

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
**EXECUTIVE COUNCIL MINUTES**  
**June 8, 2015**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, June 8, 2015 at 5:34 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**

Ms. Kati Driban, Centennial S.D. (Alternate)  
 Dr. Bill Foster, Council Rock S.D.  
 Mr. John Gamble, Central Bucks S.D.  
 Mr. Joseph Jagelka, Central Bucks S.D.  
 Mr. Charles Kleinschmidt, Centennial S.D.  
 Mr. Mark B. Miller, Centennial S.D.  
 Mrs. Kelly Unger, Central Bucks S.D. (Arrived 5:42 PM)

**Absent**

Mr. Mark Byelich, Council Rock S.D.  
 Mr. James Hayden, New Hope Solebury S.D.  
 Mrs. Betty Huf, Centennial S.D.

**Others in Attendance:**

Mrs. Denise Dohoney, Assistant Director  
 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. John A. Torrente, Esq., Alternate for the School Solicitor  
 Mr. Robert Vining, Business Manager

- II. Guests at the meeting included Mr. Stephen Boccella, Maintenance Mechanic, Mr. Paul Carney, Welding Technology Teacher, Mr. Arthur Hunt, Custodian, Mr. Allan Roberts, Engineering Related Technology Teacher, Mr. Bradley Rosenau, Commercial Art and Design Teacher, Mr. Richard Shustack, Maintenance Mechanic, Mrs. Robin Shustack, and Mr. Michael A. Wolf, Boenning and Scattergood, Inc.
- III. Mr. Kleinschmidt reported that 90% of our students scored proficient or advanced on their NOCTI exam this spring. This score exceeds Pennsylvania state benchmarks and is quite an accomplishment. In addition, our students earned over 1700 industry recognized certifications.

Mr. Kleinschmidt noted that our students attended trips to Dorney Park and a Phillies game that were sponsored by SkillsUSA. He also mentioned that he attended the annual Senior Scholarship and Awards assembly held on May 28, where students received scholarships, tools, and awards from local organizations and sponsors in recognition of their accomplishments at Middle Bucks. Mr. Kleinschmidt also attended our annual Senior Recognition Ceremony on June 4, where our 241 graduates were recognized.

He thanked Mr. Miller for attending the ceremony and congratulated the Class of 2015. Mr. Kleinschmidt also thanked Mrs. Strouse, MBIT Administration, faculty and staff, who worked to make the evening such a great success and said their efforts are greatly appreciated.

- IV. Ms. Driban commented that it's awesome that we are in the news so often. She loves getting our press bulletins that are page after page of all the cool things that our students are doing. She said it's always nice to share them with people she talks to about MBIT and with the community. Ms. Driban thanked Mrs. Strouse for providing the report and keeping the Executive Council well-informed of everything the students are doing.

Mr. Gamble thanked Mr. Smith for the fantastic plants that he bought from the Practical Environmental Landscaping program. He said they are growing really well in his garden.

- V. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the minutes of the May 11, 2015 meeting. Attachment 1 (pg. 8)

- VI. Routine Business:

Mrs. Unger arrived at 5:42 PM

A. Administrative Report

1. Mrs. Strouse recognized the retirement of Mr. Allan Roberts, Engineering Related Technology Teacher and Mr. Richard Shustack, Maintenance Mechanic. She also thanked them on behalf of the students and staff for their service.
2. Mr. Vining explained there are three issues of bonds outstanding; the Series of 2003, Series of 2006 and Series of 2014. He noted that the interest rate environment is such that there is presently an opportunity to refinance the remaining 2006 bonds. He introduced Mr. Michael Wolf of Boenning and Scattergood, Inc. to discuss the transaction being recommended.

Mr. Wolf explained the prior bond transaction and the amount of savings realized that were used to fund building projects. He also explained the current debt service and current savings that would result from the refinance of the remaining portion of the 2006 Series. He recommended the Executive Council select a target as was done in the past, and said it is traditional to pick a target of 3%. He also discussed the savings, term of the debt, possible money that would be available for projects, current interest rates, expected rating, and fees and costs associated with the transaction. There was also a discussion about including the Series of 2003 bonds in the transaction.  
Attachment A

Mr. Miller moved, Ms. Driban seconded, **passed** unanimously, to refer the refinance of the remaining Series of 2006 Bonds to the Middle Bucks Area Vocational Technical School Authority, with a floor of 3% and costs consistent with the proposal and amended to include the Series of 2003 Bonds with the same criteria. Attachment A

B. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 14)

C. Committee Reports

1. Mrs. Strouse reported that the Professional Advisory Council meeting scheduled on Tuesday, June 2, 2015 at Noon was cancelled. Attachment 3 (pg. 16)
2. The Finance Committee meeting scheduled on Tuesday, June 2, 2015 at 4:30 PM was cancelled. – Mrs. Kelly Unger, Chairperson. Attachment 4 (pg. 17)
3. Mr. Jagelka reported that the savings from a bond refinance could be used to fix the roofs, which are in dire need. There was a study that showed there are significant issues coming up for us. - Mr. Joseph Jagelka, Chairperson. Attachment 5 (pg. 18)
4. Dr. Foster, Chairperson of the Program, Policy and Personnel Committee reported there was nothing to add to the minutes. He said they discussed the Act 93 Agreement, visited the idea that the sending districts should work with MBIT when there is litigation and Mrs. Strouse reported the enrollment figures to the committee. There are 781 students enrolled with a 45% special needs population. The committee also discussed the salary increases for the non bargaining unit personnel, which averaged out to 1.56%. There was a 2% increase, and depending on performance, some got more and some got less. Attachment 6 (pg. 19)

There was discussion that the percentage of special needs students is a little lower than last year, however, it will change between now and the beginning of the school year.

D. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the Cash Payments Report for May. Attachment 7 (pg. 21)

E. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the Treasurer's Report for April. Attachment 8 (pg. 39)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the proposed 2015-16 educational programs and staffing as revised. Attachment 9 (pg. 55)
2. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to place the Construction Carpentry program on probationary status for the 2015-16 school year.

It was asked if this is the first time Construction Carpentry is on probation. Mrs. Strouse explained this program is rebuilding; there is a new teacher and we are still growing. It's the same thing with the Computerized Drafting & Engineering Graphics program. The teacher retired and the program had dwindled down to 7 students and now it's up to 22, but we're not quite where we need to be. Those teachers are moving in the right direction, both programs have between 9 and 11 new students for the upcoming year. Mrs. Strouse said she thinks they need one more year. They are getting out there and promoting their programs and the Computerized Drafting & Engineering Graphics teacher got the program ADDA accredited. Mrs. Strouse thinks these are all things that help us move in the right direction. They both need about 2 more students and they may have them by August.

3. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to place the Computer Drafting and Engineering Design program on probationary status for the 2015-16 school year.
4. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to place the Dental Occupations program on probationary status for the 2015-16 school year.
5. There was no action taken on the motion to place the Health Occupations program on probationary status for the 2015-16 school year due to the program enrollment meeting the required benchmark.
6. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the revised Act 93 Agreement effective July 1, 2015 through June 30, 2018 as amended on Page 6, under Benefits, "Benefits shall be consistent with teachers' contract as may be amended from time to time and Middle Bucks Policy/Administrative Procedures." Attachment 10 (pg. 56)

There was discussion about the Cadillac Tax effective in 2018. Mr. Vining noted that the consortium is aware of the excise tax and have reviewed who may hit it in 2018. He also discussed the health plans MBIT offers and associated costs, changes in plan designs for ER Copays, educating staff and labor leaders on premium costs, drivers of premium costs, and awareness of costs for imaging services, all with the intent of putting off the Cadillac Tax as

long as possible. The consortium issued some education pieces to all the labor leaders on the excise tax and about using in network providers and out of network providers. It was asked if the Memorandum of Understanding with the Consortium has an exit if needed. Mr. Vining said it does and added that the Consortium has done well and they are encouraging wellness.

There was a question that asking if the tuition reimbursement change is a savings. Mrs. Strouse said it is a little more than what we paid. The problem is that the price of the tuition has gone up and the old cap won't let the person who is trying to get their certification take the courses. We are staying about the same percentage wise. There was a comment that it actually benefits the school because it guarantees that the Administrators keep up with all of their certifications, still pursue learning and it gives them the ability to keep going back and refining skills or bringing new skills to the table. There was also a discussion about the change in giving annual increases to anyone on leave and that now we are pro rating the annual increase only if they are not on professional development. There was further discussion that we are guaranteeing increases for the life of the contract as opposed to an annual review. It was noted that this is being done the same way as it is being done in the contracts at all four of the sending school districts.

7. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve salary increases for non-bargaining unit personnel, for the 2015-16 fiscal year with a 1.56% base percentage increase.
8. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the employment of the 2015 summer staff, with statutory benefits. Attachment 11 (pg. 71)
9. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the fall 2015 Adult Evening School programs and the employment of the Adult Evening school staff. Attachment 12 (pg. 72)
10. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2014-15 school year. Attachment 13 (pg. 73)
11. Ms. Driban moved, Mr. Miller seconded, **passed** unanimously, to extend the benefits provided through the Act 93 Agreement to the Business Manager.

It was asked why this wasn't done up to this point. Mrs. Strouse explained it has always been done this way and Mr. Garton thought because there was a new contract being approved, we should address it as well. The Director and the Business Manager, according to School Code, are not permitted to be a part of the Act 93 group and that is why you vote to extend the benefits. It was mentioned that the Director was not included in this motion for approval because our Superintendent of Record is on a medical leave and Mrs. Strouse has not been evaluated at this time. Ms. Driban added that we normally approve both the Director and the Business Manager together in this motion.

B. Policies

1. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously to accept for first reading revised Board Policy No. 222, Tobacco, in the Pupils Section. Attachment 14 (pg. 74)
2. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to accept for first reading revised Board Policy No. 806, Child/Student Abuse, in the Operations Section. Attachment 15 (pg. 76)

C. Other Matters for Consideration

1. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Memorandum of Understanding between Warwick Township Police Department and Middle Bucks Institute of Technology. Attachment 16 (pg. 96)
2. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to reappoint Dr. Bohdan Martynec as school physician for the 2015-16 school year.

It was asked what the School Physician does in an average year. Mrs. Strouse explained he writes the standing orders and we usually treat him to lunch in the restaurant or we give him plants from the garden for compensation.

3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the field trips and non-paid work-based experiences for the 2015-16 school year. Attachment 17 (pg. 110)
4. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the primary textbooks for all programs for 2015-16 school year. Attachment 18 (pg. 125)

It was asked who reviewed the textbooks. Mrs. Strouse explained that there is an Occupational Advisory Committee for each program that meets in April and reviews the textbooks to see if they contain the information that the students should be learning. Then Mrs. Strouse and Mrs. Dohoney review them based on our policy. Our policy says they should be less than five years old, unless the Occupational Advisory Committee approves them because there is not a current version of the textbook.

It was asked if there should be an Executive Council committee here that also reviews them. Mrs. Strouse noted that the Occupational Advisory Committee is the best technical expert as to whether the book is current with industry. There was a comment that the School Board members on the appropriate committee at the sending districts review their textbooks.

After a lengthy discussion, it was determined that the Program, Policy and Personnel Committee would review any change in textbooks. Mrs. Strouse said that we would have to have the Occupational Advisory Committees

review them in October so there is time to get them to the Executive Council for approval in the spring. We can come up with a list of when they are due for review. It was decided that we should add that the board be brought in to the review process going forward and that the policy would need to be edited to reflect that change.

5. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the out of state professional development. Attachment 19 (pg. 129)
  6. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Services Agreement and Supplement with InfoSnap to provide online student information processing and PowerSchool integration at a cost of \$3,780 for a one time set up fee and an annual service fee of \$7,560 to be funded by the General Fund. Attachment 20 (pg. 130)
  7. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to extend the contract for cleaning and custodial services with Interstate Maintenance Corporation for two years through June 30, 2017.
  8. Ms. Driban moved, Mr. Jagelka 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 21 (pg. 134)
  9. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the transfer of \$100,000 to the Capital Reserve Fund consistent with the Capital Reserve Fund resolution from MBIT General Fund unspent 2014-15 budget balance. Attachment 22 (pg. 136)
  10. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve budget transfers. Attachment 23 (pg. 137)
  11. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to cancel the July Executive Council meeting and to authorize the administration to pay bills to be ratified in August.
- VIII. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to adjourn the June 8, 2015 meeting of the MBIT Executive Council at 6:45 PM.

Respectfully submitted,

Joseph Jagelka  
Secretary

Roberta Jackiewicz  
Assistant Secretary