

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

April 23, 2013

The Central Bucks Board of School Directors held its meeting on Tuesday, April 23, 2013 in the Board Room of the Educational Services Center with President Stephen Corr presiding. The meeting was called to order by President Corr at 7:30 p.m., followed by the Pledge of Allegiance via video by Mrs. Kovnot's 1st grade Jamison class. Dr. Green thanked Mr. Larry Werner and the Tamanend Jazz Band for performing before the Board meeting.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Geryl McMullin

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

ACADEMIC SPOTLIGHT

Lindsay Smith and Renee McErlean, teachers at Bridge Valley Elementary School, presented a video entitled "Training Peer Mentors". This video demonstrated what students have learned about Autism and will help to show other students how to help friends with autism.

PUBLIC COMMENT

Brian Haigh commented on the possibility of the school district contacting different groups to create an educational foundation to help raise funds for the district because of the loss in real estate revenue these past years.

SUPERINTENDENT'S REPORT

Dr. Green reported that candidates for the Lenape and West Principal positions are being interviewed. Recommendations will be ready for the School Board for the next Board meeting. Administration is working on planning and staffing for 2013-14 school year. A new program has been launched on CBTv and the website called "Focus on CB". It will feature our new community relations coordinator, Melanie Sullivan as the moderator and highlight the great programs and activities going at CB. The new CBSD Website will go public in May. This website will be user friendly and will look like a mobile app on your mobile device. The School Board held discussion on the CB East Stadium project at the last Board meeting and also at the Operations Committee meeting on April 17, 2013. Administration is continuing to work on details of the project. Operations Committee determined it would be important to allow time before action is considered at a School Board meeting. The issue will be on the School Board agenda for action at the May 28, 2013 Board meeting.

COMMITTEE REPORTS

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

APPROVAL OF MINUTES

Motion by John Gamble, supported by Joseph Jagelka, to approve the minutes of the April 9, 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 months of February and March 2013.

EXPENDITURES FOR FEBRUARY 2013

General Fund

| | |
|----------------------|------------------------|
| Checks February 2013 | \$ 2,342,671.56 |
| Electronic Payments | \$ 21,317,158.98 |
| Transfers to Payroll | <u>\$ 7,652,259.49</u> |
| | \$ 31,312,090.03 |

Other Funds

| | |
|---------------------|---------------------|
| Capital (net voids) | \$ 917,197.95 |
| Food Service | <u>\$ 12,856.53</u> |
| | \$ 930,054.48 |

| | |
|-----------------|-----------------|
| TOTAL ALL FUNDS | \$32,242,144.51 |
|-----------------|-----------------|

EXPENDITURES FOR MARCH 2013

General Fund

| | |
|----------------------|------------------------|
| Checks March 2013 | \$ 6,290,598.06 |
| Electronic Payments | \$ 13,668,890.58 |
| Transfers to Payroll | <u>\$ 7,393,973.70</u> |
| | \$ 27,353,462.34 |

Other Funds

| | |
|---------------------|---------------------|
| Capital (net voids) | \$ 387,675.83 |
| Food Service | <u>\$ 14,475.11</u> |
| | \$ 402,150.94 |

| | |
|-----------------|-----------------|
| TOTAL ALL FUNDS | \$27,755,613.28 |
|-----------------|-----------------|

NEW INVESTMENTS

| General Fund | | | | | | |
|--------------|---------------|--------------|---------------|-------|----------|-------------|
| Category | Purchase Date | Principal | Maturity Date | Rate | Yield | Bank Name |
| Bank CD | 2/28/2013 | \$107,318.12 | 5/28/2014 | 0.45% | \$600.69 | Fulton Bank |

| General Fund | | | | | | |
|--------------|---------------|--------------|---------------|-------|----------|-------------------------|
| Category | Purchase Date | Principal | Maturity Date | Rate | Yield | Bank Name |
| Bank CD | 3/2/2013 | \$148,000.00 | 3/2/2014 | 0.50% | \$740.00 | Hatboro Federal Savings |

Motion Approved 8-0.

RESOLUTION FOR THE 2013-2014 PROPOSED FINAL BUDGET

Motion by Tyler Tomlinson, supported by Kelly Unger, to approve the Resolution for the 2013-2014 Proposed Final Budget, direct the secretary to advertise that the school Board's intent is to adopt a final budget on May 28, 2013 and certify to PDE that the budget will be publically posted. The Resolution is Attachment A.

Motion Approved 7-1. (Jerel Wohl)

RATIFY TRANSFER OF \$23M FROM GENERAL FUND TO DEBT SERVICE FUND

Motion by John Gamble, supported by Joseph Jagelka, to approve the ratification of the \$23 million transfer from the General Fund Account to the Debt Service Account from June 2012.

Motion Approved 8-0.

PURCHASING ITEMS

Motion by Joseph Jagelka, supported by Paul Faulkner, to approve the purchase orders be issued to the following suppliers as the lowest, on-specification bidders for the item bid.

General Teaching Supplies

| | |
|---------------------------|--------------------|
| Kurtz Bros | \$ 33,128.67 |
| Metco | \$ 1,183.84 |
| Nat'l Art & School Supply | \$ 25,257.93 |
| Office Basics | \$ 28,185.39 |
| Pyramid School Products | \$ 21,820.99 |
| School Specialty | <u>\$ 7,041.08</u> |
| Total | \$116,617.90 |

General Art Supplies

| | |
|---------------------------|--------------|
| Ceramic Supply | \$ 348.36 |
| Commercial Art Supply | \$ 7,553.93 |
| Dick Blick | \$ 1,658.57 |
| Kurtz Bros. | \$ 16,130.83 |
| Metco | \$ 476.22 |
| Nasco | \$ 6,385.52 |
| Nat'l Art & School Supply | \$ 12,911.82 |
| Office Basics | \$ 1,693.86 |
| Pyramid School Products | \$ 16,192.21 |
| S&S Worldwide | \$ 747.25 |

| | |
|----------------------------|---------------------|
| Standard Stationary Supply | \$ 778.58 |
| Sax Arts & Crafts | <u>\$ 24,003.68</u> |
| Total | \$ 88,880.83 |

Secondary Art Supplies

| | |
|-----------------------|--------------------|
| Ceramic Supply of NY | \$ 15,323.11 |
| Commercial Art Supply | \$ 2,842.72 |
| Dick Blick | \$ 3,961.57 |
| Kurtz Bros. | \$ 5,442.24 |
| Metco | \$ 321.10 |
| Nasco | \$ 8,726.97 |
| Triarco Arts & Crafts | <u>\$ 4,157.29</u> |
| Total | \$ 40,775.00 |

Phys Ed Supplies

| | |
|-------------------------|--------------------|
| Flaghouse | \$ 1,341.91 |
| ADA Badminton | \$ 2,869.05 |
| Metuchen | \$ 1,126.90 |
| Pyramid School Products | \$ 1,896.15 |
| Sport Supply Group | <u>\$ 7,051.66</u> |
| Total | \$ 14,285.67 |

Science Supplies

| | |
|---------------------|--------------------|
| Carolina Biological | \$ 14,404.40 |
| Frey Scientific | \$ 3,959.37 |
| Metco | \$ 351.77 |
| Parco Scientific | \$ 1,735.31 |
| Sargeant-Welch | \$ 3,744.74 |
| Science Kit | <u>\$ 2,280.64</u> |
| Total | \$ 26,476.23 |

Tech Ed General Hardware

| | |
|--------------------|------------------|
| Metco | \$ 1,821.22 |
| Midwest Technology | \$ 5,087.27 |
| Paxton-Patterson | \$ 5,485.03 |
| Satco Supply | <u>\$ 743.94</u> |
| Total | \$ 13,137.46 |

Team Sports Supplies

| | |
|-------------------------|--------------|
| BSN/Sport Supply | \$ 19,971.86 |
| Kelly Sports | \$ 20,780.90 |
| Riddell/All American | \$ 4,030.50 |
| Longstreth Sports | \$ 373.70 |
| Triple Crown Sports | \$ 8,264.20 |
| Anaconda Sports | \$ 4,803.81 |
| M-F Athletic | \$ 1,079.25 |
| Pyramid School Products | \$ 3,133.86 |

| | |
|-------------------------|--------------|
| Kampus Klothes | \$ 2,784.25 |
| Varsity Spirit Fashions | \$ 14,749.66 |
| Aluminum Athletic | \$ 2,022.61 |
| Total | \$ 81,994.60 |

Motion Approved 8-0.

CONSTRUCTION CONTRACTS

Motion by Paul Faulkner, supported by John Gamble, to award a contract to Pinnacle Electrical Construction to replace the emergency generator at the Educational Services Center in the amount of \$262,400; to Laurant Construction Co. for roofing replacement at the Educational Services Center in the amount of \$199,695; and to Union Roofing Contractors for roofing repairs and installation of a new single ply membrane at the Transportation Annex in the amount of \$98,000.

Motion Approved 8-0.

SCHOOL BOARD POLICIES FOR FIRST READING

Motion by John Gamble, seconded by Kelly Unger to table School Board Policy 210 – Use of Medications and School Board Policy – Electronic Signatures so that the proposed policies can be posted on the CBSD website for public review.

Motion Approved 8-0.

SCHOOL BOARD POLICY 902.1 – CABLE TELEVISION FOR APPROVAL

Motion by Kelly Unger, supported by John Gamble, to bring School Board Policy 902.1 – Cable Television off the table.

Motion Approved 8-0.

Motion by Kelly Unger, supported by John Gamble, to approve School Board Policy 902.1 – Cable Television.

Motion Approved 8-0.

PERSONNEL ITEMS

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

RESIGNATIONS

Name: Julie Mandes
Position: English teacher – Holicong Middle School
Effective: August 26, 2013

RETIREMENTS

Name: Loretta Doggendorf
Position: Chemistry teacher – Central Bucks High School – East
Effective: June 25, 2013

Name: Bonny L Hommedieu
Position: Administrative Secretary – Central Bucks High School – East
Effective: June 30, 2013

Name: Mary McElhone
Position: Principal Secretary – Linden Elementary School
Effective: June 30, 2013

Name: James Miller
Position: Special Education teacher – Unami Middle School
Effective: August 25, 2013

Name: Alice Williams
Position: Special Education teacher – Unami Middle School
Effective: June 25, 2013

UNPAID LEAVES OF ABSENCE

Jamie Barna Mathematics teacher – Unami Middle School
August 26, 2013 – January 27, 2014

Vasiliki Dardeshi Social Studies teacher – Central Bucks High School – East
October 7, 2013 – January 7, 2014

APPOINTMENTS

Name: Deborah Gunter
Position: Part time Temporary General Secretary – Administrative Services Center
\$13.60 per hour
Effective: April 15, 2013

LONG-TERM SUBSTITUTE TEACHERS

Name: Kirsten Bittner
Assignment: Special Education teacher – Central Bucks High School – East
\$24,052 per annum (M+0 credits, Step 1)
Effective: February 4, 2013 until the end of the 2012-2013 school year

LONG-TERM PER DIEM SUBSTITUTE TEACHERS

Name: Jill Camburn
Assignment: Special Education teacher – Jamison Elementary School
\$180 per day
Effective: May 8, 2013

Name: Katherine Chiliberti
 Assignment: .4 Title I Intervention teacher – Barclay Elementary School
 \$90 per day
 Effective: April 8, 2013

Name: Stephen Cocca
 Assignment: Business teacher – Central Bucks High School – West
 \$180 per day
 Effective: April 5, 2013

Name: Kelly Day
 Assignment: Elementary teacher – Butler Elementary School
 \$180 per day
 Effective: April 8, 2013

Name: Casey Hughes
 Assignment: Health & PE teacher – Central Bucks High School – East
 \$180 per day
 Effective: April 29, 2013

Name: Renee Roth
 Assignment: French teacher – Central Bucks High School – West
 \$180 per day
 Effective: April 15, 2013

CLASSIFICATION CHANGES

| <u>Name</u> | <u>From</u> | <u>To</u> | <u>Effective Date</u> |
|---------------|-----------------------------------------------------|-------------------------------------------------------|-----------------------|
| Susan Rodgers | Educational Assistant Linden \$14.73 Per Hour | Principal's Secretary Linden \$19.92 Per Hour | 7/1/13 |
| Nils Vika | Custodian Buckingham \$17.81 Per Hour | Temp Head Custodian Buckingham \$18.49 Per Hour | 4/8/13 |

COMMUNITY SCHOOL

| <u>Name</u> | <u>Position</u> | <u>Rate</u> |
|--------------------|------------------------------|------------------|
| Paul Coleman | Assistant Head US Swim Coach | \$22.28 per hour |
| Marisa Ferrari | Lifeguard | \$ 8.40 per hour |
| Brandon Rothenberg | Summer Fun Camp | \$23.00 per hour |
| Chelsea Sattler | Swim Instructor | \$ 7.75 per hour |
| Morgan Sattler | Lifeguard | \$ 8.40 per hour |
| Lauren Sylvester | Assistant Swim Coach | \$13.90 per hour |
| Lois Ueland | Lacrosse Coach/Sports Camp | \$23.00 per hour |
| Horace Willcox | Assistant Swim Coach | \$13.90 per hour |

Approved 8-0.

STUDENT TRIPS

Motion by Paul Faulkner, supported by John Gamble, to approve the following student trips:

- CB East Scholar's Bowl Team to Harrisburg, PA on May 2-3, 2013
- CB East AP Spanish class and Spanish Honor Society to New York on May 15, 2013
- CB West Spanish 5 classes to New York on May 21, 2013
- CB East Culture Shock Club to New York on May 29, 2013

Motion Approved 8-0.

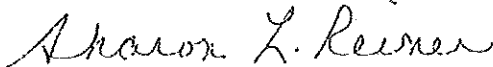
INFORMATION/DISCUSSION ITEMS

A Sabbatical Leave of Absence was included as an information item to the Board.

There being no further business before the Board, motion by Paul Faulkner, supported by John Gamble, to adjourn at 8:15 p.m.

Motion Approved 8-0.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sharon L. Reiner".

Sharon L. Reiner
Board Secretary

CENTRAL BUCKS SCHOOL DISTRICT

Resolution Authorizing Proposed Final Budget
Display and Advertising

RESOLVED, by the Board of School Directors of Central Bucks School District, as follows:

1. The School District budget for the 2013- 2014 fiscal year on form PDE 2028 as presented April 23rd, 2013 to the School Board shall be considered the Proposed Final Budget for the 2013-2014 fiscal year, and shall be made available for public inspection after this date.
2. At least ten (10) days before the date scheduled for adoption of the Final Budget, the Secretary shall advertise the Final Budget Notice in substantially the form as presented to the School Board. The Notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices. The School Board intends to adopt the Final Budget for fiscal year 2013-2014 on May 28th, 2013.

CENTRAL BUCKS SCHOOL DISTRICT
Curriculum Committee Minutes
April 10, 2013

MEMBERS PRESENT

John Gamble, Chairperson
Kelly Unger, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Jim Duffy
Paul Faulkner
Tyler Tomlinson
Dr. Rod Green
Dr. Nancy Silvius
Dr. David Weitzel

COMMITTEE MEMBERS ABSENT

Steve Corr, Member
Jerel Wohl, Member

There were community members present.

PUBLIC COMMENT

Dana Mascaro commented on grading in the enrichment math program at Warwick Elementary.

APPROVAL OF MINUTES

Curriculum Committee Minutes from March 13, 2013 were approved as presented.

INFORMATION/DISCUSSION/ACTION ITEMS

Use of Medication—Policy 210—Dale Scafuro presented changes to this policy, which include: definition of a licensed prescriber, that medication shall be administered only by a Certified School Nurse, licensed RN or LPN, or self-administered. A board member asked for clarification on the procedures according to the policy on medications for students on field trips. This procedure remains unchanged: parent would place medication in a sealed envelope with child's information and hand to teacher going on the field trip. A board member also asked about procedures regarding administering Epi-Pens in times of urgency.

Electronic Signature Policy—Dale Scafuro presented a new policy on electronic signatures for documents in the district requiring a signature unless a manual signature is required by law. A board member asked what kind of verification will be required for parents to use their electronic signature on district documents. Mrs. Scafuro explained that parents must sign into Infinite Campus with a unique username and password so when they use an electronic signature, we would expect this to be that parent.

Update on World Language Study Abroad Courses—Dr. Silvius briefly updated the Committee on the development of the Study Abroad course for Spanish. Plans are moving forward on the details of this course and the summer trip to Spain for summer 2014. Students will participate in Spanish classes at International Language School while in Spain with the entire trip being 10-12 days in July 2014. More details will follow with approvals for the course and the trip itinerary.

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
April 17, 2013

Committee Members Present

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

Committee Members Absent

Jim Duffy, Member
Paul Faulkner, Member

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
Ken Rodemer, Assistant Director of Operations
Jason Brockman, Public Financial Management
John Frey, Public Financial Management
Ed Sherretta, Technology Director

The Finance Committee meeting was called to order at 7:05 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

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

APPROVAL OF MINUTES

The March 20, 2013 Finance Committee meeting minutes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

Overview of Debt Restructuring – The district has been actively pursuing reducing debt of CBSD so that payments can be reduced in the future. This would allow state retirement system payment increases to be accommodated without large tax increases. Public Financial Management (PFM) presented three scenarios for reducing principal and interest payments on debt. Scenario 1 calls for a down payment of \$73M which would reduce future principal and interest payments by approximately \$85M.

Scenario 2 has a down payment of \$25M in 2013 followed by another down payment of \$48M in 2016. This scenario provides more cash liquidity in the near term and would reduce future principal and interest payments by approximately \$83M.

Scenario 3 is similar to scenario 1 but only uses a \$50M down payment. Scenario 3 would reduce future principal and interest payments by approximately \$58M.

The committee invited PFM to come back to the May meeting possibly with other scenarios to review. The administration will work with committee members to make a recommendation for future action to the School Board targeting the June Board meeting for approval of the plan.

Information Technology Capital Plan – The I.T. Department is anticipating expenses of approximately \$1.25M to replace 1/5 of the 10,000 district computers over the coming summer months. The plan is to replace 1,900 desktop machines and 500 laptop machines. The plan also calls for adding 100 laptop machines to ensure that there are at least 2 15-unit laptop carts at each elementary and at least four 15-unit laptop carts at each middle school.

Supply Bid Results – The committee reviewed bid results for the following categories General Art, General teaching, Physical Education, Science, Team Sports, Secondary Art, and Technical Education. The total cost of the recommended supplies for the 2013-14 school year is \$382,167.59. This item will be placed on the Board agenda at the next School Board meeting.

Budget Discussion – The committee discussed the potential future ramifications of a zero mill real estate tax increase for 2013-14. Macroeconomic topics were discussed such as real estate value trends, state subsidy trends, student enrollment trends, and areas to reduce expenses that would not impact curriculum offerings or student class size.

Budget Transfers – The committee discussed the long term goal of CBSD paying down the current debt of the District. This goal is more important than ever with large increases in state retirement expenses expected over the next several years. The plan is to reduce principal and interest payments on debt, so that increased retirement expenses do not become a major financial burden to the district. As a part of paying down debt, funds need to be transferred into the Debt Service account. \$23 million was transferred from the General Fund Account into the Debt Service Account in June 2012 and this transfer needs to be ratified by the School Board. In the future, any transfers will have Board approval prior to the funds being transferred.

ADJOURNMENT

The meeting adjourned at 9:00 p.m. The next meeting will be held on May 15 at 7:00 p.m. at 20 Welden Drive.

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

CENTRAL BUCKS SCHOOL DISTRICT
Human Resource Committee
April 10, 2013

Committee Members Present

James Duffy, Chairperson
Gilbert R. Martini, Jr. HR Director

Other Board Members and Administrators Present

Paul Faulkner
John Gamble
Tyler Tomlinson
Dr. Rod Green

Committee Members Absent

Geri McMullin, Member
Steve Corr, Member

CALL TO ORDER

The Human Resource Committee meeting was called to order at 6:00 P.M. by James Duffy, Chairperson.

PUBLIC COMMENT

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

APPROVAL OF MINUTES

The minutes of the February 13, 2013, Human Resources meeting were approved as submitted.

DISCUSSION/INFORMATION/ACTION ITEMS

No Items

EXECUTIVE SESSION

Employment Contracts and Agreements

ADJOURNMENT

The meeting adjourned at 6:55 P.M. The next meeting is scheduled for May 8, 2013.
Minutes submitted by Gilbert R. Martini, Jr., Human Resources Director and Administrative Liaison to the Human Resources Committee.

CENTRAL BUCKS SCHOOL DISTRICT
Operations Committee Minutes
April 17, 2013

Committee Members Present

Tyler Tomlinson, Chairperson
Geri McMullin, Member
Joe Jagelka, Member
Scott Kennedy, Director of Operations

Other Board Members and Administrators Present

| | |
|-------------|---------------|
| Steve Corr | Dr. Rod Green |
| Kelly Unger | Dave Matyas |
| John Gamble | Ken Rodemer |
| Jerel Wohl | Sue Vincent |

Committee Members Absent

Paul Faulkner, Member

The meeting was called to order at 6:00 PM by Tyler Tomlinson, Chairperson

PUBLIC COMMENT

None

APPROVAL OF MINUTES

The March 17, 2013 Operations Committee minutes were accepted as presented.

INFORMATION/DISCUSSION/ACTION ITEMS

Ken Rodemer distributed and reviewed the Operations Report.

Scott Kennedy reviewed the proposed Facility Use Fee Schedule for 2013-2014. The Committee discussed the new fee schedule, including fees for internal and external groups. Administration noted the impact of overtime on weekends as an issue. The committee discussed options of moving third shift to second shift timeframe and hiring part-time staff on weekends. Administration will continue to work on this issue. The Fee Schedule will be brought back to the next Operations Committee meeting.

Scott Kennedy reviewed the bid results for the following projects: Emergency Generator at 16 Welden and Roofing at the Transportation Annex & 16 Welden. Committee members agreed to move forward with the projects and so the bids will be on the next Board agenda.

The Committee discussed the CB East Stadium project. Discussion focused on turf, sound, and lighting. After much discussion, Committee members agreed to allow thirty days for further input and put the issue on the May 28, 2013 Board Agenda for action.

Scott Kennedy presented an update on the District's Security. Topics included recent CERT planning, SRO Officer in Warrington, and the recently formed Bucks County Safe Schools Advisory Council. Committee members suggested that we reach out to Doylestown Borough and Buckingham Township about adding officer presence at CB West and CB East. Administration will talk to officials regarding that issue.

ADJOURNMENT

The meeting was adjourned at 7:05 p.m. The next meeting will be held on Wednesday, May 15, 2013, 6:00 p.m. - 20 Welden Drive. Minutes submitted by Scott Kennedy, Director of Operations and Administrative Liaison



BUCKS COUNTY INTERMEDIATE UNIT # 22

CALL TO ORDER

The Bucks County Intermediate Unit Board of School Directors met at its regularly scheduled meeting on Tuesday, March 19, 2013 at 7:08 p.m. at the Bucks County Intermediate Unit #22 Administration Building located at 705 N. Shady Retreat Road, Doylestown, Pennsylvania, and notice of the meeting was duly given to the newspapers and to the public as required by law.

PLEDGE OF ALLEGIANCE

The meeting began with the pledge of allegiance, which was led by Ms. Kelly Chalifoux and Mr. Brian Connolly's SPIRIT Program students at the Middle Bucks Institute of Technology.

ROLL CALL

ATTENDANCE:

Members

Mr. Michael Hartline, President (Centennial)
Mrs. Patricia Sexton, Vice President (Council Rock)
Mr. Charles Groff (Bristol Borough) *Telephone*
Mrs. Helen Cini (Bristol Township) *Telephone*
Mrs. Susan Cummings (Neshaminy) *Telephone*
Mr. Kurt Zander (New Hope/Solebury) *Telephone*
Dr. Peter Yarnell (Pennridge)
Mr. Christopher Cridge (Pennsbury)

ABSENT:

Members

Mrs. Pamela Strange (Bensalem Township)
Mr. Stephen Corr (Central Bucks)
Mr. Ted Parker (Morrisville)
Mrs. Carol Clemens (Palisades)
Mrs. Fern Strunk (Quakertown)

OFFICERS:

Executive Director

Assistant Executive Director

Treasurer

Secretary

Dr. Barry J. Galasso
Dr. Michael Masko
Mrs. Wendy L. Macauley
Mrs. Elizabeth Bittenmaster

PRESENTATION: BrainSTEPS Program

PROGRAMS & SERVICES MINI REPORT - Dr. Mike Masko provided the mini report on the Intermediate Unit's State of the ARTS and Student Artist Reception.

SPECIAL EDUCATION MINI REPORT - Ms. Diane Paul provided the mini report on the Intermediate Unit's BrainSTEPS program with a presentation given by Mrs. Marguerite Vasconcellos, Ms. Sarah Krusen and Ms. Heather Fennell. One of the students in the program and their parent was also in attendance and shared their experience.

GOOD NEWS Dr. Barry Galasso shared various items of good news.

PUBLIC PARTICIPATION None

Upon a motion by Mr. Christopher Cridge, seconded by Mrs. Helen Cini, and passed by unanimous voice vote, the Board approved Items 1-27.

APPROVAL OF MINUTES

Approved the February 19, 2013 Board Meeting minutes.

APPROVAL OF TREASURER'S REPORT

Approved the Treasurer's Report for the period of July 1, 2012 through February 28, 2013.

APPROVAL OF BILLS FOR PAYMENT

Approved the Bills for Payment for the month of February 2013.

APPROVAL OF GENERAL FUND AND CAPITAL PROJECTS FUND TRANSFERS

Approved the General Fund and Capital Projects Fund Transfers for the amount of \$203,000.

APPROVAL OF AGREEMENT

Approved the Agreement with New Kingdom Baptist Church for the period of June 1, 2012 to June 30, 2015 for the amount of \$22,331 per year.

APPROVAL OF AGREEMENT

Approved the Agreement with Alice LaPier to provide Consulting Services to New Kingdom Baptist Church for the period from March 19, 2013 to December 31, 2014 for the amount of \$13,400 per year.

APPROVAL OF AGREEMENT

Approved the Agreement with Scholarship in Progress for the period of June 1, 2012 to June 30, 2015 for the amount of \$22,331 per year.

APPROVAL OF AGREEMENT

Approved the Agreement with Alice LaPier to provide Consulting Services to Scholarship in Progress for the period of March 19, 2013 to December 31, 2014 for the amount of \$13,400 per year.

APPROVAL OF SPECIAL EDUCATION ADDITIONAL SERVICES AGREEMENT

Approved the Special Education Additional Services Agreement with Edison Court, Inc. for the period of July 1, 2012 through June 30, 2013 for the revenue amount of \$13,640.

APPROVAL OF EARLY CHILDHOOD SERVICES PROVIDER AGREEMENT

Approved the Early Childhood Services Provider Agreement for the period of July 1, 2012 through June 30, 2013 in the amount of \$10,000.

APPROVAL OF SPECIAL EDUCATION PRIVATE PROVIDER AGREEMENT

Approved the Special Education Private Provider Agreement for the period of July 1, 2012 through June 30, 2013 in the amount of \$3,750.

APPROVAL OF CONTRACTS AND PURCHASES

Approved the March 2013 Contracts and Purchases in the amount of \$36,172.62

APPROVAL OF AGREEMENT

Approved the Agreement with Sabre System, Inc. for IDS Database Development Services, pending solicitor approval, for the period of March 2013 through December 2013 in the amount of \$16,000.

APPROVAL OF AWARD OF INTERMEDIATE UNIT BID

Approved the Award of IU Bid #13-015 for Seven (7) Passenger Vehicles to Interstate Fleets, Inc. in the amount of \$557.00 per vehicle, per month for 36 months including full maintenance, not to exceed \$601,560 for up to 30 vehicles.

APPROVAL OF SPECIAL EDUCATION SERVICE CONTRACTS

Approved the Special Education Service Contracts with Out-of-County School Districts for the period of July 1, 2012 through June 30, 2013 for the revenue amount of \$161,383.

APPROVAL TO CONTRACT

Approved to contract with lowest responsible bidder for "All in Fixed Price" Electricity Services to the

Tawanka Learning Center for the period of July 1, 2013 through June 30, 2014.

APPROVAL OF AGREEMENT

Approved the Agreement with OIG Compliance NOW, LLC for the Health Care Provider Sanction Screening Program, pending solicitor's review, for the amount of \$2,500 per year-no vendor participation; and the fee being reduced by \$200 with each new vendor participation, for a three-year term from date of execution of agreement with an automatic renewal option.

APPROVAL OF SPECIAL EDUCATION AGREEMENT

Approved the Special Education Agreement with Neshaminy School District, pending solicitor approval, for services provided to the students of Woods Services, effective July 1, 2013 and year-to-year thereafter.

APPROVAL OF AGREEMENT

Approved the Valuation Services Agreement with Conrad Siegel Actuaries to perform the next valuation cycle for the cost of Other Post Employment Benefits for current and future retirees for the period of March 1, 2013 through December 31, 2015 for the amount of \$8,050 for fiscal years ending June 30, 2013 and 2014; and \$8,300 for fiscal years ending June 30, 2015 and 2016.

APPROVAL OF REVISED 457(b) DEFERRED COMPENSATION PLAN

Approved to revise the BCIU'S 457(b) Deferred Compensation Plan, the approved provider list and approved the Business Administrator to act on the Board's behalf, for the 2012-2013 fiscal year and year-to-year thereafter.

APPROVAL OF AGREEMENTS

Approved the Agreements with Source4Teachers/Mission One to provide Educational Staffing Services, pending solicitor review and approval, for the period of March 19, 2013 – March 19, 2018 with opportunity for a five-year renewal.

APPROVAL OF RESOLUTION FOR TRANSFER OF ENTITY

Approved the Resolution for Transfer of Entity of the Emotional Support, Specialized Learning Support, and Autistic Support Services Programs (6 classes) to the Pennsbury School District effective July 1, 2013.

APPROVAL OF EARLY CHILDHOOD SETTLEMENT AGREEMENT

Approved the Early Childhood Settlement Agreement for the 2012-2013 school year for the amount not to exceed \$39,000.

APPROVAL TO PROVIDE ASSISTANCE TO PENNRIDGE SUPERINTENDENT SEARCH COMMITTEE

Approved the Bucks County Intermediate Unit #22 to Provide Assistance to the Penridge Superintendent Search Committee for the period of February 2013 through June 30, 2013, or until assistance is no longer requested, for an approximate amount of \$1,000 for reimbursement of expenses.

APPROVAL OF SECOND READING AND FINAL APPROVAL OF BOARD POLICY

Approved the Second Reading and Final Approval of Policy 113.2—Behavior Support.

APPROVAL OF INTRODUCTORY READING OF BOARD POLICIES

Approved the Introductory Reading of three Policies to replace current BCIU policies 5410.1, 5410.4, and 5410.5 with Personal Necessity Leave, Family and Medical Leave and Sick Leave.

APPROVAL OF VARIOUS HUMAN RESOURCES ITEMS

Approved the various Human Resources items (a through e).

INFORMATION ITEM – Mr. Jack Brady provided a legislative update and handout.

OLD BUSINESS - None

NEW BUSINESS – None

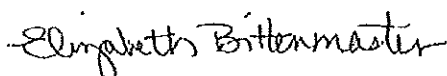
Upon a motion by Mrs. Patricia Sexton, seconded by Mr. Christopher Cridge, and passed by unanimous voice vote, the Board agreed to adjourn the meeting.

ADJOURNMENT

The meeting adjourned at 7:50 p.m.

NEXT MEETING

The next regularly scheduled meeting of the Bucks County Intermediate Unit Board of School Directors is: Tuesday, April 16, 2013 at 7:00 p.m. at the Intermediate Unit's Administration Building, 705 N. Shady Retreat Road, Doylestown, PA 18901.



Elizabeth Bittenmaster, Board Secretary
Bucks County Intermediate Unit #22
Board of School Directors

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
March 11, 2013**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, March 11, 2013, at 5:30 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. (Arrived at 5:35 PM)
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.

Absent

Mr. John Vaughn, New Hope-Solebury S.D.
Mrs. Kelly Unger, Central Bucks 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
Mr. Richard Hansen, Facility Supervisor
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

An Executive Session was held at 5:33 PM to discuss an agenda item.

Dr. Foster arrived at 5:35 PM.

The Executive Session concluded at 5:38 PM.

- II. There were no guests at the meeting.
- III. Mr. Gamble announced that last week, fourteen students from our Multimedia and Web Design programs competed at the regional Pennsylvania High School Computer Fair where two of our students earned first place. Nick Messina, a senior from CB South and Multimedia, earned first place in the Digital Movie competition. He also won first place in the Bucks Film Festival in 2012. Cassandra Fox, a sophomore from CB South and Multimedia, earned first place in the Animation competition. Both students will advance to the state level competition, which will be held on May 21st at Dickinson College in Carlisle, Pennsylvania.

Our annual National Technical Honor Society Induction Ceremony will be held on Thursday, March 21st at 4PM in the George Russ Conference Room. This year fifteen students will be inducted into the National Technical Honor Society. In addition, Mrs. Bernadette Heenan will be inducted as this year's honorary member in recognition of her commitment and support of career and technical education and our students.

A formal ribbon cutting ceremony to recognize the approval of the Veteran Affairs Education Training program at Middle Bucks will be held on Thursday, April 4th at 3PM at Middle Bucks in the main lobby of the school. Congressman Michael Fitzpatrick, a long-time supporter of Veterans' benefits, plans to participate in the event.

- IV. Mrs. Heenan mentioned that a month ago she asked the Administrative Team at Council Rock to identify some Middle Bucks students to participate in a focus group to discuss the things they were or were not happy with. She said it was an incredible experience and they were so articulate and right on the mark. They brought forward concerns including transportation issues for the students to Middle Bucks on days off, Keystone Exams and communication with their home school.

Mrs. Heenan asked if the other districts have focus groups from time to time, or if they have ever brought a group of students together with the Superintendent and Administrative Team to discuss what shortfalls they might be experiencing. She said that the way the students spoke of Middle Bucks was incredible and felt it would be beneficial for all of our sending districts to get some information back from the students. Mrs. Heenan added that the visit was well worth it. One of her concerns is that students do not get transportation to Middle Bucks on scheduled days off, although they do get transportation home. The day prior to the focus group meeting, she spoke to a mother with six young children who explained how difficult it was to get her son to Middle Bucks for school. She also said he wouldn't miss it for the world and he told her that if he misses it, he falls behind. Mrs. Heenan said she thinks this should be considered at each one of our sending schools.

Mr. Gamble said he talked to Dr. Green and Mrs. Strouse after his conversation with Mrs. Heenan. He added that he liked that Council Rock has a Middle Bucks student representative on their student advisory council to meet with Mr. Klein and asked Dr. Green to have a representative from Middle Bucks on his student advisory council. Dr. Foster said that the student representative from Middle Bucks does a great job and it is a great addition to the presentation because you get something completely different from the Middle Bucks students. Mrs. Heenan said the focus group came about because a student approached her and asked if there was a possibility they could share some of their thoughts with the principal. The Administrative Team from Council Rock came to Middle Bucks for lunch in the restaurant right after the meeting and it was a wonderful opportunity for them to see the school first hand. Ms. Driban asked Mrs. Heenan to forward her information on who was involved in the focus group and how she set it up.

- V. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the minutes of the February 11, 2013 meeting. Attachment 1 (pg. 1-1)

VI. Routine Business:

A. Administrative Report

1. Mr. Richard Hansen presented information regarding school safety at Middle Bucks. He discussed the Emergency Preparedness Plan, the MBIT Safety Committee that is certified through Pennsylvania Department of Labor & Industry, Crisis and Medical Response Teams and the Risk Management Plan for EPA inspections, indoor air quality testing, noise level testing and PDE Safety Audit. Mr. Hansen also discussed the Memorandum of Understanding, partnerships with Warwick Township Emergency Responders, and the Blaze Mark and Sonitrol security systems.

Mr. Vincent Loiacono explained the technology currently in place for school safety including security cameras, Nextel telephones, the Rapid Notification System, building entry system and property fencing.

Mr. Rick Black reviewed the procedures and practices that are in place to promote student safety, which include practice drills, the Crisis Response flip chart, SOS system, and the use of safety manuals and OSHA Certification for classroom safety. He distributed an example of a safety sign-off sheet for the Automotive Collision Repair Program. Attachment A

There was discussion on safety drills, the school communication system, ease of getting information from radio systems and police scanners, students notifying parents via cell phones of school emergencies before administration can address situations and notify parents/guardians, EMT apps being controlled by the Chief of the emergency response unit, encryption of signals for police departments and apps to listen to radio scanners. Further discussion included that Middle Bucks has good relationships with Warwick Police and Fire Departments, the possibility of hiring a consultant in conjunction with the Intermediate Unit, concerns that there is no conformity among school districts, that school districts do collaborate but each school district's needs are different, the Police Chiefs Association being concerned that not all school districts work and communicate with local police and fire departments and that Middle Bucks has implemented the Department of Education Safe School Plan.

Dr. Boccuti added that there is a new initiative from the County Commissioners. They are putting together a coalition comprised of the Directors of Operations from all the school entities to discuss school safety and to see what we can do to move forward. He also participated in an AASA conference call with Secretary of Education Arne Duncan, who is pushing hard for legislation to provide all school districts with funding for more school resource officers and similar types of things.

- B. Ms. Driban moved, Mrs. Heenan 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 stated he did not have more to add except they had good discussions following up from Mr. Klein's report that he was having focus groups and as a result they will be having ongoing discussions and taking that information to each of their districts. Attachment 3 (pg. 3-1)
2. The Building, Security and Technology Committee meeting scheduled on Tuesday, March 5, 2013 was cancelled. – Mrs. Bernadette Heenan, Chairperson. Attachment 4 (pg.4-1)
3. The Program, Policy and Personnel Committee meeting scheduled on Tuesday, March 5, 2013 at 5:15 PM was cancelled. – Mrs. Betty Huf, Chairperson. Attachment 5 (pg. 5-1)
4. Ms. Driban, Chairperson of the Finance Committee said to refer to the minutes for the report. Attachment 6 (pg. 6-1)

D. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve the Cash Payments Reports for February. Attachment 7 (pg. 7-1)

E. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve the Treasurer's Reports for January. 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 Fritz Gracien, Custodian, effective February 6, 2013.

B. Policies

1. FIRST READING

Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to accept for first reading revised Board Policy No. 210, Use of Medications, in the Pupils Section. Attachment 13 (pg. 13-1)

C. Other Matters for Consideration

1. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve the proposed Middle Bucks Institute of Technology 2013-2014 General Fund Budget. (Enclosure)
2. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve the proposed Middle Bucks Institute of Technology various non-major fund budgets for 2013-2014. (Enclosure)

3. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to authorize the Business Office to solicit bids for lab supplies for the 2013/2014 school year.
 4. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to table the motion to authorize Tangent Energy Solutions and Middle Bucks Institute of Technology to pursue a Power Purchase Agreement to be approved by the Executive Council in April 2013.
 5. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve the out of state professional development. Attachment 10 (pg. 10-1)
 6. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve additional field trips for the 2012/13 school year. Attachment 11 (pg. 11-1)
 7. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve revisions to the 2012-2013 school calendar. Attachment 12 (pg. 12-1)
 8. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to receive and file the February 7, 2013 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 13 (pg. 13-1)
 9. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to receive and file the Summary Appraisal Report for Insurance Purposes for Middle Bucks Institute of Technology dated October 31, 2012. Attachment 14 (pg. 14-1)
 10. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve budget transfers. Attachment 15 (pg. 15-1)
 11. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to appoint TD Bank as depository of Middle Bucks Institute of Technology's funds.
- VIII. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to adjourn the March 11, 2013 meeting of the MBIT Executive Council at 6:15 PM.

Respectfully submitted,

Bernadette Heenan
Secretary

Roberta Jackiewicz
Assistant Secretary