

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
August 10, 2015

- I. The following Administrative presentations were held prior to the official convening of the MBIT Executive Council due to there not being a quorum present at meeting time.
- A. Mrs. Strouse, Mr. Hansen and Mr. Yerkes gave a presentation about the Farmhouse located on the property of Middle Bucks Institute of Technology. They shared information on the history, condition of the structure, required asbestos abatement, repairs needed and costs to repair the Farmhouse. They also explained the two options available, which includes to either repair it or demolish it. Mr. Yerkes concluded by saying that the Executive Council would need to decide the outcome of the Farmhouse. The Executive Council indicated they will discuss the options and make a determination at a future meeting.

It was asked if there was an estimate to repair the farmhouse. Mr. Hansen said it would cost approximately \$200,000 to repair the electrical system, heating system, structural integrity, to supply gas, municipal water and sewer to the home and for the asbestos abatement.

There was a question as to whether it could be renovated for a business or office to generate more income. Mr. Hansen said it is zoned rural agricultural and he would have to find out if that piece of the parcel could be a mixed use and qualify as a no impact business.

It was asked if it is a separately deeded ground or part of a whole. Mr. Hansen said he checked with Warwick Township and it is considered one parcel with MBIT.

There was a comment that the first step is to get the asbestos abatement completed because it has to be done either way.

- B. Mrs. Strouse presented the 2014/15 School Assessment Report. The report consisted of an overview of staff perception of school climate, enrollment, attendance data, withdraw data, NOCTI scores, industry certifications earned, work based educational experiences, post-secondary plans, student perception of school climate and Adult Education enrollment.

School accomplishments that were highlighted included that NOCTI scores reflected 90% Proficient or Advanced, secondary students earned 1730 industry certifications, students responded positively to the school climate survey, and 49% of students cited friends and 47% cited Open House as primary recruitment sources.

Additional accomplishments included that 95% of staff feel safety is addressed proactively, 91% of staff feel Student Services are easily available to students, 89% of staff feel marketing strategies are effective, Adult Education posted a \$12,092 profit in 2014-15 and Li'l Bucks Childcare Center posted a \$2,854.12 profit in 2014-15.

Opportunities for improvement include to improve student attendance Average Daily Attendance rate, increase student enrollment, for Administration to explore avenues to respond to concerns brought to their attention and to continue to support student discipline practices to foster a safe, supportive and productive learning environment. Enclosure

- II. The regular meeting of the MBIT Executive Council was convened on Monday, August 10, 2015 at 6:43 p.m. by Mr. Charles Kleinschmidt, Chairperson, in Room 101 at MBIT.

Council Members

Ms. Kati Driban, Centennial S.D. (Alternate)
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. (Via Telephone Speakerphone)

Absent

Mr. Mark Byelich, Council Rock S.D.
Mr. James Hayden, New Hope Solebury S.D.
Mr. Joseph Jagelka, Central Bucks S.D.
Mrs. Betty Huf, Centennial S.D.
Mrs. Kelly Unger, Central Bucks S.D.

Others in Attendance:

Mrs. Denise Dohoney, Assistant Director
Mr. Jeffrey Garton, Esq., School Solicitor
Mr. Richard Hansen, Facility Supervisor
Mrs. Roberta Jackiewicz, Assistant Board Secretary
Mrs. Kathryn Strouse, Administrative Director
Mr. Robert Vining, Business Manager

- III. Mr. William H. Yerkes, III Chairman of the Middle Bucks Area Vocational Technical School Authority was a guest at the meeting.
- IV. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the minutes of the June 8, 2015 meeting. Attachment 1 (pg. 8)
- V. Routine Business:
- A. The Administrative Report was given prior to the convening of the official meeting and is recorded in Section I above.

- 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. 15)
- C. There were no Committee Reports. The committee meeting minutes were included in the Executive Council meeting packet.
- D. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the Cash Payments Report for June and July. Attachment 7 (pg. 21)
- E. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the Treasurer's Report for May and June. Attachment 8 (pg. 47)

VI. Current Agenda Items

A. Personnel Items

- 1. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Phillip Lawhead, Custodian, effective June 12, 2015.
- 2. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to ratify the additional assignment of Michael Stafford, Instructional Assistant, to work during the summer as a Custodian, effective June 29, 2015.
- 3. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to extend the benefits provided through the Act 93 Agreement to the Administrative Director effective July 1, 2015.
- 4. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to ratify the resignation of Gina Boccella, Health Occupations Teacher, effective July 6, 2015.
- 5. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to ratify the employment of Marjorie Devlin, as part-time Adult Education Coordinator, at an hourly rate of \$30.00/hour, with statutory benefits, effective July 13, 2015.
- 6. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to ratify the employment of Christopher Herron, as full-time evening Custodian, at a rate of \$16.25/hour, with benefits, effective August 10, 2015.
- 7. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the employment of Robert Morsa, as Engineering Related Technology Teacher, effective August 25, 2015, at Step 15, Level A (\$75,568/Year).

8. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the following teachers to serve in the role of Mentor Teachers in accordance with the teachers' contract at an annual rate of \$800 for the 2015-2016 school year.
 - a. Paul Carney
 - b. Maura Duncan
 - c. Michael McCombe

9. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the following teachers to serve in the role of Advisors in accordance with the teachers' contract at an annual rate of \$1200 for the 2015-2016 school year.
 - a. Michael McCombe – National Technical Honor Society
 - b. Marsha Moyer – HOSA
 - c. Pamela Swoyer – SkillsUSA
 - d. Gregory Smith – FFA
 - e. Randall McDowell – PBA

10. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve Denise Dohoney as the Title IX, Title VI and Section 504 Compliance Officer for the 2015/16 school year.

11. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the substitute staff listing for the 2015-16 school year. Attachment 9 (pg. 78)

B. Policies

There were no actions taken on Revised Policy No. 222 – Tobacco, Revised Policy No. 806 – Child/Student Abuse and Policy No. 249 – Bullying/Cyberbullying. The policies will be presented for adoption/reapproval at the next meeting of the Executive Council on September 14, 2015.

C. Other Matters for Consideration

1. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the Student Code of Conduct/Handbook and Parent Guide for the 2015-2016 school year. Attachment 13 (pg. 104)

2. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to ratify the Master Training Contract between the Bucks County Workforce Investment Board and Middle Bucks Institute of Technology. Attachment 14 (Pg. 145)

3. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the Agreement between Abington Memorial Hospital and Middle Bucks Institute of Technology, to provide clinical experiences to our Health Science students. Attachment 15 (pg. 166)

4. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the annual renewal of the Addendum to the Master Agreement between Middle Bucks Institute of Technology and SchoolWires, in the amount of \$1200, for access to the MyWay Premium Template Library. Attachment 16 (pg. 177)
5. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to renew the agreement with Heritage Crystal Clean at an annual cost of \$16,988.00. Attachment 17 (pg. 181)
6. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the Agreement between Comcast of Southeast Pennsylvania, LLC, and Middle Bucks Institute of Technology. Attachment 18 (pg. 192)
7. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to accept the Seed Change Mini Grant Program funded by the National Farm to School Network (NFSN) with a generous donation by the Walmart Foundation for \$5,000 to support farm to school education in the Culinary Arts program. Attachment 19 (pg. 202)
8. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to receive and file the May 15, 2015 Local Advisory Council Minutes. Attachment 20 (pg. 210)
9. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to receive and file the March 31, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 21 (pg. 215)
10. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the Memorandum of Understanding regarding legal proceedings between Middle Bucks Institute of Technology and Central Bucks School District, Centennial School District, Council Rock School District, and New Hope Solebury School District. Attachment 22 (pg. 220)
11. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the 2015-2016 Memorandum of Understanding between Middle Bucks Institute of Technology and The Bureau of Career and Technical Education, for participation in the BCTE Technical Assistance Program (TAP). Attachment 23 (pg. 224)
12. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to appoint Mr. John Gamble as the Middle Bucks Institute of Technology PSBA Liaison/Legislative Policy Council Voting Delegate Representative.
13. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve the proposed 2016-2017 Budget Calendar. Attachment 24 (pg. 227)
14. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to approve budget transfers. Attachment 25 (pg. 228)

- VII. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to adjourn the August 10, 2015 meeting of the MBIT Executive Council at 6:45 PM.

Respectfully submitted,

Roberta Jackiewicz
Assistant Secretary