

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
June 13, 2016

- I. The regular meeting of the MBIT Executive Council was convened on Monday, June 13, 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.

Council Members

Mrs. Beth Darcy, Central Bucks S.D.
Dr. Bill Foster, Council Rock S.D.
Mr. John Gamble, Central Bucks S.D.
Mr. Charles Kleinschmidt, Centennial S.D.
Mr. Mark B. Miller, Centennial S.D.
Mrs. Karen Smith, Central Bucks S.D.
Mrs. Wendi Thomas, Council Rock S.D. (Arrived at 5:45 PM)

Absent

Mr. John Capriotti, New-Hope Solebury S.D.
Ms. Kati Driban, Centennial S.D.

Others in Attendance:

Mrs. Marjie Devlin, Adult Education Coordinator
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. Kathryn Strouse, Administrative Director

- II. Guest at the meeting was Ms. Nicole Snyder, Group Leader/Manager – Toddler Program, Lil Bucks Partners in Learning.
- III. Ms. Snyder spoke about the “Option 2” tuition increase for Lil Bucks Partners in Learning that is in the Executive Council packet and the impact it would have on the families, the Early Childhood Care and Education students and the entire center as a whole.

Mr. Miller requested that a copy of Ms. Snyder’s statement be distributed to the members of the Executive Council.

- IV. Mr. Miller discussed the Perkins Act and the need for it to be a high priority. He expressed his concern that the election campaign may interfere, because it is not a high priority with both candidates and said to make sure your candidate of choice is committed to improving career and technical education.

Mrs. Strouse noted that we use our Perkins money to pay the salaries of our Instructional Assistants, one of our Special Education Coordinators and if the new School Counselor position is approved, it will pay half of that person’s salary.

- V. Dr. Foster reported that the annual Senior Scholarship and Awards assembly was held on May 26. Proud parents and teachers watched as their students received scholarships, tools, and awards from local organizations and sponsors in recognition of their accomplishments at Middle Bucks. Our students attended Dorney Park on May 31 as part of a SkillsUSA sponsored event and the Senior Recognition Ceremony was held on June 2 at William Tennent High School, where 230 students received certificates of completion for their studies at Middle Bucks.
- VI. Mr. Kleinschmidt moved, Mrs. Darcy seconded, **passed** unanimously, to approve the minutes of the May 9, 2016 meeting. Attachment 1 (pg. 8)
- VII. Routine Business:
- A. Administrative Report
1. Mrs. Denise Dohoney, Assistant Director explained that NOCTI (National Occupational Competency Testing Institute) is an end of program assessment based on current industry standards and is a Pennsylvania recognized test for Career and Technical Education students. Our goal is to maintain NOCTI scores and the present level or above. Mrs. Dohoney further explained that this is accomplished by participating in the PDE Technical Assistance Program, using Student Learning Objectives (SLO), participating in Professional Learning Communities and utilizing NOCTI pre-assessment exams and study guides. We also conduct professional development to review data and discuss strategies to improve NOCTI exam scores. We measure our success with the NOCTI Pre-Test Scores, NOCTI scores and Student Learning Objectives. The NOCTI test is given to 12th grade students and consists of written and performance components. There are three levels of achievement that include basic, competent and advanced. A certificate is awarded to student scoring at the competent or advanced level. Our overall 2015-16 NOCTI results reflected that 92% of our students scored competent or advanced, 5 programs received 100% on the NOCTI exams and 120 of our students were awarded college credits. Mrs. Dohoney concluded her report by sharing some of the strategies that will be used to focus on improving on the performance part of the exam.

Mrs. Thomas arrived at 5:45 PM

2. Mrs. Marjie Devlin, Adult Education Coordinator provided an update of the Adult Education Program. She shared goals, which included to explore new program offerings that support the Pennsylvania Department of Labor and Industry's High Priority Occupations, offer programs in conjunction with regional stakeholder and the development of Career Pathways, expand industry training programs for business and industry partners and offer courses that meet community needs. New classes that were offered to meet these goals included a CDA Preparation Class, Cosmetology Board Preparation Class, Blueprint Reading, Machine Shop Math, CPR and Residential Carpentry, Electricity, Plumbing and HVAC.

Other highlights included that as of May, 2016 the Adult Education Department had a profit of \$11,194, there were 5 adult day students enrolled in 2015-2016 and over 42 local businesses funded employees for job related training at MBIT.

Mrs. Devlin concluded her report by sharing the various funding sources for adult students and noted the funding is not as robust as it once was. She also shared new marketing efforts, which included attending networking events, advertising and an article that was published about our home maintenance classes.

The Executive Council members shared ideas for marketing the Adult Education program including to exhibit at county or local fairs and to post information on the MBIT Facebook page. Current marketing efforts include mailings twice a year, posting on the website, Facebook and Twitter. Other discussion included exploring classes for paramedics or police officers, expanding daytime offerings to the evening and offering online courses. Mrs. Strouse explained that the evening courses are components of the daytime programs, we have Occupational Advisory Committees that are sources for Adult Education classes and teachers, we offer online classes through Ed2Go and we partner with the Bucks County Police training center, but we try not to compete with them. It was asked if there was room in the facility to expand Adult Education evening classes. Mrs. Devlin said there was, but you have to figure out where the demand is and get people here in the evening.

An Executive Session was held regarding personnel matters.

- B. Mrs. Darcy moved, Mrs. Thomas 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. Mrs. Strouse shared that the Professional Advisory Council did not meet, but she and Dr. Baugh met and reviewed some things for this year and next year with regard to the direction of Middle Bucks. Attachment 3 (pg. 15)
 - 2. Mr. Charles Kleinschmidt, Chairperson of the Finance Committee reported that the key items reviewed were moved forward and are on the agenda. Attachment 4 (pg. 16)
 - 3. The Building, Security and Technology Committee meeting scheduled on Tuesday, June 7, 2016 at 5:15 PM was cancelled. – Mr. John Capriotti, Chairperson. Attachment 5 (pg. 18)
 - 4. Mr. Gamble, Chairperson of the Program, Policy and Personnel Committee said to refer to the packet for the report. Attachment 6 (pg. 19)

- D. Mr. Miller moved, Mrs. Thomas seconded, **passed** unanimously, to approve the Cash Payments Report for May. Attachment 7 (pg. 21)
- E. Mr. Miller moved, Mrs. Thomas seconded, **passed** unanimously, to approve the Treasurer's Report for April. Attachment 8 (pg. 41)

VIII. Current Agenda Items

A. Personnel Items

- 1. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535 – Disability/ Maternity/ Childrearing Leave for Jacqueline Menkes, Instructional Assistant, effective May 25, 2016.
- 2. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to approve the proposed 2016-17 educational programs and staffing. Attachment 9 (pg. 57)
- 3. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to retain the Construction Carpentry program on probationary status for the 2016-17 school year.
- 4. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to reduce the Dental Occupations program to half time status for the 2016-2017 school year, due to low enrollment.
- 5. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to approve a resolution for the status change of Lisa Viviano, Dental Occupations Teacher from full-time to half-time status due to low enrollment, effective with the start of the 2016-2017 school year.
- 6. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, authorizing Administration to recruit a School Counselor, in accordance with the Teacher's contract.
- 7. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to approve a Leave of Absence for Nicole Snyder, Group Leader/Manager Li'l Bucks Preschool from August 31 to December 16, 2016 for purpose of completing her student teaching requirements for her Bachelor's degree with part-time weekly schedule of five paid hours for administering Keystone Stars Grant with benefits paid pro-rata.
- 8. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to eliminate the Organizational Advancement Coordinator Position and to furlough Erin Caitlin Rinker, Organizational Advancement Coordinator effective June 30, 2016.

9. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to approve payment to Richard Hansen, Facility Supervisor for 20 accumulated vacation days at per diem rate.
10. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to approve salary increases for non-bargaining unit personnel, for the 2016-17 fiscal year with a 1.54% base percentage increase.
11. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to ratify the employment of the 2016 summer staff, effective June 13, 2016, with statutory benefits. Attachment 10 (pg. 58)
12. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to ratify the additional assignment of Michael Stafford, Instructional Assistant, to work during the summer as a Custodian, effective June 13, 2016.
13. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to ratify the additional assignment of Robert Mogg, Instructional Assistant, to work during the summer as a Business Office Assistant/Inventory Clerk, effective June 13, 2016.
14. Mr. Miller moved, Mrs. Smith seconded, **passed** unanimously, to approve the additional fall 2016 Adult Evening School programs and the employment of the additional Adult Evening School staff. Attachment 11 (pg. 59)
15. Mr. Gamble moved, Mr. Miller seconded, **passed** 6 ayes, 1 nay (Mrs. Thomas), 0 abstentions, to approve the increase in the daily substitute rate from \$90 per day to \$95 per day effective with the start of the 2016-2017 school year.

Mrs. Thomas noted she voted nay because it increases the substitute rate to higher than what Council Rock School District pays and with their current budget deficit, she can't move to make the rate any higher than that.

B. Other Matters for Consideration

1. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to reappoint Dr. Bohdan Martynec as school physician for the 2016-17 school year.
2. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to reappoint Willis of Pennsylvania as the Insurance Broker for the 2016-2017 fiscal year. Attachment 12 (pg. 60)
3. Mrs. Darcy moved, Mr. Miller seconded, **passed** 6 ayes, 1 nay (Mr. Gamble), 0 absentions, to approve the 2016-2017 tuition schedule for Li'l Bucks Partners in Learning Option 1. Attachment 13 (pg. 61)

4. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to approve the field trips and non-paid work-based experiences for the 2016-17 school year. Attachment 14 (pg. 63)
5. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to approve the primary textbooks for all programs for 2016-17 school year. Attachment 15 (pg. 79)
6. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to approve the proposal of Rafferty Electrical, Inc. in the amount of \$12,140, for the installation of additional lighting in the south parking lot to be paid from the Capital Reserve Fund. Attachment 16 (pg. 82)
7. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to approve a field trip for The Philanthropy Today Club and Advisor Mrs. Pamela Swoyer to attend the Raab Foundation Board Meeting in Lambertville, New Jersey on July 8, 2016.
8. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to approve the out of state professional development. Attachment 17 (pg. 83)
9. Mrs. Thomas moved, Mr. Gamble seconded, **passed** 6 ayes, 0 nays, 1 abstention (Mr. Miller is an officer of PSBA), to approve the contract with Pennsylvania School Boards Association to merge the three separate employee sections of the Board Policy Manual into one policy section to encompass all employee-related policies at a cost of \$1,650.00. Attachment 18 (pg. 84)
10. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to receive and file the May 12, 2016 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 19 (Page 90).
11. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to approve the Bucks County Police Training Center to utilize our school for facilitate school security assessment training with local law officials during the regular school day. Attachment 20 (pg. 95)
12. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to accept the PDE Supplemental Grant in the amount of \$35,555.73; with no matching funds required to purchase the following equipment recommended by the Occupational Advisory Committees:
 - a. Aluminum Tools – Collision Repair Technology
 - b. Patient Care Simulator and Operational Patient Headboard – Medical and Health Professions
 - c. MakerBOT Desktop 3D Printer – Computerized Drafting and Engineering Design
 - d. Mark II Trimmaster Metal – Construction Carpentry
 - e. Tire Changer – Automotive Technology Attachment 21 (pg. 96)

13. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to authorize use of Public Surplus to advertise for sale equipment identified as excess, obsolete or surplus and to complete sales transactions resulting from on-line auctions of items advertised. Any and all proceeds must be deposited into MBIT General Fund bank account. Attachment 22 (pg. 98)
14. Mr. Kleinschmidt moved, Mrs. Darcy seconded, **passed** 6 ayes, 1 nay (Mr. Gamble), 0 abstentions, to approve the transfer of \$150,000 to the Capital Reserve Fund consistent with the Capital Reserve Fund resolution from MBIT General Fund unspent 2015-16 budget balance. Attachment 23 (pg. 100)

It was shared that the Finance Committee's rationale for transferring \$150,000 rather than \$100,000 to the Capital Reserve Fund was that we face so many capital improvements at Middle Bucks in the years to come, including the roof and hot water heating system, and our capital needs exceed our current fund balance, so they wanted to begin to do some accumulation so we don't have to surprise the districts in the future with a larger request. It was noted that in doing this, Central Bucks would have to pay \$7,000 rather than get a small refund. Mrs. Darcy spoke to their Business Manager, who said he would rather make a transfer at this point, as opposed to a year from now when the expense will occur.

It was asked if there was going to be some expenditure in the near future for the roof and when the intent was to spend this capital reserve fund money. Mrs. Strouse said we have to use this money within a year.

There was also a comment that questioned if money used to offset other costs could be applied towards benefits for the L'il Bucks staff.

15. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to approve budget transfers. Attachment 24 (pg. 101)
16. Mrs. Darcy moved, Mr. Gamble seconded, **passed** unanimously, to cancel the July Executive Council meeting and to authorize the administration to pay bills to be ratified in August.)
17. Mr. Kleinschmidt moved, Mr. Miller seconded, **passed** unanimously, to appoint Mr. John Gamble as the Middle Bucks Institute of Technology Voting Delegate to the PSBA 2016 Delegate Assembly.
18. Mr. Miller moved, Mr. Gamble seconded, **passed** 6 ayes, 0 nays, 1 abstention (Mrs. Thomas needed additional information) to propose that the Pennsylvania School Board Association Bylaws be changed to limit the term of President to a single term.

- IX. Mr. Gamble moved, Mrs. Darcy seconded, **passed** unanimously, to adjourn the June 13, 2016 meeting of the MBIT Executive Council at 7:12 PM.

Respectfully submitted,

Roberta Jackiewicz
Assistant Secretary