed new Executive Council member Mrs. Wendi Thomas from Council Rock School District.

Dr. Foster reported the results of the SkillsUSA District 2 Competition. Middle Bucks competitors participated in 44 competitions and earned a total of 36 medals; 8 gold medals, 11 silver medals and 17 bronze medals. The gold medal winners will now represent District 2 at the Pennsylvania SkillsUSA State Competition in April at the Hershey Lodge and Conference Center.

Dr. Foster also reported that last week marked the beginning of our Adult Evening classes for the spring semester. Middle Bucks will host a “Leap Day” shadowing event at the end of February, where current students are able to bring a friend, who is not currently enrolled at Middle Bucks, to visit our school and “get a leap” on their career direction.

Dr. Foster concluded his report by announcing that Middle Bucks will induct twenty-two new students into the National Technical Honor Society on March 3<sup>rd</sup>.

- IV. Ms. Driban commended Administration for the sale of the student built house and for having the insight to move the house project from a one year project to a two year project. She complimented Administration for always coming up with new ideas and suggestions that produce positive outcomes.
- V. Ms. Driban moved, Mr. Miller seconded, **passed** 7 ayes, 0 nays and 1 abstention (Mrs. Thomas was not present at the meeting) to remove from the table and approve the minutes of the November 9, 2015 meeting. Attachment 1 (pg. 7)
- VI. Ms. Driban moved, Mr. Miller seconded, **passed** 7 ayes, 0 nays and 1 abstention (Mrs. Thomas was not present at the meeting) to approve the minutes of the January 11, 2016 meeting. Attachment 2 (pg. 14)
- VII. Routine Business:
- A. Administrative Report
1. Mrs. Strouse provided an update on the Goals and Objectives. She noted that we are beginning the process for the next Comprehensive Plan that will be effective in 2017. The school participates in the Technical Assistance Program (TAP) and three of our Administrators completed A.L.I.C.E. Training over the summer. A Sports Therapy and Exercise Management program has been implemented and we are in compliance with Act 153, which requires Co-op employers to have clearances. We are also working on the Act 71 Suicide Prevention Program in accordance with the PDE mandate.
- Another goal is to market Middle Bucks to secondary and adult students. This is being accomplished by developing approaches to increase awareness of nontraditional career pathways and targeting marketing strategies to programs with a 3-year trend of declining enrollment. In addition, we have met with a student focus group to determine perceived barriers to attending Middle Bucks and continue to increase awareness of adult educational opportunities.
- Mrs. Strouse completed her update by reporting that the following goals have been completed. These include creating a male locker room on A-2<sup>nd</sup> Floor, repair of the Automotive Lab floor, installation of new HVAC units, replacement of six transformers, installation of magnetic induction lighting and replacing crumbling concrete.
- It was asked which programs are being worked with due to declining enrollment. Mrs. Strouse said the programs are Collision Repair, Computerized Drafting & Engineering Graphics, Construction Carpentry and Dental Occupations.

It was also asked if we have the resources to support the Suicide Prevention Program. Mrs. Strouse explained that if there is a concern about a student, we contact the Guidance Counselor at the home school and refer it to them. The districts have the staff and resources to determine if a student is safe to be in school. Our staff will be trained on what to be aware of and what resources are available for students.

2. Mr. Vining presented the proposed 2016/2017 General Fund budget. He discussed the unknowns, which include health insurance, retirement, insurance, state subsidies, and federal grants. The goal is to be at or under the Act 1 index of 2.4%. He further explained the Lease Rental, outstanding bonds and how costs are shared as required by the Articles of Agreement.

Mr. Vining continued by noting that the assumptions made in putting the budget together include, salaries, health care benefits, PSERS, cleaning services, equipment maintenance in programs and facilities. He reviewed a summary of the budget to budget change, which currently shows a net budget increase of 2.92%.

Mr. Vining reviewed the receipts from member districts and the total proposed contribution for 2016/2017 of \$8,958,956. This is a \$204,307 increase or 2.33%, which is below the Act 1 Index. This was accomplished by proposing to use a \$55,000 Committed fund balance and \$95,000 that is stranded in the Bucks Montgomery County Schools Health Care Consortium for a “premium holiday” in 2016/17. He also reviewed local, state and federal revenue and other budgets details that included the Capital Reserve Fund, Adult Education, Production Fund, Proprietary Fund and Fiduciary Funds.

Mr. Vining concluded his presentation by saying that the next step is to make final revisions and to ask for approval at the next Executive Council meeting.

It was mentioned that approximately 53% of the budget increase is for PSERS. There was also discussion about the differences between fund balances at Middle Bucks, the Articles of Agreement and fund balances at the districts. Mr. Vining explained that we are able to keep a maximum of 5% of our operating budget in our Capital Reserve Fund and in any one year we can fund it to a maximum of 2.5% of the unspent budget. It was asked if we could change the Articles of Agreement to allow the school to maintain an established amount in the Capital Reserve Fund. Mr. Garton said that the Articles of Agreement would probably need to be amended and all four districts would have to agree. It was requested that this be explored at the Building, Security and Technology Committee next month.

There was a question asking how much research was done on an electronic sign. Mrs. Strouse noted that the township denied the installation of an electronic sign out front because they feel it is distracting to drivers.

- B. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 3 (pg. 21)
  
- C. Committee Reports
  - 1. Dr. Weitzel, Superintendent and Chairperson of the Professional Advisory Council said there were no additions to the minutes in the packet. Attachment 4 (pg. 27)
  - 2. Mr. Kleinschmidt, Chairperson of the Finance Committee said that everything discussed is included in the packet. He thanked Mr. Vining for his work on the budget and said he does a wonderful job. Attachment 5 (pg. 28)
  - 3. The Building, Security and Technology Committee meeting scheduled on February 2, 2016 at 5:15 PM was cancelled – John Capriotti, Chairperson. Attachment 6 (pg. 30)
  - 4. Mr. Gamble, Chairperson of the Program, Policy and Personnel Committee did not attend the meeting and said to refer to the minutes in the packet. Attachment 7 (pg. 31)
  
- D. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Cash Payments Report for January. Attachment 8 (pg. 33)
  
- E. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Treasurer's Report for December. Attachment 9 (pg. 52)

VIII. Current Agenda Items

A. Personnel Items

- 1. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to ratify the resignation of Louise Forliano, as temporary substitute Main Office Administrative Assistant/Receptionist, effective January 29, 2016.
  
- 2. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to ratify the additional assignment of Valeri Carpino, part-time Evening School Receptionist, as temporary substitute Main Office Administrative Assistant/Receptionist, Hours 7:15 AM– 2:30 PM, effective February 1, 2016 as needed until the return of our staff member, at an hourly rate of \$17.50, with statutory benefits only.
  
- 3. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Sandra Fitzpatrick, Special Needs Coordinator, effective May 24, 2016.

4. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the appointment of Christine Schwartz as a member of the 2016 Local Advisory Council (LAC).

B. Policies

1. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to accept for adoption the following policy that was updated with language revisions: Attachment 10 (pg. 70)
  - a. Revised Policy No. 412 – Evaluation of Professional Employees – Professional Employees Section.
2. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to remove from the table and approve to delete Administrative Regulation No. 412-R – Evaluation of Professional Employees and Administrative Regulation No. 412-R2 – Evaluation of Professional Employees. Attachment 11 (pg. 72)

C. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the additional field trip for the 2015/16 school year. Attachment 12 (pg. 76)
2. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Agreement for Contracted Services between Middle Bucks Institute of Technology and Dentist, Dr. Alan Gross, effective February 9, 2016. Attachment 13 (pg. 77)
3. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Agreement for Contracted Services between Middle Bucks Institute of Technology and Dental Hygienist, Margaret Rutherford, effective February 9, 2016. Attachment 14 (pg. 78)
4. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Agreement for Contracted Services between Middle Bucks Institute of Technology and Expanded Function Dental Assistant, Joan Burke, effective February 9, 2016. Attachment 15 (pg. 79)
5. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Agreement for Contracted Services between Middle Bucks Institute of Technology and Dental Hygienist, Angela Lefkowitz, effective February 24, 2016. Attachment 16 (pg. 80)
6. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve house bid of Greg and Barb Demusz, in the amount of \$90,000 and sell the 2014-2016 student-built house as per sales agreement specifications. Attachment 17 (pg. 81)

7. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, ratifying the acceptance of Unbundled Fixed Energy for period July 21, 2017 to July 25, 2019 with Constellation New Energy (CNE) at \$0.03791/kWh by Business Manager on February 2, 2016. Our energy consultant, Provident Energy Consulting, LLC solicited rate pricing from Electricity Generation Suppliers (EGS) and received pricing from six EGS. Current rate through July 20, 2017 is \$0.05107/kWh via CNE. Attachment 18 (pg. 82)
  8. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to authorize administration to plan, develop and market a Summer Career Exploration program. Attachment 19 (pg. 90)
  9. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the payment of \$8,400 to Central Bucks School District for reimbursement of a Due Process Complaint Settlement.
  10. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, authorizing the administration to pursue federal, state and local funds consistent with the MBIT approved Comprehensive Plan.
- IX. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to adjourn the February 8, 2016 meeting of the MBIT Executive Council at 6:20 PM.

Respectfully submitted,

Kati Driban  
Secretary

Roberta Jackiewicz  
Assistant Secretary