

**REGULAR SCHOOL BOARD MEETING
CENTRAL BUCKS SCHOOL DISTRICT**

February 26, 2013

The Central Bucks Board of School Directors held its meeting on Tuesday, February 26, 2013 in the Board Room of the Educational Services Center with Vice President Paul Faulkner presiding. The meeting was called to order by Vice President Faulkner at 7:38 p.m., followed by the Pledge of Allegiance. Dr. Green thanked Mr. Neil Delson and Jazz West for performing before the Board meeting.

BOARD MEMBERS PRESENT

Paul Faulkner, Vice President; James Duffy, John Gamble, Joseph Jagelka, Geryl McMullin, Tyler Tomlinson, Kelly Unger, Jerel Wohl

BOARD MEMBERS ABSENT

Stephen Corr, President

ADMINISTRATORS PRESENT

Dr. Rodney Green, Dr. David Weitzel, Dr. Nancy Silvius, Scott Kennedy, Gilbert Martini, David Matyas, Dale Scafuro, Edward Sherretta

ALSO PRESENT

Jeffrey Garton, Solicitor; Sharon Reiner, School Board Secretary

Mr. Faulkner announced that beginning with the Board meeting this evening there would be one Public Comment opportunity at the beginning of each Board meeting and that the Board reserved the right to return to two Public Comments per meeting if necessary.

Mr. Faulkner also announced that Board meetings will now be recorded, beginning with the meeting this evening, and that a podcast of the meeting will be posted to the website and remain on the website until the written minutes are approved.

ACADEMIC SPOTLIGHT

Michael Curtis and Taryn Barrett, School Counselors at CB West and CB South respectively, presented an overview of *Naviance*, a web-based college and career resource. *Naviance* is available to all high school students in the district and is used to navigate through the college and career search and the college application process.

PUBLIC COMMENT

There was no public comment.

SUPERINTENDENT'S REPORT

Dr. Green reported he has attended several music events in the District over the last few months and continues to be amazed and impressed with our students and staff. Everyone should take advantage of attending CBSD school concerts and plays. He will be presenting the State of the District at the March 12 Board meeting. He also congratulated the winter sports teams, student-athletes, coaches, and parents. The hard work of coaches, student-athletes, and parents is appreciated. Dr. Green also highlighted the CBSD News on the front page of the CBSD website. He reported that we are posting news items each week and encouraged everyone to keep an eye on the CBSD website for the latest news about the district.

COMMITTEE REPORTS

Curriculum Committee, Finance Committee, Human Resources Committee, and MBIT Board minutes were discussed briefly and are in Attachment A for informational purposes.

APPROVAL OF MINUTES

Motion by John Gamble, supported by Tyler Tomlinson, to approve the minutes of the February 12, 2013 school board meeting.

Motion Approved 8-0.

TREASURER'S REPORT

Motion by John Gamble, supported by Jerel Wohl, to approve the Treasurer's Report for the month of January 2013.

EXPENDITURES FOR JANUARY 2013

General Fund

Checks January 2013	\$ 3,066,207.43
Electronic Payments	\$ 5,893,424.38
Transfers to Payroll	<u>\$ 7,108,324.32</u>
	\$ 16,067,956.13

Other Funds

Capital (net voids)	\$ 1,137,624.40
Food Service	<u>\$ 15,680.89</u>
	\$ 1,153,305.29

TOTAL ALL FUNDS \$17,221,261.42

Motion Approved 7-0-1. (Geryl McMullin)

CONTRACT WITH PUBLIC FINANCIAL MANAGEMENT (PFM)

Motion by James Duffy, supported by Tyler Tomlinson, to approve the Advisory Services Contract with PFM as presented.

Motion Approved 6-2. (John Gamble, Geryl McMullin)

SCHOOL BOARD POLICY 806 – CHILD/STUDENT ABUSE FOR FIRST READING

Motion by John Gamble, supported by Kelly Unger, to table School Board Policy 806 – Child/Student Abuse, so that the proposed policy can be posted online and discussed at appropriate committee meetings.

Motion Approved 8-0.

PERSONNEL ITEMS

Motion by John Gamble, supported by Joseph Jagelka, to approve resignations, retirements, and unpaid leaves of absence; appointment of support staff, long-term substitute teachers, long-term per diem substitute teachers, classification changes, community school staff, per diem substitute teachers, substitute custodians and substitute bus drivers as presented.

RESIGNATIONS

Name: Kathryn Hano
Position: Title I Instructional Assistant – Pine Run Elementary School
Effective: February 15, 2013

Name: Jackie Schoenfellinger
Position: Bus Driver – Transportation
Effective: January 31, 2013

RETIREMENTS

Name: Alice Zilley
Position: Special Education Assistant – Warwick Elementary School
Effective: March 15, 2013

UNPAID LEAVE OF ABSENCE

Katrina Gunning Elementary teacher – Doyle Elementary School
March 13, 2013 – August 25, 2013

Tara Jones Special Education teacher – Jamison Elementary School
May 8, 2013 – August 25, 2013

Robert Kibbe Technology Education teacher – CB East High School/Holicong Middle
March 28, 2013 – August 25, 2013

Kristin Kraus Special Education teacher – Cold Spring Elementary School
April 17, 2013 – August 25, 2013

Christy Prekup Mathematics teacher – Tohickon Middle School
May 3, 2013 – August 25, 2013

Kristen Reynolds Librarian – Lenape Middle School
April 15, 2013 – August 25, 2013

Jill Treude Elementary teacher – Pine Run Elementary School
May 13, 2013 – January 24, 2014

APPOINTMENTS

Name: Virginia Evanyke
Position: Duty Assistant – Tohickon Middle School
\$11.90 per hour
Effective: February 19, 2013

Name: Melinda Kaupas
Position: Temporary Basic Skills Assistant – Kutz Elementary School
\$13.60 per hour
Effective: April 5, 2013

Name: Elizabeth Neff
Position: Special Education Assistant – Doyle Elementary School
\$13.60 per hour
Effective: February 13, 2013

LONG-TERM SUBSTITUTE TEACHERS

Name: Catherine Pang
Position: Special Education teacher – Buckingham Elementary School
\$35,988 per annum (B+0 credits, Step 1)
Effective: October 16, 2012 until the end of the 2012-2013 school year

LONG-TERM PER DIEM SUBSTITUTE TEACHERS

Name: Andrea Bertman
Assignment: Art teacher – Gayman/Warwick Elementary School
\$180 per day
Effective: April 2, 2013 until the end of the 2012-2013 school year

Name: Polly Breithaupt
Assignment: Elementary teacher – Gayman Elementary School
\$180 per day
Effective: March 18, 2013 – April 29, 2013

Name: Lauren Duffy
Assignment: Mathematics teacher – Tohickon Middle School
\$180 per day
Effective: February 8, 2013

Name: Elizabeth Festa
Assignment: Elementary teacher – Doyle Elementary School
\$180 per day
Effective: March 13, 2013

Name: Carol Frederick
Assignment: Special Education teacher – Buckingham Elementary School
\$180 per day
Effective: March 11, 2013 until the end of the 2012-2013 school year

Name: Nicole Gill
Assignment: Special Education teacher – Central Bucks High School – South
\$180 per day
Effective: February 13, 2013

Name: Theresa Murphy
Assignment: English teacher – Central Bucks High School – South
\$180 per day
Effective: February 13, 2013

Name: Shainey Riley
Assignment: H/PE teacher – Linden/Warwick Elementary Schools
\$180 per day
Effective: March 15, 2013 – June 10, 2013

CLASSIFICATION CHANGES

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Patricia Cavalli	Special Education Assistant Bridge Valley \$13.60 Per Hour	Personal Care Assistant Bridge Valley \$14.10 Per Hour	2/12/13
Susanne Pater	Special Education Assistant East No Change In Salary	Special Education Secretary Educational Services Center No Change In Salary	2/25/13

COMMUNITY SCHOOL

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Andrew Allison	Community School Before/After School EA	\$13.60/hour

PER DIEM SUBSTITUTE TEACHERS

Claudia Beard	Michael Guido	Lauren Mullen
Brittani Beatty	Michael Hunt	Daniel Nicaastro
Calum Colton	Eridana Karaj	Jennifer Osinski
Allison Costello	Katherine Kirkpatrick	Krista Polmounter
Jenna Costello	Wayne Lahr	Keith Russell
Cheryl Demusz	Jennifer Leonard	Kaelin Scott
Erin Eddy	Lisa Lindquist	
Susan Grau	Tara Militello	

PER DIEM SUBSTITUTE CUSTODIANS AND SUBSTITUTE BUS DRIVERS

<u>Substitute Custodians:</u>	<u>Substitute Bus Driver:</u>
Lindsay Kahmar	Marc Udell
Hannah Linsey	
Fredrick Muller	
Kurt Rist	
Kyle Wolfgang	

Approved 8-0.

STUDENT TRIPS

Motion by John Gamble, supported by Geryl McMullin, to approve the Lenape Middle School 9th grade trip to Washington, D.C. on April 24, 2013.

Motion Approved 8-0.

STAFF WORKSHOPS

Motion by John Gamble, supported by Joseph Jagelka, to approve staff attendance at the following workshops:

Stacy Gray	3/07-08/13	NECTFL	Baltimore, MD
Ken Rodemer	3/12-14/13	Nat Fac Mgmt & Tech Conf	Baltimore, MD
William Slawter	3/12-14/13	Nat Fac Mgmt & Tech Conf	Baltimore, MD

Motion Approved 8-0.

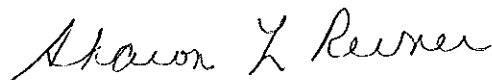
INFORMATION/DISCUSSION ITEMS

The 2012-2013 Semi-Annual Rating of Elementary and Secondary Temporary Professional Employees was included as an information item to the Board.

There being no further business before the Board, motion by Tyler Tomlinson, supported by John Gamble, to adjourn at 8:18 p.m.

Motion Approved 8-0.

Respectfully submitted,



Sharon L. Reiner
Board Secretary

CENTRAL BUCKS SCHOOL DISTRICT
Curriculum Committee Minutes
February 13, 2013

MEMBERS PRESENT

John Gamble, Chair
Kelly Unger, Member
Stephen Corr, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Jim Duffy
Paul Faulkner
Dr. Rod Green
Dr. Nancy Silvius
Dr. David Weitzel
Mrs. Dale Scafuro
Mr. Paul Beltz

COMMITTEE MEMBERS ABSENT

Jerel Wohl, Member

There were community members present.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Curriculum Committee Minutes from December 12, 2012 were approved as presented.

INFORMATION/DISCUSSION/ACTION ITEMS

Paul Beltz, Supervisor of Reading K-6, Federal Programs and State Testing presented the PA School Performance Profile from PA Department of Education. This profile will be announced for each elementary, middle and high school in April. It will provide a quantitative academic score based upon a 100-point scale. Scores for a school are calculated based on defined data from that school such as: percent proficient or advanced on PSSA in reading, math, writing and science, SAT scores and Advanced Placement achievement (if a high school), Grade 3 reading proficient and advanced (if an elementary school), percent of growth on PSSA tests, etc.

This score will provide a school score for teacher ratings, as part of the Education Effectiveness System (teacher evaluation), a means to compare the school/district of residence and others, and inform the public of the academic performance measures of each school.

The score will count as 15% of a teacher's evaluation rating with 85% being the observation process.

Mrs. Scafuro presented a Wellness Update for the district.

In Central Bucks, 9.8% of 6-11 year-old students are considered obese compared to 14% in Bucks County and 18% nationally. For 12-19 year-old students, the percentages are 9.8% for Central Bucks, 14.2% for Bucks County and 18.4% nationally. Central Bucks shows half the national number.

Obesity is defined as a Body Mass Index (BMI) above the 95% percentile. BMI is an estimate of an individual's relative body fat calculated from height and weight.

The number of ADD/ADHD students has declined from 1415 in 09-10 to 1092 in 11-12. There are 3 students with Type 2 diabetes, with 70 students with Type 1 diabetes. There are 98 students with congenital cardiac condition and 2,449 students with asthma.

Central Bucks has a partnership with the Alliance for a Healthier Generation, a free resource which assists schools in assessing the wellness of students and staff with activities to improve.

Mrs. Scafuro shared Policy 806—Child/Student Abuse and highlighted the changes. Policy 806 will now include the requirement for three hours of training every 5 years for all school staff regarding recognition and reporting of child abuse and sexual misconduct. The district is working with Safe Schools to develop online training modules to assist in this requirement. This policy will go to the full board for first reading on February 26, 2013.

ADJOURNMENT

Minutes submitted by Dr. Nancy Silvius, Assistant Superintendent for Secondary Education and Administrative Liaison to the Curriculum Committee.

CENTRAL BUCKS SCHOOL DISTRICT
Finance Committee Minutes
February 12, 2013

Committee Members Present

Jerel Wohl , Chairperson
Jim Duffy, Member
Paul Faulkner, Member
Tyler Tomlinson, Member
Dave Matyas, Business Administrator
Susan Vincent, Director of Finance

Other Board Members and Administrators Present

Steve Corr
John Gamble
Joe Jagelka
Geri McMullin
Kelly Unger
Dr. Rod Green, Superintendent
Scott Kennedy, Director of Operations

The Finance Committee meeting was called to order at 6:30 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

Members of the public were present. There was no public comment

APPROVAL OF MINUTES

The January 22, 2013 Finance Committee meeting minutes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

2013-14 Budget Update – Governor Corbett presented his budget to the state on February 5th. The governor is recommending an increase in State Basic Instructional Subsidies of \$90M statewide. For Central Bucks, this would mean an increase of \$450,000 in additional state revenue for 2013-14. The additional state revenue is contingent upon reducing costs for the state retirement systems. There are no projected increases in state subsidy for Accountability Block Grants or special education. There might be a slight increase in transportation subsidies.

Administration is recommending several reductions to expenses: Reducing the transfer into the long term capital fund from \$2.3M to \$2.0M, reducing two transportation mechanic positions, and making some reductions to payroll, health care and utilities. Expenditure reductions to date total \$675,000. The committee directed administration to continue with the budget refinement process.

District Financial Advisor – Janny Montgomery Scott (JMS) had been the district financial advisor for a number of years. As a result of federal legislation, Dodd-Frank, it is difficult to provide financial advisory services and also act as a bond underwriter for other clients. Consequently JMS, RBC, and JP Morgan Chase have all turned Central Bucks down as a potential client. After much research, administration is recommending Public Financial Management (PFM) as the district's new financial manager. PFM has the expertise to work within our existing debt structure to set up escrow accounts and structure individual bond purchases that are aligned to district goals of eliminating future debt payments. The committee directed administration to review the PFM contract with the solicitor, then place the contract on the board agenda for consideration.

CB East Stadium Project – Financing of the stadium was discussed. Currently, \$7.4M remains in the 2008 bond fund. Phase three, the final phase, of the CB East High School renovation project is underway. Funds are committed for the completion of all items at CB East. Administration feels comfortable that there will be approximately \$7M available after the project completion for other construction projects including the stadium. Initial estimates on stadium construction costs are \$5.6M. Although, by local zoning code, the proposed stadium cannot have a sound system or lights, proper conduits for these systems would be installed during construction in case zoning ordinances change in the future.

Silo Hill Property in Plumstead Township – Administration has been contacted by a potential buyer for this 35 acre parcel located at the intersection of Silo Hill and Stump Road. The district purchased this property in September of 1995 for the purpose of building a future school on the site. Subsequent zoning modifications may make it difficult to build a school at this location in the future. The district paid \$11,628 per acre. The offer received was for \$22,142 per acre. The land would be used for farming and maintained in a preserved-from-development status. The committee directed administration to contact the potential buyer to let them know that the board is not interested in selling the property at this time. The district would like to hold on to this property in case a new school is needed in this area due to future housing development.

New Tax Shelter Annuity Administrator - The district is in the process of consolidating employee 403(b) and 457(b) tax shelter annuity plans under one administrator. Services and investment opportunities for employees would not change but employee cost of investing would be reduced by approximately 40%. There is no cost to the district for this employee benefit other than administration of payroll deductions. The committee directed that the contracts for this item be placed on the board agenda for consideration.

Food Service Contract Extension – Under USDA rules, food service companies can have up to a five year contract with a school district. School districts can approve a series of one-year contracts for up to five consecutive years before a school district must solicit new food service proposals. 2013-14 would be the fourth year from a possible five year contract for Aramark. Administration is recommending a one year extension of the contract terms. Students have more variety than ever before, Aramark has successfully implemented the federal Healthy Hunger-Free Kids Act, and the staff works very hard to create menu variety and enthusiasm in the breakfast and lunch programs. The committee directed administration to proceed with the contract extension and place the item on the board agenda for consideration.

ADJOURNMENT

The meeting adjourned at 7:45p.m. The next meeting will be held on March 20, 7:00p.m., 20 Welden Drive.

Minutes submitted by Dave Matyas, Business Administrator and Administrative Liaison to the Finance Committee

CENTRAL BUCKS SCHOOL DISTRICT
Human Resources Committee Minutes
February 13, 2013

Committee Members Present

Jim Duffy, Chairperson
Steve Corr, Member
Gilbert R. Martini, Jr., Human Resource Director

Other Board Members and Administrators Present

Paul Faulkner
John Gamble
Dr. Rod Green

Committee Members Absent

Geri McMullin, Member

The Human Resources Committee meeting was called to order at 6:00 p.m. by Jim Duffy, Chairperson.

PUBLIC COMMENT

There were no members of the public present for public comment.

APPROVAL OF MINUTES

The minutes of the December 12, 2012, Human Resources Committee meeting were approved as submitted.

DISCUSSION/INFORMATION/ACTION ITEMS

- **AESOP and Substitute Staffing**
The Committee received a demonstration on AESOP, the District's absence management system. The Committee also received a report on staffing levels, absences and fill rates for substitute teachers and substitute educational assistants. We currently have 721 teachers on our substitute list up from 453 last year. Fill rates from 2011-12 to 2012-13 have increased from 94.6% to 98.3% at the elementary level and 95.8 to 97.9 at the secondary level.
- **Attendance Report**
The Committee reviewed attendance information by employee group for 2010-11 and 2011-12. There was not a significant change in sick, urgent reason or personal day usage. There were spikes in sick day use in October, January and March of each year.
- **Health Care and RX Cost Summary**
The committee received an update on health care and prescription drug costs for December and January. The district is in the process of seeking quotes for Pharmacy Benefit Management Services.
- **Transportation Negotiations**
Dr. Green briefed the Committee on Transportation Negotiations. District and Association proposals will be presented before an independent fact-finder tentatively scheduled for April.

ADJOURNMENT

The meeting adjourned at 6:45 P.M. The next meeting is scheduled for April 10, 2013.

Minutes submitted by Gilbert R. Martini, Jr., Human Resources Director and Administrative Liaison to the Human Resources Committee.

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
January 14, 2013

- I. The regular meeting of the MBIT Executive Council was convened on Monday, January 14, 2013, at 5:34 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

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

Absent

Ms. Katherine Driban, Centennial S.D.
 Mr. John Vaughn, New Hope-Solebury S.D.

Others in Attendance:

Dr. Raymond Boccuti, MBIT Superintendent of Record, New Hope-Solebury S.D.
 Mr. Rick Black, Career and Technical Education Supervisor
 Mr. Jeffrey Garton, Esq., School Solicitor
 Mrs. Roberta Jackiewicz, Assistant Board Secretary
 Mr. Vincent Loiacono, Director of Facility Operations
 Mrs. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager
 Dr. Thomas Viviano, Assistant Director

- II. Mr. Gamble welcomed Ms. Alison Kingsley, alternate Executive Council School Board Director from New Hope Solebury School District. The Executive Council members and MBIT Administrators introduced themselves. Guests included Ms. JoAnn Perotti, Director of Strategic Services/ Executive Director of the IU Education Foundation, BCIU 22, Mr. Bradley Rosenau, Commercial Art & Design Teacher/Middle Bucks Education Association President, Mrs. Pamela Swoyer, Worked Based Education Teacher and SkillsUSA Advisor. The following MBIT SkillsUSA Officers were in attendance: Maria DeLuca, Maya Grasty, Cassandra Meyer, Philip McCusker, Anna Outkin, David Reilly, Elizabeth Sutcliffe, Ashley Therien, and Heidi Wortell.
- III. Mrs. Huf announced the following slate of officers as recommended by the Program, Policy and Personnel Committee acting as the Nomination Committee, to serve as the 2013 Executive Council Officers: Chairperson – Mr. John Gamble of Central Bucks School District, Vice-Chairperson – Mr. John Vaughn of New Hope-Solebury School District, and Secretary – Mrs. Bernadette Heenan of Council Rock School District.

Mrs. Huf invited other nominations from the floor. Hearing none, Dr. Foster moved, Mr. Jagelka seconded, passed unanimously, to close nominations.

Mr. Jagelka moved, Mrs. Unger seconded, passed unanimously, to elect Mr. John Gamble as Chairperson, Mr. John Vaughn as Vice-Chairperson, and Mrs. Bernadette Heenan as Secretary of the Executive Council for the 2013 year.

- IV. Mr. Gamble announced that on January 9 negotiations officially opened with our teachers union and on February 7 the negotiating teams will meet for a one on one session to get to know each other and move forward with mutual respect. The MBIT Open House was held on January 3. It was well attended by prospective and current students, as well as many graduates who came to share their successes. Each of our 22 programs featured lab activities and program information. Students Services staff and local college representatives were also on hand to answer questions. Last Thursday, MBIT hosted the Pennsylvania School Board Association, who launched the formation of a career and technical education task force to focus the efforts of local politicians on supporting Career and Technical Education schools. The task force will develop recommendations regarding programs and services that can strengthen workforce development and enhance collaboration among Career and Technical Education schools, participating districts, businesses and other stake holders. The students provided a fantastic meal and really proved how great CTE schools can be.

- V. Mrs. Huf commented that she was here for the Open House and was excited by the amount of interest and the number of graduates who came back to see their teachers. Many of them stopped to talk to her and told her of their success since being at MBIT. She was excited to hear this because people listen to word of mouth. She congratulated Mrs. Strouse on the successful Open House and said she has been to many of them. She also attended the PSBA luncheon and said it was nice to hear the State Representatives and Congressman Fitzpatrick talk about their support for career and technical education and she thinks this is an exciting time. She thanked the students who prepared the meals and concluded by saying that the PR coming out of MBIT in support of Career and Technical Education and of our staff and students is just marvelous.

Mrs. Heenan said she attended a meeting at Congressman Fitzpatrick's office regarding MBIT becoming an approved training provider for veterans. An hour was dedicated just to the subject of how wonderful the MBIT facility is. She explained to them that this would never have happened without the process that took place to develop this application and move it forward. We will now be identified as a Central Career Assessment site, which means that any veteran in the Bucks County area who has been recently discharged or is looking to change professions can come to MBIT, become qualified and have a full career assessment. There is a federal agency that is very interested in partnering with Middle Bucks and Mrs. Heenan has the information. She said they will be contacting Mrs. Pakula. There has also been money earmarked by a private person in the community for MBIT to encourage this process to move forward. She applauded MBIT for their initiative with veterans and said it is very exciting and will be very rewarding too.

There was a question whether a veteran who lived in Montgomery County could attend MBIT too. Mrs. Strouse noted that MBIT is approved for any veteran in the area who would like to come to the school.

Mrs. Heenan added that the underwriting for this will start out with \$10,000 and is open to steadily increase year after year. She said the Bucks County Chamber of Commerce is also thrilled with this because there has been a disconnect in the past when they have job fairs for returning veterans and they come back not really knowing what their career field should be and have never had an opportunity to take a career assessment. Mr. Gamble thanked Mrs. Heenan for spearheading this project.

Mrs. Heenan noted that we are trying to arrange a ribbon cutting ceremony to include Governor Corbett or Lieutenant Governor Cawley as well as all Bucks County Chambers of Commerce and the Bucks County Redevelopment and have not gotten anywhere with trying to move this forward. Mrs. Heenan asked the Executive Council members to call Representative Petri's office to help move this forward.

VI. Mrs. Huf moved, Mrs. Heenan seconded, passed unanimously, to approve the minutes of the November 12, 2012 meeting. Attachment 1 (pg. 1-1)

VII. Routine Business:

A. Administrative Report

1. Mrs. Swoyer, Worked Based Education Coordinator and facilitator of our SkillsUSA organization, explained that we have been going to Fall Leadership every year and it is a wonderful opportunity for our students to learn how to lead. This year, we won the overall Leadership Award at the conference, which meant we excelled in every activity we participated in. Every year, our Commercial Art students submit a pin and slogan for the next year's conference. We won first place this year, so our pin and slogan will be the theme for the conference next year. She showed pictures of the pins and slogans submitted and pictures from the conference.

Each of the SkillsUSA officers presented information to provide an overview of the Fall Leadership Conference and shared what they learned and the skills they took away from the conference.

Mrs. Huf complimented the students on their presentations and said we are very proud of each and every one of them and she wished them success.

Mrs. Strouse added that each year she tries to spend some time at Fall Leadership and as she watched the group this year she saw the really high energy and passion. She was not surprised and was extremely delighted when they announced that we were the overall winners this year. This is the first time we won this in the 16 years Mrs. Strouse has been here. Mrs. Swoyer noted we won the pin contest one other year. Mrs. Strouse thanked the students for coming to the meeting.

2. Mrs. Strouse reminded everyone that strong leadership is an essential component of every successful organization. At MBIT, our Executive Council fulfills this responsibility by creating a vision, articulating that vision, passionately owning that vision and persistently staying with it

through to completion. She continued by saying that MBIT is very grateful to the members of our Executive Council who believe in our school. In recognition of School Director's month, she thanked them on behalf of the staff and students at Middle Bucks for their vision and leadership that helps us create a better tomorrow for our students. Mrs. Strouse presented each Executive Council member with a certificate.

3. Ms. Perotti gave the Executive Council an overview of Comprehensive Planning and what it means to MBIT. She reviewed the MBIT Mission Statement and Belief Statements and noted that they are used to build our goals and strategies. Mrs. Strouse then reviewed the goals and accomplishments of the 2009-2013 Strategic Plan. Ms. Perotti explained the components of the Strategic Plan that had to be completed every three to six years. She discussed the research completed by the Department of Education, which identified the need for a streamlined comprehensive process and the subsequent development of the Comprehensive Planning Project. The components of the Comprehensive Plan include the mission, vision, shared values, Educational Community and the CTC Planning Team. The Administrators have been collecting data and the core foundations of the plan are standards, curriculum, instruction, assessment, safe and supportive schools, materials and resources and professional education. Ms. Perotti reviewed the timeline for the process and noted that Administration also completed a 109 page self-study document with guided questions that determined the areas of concern and overall goals for the school. The goals are to enhance student achievement and enhance support for at-risk students. Since we are a school of technology, the final goal is to build technology connections.

Mrs. Heenan said that when Mrs. Strouse came on board it changed the total dynamics of this building, program and mission and MBIT could never have achieved what it did in the last four years if it hadn't been for Mrs. Strouse and her team.

Other discussion included:

- Concern that meeting the requirements of PDE took over the Comprehensive Planning process.
- MBIT was not included in sending district plans.
- Council Rock added MBIT in to their final plan document.
- It is imperative that sending districts all have the element in their strategic plan identifying MBIT as a key piece.
- The Executive Council having input in the plan.
- The Executive Council having a copy of the plans of each sending district.
- Sending districts need to acknowledge NOCTI scores.
- The strategies and goals of the plan should be readable.
- The goals are general and when we start working on action plans there will be opportunities to address concerns.
- The guided questions were tailored to Career and Technical schools.

- PDE terms don't make sense to the community.
- The plans are geared to moving the districts forward in the next three years.
- Questions about the process can be directed to Mrs. Strouse and the Steering Committee so that concerns can be voiced through them for the final document.

Mr. Kleinschmidt exited the meeting at 6:45 PM and returned at 6:47 PM.

Mrs. Heenan exited the meeting at 6:47 PM.

- B. Mrs. Huf 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. 2-1)

C. Committee Reports

1. Dr. Boccuti, Superintendent and Chairperson of the Professional Advisory Council said that their meeting was held on Friday, January 11, 2013 at 7:30 AM. The Superintendents reviewed the draft of the January Executive Council agenda and recommended no changes. There was a lengthy discussion regarding School Board Policy 815, Acceptable Use of Electronic Resources. As you look across other school districts and different solicitor recommendations, you either see a very long in depth board policy and some Administrative Regulations that follow or you see a tight board policy with a massive Administrative Regulation that tries to cover everything. He said they are all discussing this right now in addition to MBIT. They also discussed Board Policy 817 that was revised in reference to Energy Conservation.

Dr. Boccuti reported they received an update on the MBEA Negotiations process and had a discussion about the new PDE Teacher Effectiveness System which is the Teacher Observation and Evaluation process that will be effective in September for all 500 school districts and schools in the state. Mrs. Strouse reviewed the teacher evaluation software designed by EduLink Inc. and it is one of five that are available. New Hope Solebury is looking at different software programs to see what might be helpful with that.

There was a report on Comprehensive Planning and Mrs. Strouse asked about a program called Bonds Rewards for Education: The Superintendents all reported that they have similar programs at their schools but not that particular program and could not be very helpful in giving her feedback on that.

There was a good discussion on security in light of the recent school tragedy in Connecticut. Mrs. Strouse was inquiring about whether they have considered purchasing Raptureware, a visitor management system that provides instant criminal background screening. The Superintendents agreed that the system did not provide a great deal of value to the safety of

the school because it only reports information about child predators and studies indicate that most incidents of school violence were committed by someone associated with the school. Attachment 3 (pg. 3-1)

Mrs. Heenan returned to the meeting at 6:56 PM.

2. Mrs. Heenan, Chairperson of the Building, Security and Technology Committee was unable to attend the meeting. She asked that the minutes be referred to for the report. Attachment 4 (pg.4-1)
3. The Program, Policy and Personnel Committee meeting scheduled on Wednesday, January 2, 2013 at 5:15 PM was cancelled. – Mrs. Betty Huf, Chairperson. Attachment 5 (pg. 5-1)
4. The Finance Committee meeting scheduled on Wednesday, January 2, 2013 at 6:00 PM was cancelled. – Ms. Katherine Driban, Chairperson. Attachment 6 (pg. 6-1)
5. Mr. Gamble announced Committee and Chair assignments as follows:

Building, Security and Technology – Mrs. Bernadette Heenan, Chairperson, Mr. Joseph Jagelka, Mr. Charles Kleinschmidt and Mr. John Vaughn/Ms. Alison Kingsley

Program, Policy and Personnel – Mrs. Betty Huf, Chairperson, Mr. John Gamble, Mrs. Bernadette Heenan and Mr. John Vaughn/Ms. Alison Kingsley.

Finance Committee – Ms. Katherine Driban, Chairperson, Dr. Bill Foster, Mrs. Kelly Unger and Mr. John Vaughn/Ms. Alison Kingsley

- D. Mrs. Huf moved, Mrs. Unger seconded, passed unanimously, to approve the Cash Payments Reports for November and December. Attachment 7 (pg. 7-1)
- E. Mrs. Huf moved, Mrs. Unger seconded, passed unanimously, to approve the Treasurer's Reports for October and November. Attachment 8 (pg. 8-1)

VIII. Current Agenda Items

A. Personnel Items

1. Mrs. Huf moved, Mrs. Unger seconded, passed unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Denise Frank, Instructional Assistant, effective November 28, 2012.
2. Mrs. Huf moved, Mrs. Unger seconded, passed unanimously, to approve the transfer of 9.25 accumulated sick days for Anthony Rogers, Construction Carpentry Teacher from Delaware County Intermediate Unit to Middle Bucks Institute of Technology.

3. Mrs. Huf moved, Mrs. Unger seconded, passed unanimously, to approve the spring 2013 Adult Education Evening School programs and employment of the Adult Evening School Staff. Attachment 9 (pg. 9-1)

There was discussion regarding the Adult Education classes and that they will run as listed. The Home Emergency Preparation is a new course that will run for one night, Basic Residential Plumbing is for someone who doesn't know anything about plumbing, and you can register for Adult Education courses on the website.

B. Other Matters for Consideration

1. Mrs. Huf moved, Dr. Foster seconded, passed unanimously, to approve the additional field trip for the 2012/13 school year. Attachment 10 (pg. 10-1)
2. Mrs. Huf moved, Dr. Foster seconded, passed unanimously, to approve the members of the Comprehensive Planning Steering Committee. Attachment 11 (pg. 11-1)
3. Mrs. Huf moved, Dr. Foster seconded, passed unanimously, to receive and file the December 13, 2012 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 12 (pg.12-1)

There was discussion on the following:

- Mrs. Strouse noted the Veterinary Assisting Program is a high school program that students have shown an interest in for years. Upper Bucks Technical High School has a large and small animal program and we would have a small animal program. Upper Bucks has two focuses, one is on animal care and they run a dog day care and the other is caring for animals that will be used for laboratory experiments. Our students would work in a lab setting taking care of animals or assisting a Veterinarian. We are in the planning stages. Mrs. Strouse has contacted Holiday House Pet Resort in Doylestown and they are associated with Doylestown Animal Hospital. They would be able to provide us with our clinical portion for the first couple of years while we get ourselves up and running.
- There was a question about the bonds being refinanced. Mr. Vining reported that a discussion was started because there is an opportunity to do an advanced refunding of the series of 2006 bonds because the interest rates are so low. The school has some needs we have identified. There are nine transformers that need to be replaced that are 44 years old and the cost to replace them is approximately \$350,000. We have discussed internally doing them in stages and over time. With this advanced refunding opportunity, we thought we could carve out some new money from the savings to pay for these things, therefore not asking for new monies from

the member districts. We are in the planning stages of this and have had an informal meeting with PFM to hear their thinking and to maybe bring them in as the Financial Advisor. The good thing about the interest rate environment right now, barring the unforeseen, is the longer we put off doing a transaction, we are saving money in the interim. In our case, this is an advanced refunding of the bonds that are not callable until 2016. The money has to be put aside and there is negative arbitrage to that time. You're going to have to put a little more money up to pay off the bonds. If we are able to wait, we are saving \$500 a day by waiting. We are watching it and trying to figure it out and will take it to the Authority. There is an opportunity to take care of needs and it gives us time to plan what our capital needs are. We know we have transformers that are 44 years old that have an expected life of 30 years and we would like to replace them before they fail.

Other discussion included that it seems like the needs we have identified in this low interest environment are small, just these two projects and as a part of the strategic planning and given that interest rates are so low, if there are any capital needs that MBIT has, it seems like it is a good time to refinance these bonds more fully.

4. Mrs. Huf moved, Dr. Foster seconded, passed unanimously, to employ Alfred D' Angelo as Chief Negotiator for the Middle Bucks Executive Council at a rate of \$400.00 per hour.
5. Mrs. Huf moved, Dr. Foster seconded, passed unanimously, to approve the agreement between Middle Bucks Institute of Technology and EduLink Inc. ("EduLink") for the purchase of software to implement the new PDE teacher evaluation system. Attachment 13 (pg. 13-1)

Discussion included that the new PDE teacher observation evaluation system is very involved and this is a new software package to manage the new PDE teacher evaluation system. Mrs. Strouse and Dr. Viviano worked with the company, went through training and had the opportunity to use the software before they made their decision. The teachers and administrators who are evaluating the teachers would use the software. Mrs. Strouse explained that the system sends the required pieces back and forth between the teacher and administrator and tracks everything so that nothing is lost in the six step process.

6. Mrs. Huf moved, Dr. Foster seconded, passed unanimously, to approve budget transfers. Attachment 14 (pg. 14-1)

- IX. Mrs. Huf moved, Mr. Jagelka seconded, passed unanimously, to adjourn the January 14, 2013 meeting of the MBIT Executive Council at 7:02 PM.

Respectfully submitted,

Bernadette Heenan
Secretary

Roberta Jackiewicz
Assistant Secretary