

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

September 24, 2013

The Central Bucks Board of School Directors held its meeting on Tuesday, September 24, 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 7:42 p.m., followed by the Pledge of Allegiance.

BOARD MEMBERS PRESENT

Stephen Corr, President; Paul Faulkner, Vice President; James Duffy, John Gamble, Geryl McMullin, Tyler Tomlinson, Kelly Unger

BOARD MEMBERS ABSENT

Joseph Jagelka, Jerel Wohl

ADMINISTRATORS PRESENT

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. Corr announced that the Board met in Executive Session prior to this meeting to discuss personnel matters and contracts.

APPROVAL OF MINUTES

Motion by John Gamble, supported by Paul Faulkner, to approve the minutes of the September 10, 2013 school board meeting.

Motion Approved 7-0.

PUBLIC COMMENT

Leslie Carson asked if any Board members and/or administrators would be interested in having a dialogue with members of the greater community after the viewing of the movie, *Two Angry Moms*, on Thursday evening September 26 on providing the best food and having the best food environment possible for CB students.

Mark Higgins commented on his farm located immediately to the West of Tohickon Middle School. Three years ago he purchased the abandoned farm and planted trees on his property and on school property. The District would like the trees removed and Mr. Higgins would like to appeal to the Board to let the trees remain and accept them as a gift to the district. Mr. Garton reviewed the numerous communications the school district has had with Mr. Higgins informing him not to plant trees on school district property and to remove the trees that have already been planted on school district property. Mr. Corr recommended that a letter be written to Mr. Scott Kennedy offering the trees as a gift. This request will be reviewed at an Operations Committee meeting and a decision will be made if the offer should be brought to the full Board for a vote.

SUPERINTENDENT'S REPORT

PA School Performance Profile/AYP

The Pennsylvania Department of Education has developed a new system for reporting school performance to the parents and the public. This presentation provided an overview of the School Performance Profile and information about the data that is being used by PDE to report achievement and progress. Data will be reported for all PA schools on September 30, 2013. People are referred to the PDE website for information on PASPP and the publically released scores.

SCHOOL BOARD REPORTS

The Finance Committee and MBIT Board minutes were noted and are Attachment A for informational purposes.

TREASURER'S REPORT AND SUMMARY OF FUND DISBURSEMENTS

Motion by John Gamble, supported by James Duffy, to approve the Treasurer's Report and Summary of Fund Disbursements for the month of August 2013.

General Fund	\$119,325,755.37
Capital Fund	1,608,847.44
Food Service	<u>10,385.99</u>
TOTAL ALL FUNDS	\$120,944,988.80

Motion Approved 6-0-1. (Geryl McMullin)

RATIFICATION OF INVESTMENTS

Motion by John Gamble, supported by James Duffy, to approve the Ratification of Investments for the month of August 2013.

Category	Purchase Date	General Fund				Bank Name
		Principal	Maturity Date	Rate	Yield	
PSDLAF	8/6/2013	\$5,000,000.00	2/4/2014	0.20%	\$4,986.30	PSDLAF Collateralized CD Pool
PLIGHT	8/19/2013	\$248,000.00	8/19/2014	0.40%	\$992.00	Israel Discount Bank of New York
Bank CD	8/27/2013	\$100,000.00	8/27/2015	0.50%	\$1,000.00	Hatboro Savings & Loan
TOTALS		\$5,348,000.00			\$6,978.30	

Motion Approved 7-0.

CONSTRUCTION CONTRACTS

Motion by John Gamble, supported by Geryl McMullin, to award a contract to Tozour-Trane to replace the chiller at Central Bucks High School – East in the amount of \$153,773.

Motion Approved 7-0.

SCHOOL BOARD POLICIES (FIRST READING)

Motion by John Gamble, supported by Kelly Unger, to table School Board Policy 610 – Purchases Subject to Bid/Quotation, School Board Policy 611 – Purchases Budgeted, and School Board Policy 616 – Payment of Bills so that the proposed policies can be posted on the CBSD website for public review and for further discussion at the committee level.

Motion Approved 7-0.

PERSONNEL ITEMS

Motion by John Gamble, supported by Geryl McMullin, to approve resignations 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, homebound instructors, and per diem substitute educational assistants.

RESIGNATIONS

Name: Kathleen Douglass
Position: General Secretary – Unami Middle School
Effective: September 27, 2013

Name: Jaime Marcucci
Position: Spanish teacher – Central Bucks High School – East
Effective: September 16, 2013

Name: Rachel Pullar
Position: Personal Care Assistant – Tohickon Middle School
Effective: June 19, 2013

Name: Ann Reily
Position: Office Clerk – Cold Spring Elementary School
Effective: August 28, 2013

UNPAID LEAVES OF ABSENCE

Vasiliki Dardeshi Social Studies teacher – Central Bucks High School – East
August 30, 2013 – January 24, 2014

Laura Domzalski Mathematics teacher – Central Bucks High School – East
November 25, 2013 – August 2014

Dawn Rice Fluck Elementary teacher – Bridge Valley Elementary School
December 28, 2013 – August 2014

Amy Gieniec Chemistry teacher – Central Bucks High School – East
October 29, 2013 – January 24, 2014

Mary Pellegrino Special Education teacher – Tohickon Middle School
October 1, 2013 – January 1, 2014

Karen Snyder (.5) Elementary teacher – Cold Spring Elementary School
August 26, 2013 – August 2014

Michelle Spera Science teacher – Unami Middle School
November 21, 2013 – February 21, 2014

Lisa Wambold Elementary teacher – Groveland Elementary School
November 8, 2013 – February 17, 2014

APPOINTMENTS

Name: Lisa Burns
Position: (Temp) Assistant Principal Secretary – Lenape Middle School
 \$15.45 per hour
Effective: September 13, 2013

Name: John Dee
Position: Duty Assistant – Tamanend Middle School
 \$12.02 per hour
Effective: September 3, 2013

Name: Marie DiStefano
Position: Personal Care Assistant – Central Bucks High School – East
 \$12.02 per hour
Effective: September 16, 2013

Name: Mary Farrell
Position: (Temp) Special Education Assistant – Buckingham Elementary School
 \$14.24 per hour
Effective: September 3, 2013

Name: Bradley Good
Position: Personal Care Assistant – Tamanend Middle School
 \$12.52 per hour
Effective: September 3, 2013

Name: Amy Griffiths
Position: Basic Skills Instructional Assistant – Buckingham Elementary School
 \$13.74 per hour
Effective: September 13, 2013

Name: Michael Guido
Position: Special Education Assistant – Kutz Elementary School
 \$13.74 per hour
Effective: September 3, 2013

Name: Alison Kazatsky
Position: Special Education Assistant – Unami Middle School
 \$13.74 per hour
Effective: September 3, 2013

Name: Nicole Lancellotti
 Position: Special Education Assistant – Kutz Elementary School
 \$13.74 per hour
 Effective: September 3, 2013

Name: Lisa Monaghan
 Position: Personal Care Assistant – Linden Elementary School
 \$12.02 per hour
 Effective: September 3, 2013

Name: Maria Nikolopoulos
 Position: Duty Assistant – Tohickon Middle School
 \$12.02 per hour
 Effective: October 21, 2013

Name: Geoffrey Panettieri
 Position: Personal Care Assistant – Tohickon Middle School
 \$12.52 per hour
 Effective: September 3, 2013

Name: Devon Punchello
 Position: Personal Care Assistant – Tamanend Middle School
 \$12.52 per hour
 Effective: September 16, 2013

Name: Anastasia Serafimov
 Position: Personal Care Assistant – Bridge Valley Elementary School
 \$12.52 per hour
 Effective: September 3, 2013

Name: Joanne Tomczak
 Position: Assistant Security Monitor – Central Bucks High School – South
 \$12.02 per hour
 Effective: September 16, 2013

Name: Stacy Williams
 Position: Personal Care Assistant
 \$12.52 per hour
 Effective: September 13, 2013

LONG-TERM SUBSTITUTE TEACHERS

Name: Joshua Hoskins
 Assignment: Social Studies teacher – Central Bucks High School – East
 \$20,597 per annum (B-0 credits, Step 1)
 Effective: September 3, 2013 until the end of the 1st semester of the 2013-2014 school year

Name: Elibeth Mora
 Assignment: Spanish teacher – Central Bucks High School – East
 \$40,968 per annum (B+0 credits, Step 1)
 Effective: September 17, 2013 until the end of the 2013-2014 school year

Name: Jessica Richman
 Assignment: Special Education teacher – Bridge Valley Elementary School
 \$20,597 per annum (B+0 credits, Step 1)
 Effective: September 3, 2013 until the end of the 1st semester of the 2013-2014 school year

Name: Ellen Sutton
 Assignment: Elementary teacher – Mill Creek Elementary School
 \$44,137 per annum (B +0 credits, Step 1)
 Effective: August 26, 2013 until the end of the 2013-2014 school year

LONG-TERM PER DIEM SUBSTITUTE TEACHERS

Name: Polly Breithaupt
 Position: Elementary teacher – Warwick Elementary School
 \$17.50 per hour
 Effective: September 3, 2013

Name: Diana Leygerman-Krack
 Position: English teacher – Central Bucks High School – West
 \$17.50 per hour
 Effective: October 14, 2013

CLASSIFICATION CHANGES

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Cynthia Davis	(Temp) Personal Care Assistant West No Change In Salary	(Perm) Spec Ed Asst West No Change In Salary	9/16/13
Christine Forbes	Duty Assistant Mill Creek No Change in Salary	Personal Care Asst Mill Creek No Change In Salary	9/3/13
Kristie Vuocolo	(.67) Title I Instructional Assistant Groveland \$14.98 Per Hour	(.97)Special Ed Asst Gayman \$14.98 Per Hour	9/3/13

COMMUNITY SCHOOL STAFF

Peter Baltes	Lesson Instructor	\$ 7.75/hour
Nicole Celano	After School Program/Ed Asst	\$13.74/hour
Rachael Daly	Lifeguard	\$ 8.40/hour
Daniel Fitzgerald	Assistant Swim Coach	\$13.90/hour
Victoria Lange	Lesson Instructor	\$ 7.75/hour
Erin Lengel	Lesson Instructor	\$ 7.75/hour
Amy Noce	After School Program/Instructor 2	\$17.30/hour

Sydney Rice	Lesson Instructor	\$ 7.75/hour
Jacob Snively	Lifeguard	\$ 8.40/hour
Evan Villafranca	Lifeguard	\$ 8.40/hour

PER DIEM SUBSTITUTE TEACHERS

Elizabeth Aitken	Pam Dragotta	James Scott
Dan Andrzejewski	Michael Herman	Brittany Silverman
Joseph Becker	Alex Keeler	Elaine Skurnowicz
Andrea Bertman	Jacqueline Kimmel	Samantha Slifer
Kaitlin Cameron	Rachel Moller	Kristen Stoddart
Jeanne Cotugno	Michelle Murphy	Jennifer Stoler
Kara Covello	Theresa Murphy	Constance Taylor
Jane Criste	Elizabeth Myers	Erin Topley
James Davis	Denise Nahoom	Andrea Wolfe
Charlotte DeJesus	Keith Russell	

HOMEBOUND INSTRUCTORS

Alex Keeler	Denise Nahoom	Samantha Slifer
Elizabeth Myers	James Scott	

PER DIEM SUBSTITUTE EDUCATIONAL ASSISTANTS

Sejal Kaneria	Catherine Makoid	Michelle Ziegler
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Motion Approved 7-0.

STUDENT ITEMS

ADOPTION OF REVISED COURSES OF STUDY

Motion by Kelly Unger, supported by John Gamble, to approve the Revised Course of Study for Introduction to Film Studies, the Revised Course of Study for SAT/ACT Preparation: Critical Reading and Writing, and the Revised Course of Study for Creative Writing.

Motion Approved 7-0.

STUDENT TRIPS

Motion by John Gamble, supported by Geryl McMullin to approve the following student trips:

- CB West Chamber Choir to travel to New York on October 5 and October 6, 2013
- CB East Interact Club to travel to New York on November 2, 2013
- CB South Marching Band to travel to Sewell, NJ on November 2, 2013
- CB South Marching Band to travel to East Rutherford, NJ on November 9, 2013
- CB South Modern World History class to travel to Washington, D.C. on Nov. 11, 2013
- CB East Cheerleading team to travel to Orlando, FL on February 7-11, 2014

Motion Approved 7-0.

STAFF CONFERENCES/WORKSHOPS

Motion by Paul Faulkner, supported by John Gamble, to approve the following staff to attend the listed conferences/workshops:

Helena Buzin	9/25/13	AP Chemistry Session	BCIU#22
Mary Muth	9/25/13	AP Chemistry Session	BCIU#22
Keith Sinn	9/25/13	AP Chemistry Session	BCIU#22
Scott Kennedy	10/1-10/2/13	Safe Schools	Grantville, PA
Dale Scafuro	10/1-10/2/13	Safe Schools	Grantville, PA
Tyler Tomlinson	10/1-10/2/13	Safe Schools	Grantville, PA

Motion Approved 6-0-1. (Tyler Tomlinson)

Mr. Corr commented that he recently attended a meeting along with Dr. Weitzel and Mr. Matyas at State Representative Marguerite Quinn's office to hear State Representative Warren Kampf speak about his pension legislation. The pension reform bill would move new employees from the defined benefit plan to a defined contribution plan. Financially, the bill would not have any current positive impact on school districts but would be a long-term solution for transitioning to a defined contribution plan.

Mrs. Unger commented that she attended the Tohickon back-to-school night and was impressed by the quality of the teachers in the district.

There being no further business before the Board, motion by James Duffy, supported by John Gamble, to adjourn at 8:30 p.m.

Motion Approved 7-0.

Respectfully submitted,



Sharon L. Reiner
Board Secretary

CENTRAL BUCKS SCHOOL DISTRICT
Finance Committee Minutes
September 18, 2013

Committee Members Present

Jerel Wohl, Chairperson
Jim Duffy, Member

Other Board Members and Administrators Present

Steve Corr
Kelly Unger

Dave Matyas, Business Administrator
Susan Vincent, Director of Finance

Dr. Dave Weitzel, Acting Superintendent
Ken Rodemer, Assistant Director of Operations

Committee Members Absent

Paul Faulkner, Member
Tyler Tomlinson, Member

The Finance Committee meeting was called to order at 7:25 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

Two members of the public were present.

APPROVAL OF MINUTES

The May 15, 2013 Finance Committee meeting minutes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

Review of Policies – The Pennsylvania School Boards Association (PSBA) provides draft policies for school districts to use throughout the state. PSBA rewrote policies 610 and 611 to comply with changes in the school code that automatically change the dollar limits when school districts must receive official bids for items purchased or when they can receive price quotations. The dollar limits change based on the Consumer Price Index which is a measuring tool for the change in economic inflation/deflation. Currently, if an item costs \$18,900 or more, the district must go through a formal bid process. If a purchase is estimated to cost between \$10,200 and \$18,899, then the district must receive at least three price quotations before purchasing an item.

Policy 610 also provides an option for receiving and maintaining non construction bids electronically. Administration does not currently see the merit in switching to an electronic system at the present time.

A committee member asked why we are not considering receiving bids electronically? The district does not currently own any software to facilitate the process of receiving electronic bids and keeping them secure until the designated opening date and time. There are also concerns that it may reduce staff efficiency instead of enhancing efficiency and electronic bidding may present a barrier to small local businesses participating in the bid process.

Policy 611 provides guidance on purchases subject to school district budgetary limits. All purchasing requests flow through the Purchasing Department to review the expenditure request for need, quality, proper accounting, and ensure budgeted funds are available.

A committee member asked about the approval process for purchases? Typically a purchase request comes from a school department chairperson which then must be approved by the building Principal, and the appropriate Assistant Superintendent. Following approvals, the purchase information is moved to the purchasing department for budget review, quality, and price comparison. With the change in finance system software, the purchasing process is now electronic.

Policy 616 provides guidance on the payment of bills. A recommended addition to the policy is for purchases by the superintendent to be approved by the Board President and Vice President since there are no additional layers of higher authority within the school district organization chart.

A committee member asked if both the president and vice president are needed for approval? The recommendation is to have both the president and vice president approve superintendent purchases to provide two signatures which is similar to the purchasing process for all other transactions.

The committee recommended policies 610, 611, and 616 be placed on the Board agenda for first reading.

Business Office Restructuring – a plan was presented to show the need for the addition of a half time accounting position in the business office. Two members of the business office have requested a 20% reduction in their work schedule to allow them more family time. In addition, we had a waiver of district health care benefits that now will be provided by spousal coverage. These two business office staff members are very valuable to the team and we would like to accommodate their request. By adding a part time position without health care benefits and without paid time off, the business office can cover the reduced staff time and save approximately \$11,000 per year. The plan provides the added benefit of succession planning opportunities as the part time position can get exposure to many aspects of business office operations over time.

Long Range Financial Planning – In preparation for the October Finance Committee Meeting, committee members were asked think about major long term financial goals for the district. These goals will become the foundation for preparation of the 2014-15 and future year budgets.

Committee members asked for some examples of the level of detail administration is looking for in the financial goal setting process. Administration is looking for guidance on long term financial goals from a very broad or “40,000 foot view” such as ideas for financing future construction or, the motivation to prepay existing debt as examples. From these broad goals, more detailed activity will be developed as future year budgets and capital plans are built.

ADJOURNMENT

The meeting adjourned at 7:55 p.m.

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

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
August 12, 2013

- I. The regular meeting of the MBIT Executive Council was convened on Monday, August 12, 2013, at 5:35 p.m. by Mr. John Gamble, Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag. The Council observed a moment of silence for Mr. George Russ, a long-time supporter of Middle Bucks Institute of Technology, who passed away on August 6, 2013. The following members were in attendance:

Council Members

Ms. Katherine Driban, Centennial S.D.
 Dr. Bill Foster, Council Rock S.D.
 Mr. John Gamble, Central Bucks S.D.
 Mrs. Betty Huf, Centennial S.D.
 Mrs. Bernadette Heenan, Council Rock S.D.
 Mr. Charles Kleinschmidt, Centennial S.D.

Absent

Mr. Joseph Jagelka, Central Bucks S.D.
 Mrs. Kelly Unger, Central Bucks S.D.
 Mr. John Vaughn, New Hope Solebury S.D.

Others in Attendance:

Mrs. Denise Dohoney, Assistant Director
 Mr. Jeffrey Garton, Esq., School Solicitor
 Mr. Richard Hansen, Facility Supervisor
 Mrs. Roberta Jackiewicz, Assistant Board Secretary
 Mrs. Stacy Pakula, Career and Technical Education Supervisor
 Ms. Erin Rinker, Organizational Advancement Coordinator
 Mrs. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager

- II. Guest at the meeting was Mr. Bradley Rosenau, Commercial Art and Design Teacher/Middle Bucks Education Association President.
- III. Mr. Gamble reported that the summer months at Middle Bucks have been full of activities. During the month of July, Middle Bucks offered summer school consortium classes for 400 students in 7th through 12th grades and career exploration courses to 64 middle school students.

In addition, the staff has been busy preparing to welcome over 800 students on September 3rd. The renovation of the Health Occupations lab is just about complete, the Main Lobby is currently being updated and the digital Panorex dental x-ray machine has been installed.

Mr. Gamble said that on a sad note, last Tuesday, August 6th, our longtime friend and Middle Bucks supporter, Mr. George Russ, passed away at the age of 89. Mr. Russ initially became associated with Middle Bucks in the 1960's when plans to build our career and

technical high school were first being discussed. He served an Executive Council member and Chairperson during his time on the Council Rock School Board then served on the Local Advisory Committee until just recently. This conference room where we meet each month was dedicated in honor of George's service to Middle Bucks in 2009.

Mr. Russ had a passion for career and technical education. Each year, Mr. Russ would ask if there was a student with a financial need that he could support and as a result many students benefitted from his generosity. He was a remarkable man and his presence will be greatly missed by all of us.

- IV. Ms. Driban said she always loves to see all the articles about our students, especially the ones where specific students are doing things out in the community. She added that it is really great to see all the coverage on the Veteran's Program and it's nice that the information is getting out and people are seeing it. She requested that the Twitter followers be consolidated to a list if there are enough followers to warrant it.

Mrs. Huf thanked Mrs. Strouse for always getting answers no matter when you call her and for always being prepared for meetings. She is amazed by her stick-to-itiveness and leadership and wanted to extend this compliment to her from the board.

- V. Ms. Driban moved, Mrs. Huf seconded, passed 5 ayes, 0 nays, 1 abstention (Mrs. Heenan did not attend the meeting), to approve the minutes of the June 10, 2013 meeting. Attachment 1 (pg. 1-1)

- VI. Routine Business:

A. Administrative Report

1. Mrs. Strouse presented the 2012/13 School Assessment Report. The report consisted of an overview of staff perception of school climate, enrollment, attendance data, withdrawal data, PSSA and NOCTI scores, industry certifications earned, post-secondary plans, work based educational experiences, student perception of school climate and Adult Education enrollment.

School accomplishments that were highlighted included that secondary enrollment has increased 2.9%, NOCTI scores reflected 89% Proficient or Advanced, secondary students earned 1207 industry certifications, Adult Education posted a \$15,226 profit in 2012-13 and Lip'l Bucks Childcare Center posted a \$32,350 profit in 2012-13.

Opportunities for improvement included the number of students who plan to study a college program related to MBIT training, students being disciplined effectively, the Guidance Counselor availability to meet with students, ISO being an effective tool and staff feeling that marketing strategies are effective. Enclosure

There was discussion regarding the following survey results:

- 54% of staff feel students are disciplined effectively. Mrs. Strouse noted that there have been some Administrative changes, which should address the discipline issue and this percentage was similar to the results from last year.
- 52% of the staff feel ISO is an effective tool. There was a question asked if there is a sense of what the disconnect is regarding ISO. Mrs. Strouse noted that we have to do several things to maintain our certification. Each year, ISO Auditors spend 2 days auditing our entire school system and makes recommendations on things we can improve upon. What is cumbersome for our staff is that we have to audit ourselves internally and every staff member is on an audit team. We have to do our own self-auditing and no one else can complete this task for us to assure we are implementing ISO properly. One of the benefits of the self-audit is that you are educated on how the different departments operate. When we looked at other accreditation systems, there wasn't anything more effective at helping us track and organize the school. We wouldn't have the information and data from the surveys if we weren't involved with ISO.
- 63% of the staff felt the Guidance Counselor is available to meet with students as requested. We have one Guidance Counselor for 800 students. On last year's survey, this figure was in the 90s. If there is a student issue, the Superintendents feel our Guidance Counselor should meet with the student to understand the problem and then refer it back to the Guidance Counselor at the district. What we did a few years ago, because our Guidance Counselor was overwhelmed, was take some of the career development tasks, college applications, writing essays, career assessments, placement and testing and assign them to the Organizational Advancement Coordinator. There are some student issues that have to be addressed here and can't wait to be sent to the sending school. There were more severe issues with the students last year and they were seen by our Guidance Counselor more frequently than in previous years.

It was mentioned that Council Rock held a focus group meeting consisting of students in different grades and disciplines, Superintendents and Principals. One thing mentioned consistently throughout the focus groups is that the students were more comfortable seeing the Counselor at MBIT for issues rather than going to their sending school Guidance Counselor. There is a disconnect at the sending schools and students said the counselor at MBIT was available to them. The sending school Counselors don't understand what is required for certifications or what goes on at MBIT. Mrs. Strouse said she can discuss the Executive Council's concerns at the Professional Advisory Council meeting and the Council also said this issue should also go to the Program Policy and Personnel Committee. The Council supports having a second

counselor. There was a question about there being enough money in the budget for a second counselor. The Council members encouraged one another to go back to their Superintendents and request focus group meetings at the beginning and end of each school year.

IEPs were also discussed. The custodian of the IEP is the sending school, MBIT staff are members of the IEP team, we attend the IEP meetings and most districts have a form that we fill out with data on how the student is doing and how IEP goals are being met. We don't always send a teacher to the IEP meeting unless there is an important issue, because we have to take the teacher out of our classroom and send them to the districts. If the teacher isn't at the IEP meeting, we sometimes participate via conference call and we always send one of our special education staff to the IEP meetings.

- There was a discussion regarding enrollment and a question was asked if there was any relation regarding the distance of the high school from MBIT to enrollment. It was mentioned that Council Rock School District overlaps classes offered at MBIT and Council Rock is the furthest away from MBIT. Mrs. Strouse noted that our Assistant Director, Mrs. Dohoney, met with Principals from the Council Rock School District and we appreciate them showing their support and taking the time to meet with Mrs. Dohoney to get to know her. Mrs. Dohoney has also had a chance to go to all of the sending schools and meet with those Principals as well this summer. It was added that the focus group meeting that Council Rock held with their students has made a significant difference and Central Bucks School District has had the greatest leap percentage wise in enrollment.
- When reviewing student withdraw data by reason, there was a question if students were asked why they wanted to return to their sending school. Mrs. Strouse said that students return to their sending school for many different reasons; some didn't make friends here and most didn't like what they were doing here. Some of them thought it would be an easy ride and they found out there is a lot of reading and course work. When they got here, it wasn't what they really wanted to do. We give them a chance to shadow other programs, but if they don't find something they like, they elect to go back to their sending school. It was mentioned that maybe if we have another Guidance Counselor, the number would go down. Mrs. Strouse reported that the number has gone down in the past 5 or 6 years from 130 to 78, which is good, and she thinks it is because of the career scope testing we conduct.
- 89% of the students achieved proficient or advanced on the NOCTI. There was a question as to why there isn't more of a corresponding number between the PSSA and NOCTI, since many of our textbooks are written at a high level. Mrs. Strouse explained that a couple of years ago, we started trying to make NOCTI as important as the PSSAs. The teachers give a pre-test, which breaks down the scores by category, so the teacher knows the strengths and weaknesses of

their students. Many of the teachers have implemented "NOCTI Friday", and they review components the students are expected to know to prepare them for the test. We shut down the school, give our students something good to eat and all the focus is on doing well with the NOCTI test. They are also studying something they are interested in, which may also make a difference.

- 14% of MBIT students have used an illegal drug or prescription medication not prescribed for them; 22% of MBIT students have used alcohol and 5% of MBIT students have been under the influence while at MBIT. There was discussion about if this is underreported. It was noted that the survey is anonymous. The Superintendents said their scores tend to be a little higher, but wonder if the culture here is that the students are at work, so that is why the figures here tend to be a little lower.
- There were 10 Adult Education Day Program Students in 2012-13. The Workforce Investment Board lost a lot of their funding and we haven't had any students sponsored by them for a few years.
- Li'l Bucks Childcare Center posted a \$32,350 profit in 2012-13. Mrs. Heenan thanked Mrs. Huf for fighting for the Lil Bucks Childcare Center when a previous superintendent wanted to close it.
- The surveys are a tool that came out of the ISO philosophy. They want you to talk to your stakeholders on a regular basis to find out what they think are the strengths and weaknesses of your organization.
- Mr. Gamble requested a list or newsletter showing the employers of our students, so the Council can thank them by giving them their business.

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 was not present at the Executive Council meeting. The Executive Council members asked that their appreciation be extended to the Superintendents at the next meeting for the efforts to reduce uncommon calendar days. Attachment 3 (pg. 3-1)
2. Mrs. Bernadette Heenan, Chairperson of the Building, Security and Technology Committee was not at the meeting but said to please refer to the attachment. She thanked the staff for their hard work with the building updates. Attachment 4 (pg.4-1)

3. Mrs. Betty Huf, Chairperson of the Program, Policy and Personnel Committee said she was not able to attend the meeting and asked that the minutes in the packet be referred to for the report. Attachment 5 (pg. 5-1)
 4. The Finance Committee meeting scheduled on Tuesday, August 6, 2013 at 6:00 PM was cancelled. - Ms. Katherine Driban, Chairperson. Attachment 6 (pg. 6-1)
- D. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to approve the Cash Payments Reports for June and July. Attachment 7 (pg. 7-1)
- E. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to approve the Treasurer's Reports for May and June. Attachment 8 (pg. 8-1)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, ratify the termination of Amy Lepping, Preschool Teacher/Manager, Li'l Bucks Partners in Learning, effective June 21, 2013.
2. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve a base salary adjustment to \$16.08/hour for Arthur Hunt, Custodian, retroactively effective July 1, 2013.
3. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve a base salary adjustment to \$16.01/hour for Fritz Gracien, Custodian, retroactively effective July 1, 2013.
4. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve a base salary adjustment to \$16.05/hour for Phillip Lawhead, Custodian, retroactively effective July 1, 2013.
5. 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 Richard Shustack, Maintenance Mechanic, effective July 3, 2013.
6. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to ratify the additional staffing for the 2013 summer career enrichment programs, with statutory benefits only. Attachment 9 (pg. 9-1)
7. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the reassignment of Laura Kane, Instructional Assistant to the position of Preschool Teacher/Manager, Li'l Bucks Partners in Learning, at a hourly rate of \$19.00/hour, with benefits, effective August 22, 2013.

8. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve a salary adjustment for Nicole Stymiest, Group Leader/Manager, Li'l Bucks Partners in Learning, from \$14.35/hour to \$19.00/hour, due to additional job responsibilities, effective August 22, 2013.
9. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the employment of Courtney Weidner, as part-time Assistant Group Leader, Li'l Bucks Partners in Learning, at an hourly rate of \$8.50/hour, with statutory benefits only, effective August 22, 2013.
10. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the employment of Meghan Reiff, as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 26, 2013.
11. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the employment of Michael Stafford, as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 26, 2013.
12. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the transfer of 48 accumulated sick days for Ms. Denise Dohoney from Chester County Intermediate Unit to Middle Bucks Institute of Technology.
13. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the following teachers to serve in the role of Mentor Teachers in accordance with the teachers' contract at an annual rate of \$800 for the 2013-2014 school year.
 - a. Paul Carney
 - b. Christopher Tully
 - c. John Fala
14. Ms. Driban moved, Mrs. Huf 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 2013-2014 school year.
 - a. Michael McCombe – National Technical Honor Society
 - b. Lisa Cuffari – HOSA
 - c. Pamela Swoyer – SkillsUSA
 - d. Gregory Smith – FFA
 - e. Randall McDowell – PBA
15. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve Denise Dohoney as the Title IX, Title VI and Section 504 Compliance Officer for the 2013/14 school year.
16. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the revised Organizational Chart with the addition of a direct (Authority) line from the Executive Council to the Solicitor and as per Attachment 10 (pg. 10-1).

Discussion included that there should be a direct (Authority) line from the Executive Council to the Solicitor.

17. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the substitute staff listing for the 2013-14 school year. Attachment 11 (pg.11 - 1)
18. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the employment of Julie Feldman, as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 26, 2013.

B. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to approve the Student Code of Conduct/Handbook for the 2013-2014 school year. Enclosure.

Discussion included the process for updating the handbook. Throughout the school year, if someone sees something that they feel isn't working right or needs clarification, they make a note of it and give it to the Career and Technical Education Supervisor. These suggestions are collected and in March or April, we form a committee of volunteers to review the handbook page by page and the recommended changes.

2. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to approve the Adult Day Student Handbook for the 2013-2014 school year. Enclosure

Discussion included that there were only minimal changes in the Adult Day Student Handbook and that is why it was not a red lined copy. The Adult Education Coordinator updates the handbook.

3. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to approve the Li'l Bucks Partners in Learning Staff Policy Handbook, Parent Policy Handbook, and other policies including Assessment, Behavior Success, Child Abuse, Custody Release, Diversity, Toilet Learning and Transitioning. Enclosure

Discussion included that these are new handbooks and are per the Keystone Stars guidelines. The staff works with the Department of Public Welfare and Division of Keystone Stars and two staff members represent us at the meetings.

4. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to approve the revised 2013-2014 school calendar. Attachment 12 (pg. 12-1)
5. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to approve the 2013-2014 Memorandum of Understanding between Middle Bucks Institute of Technology and The Bureau of Career and Technical Education, for participation in the BCTE Technical Assistance Program (TAP). Attachment 13 (pg. 13-1)

6. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to receive and file the June 13, 2013 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 14 (pg. 14-1)

Discussion included that the bond refinancing hasn't occurred because we are waiting for a more favorable market.

7. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to approve the proposed 2014-2015 Budget Calendar. Attachment 15 (pg. 15-1)
8. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to approve budget transfers. Attachment 16 (pg 16-1)
9. a. Mrs. Huf moved, Dr. Foster seconded, passed unanimously, to nominate Katherine Driban as the Middle Bucks Institute of Technology PSBA Liaison/Legislative Policy Council Voting Delegate Representative.
- b. Mrs. Huf moved, Dr. Foster seconded, passed unanimously, to appoint Katherine Driban as the Middle Bucks Institute of Technology PSBA Liaison/Legislative Policy Council Voting Delegate Representative.

- VIII. Mrs. Huf moved, Mrs. Heenan seconded, passed unanimously, to adjourn the August 12, 2013 meeting of the MBIT Executive Council at 6:18 PM.

Respectfully submitted,

Bernadette Heenan
Secretary

Roberta Jackiewicz
Assistant Secretary