

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
August 11, 2014

- I. The regular meeting of the MBIT Executive Council was convened on Monday, August 11, 2014, at 5:35 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 following members were in attendance:

Council Members

Dr. Bill Foster, Council Rock S.D.
Mr. John Gamble, Central Bucks S.D.
Mr. Charles Kleinschmidt, Centennial S.D.
Mrs. Jane Schrader Lynch, Centennial S.D.
Mr. Mark B. Miller, Centennial S.D. (Alternate)

Absent

Mrs. Susan Atkinson, New Hope Solebury S.D.
Mr. Mark Byelich, Council Rock S.D.
Mrs. Betty Huf, Centennial S.D.
Mr. Joseph Jagelka, Central Bucks S.D.
Mrs. Kelly Unger, Central Bucks 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
Mrs. Roberta Jackiewicz, Assistant Board Secretary
Mrs. Kathryn Strouse, Administrative Director
Mr. Robert Vining, Business Manager

An Executive Session was held to discuss a Personnel Matter.

- II. There were no guests at the meeting.
- III. Mr. Kleinschmidt thanked Mr. Miller for serving on the Executive Council in Mrs. Huf's absence.

Mr. Kleinschmidt reported that the summer months at Middle Bucks have been full of activities during the month of July. There were 58 students who attended Summer School Consortium classes on-site at Middle Bucks and another 119 students who enrolled in on-line classes. In addition, there were 103 middle school students who participated in the Career Exploration Program.

In addition, the staff has been busy preparing to welcome over 800 students on September 2nd. The renovation of the Automotive Technology lab is just about complete,

the floor in the Collision Repair Lab has been refurbished, the concrete in the North Plaza has been repaired, a school store has been built in the former food court area and a light was installed at the entrance island of the school. Speaking of lights, the traffic light at the intersection of Deer Run and Route 263 has finally been installed. The traffic light installation has taken about 10 years to accomplish but will make entering and exiting the school much safer.

- IV. Mr. Gamble extended best wishes to Mrs. Huf and wanted to let her know that we are thinking of her. He said we appreciate her and her love for this school and the Executive Council.
- V. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** 4 ayes, 0 nays, and 1 abstentions (Mr. Miller was not present at the meeting) to approve the minutes of the June 9, 2014 meeting. Attachment 1 (pg. 1-1)
- VI. Routine Business:

A. Administrative Report

1. Mrs. Strouse began her report by announcing that Mr. Christopher Tully, Multimedia Technology Teacher, received the Outstanding Career and Technical Teacher Award from the Pennsylvania Association for Career and Technical Education. A group joined him in Lancaster in June to see him receive his award. This was quite an accomplishment.

She presented the 2013/14 School Assessment Report. The report consisted of an overview of staff perception of school climate, enrollment, attendance data, withdrawal data, NOCTI scores, industry certifications earned, work based educational experiences, post-secondary plans, student perception of school climate and Adult Education enrollment.

School accomplishments that were highlighted included that secondary enrollment has increased 9.7% over the past three years, NOCTI scores reflected 92% Proficient or Advanced, secondary students earned 1544 industry certifications, students responded positively to the school climate survey, 92% of the staff feel the Guidance Counselor is available to meet with students, which is up 31%, 89% of the staff feel marketing strategies are effective, an increase of 22%, Adult Education posted a \$21,381 profit in 2013-14 and Li'l Bucks Childcare Center posted a \$10,653 profit in 2013-14.

Opportunities for improvement included that Administration will explore avenues to effectively communicate with staff and respond to concerns brought to their attention and continue to support student discipline practices to foster a safe, supportive and productive learning environment. Enclosure

There was a question as to how long this approach of self-evaluation been in place and if it was unique to career and technical education or just MBIT. Mrs. Strouse said it has been in place for probably 15 years and is unique to MBIT. It started with Dr. Lees, a previous Director, back in the mid 90's and is an offspring from being ISO registered. He always looked at numbers to figure out where he was going next. It has grown as we have been able to collect more data to get a better picture of what we are doing.

While looking at the staff perception of school climate, Mrs. Strouse noted there was a change in Administration this year and everybody is getting used to new people and a new way of doing things. It was mentioned that it doesn't make sense that discipline is up, which means you are listening and doing what you need to do, but there is a 6% decrease on listening to concerns and those two numbers don't quite jive.

It was asked, since we have 370 students with IEPs and a large variety of identifications, if there is an easy way to track identifications and if are they useful for someone who is not familiar with them. Mrs. Strouse said in the October 1st report it is broken down by the actual identification. The reports show the number of students with learning disabilities, visual or hearing impairments and the number of students with autism or emotional support needs. There was a comment that it's not clear to the person on the street and they wouldn't know that a student with autism requires more effort. Mrs. Strouse noted we have some students that need very little instructional support and there are some students that need many IEP accommodations.

There was a question asking if we had year to year comparisons on the percentages of students with special needs. Mrs. Strouse said we do and it is fairly consistent. The highest we ever had was 52% but somewhere around 45% or 46% is average for us.

Mr. Miller said that the number of certifications is spectacular and asked if we are tracking the number of students who have at least one certification and the number that did not receive any. Mrs. Strouse said it is tracked, but she did not have that information with her and would get back to him. She further explained that each program is required by PDE to offer a minimum of one industry certification. Most students leave here with a certification, but there are students who don't earn any. Mr. Miller requested to see the number of certifications expressed as an average certifications per student, because our enrollment has gone down over the course of time, we are tracking all the way back to 2007. Our enrollment in 2006 was 900 and today it is 835. He would like to see a graph showing the growth in number of certifications, but would also like to make sure we are not overlooking a student that does not have a certification upon completion. Mrs. Strouse explained that five or six years ago, the Department of Education did not require the students to have certifications, so we had many programs that did not offer any certification.

Engineering for example did not have an industry certification associated with it. Once that changed with the PDE, we had to get the teachers certified in order to be able to offer student certifications. Mr. Miller noted that with 800 students and 1500 certifications, some students have more than one and that could be a future marketing tool. He is just trying to get a handle on what that number actually is. Mrs. Strouse said she will put that information together for the next meeting.

There was a discussion about the climate of the building because some of the numbers dropped. Mrs. Strouse said she thinks the climate is fine, but we had a few changes that took place around the time of the survey that may have been reflected in the results. There was a comment that we probably don't get 100% participation in the staff survey or if we do it's still such a small set of people and it was asked if one person goes south, what percentage it would move. Mrs. Strouse explained that when we look at the surveys, we break it down to Administration, Support Staff, Paraeducators and Teachers. The survey results indicated that the only group that was unhappy were the Teachers. The other group's scores were very high. She thinks the other thing too is that we have new leadership in place and there have been some changes in expectations. They are looking for more in depth lesson plans and curriculum. Mrs. Strouse is happy to see this and even though there have been some changes, she thinks things are going well.

Mr. Kleinschmidt said the results are outstanding.

B. Mr. Miller moved, Mrs. Schrader Lynch 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. Mundy, Superintendent and Chairperson of the Professional Advisory Council said it is nice to be here in this capacity and she is looking forward to working with everyone. The meeting on August 5th is reflected in the minutes. Attachment 3 (pg. 3-1)
2. Mr. Kleinschmidt said he was in attendance at the Building, Security and Technology Committee meeting. He reviewed the attachment and everything that was covered in the meeting was in the attachment. Attachment 4 (pg.4-1)
3. Mr. Kleinschmidt said he was the only one in attendance at the Program, Policy and Personnel Committee with Mrs. Strouse. He reviewed the minutes and everything that was covered was stated in the attachment. Attachment 5 (pg. 5-1)

4. Mrs. Schrader Lynch, member of the Finance Committee, said everything is in the report. Attachment 6 (pg. 6-1)
- D. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to approve the Cash Payments Report for June and July. Attachment 7 (pg. 7-1)
 - E. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to approve the Treasurer's Report for May and June. Attachment 8 (pg. 8-1)
- VII. Current Agenda Items
- A. Personnel Items
 1. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to ratify the additional staffing for the 2014 summer career enrichment programs, with statutory benefits only. Attachment 9 (pg. 9-1)
 2. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to ratify the additional assignment of Michael Stafford, Instructional Assistant, to work during the summer as a Custodian, effective June 23, 2014.
 3. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to approve a base salary adjustment of \$4,947 for Stacy Pakula, Career and Technical Education Supervisor, effective July 1, 2014, in accordance with the Act 93 Agreement.
 4. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to approve the following teacher to serve in the role of Mentor Teacher in accordance with the teachers' contract at an annual rate of \$800 for the 2014-2015 school year.
 - a. John Fala
 5. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to approve the following teachers to serve in the role of Advisors in accordance with the teachers' contract at an annual rate of \$1200 for the 2014-2015 school year.
 - a. Michael McCombe – National Technical Honor Society
 - b. Gina Boccella – HOSA
 - c. Pamela Swoyer – SkillsUSA
 - d. Gregory Smith – FFA
 - e. Randall McDowell – PBA
 6. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to approve Denise Dohoney as the Title IX, Title VI and Section 504 Compliance Officer for the 2014/15 school year.

7. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to approve the substitute staff listing for the 2014-15 school year. Attachment 10 (pg. 10-1)

B. Policies

1. Mr. Gamble moved, Mr. Foster seconded, **passed** unanimously, to table revised Board Policy No. 101, Mission Statement, in the Programs Section. Attachment 11 (pg. 11-1)
2. Mr. Gamble moved, Mr. Foster seconded, **passed** unanimously, to adopt revised Board Policy 103, Nondiscrimination in School and Classroom Practices, in the Programs Section. Attachment 12 (pg. 12-1)

C. Other Matters for Consideration

1. Mr. Gamble moved, Mr. Miller seconded, **passed** unanimously, to approve the Student Code of Conduct/Handbook and Parent Guide for the 2014-2015 school year. Attachment 13 (pg. 13-1)
2. Mr. Gamble moved, Mr. Miller seconded, **passed** unanimously, to approve the revised 2014-2015 Li'l Bucks Partners in Learning calendar. Attachment 14 (pg. 14-1)
3. Mr. Gamble moved, Mr. Miller seconded, **passed** unanimously, to approve the agreement with Heritage Crystal Clean at an annual cost of \$16,988.00. Attachment 15 (pg. 15-1)

It was asked what Heritage Crystal Clean is, if it is the first time we have used them and if the company has the appropriate certifications. Mrs. Strouse explained that we have volatile compounds here such as brake fluid and oil that can't just be thrown in the trash. It is hazardous waste and this company picks it up for us. The company we were using was not dependable, so we moved to another company. Mrs. Strouse said this company has the appropriate certifications. Mr. Kleinschmidt added that one of the additional benefits to having changed companies, which was discussed at the Building, Security and Technology meeting, was the fact that the previous company we had been contracted with was letting the equipment deteriorate and some of it was not even functioning. The new company has put in their own new equipment and we are just waiting for the other company to pull out the old equipment. We now have new updated and safer equipment.

It was asked if we have been maintaining our hazardous labeling program and Mrs. Strouse said that we are.

4. Mr. Gamble moved, Mr. Miller seconded, **passed** unanimously, to receive and file the May 23, 2014 Local Advisory Council minutes. Attachment 16 (pg. 16-1)
5. Mr. Gamble moved, Mr. Miller seconded, **passed** unanimously, to ratify the revised Master Contract between the Bucks County Workforce Investment Board and Middle Bucks Institute of Technology. Attachment 17 (pg. 17-1)
6. Mr. Gamble moved, Mr. Miller seconded, **passed** unanimously, to approve the Articulation Agreement with Triangle Tech – Electrical and Network Cabling and Construction Carpentry. Attachment 18 (pg. 18-1)
7. Mr. Gamble moved, Mr. Miller seconded, **passed** unanimously, to authorize the Business Manager to acquire two 2015 GMC Savana 8 Passenger Vans at a cost of \$23,765.00 through COSTARS to be paid from the General Fund. Attachment 19 (pg. 19-1)

It was asked how it was determined that we wanted GMC Savana Vans. Mr. Vining explained he researched the different vans being used by schools and looked at the ratings. GMC came through as a good van, a good value and was safe. They will be used to transport students for shadowing experiences, worked based opportunities and clinical trips. Mrs. Strouse added that we don't have school busses here and if there is a need to go off campus, we have to use the vans to transport students. Mr. Vining said they will be replacing a 1994 Dodge Ram and a 1997 Dodge Ram. Mrs. Strouse said the attachment in the packet shows the van information, dealerships and price comparisons.

8. Mr. Gamble moved, Mr. Miller seconded, **passed** unanimously, authorizing Administration to seek sealed bids for automotive equipment including a dual post lift, tire changer and tire balancer. To be funded by PDE Equipment Grant and/or Capital Reserve Fund.
9. Mr. Gamble moved, Mr. Miller seconded, **passed** unanimously, to approve the proposed 2015-2016 Budget Calendar. Attachment 20 (pg. 20-1)
10. Mr. Gamble moved, Mr. Miller seconded, **passed** unanimously, to approve budget transfers. Attachment 21 (pg. 21-1)
11. Mrs. Schrader Lynch nominated Mr. John Gamble, Dr. Foster seconded, **passed** 4 ayes, 0 nays, 1 abstention (Mr. Gamble), to appoint Mr. John Gamble as the Middle Bucks Institute of Technology PSBA Legislative Policy Council Voting Delegate Representative.

Mr. Kleinschmidt said that four members expressed an interest in attending the PSBA Delegate Assembly, however, one member deferred. The three people who are interested in attending are Mr. Gamble, Mr. Byelich and

Alternate Mr. Tomlinson. Mr. Garton said there wasn't any prohibition to the alternate being selected and if the Executive Council wants to appoint an alternate, they certainly can.

Mr. Miller explained that the PSBA Liaison is an appointment by the Chair and can be made at any time. The Delegate to the Legislative Platform Council is a vote of the board. There should be two separate actions and could be two separate people. He added that the person who accepts the Delegate appointment from MBIT cannot also accept an appointment from their home district.

- VIII. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to adjourn the August 11, 2014 meeting of the MBIT Executive Council at 6:18 PM.

Respectfully submitted,

Roberta Jackiewicz
Assistant Secretary