

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

- I. The regular meeting of the MBIT Executive Council was convened on Monday, March 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.

Council Members

Mrs. Susan Atkinson, New Hope Solebury 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.

Absent

Mr. Mark Byelich, Council Rock S.D.
Mr. John Gamble, Central Bucks S.D.
Mrs. Betty Huf, Centennial S.D.
Mrs. Kelly Unger, Central Bucks 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

An Executive Session was held to discuss personnel matters at 5:32 PM. The regular meeting resumed at 5:48 PM.

- II. Guest at the meeting was Ms. Peg Quann, Reporter for The Intelligencer.
- III. Mr. Kleinschmidt reported that last month, our students participated in SkillsUSA District 2 competitions held at Central Montco Career and Technical Center in Plymouth Meeting. He said our students participated in twenty seven competitions and he was proud to announce that they collectively earned thirty-three medals, including six gold, eleven silver and sixteen bronze. The six gold place winners will be heading to Hershey in April to compete in the state-wide competition.

On Monday, March 23, the Middle Bucks Institute of Technology chapter of the National Technical Honor Society (NTHS) will induct 17 new student members and one honorary member. The mission of the NTHS is to honor student achievement and leadership, and provide business and industry with a continuous stream of talented, highly skilled future employees, as well as being the leader in providing recognition for excellence in career

and technical education and creating significant occupational opportunities for America's top students in workforce education. He said that we are very proud of this year's inductees.

In addition, Dr. Robert Lees will be inducted as an honorary member of the National Technical Honor Society. Dr. Lees served as the Administrative Director at Middle Bucks from 1990 until 2004. He is presently serving as Director at Berks County Career and Technical Center and plans to retire in June after a long and successful career. Dr. Lees was instrumental in turning this school around when enrollment was low and the school was in need of leadership. It is because of Dr. Lees' commitment and long standing association with Middle Bucks that he was recognized as this year's honorary member of the National Technical Honor Society.

- IV. Ms. Driban said she loves that we have so many articles about our students all of the time, but thinks the best part is that we don't just keep up with current students. She loves to see all the things about the alumni and the cool stuff they do and thought it was great to see the article about the twins and where they are going. She added that she is very thankful that administration keeps us up to date with this information and how exciting it is that the alumni are always happy to say where they went to school. She thanked the Administration for everything they do.
- V. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the minutes of the February 9, 2015 meeting. Attachment 1 (pg. 7)
- VI. Routine Business:
 - A. Administrative Report
 - 1. Mr. Vining noted that last month he presented the second look at the proposed 2015/2016 General Fund budget. At that time, we were looking at an overall increase of \$461,314 or 4.56%. Direction was given to go back and look to see where they could find savings.

He said the team met, reviewed the budget and had to make some tough decisions. The recommendations are to reduce the Adult Education Coordinator position from full-time to part-time, reduce the Organizational Advancement Coordinator from full-time to part-time, reduce the Receptionist position from a 12-month to a 10 month position, increase the hourly rate of the Administrative Assistant for Adult Education / Organizational Advancement Coordinator by \$1.00 due to increased responsibilities with the reorganization and to replace our Maintenance Mechanic who is retiring with a Custodian. The overall savings with the reorganization is approximately \$122,855.00. The figure includes salary and benefits for the staff that have been reduced from full time to part time and factors in costs for unemployment fees.

He continued by saying that we had our third look on our health insurance. The medical insurance was reported last month as a 1% increase over the current year rates, but is actually going to be a .04% decrease. The prescription plan had shown a 3.1% decrease, which is now 2.5 % decrease. The overall rates are lower for 2015-16 than they are in the current year. We have also reduced transportation costs, level funded supply lines for programs and reduced other supply areas. Overall, the reductions are approximately \$132,000, including the reorganization.

Mr. Vining explained that we are still recommending to use the fund balances. This includes using \$70,000 of the committed fund balance to reduce the increase in retirement next year, \$52,000 of Adult Education and \$78,000 of Production Control, which is approximately \$200,000.

He concluded his report by saying that overall, total expenditures are increasing by \$329,566 or 3.25%. We also have a substantial increase in the subsidies from the state. The member district contributions will increase by \$17,721 or .18%.

It was asked when the final budget needs to be submitted to the member districts. Mr. Vining noted there is not an official deadline. He said that as soon as it is approved, he will report to the member Business Administrators and will give them a copy of the budget. He explained that when the Executive Council votes on our budgets, it goes back to the member districts to vote on because it's the overall board that has to approve our budget. The sooner he gets it to the sending districts, the sooner it will be finalized.

Mrs. Strouse thanked Mr. Vining and said this was a challenging budget. The process has gotten more and more difficult over the last few years and there was lot of time put in to this.

- B. Ms. Driban moved, Mr. Jagelka 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 did not meet formally this month, but did have a phone conference in lieu of that and discussed matters that were brought forward in Executive Session. Attachment 3 (pg. 16)
2. Mr. Kleinschmidt stated that the items that came forward in the Finance Committee are also on tonight's agenda. Attachment 4 (pg. 17)
3. Mr. Kleinschmidt noted that there was not a Building, Security and Technology Committee meeting this month. Attachment 5 (pg. 18)

4. Dr. Foster, Chairperson of the Program, Policy and Personnel Committee said the committee meeting occurred at 4:30 PM today. Mrs. Dohoney and Mr. Loiacono came to kick off the Act 93 process and they are representing their colleagues. Their intention is to come back to the committee in two weeks, before the next Program, Policy and Personnel Committee meeting, to outline what they would like to accomplish with us. The items that were discussed are all on the agenda. Under Personnel Items, numbers one, two, three, and five were covered and under Other Matters for Consideration items four, five, nine, and eleven were touched upon. Attachment 6 (pg. 19)

D. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Cash Payments Report for February. Attachment 7 (pg. 20)

E. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Treasurer's Report for January. Attachment 8 (pg. 34)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to ratify the resignation of Jill Dulany, Administrative Assistant – Assistant Director, Systems Manager – Curriculum effective March 4, 2015.
2. 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 Lisa Cuffari, Dental Occupations Teacher, effective March 4, 2015.
3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the retirement of Richard Shustack, Maintenance Mechanic, effective August 1, 2015.
4. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to ratify the following teacher to serve in the role of Mentor Teacher in accordance with the teachers' contract at a prorated rate of \$400 for the second half of the 2014-2015 school year.
 - a. Michael McCombe
5. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to ratify employment of the additional spring 2015 Adult Evening School staff. Attachment 9 (pg. 50)
6. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the restructuring of the following so that the positions will be part-time, not full-time and no longer members of the Act 93 group; entitled only to state mandated benefits:
 - a. Nancy Messick, Adult Education Coordinator
 - b. Erin Rinker, Organizational Advancement Coordinator

7. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve a status change for Renee Elliott, Main Office Administrative Assistant, from a 12-month to 10-month employee due to restructuring, effective with the start of the 2015-16 school year.
8. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve an hourly rate adjustment of \$1.00 per hour for Jeanise Dimitri, Administrative Assistant Adult Education/Organizational Advancement, due to restructuring, effective with the start of the 2015-2016 school year.

B. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the proposed Middle Bucks Institute of Technology 2015-2016 General Fund Budget. (Enclosure)
2. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the proposed Middle Bucks Institute of Technology various non-major fund budgets for 2015-2016. (Enclosure)
3. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to authorize the Business Office to solicit bids for lab supplies for the 2015/2016 school year.
4. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the additional field trip and out of state competition field trip for the 2014/15 school year. Attachment 10 (pg. 51)
5. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to ratify the out of state professional development request. Attachment 11 (pg. 52)
6. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to receive and file the January 28, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 12 (pg. 53)
7. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to receive and file the January 23, 2015 Local Advisory Council Minutes. Attachment 13 (pg. 58)
8. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to engage Theta Consulting, a structural engineering firm for preparation of construction documents with participation of Computerized Drafting & Engineering Graphics students for the MBIT Student-Built Modular house project with fee of \$2,200 and contract administration at \$150 per hour (if requested) and payment from Production Fund. Attachment 14 (pg. 64)
9. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to receive and file the Summary Appraisal Report for Insurance Purposes for Middle Bucks Institute of Technology dated October 31, 2014. Attachment 15 (pg. 71)

10. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to approve the Automotive Services Master Training License Agreement between Middle Bucks Institute of Technology and CCC Information Services Inc. to provide the CCC ONE Total Repair Platform to the school at no cost for the Automotive Collision Technology Program. Attachment 16 (pg. 86)
 11. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to approve a service agreement with Kupper Engineering, Inc. to act as MBIT's Owner's Agent with respect to the extraction of existing transformers and verification that the installation and testing of new replacement transformers are completed in accordance with prescribed procedures, documentation and testing at a cost of \$17,500 to be funded by the proceeds from the bond refinancing of 2014. Attachment 17 (pg. 93)
 12. Ms. Driban moved, Mrs. Atkinson seconded, **passed** unanimously, to approve budget transfers. Attachment 18 (pg. 100)
- VIII. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to adjourn the March 9, 2015 meeting of the MBIT Executive Council at 6:05 PM.

Respectfully submitted,

Secretary

Roberta Jackiewicz
Assistant Secretary