

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
November 10, 2014

- I. The regular meeting of the MBIT Executive Council was convened on Monday, November 10, 2014, at 5:33 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. The Council observed a moment of silence for Veterans Day and it was asked to hold in our memory and thoughts anyone we know and also the people that are defending our country now.

Council Members

Mrs. Susan Atkinson, New Hope Solebury S.D.
 Dr. Bill Foster, Council Rock S.D.
 Mr. Joseph Jagelka, Central Bucks S.D.
 Mr. Charles Kleinschmidt, Centennial S.D.
 Mr. Mark B. Miller, Centennial S.D. (Alternate)
 Mrs. Jane Schrader Lynch, Centennial S.D.
 Mrs. Kelly Unger, Central Bucks S.D.

Absent

Mr. Mark Byelich, Council Rock S.D.
 Mr. John Gamble, Central Bucks S.D.
 Mrs. Betty Huf, Centennial S.D.

Others in Attendance:

Dr. Joyce A. Mundy, MBIT Superintendent of Record, Centennial S.D.
 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. Stacy Pakula, Career and Technical Education Supervisor
 Mrs. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager

- II. There were no guests at the meeting.
- III. Mr. Kleinschmidt reported that the Department of Education conducted an on-site Civil Rights Audit at Middle Bucks during the last week of October and the school sailed through the audit with flying colors! There were no non-compliances issued, but a few suggestions were made to make the campus more accessible to people with disabilities. The suggestions included: Establishing a couple of unisex restrooms throughout the school, adding signs directing people to ADA restrooms, wrapping sink pipes in padded plastic so that someone in a wheelchair would not hurt themselves on the pipe, modifying a dental operator to accommodate a student in a wheelchair and repainting a blue wheelchair symbol on one of the parking spaces in the front parking lot. A thank you was extended to those staff members involved in preparing for the audit.

Leadership seems to be a common theme during the month of November. HOSA: Future Healthcare Professionals held an induction ceremony for the newly elected officers that was attended by students, parents, teachers and administrators.

The Central Bucks Chamber of Commerce selected three students from Middle Bucks to be this year's recipients of their Young Citizen Award for demonstration of exceptional commitment to the principles of good citizenship and community involvement. Those students were recognized at a luncheon this past Friday.

During the week of November 17th, we will be sending 25 SkillsUSA Officers and Representatives to the 3-day Fall Leadership Conference in the Poconos, where they will join students from other career and technical schools to learn about leadership and student government.

Mr. Kleinschmidt congratulated Mr. Miller, who recently received the Timothy M. Allwein Advocacy Award that was established in 2011 by PSBA in memory of Tim Allwein, the association's former Assistant Executive Director for Governmental and Member Relations.

IV. Mrs. Schrader Lynch gave the Council an update on Mrs. Huf. She also noted that the MBIT promotional video was played at the Centennial School Board meeting and the board members were quite impressed. She invited the Council to see Mr. Miller receive his award from the Executive Director of PSBA.

V. Mrs. Schrader Lynch moved, Mr. Jagelka seconded, **passed** 6 ayes, 0 nays and 1 abstention (Mr. Miller did not attend the meeting), to approve the minutes of the October 13, 2014 meeting. Attachment 1 (pg. 7)

VI. Routine Business:

A. Administrative Report

1. Mr. Vining presented an overview of the first draft of the 2015-16 General Fund Budget. He said the goal is to be at or under the Act 1 Index of 1.9%.

The assumptions and unknowns, which include salaries and wages, health insurance, retirement, new program, insurance, utilities, state subsidies and federal grants were discussed.

The increase on the general fund expenditures including lease rental is 6.05% or \$612,157.

The major factors that have impacted the budget including salaries, medical and prescription benefit costs, PSERS pension costs, the new Sports Therapy and Exercise Management Program and other costs were reviewed.

The first look at the General Fund increase that is proposed for the member school districts is 2.63% or \$229,512. Mr. Vining proposed using a portion of the committed fund balance and portions of the unassigned Adult Ed and

Production Control fund balances to pay for the new program and reduce the contributions of the member districts.

Local, State and Federal (Perkins) revenues were discussed. Local revenue has declined, the Vocational Education and Retirement subsidies were increased and federal funding for the Carl D. Perkins Grant was decreased.

The next steps are to gather more information, update the proposed budget with the first/second look at healthcare premiums equivalents, the certified employer rate for PSERS and look for savings. The next presentation will take place on February 9, 2015. Mr. Vining noted that he will present the budgets for the Capital Reserve, Adult Ed, Production, Li'l Bucks Preschool and Student Activity funds at the next presentation. (Attachment C)

There was discussion about the purpose of the fund balances. Mr. Vining explained they have developed over the years. They were for start-up costs for the student built house, restaurant, Adult Ed and some of the other programs. They are also used to buy equipment and for the retirement fund. It was asked if there were any other fund balances. Mr. Vining noted that the Capital Reserve has a fund balance as well. There was discussion about how much money was in the fund balances. It was asked what level Mr. Vining was comfortable at maintaining them and he said at 5%.

Mr. Miller noted that on Tuesday, February 3rd NSBA has 900 School Board members coming in from across the country, two each, to visit their Congressman. Congressman Michael Fitzpatrick is supporting their program. They are going to discuss three issues, the full funding of IDEIA, the congressional hearings about standardized testing and to restore the cuts to the Perkins Grant. Because it is such a small amount of money, they think that restoring the cuts to the Perkins Grant is the only one they are going to get. Mr. Tyler Tomlinson and Mr. Miller will be the representatives from Bucks County. They have the support of Congressman Fitzpatrick, who will be taking the lead role in introducing the Act back to the floor.

2. Mr. Vining reviewed the audit report for fiscal year ended June 30, 2014 as prepared by local auditors, Dreslin & Company, Inc. Certified Public Accountants. Their opinion was unmodified. He reviewed the contents of the report. He explained that it does show the fund balances. There is also the Middle Bucks AVTS Authority audit in the statement and they are to be accepted tonight, received and filed. Those are accounting for the bond refinancing that occurred last year and shows that there was a \$671,000 net gain for the school to use for capital projects. (Attachment 15)

There was a discussion regarding the costs of the new program being a large portion of the budget increase and the amount budgeted for the teachers' salaries.

- B. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 12)

- C. Committee Reports
 - 1. Dr. Mundy, Superintendent and Chairperson of the Professional Advisory Council said the Professional Advisory Council met on November 5, 2014 and the summary of the meeting was included in the packet. Attachment 3 (pg. 15)
 - 2. The Building, Security and Technology Committee meeting scheduled on Wednesday, November 5, 2014 at 4:30 PM was cancelled. Mr. Joseph Jagelka, Chairperson. Attachment 4 (pg. 16)
 - 3. Mr. Kleinschmidt stated he attended both the Program, Policy and Personnel Committee meeting and Finance Committee meeting. Some of the items that were discussed at both of the meetings are on the agenda for approval and are included in the summaries. Mrs. Betty Huf, Chairperson, Program, Policy and Personnel Committee and Mrs. Kelly Unger, Chairperson, Finance Committee. Attachment 5 (pg. 17) and Attachment 6 (pg. 18)

- D. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Cash Payments Report for October. Attachment 7 (pg. 20)

- E. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Treasurer's Report for September. Attachment 8 (pg. 36)

VII. Current Agenda Items

A. Personnel Items

- 1. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve the job description and begin recruiting for the Sports Management and Exercise Therapy Teacher. Attachment 9 (pg. 52)

There was a question asking if we were ready to move ahead with the program and the teacher. Mrs. Strouse explained that we would try to hire the teacher before Open House in January on a quarter time basis, so they can purchase equipment and develop the curriculum prior to the program opening. They will also market the program. In September of the next school year, they would work full time and teach half a day and work on marketing and curriculum during the second part of the day. A committee met in October that was comprised of school therapists, fitness trainers, nutritionists, and occupational therapists and they gave us some good suggestions about the equipment we need for the program. A lot of the big equipment that has been used in the field is no longer needed. They suggested we use smaller pieces of equipment, like weights, that patients can use in their home to improve their health and strength. That was good news.

It was asked who would be on the interview team. Mrs. Strouse explained that we usually invite some of the people that are on the committee to help us interview candidates. The other schools that have started this program tended to have hired a Physical Therapist, and that is what they recommended.

It was asked if the exercise therapy portion of this was primarily physical therapy. Mrs. Strouse stated that a part of it is physical therapy and a part of it is fitness training. The program scope that PDE has created describes that they might work with someone who has diabetes or has had a heart attack and needs to build their endurance. It is not necessarily physical therapy, but they need to understand how to exercise and have a healthier lifestyle. That is a type of person that they would work with. There are two career paths, physical therapy or fitness instruction. They can earn a certification in fitness instruction as a high school student.

2. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Richard Shustack, Maintenance Mechanic, effective December 22, 2014.
3. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve the qualifying personal leave of absence consistent with Policy #536 – Personal Necessity Leave for Meghan Reiff, Instructional Assistant, effective November 6, 2014.
4. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve the membership of the Middle Bucks Local Advisory Council for the 2015 calendar year. Attachment 10 (pg. 55)
5. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to ratify employment of the additional fall 2014 Adult Evening School staff. Attachment 11 (pg. 58)
6. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2014-2015 school year. Attachment 12 (pg. 59)

B. Other Matters for Consideration

1. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the calendar of the Executive Council public meeting dates for the 2015 year. Attachment 13 (pg. 60) and Attachment A

Mrs. Strouse explained there was an additional attachment. There are two calendars to approve, one for the Executive Council meetings and the other for the Executive Council Committee meetings.

2. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the MBAVTS Authority Audit Report prepared by Dreslin and Co., Inc. for the fiscal year ending June 30, 2014. Attachment 14 (pg. 61)
3. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the MBIT Independent Audit Report prepared by Dreslin and Co., Inc. for the fiscal year ending June 30, 2014. Attachment 15 (pg. 87)
4. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the GASB 45 actuarial valuation report as of September 1, 2014 from Conrad Siegel Actuaries for financial reporting in fiscal years ended June 30, 2016, 2017 and 2018. Attachment 16 (pg. 130)
5. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Pennsylvania Department of Education Comprehensive Guidance and Counseling Plan. Attachment 17 (pg. 144)
6. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Articulation Agreement with Universal Technical Institute (UTI) – Automotive/Automotive Diesel and Collision Repair and Refinish Technology. Attachment 18 (pg. 182)
7. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Articulation Agreement with Northampton Community College - Automotive Technology. Attachment 19 (pg. 187)
8. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to reappoint Dreslin and Co., Inc. as auditors for Middle Buck Institute of Technology and MBAVTS Authority for years ending June 30, 2015, 2016 and 2017. Attachment 20 (pg. 193)
9. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve a 5-year contract with Burns Mechanical Inc. to provide comprehensive HVAC maintenance services at a cost of \$44,750.00. Attachment 21 (pg. 194)
10. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to authorize the Business Manager to execute a contract with a provider for unbundled fixed energy pricing not to exceed 112% of the current rate for energy.
11. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to accept the bids for automotive equipment including a tire changer, wheel balancer and 2-post lift to be purchased with the Pennsylvania Department of Education Supplemental CTE Grant. Attachment 22 (pg. 209) and Attachment B

Mrs. Strouse explained there was an additional attachment, which are Mr. Vining's recommendations for the equipment that we would like to purchase for the automotive program. All of the items are covered by grant money that we have already received.

12. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to approve budget transfers. Attachment 23 (pg. 211)
 13. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to cancel the December public meeting and authorize the Administration to pay bills to be ratified at the January meeting.
- VIII. Mrs. Schrader Lynch moved, Mr. Jagelka seconded, **passed** unanimously, to adjourn the November 10, 2014 meeting of the MBIT Executive Council at 6:13 PM.

Respectfully submitted,

Susan Atkinson
Secretary

Roberta Jackiewicz
Assistant Secretary