

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

- I. The regular meeting of the MBIT Executive Council was convened on Monday, February 9, 2015 at 5:30 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. The Council members held a moment of silence for Mr. Tully and wished the best for his family.

Council Members

Mrs. Susan Atkinson, New Hope Solebury S.D.
 Mr. Mark Byelich, Council Rock S.D.
 Ms. Kati Driban, Centennial S.D. (Alternate)
 Dr. Bill Foster, Council Rock S.D.
 Mr. Joseph Jagelka, Central Bucks S.D.
 Mr. Charles Kleinschmidt, Centennial S.D.
 Mr. Mark B. Miller, 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:

Dr. Joyce A. Mundy, MBIT Superintendent of Record, Centennial 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. Guest at the meeting was Mr. Sean Castineira. Mr. Castineira shared some information about himself and said he is the proposed Sports Therapy and Exercise Management Teacher.
- III. Middle Bucks hosted its first Shadowing Day event on February 2nd. Our students were able to bring a friend who is not currently enrolled at Middle Bucks to visit our school and shadow a technical program. The day was a success and we welcomed 20 visitors in 9th, 10th and 11th grades on this day.

Last week marked the beginning of our Adult Evening classes for the spring semester. The courses offered include Dental Assisting, HVAC, Computerized Drafting, CNC Machining, Welding, and much more. This is a great opportunity for Middle Bucks to provide training to the adults in our community to develop a new occupational skill or upgrade their present skill set.

And next week, SkillsUSA District 2 Competitions will be held at Central Montco Technical High School. Middle Bucks will have 55 competitors participating in program related competitions to determine who will represent us at the Pennsylvania SkillsUSA State Competition in April.

- IV. Ms. Driban said it was a nice addition to see the notifications about individuals who have had early acceptances to colleges. She said it was something she hadn't seen in her previous time here and thought it was a really nice addition.

Mr. Miller apologized for any confusion over the Career and Education Task Force. He said he tried to convey at the January meeting that the Task Force was just coming together, so there wasn't anything to take to a Legislator like Bernie O'Neill. The concept that there was money that was being held was incorrect. The position of the Task Force is that by flat funding Career and Technical Education, effectively we are getting less money because it doesn't buy what it bought before. Also the Perkins Act is holding still, that's at the federal level, but it has been higher and they would like it restored to where it was. Those are the things the Task Force is going to be working on. There are 22 centers looking for the six positions to host the luncheon to kick off the Task Force. All of them can serve food through the end of May, so Middle Bucks is not going to be one of the ultimate six. He has asked Ms. Driban, as a Region 11 member, not as a Middle Bucks member, to assist him on the Task Force and she has said she would do that.

Dr. Foster shared that Mr. Alan Harvison represented Council Rock School District at Middle Bucks and passed away a few weeks ago. He said Mr. Harvison had served as the President of the Council Rock School Board and was a wonderful man.

- V. Ms. Driban moved, Mr. Byelich seconded, **passed** 6 ayes, 0 nays, and 2 abstentions (Mr. Jagelka and Dr. Foster did not attend the meeting) to approve the minutes of the January 12, 2015 meeting. Attachment 1 (pg. 7)

- VI. Routine Business:

A. Administrative Report

1. Mrs. Strouse explained that the Comprehensive Plan was the new PDE version of the Strategic Plan that was implemented in July 2014. She explained that the Comprehensive Plan required by PDE focused on three goals, enhancing student achievement, support for students academically at risk and providing access to more technology resources. She further explained that the supplement to the Comprehensive Plan was developed to address many areas that were not covered in the Comprehensive Plan. Mrs. Strouse reviewed the goals of the supplemental plan.

The first goal is to enhance student achievement. This will be accomplished by establishing a system that ensures students who are academically at-risk are supported, utilizing PDE Standards Aligned System (SAS), Aligning PA Academic Core Standards with Program of Study curriculum, adapting the PDE Educator Effectiveness Evaluation Framework, and evaluating and improving special education services.

The next goal is to develop highly qualified staff. This will be achieved by providing professional development activities consistent with PDE initiatives, providing training related to Mandated Reporting and Suicide Prevention, implementing professional development activities for faculty and staff related to use of instructional technology and administrative management and providing ongoing training related to recruitment of non-traditional students.

The third goal is to provide a safe and secure environment. We plan to realize this by developing a plan to annually review and update technology needs for improving security and communications, developing a long range plan for facility and grounds improvement that is updated annually, implementing initiatives in accordance with PDE Office of Safe Schools and implementing A.L.I.C.E., a training program designed to help people survive violent intruders and active shooters.

The following goal is to have successful student recruitment. This will be accomplished by evaluating and improving recruitment, selection and retention processes, targeting marketing strategies toward programs with a 3-year trend in declining enrollment, providing a CTE orientation program as an in-service activity to sending school staff, establishing an annual student focus group to determine barriers to attending MBIT, focusing on recruiting non-traditional students, featuring successful non-traditional students at recruitment events, and expanding Adult Education course offerings.

Another goal is to expand existing post-secondary and business/industry partnerships. This will be achieved by expanding school based enterprises, expanding strategies for disseminating post-secondary information to students, continuing to develop post-secondary articulation agreements, and expanding opportunities/options for industry certifications.

The last goal is continuous improvement using data to effectively examine system-wide programs and practices. This will be accomplished by annually evaluating the overall Continuous Improvement System, reallocating resources available efficiently including personnel, facilities and funding, and developing and implementing a plan to enhance the teaching, learning and management processes for our school.

There was a comment that there are differences of opinions in law enforcement on what to do when there are violent intruders and active shooters. Mrs. Strouse explained there are different models on what to do, but we follow the directives of the Pennsylvania Department of Education and Warwick Police Department. Other discussion included that the benchmark for non-traditional students is an extra burden, there is currently a lot of energy in the media about career and technical schools and there can be a lot of economic advantages to this path, and the impact of Act 153 on our Co-op program.

2. Mr. Vining reviewed the proposed 2015/2016 General Fund budget. He discussed the 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 1.9%. The overall increase is \$461,314 or 4.56% above the 2014/2015 General Fund budget. Assumptions include costs for starting the new Sports Therapy and Exercise Management program, salaries, health insurance and prescription plan costs, PSERS pension costs, cleaning services, supplies, utilities, and equipment. He reviewed a summary of the budget to budget change.

Mr. Vining recommends using fund balances to bring the member district share of the cost within the Act 1 index. The recommendation is to use \$200,000 consisting of \$70,000 committed, \$52,000 Adult Education and \$78,000 Production fund balances. This in combination with other local income, state subsidies and federal funds reduces the member district contributions to net of \$132,518 or 1.52%.

He explained the process of reconciling our budget with the member districts and reviewed local, state and federal revenue and other budget details. The other budgets included the Capital Reserve Fund, Adult Education, Production Fund, Proprietary and Fiduciary Funds. Mr. Vining concluded his presentation by asking if there were any recommendations.

Discussion included that the utilities rate is a little higher than the last contract, the prescription plan has decreased in cost, how the fund balance accumulates, the target amount for the fund balance, that we have never had an 8% fund balance as was noted in the policy, the policy should be reviewed and modified, our bond rate is a mirror image of the districts' rating and how much you should keep in a fund balance.

There was a question if there is grant money for equipment for the Sports Therapy and Exercise Management program. Mrs. Strouse said this program is not eligible for grants because it is in the process of being submitted to PDE for approval.

There was also discussion about using fund balances for multiple recurring expenses and if it is being worked out so the fund balance doesn't have to be used in the future, the costs per student to the districts being very favorable and the money that we agreed to contribute to the traffic signal is being carried over and will be due when the road work is completed in 2017.

It was asked why we don't fund the Adult Education Coordinators salary 100% out of Adult Education. Mr. Vining said he thinks we would be over burdening Adult Education and part of her responsibilities are adult day students.

Mr. Kleinschmidt added that it was discussed in the committee meetings last week, that one of the items that is going to be investigated is to make sure that the charges for students to attend Li'l Bucks are in line with the rest of the community and to see if there is an opportunity to increase the prices to be fair to everybody all around.

It was asked if there are any areas where spending can be cut. Mrs. Strouse and Mr. Vining said they are working on that.

Mr. Miller commended Mr. Vining and said being a month out from the budget due date, we are in really good shape.

The following item was moved up on the agenda from Section VII. A. Personnel Items.

3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the employment of Sean Castineira, as quarter-time Sports Therapy and Exercise Management Teacher, at Column A, Step 2 (\$5,898.41 – 20.75 FTE Days), effective February 10, 2015.

Mr. Castineira informed the Executive Council where he went to school and has worked. He said he is looking forward to this position. Mrs. Strouse added that he has the board certification as an Athletic Trainer required by PDE and has experience working as a Physical Therapist for a year. This program has two career paths, the physical therapy area and athletic training and we felt his experience in both of those areas was advantageous to our program.

Mrs. Strouse explained this is a brand new program. It doesn't even have a CIP Code from PDE. The title of our program will be Sports Therapy and Exercise Management. It is primarily for students who have two career directions, they want to go in to the health field and want to do something with physical and occupational therapy or they want to work with sports teams to do athletic training and work with the athletes when they are injured.

The Executive Council discussed Board Policy # 620, Fund Balance in the Finances Section. After discussion, it was decided that Administration should look at revising the policy to reflect that if the fund balance goes below a certain percentage, the districts are required to replenish it at the next budget cycle.

- B. Ms. Driban moved, Mrs. Unger 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. Mundy, Superintendent and Chairperson of the Professional Advisory Council said the Professional Advisory Council met on February 3rd with Mrs. Strouse and the minutes were included in the packet. Attachment 3 (pg. 16)

2. Mrs. Unger, Chairperson of the Finance Committee said Mr. Vining recapped everything tonight that was discussed as the meeting. Attachment 4 (pg. 18)
 3. Mr. Jagelka, Chairperson of the Building, Security and Technology Committee stated everything is in the meeting minutes. Attachment 5 (pg. 19)
 4. Ms. Driban attended the Program, Policy and Personnel Committee meeting and said everything is in the meeting minutes. Attachment 6 (pg. 21)
- D. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the Cash Payments Report for January. Attachment 7 (pg. 22)
- E. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the Treasurer's Report for December. Attachment 8 (pg. 33)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to ratify the employment of James Davey as Long-Term Substitute Multimedia Technology Teacher at Middle Bucks Institute of Technology (MBIT), effective January 20, 2015 through the end of the current school year at Step 15, Level A, prorated to a daily rate of \$390.00, with benefits.
2. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to ratify the employment of Robert Mogg, as full-time Instructional Assistant with Security Assignments, at an hourly rate of \$14.50/hour, with benefits, effective February 9, 2015.

B. Other Matters for Consideration

1. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the supplement to the Pennsylvania Department of Education Comprehensive Plan. Attachment 9 (pg. 50)
2. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to accept the PDE Equipment Grant # FA 122-15-0019 in the amount of \$50,000 and to use the Capital Reserve Fund as a 50 percent match for the purchase of the equipment listed in the grant. Attachment 10 (pg. 55)
3. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to authorize the Administrative Director or Business Manager to execute agreement to participate in Demand Response Program using CPower-Enerwise Global Technologies as Curtailment Service Provider for the program years June 1, 2015 to May 31, 2018 with estimated revenue for the three years of \$13,692.97. Attachment 11 (pg. 56)

4. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to accept the proposal from SimplexGrinnell LP through COSTARS to upgrade the ANSUL Fire Suppression System in the culinary arts kitchen to comply with NFPA code standard 96 of 2014 at a cost of \$32,949.00 to be funded by the Capital Reserve Fund. Attachment 12 (Pg. 58)

It was asked what the new and improved version of the fire suppression system is compared to the current system. Mr. Hanson explained the original system is a water mist system that was installed in 1998. Water mist severely limits what kind of frying or sautéing you can do in a specific area. If for some reason there is a discharge of water mist, you have a real possibility that there will be hot grease or oil that will become splattering. The ANSUL 102 system is a Wet Chemical System. We installed it in 2010 on Chef Gage's side of the kitchen. It is a suppression system designed to reduce splatter and the possibility that you will have grease flying all over the place. In 2011, the NFPA regulations went into effect for that system. Mr. Pfeiffer, Warwick Township Fire Marshall, has been very patient with us over the last three or four years that we have not been able to upgrade due to the budgetary process. We had SimplexGrinnell come in last May and June and they did the survey and put together the program. It is being purchased through COSTARS and is a good price. If we get another 17 or 18 years out of this system, we will be very happy.

5. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the service agreement with Tremco WTI Incorporated, roofing engineers to provide consulting services and testing at a cost of \$6,800 to be paid from the Capital Reserve Fund. Attachment 13 (pg. 66)
6. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the service agreement with Burlington Electrical Testing to act as the InterNational Electrical Testing Association (NETA) certification agent for Middle Bucks Institute of Technology during the installation of the six replacement transformers at a cost of \$6,800 to be paid from 2014 Bond Refinance Fund as approved by the Middle Bucks AVTS Authority on January 28, 2015. Attachment 14 (pg. 73)
7. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the renewal of a five-year service agreement with Siemens Industry Inc. in the annual amount of \$11,289.00, billed semi-annually in advance with a 3% annual increase effective March 1, 2015 through February 28, 2020. Attachment 15 (pg. 75)

It was asked what the percentage increase was on the previous contract. Mrs. Strouse said it was 2%. It was asked if there was a reason they put a 3% increase on this agreement. Mr. Loiacono explained that it is a proprietary fire panel and system, and if we need to keep it up to date, we have to pay what they offer us and our negotiating position is pretty thin.

8. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to authorize administration to plan, develop and market a Summer Career Exploration program. Attachment 16 (pg. 76)
9. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the filing of PlanCon Part K Project Refinancing for the Revenue Bonds, Series of 2014 with the Pennsylvania Department of Education. Attachment 17 (pg. 79)
10. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, authorizing the administration to pursue federal, state and local funds consistent with the MBIT approved Comprehensive Plan.

VIII. Ms. Driban moved, Mrs. Unger seconded, **passed** unanimously, to adjourn the February 9, 2015 meeting of the MBIT Executive Council at 6:53 PM.

A brief Executive Session was held immediately following the public meeting to discuss financial matters.

Respectfully submitted,

Susan Atkinson
Secretary

Roberta Jackiewicz
Assistant Secretary