

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
**EXECUTIVE COUNCIL MINUTES**  
**June 10, 2013**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, June 10, 2013, at 5:35 p.m. by Mr. John Gamble, Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag. The following members were in attendance:

**Council Members**

Ms. Katherine Driban, Centennial S.D.  
 Dr. Bill Foster, Council Rock S.D.  
 Mr. John Gamble, Central Bucks S.D.  
 Mrs. Betty Huf, Centennial S.D.  
 Ms. Alison Kingsley, New Hope-Solebury S.D. (Alternate)  
 Mr. Charles Kleinschmidt, Centennial S.D.  
 Mrs. Kelly Unger, Central Bucks S.D.

**Absent**

Mrs. Bernadette Heenan, Council Rock S.D.  
 Mr. Joseph Jagelka, Central Bucks S.D.

**Others in Attendance:**

Dr. Raymond Boccuti, MBIT Superintendent of Record, New Hope-Solebury S.D.  
 Mr. Jeffrey Garton, Esq., School Solicitor  
 Mr. Richard Hansen, Facility Supervisor  
 Mrs. Roberta Jackiewicz, Assistant Board Secretary  
 Mr. Vincent Loiacono, Director of Facilities Operations  
 Mrs. Nancy Messick, Adult Education Coordinator  
 Mrs. Stacy Pakula, Organizational Advancement Coordinator  
 Mrs. Kathryn Strouse, Administrative Director  
 Mr. Robert Vining, Business Manager

- II. Guests at the meeting included Mrs. Denise Dohoney, Mr. John Dohoney, Miss Erin-Caitlin Rinker, Guidance Counselor and Mr. Bradley Rosenau, Commercial Art Teacher.
- III. Mr. Gamble announced that on May 28, our students attended Dorney Park as part of a SkillsUSA sponsored event. While the day poured rain, our brave staff members and high school students still had a great time. Last week, the students and staff attended an evening Phillies game as part of a school-sponsored event. This time the weather was beautiful and the Phillies won in the 11<sup>th</sup> inning. The annual Senior Scholarship Awards ceremony was held on June 6. On Wednesday, June 12 at 6:30 PM at the William Tennent auditorium, we will be recognizing our 250 graduates at our annual Senior Recognition ceremony. Hopefully, everyone will be able to join us that evening to congratulate the Class of 2013.

An Executive Session was held to discuss Personnel Matters.

IV. Ms. Driban congratulated the Class of 2013 and said she is proud of our satellite campus at MBIT. There are a lot of personnel issues and shifts in the school, and she is impressed that we can make personnel shifts in the ranks for most of these positions. She feels it says a lot about the leadership skills that we bring in here and the leadership skills that are already evident in the leaders that we have. They are not just looking to have somebody sit in the seat, but are mentoring others, imparting their knowledge and bringing these people in to the fold by example. She extended her congratulations and was very impressed that we were able to make those changes so seamlessly and said it is a great testament to the leadership that is already in place.

V. Ms. Driban moved, Mrs. Unger seconded, passed 5 ayes, 0 nays, 2 abstentions (Dr. Foster and Ms. Kingsley did not attend the meeting), to approve the minutes of the May 13, 2013 meeting. Attachment 1 (pg. 1-1)

VI. Routine Business:

A. Administrative Report

1. Mrs. Stacy Pakula provided an update on the 2013-2014 school year enrollment. She noted there are 300 incoming students, not including pending applications. Of those, 52% are regular education students and 48% are special education students. There are also 519 returning students, not including adult day or 13<sup>th</sup> year students. Of those, 54% are regular education students and 46% are special education students.
2. Mrs. Pakula presented information about the Summer Career Enrichment Program. The courses offered include Cosmetology, Culinary Arts, Design Engineering, Drafting and Design, Computer Networking, Game Design and Storytelling in Alice, Welding, Medical Zone, Dental Assisting, Crime Investigation, Digital Media, Introduction to HVAC & Plumbing, Cake Decorating and Automotive Body and Mechanics. This program is a great way for students who are interested in possibly enrolling as a 10<sup>th</sup> grader to try a program and meet the teacher. Most of the courses are taught by our daytime instructors. Between 28% and 40% of the students who enroll in courses, enroll as secondary students. It is a good recruiting tool. There are currently 35 students enrolled and enrollment is continuing throughout the month, with a registration deadline of June 28th. The courses are one week courses that run both the week of July 8th and July 15<sup>th</sup>.

Discussion included that we are not permitted to solicit this program via our auto dialer telephone system and we get support when we e-mail the flyer to the sending schools. The districts are more than willing to put it on their list serve or include it in their E-Friday folder. A flyer is also sent to past participants over the past 3 years, we post it on our sign out front and took it to the Relay for Life event, which included all Central Bucks middle schools. We have it on Facebook and Twitter and students who toured the school also received a flyer. It was suggested we come up with some kind of contest on Facebook.

3. Mrs. Nancy Messick gave an update on the Adult Education Program for the 2012-2013 school year. Adult students include adult day students, evening programs and industry training. Goals for planning are to focus on courses that align with the MBIT Mission Statement, offer courses that meet the needs of the community and maximize the use of MBIT, and to continually evaluate the price point of course fees. Challenges and additions included; eight instructors were added to the evening staff, the implementation of online registration and payments, and the approval of Veterans Administration funding for the GI Bill education benefits. The following new courses were added: Solidworks, Revit, Sketchup, Adobe Acrobat Pro and Computer Courses for seniors.

Mrs. Messick provided a financial history that showed in 2012-2013 there was a profit of \$15,462 as of 5/24/13. She noted that the cost of supplies was \$9,000 less, income was \$14,000 less, and salaries and benefits were approximately \$7,600 higher. Other cost increases included \$1800 for postage, \$700 for printing and \$300 for credit card fees.

There were 530 Adult Evening Students and 10 Adult Day Students in 2012-2013. There have been 25 inquiries to date for 2013-2014. Funding sources for adult students include Career Link – Workforce Investment Board, Trade Adjustment Act, Office of Vocational Rehabilitation, Employers, Veterans Administration, Social Service Agencies and self pay. Finally, scheduling has been completed for the fall and spring. New courses include Medical Coding, Transitioning to ICD-10, Motor Controls and Residential Building Maintenance.

Discussion included that the Adult Education Coordinators from the other technical schools meet twice a year. The targeted audiences for the new medical coding class are those who would like to learn the changes or updates and anyone who would like to get in to the field. We have been receiving calls from veterans, although none have taken advantage of MBIT for their funding. The veteran goes to the GI bill website, fills out their portion and gets a statement saying what they are eligible to receive; then they can decide where to use that funding. There are many schools approved to use the funding.

- B. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 2-1)
- C. Committee Reports
  1. Dr. Boccuti, Superintendent and Chairperson of the Professional Advisory Council said he missed the last PAC meeting because of a need back in the school district. He followed up with Mrs. Strouse by telephone for the items that she needed from New Hope-Solebury. Attachment 3 (pg. 3-1)

2. The Building, Security and Technology Committee meeting scheduled on Tuesday, June 4, 2013 at 4:30PM was cancelled. – Mrs. Bernadette Heenan, Chairperson. Attachment 4 (pg.4-1)
  3. Mr. John Gamble, member of the Program, Policy and Personnel Committee said we are voting on the items discussed in the meeting and asked that the minutes in the packet be referred to for the report. Attachment 5 (pg. 5-1)
  4. Ms. Katherine Driban, Chairperson of the Finance Committee said to refer to the minutes for the report. Attachment 6 (pg. 6-1)
- D. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Cash Payments Reports for May. Attachment 7 (pg. 7-1)
- E. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Treasurer's Reports for April. Attachment 8 (pg. 8-1)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Chet Guillory, Instructional Assistant, effective May 6, 2013.
2. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify a leave of absence consistent with Policy #535 – Disability / Maternity / Childrearing Leave for Carole Miller, Instructional Assistant, effective May 17, 2013.
3. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Denise Dohoney as full-time Assistant Director, at a salary of \$110,000 per year with benefits as per the Act 93 Agreement and based upon a 260 days schedule, effective July 1, 2013.

Mrs. Dohoney thanked everyone very much. She told the Council a little about herself and her career path, which included being a Business Education teacher for a number of years, working in Co-op Education, and as an Assistant Principal and Director of Curriculum in the Career and Technical Education field. She concluded that her love has always been for Career and Technical Education. Working with the students and seeing them advance is such a great accomplishment for her.

4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to appoint Erin Rinker as the full-time Organizational Advancement Coordinator, at a salary of \$64,500 per year with benefits as per the Act 93 Agreement and based upon a 260 day schedule, effective July 23, 2013.

Ms. Rinker said she has been the School Counselor for 4 years and is thrilled to be taking on this new position. She sees it as an extension of

school counseling as she will still be able to work with students, career planning, college planning and continue being a staunch advocate of Career and Technical Education. She loves going out to the schools now to promote what we do here and will get to do more of that now and is very excited.

5. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to appoint Stephanie Gregory as the full-time Guidance Counselor, at Step 0, Level A, (salary per the Collective Bargaining Agreement between The Executive Council of Middle Bucks Institute of Technology and The Middle Bucks Education Association), effective August 26, 2013.
6. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Jennifer Aloan, at an hourly rate of \$21.00/hour, with statutory benefits only, for a maximum of 4 hours per week for the duration of the 2013-2014 school year, to manage the Li'l Bucks Partners in Learning Keystone Stars transition.
7. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the proposed 2013-14 educational programs and staffing. Attachment 9 (pg. 9-1)
8. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to retain the Automotive Collision Technology program on probationary status for the 2013-14 school year.
9. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the revised Act 93 Agreement effective July 1, 2013 through June 30, 2015. Attachment 10 (pg. 10-1)
10. Ms. Driban moved, Mrs. Huf seconded, **passed**, 6 ayes, 1 nay (Dr. Foster), no abstentions, to approve salary increases for non-bargaining unit personnel, for the 2013-14 fiscal year with a 1.7% base percentage increase.
11. Ms. Driban moved, Mrs. Huf seconded, **passed** 6 ayes, 1 nay (Dr. Foster), no abstentions, to approve salary increases for Administrative Staff, including the Business Manager and Administrative Director, for the 2013-14 fiscal year with a 1.7% base percentage increase, in accordance with the terms of the Act 93 Agreement.
12. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify the new student rate due to the increase of minimum wage.
  - a. Level 100 – Minimum Wage (\$7.25/hour)
13. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the staffing for the 2013 summer career enrichment programs, with statutory benefits only. Attachment 11 (pg. 11-1)
14. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the fall 2013 and spring 2014 Adult Evening School programs and the employment of the Adult Evening school staff. Attachment 12 (pg. 12-1)

B. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to reappoint Dr. Bohdan Martynec as school physician for the 2013-14 school year.
2. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to reappoint Willis of Pennsylvania as the Insurance Broker for the 2013-2014 fiscal year. Attachment 13 (pg. 13-1)
3. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, approve the field trips and non-paid work-based experiences for the 2013-14 school year. Attachment 14 (pg. 14-1)
4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the primary textbooks for all programs for 2013-14 school year. Attachment 15 (pg. 15-1)
5. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the agreement between Middle Bucks Institute of Technology and the Bucks County Intermediate Unit #22, to continue participation in the consortium for the Technology Pool Counsel Legal Service Consultation. Attachment 16 (pg. 16-1)
6. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to receive and file the May 17, 2013 Local Advisory Council Minutes. Attachment 17 (pg. 17-1)
7. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Memorandum of Understanding between Warwick Township Police Department and Middle Bucks Institute of Technology. Attachment 18 (pg. 18-1)
8. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the transfer of \$125,000 to the Capital Reserve Fund consistent with the Capital Reserve Fund resolution from MBIT General Fund unspent 2012-13 budget balance.
9. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the commitment of \$50,000 in the MBIT General Fund consistent with the Committed Fund Balance resolution, from the unspent 2012-13 budget balance, for the purpose of mitigating future increases in PSERS pension employer contributions.
10. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve budget transfers. Attachment 19 (pg. 19-1)
11. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to cancel the July Executive Council meeting and to authorize the administration to pay bills to be ratified in August.

12. Ms. Driban moved, Mrs. Huf seconded, **passed** on a roll call vote of 7 ayes, no nays, and no abstentions, to approve the contract between the Executive Council of Middle Bucks Institute of Technology and Middle Bucks Education Association and to authorize John Gamble, Middle Bucks Institute of Technology Executive Council Chairperson, to sign the Collective Bargaining Agreement between the Executive Council of Middle Bucks Institute of Technology and The Middle Bucks Education Association, which reflects the terms of the settlement. Attachment 20 (pg. 20-1)

Mr. Gamble thanked everyone involved in the negotiation process. He said he thinks it is a great contract for both sides and the respect shown by everyone involved speaks volumes for the school. Mr. Gamble thanked the teachers and administrators for the great things they do and said they are very happy to have the contract settled.

- VIII. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to adjourn the June 10, 2013 meeting of the MBIT Executive Council at 6:35 PM.

Respectfully submitted,

Roberta Jackiewicz  
Assistant Secretary