

***Executive Council Committee of the Whole Meeting Minutes
June 6, 2017
Main Office Large Conference Room
5:30 PM***

Present: Mr. John Capriotti, Mrs. Beth Darcy, Ms. Kati Driban, Dr. Bill Foster, Mr. Chuck Kleinschmidt, Mrs. Karen Smith, Mr. Rich Hansen, Mr. Vince Loiacono, Mr. Robert Vining and Ms. Kathryn Strouse

Absent: Mr. Mark Byelich, Mr. John Gamble, and Mr. Mark B. Miller

Building, Security & Technology

Roof Replacement Project: The Facility Manager provided a summary of the events related to the release of the bid for sections A, B and C of the roof. There were 15 vendors in attendance at the mandatory meeting and 5 vendors have returned to tour and inspect the proposed roof area. The bid opening is scheduled for Monday June 12 at 3:00 pm. There were questions about how this process was going and if we anticipated any issues. The Facility Manager responded that we were confident in our roofing consultant and that any issues would be handled. There were additional questions concerning what would happen next in the process to replace the entire roof. The Facility Manager and Business Manager explained that MBIT would evaluate the installation of the first section of the new roof then apply what we have learned from this installation to bids for the rest of the roof. They indicated that it would be a phased approach to complete the roof, but that MBIT would need to rely on the sending district to provide the necessary funding to complete each phase.

Computer Leases: The Director of Operations provided a specification chart describing the computers to be leased for both students and staff. This year the computers were separated into two groups; those requiring additional graphical support and those that did not. The Administration is requesting to lease 46 computers with extended graphical support for classes teaching/using AutoCAD and SolidWorks. Additionally, the administration is requesting 77 computers to replace the current staff computers. The chart included information from each of the four vendors and their related costs. It was discussed at the May committee meeting that the committee would like to see the chart reflect the use of i7 CPUs, increased RAM from current 8GB to 16GB and the removal of the DVD/CD. The committee was informed that these requests would significantly increase the overall cost of each computer, to which the committee agreed that its requests were necessary. The revised costs and specifications were provided to the committee members. The cost increase per computer was stated as \$125/staff computer and \$350/student computer resulting in a \$15K increase to the lease amount. The committee supports moving the new specifications and leasing costs to the Executive Council for approval at the June 12, 2017 meeting.

Lynda.com Software Subscription: The Director of Operations provided an overview of the rationale for purchasing services from Linked-In for campus access to Lynda.com. Lynda.com provides a variety of resources to staff and students and is viewed as an educational extension for each of the program areas. Initially, four programs (Network

Security, Web Design, Commercial Art and Multimedia) have shown an interest in obtaining this service, but upon further evaluation it was determined that all the programs could benefit from access. The intent is to have the four initial areas provide instruction to the other programs on how to setup their classes and best practices for access and assignments. The cost provided is for a one year campus-wide subscription to the service. The committee supports moving the Lynda.com software subscription forward for approval.

Bid Updates – Custodial Services and Trash Removal: The Director of Operations and the Business Manager provided information about the results of the bid openings for both custodial services and trash removal. They recommended awarding the custodial services bid to Nova Services. MBIT received five competitive bids for custodial services and after careful review administration identified Nova Services as the lowest, responsible bidder. Their proposal and references were complete and in compliance with the bidding requirements. Upon review of references, administration found Nova Services to be excellent.

The Director of Operations and the Business Manager also recommended awarding the trash removal service contract to George Leck and Sons, Inc. MBIT received three competitive bids and after careful review selected George Leck and Sons, Inc as the lowest, responsible bidder. The committee supports moving these items forward for approval.

Finance

Willis PA – Insurance Renewal: The Business Manager presented the property and casualty insurance renewal for year starting July 1, 2017. The renewal costs are lower than the projected budget cost and the previous expiring policies. He conveyed explanation for pricing as was provided to him by Willis.

Use of Public Surplus for Sale of Excess, Obsolete or Surplus Equipment: The Business Manager plans to continue using Public Surplus as means of disposing of surplus and obsolete equipment. The process involves organizing items for sale, taking photos, writing description and posting on the Public Surplus site. Auctions run approximately two weeks. Public Surplus collects proceeds and applicable sales tax plus collect fees from successful bidders. The buyer must pick-up the items from MBIT. Public Surplus then remits the proceeds into MBIT's bank account. Public Surplus promotes auctions and has been a good means of disposing of surplus and obsolete equipment. There are currently a few old hospital style beds, several combination drafting & computer tables and an assortment of other things to be sold. The committee supports continued use of Public Surplus.

Capital Reserve Fund Transfer: The Business Manager presented a projection of the net secondary operating costs for 2016/2017 with recommended transfer to Capital Reserve Fund of \$100,000. He reviewed the calculation and discussed the balance due to/from members. Funds in the Capital Reserve Fund can be used for building repairs and improvements and for program equipment. The transfer will be used for the roof project. The committee supports the proposed transfer.

BMCSHCC Trustee: The Director recommended appointing Rob Vining to serve as Trustee on the Bucks Montgomery Counties School Health Care Consortium. Rob has served on this committee for the past five years and makes a valuable contribution to this consortium. The committee supports this recommendation.

Updates – Li'l Bucks and Adult Education: The Business Manager presented financial updates for Adult Education and Li'l Bucks Partners in Learning through May 31, 2017 with comparison to the prior fiscal year.

Program, Policy, and Personnel

June Personnel Items: The Director reviewed personnel related items on the June agenda that include reclassifying a position from Classified to Technical, hiring a new Engineering Related Technology teacher, creating a Human Resources Coordinator and School Security Monitor position descriptions, salary increases for non-bargaining staff, additional Adult Education School staff, summer staffing, and to reappoint Dr. Martynec as School Physician. The committee supports moving forward with these agenda items.

MBEA Teachers' Contract 2017-2021: The Director provided a red line version of the new MBEA Teachers' Contract to the committee. MBEA voted to approve the new contract last week. The MBIT Executive Council will be asked to approve this new contract at their June 12, 2017 meeting.

Supplemental Comprehensive Plan 2017-2020: The Director provided the committee with a draft of a supplement to the PDE approved Comprehensive Plan that included additional strategic goals. The Director explained that the PDE Comprehensive Plan does not address organizational needs such as maintaining a safe and secure school environment, student recruitment, expanding post-secondary and industry partnerships and continuous improvement using data to examine system-wide practices. The Supplemental Comprehensive Plan was created to address this void. The plan will be presented to the Executive Council for approval at the June 12, 2017 meeting.

Enrollment, Program and Teaching Assignments 2017-2018: The Director discussed enrollment for the 2017-2018, which seem to be on par with the current school year. There are presently 7 programs at full capacity including Cosmetology, Dental Occupations, Engineering, Medical & Health Professions, Multimedia Technology, Networking & Operating Systems Security, and Welding. There are also four programs struggling with enrollment including Commercial Art, Collision Repair Technology, Horticulture Landscape & Design and Residential Construction.

Field Trips and Non-paid Work-based Experiences: The Director shared that a list of proposed field trips and non-paid work-based experiences would be provided to the Executive Council for approval at the June 12, 2017 meeting.

Primary Textbooks: The Director provided the committee members with a comprehensive list of the primary textbooks recommended for approved by the Occupational Advisory Committees. The Executive Council will be asked to approve the primary textbooks at the June 12, 2017 meeting.

Warwick Township Police MOU: The Memorandum of Understanding with Warwick Township Police that outlines the responsibilities of both Middle Bucks and Warwick Township Police in the event of an emergency will be brought forward for reapproved. There were no changes made to the present agreement.

Articulation Agreement – Northampton Community College (Welding): The Director reviewed a post-secondary Articulation Agreement with Northampton Community College for the Welding program that grants college credit for successful completion of the welding program.

Internship Agreement with Central Bucks Family YMCA: The Director discussed an internship agreement with Central Bucks YMCA and the Sports Therapy and Exercise Management program that will provide students with the opportunity to work with personal trainers in both the fitness center and the THRIVE program. The THRIVE program provides services to people diagnosed with cancer to help them maintain optimal health throughout their illness.

Li'l Bucks Photo Release Form: The Director said a revised version of the photo release form for Li'l Bucks will be presented for approval by the Executive Council at the June 12, 2017 meeting.

Out of State Professional Development: The Director shared that the Executive Council will be asked to approve out of state professional development for the automotive teachers to attend their required ASE training in Ohio during the summer at the June 12, 2017 meeting.

Policies – Second Read/Adoption: The Director provided the committee members with draft policies that were consolidated to create a merged Employee Section (300) that replaces the former 300-Administrative / 400-Professional / 500-Classified employee sections. The Executive Council will be asked to approve the policies at the June 12, 2017 meeting.

Second Read/Adoption – Consolidate to merge Employee Section (300)

- Policy 308
- Policy 408.1 – Delete
- Policy 314
- Policy 314.1
- Policy 316 and 416 – Delete
- Policy 317
- Policy 317.1- New
- Policy 318
- Policy 319
- Policy 827 – New – (Delete 304)

The Executive Council will consider whether to continue to hold Committee of the Whole meetings or resume separate committee meetings (Building, Security, Technology, Finance, Program, Policy, Personnel). The next Executive Council Committee meetings are scheduled on August 1, 2017.