

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
**EXECUTIVE COUNCIL MINUTES**  
**May 9, 2016**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, May 9, 2016 at 5:31 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.

**Council Members**

Mr. John Capriotti, New-Hope Solebury S.D.  
 Mrs. Beth Darcy, Central Bucks S.D.  
 Dr. Bill Foster, Council Rock S.D.  
 Mr. John Gamble, Central Bucks S.D.  
 Mrs. Karen Smith, Central Bucks S.D.  
 Mr. Charles Kleinschmidt, Centennial S.D. (Arrived at 5:35 PM)

**Absent**

Ms. Kati Driban, Centennial S.D. (Alternate)  
 Mr. Mark B. Miller, Centennial S.D.  
 Mrs. Wendi Thomas, Council Rock S.D.

**Others in Attendance:**

Dr. David E. Baugh, Superintendent, Centennial School District  
 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, Mr. Mark Gage, Culinary Arts Teacher, Mr. Steven Guinan, Administrative Sciences & Business Technology/Web Design & Interactive Media Teacher, Mr. Arnold Jazlovietcki, Collision Repair Technology Teacher, Mr. Michael McCombe, Culinary Arts Teacher, Mr. Jeffrey Muschlitz, HVAC & Plumbing Technology Teacher, Mr. Bradley Rosenau, Commercial Art & Design Teacher, Mr. Robert Schwarz, Automotive Technology Teacher, and Mrs. Pamela Swoyer, Worked Based Education/Coordinator. There were also many students and their families in attendance.
- III. Dr. Foster informed the Executive Council that beginning May 30 through June 10, they will have the opportunity to review the primary textbooks that are being recommended for approval at the June meeting. If interested, he said they should contact Mrs. Strouse or Mrs. Dohoney to schedule an appointment.

Dr. Foster announced that Middle Bucks Gardens, our student-operated garden center is now open to the public from 8AM to 2PM during the school week and is stocked full of plants, flowers, hanging baskets and herbs for sale.

NOCTI exams were conducted the last week in April. There were over 200 students who participated in the exam, which includes a 2-hour written component and a 2 to 4 hour performance component. On behalf of the Executive Council, Dr. Foster thanked 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.

Dr. Foster noted that tonight we will be recognizing the students who represented Middle Bucks and their Program of Study by participating in skill competitions this school year. He said we will also have the opportunity to meet the families of these talented students, who have played an important role by supporting their student's interest to attend MBIT to pursue a career pathway. Dr. Foster thanked the teachers for imparting knowledge and helping our students to prepare for these competitions.

Dr. Foster concluded his report by announcing that our annual Senior Recognition Ceremony will be held on Thursday, June 2 at 6:30PM in the William Tennent High School Auditorium and invited everyone to attend this event to acknowledge and congratulate the Class of 2016.

Mr. Kleinschmidt arrived at 5:35 PM.

- IV. Dr. Foster expressed thanks for the time and service of newly retired Dr. Weitzel as Superintendent of Record. He introduced Dr. David Baugh, Superintendent of Centennial School District, who will be serving as Superintendent of Record for Middle Bucks.

Dr. Baugh thanked the Executive Council for the opportunity and said on behalf of the four newer superintendents in the region, they are hoping that things will stabilize for a while. He is looking forward to becoming a part of the Middle Bucks family and said the staff at Middle Bucks is doing some great work. Dr. Baugh also said he is tickled to be here this evening to see the fruits of all the hard work the students and teachers have been engaged in and is looking forward to supporting the work in the years ahead.

- V. Mr. Gamble moved, Mrs. Darcy seconded, passed unanimously, to approve the minutes of the April 11, 2016 meeting. Attachment 1 (pg. 7)

- VI. Routine Business:

A. Administrative Report

1. Mrs. Pamela Swoyer, Worked Based Education Coordinator and facilitator of SkillsUSA provided an overview of our SkillsUSA student government organization. She shared that all of the students who competed at Districts had to compete and win at the local level against peers in their program. Mrs. Swoyer also noted that the students who placed first at the State competitions will go on to compete at 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 Dr. Foster and Mrs. Strouse. Attachment 2 (pg. 11)

2. Mr. James Davey, Multimedia Technology Teacher, Mr. Steven Guinan, Web Design & Interactive Media Teacher and Mr. Bradley Rosenau, Commercial Art and Design Teacher, announced the students from their respective programs that placed in the Pennsylvania Regional High School Computer Fair Competition. Dr. Foster and Mrs. Strouse presented each student with a certificate of recognition. Attachment 3 (pg. 15)
3. Mr. James Davey, Multimedia Technology Teacher, explained the process for the 10 Day Film Challenge. He announced the students from his program that won Best Opening Title Sequence for their work on the film “KARMA” and First Place and Best Overall Technical Merit for the film “THE SIX LETTERS” at the 2016 10 Day Film Challenge – Pennsylvania. Mr. Davey said that the first place film “THE SIX LETTERS” will go on to compete at the National finals in Philadelphia in June. Dr. Foster and Mrs. Strouse presented each student with a certificate of recognition. Attachment 4 (pg. 16)

The Executive Council and those in attendance viewed the first place film “The Six Letters”.

There was a brief recess in the meeting.

- B. Mr. Gamble moved, Mr. Kleinschmidt seconded, **passed** unanimously, to receive and file MBIT’s update including activities/events, correspondence and related matters as per Attachment 5 (pg. 18)
- C. Committee Reports
  1. Dr. Baugh, Superintendent of Centennial School District said it was a very productive meeting and he was asked to assume the role as the Middle Bucks Institute of Technology Superintendent of Record. He thanked the board for the opportunity to serve Middle Bucks in this capacity. Attachment 6 (pg. 22)
  2. The Finance Committee meeting scheduled on Tuesday, May 3, 2016 at 4:30 PM was cancelled. – Mr. Charles Kleinschmidt, Chairperson. Attachment 7 (pg. 23)
  3. Mr. Capriotti, Chairperson of the Building, Security and Technology Committee did not add anything to the minutes. Attachment 8 (pg. 24)
  4. Mr. Gamble, Chairperson of the Program, Policy and Personnel Committee said to refer to the packet for the report. Attachment 9 (pg. 25)

Dr. Foster announced that there would be an Executive Session immediately following the regular meeting for personnel matters.

- D. Mr. Gamble moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Cash Payments Report for April. Attachment 10 (pg. 26)

- E. Mr. Gamble moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Treasurer's Report for March. Attachment 11 (pg. 43)

VII. Current Agenda Items

A. Personnel Items

1. Mr. Gamble moved, Mrs. Smith seconded, **passed** unanimously, to approve employment of the additional 2016 Summer Career Exploration program staff, with statutory benefits only. Attachment 12 (pg. 61)
2. Mr. Gamble moved, Mrs. Smith seconded, **passed** unanimously, to approve the fall 2016 Adult Evening School programs and the employment of the Adult Evening School staff. Attachment 13 (pg. 62)
3. Mr. Gamble moved, Mrs. Smith seconded, **passed** unanimously, to appoint Robert Vining as Treasurer for Middle Bucks Institute of Technology Executive Council for the 2016-17 fiscal year.
4. Mr. Gamble moved, Mrs. Smith seconded, **passed** unanimously, to phase out the Administrative Sciences and Business Technology program at the conclusion of the 2016-2017 school year due to low enrollment.

Mrs. Strouse explained that this program was started two years ago. There wasn't any capital investment needed and it also put our teacher, who would have been part time, in a position to work full time. He was teaching Web Design & Interactive Media and Administrative Sciences & Business Technology. The Administrative Sciences & Business Technology program has not grown. There are two new students for next year and ten returning students. However, the Web Design & Interactive Media program is flourishing and there is a waiting list for that program. The teacher approached her with the idea to ask the two new students to select another program and he would teach the Administrative Sciences & Business Technology program to the ten returning students who are all seniors. They would complete their education in that program and then the program would be phased out. This will allow him to teach Web Design & Interactive Media in the morning and afternoon and there would not be a disruption to any student's education. The two new students haven't started and their second choice happens to be Web Design & Interactive Media, so we can move in that direction and we can also accommodate the ten students that are waiting for a place in that program.

B. Other Matters for Consideration

1. Mr. Kleinschmidt moved, Mr. Gamble seconded, **passed** unanimously, to reappoint Jeffrey P. Garton from Begley, Carlin and Mandio to serve as the Solicitor for the 2016-17 school year.

2. Mr. Kleinschmidt moved, Mr. Gamble seconded, **passed** unanimously, to receive and file the March 21, 2016 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 14 (pg.63)
  3. Mr. Kleinschmidt moved, Mr. Gamble seconded, **passed** unanimously, to approve the participation in and use of joint purchasing arrangements and cooperatives. Attachment 15 (pg. 67)
  4. Mr. Kleinschmidt moved, Mr. Gamble seconded, **passed** unanimously, to approve the Elevator Maintenance Agreement with Tri-State Elevator Company, Inc. Attachment 16 (pg. 68)
  5. Mr. Kleinschmidt moved, Mr. Gamble seconded, **passed** unanimously, to authorize Administration to enter into and execute a lease agreement for computers, for a term of 36 months, at a cost not to exceed \$9,000.00 per quarter. Attachment 17 (pg. 69)
  6. Mr. Kleinschmidt moved, Mr. Gamble seconded, **passed** unanimously, to accept bid from NIMARIS Construction, L.P. for the demolition of Farmhouse located on school grounds with address of 2754 York Road at a cost of \$29,338.63; to be paid from General fund with transfer from Budgetary Reserve account. Attachment 18 (pg. 76)
  7. Mr. Kleinschmidt moved, Mr. Gamble seconded, **passed** unanimously, to approve and to authorize the Business Manager to execute renewal application for participation in PSBA Insurance Trust Better Unemployment Compensation Comprehensive (BUCS) Program effective July 1, 2016 and ending June 30, 2017, with renewal unless 90 day notice is given by either party. Minimum program premium is \$2,463.00 and maximum premium is \$22,395.00 with maximum claims stop loss at \$67,185.00. Attachment 19 (pg. 77)
  8. Mr. Kleinschmidt moved, Mr. Gamble seconded, **passed** unanimously, to approve the filing of PlanCon Part K Project Refinancing for the Revenue Bonds, Series of 2015 with the Pennsylvania Department of Education. Attachment 20 (pg. 79)
- VIII. Mr. Gamble moved, Mrs. Smith seconded, **passed** unanimously, to adjourn the May 9, 2016 meeting of the MBIT Executive Council at 6:44 PM.

There was an executive session held immediately following the meeting regarding personnel matters.

Respectfully submitted,

Roberta Jackiewicz  
Assistant Secretary