

Executive Council Committee of the Whole Meeting Minutes
May 2, 2017
Main Office Large Conference Room
5:30 PM

Present: Mr. John Capriotti, Ms. Beth Darcy, Mr. John Gamble, Mr. Chuck Kleinschmidt (6:05 PM), Mrs. Karen Smith, Mr. Rich Hansen, Mr. Vince Loiacono, Mr. Robert Vining and Ms. Kathryn Strouse

Absent: Mr. Mark Byelich, Ms. Kati Driban, Dr. Bill Foster, and Mr. Mark B. Miller

Building, Security & Technology

Roof Replacement Project: The Facility Manager summarized the roofing technologies presentation that occurred at the MBAVTS Authority Meeting on April 12, 2017. At the meeting vendors, contractors and the roofing consultant from Roofing Consultant Services provided information and there was discussion related to the roofing system proposed and the rationale for the recommendation. The MBAVTS Authority approved the roofing consultant develop a bid specification to acquire an EDPM roofing system that would be mechanically attached to the existing roof. The initial section of the roof to be address is labeled as Sections A, B & C, which is the roof area above A2 second floor that is approximately 33,000 square feet and represents about 25% of the total roof. The committee members support moving forward with the roof project.

RWAN – BCIU Agreement: The Director of Facility Operations explained the current contract for internet services was expiring on June 30, 2017. The new agreement would run from July 1, 2017 to June 30, 2024 (7 years) with the internet service agreement being renegotiated yearly. The new agreement includes increasing the current bandwidth allocation of 150MB to 800MB at no additional cost. The committee members support the new agreement with the BCIU.

Computer Leases: The Director of Operations presented a specification chart describing the computers to be leased for both students and staff. This year the computers were separated into groups; those requiring additional graphical support and those that did not. The administration is requesting to lease 46 computers with extended graphical support for programs teaching AutoCAD and SolidWorks. Additionally, the administration is requesting 77 computers to replace the current staff computers. The specification chart included information from each of the four vendors and their related costs. It was discussed that the committee members 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.

Windstream Communications – Telephone Services: The Business Manager explained that our contract agreement with Windstream was coming to an end. Administration would like to provide Windstream Communications with 30-days' notice that we do not plan to renew our agreement then continue on a month-to-month basis for services while other options are explored. The committee members supported this recommendation.

Finance

PSBA Insurance Trust – Renewal for 2017-2018: The PSBA Better Unemployment Compensation System (BUCS) renewal was presented and reviewed with the committee members. BUCS is a self-insured program where members pay a minimum premium based on modified taxable payroll. Members are protected with stop loss covering up to three times the minimum premium. The committee's questions were answered and they recommend renewal be completed.

Joint Purchasing Arrangements and Cooperatives: The Business Manager reviewed the list of cooperative and joint purchasing arrangements with the committee explaining how and when such arrangements are utilized. The committee members recommend continuing with this arrangement.

Bids Update – Custodial Services and Trash: The Business Manager updated the committee members on recent bid opening for cleaning and custodial services. There were five bids received. Bids are being reviewed and evaluated with a recommendation to be made at the June Executive Council meeting. A bid opening for trash and recycling services is scheduled for Monday, May 8 with a recommendation to be made at June meeting as well. The committee members asked questions about frequency, interest and responses to bids.

Accidental Death & Dismemberment Insurance: The committee members were informed that the school's accidental death and dismemberment program extends coverage to board members at cost of \$18 per member annually. The committee members supported continuing this coverage.

Li'l Bucks Partners in Learning Tuition Schedule 2017-2018: The Business Manager recommended to the committee members that the Li'l Bucks Partners in Learning tuition remain at the 2016/2017 level for 2017/2018. No tuition increase is needed according to the projections and the 2017/2018 budget.

Updates: The Business Manager presented financial updates for Adult Education and Li'l Bucks Partners in Learning through April 30, 2017 with a comparison to the prior fiscal year.

Program, Policy, and Personnel

May Personnel Items: The Director reviewed personnel related items on the May agenda that include reclassifying a position from Classified to Technical, two resignations, a termination, additional spring 2017 Adult Education School staff, the fall 2017 Adult Evening School courses and staff, reappoint Robert Vining as Treasurer and reappoint Jeffrey Garton as Solicitor for the upcoming school year.

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 May meeting.

Enrollment, Program and Teaching Assignments 2017-2018: The Director reviewed preliminary enrollment for the 2017-2018 current enrollment numbers, 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, Network Operating and Security Systems, and Welding. There are also some programs struggling with enrollment. The Director said that enrollment will continue to be monitored to determine program and teaching assignments for the upcoming school year on June 1st in accordance with the teachers' contract.

PSBA Voting Delegate: The Director shared a memo from PSBA requesting that the school appoint a voting delegate and notify PSBA by June 30th. The selection of the PSBA Voting Delegate will be on the agenda for an upcoming May Executive Council meeting.

Policies – First Read: 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 committee was asked to review the policies and suggest any changes at the May Executive Council meeting.

First Read – 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 next regularly scheduled meeting of the Executive Council Committee of the Whole is June 6, 2017 at 5:30 PM.