

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**December 1, 2014**

The Central Bucks Board of School Directors held its Reorganization and Board meeting on Monday, December 1, 2014 in the Board Room of the Educational Services Center with President Paul Faulkner presiding. The meeting was called to order by President Faulkner at 7:04 p.m., followed by the Pledge of Allegiance.

**BOARD MEMBERS PRESENT**

Paul Faulkner – President, Stephen Corr – Vice President, John Gamble, Joseph Jagelka, Geryl McMullin, Tyler Tomlinson, Kelly Unger, Jerel Wohl

**BOARD MEMBERS ABSENT**

James Duffy

**ADMINISTRATORS PRESENT**

Dr. David Weitzel, Dr. Nancy Silvius, Dr. David Bolton, Andrea DiDio, Scott Kennedy, David Matyas, Dale Scafuro, Edward Sherretta

**ALSO PRESENT**

Jeffrey Garton, Solicitor; Sharon Reiner, School Board Secretary

President Faulkner announced that the Board met in Executive Session after the November 19, 2014 Finance Committee meeting to discuss personnel issues and met again this evening prior to the Board meeting for a training session.

Mr. Faulkner asked that a moment of silence be observed for the recent death of Steven Grabowski who was a student at Central Bucks High School – South.

**RECOGNITION OF CB WEST GIRLS' SOCCER TEAM AND PA STATE CHAMPIONS**

The CB West Girls' Varsity Soccer Team was recognized and congratulated for winning the title of PIAA Girls' AAA State Champions.

**ELECTION OF TEMPORARY PRESIDENT**

Mr. Faulkner stated that since he was not seeking any Board office he would continue with the nominations in this election process.

**ELECTION OF PRESIDENT**

Motion by John Gamble, supported by Joseph Jagelka, to appoint Stephen Corr as School Board President.

Motion Approved 8-0.

**ELECTION OF VICE PRESIDENT**

Motion by Stephen Corr, supported by Kelly Unger, to appoint Tyler Tomlinson as School Board Vice President.

Motion Approved 8-0.

On behalf of the Cabinet and administrators, Dr. Weitzel presented Mr. Faulkner with a plaque as a token of thanks and appreciation for his commitment and dedication to the district. Mr. Faulkner thanked everyone for their support and stated he has enjoyed serving on the school board and this year as President.

#### APPROVAL OF MINUTES

Motion by Joseph Jagelka, supported by Jerel Wohl, to approve the minutes of the November 11, 2014 school board meeting.

Motion Approved 6-0-2. (Stephen Corr and Kelly Unger)

#### PUBLIC COMMENT

Michael St. John offered support to Dr. Weitzel for the actions taken regarding the CB West football incident. Mary Schwalje commented on consideration to waive a real estate tax penalty recently incurred due to a family illness. Sharon Collopy urged the Board not to approve the proposed changes on three of the four policies under consideration and to continue offering opportunities and other options for the students.

#### SUPERINTENDENT'S REPORT

##### 2015-2016 Proposed Preliminary Budget

Mr. David Matyas, Business Administrator, began the presentation providing information about the Basic Education Funding Commission. This commission, authorized by Act 51 of 2014 and comprised of 12 legislators and 3 state administration officials, is tasked with creating a new basic education funding formula and must report their recommendations by June 10, 2015 to the state legislature. They will need to work on a new basic education funding formula that is sustainable, predictable, adequate and equitable. Mr. Matyas then presented the initial budget for the 2015-2016 school year. The proposed preliminary budget for the district is \$308,267,740 which is a 2.23% increase in a budget-to-budget comparison. The increase is largely associated with the mandated contributions (21.4% of gross payroll to 25.84%) into the school retirement system (PSERS). The district expects to prepay some existing debt to help offset retirement expenses and to help contain future millage increases. Even with the unprecedented increase in PSERS costs, the past four years of debt prepayment has helped keep real estate millage increases to a minimum ranging from 1.6% down to 0%. The district continues to look at healthcare costs and has taken action to reduce costs through self-insurance, plan redesign, and by joining the Bucks-Montgomery Healthcare Consortium. Mr. Matyas stated that Central Bucks ranks second (the only school district in Bucks County) in value to parents and taxpayers per the 2013 School Performance Profile rankings posted by the Department of Education in March 2014. On another positive note, it appears that the economy is improving. The Board is being asked tonight for approval to post the preliminary 2015-2016 budget. This information will be available on the CBSD website and at the administrative offices at 20 Welden Drive for the public to view. When the state budget spreadsheet is available for data entry, the budget in state format will also be posted. The Board will adopt the preliminary budget at the January 27, 2015 Board meeting. On April 28, 2015 the Board will be asked for approval to publicly post the proposed final budget and on May 26, 2014 the Board will adopt the final budget.

##### Video

Board members viewed a video clip entitled *This Month in CB*. This third in a series of videos highlighted the many activities across the district during the month of November 2014. Video clips about the district will be produced monthly. (The video can be found on the CBSD website School Board page under Video Presentations and can also be viewed on CBTV).

## **SCHOOL BOARD REPORTS**

The Curriculum Committee, Finance Committee, Operations Committee, BCIU Board, and MBIT Executive Council minutes were noted and are Attachment A for informational purposes.

## **ACCOUNTS PAYABLE CHECK DISBURSEMENTS**

Motion by Jerel Wohl, supported by Joseph Jagelka, to approve the November 15, 2014 and November 20, 2014 General Fund check disbursements; the November 14, 2014 and November 24, 2014 Capital Fund check disbursements; and the November 19, 2014 Food Service check disbursements.

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

## **PROPOSED PRELIMINARY 2015-2016 BUDGET**

Motion by Kelly Unger, supported by Paul Faulkner, to approve the Resolution authorizing the administration to post the proposed preliminary 2015-2016 budget for public inspection. The Resolution is Attachment B.

Motion Approved 8-0.

## **CONSTRUCTION CONTRACTS AND SERVICE AGREEMENTS**

Motion by Joseph Jagelka, supported by Jerel Wohl, to award a contract to Structures Unlimited to provide a Salt Storage Canopy at the Operations Center in the amount of \$12,490.

Motion Approved 8-0.

Motion by John Gamble, supported by Joseph Jagelka, to approve the purchase of 140 new security cameras from SDT, Inc., in the amount of \$140,956.60.

Motion Approved 8-0.

Motion by John Gamble, supported by Joseph Jagelka, to award a contract to SDT, Inc., for the installation of 140 new security cameras in the amount of \$63,861.

Motion Approved 8-0.

Motion by John Gamble, supported by Joseph Jagelka, to approve the purchase of 70 TB of additional video storage equipment from IBM in the amount of \$109,513.50.

Motion Approved 8-0.

Motion by Jerel Wohl, supported by Joseph Jagelka, to approve the purchase of a new tractor from Pipersville Garden Center for Barclay Elementary School in the amount of \$11,897.83.

Motion Approved 8-0.

Motion by Joseph Jagelka, supported by Paul Faulkner, to approve the purchase of a rolling machine from Plasterer Equipment Co. for the Operations Center in the amount of \$32,724.72.

Motion Approved 8-0.

Motion by John Gamble, supported by Joseph Jagelka, to award a contract to Trane for rebuilding the chiller at Bridge Valley Elementary School in the amount of \$71,956.

Motion Approved 8-0.

#### **SCHOOL BOARD POLICIES FOR FIRST READING**

Motion by Paul Faulkner, supported by Kelly Unger, to table School Board Policy 217.1 – Awarding of Credit by Evaluation, School Board Policy 217.2 – Awarding of Credit Through a College Course, School Board Policy 217.3 – Awarding of Credit Through an Online Course, and School Board Policy 217.4 – Awarding of Credit Through Private Tutoring (Deletion of Policy) so that the proposed policies can be posted on the CBSD website for public review. Dr. Weitzel noted that the policies are not being changed, but expanded to include more procedural information.

Motion Approved 8-0.

#### **ADOPTION OF 2015 SCHOOL BOARD CALENDAR**

Motion by Kelly Unger, supported by John Gamble, to approve the 2015 School Board Calendar. The calendar is Attachment C.

Motion Approved 8-0.

#### **PERSONNEL ITEMS**

Motion by Joseph Jagelka, supported by Jerel Wohl, to approve resignations, retirements, and unpaid leaves of absence; appointments, long-term substitute teachers, long-term per diem substitute teachers, community school staff, classification changes, per diem substitute teachers, per diem substitute educational assistants, substitute bus drivers, and substitute custodians.

##### RESIGNATIONS

Name: Christa Greagori  
Position: Special Education Assistant – Bridge Valley Elementary School  
Effective: December 5, 2014

Name: Kaitlin McGregor  
Position: Educational Assistant – Bridge Valley Elementary School  
Effective: November 21, 2014

##### RETIREMENTS

Name: Beth Ann Habeeb  
Position: Special Education Assistant – Bridge Valley Elementary School  
Effective: December 31, 2014

Name: Kathleen McMullen  
Position: Bus Driver – Transportation Department  
Effective: November 30, 2014

Name: Marla Travaglini  
Position: Admin Secretary – Administrative Services Center  
Effective: November 30, 2014

### UNPAID LEAVES OF ABSENCE

|                   |   |
|-------------------|---|
| Carla McCambridge | Elementary teacher -- Pine Run Elementary School<br>January 5, 2015 -- March 31, 2015     |
| Amanda Murzynski  | Special Education teacher -- Lenape Middle School<br>December 5, 2014 -- To Be Determined |
| Jennifer Yarmolyk | Elementary teacher -- Mill Creek Elementary School<br>January 28, 2015 -- August 2015     |

### APPOINTMENTS

|            |   |
|------------|---|
| Name:      | Maria Cantu   |
| Position:  | (Student) Videographer<br>\$8.40 per hour   |
| Effective: | November 17, 2014   |
| Name:      | Philip Colombo  |
| Position:  | Custodian -- Warwick Elementary School<br>\$15.32 per hour                              |
| Effective: | November 17, 2014   |
| Name:      | Anthony Germano   |
| Position:  | Building Computer Specialist -- Educational Services Center<br>\$19.73 per hour         |
| Effective: | December 15, 2014   |
| Name:      | Anita Haley   |
| Position:  | Basic Skills Assistant -- Jamison Elementary School<br>\$13.87 per hour                 |
| Effective: | November 10, 2014   |
| Name:      | Sara Jones  |
| Position:  | Title I/Building Educational Assistant -- Barclay Elementary School<br>\$13.87 per hour |
| Effective: | November 13, 2014   |
| Name:      | Stacy McBride   |
| Position:  | Special Education Assistant -- Pine Run Elementary School<br>\$13.87 per hour           |
| Effective: | November 17, 2014   |
| Name:      | Stephanie Oiler   |
| Position:  | Personal Care Assistant -- Holicong Middle School<br>\$12.14 per hour                   |
| Effective: | November 17, 2014   |
| Name:      | Robert Starke   |
| Position:  | (Temporary) Custodian -- Bridge Valley Elementary School<br>\$15.32 per hour            |
| Effective: | November 17, 2014   |

#### LONG-TERM SUBSTITUTE TEACHERS

Name: Jennifer Brown  
Position: Elementary teacher – Mill Creek Elementary School  
\$28,911 (M+0 credits, Step 4)  
Effective: January 28, 2015 until the end of the 2014-2015 school year

Name: Marybeth Johnston  
Position: Elementary teacher – Mill Creek Elementary School  
\$25,056 (M+0 credits, Step 1)  
Effective: January 28, 2015 until the end of the 2014-2015 school year

Name: Elisabeth Tyler  
Position: Art teacher – Bridge Valley/Doyle Elementary Schools  
\$29,233 (M+0 credits, Step 1)  
Effective: January 5, 2015 until the end of the 2014-2015 school year

#### LONG-TERM PER DIEM SUBSTITUTE TEACHERS

Name: Rebecca Douglass  
Position: Social Studies teacher – Holicong Middle School  
\$19.75 per hour  
Effective: November 3, 2014

Name: Jennifer French  
Position: PEN teacher – Cold Spring/Gayman Elementary Schools  
\$19.75 per hour  
Effective: December 1, 2014

Name: Lucyann Moore  
Position: Elementary teacher – Groveland Elementary School  
\$19.75 per hour  
Effective: December 1, 2014

#### COMMUNITY SCHOOL STAFF

|                |   |              |
|----------------|---|--------------|
| Chevon Miller  | Before/After School Program Instructor 2          | \$17.30/hour |
| Mary Mullen    | Before/After School Program Educational Assistant | \$13.87/hour |
| Tracy Pavlik   | Before/After School Program Educational Assistant | \$13.87/hour |
| Shirley Wilson | Before/After School Program Educational Assistant | \$15.28/hour |

#### CLASSIFICATION CHANGES

| <u>Name</u>       | <u>From</u>  | <u>To</u>   | <u>Effective Date</u> |
|-------------------|--|---|-----------------------|
| Michele Croasdale | Personal Care Assistant<br>Lenape<br>\$12.88 Per Hour    | Temp Sp Ed Asst/Job Coach<br>West<br>\$12.38 Per Hour | 11/12/14              |
| Elizabeth Vetter  | Special Education Assistant<br>Unami<br>\$13.87 Per Hour | Personal Care Assistant<br>West<br>\$12.14 Per Hour   | 11/10/14              |

The following long term elementary substitute have been awarded Temporary Professional Employee status effective August 26, 2014:

| <u>Name</u>             | <u>Assignment</u>         | <u>TPE Status (FTE)</u> |
|-------------------------|---------------------------|-------------------------|
| Day, Kelly A.           | Elementary                | 1.0                     |
| Doyle, Mary P.          | Special Education         | 1.0                     |
| Embow, Alison K.        | Student Support Counselor | 1.0                     |
| Frederick, Carol E.     | Special Education         | 1.0                     |
| Hennessy, Colette M.    | Special Education         | 1.0                     |
| Jarlsberg, Jessica F.   | Elementary                | 1.0                     |
| Marshall, Kelly A.      | School Psychologist       | 1.0                     |
| Murphy, Jennifer P.     | ESL                       | 1.0                     |
| Nieves, Lauren A.       | Elementary                | 1.0                     |
| Pizzulli, Vanessa       | Elementary                | 1.0                     |
| Richman, Jessica A.     | Special Education         | 1.0                     |
| Ripp, Emma K.           | Instrumental Music        | .6(.6 TPE/.4 LTS)       |
| Sherenian, Maritsa S.   | Speech Therapist          | 1.0                     |
| Shierant, Alexandra J.  | Special Education         | 1.0                     |
| Snell, Zachary T.       | Special Education         | 1.0                     |
| Swan, Jennifer R.       | Elementary                | 1.0                     |
| VanHouten, Madison T.   | Art                       | 1.0                     |
| Woods, Kelsey S.        | Speech Therapist          | 1.0                     |
|                         |                           |                         |
| Breish, Benjamin        | Chemistry/Physics         | .5(.5 TPE/.5 LTS)       |
| Christein, Kate         | English                   | 1.0                     |
| Dangler, Catherine      | Special Education         | 1.0                     |
| Dengler, Paul           | Music                     | 1.0                     |
| Detweiler, Corey        | Technology Education      | 1.0                     |
| Fitzgibbons III, John   | Math                      | 1.0                     |
| Fortna, Usha            | Special Education         | .6                      |
| Geiger, Dana            | School Psychologist       | 1.0                     |
| Heimlich, Lauren        | English                   | 1.0                     |
| Intemann, Megan         | Special Education         | 1.0                     |
| LaBonte, Jaime          | Special Education         | 1.0                     |
| LaPergola, Kaitlyn      | English                   | 1.0                     |
| Larson, Alexandria      | Special Education         | 1.0                     |
| Lite, Samantha          | Special Education         | 1.0                     |
| London, Michael         | Mathematics               | 1.0                     |
| Luancing, Briana        | Biology                   | .5(.5 TPE/.5 LTS)       |
| McGahey, Sarah          | Music                     | 1.0                     |
| Montgomery, Kathlyn     | Spanish                   | 1.0                     |
| Mullen, Katelyn         | English                   | .66(.66TPE/.34LTS)      |
| Palmer, Matthew         | Spanish                   | .77                     |
| Pierangeli, Christopher | Social Studies            | .92                     |
| Sweeney, Kieran         | Social Studies            | 1.0                     |
| Timko, Jaclyn           | Mathematics               | 1.0                     |
| Treon, Margaret         | Special Education         | 1.0                     |
| Young, Kristy           | Mathematics               | .73                     |

PER DIEM SUBSTITUTE TEACHERS Approved salary rate of \$11.85/per hour, greater than 39 days \$13.85/per hour, for the 2014-2015 school year.

Mary Frances Gordon  
Rebecca Kenzakowski

Kaitlyn Neary  
Shawn Puleo

PER DIEM SUBSTITUTE EDUCATIONAL ASSISTANTS, SUBSTITUTE BUS DRIVERS AND SUBSTITUTE CUSTODIANS Approved salary rate of \$10.50/\$20.35/\$14.00 per hour for the 2014-2015 school year.

Substitute Educational Assistants

Darlene Baker  
Sini Benoy  
David Comas Diaz  
Maria Costello  
Amy DeAngelo  
Linda Fleming

Carmel Gilmore  
Debbie Janisse  
John Logrando  
Lisa Meske  
Deborah Neff  
Sydney Osler

Katherine Parsons  
Christine Pate  
Claudia Scollins  
Ellen Slysh  
Lisa Welsh  
Sara Zaidi

Substitute Bus Driver

Joanne Duffield  
Jeffrey Falabella  
Michael McGarvey  
Linda Mendenhall  
Timothy Stockwell

Substitute Custodians

Kenneth Lynch  
Garry Mains  
Erik Wade

Motion Approved 8-0.

**STUDENT ITEMS**


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

- CB West Madrigal Choir to travel to Washington D.C. Dates are December 13, 2014
- CB East Girls Winter Track team to travel to New York. Dates are December 20, 2014, December 29, 2014, and January 10, 2015
- CB West Chamber Choir to travel to Washington, D.C. Dates are December 21, 2014
- CB West Global Relations classes to travel to New York. Dates are December 22, 2014
- CB West Varsity Cheer Squad to travel to Hershey, PA. (This is a possible trip -- squad has not yet qualified). Dates would be January 23-24, 2015
- CB East Girls Winter Track team to travel to State College, PA. Dates are January 23-24, 2015
- Unami Middle School 8<sup>th</sup> grade Team Legacy to travel to Washington, D.C. Dates are April 9, 2015
- CB South Band to travel to Boston, MA. Dates are April 30-May 2, 2015

Motion Approved 8-0.

There being no further business before the Board, motion by Paul Faulkner, supported by John Gamble, to adjourn at 8:17 p.m.

Respectfully submitted,

  
Sharon L. Reiner  
Board Secretary

Attachment A  
For Information Purposes

CENTRAL BUCKS SCHOOL DISTRICT  
Curriculum Committee Minutes  
October 8, 2014

MEMBERS PRESENT

John Gamble, Chairperson  
Gerri McMullin, Member  
Kelly Unger, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

|               |                    |                    |
|---------------|--------------------|--------------------|
| Steve Corr    | Dr. David Bolton   | Scott Berger       |
| James Duffy   | Dr. Nancy Silvious | Richard Kratz      |
| Paul Faulkner | Dr. David Weitzel  | Dr. Alyssa Walloff |
| Joe Jagelka   |                    |                    |

COMMITTEE MEMBERS ABSENT

Jerel Wohl

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Curriculum Committee Minutes from May 14, 2014 were approved as presented.

INFORMATION/DISCUSSION/ACTION ITEMS

Requesting Approval for *The Fault in Our Stars* by John Green—Alyssa Walloff presented regarding this suggested core novel for Academic English 9. It will provide a narrative style mentor text that includes literary allusions, challenging vocabulary, symbolism, and metaphors.

Board members discussed some of the language and sexual references in the text but ultimately agreed that it was well-written and served as a text for students to speak about cancer. This book will move to a board meeting for consideration for approval by a vote of 2-1 of the three Curriculum Committee members present.

Requesting Approval of new Course of Study for "Introduction to Computer Programming" and the accompanying textbook *Introduction to Computer Programming* by Dann, Cooper, and Pausch —Rich Kratz presented this new nine-week elective that would be offered at all three high schools. This course introduces students to the concepts of programming using Alice, an innovative three-dimensional programming environment. This course will serve as a strong introduction and serve as a third computer course for students who are interested.

J. Gamble commented that this will be an attractive course for those students who currently play three-dimensional games like "Minecraft". J. Jagelka expressed that he would like to see this type of curriculum offered for younger students. Both the Course of Study and the textbook will be considered for approval by the Board.

Requesting Approval for an updated textbook for Advanced Placement European History; *A History of Western Society* by McKay, Crowston, Wiesner, Hanks, and Perry —Scott Berger presented that this updated textbook fits the new AP format and includes additional on-line features for our students. It was piloted last year in all three high schools and has the recommendation of those teachers. This book will be considered for approval at an upcoming board meeting.

Requesting Approval of new Course of Study for "Geography"—Scott Berger presented this new nine-week elective that would be offered at all three high schools. It would utilize an online resource called Geography Alive and would serve as the fourth elective offered in Social Studies. P. Faulkner commented on the number of students who struggle with Geography. G. McMullin commented on the need for a course like this. This course will be considered for approval at an upcoming board meeting.

**Revised School Board Policy 100 – Comprehensive Planning** — This policy revision updates our policy to incorporate changes mandated by Chapter 4 of the Pennsylvania State Code.

**Revised School Board Policy 102 – Academic Standards** — This policy revision updates our policy to incorporate changes mandated by Chapter 4 of the Pennsylvania State Code.

**Revised School Board Policy 105 – Curriculum Standards** — This policy revision updates our policy to incorporate changes mandated by Chapter 4 of the Pennsylvania State Code.

**Revised School Board Policy 105.1 – Review of Instructional Materials by Parents/Guardians and Students** — This policy revision updates our policy to incorporate changes mandated by Chapter 4 of the Pennsylvania State Code. The policy also reflects recent changes in the Protection of Pupil Rights Amendment (PPRA).

**Revised School Board Policy 215 – Promotion and Retention** — This policy revision reflects updates in the district since this policy was last revised in 2004.

**Revised School Board Policy 217 – Graduation Requirements** — This policy revision updates our policy to incorporate changes mandated by Chapter 4 of the Pennsylvania State Code. The major change is the inclusion of language regarding Keystone Exams – required for graduation beginning with the Class of 2017.

Committee discussed **Project Based Assessments** and the difficulties this will cause for many students across the state. Board members inquired about the need to pass a resolution that can be sent to the Pennsylvania Department of Education regarding the requirement in Chapter 4 that students must pass the Keystone Algebra, Biology and Literature exams in order to graduation from a public high school in the Commonwealth. Dr. Weitzel will draft a Board Resolution for Board members to consider.

#### ANNOUNCEMENTS

The next scheduled meeting is November 12, 2014.

#### ADJOURNMENT

Minutes submitted by Dr. David Bolton, Assistant Superintendent for Elementary Education

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Finance Committee Minutes**  
**October 14, 2014**

Committee Members Present

Jerel Wohl, Chairperson  
Jim Duffy, Member  
Joe Jagelka, Member  
Tyler Tomlinson, Member

Other Board Members and Administrators Present

Steve Corr  
Paul Faulkner  
John Gamble  
Geri McMullin  
Kelly Unger

Dave Matyas, Business Administrator  
Susan Vincent, Director of Finance

Dr. Dave Weitzel, Superintendent  
Dr. David Bolton, Assistant Superintendent

Committee Members Absent

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

PUBLIC COMMENT

No members of the public were present.

APPROVAL OF MINUTES

The June 18, 2014 Finance Committee meeting minutes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

**Food Service Equipment for Minimally Processed Food Lines** – Leah Huf, general manager for Aramark presented an overview of food service equipment needs. The largest expense is for three combination ovens for Holicong and Tamanend Middle Schools, and for Groveland Elementary. These ovens are expensive costing approximately \$21,000 each, but produce better tasting food, faster, and in a smaller footprint than existing ovens. A combination oven can steam, bake, broil, or warm foods all at the same time by using different sections of the oven. The oven is programmable for different recipes ensuring that the same results are produced time after time. Other expenses were for small utensils and for hot and cold wells and elementary salad bars. Total cost of the equipment is \$110,000.

Q: Is the combination oven the same type of equipment that MBIT uses in their culinary program?

A: Yes, it is the same oven. The oven produces consistent results with less baking time.

Q: Will each secondary school have a minimally processed option for students to purchase?

A: Yes, the high schools and Tohickon Middle School have minimally processed food lines in place. It is expected that a minimally processed food line will be opened every 4 to 6 weeks until all middle schools have this option. In addition a made-to-order deli station will be set up in each middle school that is similar to the stations at the high schools.

Q: Are there plans to install other combination ovens in the future?

A: A long term goal would be to place a combination oven in each building.

- Q: Do these ovens help the district offer menus with minimally processed foods?  
A: Yes, they facilitate the preparation of minimally processed foods and help us offer menus with healthier options.

Plans were also reviewed to replace a cash register station at CB South with an enlarged soup / salad bar station. A grill for cooking made-to-order items for breakfast and lunch is planned to add to the serving area as well as induction cooking stations for made-to-order pasta items. Total projected costs are approximately \$91,000.

A handout was distributed that showed the district was rejected by the Pennsylvania Department of Education for a food service equipment grant.

- Q: Will these expenses discussed tonight be paid for from the newly established food service capital reserve account?

A: Yes, the Board established the account in June of 2014 with an \$800,000 starting balance.

- Q: Any reasons, why our equipment grant was rejected by PDE?

A: The district did not receive any specific reasons for the rejection. Pennsylvania had \$1,000,000 available for the grant and \$3,000,000 in applications. The thought is that the grants went to districts with greater financial needs.

Aramark is also working with an architect to look at a menu of options for improving the serving and seating areas at CB West. More to come on this item in the future.

The committee directed administration and Aramark to continue with the equipment upgrades and the improvements to the nutrition program.

**Central Bucks High School South Band Uniforms** – Bid results for the uniforms were reviewed with the committee. The total cost is \$44,307.66. The bid amount includes 100 band uniforms, 2 drum major uniforms, and 20 color guard uniforms. The uniform material and does not need to be dry cleaned. CB South Band Parents will pay for one half of the cost. The committee recommended this item be placed on the next board agenda for consideration.

- Q: Were the current uniforms purchased when CB South opened?

A: Yes, they were purchased in 2004

- Q: Are accessory items included?

A: Items such as parade rifles, banners, and flags are not included in the uniform bid.

**Budget Transfers** – Finalizing the 2013-14 year end audit, a series of budget transfers are recommended between expense accounts that were underspent compared to budget against accounts that were overspend compared to budget. The final total expenses are expected to be within \$250,000 of the revised budget amount.

- Q: Are these budget transfers the final set of transfers for the 2013-14 fiscal year?

A: Yes, these are the final transfers required to close out the 2013-14 fiscal year.

**Owner Initiated Commercial Assessment Appeals** – Over the past six months the district settled assessment appeals with Giant in New Britain Township, an apartment complex in Warrington, and the Stonington Farms Apartment complex in Doylestown Township. The total cost of the

settlements were \$1,161,000, plus estimated reductions to future real estate taxes of \$90,000 per year. Over the past six weeks, the district received assessment appeals from Target, Acme, Regal Cinemas, Penns Grant, and Thompson Toyota. The potential loss in revenue to the district is \$2,600,000 and approximately \$50,000 per year in future years.

The assessment appeals liability account that had been established in the past is nearly depleted. Administration is recommending adding a million dollars to the liability account. As this liability account is increased, the general fund balance (asset) is decreased. The committee directed administration to add to the assessment appeals liability and report back on the status of the account in the future if additional adjustments are needed.

**Fund Transfers** – A handout of the district's financial 2013-14 position was reviewed.

|   |                   |
|---|-------------------|
| Fund Balance 6/30/2013  | 18,519,326        |
| Less Transfer to Debt Service 6/30/2014   | (3,000,000)       |
| Plus Net Change from operations (local revenues are improving) interims RE Taxes, Earned Income Taxes, PDE reimbursement for their share of debt defeasement (one-time funding) | 10,293,814        |
| Less recommended additional allowance for assessment appeals  | (1,000,000)       |
| Less recommended transfer to Debt Service Fund for future debt defeasance   | (7,000,000)       |
| <b>Expected Fund Balance as of 6/30/14 approximately 6% of Budget</b>   | <b>17,813,140</b> |

It is anticipated that the Bond Debt Pay off fund should grow to the \$45 - \$50M level by the spring of 2015.

The committee recommended the fund transfers be placed on a future agenda for consideration. They also directed administration to consult with the financial advisor, PFM, to develop a strategy for the next round of debt defeasance. Accelerating debt payments will help the district address the mandated pension increases without major tax increases on the community.

**I.T. Position** – Dr. Weitzel reviewed the position description for a new Information Technology Position to help support the expansion of IPAD devices at the elementary level and the increased use and support of laptop computers throughout the district. IPADs are a wonderful instructional device but are time consuming to configure for district use.

The committee recommended administration start the search process for this position.

#### ADJOURNMENT

The meeting adjourned at 7:20 p.m.

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

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Operations Committee Minutes**  
**September 17, 2014**

Committee Members Present

Joe Jagelka, Chair  
Tyler Tomlinson, Member  
Scott Kennedy, Director of Operations

Other Board Members and Administrators Present

John Gamble                      Steve Corr  
Dr. Dave Weitzel                Ken Rodemer  
Dave Matyas

The meeting was called to order at 6:00 PM by Joe Jagelka

PUBLIC COMMENT

APPROVAL OF MINUTES

The May 21, 2014 Operations Committee minutes were accepted as presented.

INFORMATION/DISCUSSION/ACTION ITEMS

Ken Rodemer distributed and reviewed the Operations Report detailing all of the projects that were completed over the summer.

Scott Kennedy presented four change orders for work that was completed over the summer. At Holicong MS additional asbestos was found and abated. All air tests in this area came back as "non-detected" meaning that the abatement met all regulatory requirements for safety. This work was completed through a change order using unit prices.

At Unami MS, the "permanent" modular classrooms required some improvements. The work involved siding replacement and the installation of a new roof. Both of these items were handled through the Board Approved change order process. The final change order was to relocate the existing IDF closet to a new permanent location. The work was authorized in order to maintain the phone, data, and security network.

Scott Kennedy and Ken Rodemer gave an update on the capital projects planned for 2015. Ken reviewed preliminary plans for the next phase of renovations at Holicong MS, the Unami MS locker room addition/renovations, and the Gayman ES bus/parent loop. Scott reviewed the remaining capital project proposed for this year. The committee agreed with the proposed projects. Planning/design will begin over the next few months.

There was discussion about no smoking signs at the schools and how to enforce no smoking.

Dr. Weitzel reviewed the positive feedback from the Educational Technology Initiative.

ADJOURNMENT

The meeting was adjourned at 7:20 p.m. 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 conducted its regularly scheduled meeting on Tuesday, October 21, 2014 at 7:04 PM, 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 Cheryl Lieb's students from Cornwells Elementary School in the Bensalem School District.

### MOMENT OF SILENCE

Mr. Hartline asked for a moment of silence for the sudden passings of Kristen Mortland and Dr. Betsy O'Donnell.

### ROLL CALL ATTENDANCE

#### Members

Mr. Michael Hartline, President (Centennial)  
Mrs. Patricia Sexton, Vice President (Council Rock)  
Mrs. Pamela Strange (Bensalem Township)  
Mr. John D'Angelo (Bristol Borough)  
Mrs. Sandra Weisbrot (New Hope/Solebury)  
Mrs. Carol Clemens (Palisades)  
Mrs. Ada Miller (Pennridge)  
Mr. Christopher Cridge (Pennsbury)  
Mr. Ron Jackson (Quakertown)

#### ABSENT: Members

Mrs. Helen Cini (Bristol Township)  
Mr. Stephen Corr (Central Bucks)  
Mrs. Wanda Kartal (Morrisville)  
Mrs. Susan Cummings (Neshaminy)

**OFFICERS:**

|                                  |                             |
|----------------------------------|-----------------------------|
| <u>Executive Director</u>        | Dr. Barry J. Galasso        |
| <u>Deputy Executive Director</u> | Dr. Michael Masko           |
| <u>Treasurer</u>                 | Mrs. Paula Harland          |
| <u>Secretary</u>                 | Mrs. Elizabeth Bittenmaster |

**PRESENTATION** – Mrs. Marguerite Vasconcellos and Mrs. Peggy Hoffman provided a presentation on the IU's Itinerant Services for Occupational Therapy, Physical Therapy and Speech/Language Therapy.

**SPECIAL EDUCATION MINI REPORT** – Mrs. Peggy Hoffman provided the mini report on Occupational Therapy and Physical Therapy Services.

**PROGRAMS & SERVICES MINI REPORT** – Dr. Mike Masko provided the mini report on the District Support Team Planning for 2014-2015.

**GOOD NEWS REPORT** – Dr. Galasso introduced the IU staff in attendance who received the IU's Employee Recognition Awards on Opening Day, August 25, 2014.

**PUBLIC PARTICIPATION** – None

Upon a motion by Mr. Christopher Cridge, seconded by Mrs. Pam Strange, and passed by unanimous voice vote by nine (9) Board Members, the Board approved Items #1 through 28:

**APPROVAL OF MINUTES**

Approved the minutes from the September 16, 2014 Board Meeting. (Refer to Minutes in October 21, 2014 Board Agenda).

**APPROVAL OF TREASURER'S REPORT**

Approved the Treasurer's Report for the period of July 1, 2014 through September 30, 2014. (Refer to Report in October 21, 2014 Board Agenda).

**APPROVAL OF BILLS FOR PAYMENT**

Approved the Bills for Payment for the month of September 2014. (Refer to Report in October 21, 2014 Board Agenda).

**APPROVAL OF BUDGET TRANSFERS**

Approved the General Fund and Special Revenue Fund Transfers for September 2014. (Refer to Report in October 21, 2014 Board Agenda).

**APPROVAL OF AGREEMENT**

Approved the Special Education Service Contract with the East Penn School District for the period from July 1, 2014 through June 30, 2015 in the amount of \$72,379.10. (Refer to Contract in October 21, 2014 Board Agenda).

APPROVAL OF AGREEMENTS

Approved the following Early Childhood Private Provider Service Agreements for the period from July 1, 2014 to June 30, 2015 in the amount of \$148,945. (Refer to Agreements in October 21, 2014 Board Agenda).

|                                 |                  |
|---------------------------------|------------------|
| Behavior Interventions, Inc.    | \$10,000         |
| Easter Seals of Southeastern PA | 103,945          |
| Pennhurst Group, LLC            | 35,000           |
| Total:                          | <u>\$148,945</u> |

APPROVAL OF AGREEMENT

Approved the Affiliation Agreement with Salus University for Speech Language Pathology Clinical Instruction for the period from October 21, 2014 to September 20, 2015 for no charge. (Refer to Agreement in October 21, 2014 Board Agenda).

APPROVAL OF AMENDMENT TO AGREEMENT

Approved the First Amendment to Alternative Education Services Agreement for the Lower Bucks Ombudsman Center with Ombudsman Educational Services, Ltd. for the 2014-2015 school year for an amount of \$348,346. (Refer to Amendment in October 21, 2014 Board Agenda).

APPROVAL OF AMENDMENT TO AGREEMENT

Approved the Second Amendment to Alternative Education Services Agreement for the Upper Bucks Ombudsman Center with Ombudsman Educational Services, Ltd. for the 2014-2015 school year for an amount of \$729,432. (Refer to Amendment in October 21, 2014 Board Agenda).

APPROVAL OF AGREEMENT

Approved the Agreement with Pottsgrove School District for Principal Effectiveness Training on November 14, 2014 for a revenue amount of \$2,250. (Refer to Agreement in October 21, 2014 Board Agenda).

APPROVAL OF SETTLEMENT AGREEMENT

Approved the Early Childhood Settlement Agreement for the 2014-2015 School Year for an amount not to exceed \$51,000. (Refer to Agreement in October 21, 2014 Board Agenda).

APPROVAL OF GRANT APPLICATION, CONTRACTS AND MEMORANDUM OF UNDERSTANDING

Approved to submit an application for the federal Head Start and Early Head Start Grant on or before November 24, 2014 for a five-year grant period with a \$4,333,541 award for the federal grant and \$1,083,385 for local matching funds. Approved the primary Grant Writer Contract with Marcia Straka for the period through June 2015 for an amount of \$30 per hour (with the intent that the majority of work will be completed in October and November 2014). Approved the federal Grant Writer Contract with Barbara Lombardo for the period through June 2015 for an amount of \$2,000 (with the intent that the majority of work will be completed in October and November 2014). Approved the Memorandum of Understanding with the BCIU Education Association for any Head Start or Early Head Start employees. (Refer to Contracts and Memorandum of Understanding in October 21, 2014 Board Agenda).

#### APPROVAL OF PROPOSAL

Approved the Proposal from AON-Hewitt to provide the required Employee Benefit Eligibility, Enrollment, COBRA and Administrative Plan Documents for the period from October 21, 2014 until June 30, 2015 for an amount of \$7,000. (Refer to Proposal in October 21, 2014 Board Agenda).

#### APPROVAL OF AGREEMENT

Approved the Educational Staffing Agreement with Centennial School District for Services of an Interim Supervisor of Special Education for the period from September 23, 2014 through June 30, 2015 for a revenue rate of \$98.18 per hour. (Refer to Agreement in October 21, 2014 Board Agenda).

#### APPROVAL OF MEMORANDUM OF UNDERSTANDING

Approved the Memorandum of Understanding with the BCIU Education Association regarding the use of Teacher Specific Data required by the PA Department of Education under the Educator Effectiveness Teacher Rating Tool for the period from July 1, 2014 through June 30, 2015. (Refer to Memorandum of Understanding in October 21, 2014 Board Agenda).

#### APPROVAL OF ACTION FOR EDUCATIONAL STAFFING SERVICES

Approved to Allow the BCIU staff to take necessary actions to explore establishing a separate 501 ( c ) ( 3 ) or other type of non-profit entity to provide educational staffing services for the period of October 21, 2014 and ongoing for an estimated amount not to exceed \$22,000 for legal, accounting and other potential start-up costs.

#### APPROVAL OF AGREEMENT

Approved the Agreement with the Lower Bucks Family YMCA to provide Evaluation Services for its 21<sup>st</sup> Century Community Learning Center Programs (through Cohort 6A) for the period from October 1, 2014 to September 30, 2015 for a revenue amount of \$11,700. (Refer to Agreement in October 21, 2014 Board Agenda).

#### APPROVAL OF AGREEMENT

Approved the Agreement with Eduspire for Professional Development Curriculum and Related Services on behalf of Bridges Virtual Education Services for the period of October 21, 2014 to October 20, 2015 and year-to-year thereafter for a course cost of \$748.50 per participant, expenditures of \$600 per participant to Eduspire, and revenue of \$148.50 per participant to Bridges Virtual Program. (Refer to Agreement in October 21, 2014 Board Agenda).

#### APPROVAL OF AGREEMENT

Approved the Agreement with Souderton Area School District for a Feeding Workshop on October 13, 2014 for revenue in the amount of \$1,000 plus travel expenses for two presenters. (Refer to Agreement in October 21, 2014 Board Agenda).

#### APPROVAL OF AGREEMENT

Approved the Agreement with 2Simple LLC to provide marketing assistance for its programs and services to schools and other entities for the period from October 21, 2014 through October 21, 2017 in exchange for commission of set percentages of revenue generated per terms of agreement. (Refer to Agreement in October 21, 2014 Board Agenda).

#### APPROVAL OF AGREEMENT

Approved the Agreement with Lincoln Intermediate Unit #12 to facilitate an Act 45 course for their local Superintendents and other school administrators, pending solicitor approval, for the period from October 30, 2014 through June 30, 2015 for an estimated revenue amount of \$7,800 (\$390 per participant) with the Lincoln IU #12 paying the travel and meal expenses. (Refer to Agreement in October 21, 2014 Board Agenda).

#### APPROVAL OF CONTRACTS AND PURCHASES

Approved the Contracts and Purchases for the month of October 2014 for a total amount of \$132,956.78 as follows:

| Vendor                          | Description   | Budget            | Amount     |
|---------------------------------|---|-------------------|------------|
| <u>Contracts</u>                |   |                   |            |
| Apex Learning, Inc.             | Increase to 2014/2015 Encumbrance for Bridges Virtual Class Enrollment, Course Materials & Professional Development | Bridges Virtual   | \$5,000.00 |
| Child Home & Community, Inc.    | Presenter Fee for Health & Physical Education In-Service Day Conference on November 4, 2014                         | Common In-Service | 100.00     |
| Christina Baer, A Woman's Place | Presenter Fee for Health & Physical Education In-Service Day Conference on November 4, 2014                         | Common In-Service | 100.00     |
| Kelly Calabria                  | Presenter Fee for Health & Physical Education In-Service Day Conference on November 4, 2014                         | Common In-Service | 300.00     |
| Fran Cleland                    | Presenter Fee for Health & Physical Education In-Service Day Conference on November 4, 2014                         | Common In-Service | 150.00     |

|                                 |   |   |                     |               |
|---------------------------------|---|---|---------------------|---------------|
| Julie Eastburn                  | Presenter Fee for Math & Science Collaborative Workshop on October 7, 2014  | Federal Programs  | 375.00              |               |
| Dr. Christina Frei              | Presenter Fee for World Language Common In-Service Day Workshop on November 4, 2014   | Common In-Service   | 700.00              |               |
| Richard Kiker                   | Professional Stipend: Google Boot Camp on November 8 & 15, 2014   | Local In-Service  | 5,000.00            |               |
| Jennifer Means                  | Presenter Fee for Speech & Language Staff Development Workshop on November 4, 2014  | Special Education   | 300.00              |               |
| Kristin Messina                 | Presenter Fee for Health & Physical Education In-Service Day Conference on November 4, 2014   | Common In-Service   | 150.00              |               |
| Performance Learning Systems    | Encumbrance for Bridges Virtual Professional Development October 1, 2014 through September 30, 2015   | Bridges Virtual   | 12,000.00           |               |
| Barbara Simmons                 | Presenter Fee for Health & Physical Education In-Service Day Conference on November 4, 2014   | Common In-Service   | 100.00              |               |
| School Operation Services, Inc. | Agreement to Provide Full Time Maintenance Services to the Tawanka Location & Part Time Security and/or Maintenance Services to the Doylestown Location in Accordance with Rates Outlined in Contract | Tawanka Facilities  | 51,667.20           |               |
|                                 |   | Facilities Services   | 25,000.00           |               |
| Pat Toner                       | Presenter Fee for Health & Physical Education In-Service Day Conference on November 4, 2014   | Common In-Service   | 100.00              |               |
|                                 |   | Sub-Total:  | \$101,042.20        |               |
| <u>Purchases</u>                | <u>Vendor</u>   | <u>Description</u>  | <u>Budget</u>       | <u>Amount</u> |
| ePlus Technology                |   | Supportedge Premium Onsite Service from January 1, 2015 through December 31, 2015       | Technology Services | \$23,987.58   |
| Franklin Flooring, Inc.         |   | Carpeting for Teacher Work Room & Print Shop Build Out                                  | Facilities Services | 5,127.00      |
| L-Soft Sweden AB                |   | Annual Renewal LISTSERV Classic Software from October 25, 2014 through October 24, 2015 | Technology Services | 2,800.00      |
|                                 |   | Sub-Total:  |                     | \$31,914.58   |
|                                 |   | Grand Total:  |                     | \$132,956.78  |

#### APPROVAL OF OFFICIAL NOTIFICATION OF BID AWARD

Approved the Official Notification of Award for #2 Fuel Oil (Heating) bid and Unleaded Gasoline & Ultra Low Sulfur Diesel B-2 (Vehicle) bid effective July 1, 2015 through June 30, 2016 to the recommended

vendor(s) and the results will be presented to the Board of School Directors at the next scheduled Board meeting.

**APPROVAL OF BUCKS COUNTY COOPERATIVE PURCHASING BID**

Approved the Bucks County Schools Cooperative Purchasing Group's Catalog Discount Bid #15-004 for the period from January 1, 2015 through December 31, 2015 to the recommended vendors. (Refer to list of vendors in October 21, 2014 Board Agenda)

**APPROVAL OF BUCKS COUNTY COOPERATIVE PURCHASING BID**

Approved the Bucks County Schools Cooperative Purchasing Group's Grocery Bid #15-008 for the period from October 1, 2014 through September 30, 2015 in the amount of \$241,500.04 to the following recommended vendors:

|                                       |              |
|---------------------------------------|--------------|
| Kast Distributors, Inc.               | \$228,384.14 |
| Nardone Brothers Baking Company, Inc. | 13,115.90    |

**APPROVAL OF INTRODUCTORY READING TO BOARD POLICY**

Approved the Introductory Reading of Updated Board Policy #3405.5 – Administrative, Supervisory, Consultative Personnel Absences and Leaves to Reflect the Terms of the Current ASCP Agreement. (Refer to Board Policy in October 21, 2014 Board Agenda).

**APPROVAL OF SECOND AND FINAL READING TO BOARD POLICY**

Approved the Second and Final Reading of Amendment to Board Policy #1340.1 – Use of Teleconferencing. (Refer to Board Policy in October 21, 2014 Board Agenda).

**APPROVAL OF VARIOUS HUMAN RESOURCES ITEMS**

Approved the various Human Resources items (A through D) for October 2014 (Refer to attached report dated October 21, 2014).

**INFORMATION ITEMS** – Mr. Jack Brady provided his Legislative Report.

**OLD BUSINESS** – None

**NEW BUSINESS** – Mr. Hartline reported the results of the PSBA Voting for Elected Officers and At-Large Representatives for 2015 as follows:

President-Elect: Kathy Swope, Lewisburg Area SD (Union County)  
Vice President: Mark Miller, Centennial SD (Bucks County)  
Treasurer: Otto Voit, Muhlenberg SD (Berks County)  
At-Large Representative (East): Michael Faccinetto, Bethlehem Area SD (Northampton County)  
At-Large Representative (Central): David Hutchinson, State College Area SD (Centre County)  
At-Large Representative (West): Daniel O'Keefe, Northgate SD (Allegheny County)

**PUBLIC PARTICIPATION** - None

ADJOURNMENT

Upon a motion by Mr. Christopher Cridge, seconded by Mr. Ron Jackson, and passed by unanimous voice vote of nine (9) Board Members, the Board agreed to adjourn the meeting.

The meeting adjourned at 7:50 PM.

NEXT MEETING

The next regularly scheduled meeting of the Bucks County Intermediate Unit #22 Board of School Directors is: Tuesday, November 18, 2014 at 7:00 PM at the Tawanka Learning Center, 2055 Brownsville Road, Langhorne, PA 19053.

*Elizabeth Bittenmaster*

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

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
**EXECUTIVE COUNCIL MINUTES**  
**October 13, 2014**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, October 13, 2014, at 5:32 p.m. by Mr. Charles Kleinschmidt, Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag.

**Council Members**

Mrs. Susan Atkinson, New Hope Solebury S.D.  
 Mr. Mark Byelich, Council Rock S.D.  
 Dr. Bill Foster, Council Rock S.D.  
 Mr. Joseph Jagelka, Central Bucks S.D.  
 Mr. Charles Kleinschmidt, Centennial S.D.  
 Mrs. Jane Schrader Lynch, Centennial S.D.  
 Mrs. Kelly Unger, Central Bucks S.D.

**Absent**

Mr. John Gamble, Central Bucks S.D.  
 Mrs. Betty Huf, Centennial 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  
 Mr. Vincent Loiacono, Director of Facility Operations  
 Mrs. Nancy Messick, Adult Education Coordinator  
 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. There were no guests at the meeting.
- III. Mr. Kleinschmidt reported the students are back into the swing of things. Our multimedia students have been seen around campus studying photography, our landscaping students have mulched and cleaned up our campus gardens, and our automotive and welding students toured Maple Grove Raceway on October 3<sup>rd</sup>. Aspirations, our student operated restaurant, opens to the public this week and Salon Extreme opens to the public the following week.

Our adult evening school classes have begun. The fall semester offers courses in automotive, carpentry, technology, electrical, machining, welding, drafting, dental assistant and more. Our adult classes provide instruction in current technologies, opportunities for a new career, to update skills, or earn industry certifications.

- IV. Mrs. Schrader Lynch gave the Council an update on Mrs. Huf.
- V. Mrs. Schrader Lynch moved, Mr. Jagelka seconded, passed unanimously, to approve the minutes of the September 8, 2014 meeting. Attachment 1 (pg. 7)
- VI. Routine Business:

A. Administrative Report

1. Mrs. Dohoney provided a report on the October 1, 2014 enrollment. This information included overall enrollment, enrollment by district, adult day program enrollment, a historical perspective, growth at the districts and MBIT, enrollment trends, special education enrollment and enrollment by race and gender.

There are currently 775 students enrolled at MBIT, which represents a 3.8% decrease over last year. We have a 45.2% Special Education population and there are 6 adult day students.

Discussion included concerns for the decline in enrollment at Middle Bucks and enrollment trends at the districts.

2. Ms. Rinker provided a report on marketing strategies and the Middle Bucks Comprehensive Guidance and Counseling Plan. She shared feedback and photos from the Summer Career Exploration Program. The data provided was from program registrations and included participation by sending school and the effectiveness of marketing strategies used.

Marketing strategies including promotional lunch visits, 8<sup>th</sup>/9<sup>th</sup> grade tours, Open House, Financial Aid Night, Groundhog Day Shadowing, car decal, and promotion of nontraditional careers were presented. The new promotional DVD produced by the students in Multimedia Technology was previewed and Executive Council members requested to receive copies of the DVD for their district websites.

The Middle Bucks Comprehensive Guidance and Counseling Plan was discussed including the purpose of the plan and the process used to develop the plan. The goal of the Comprehensive Guidance and Counseling Plan is to provide a means to monitor initiatives and maintain a sense of accountability.

Discussion included how many students enrolled in the Summer Career Exploration Program planned to attend Middle Bucks, what programs are considered non-traditional, and what strategies would be implemented to increase non-traditional enrollment.

3. Mrs. Messick provided a report on the Adult Education program. The information included reviewing the goals for the Adult Education program, which focuses on aligning course offering with the Middle Bucks Mission Statement, offering courses that meet community and employer needs, and maximizing the use of facilities.

The Adult Evening School enrollment for 2013-2014 was 678 students, which represented an increase of 120 students over the previous year. Recent course additions included the following courses: Solid Works, Adobe Acrobat Pro, Welding Certification Test Prep, CPR for Healthcare Providers, Photoshop and Multi Media, Microsoft Office 2013, The Cloud, and iPad Basics & Beyond. The adult day student enrollment has decreased, with a current enrollment of six students.

During the 2013-2014 school year, tuition for more than fifty students was funded by their employer. A customized industry training class in Excel was recently offered to employees of Polonia Bank and SEPTA employees participated in emissions inspection recertification.

Adult Education Program recorded a profit of over \$21,000 in the 2013-2014 fiscal year.

- A. Mrs. Schrader Lynch moved, Mr. Byelich seconded, passed unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 3 (pg. 26)
- B. Committee Reports
  1. The Professional Advisory Council meeting scheduled on Tuesday, September 4, 2014 at Noon was cancelled. – Dr. Joyce A. Mundy, Chairperson. Attachment 4 (pg. 23)
  2. The Building, Security and Technology Committee meeting scheduled on Tuesday, September 2, 2014 at 4:30 PM was cancelled. Mr. Joseph Jagelka, Chairperson. Attachment 5 (pg. 24)
  3. The Program, Policy and Personnel Committee meeting scheduled on Tuesday, September 2, 2014 at 5:15 PM was cancelled. Mrs. Betty Huf, Chairperson. Attachment 6 (pg. 25)
  4. The Finance Committee meeting scheduled on Tuesday, September 2, 2014 at 6:00 PM was cancelled. Mrs. Kelly Unger, Chairperson. Attachment 7 (pg. 26)
- D. Mrs. Unger moved, Dr. Foster seconded, passed unanimously, to approve the Cash Payments Report for September. Attachment 8 (pg. 33)

- E. Mr. Byelich moved, Dr. Foster seconded, passed unanimously, to approve the Treasurer's Report for August. Attachment 9 (pg. 52)

VII. Current Agenda Items

A. Personnel Items

1. Mrs. Schrader Lynch moved, Mr. Byelich seconded, passed unanimously, to ratify the termination of Fritz Gracien, Custodian, effective September 8, 2014.
2. Mrs. Schrader Lynch moved, Mr. Byelich seconded, passed unanimously, to approve the employment of Stephen Boccella, Jr., as full-time evening Maintenance Mechanic/Custodian, at a rate of \$22/hour, effective October 20, 2014.
3. Mrs. Schrader Lynch moved, Mr. Byelich seconded, passed unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Phillip Lawhead, Custodian, effective September 25, 2014.
4. Mrs. Schrader Lynch moved, Mr. Byelich seconded, passed unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Laura Lacivita, Preschool Teacher/Manager, effective September 29, 2014.
5. Mrs. Schrader Lynch moved, Mr. Byelich seconded, passed unanimously, to approve the appointment of Dr. Jan Solkov Kaufman as a member of the 2014 Local Advisory Council (LAC).
6. Mrs. Schrader Lynch moved, Mr. Byelich seconded, passed unanimously, to approve the appointment of Richard Vona as a member of the 2014 Local Advisory Council (LAC).
7. Mrs. Schrader Lynch moved, Mr. Byelich seconded, passed unanimously, to approve the additions to the substitute staff listing for the 2014-15 school year. Attachment 10 (pg. 67)

B. Policies

1. Mrs. Jane Schrader Lynch moved, Mr. Byelich seconded, passed unanimously, to adopt revised Administrative Regulation 122-R Financial Support of Career and Technical Student Organizations (CTSO) Activities and Events. Attachment 11 (pg. 68)

C. Other Matters for Consideration

1. Mrs. Atkinson moved, Mr. Byelich seconded, passed unanimously, to approve the additional field trip for the 2014/15 school year. Attachment 12 (pg. 69)
  2. Mrs. Atkinson moved, Mr. Byelich seconded, passed unanimously, to approve the Articulation Agreement with The Restaurant School at Walnut Hill College. Attachment 13 (pg. 70)
  3. Mrs. Atkinson moved, Mr. Byelich seconded, passed unanimously, to approve the Addendum to the Master Agreement between Middle Bucks Institute of Technology and SchoolWires, in the amount of \$1100.00, for Template Modification Service and to provide access to the MyWay Premium Template Library for changes to the existing website. Attachment 14 (pg. 73)
  4. Mrs. Atkinson moved, Mr. Byelich seconded, passed unanimously, to ratify the 2014-2015 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 15 (pg. 77)
  5. Mrs. Atkinson moved, Mr. Byelich seconded, passed unanimously, to approve offering online training through Global Compliance Network for the 2014-2015 school year at the cost of \$630.00 with additional charge of \$1.50 per employee for required Act 126 child abuse training. Attachment 16 (pg. 80)
  6. Mrs. Atkinson moved, Mr. Byelich seconded, passed unanimously, to approve authorization for Business Manager or Administrative Director to execute a 60 month lease paid quarterly at cost of \$2784.66 with \$1 buy-out at end of lease from Ally Financial for the two vans authorized in August 2014. Attachment 17 (pg. 99)
- VIII. Mrs. Unger moved, Mrs. Schrader Lynch seconded, passed unanimously, to adjourn the October 13, 2014 meeting of the MBIT Executive Council at 6:52 PM.

Respectfully submitted,

Susan Atkinson  
Secretary

Roberta Jackiewicz  
Assistant Secretary

## CENTRAL BUCKS SCHOOL DISTRICT

Resolution Authorizing Proposed Preliminary Budget  
Display, Advertising,  
And Authorizing Referendum Exception

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

1. The School District shall make the Proposed Preliminary Budget available for public inspection at least 20 days before the date scheduled for adoption of the Preliminary Budget.
2. At least 10 days before the date scheduled for adoption of the Preliminary Budget, the Secretary shall advertise a Preliminary Budget Notice. The notice shall be advertised once in a newspaper of general circulation and shall be available for public inspection at the administrative offices of the School District.
3. The Act 1 base index applicable to the School District as calculated by the Pennsylvania Department of Education (PDE) is 1.9%. The Preliminary Budget Proposal assumes that the School District will receive approval for use of one or more Act 1 real estate tax referendum exceptions. The School District shall take all steps required to obtain PDE approval for the referendum exceptions contemplated in the Preliminary Budget Proposal, including advertising once in a newspaper of general circulation and placing on the School District internet website Act 1 Referendum Exception Notice in substantially the form as presented to the School Board.

The Central Bucks Board of School Directors will hold its public School Board meetings for calendar year 2015 on the second and fourth Tuesday (with the exception of Monday, September 21, 2015) of the month at the Central Bucks Educational Services Center, 16 Welden Drive, Doylestown, PA., beginning at 7:30 p.m. For the months of July, August, November, and December there will be just one School Board meeting each month scheduled. The Tuesday, December 1, 2015 meeting will be a combined Reorganization and School Board meeting and will begin at 7:00 p.m.

The dates of the meetings are as follows:

### 2015 BOARD MEETINGS

Tuesday, January 13, 2015  
Tuesday, January 27, 2015

Tuesday, February 10, 2015  
Tuesday, February 24, 2015

Tuesday, March 10, 2015  
Tuesday, March 24, 2015

Tuesday, April 14, 2015  
Tuesday, April 28, 2015

Tuesday, May 12, 2015  
Tuesday, May 26, 2015

Tuesday, June 9, 2015  
Tuesday, June 23, 2015

Tuesday, July 28, 2015

Tuesday, August 25, 2015

Tuesday, September 8, 2015  
Monday, September 21, 2015

Tuesday, October 13, 2015  
Tuesday, October 27, 2015

Tuesday, November 10, 2015

Tuesday, December 1, 2015 (7:00 p.m.)