

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
March 14, 2016

- I. The regular meeting of the MBIT Executive Council was convened on Monday, March 14, 2016 at 5:34 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. Charles Kleinschmidt, Centennial S.D.
 Mr. Mark B. Miller, Centennial S.D.
 Mrs. Wendi Thomas, Council Rock S.D.

Absent

Mr. John Capriotti, New-Hope Solebury S.D.
 Mr. John Gamble, Central Bucks S.D.
 Mrs. Karen Smith, Central Bucks 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. Stacy Pakula, Career and Technical Education Supervisor
 Mrs. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager

- II. Guests at the meeting included Mr. James Davey, Multimedia Technology Teacher and Multimedia Technology Students Zachary Field and Tanner McGrath.
- III. Dr. Foster reported that the Middle Bucks Institute of Technology chapter of the National Technical Honor Society (NTHS) inducted twenty three new student members and one honorary member on March 3rd. Mr. Robert Long was inducted as an honorary member of the National Technical Honor Society. He has served on the Middle Bucks AVTS Authority as the Representative for the New Hope Solebury School District for the past 35 years. Dr. Foster said that we are very proud of this year's inductees.

Dr. Foster also shared that Olivia Chwiero, a student in our Dental Occupations program, was the recipient of the Pennsylvania Association of Career and Technical Education Special Populations Student of the Year Award for overcoming educational challenges. The award was presented to her by Dr. Pedro Rivera, the Secretary of Education.

Dr. Foster concluded his report by stating that on Monday, March 7th, Mrs. Strouse, our Director and Mrs. Swoyer, our Work-based Education Coordinator, participated in a round table discussion on labor market needs in Bucks County with Ms. Kathy Manderino, the Secretary of Labor and Industry.

- IV. Ms. Driban said she is always proud of our students and they continue to amaze and impress. Dr. Foster said the story about Olivia Chwieroth is fantastic and another reminder as to why we are here.
- V. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the minutes of the February 8, 2016 meeting. Attachment 1 (pg. 7)

VI. Routine Business:

A. Administrative Report

1. Mrs. Dohoney introduced Mr. Davey, Multimedia Technology Teacher and students Zachary Field and Tanner McGrath. Mr. Davey and the students shared information about the process involved in the creation of the video and what they learned from this production.

Mrs. Strouse explained that we also surveyed a group of middle school and high school students that were not affiliated with our school to get their input and to be sure the message we wanted to communicate with the video got across to those students. Mrs. Strouse shared the survey questions and answers. As a result of the feedback, more student testimonials were added to the video.

The Executive Council viewed the new Middle Bucks promotional video.

Mr. Miller said the video was well done and asked that it be available online. He has a concern that funding for Career and Technical Education will be jeopardized under ESSA and he would like to share the video as a legislative tool.

Dr. Foster said the video was amazing, told the story of Middle Bucks and is exactly what we needed. Both Dr. Foster and Mrs. Strouse thanked the students.

- B. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 13)

C. Committee Reports

1. The Professional Advisory Council meeting scheduled on Tuesday, March 1, 2016 at Noon was cancelled. Dr. David Weitzel, Chairperson Attachment 3 (pg. 16)

2. Mr. Kleinschmidt, Chairperson of the Finance Committee was not able to attend the meeting. Dr. Foster said a number of the items that were discussed are on the agenda. Mrs. Darcy added that Mr. Vining did a great job of bringing the committee up to date and it's all in the packet. Attachment 4 (pg. 17)
 3. Dr. Foster said to see the attachment in the packet for the Building, Security and Technology Committee meeting. Attachment 5 (pg. 18)
 4. Mrs. Thomas said most of the items discussed at the Program, Policy and Personnel Committee meeting are on the agenda. Attachment 6 (pg. 19)
- D. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the Cash Payments Report for February. Attachment 7 (pg. 20)
- E. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the Treasurer's Report for January. Attachment 8 (pg. 37)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Marsha Moyer, Health Sciences Teacher, effective February 16, 2016.
2. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Susan Burns, Instructional Assistant, effective February 19, 2016.
3. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Jacqueline Menkes, Instructional Assistant, effective February 29, 2016.
4. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the employment of Judy Davey as Long-Term Substitute Nurse, Hours: 7:30 AM – 3:00 PM, effective for the 2016-17 school calendar year, at an annual salary of \$56,111 with benefits.

Mrs. Strouse informed the Executive Council that Mrs. Davey is an immediate relative of a staff member.
5. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to ratify employment of the additional spring 2016 Adult Evening School staff. Attachment 9 (pg. 54)

6. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the staffing for the 2016 Summer Career Exploration programs, with statutory benefits only. Attachment 10 (pg. 55)

B. Policies

1. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to accept for first reading new Policy No. 307 – Student Teachers/Interns in the Employees Section. Attachment 11 (pg. 56)
2. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to accept for first reading new Policy No. 824 – Maintaining Professional Adult/Student Boundaries in the Operations Section. Attachment 12 (pg. 58)

Dr. Foster requested that there be a reference to 18 Pa. C.S. §3124.2 in the margin.

3. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to accept for first reading new Policy No. 916 – Volunteers in the Community Section. Attachment 13 (pg. 65)

C. Other Matters for Consideration

1. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the proposed Middle Bucks Institute of Technology 2016-2017 General Fund Budget. (Enclosure)

Mr. Miller commented that the Administration and the Business Manager have done a good job of keeping things within the index, especially with the constraints this year.

Dr. Foster mentioned that Council Rock is working to understand the adjustments and how their school district has handled the reconciliation through the years. Mrs. Thomas added that it will be rectified. One of the things they will do is to apply any adjustments in the same year that they occur, rather than postpone it.

2. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the proposed Middle Bucks Institute of Technology various non-major fund budgets for 2016-2017. (Enclosure)
3. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to authorize the Business Office to solicit bids for lab supplies for the 2016/2017 school year.

4. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to authorize the administration to utilize Capital reserve funds to repair AirFlow extraction flex arms in Welding as per West Penn Associates dba Effective Controls East Quotation LD16-H0136 dated February 8, 2016 for \$7,564.00. Attachment 14 (pg. 70)
5. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to ratify the additional members of the Comprehensive Planning Steering Committee. Attachment 15 (pg. 72)
6. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to receive and file the February 18, 2016 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 16 (pg. 73)
7. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to receive and file the January 15, 2016 Local Advisory Council Minutes. Attachment 17 (pg. 77)
8. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to receive and file the Summary Appraisal Report for Insurance Purposes for Middle Bucks Institute of Technology dated October 31, 2015. Attachment 18 (pg. 82)
9. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve and implement the contracts for the Perkins Grant (Federal) for the 2015-2016 school year. Attachment 19 (pg. 97)
10. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the professional engineering service agreement with Consolidated Engineers for the Hot Water System Feasibility Study and Energy Efficient Replacement Design at a cost of \$14,900 to be paid from the Bond Construction Fund. Attachment 20 (pg. 98)
11. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the professional engineering service agreement with Consolidated Engineers for the Main Electrical Dual 5KV Switch Feasibility Study and Replacement at a cost of \$7,500 to be paid from the Bond Construction Fund. Attachment 21 (pg. 101)
12. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve using Alert Solutions as MBIT's rapid notification system for a period of three years (36 months) beginning July 1, 2016 at the price of \$1,722.00 for year one and \$1,347.50 for each of the next two years. Attachment 22 (pg. 104)
13. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve budget transfers. Attachment 23 (pg. 107)

- VIII. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to adjourn the March 14, 2016 meeting of the MBIT Executive Council at 6:04 PM.

Respectfully submitted,

Kati Driban
Secretary

Roberta Jackiewicz
Assistant Secretary