

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
***EXECUTIVE COUNCIL MINUTES***  
**April 13, 2015**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, April 13, 2015 at 5:31 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**

Mr. Mark Byelich, Council Rock S.D.  
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.

**Absent**

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. Guests at the meeting included was Mrs. Susan Burns, Instructional Assistant, Mr. Mark Gage, Culinary Arts Teacher and Mr. Michael McCombe, Culinary Arts Teacher. The following Culinary Arts students also attended: Ronald Haines, Liam McFeely and Osuany Serrano.
- III. Routine Business:
- A. Administrative Report
1. Mr. McCombe and the Culinary Students presented information about different learning opportunities they had this year. This included field trips to the Philadelphia Wholesale Produce Market and E. Frank Hopkins Company, volunteering at the Greater Hatboro Chamber of Commerce Lobster Pot, attending Harrah's ACF Food Festival, the Peddlers Village Gingerbread House Competition, preparing dinner for the residents of Moreland Towers, a presentation on shrimp techniques by Chef Pierre Rausch and working with the Chefs at the Philadelphia Food and Wine Festival. They also shared information about the Culinary Institute of America and all the things they found interesting about the school and their visit.

It was asked how our students are taught about sustainable food. Mr. McCombe said that Mr. Gage does a lesson on sustainable fish and this year they were fortunate enough to get a grant from the Beef Council and did a whole module on grain fed and grass fed beef. The students have also learned about biodegradable packaging and had a compost pile that Mr. Smith used in the landscape mulch around the school.

Mr. Kleinschmidt thanked the students and instructors for their efforts and time. Mrs. Strouse also thanked Mr. Gage and Mrs. Burns for attending this meeting.

- IV. Mr. Kleinschmidt extended congratulations to Brian Moss and Viktor Pokrachinskiy, along with their teacher, Rob Schwarz, who represented the Greater Philadelphia area in the National Automotive Technology Competition held in New York City on April 7 and April 8. Brian and Viktor, who are students at William Tennent High School, placed second overall in this competition.

The National Automotive Technology Competition began in 1993 to bring together the nation's best high school automotive technicians to test their skills, measure their knowledge, and challenge their ability to diagnose and repair vehicles. It is apparent that our students have mastered these skills.

In addition to this competition, Middle Bucks sent 14 students to participate in the Skills USA State Competitions held in Hershey, Pennsylvania on April 8 through April 10. Our students earned 8 medals in the following competitions: Prepared Speech – 1<sup>st</sup> Place, Information Technology Services – 1<sup>st</sup> Place, Career Pathways Showcase: Health Services – 1<sup>st</sup> Place, Television Production – 2<sup>nd</sup> Place and Job Interview – 3<sup>rd</sup> Place.

Our 5 students who earned first place medals will be traveling to the National Competition in June held in Louisville, Kentucky.

Middle Bucks also had a number of medal winners at the Bucks County Computer Fair held last week. Students earned medals in Logo Design – 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place, Graphic Design – 2<sup>nd</sup> and 3<sup>rd</sup> Place, Web Page Design - 3<sup>rd</sup> Place, Animation – 2<sup>nd</sup> and 3<sup>rd</sup> Place, and Digital Movies – 2<sup>nd</sup> Place.

Finally, Representative Bernie O'Neill met with members of the Program. Policy, and Personnel Committee on April 9 to discuss issues pertinent to Career and Technical Education. The focus of the meeting was to discuss Act 153 and its impact on Work-based Education programs and an alternative plan to fund students enrolled career and technical education programs. The plan, currently being proposed to legislators by the Pennsylvania Association of Career and Technical Administrators (PACTA), is proposing the Basic Education Subsidy be increased by \$4,000 per student for each student enrolled in a career and technical high school. This proposal would address the excess cost experienced by the school districts to educate a student in a career and technical school as well as sustain workforce and economic development in Pennsylvania.

- V. Mr. Kleinschmidt explained that the position of Executive Council Secretary is vacant due to the resignation of Mrs. Susan Atkinson, New Hope Solebury School District. The NHS School District was contacted and will not be naming the replacement for Mrs. Atkinson until her replacement is on their board.

Mr. Miller moved, Dr. Foster seconded, to open the floor for nominations to fill the vacant position of Executive Council Secretary.

Discussion included that we may want to wait until New Hope Solebury names their appointment, you can appoint a permanent secretary or an acting secretary and you need a secretary appointed to sign corporate documents. There was also discussion about replacing the Superintendent of Record and it was determined that the Professional Advisory Council will recommend and select a Superintendent of Record.

Mr. Gamble moved, Mrs. Unger seconded, to nominate Mr. Joseph Jagelka to fill the position of Executive Council Secretary.

Mr. Kleinschmidt invited other nominations from the floor. Hearing none, Mr. Gamble moved, Mr. Miller seconded, **passed** unanimously, to close nominations.

Mr. Joseph Jagelka was elected as the Secretary of the Executive Council unanimously, by acclamation.

- VI. Mr. Miller moved, Mr. Byelich seconded, **passed** 5 ayes, 0 nays and 2 abstentions (Mr. Byelich and Mrs. Unger did not attend the meeting), to approve the minutes of the March 9, 2015 meeting. Attachment 1 (pg. 7)

An Executive Session was held to discuss a legal issue at 5:58 PM. The regular meeting resumed at 6:15 PM. Mr. Garton noted that the Executive Session was on a student matter and no action will be taken at the public meeting.

VII. Routine Business - Continued

- B. Mr. Miller 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. 13)

C. Committee Reports

1. Dr. Mundy, Superintendent and Chairperson of the Professional Advisory Council said that the Professional Advisory Council met on April 7 and the minutes are attached. She thanked Mrs. Strouse for the tremendous amount of work she has done for the last couple of years to help the districts solidify their calendars, which is a great assistance to the students so they don't miss time. They have seen an exponential difference in the amount of time that is missed district to district. Attachment 3 (pg. 17)

Mr. Kleinschmidt asked if everyone was aware of Dr. Mundy's upcoming change in status. Dr. Mundy stated she will be here until August and for the balance of the year for this committee. Mr. Kleinschmidt said they will be looking for a new Superintendent for Centennial School District.

2. The Finance Committee meeting scheduled on Tuesday, April 7, 2014 at 4:30 PM was cancelled. – Mrs. Kelly Unger, Chairperson. Attachment 4 (pg. 18)
  3. There was nothing to add to the report of the Building, Security and Technology Committee meeting. Mr. Joseph Jagelka, Chairperson. Attachment 5 (pg. 19)
  4. Dr. Foster, Chairperson of the Program, Policy and Personnel Committee said the committee talked about the student matter that was just discussed in Executive Session. He also noted that Mrs. Dohoney met with them regarding the ACT 93 process and presented some ideas on behalf of herself and her colleagues. The committee will need to meet sometime in the future to discuss those ideas. They will arrange that meeting and get back to the Executive Council. Everything else was included in the minutes. Attachment 6 (pg. 21)
- D. Mr. Miller moved, Dr. Foster seconded, **passed** unanimously, to approve the Cash Payments Report for March. Attachment 7 (pg. 22)
- E. Mr. Miller moved, Dr. Foster seconded, **passed** unanimously, to approve the Treasurer's Report for February. Attachment 8 (pg. 40)

#### VIII. Current Agenda Items

##### A. Personnel Items

1. Mr. Miller moved, Dr. Foster seconded, **passed** unanimously, to ratify the employment of Nancy Doster as full-time Administrative Assistant – Assistant Director; Systems Manager – Curriculum, at an hourly rate of \$17.50/hour, with benefits, effective March 31, 2015.
2. Mr. Miller moved, Dr. Foster seconded, **passed** unanimously, to approve the part-time employment of Krista Sluzalis, student in the Early Childhood Care and Education Program, to work in a co-op position as an Aide for Li'l Bucks Partners in Learning, at a rate of \$9.00/hour, effective April 20, 2015.
3. Mr. Miller moved, Dr. Foster seconded, **passed** unanimously, to approve the retirement of Allan Roberts, Engineering Related Technology Teacher, effective June 30, 2015.
4. Mr. Miller moved, Dr. Foster seconded, **passed** unanimously, to re-appoint Robert Vining to represent Middle Bucks Institute of Technology as a Trustee for the Bucks and Montgomery County Schools Health Care Consortium effective July 1, 2015.

Dr. Foster thanked Mr. Vining for serving again on the Health Care Consortium.

5. Mr. Miller moved, Dr. Foster seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2014-15 school year. Attachment 9 (pg. 56)

B. Policies

1. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to accept for first reading revised Board Policy No. 620, Fund Balance, in the Finances Section. Attachment 10 (pg. 57)

C. Other Matters for Consideration

1. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to approve the additional field trips for the 2014/15 school year. Attachment 11 (pg. 59)
2. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to approve the revised 2014-2015 Li'l Bucks Partners in Learning calendar. Attachment 12 (pg. 60)
3. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to approve the 2015-2016 Li'l Bucks Partners in Learning calendar. Attachment 13 (pg. 61)
4. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to approve the revised 2014-2015 school calendar. Attachment 14 (pg. 62)
5. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to approve the 2015-2016 school calendar. Attachment 15 (pg. 64)

There was a discussion about the number of conflict days. It was noted that we are in the low to normal range for the number of conflicts days. Last year we had 13, next year it will be 20, in previous years it was 20 and our worst year was 34. It was asked if 20 is the best we can do. Mrs. Strouse said 13 was the best we have ever done and explained there are 20 days that we are opened or closed and the districts are doing something different.

It was asked if there is anything we can do better. Mrs. Strouse said it has worked out best when we create the calendar and distribute it to the districts to work from to create their calendars. Some of the conflicts have to do with how things are done in the districts or communities. One school district likes to start school after Labor Day and one likes to start before and some of those things have created the 20 conflict days. Dr. Mundy explained that this is the first year in many years that Centennial will start prior to Labor Day and they had to work with their association and school board because it's not in their policy as it is in other districts. Even with that, they were only able to do 2 of the 4 days, just from their perspective,

due to when they have their professional development. She said she thinks Mrs. Strouse is correct in that conflict days are impacted by the total number of student and staff days, compounded with the traditional times that conferences and professional development days are held. Some of those things are evolving over time and she knows that the school leaders are conscious of that and spring break as well, and that can change year to year. She said Centennial's calendar goes longer than some of the other districts, just due to their number of days, and that can create conflict days. She concluded by noting that she thinks they have gotten down the number of conflicts, even though the four districts have very different traditions, collective bargaining agreements and number of days.

6. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to receive and file the PLANCON Part K: Project Refinancing documents and appended materials from the Pennsylvania Department of Education. Attachment 16 (Pg. 72)
7. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to extend lawn cutting and property maintenance agreement until December 31, 2016 with W.D.B. Landscaping, Inc. with no increase to cost of services. Attachment 17 (pg. 80)
8. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, authorizing use of Guaranteed Energy Savings Performance Contract process in accordance with Pennsylvania Act 39 of 2010 for HVAC upgrades in B-Wing.
9. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to ratify the locking of "basis" portion of natural gas cost at \$0.6613/DTH 100% tolerance with Constellation for 24 months starting July 2015. Attachment 18 (pg. 81)
10. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to accept bid proposal from Grimco, Inc. in amount of \$22,894 for a Latex Wide Format Printer for the Commercial Art program. This printer will be purchased with funds from PA Department of Education Equipment Grant #122-15-0019 with required local matching funds from the Capital Reserve Fund. Attachment 19 (pg. 82)
11. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to accept bid proposal from Tool & Equipment Solutions in amount of \$27,150 for an Automobile Scissor Lift for the Automotive Technology program. This lift will be purchased with funds from PA Department of Education Equipment Grant #122-15-0019 with required local matching funds from the Capital Reserve Fund. Attachment 19 (pg. 82)

12. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to accept bid proposal from Tool & Equipment Solutions in amount of \$29,646 for an Alignment System for the Automotive Technology program. This alignment system will be purchased with funds from PA Department of Education Equipment Grant #122-15-0019 with required local matching funds from the Capital Reserve Fund. Attachment 19 (pg. 82)
  13. Mr. Miller moved, Mr. Byelich seconded, **passed** unanimously, to approve budget transfers. Attachment 20 (pg. 84)
- IX. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to adjourn the April 13, 2015 meeting of the MBIT Executive Council at 6:23 PM.

Respectfully submitted,

Joseph Jagelka  
Secretary

Roberta Jackiewicz  
Assistant Secretary