

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

- I. The regular meeting of the MBIT Executive Council was convened on Monday, February 10, 2014, at 5:32 p.m. by Dr. Bill Foster, Vice 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

Mr. Mark Byelich, Council Rock S.D.
 Mr. Daniel DuPont, New Hope Solebury S. D. (Alternate)
 Dr. Bill Foster, Council Rock S.D.
 Mr. John Gamble, Central Bucks S.D.
 Mrs. Betty Huf, Centennial S.D.
 Mr. Joseph Jagelka, Central Bucks S.D.
 Mr. Charles Kleinschmidt, Centennial S.D.
 Mrs. Jane Schrader Lynch, Centennial S.D.
 Mr. R. Tyler Tomlinson, Central Bucks S.D. (Alternate)

Absent

Mrs. Susan Atkinson, New Hope Solebury S.D.
 Mrs. Kelly Unger, Central Bucks S.D.

Others in Attendance:

Mr. Mark Klein, MBIT Superintendent of Record, Council Rock 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 Ms. Kati Driban, Centennial School District School Board Director and Mr. Mark B. Miller, (Alternate MBIT Executive Council Member) Centennial School District School Board Director/ Chair of PSBA Career and Technical Education State Task Force.
- III. Mr. Garton explained that based on School Code, there must be a majority vote to elect a Chairperson.
- IV. Dr. Foster invited nominations for the Executive Council Chairperson from the floor.
- Mrs. Schrader Lynch moved, Mr. Gamble seconded to nominate Mrs. Huf as Chairperson.
- Mr. Jagelka moved, Mr. Gamble seconded to nominate Mr. Kleinschmidt as Chairperson.

Dr. Foster invited other nominations from the floor. Hearing none, Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to close nominations.

Mrs. Huf shared her experience and some of the goals she would like to accomplish as Chairperson. Mr. Kleinschmidt said he would appreciate having the opportunity to serve as Chairperson and also serve in essence as the Ombudsman for MBIT.

The results of a roll call vote to elect a Chairperson of the Executive Council for 2014 were: Mrs. Huf 4 votes and Mr. Kleinschmidt 5 votes. Mr. Kleinschmidt was elected Chairperson of the Executive Council for 2014.

Mr. Kleinschmidt assumed the chair and said it is indeed an honor and he looks forward to working with everyone.

- V. Ms. Driban thanked Mr. Vining for the awesome budget process again. She said he works so hard to always bring us in at or below Act I. She also thanked all of Administration for backing the process and helping Mr. Vining work through it. She thanked the staff for their efforts to really tighten their budgets and only ask for the things they really need for the students to succeed. Ms. Driban added that she hopes Administration will pass on that they do appreciate what the staff does to help the budget process and bring us in at Act I.

Ms. Driban noted that there is a vote on a transformer replacement project and while she was here as Chair of Finance, they heard quite a bit about these transformers and some of the issues that can arise if they're not fixed before they go down. She said she sincerely hopes that the Executive Council that is presently seated will allow this project to go through for the good of the building and the students.

Ms. Driban concluded that she was very happy to see in the publicity report that there were more tweets for the blood drive than there were for school closing and she was very proud of the students for that.

- VI. Mr. Kleinschmidt noted that despite the challenging weather forecasts this winter, our Middle Bucks students have been busy. The SkillsUSA District 2 Competition, hosted by Central Montco Technical High School, was held on January 29th. Middle Bucks had 55 competitors participate who earned a total of 37 medals; 18 gold medals, 11 silver medals and 8 bronze medals. Our gold medal winners will now represent District 2 at the Pennsylvania SkillsUSA State Competition on April 9th through the 11th at the Hershey Lodge and Conference Center.

Students from Culinary Arts and Public Safety along with some of our staff members will participate in the Grand Re-opening event at Central Bucks East. Our culinary students will provide refreshment for the event and our public safety students and staff members will share the interesting things happening at Middle Bucks.

Mr. Kleinschmidt concluded that on February 20th, Middle Bucks will induct nineteen new students into the National Technical Honor Society. The ceremony will be held at 4:00PM in the George Russ Conference Room.

- VII. Mrs. Huf commented that she thinks the success of all of our students is wonderful and it just proves how the programs here are working and it also speaks to our staff. It is good Public Relations for MBIT and she is proud of each and every one of them.

Mrs. Schrader Lynch noted that she is unable to attend the meetings in March and Mr. Miller will attend on her behalf. She also thanked Mrs. Huf for her years of service, that she knows will continue, and for her strong dedication to the students in all of the districts and especially to her district, Centennial.

Mr. Gamble welcomed Mr. Daniel Dupont of New Hope Solebury School District.

- VIII. Mrs. Huf moved, Mr. Gamble seconded, **passed** unanimously to approve the minutes of the January 13, 2014 meeting. Attachment 1 (pg. 1-1)

- IX. Routine Business:

A. Administrative Report

1. Mr. Vining reviewed the proposed 2014/2015 Budget. He discussed the unknowns, which include health insurance costs, retirement, insurance, utilities, state subsidies, and federal grants. The goal was to be at or under the Act 1 index of 2.1%. The estimated total expenditures are \$10,145,771, which is an increase of \$208,193, and a 2.1% increase over last school year. Assumptions include salaries, medical and prescription benefit costs, and PSERS pension costs. We lowered advertising, printing and supplies lines and utilities remained level with 2013/14. He reviewed components of the increase, discussed the General Fund receipts from member school districts and local, state and federal revenue. He also reviewed other budget details. The other budgets included the Capital Reserve Fund, Adult Education, Production Fund, Proprietary and Fiduciary Funds. The next step in the process will be to finalize the General Fund and Lease Rental Budget and other budgets at the March Executive Council meeting.

Discussion included the following:

Advertising was decreased by about \$7,000. Mr. Vining said he accomplished this by looking through history and what we had been spending. It was asked if we are adequately resourcing our advertising and Mr. Vining responded that he thinks we are. Some of the expenses are for meetings and we are doing more marketing through Tweets and using listserves etcetera.

It was asked if there have been any discussions with the districts about a zero increase. Mr. Vining said he has not had that discussion and if we got to zero right now, we would probably be hurting programs. The things that are driving the increase right now are not in our control. They are basically the state, the retirement and teachers contracts. It was asked what the contractual increase is on the teacher contracts and Mr. Vining said it is approximately .73% or \$62,000.

There was a question asking how the 3% increase for administrative staff was determined. Mr. Vining explained it is an arbitrary number and we'll be back in May or June with recommendations as to the salaries. He said at that time, the Council can make their decision about what they want to do in terms of supporting an increase. Other Council comments included that it is a place holder and doesn't mean the staff is getting 3%, the Council votes on what it is, but it is being budgeted for 3% and he could just have easily budgeted for 2%. It was asked what the 3% came out to if there was a dollar amount of \$62,000 for teachers. Mr. Vining responded that it came out to a net decrease of \$1,385. There was another question asking what the overall cost was of the Administrative Staff. Mr. Vining did not have that information at this meeting. It was asked if there was a minimum increase that the board voted on. Mr. Vining explained that the ACT 93 Agreement is silent to a percentage. Last year the increase was 2% for the rest of the staff. The 3% increase is figured in to create a place holder to allow flexibility. It was asked what it was budgeted for last year and Mr. Vining said it was budgeted for 2%.

Mr. Vining also explained that the Production Fund includes live work, student built house, Aspirations, Salon Extreme, student fees, summer school consortium and summer enrichment camp. The production fund is not a reserve, it is a working fund. He also explained is it a separate set of accounts used to account for the resources, incomes and expenditures and is separate from the General Fund.

It was asked if this is the highest amount we received for the student built house and what the profit was after expenses. Mr. Vining explained that there was only one bid this year, which was for \$82,500. The most we have ever received for the house is \$97,901. There were three people who bid that year and competed against each other. In the last six years, we earned about \$100,000 from the house. This year we are not going to have a profit; we are going to sell it for about what we paid for it. The mitigating factors are that the instructor passed away in September of last year and we had to pay a contractor to close the house before Hurricane Sandy.

There are 38 children enrolled in the Lil Bucks Partners in Learning Childcare Center.

Mr. Tomlinson exited the meeting at 6:10 PM.

- B. Mr. Gamble 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. Mr. Klein, Superintendent and Chairperson of the Professional Advisory Council said there was nothing to add to the minutes. Attachment 3 (pg. 3-1)

2. Mr. Jagelka, Chairperson Pro Tem of the Building, Security and Technology Committee had nothing to add to the report included in the packet. Attachment 4 (pg.4-1)
 3. The Program, Policy and Personnel Committee meeting scheduled on February 4, 2014 at 5:15 PM was cancelled. Attachment 5 (pg. 5-1)
 4. Dr. Foster, Chairperson Pro Tem of the Finance Committee stated Mr. Kleinschmidt, Dr. Foster, Mr. Vining and Mrs. Strouse attended the meeting. He explained there would be a vote on the transformer update. There were 6 bids received for the transformers ranging from \$70,000 to \$145,560. The low bid was \$70,000, and the bid we are proposing is \$82,900, which is for copper winding transformer. He said these transformers are from 1969 and Mr. Vining explained at the meeting that the engineers highly recommended copper because it doesn't expand and contract with repeated use. We are putting the coils in existing casings and the engineer's advice was to go copper. They also discussed the student built house and budgets. Attachment 6 (pg. 6-1)
 5. Mr. Kleinschmidt announced he will meet with Mrs. Strouse and send out information regarding the committee and chair assignments. He asked the members to let him know if there are any questions or preferences.
- D. Mrs. Huf moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to approve the Cash Payments Report for January. Attachment 7 (pg. 7-1)
- E. Mrs. Huf moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to approve the Treasurer's Report for December. Attachment 8 (pg. 8-1)
- X. Current Agenda Items
- A. Personnel Items
1. Mrs. Huf moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to ratify the extension of employment of Louise Forliano as short-term substitute Main Office Administrative Assistant/Receptionist effective January 21, 2014 until the return of our staff member to full days, at an hourly rate of \$16.00, with statutory benefits only.
 2. Mrs. Huf moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Gregory Smith, Practical Environmental Landscaping Teacher, effective February 5, 2014.
 3. Mrs. Huf moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to approve the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Robin Ackerman, Instructional Assistant, effective February 21, 2014.

4. Mrs. Huf moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to ratify employment of the additional spring 2014 Adult Evening School staff. Attachment 9 (pg. 9-1)

B. Other Matters for Consideration

1. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the additional field trips for the 2013/14 school year. Attachment 10 (pg. 10-1)
2. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the ISO 9001:2008 Surveillance Audit. Attachment 11 (pg. 11-1)
3. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to accept the proposal from Carr & Duff, Inc. for the Transformer Replacement Project - Phase 1 and to award contract value of \$82,900 for the work as specified in the bid documents. The administration is recommending Alternative B - Option for Copper Winding. Project is to be paid for from the Capital Reserve Fund. Attachment 12 (pg. 12-1)
4. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve house bid of Anne Ruff, in the amount of \$82,500.00 and sell the 2011-2014 student-built house as per sales agreement specifications. Attachment 13 (pg. 13-1)
5. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve a three year License Agreement, effective March 1, 2014 through March 31, 2017, between Central Bucks School District and Middle Bucks Institute of Technology to authorize Central Bucks School District to park thirty (30) school busses in the rear parking lot of MBIT. In return for the service, Central Bucks agrees to maintain the parking area and security fencing and provide snow removal. Attachment 14 (pg. 14-1)
6. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Amendment No. 1 to the Bucks and Montgomery County Schools Health Care Consortium Trust Agreement to permit community colleges to participate in the Consortium. Attachment 15 (pg. 15-1)
7. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, authorizing the administration to pursue federal, state and local funds consistent with the MBIT approved Strategic Plan.

- XI. Mrs. Huf moved, Mr. Gamble seconded, **passed** unanimously, to adjourn the February 10, 2014 meeting of the MBIT Executive Council at 6:15 PM.

Respectfully submitted,

Roberta Jackiewicz
Assistant Secretary