

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
***EXECUTIVE COUNCIL MINUTES***  
**May 11, 2015**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, May 11, 2015 at 5:32 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**

Mr. Mark Byelich, Council Rock S.D. (Arrived at 5:42 PM)  
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. John Gamble, Central Bucks S.D.  
Mr. James Hayden, New Hope Solebury 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

- II. Guests at the meeting included Mr. Paul Carney, Welding Technology Teacher, Mr. James Davey, Multimedia Technology Teacher, Mr. Arnold Jazlovietcki, Collision Repair Technology Teacher, Mr. Mark Gage, Culinary Arts Teacher, Mr. Steven Guinan, Administrative Sciences & Business Technology/Web Design & Interactive Media Teacher, Mr. Michael McCombe, Culinary Arts Teacher, Mrs. Marsha Moyer, Health Sciences Teacher, Mr. Bradley Rosenau, Commercial Art and Design Teacher, Mr. Robert Schwarz, Automotive Technology Teacher, and Mrs. Pamela Swoyer, Worked Based Education/Coordinator. There were also several students and their families in attendance.
- III. Mr. Kleinschmidt reported that the NOCTI exams that were conducted in April. He extended a thank you to the Occupational Advisory Committee members who volunteered their time and expertise to serve as NOCTI Judges and said we are looking forward to hearing how our students did on their exams.

Mr. Kleinschmidt noted that we will recognize the students who represented Middle Bucks and their Program of Study by participating in skill competitions this school year. He thanked the teachers for imparting knowledge and helping our students to prepare for these competitions.

Mr. Kleinschmidt concluded his report by announcing that our annual Senior Recognition Ceremony will be held on Thursday, June 4th at 6:30PM in the William Tennent High School Auditorium.

- IV. Mr. Miller reported that the PSBA event that we were trying to schedule here was held at Lehigh Career and Technical Institute.

Dr. Foster thanked everyone for coming, said it was great to see them and mentioned that it helps him to know more about what goes on at MBIT. He asked the students who are moving on to reflect about what has worked at MBIT and what we can do better. He encouraged them to reach out to the Executive Council members and Administrators with their suggestions and criticism as we always want to improve the programs.

Mr. Byelich arrived at 5:42 PM.

- V. Ms. Driban moved, Mr. Miller seconded, **passed** 5 ayes, 0 nays and 1 abstention (Ms. Driban did not attend the meeting), to approve the minutes of the April 13, 2015 meeting. Attachment 1 (pg. 7)

- VI. Routine Business:

A. Administrative Report

1. Mrs. Pamela Swoyer, Worked Based Education Teacher/Coordinator, thanked everyone for coming and gave an overview of SkillsUSA, our student government organization. She noted the students that placed first at the State competitions will go on to Nationals in Louisville, Kentucky. She introduced each of the District II and State SkillsUSA Competition winners, and they were presented with a certificate of recognition by Mr. Kleinschmidt and Mrs. Strouse. Attachment 2 (pg. 14)
2. Mrs. Marsha Moyer, Health Sciences Teacher, announced the student winners of the HOSA State competitions. She noted that the student elected as Penn HOSA Vice President will go on to represent MBIT, his program and the State of Pennsylvania at Nationals. Mrs. Strouse and Mr. Kleinschmidt presented each student with a certificate of recognition for their accomplishments. Attachment 3 (pg. 18)
3. Mr. Robert Schwarz, Automotive Technology Teacher, announced the students from his program that placed first in the Greater Philadelphia Automotive Technology Competition and second in the National Automotive Technology Competition. The students received scholarships, tool boxes and tools for this achievement. He also noted that they placed in the top ten in the

Ford AAA Challenge test and moved on to the hands on competition at Northampton Community College, where they placed sixth. Mr. Kleinschmidt and Mrs. Strouse presented each student with a certificate of recognition for their accomplishments. Attachment 4 (pg. 19)

4. Mr. Steven Guinan, Web Design & Interactive Media Teacher, Mr. Bradley Rosenau, Commercial Art and Design Teacher and Mr. James Davey, Multimedia Technology Teacher, announced the students from their respective programs that placed in the Bucks County Intermediate Unit Regional High School Computer Fair Competition. Mr. Kleinschmidt and Mrs. Strouse presented each student with a certificate of recognition. Attachment 5 (pg. 20)

There was a brief break in the meeting.

- B. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 6 (pg. 21)
- C. Committee Reports
  1. Dr. Mundy, Superintendent and Chairperson of the Professional Advisory Council said that the Professional Advisory Council met on May 5, 2015 and the minutes are attached. Attachment 7 (pg. 23)
  2. Mr. Kleinschmidt attended the Finance Committee meeting and reported that many items discussed are on the agenda and the other items were discussions for future consideration. – Mrs. Kelly Unger, Chairperson. Attachment 8 (pg. 24)
  3. Mr. Kleinschmidt attended the Building, Security and Technology Committee meeting and reported the committee accomplished a lot and some of the items are on the agenda for approval this evening. - Mr. Joseph Jagelka, Chairperson. Attachment 9 (pg. 26)
  4. Dr. Foster, Chairperson of the Program, Policy and Personnel Committee reported that the committee is working on the Act 93 Agreement and they will have a recommendation for the Executive Council in about a month. The committee also discussed the Memorandum of Understanding for student litigation. Mrs. Strouse said she will send the Memorandum of Understanding to the Executive Council after it is revised. Once the Executive Council approves the Memorandum of Understanding, it will be forwarded to the sending school districts for approval. Dr. Foster concluded by saying that other items discussed by the committee will appear on the agenda. Attachment 10 (pg. 27)

- D. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the Cash Payments Report for April. Attachment 11 (pg. 28)
- E. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the Treasurer's Report for March. Attachment 12 (pg. 43)

VII. Current Agenda Items

A. Personnel Items

- 1. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to accept the retirement of Nancy Messick, Adult Education Coordinator, effective June 30, 2015.
- 2. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to appoint Robert Vining as Treasurer for Middle Bucks Institute of Technology Executive Council for the 2015-16 fiscal year.
- 3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the staffing for the 2015 Summer Career Exploration programs, with statutory benefits only. Attachment 13 (pg. 60)
- 4. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the employment of James Davey, as Multimedia Technology Teacher, effective August 25, 2015, at Step 15, Level A (\$75,568/Year).

B. Policies

- 1. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to accept for adoption revised Board Policy No. 620, Fund Balance, in the Finances Section. Attachment 14 (pg. 61)

C. Other Matters for Consideration

- 1. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the 2015-2016 tuition schedule for Li'l Bucks Partners in Learning. Attachment 15 (pg. 63)
- 2. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to reappoint Jeffrey P. Garton from Begley, Carlin and Mandio to serve as the Solicitor for the 2015-16 school year.

It was reported that the most recent Request for Proposal for the School Solicitor was completed in 2011. It was asked that a Request for Proposal be completed for next year.

3. Ms. Driban moved, Mr. Jagelka seconded, **passed** 5 ayes, 1 nay (Mr. Byelich because a Request for Proposal hasn't been completed for the Insurance Broker in more than 14 years.) and 0 abstentions, to reappoint Willis of Pennsylvania as the Insurance Broker for the 2015-2016 fiscal year. Attachment 16 (pg. 64)

There was discussion regarding a concern that a Request for Proposal for an Insurance Broker hasn't been completed in over 14 years. It was noted that this broker is authorized to sell PSBA school coverage and with this, PSBA provides additional services for the school. It was suggested that Administration put together ideas for a Request for Proposal for next year. It was recommended that Centennial School District be contacted for a copy of the Request for Proposal they recently used for an Insurance Broker.

4. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to receive and file the March 31, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 17 (pg.65)

There was a discussion about the farmhouse location and the extensive amount of work needed for repairs.

5. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the participation in and use of joint purchasing arrangements and cooperatives. Attachment 18 (pg. 71)
6. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to ratify the additional field trip for the 2014/15 school year. Attachment 19 (pg. 72)
7. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the Articulation Agreement with Triangle Tech – Welding Technology. Attachment 20 (pg. 73)
8. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve the agreement between Middle Bucks Institute of Technology and the Bucks County Intermediate Unit #22, to continue participation in the consortium for the Technology Pool Counsel Legal Service Consultation. Attachment 21 (pg. 75)
9. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to allow the administrator to purchase services to repair the 480 volt electrical connection from the Electrical panel in room 302 to the junction box (located near the childcare playground) for the south parking lot lights. The approximate cost of the service would not exceed \$7,500.00 and would be funded from the Capital Reserve.

10. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, authorizing the Administrative Director and/or the Business Manager to execute a fair market value lease with Apple Financial Services acquiring twenty-five (25) Apple iMac 21.5-inch and seventy-seven (77) LAM Desktops for 36 month term with quarterly payments of \$8,153.35. Attachment 22 (pg. 77)
  11. Ms. Driban moved, Mr. Byelich seconded, **passed** unanimously, to approve budget transfers. Attachment 23 (pg. 80)
- VIII. Ms. Driban moved, Dr. Foster seconded, **passed** unanimously, to adjourn the May 11, 2015 meeting of the MBIT Executive Council at 7:00 PM.

Respectfully submitted,

Joseph Jagelka  
Secretary

Roberta Jackiewicz  
Assistant Secretary