

**CENTRAL BUCKS SCHOOL DISTRICT
SCHOOL BOARD MEETING**

February 10, 2015

The Central Bucks Board of School Directors held its meeting on Tuesday, February 10, 2015 in the Board Room of the Educational Services Center with President Stephen Corr presiding. The meeting was called to order by President Corr at 7:30 p.m., followed by the Pledge of Allegiance.

BOARD MEMBERS PRESENT

Stephen Corr – President, Tyler Tomlinson – Vice President, James Duffy, Paul Faulkner, Geryl McMullin, Kelly Unger, Jerel Wohl

BOARD MEMBERS ABSENT

John Gamble, Joseph Jagelka

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

APPROVAL OF MINUTES

Motion by Jerel Wohl, supported by Kelly Unger, to approve the minutes of the January 27, 2015 school board meeting.

Motion Approved 7-0.

PUBLIC COMMENT

There was no Public Comment this evening.

SUPERINTENDENT'S REPORT

Video

Board members viewed a video clip entitled *This Month in Central Bucks*. This fifth in a series of videos highlighted the many activities across the district during the month of January 2015. 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).

Review of 2013-2014 Audit Report

Mr. Jeff Mantz, Manager at Maillie LLP, an independent audit firm, provided school board members an overview of the audit process, a review of internal controls, and the financial position of the school district as of June 30, 2014. Mr. Mantz stated that the district staff do an excellent job year after year. There are sound accounting practices in place and the district has planned well for the impending PSERS pension spike. The district received an unqualified audit report which means there were no issues found. It was a good year for revenues and expenses were controlled to what the budgeted amount should have been. Overall, it was a very strong year for the district.

Student Achievement Report 2014: Part II

Dr. Nancy Silvius, Assistant Superintendent for Secondary Education, presented the most recent SAT/ACT scores, AP enrollment trends, and results from the Senior Plans Survey Class of 2014. The average CB student SAT score for Critical Reading, Math, and Writing was 1642 with an 87% participation rate. In PA the average score was 1481 with an approximate participation rate of 75%, and nationally the score was 1497 with an approximate participation rate of 50%. Some top intended college majors for the Class of 2014 were Business, Commerce, Marketing; Health Professions/Clinical Services; and Engineering. Penn State, University of Pittsburgh, Temple and West Chester were some of the top colleges/universities receiving the most SAT/ACT scores. The SAT measures general college-readiness skills and the ACT measures college readiness based on what students have learned in the classroom. A total of 1490 CB students took the SATs and a total of 509 CB students took the ACTs. This was an increase of 396 from the class of 2013. The average ACT scores for the 2014 CB graduates was 24.4, in PA it was 22.7, and nationally it was 21.0. Dr. Silvius mentioned that about 1/5 of colleges and universities throughout the US have dropped the SAT or ACT as an admissions requirement and it appears that more colleges are doing likewise. Two colleges nearby are Temple and Bryn Mawr. These colleges/universities feel that high school transcripts are a better indicator of the success of the student. Dr. Silvius also reviewed new changes to the SATs beginning in the spring of 2016. The President of the College Board, David Coleman, states/promises that parents should no longer have to pay for expensive college preparation courses. The College Board has partnered with The Khan Academy to offer free tutorials. They should be available in June. Central Bucks offers 19 AP courses out of a total of 35 possible courses. A total of 2,655 AP exams administered were administered in CB in the 2013-2014 school year in grades 10-12. 85% of CB students scored a 3, 4, or 5 on these exams making them eligible for college credit. The state average was 69% and the national average was 59%. The district was one in 547 school districts across the US and in Canada to once again make the College Board's AP Honor Roll. This was done by increasing access to AP coursework and by increasing the percentage of students earning scores of 3 or higher on AP exams. The 2014 Senior Class Survey shows that 91% of students were furthering their education and training (76.7% were entering a four-year college, 13.8% were entering a two-year/community college, and 1% were entering a technical/career school), 4% were entering employment, 2% were entering military service, and 3% had other plans. Colleges attended, types of programs pursued, and class profiles were also discussed. Dr. Silvius pointed out that the class of 2014 (1699 students) was the largest class ever in Central Bucks history.

Dr. Weitzel announced that the district rolled out its Facebook page today. The contents will be reflective of what the district does and will be another way to communicate with the CB community. An e-mail blast was sent out today to families and staff informing them of the Facebook page.

SCHOOL BOARD REPORTS

The Curriculum Committee, Human Resources Committee, and MBIT Executive Council minutes were noted and are Attachment A. Mrs. Unger, MBIT Representative, shared that the MBIT budget will be increasing 1.77% and that a new course, Sports Therapy and Exercise Management, will be offered.

ACCOUNTS PAYABLE CHECK DISBURSEMENTS

Motion by Tyler Tomlinson, supported by Jerel Wohl, to approve the January 31, 2015 and February 5, 2015 General Fund check disbursements; the February 3, 2015 Capital Fund disbursements; and the February 2, 2015 Food Service check disbursements.

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

BUCKS COUNTY INTERMEDIATE UNIT #22 BUDGET APPROVAL

Motion by Paul Faulkner, supported by Kelly Unger, to approve the Bucks County Intermediate Unit #22 Programs and Services/Instructional Materials & Research Services Budget for 2015-2016.

Motion Approved 7-0.

3M COGENT CONTRACT AND PURCHASE OF EQUIPMENT

Motion by Kelly Unger, supported by James Duffy, to approve the contract with 3M Cogent and the purchase of 2 FBI fingerprinting machines with an initial cost of \$9,900 for equipment and an annual cost of \$600.

Motion Approved 7-0.

AUSTILL'S REHABILITATION SERVICES, INC. CONTRACT

Motion by Kelly Unger, supported by Jerel Wohl, to approve the Austill's Rehabilitation Services, Inc. contract extension to provide occupational and physical therapy services.

Motion Approved 7-0.

SCHOOL BOARD POLICY FOR APPROVAL

Motion by Kelly Unger, supported by James Duffy, to bring School Board Policy 806 – Child Abuse off the table.

Motion Approved 7-0.

Motion by Kelly Unger, supported by James Duffy, to approve School Board Policy 806 – Child Abuse.

PERSONNEL ITEMS

Motion by Paul Faulkner, supported by Jerel Wohl, to approve resignations, retirements, terminations, and unpaid leaves of absence; appointments, long-term substitute teachers, long-term per diem substitute teachers, classification changes, community school staff, and EDRs.

RESIGNATIONS

Name: Anne Areias
Position: Special Education Assistant – Bridge Valley Elementary School
Effective: February 4, 2015

RETIREMENTS

Name: Regina Franchois
Position: English teacher – Central Bucks High School – West
Effective: April 21, 2015

TERMINATIONS

Name: Bridgett Szychulski
Position: Music teacher – Central Bucks High School – South
Effective: January 27, 2015

UNPAID LEAVES OF ABSENCE

Jessica Fidler	Art teacher – Central Bucks High School – South May 11, 2015 – August 2015
Kelley Finelli	Elementary teacher – Warwick Elementary School April 24, 2015 – August 2015
Stephanie Hicks	Elementary teacher – Buckingham Elementary School May 4, 2015 – October 9, 2015
Jill Hock	Elementary teacher – Butler Elementary School April 17, 2015 – May 28, 2015
Kaitlyn LaPergola	English teacher – Lenape Middle School April 2, 2015 – May 15, 2015
Keri Rybny	Elementary teacher – Groveland Elementary School April 7, 2015 – August 2015
Erin Scholl	Special Education teacher – Central Bucks High School – South May 7, 2015 – August 2015
Melissa Zielinski	Reading teacher – Kutz Elementary School May 18, 2015 – August 2016

APPOINTMENTS

Name:	Charles Cathers
Position:	Special Education Assistant – Central Bucks High School – West \$13.87 per hour
Effective:	January 28, 2015
Name:	Janet DiGangi
Position:	Duty Assistant – Butler Elementary School \$12.14 per hour
Effective:	January 20, 2015
Name:	Edward Martin
Position:	Personal Care Assistant – Central Bucks High School – East \$12.14 per hour
Effective:	February 9, 2015
Name:	Karin Meyer
Position:	(Temporary) Guidance Secretary – Lenape Middle School \$13.87 per hour
Effective:	January 21, 2015
Name:	Nicholas Miranda
Position:	Personal Care Assistant – Bridge Valley Elementary School \$12.14 per hour
Effective:	January 20, 2015

Name: Allie Riegel
Position: Personal Care Assistant – Cold Spring Elementary School
\$12.14 per hour
Effective: January 20, 2015

Name: Melissa Ventresca
Position: (Temporary) Special Education Assistant – Unami Middle School
\$13.87 per hour
Effective: January 26, 2015

LONG-TERM SUBSTITUTE TEACHERS

Name: Moira Calhoun
Position: Special Education teacher – Tohickon Middle School
\$21,935 (B+0 credits, Step 1)
Effective: January 29, 2015 until the end of the 2014-2015 school year

Name: Rebecca Douglass
Position: Social Studies teacher – Tamanend Middle School
\$25,860 (B+0 credits, Step 1)
Effective: January 5, 2015 until the end of the 2014-2015 school year

Name: Alexandra Haeusser
Position: English teacher – Unami Middle School
\$21,473 (B + 0 credits, Step 1)
Effective: February 2, 2015 until the end of the 2014-2015 school year

Name: Nathan Harris
Position: English teacher – Tohickon Middle School
\$21,473 (B+0 credits, Step 1)
Effective: February 2, 2015 until the end of the 2014-2015 school year

Name: Thomas Marsden
Position: (.27) Social Studies teacher – Central Bucks High School – South
\$5,922 (B + 0 credits, Step 1)
Effective: January 29, 2015 until the end of the 2014-2015 school year

Name: Marie Pierce
Position: Special Education teacher – Central Bucks High School – West
\$24,795 (M+0 credits, Step 1)
Effective: January 29, 2015 until the end of the 2014-2015 school year

LONG-TERM PER DIEM SUBSTITUTE TEACHERS

Name: MaryAnna Calotta
Position: Mathematics teacher – Unami Middle School
\$19.75 per hour
Effective: January 23, 2015

Name: Andrew Dowd
 Position: English teacher – Central Bucks High School – East
 \$19.75 per hour
 Effective: February 2, 2015

Name: Victoria Kennedy
 Position: Special Education teacher – Tohickon Middle School
 \$19.75 per hour
 Effective: February 9, 2015

Name: Lucyann Moore
 Position: Elementary teacher – Buckingham Elementary School
 \$19.75 per hour
 Effective: February 20, 2015

Name: Zachary Orenstein
 Position: Social Studies teacher – Holicong Middle School
 \$19.75 per hour
 Effective: January 5, 2015

Name: Karly Seiz
 Position: Elementary teacher – Butler Elementary School
 \$19.75 per hour
 Effective: February 5, 2015

Name: Allison Yannaccone
 Position: Science teacher – Central Bucks High School – East
 \$19.75 per hour
 Effective: February 18, 2015

CLASSIFICATION CHANGES

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Linda Dracopoulos	General Secretary Educational Services Center \$17.82 Per Hour	Administrative Secretary Educational Services Center \$19.67 Per Hour	2/11/15
Naleena Dyal	Duty Assistant Butler \$12.14 Per Hour	Personal Care Assistant Butler \$12.64 Per Hour	1/12/15
Deborah Warren	Personal Care Assistant East \$12.26 Per Hour	Special Education Assistant East \$13.87 Per Hour	1/30/15

COMMUNITY SCHOOL STAFF

Jonathan Drake	Before/After School Program Instructor 2	\$17.30/hour
Michelle Vieille	Before/After School Program Instructor 2	\$17.30/hour

EDR CHANGES

Barbara Seiden	West/Girls Swimming (assignment of open units)	4
Gerry Armani	South/Amplification (assignment of open units)	3

Motion Approved 7-0.

STUDENT ITEMS

Motion by Kelly Unger, supported by James Duffy, to approve the following student trip:

- Lenape Middle School and CB West History Corps clubs to travel to Washington, D.C.
Dates are February 20, 2015.

Motion Approved 7-0.

STAFF CONFERENCES/WORKSHOPS

Motion by James Duffy, supported by Jerel Wohl, to approve the following staff to attend the listed conferences/workshops.

Rachel Elliott Walsh	2/25/15	Collaborative & Proactive Solutions	BCIU	120
Aneesh Geevarghese	3/19/15	Infinite Campus Interchange	New York, NY	97
Lea Koehler	3/22-3/25/15	2015 PDE Data Summit	Hershey, PA	484
Laurel Podraza	3/19-3/20/15	Infinite Campus Interchange	New York, NY	296
Jay Moskowitz	2/25/15	Collaborate & Proactive Solutions	BCIU	120
Totals this meeting				\$1,117

Motion Approved 7-0.

REPORTS/INFORMATION

Mr. Corr announced that Student Activities Reports ending December 31, 2014 for the secondary schools were enclosed as information items.

There being no further business before the Board, motion by Tyler Tomlinson, supported by Jerel Wohl, to adjourn at 8:39 p.m.

Respectfully submitted,



Sharon L. Reiner
Board Secretary

CENTRAL BUCKS SCHOOL DISTRICT
Curriculum Committee Notes
November 12, 2014

MEMBERS PRESENT

John Gamble, Chairperson
Jerel Wohl, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Tyler Tomlinson	Dr. David Weitzel	Ed Sherretta
Paul Faulkner	Dr. David Bolton	
	Dr. Nancy Silvius	

COMMITTEE MEMBERS ABSENT

Gerri McMullin
Kelly Unger

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Curriculum Committee Minutes from October 8, 2014 were approved as presented.

INFORMATION/DISCUSSION/ACTION ITEMS

Veterans' Day Celebrations—Dr. Weitzel commented on the wonderful tributes throughout Central Bucks. He shared his experience while attending the tribute at Central Bucks High School South.

District E-Communications to Parents —Ed Sherretta, District Informational Technology Director, presented to the committee on various options that are currently being utilized by the district:

1. District-wide parent emails are utilized for announcements intended for all homes.
2. Infinite Campus email blasts are usually sent from the schools or individual teachers.
3. Synervoice text messages are utilized for bus and severe weather information.
4. Twitter@CBSInfo is utilized to highlight items of special interest on our website.
5. District web page is the main hub of information for families and the community. It also includes individual teacher web pages to provide more student specific information.
6. Media outlets like newspaper, TV, and radio are utilized for press releases and announcements.
7. Central Bucks Television (CBTV) is used to broadcast school events and also provides some district-produced programming.
8. Synervoice voice message is most commonly used for attendance calls to families.
9. CBSD staff email blasts are used to provide information and announcements to the staff.

J. Gamble asked how we can better utilize technology and suggested utilizing Twitter and the front page of the district web site to communicate Board information. P. Faulkner mentioned the number of community members who rely on a Smart Phone for information and how the District may be able to capitalize on that. J. Wohl commented on matching the media used with the intended audience for the information being provided.

Dr. Weitzel stated that he will look into questions and suggestions that were raised.

Flexible Instructional Days from PDE —Dr. Weitzel presented to the committee on this new alternative from the State. This option is a local decision and needs to be a continuation of the normal curriculum and cannot be a stand-alone lesson.

The committee discussed the pros and cons of this alternative. Topics discussed included dealing with power outages, providing Special Education services, providing time for teachers to develop the lessons, providing meaningful content for the students, and assessment.

Calendar for 2015-2016 – Dr. Weitzel led a discussion, and sought feedback, on topics related to establishing next year's calendar. No decisions were made but the committee discussed the following possibilities:

1. Starting before Labor Day on a consistent basis.
2. Finding ways to end earlier in June.
3. Possibility of students attending some school during Thanksgiving week.
4. Providing a Spring Break for families.
5. The placement of staff development throughout the calendar.
6. Maximizing instructional opportunities prior to PSSA/Keystone/AP testing.
7. Possibility of solidifying the date of graduation as of a certain calendar point.

The following three revised policies are in conjunction with Policy 217 that has recently been revised according to changes mandated by Chapter 4 of the Pennsylvania State Code. These policies required updating and more clarifying information. The High School Guidance Coordinators worked with Dr. Silvius on the language.

Revised School Board Policy 217.1 – Awarding of Credit by Evaluation — This policy is intended for students who have a high proficiency in a certain course content. Students are required to demonstrate a strong understanding on the course final exam and would then earn pass/fail credit on their transcript.

Revised School Board Policy 217.2 – Awarding of Credit Through a College Course — This policy utilizes a college course and allows students to earn a pass/fail on their transcript.

Revised School Board Policy 217.3 – Awarding of Credit Through an Online Course — This policy utilizes an approved online course and students earn a pass/fail on their transcript.

Deletion of School Board Policy 217.4 – Awarding of Credit Through Private Tutoring — This policy is being recommended for deletion since it is redundant and can be accomplished through 217.1.

ANNOUNCEMENTS

The next scheduled meeting is January 14, 2015.

ADJOURNMENT

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

CENTRAL BUCKS SCHOOL DISTRICT
Curriculum Committee Notes
January 14, 2015

MEMBERS PRESENT

John Gamble, Chairperson
Jerel Wohl, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Steve Corr Dr. David Weitzel
 Dr. David Bolton
 Dr. Nancy Silvius

COMMITTEE MEMBERS ABSENT

Kelly Unger

PUBLIC COMMENT

There was no public comment.

PREVIOUS MEETING NOTES

There were no changes

INFORMATION/DISCUSSION/ACTION ITEMS

Pennsylvania Youth Survey—Dale Scafuro presented the results of the 2013 PA Youth Survey. This survey determines the prevalence and frequency of at-risk behaviors as well as the risk and protective factors students identify in their lives. This survey is sponsored by the PA Commission on Crime and Delinquency and is available to the District at no cost. It was given anonymously to all 8th, 10th and 12th grade students.

When compared to results from 2009, students in all grade levels reported a lower 30 day use of alcohol, tobacco, marijuana and inhalants. Additionally students reported engaging in high risk behaviors (defined as binge drinking, driving after alcohol, driving after marijuana) at a lower rate than 2009 in all grade levels. An increase from 2009 was seen in the percentage of students who responded they were "inclined to think I am a failure" and "felt and depressed most days". The number of risk factors student reported in their lives was a lower than the state average; students reported a greater number of positive assets or protective factors in their lives than the state average.

These results have been shared with district staff and parent groups across the District.

Occupation Therapy/Physical Therapy provider—Austill's Rehabilitation Services has been providing Occupational and Physical Therapy Services (OT/PT) to the District since 2008. The current contract is set to expire in June 2015 and Austill's has presented the District with a proposal to extend the contract through June 2018. The new proposal has no increase the first year of the contract and a total increase of 2.6 % over the final two years, representing less than a 1% yearly increase over the life the contract. The total increase from the first contract (July 2008) to the present has been about 1% per year.

In addition to costs, other factors to consider include the high retention rate for therapists which has been important to program continuity, staff relationships and overall quality of service. Austill's has been extremely responsive to the District' staffing needs and has reacted quickly to any gaps in service. Additionally Austill's provides staff development to the therapists as well as training in meeting mandated requirements from PDE (i.e, child abuse) all at no cost to the District.

Revision to Policy 806—Child/Student Abuse—Dr. Silvius presented the revised version of policy 806 and the suggested title change to "Child Abuse." This revisions in this policy are required by PDE.

The changes reflect much of the information in the Child Protective Services law and the associated revisions to School Code related to identification and reporting requirements for suspected child abuse and training requirements for school employees on recognition and reporting child abuse. This revised policy will move to the next Board meeting for consideration.

Calendar 2015-2016—A draft of the school calendar for 2015-2016 was presented by Dr. Weitzel. He mentioned the following highlights-school starts before Labor Day as per district policy related to the date of Labor Day which builds more instructional days at the beginning of the year before winter weather becomes an issue; elementary students will attend half days on Monday and Tuesday of Thanksgiving week while secondary students attend full day Monday and half day Tuesday. The early dismissal on March 11th satisfies the teacher contract for a half day clerical for elementary teachers at the end of each marking period. Specific planning was given to not having the last school of school occur on a Monday. The draft calendar will move to the next Board meeting for consideration.

ANNOUNCEMENTS

The next scheduled meeting is February 11, 2015.

ADJOURNMENT

Notes submitted by Dr. Nancy Silvius, Assistant Superintendent for Secondary Education

CENTRAL BUCKS SCHOOL DISTRICT
Human Resources Committee Notes
March 12, 2014

The Human Resources Committee meeting was called to order at 6:00 PM by James Duffy.

Committee Members Present

James Duffy, Chairperson
Stephen Corr, Member
Geryl McMullin, Member

Other Board Members and Administrators Present

Joe Jagelka
Paul Faulkner
John Gamble
Tyler Tomlinson
Jerel Wohl
Gilbert Martini, HR Director/Admin. Liaison
David Weitzel, District Superintendent

Public Comment

Members of the public made comments about the dismissal of a CB East coach.

1. Approval of the January 8, 2014 Human Resource Committee Minutes
2. Information/Discussion/Action Items
 - Health Care Cost Summary – The Committee received an update on health care costs. During the current fiscal year large claims totaled \$2.9M with reinsurance reimbursements totaling 1.1M. Even with an increase in large claims, those in excess of \$200,000, overall claims are trending lower.
 - Bucks Montgomery Health Care Consortium – The Committee received an update on continuing district membership in the BMHCC. Also discussed were various funding mechanisms and the additional benefits of continued membership. As the Consortium continues to grow members will receive more competitive hospital and physician discounts and lower fixed costs. While the district currently offers its own medical plans, upon the ratification of a new collective bargaining agreement the district will be required to migrate into the Consortium's preferred medical plans.
 - Substitute Staffing – The Committee reviewed a report on staffing levels, absences and fill rates for substitute teachers, substitute educational assistants and substitute staff nurses. While absences have increased so have fill rates. The district will continue to monitor absence patterns including those on Mondays and Fridays. The administration also recommended hiring two (2) part-time substitute staff nurses to improve staffing and fill rates now 76 percent. Fill rates for teaching positions are above 97%. The district continues to reap rewards from its use of the AESOP absence management software.
 - Executive Session - The committee adjourned to executive session to discuss personnel matters.
3. Adjournment – The meeting adjourned at 7:15 p.m. The next meeting is scheduled for April 9, 2014.
4. Draft Minutes submitted by Gilbert R. Martini, Jr., Human Resources Director and Administrative Liaison to the Human Resources Committee.

CENTRAL BUCKS SCHOOL DISTRICT
Human Resources Committee Notes
January 14, 2015

The Human Resources Committee meeting was called to order at 6:05 PM by Andrea L. DiDio.

Human Resources Committee Members

James Duffy, Chairman
Geryl McMullin, Member
Tyler Tomlinson, Member
Kelly Unger, 1st Alternate

Board Members & Administrators Present

Stephen Corr
John Gamble
Jerel Wohl
Andrea L. DiDio, HR Director/Administrative Liaison
David Weitzel, District Superintendent
Nancy Silvius, Assistant Superintendent for Secondary Education
Dale Scafuro, Director of Student Services

Public Comment: There was no public comment.

1. Approval of the March 12, 2014 Human Resource Committee Notes
2. Information/Discussion/Action Items
 - **Substitute Staffing** – The Committee reviewed a report on staffing levels, absences and fill rates for substitute teachers and substitute staff nurses. While absences have increased fill rates have decreased. The district will continue to monitor absence patterns including those on Mondays and Fridays. The district is recommending the following changes and/or adjustments: return to a daily rate of pay from an hourly rate of pay; recommend an increase of the per diem rate from \$90 per day to \$95 per day; a differential for Monday and Fridays due to the increase in failed to fill rates for these two specific days to \$100 for Monday and/or Friday coverage; Nursing Substitute rate \$105 daily due to failure to fill and difficulty recruiting substitute nurses; a cumulative rate of \$110 per day for days 40+; acceptance of the approximately 100 emergency certified candidates to substitute for the district from the Bucks County Intermediate Unit #22; request of an exemption from PSERS for retired teachers to substitute in daily positions from January 2015 through December 2015 without penalty due to emergency state of substitute fill rates; reach out to colleges/universities offering education programs to advertise the district. Fill rates for teaching positions are now down to 85% from 97% in 2013. Recommended to move to full Board for action.
 - **Update and overview of Act 168 and Act 153** – An overview of the new Act 168 law was explained regarding new hire employee work history as related to sexual misconduct in any work history where the individual has had direct contact with children. Act 153 was reviewed regarding all school district employees and volunteers being required to furnish new clearances every thirty-six (36) months. There was discussion on the district furnishing the cost for all employees. Recommended to move to full Board for discussion.

- **Bucks Montgomery Health Care Consortium** – The Committee received an update on continuing district membership in the BMHCC and how our first month in the consortium has gone. As the Consortium continues to grow members will receive more competitive hospital and physician discounts and lower fixed costs.
3. **Adjournment** – The meeting adjourned at 6:50 p.m. The next meeting is scheduled for Wednesday, February 11, 2015 at 6:00 p.m.

Draft Notes submitted by Andrea L. DiDio, Human Resources Director and Administrative Liaison to the Human Resources Committee.

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
November 10, 2014

- I. The regular meeting of the MBIT Executive Council was convened on Monday, November 10, 2014, at 5:33 p.m. by Mr. Charles Kleinschmidt, Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag. The Council observed a moment of silence for Veterans Day and it was asked to hold in our memory and thoughts anyone we know and also the people that are defending our country now.

Council Members

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

Absent

Mr. Mark Byelich, Council Rock S.D.
Mr. John Gamble, Central Bucks S.D.
Mrs. Betty Huf, Centennial S.D.

Others in Attendance:

Dr. Joyce A. Mundy, MBIT Superintendent of Record, Centennial S.D.
Mrs. Denise Dohoney, Assistant Director
Mr. Jeffrey Garton, Esq., School Solicitor
Mr. Richard Hansen, Facility Supervisor
Mrs. Roberta Jackiewicz, Assistant Board Secretary
Mr. Vincent Loiacono, Director of Facility Operations
Mrs. Stacy Pakula, Career and Technical Education Supervisor
Mrs. Kathryn Strouse, Administrative Director
Mr. Robert Vining, Business Manager

- II. There were no guests at the meeting.
- III. Mr. Kleinschmidt reported that the Department of Education conducted an on-site Civil Rights Audit at Middle Bucks during the last week of October and the school sailed through the audit with flying colors! There were no non-compliances issued, but a few suggestions were made to make the campus more accessible to people with disabilities. The suggestions included: Establishing a couple of unisex restrooms throughout the school, adding signs directing people to ADA restrooms, wrapping sink pipes in padded plastic so that someone in a wheelchair would not hurt themselves on the pipe, modifying a dental operatory to accommodate a student in a wheelchair and repainting a blue wheelchair symbol on one of the parking spaces in the front parking lot. A thank you was extended to those staff members involved in preparing for the audit.

Leadership seems to be a common theme during the month of November. HOSA: Future Healthcare Professionals held an induction ceremony for the newly elected officers that was attended by students, parents, teachers and administrators.

The Central Bucks Chamber of Commerce selected three students from Middle Bucks to be this year's recipients of their Young Citizen Award for demonstration of exceptional commitment to the principles of good citizenship and community involvement. Those students were recognized at a luncheon this past Friday.

During the week of November 17th, we will be sending 25 SkillsUSA Officers and Representatives to the 3-day Fall Leadership Conference in the Poconos, where they will join students from other career and technical schools to learn about leadership and student government.

Mr. Kleinschmidt congratulated Mr. Miller, who recently received the Timothy M. Allwein Advocacy Award that was established in 2011 by PSBA in memory of Tim Allwein, the association's former Assistant Executive Director for Governmental and Member Relations.

- IV. Mrs. Schrader Lynch gave the Council an update on Mrs. Huf. She also noted that the MBIT promotional video was played at the Centennial School Board meeting and the board members were quite impressed. She invited the Council to see Mr. Miller receive his award from the Executive Director of PSBA.
- V. Mrs. Schrader Lynch moved, Mr. Jagelka seconded, passed 6 ayes, 0 nays and 1 abstention (Mr. Miller did not attend the meeting), to approve the minutes of the October 13, 2014 meeting. Attachment 1 (pg. 7)
- VI. Routine Business:

A. Administrative Report

- 1. Mr. Vining presented an overview of the first draft of the 2015-16 General Fund Budget. He said the goal is to be at or under the Act 1 Index of 1.9%.

The assumptions and unknowns, which include salaries and wages, health insurance, retirement, new program, insurance, utilities, state subsidies and federal grants were discussed.

The increase on the general fund expenditures including lease rental is 6.05% or \$612,157.

The major factors that have impacted the budget including salaries, medical and prescription benefit costs, PSERS pension costs, the new Sports Therapy and Exercise Management Program and other costs were reviewed.

The first look at the General Fund increase that is proposed for the member school districts is 2.63% or \$229,512. Mr. Vining proposed using a portion of the committed fund balance and portions of the unassigned Adult Ed and

Production Control fund balances to pay for the new program and reduce the contributions of the member districts.

Local, State and Federal (Perkins) revenues were discussed. Local revenue has declined, the Vocational Education and Retirement subsidies were increased and federal funding for the Carl D. Perkins Grant was decreased.

The next steps are to gather more information, update the proposed budget with the first/second look at healthcare premiums equivalents, the certified employer rate for PSERS and look for savings. The next presentation will take place on February 9, 2015. Mr. Vining noted that he will present the budgets for the Capital Reserve, Adult Ed, Production, Li'l Bucks Preschool and Student Activity funds at the next presentation. (Attachment C)

There was discussion about the purpose of the fund balances. Mr. Vining explained they have developed over the years. They were for start-up costs for the student built house, restaurant, Adult Ed and some of the other programs. They are also used to buy equipment and for the retirement fund. It was asked if there were any other fund balances. Mr. Vining noted that the Capital Reserve has a fund balance as well. There was discussion about how much money was in the fund balances. It was asked what level Mr. Vining was comfortable at maintaining them and he said at 5%.

Mr. Miller noted that on Tuesday, February 3rd NSBA has 900 School Board members coming in from across the country, two each, to visit their Congressman. Congressman Michael Fitzpatrick is supporting their program. They are going to discuss three issues, the full funding of IDEIA, the congressional hearings about standardized testing and to restore the cuts to the Perkins Grant. Because it is such a small amount of money, they think that restoring the cuts to the Perkins Grant is the only one they are going to get. Mr. Tyler Tomlinson and Mr. Miller will be the representatives from Bucks County. They have the support of Congressman Fitzpatrick, who will be taking the lead role in introducing the Act back to the floor.

2. Mr. Vining reviewed the audit report for fiscal year ended June 30, 2014 as prepared by local auditors, Dreslin & Company, Inc. Certified Public Accountants. Their opinion was unmodified. He reviewed the contents of the report. He explained that it does show the fund balances. There is also the Middle Bucks AVTS Authority audit in the statement and they are to be accepted tonight, received and filed. Those are accounting for the bond refinancing that occurred last year and shows that there was a \$671,000 net gain for the school to use for capital projects. (Attachment 15)

There was a discussion regarding the costs of the new program being a large portion of the budget increase and the amount budgeted for the teachers' salaries.

- B. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 12)
- C. Committee Reports
 - 1. Dr. Mundy, Superintendent and Chairperson of the Professional Advisory Council said the Professional Advisory Council met on November 5, 2014 and the summary of the meeting was included in the packet. Attachment 3 (pg. 15)
 - 2. The Building, Security and Technology Committee meeting scheduled on Wednesday, November 5, 2014 at 4:30 PM was cancelled. Mr. Joseph Jagelka, Chairperson. Attachment 4 (pg. 16)
 - 3. Mr. Kleinschmidt stated he attended both the Program, Policy and Personnel Committee meeting and Finance Committee meeting. Some of the items that were discussed at both of the meetings are on the agenda for approval and are included in the summaries. Mrs. Betty Huf, Chairperson, Program, Policy and Personnel Committee and Mrs. Kelly Unger, Chairperson, Finance Committee. Attachment 5 (pg. 17) and Attachment 6 (pg. 18)
- D. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve the Cash Payments Report for October. Attachment 7 (pg. 20)
- E. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve the Treasurer's Report for September. Attachment 8 (pg. 36)

VII. Current Agenda Items

A. Personnel Items

- 1. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve the job description and begin recruiting for the Sports Management and Exercise Therapy Teacher. Attachment 9 (pg. 52)

There was a question asking if we were ready to move ahead with the program and the teacher. Mrs. Strouse explained that we would try to hire the teacher before Open House in January on a quarter time basis, so they can purchase equipment and develop the curriculum prior to the program opening. They will also market the program. In September of the next school year, they would work full time and teach half a day and work on marketing and curriculum during the second part of the day. A committee met in October that was comprised of school therapists, fitness trainers, nutritionists, and occupational therapists and they gave us some good suggestions about the equipment we need for the program. A lot of the big equipment that has been used in the field is no longer needed. They suggested we use smaller pieces of equipment, like weights, that patients can use in their home to improve their health and strength. That was good news.

It was asked who would be on the interview team. Mrs. Strouse explained that we usually invite some of the people that are on the committee to help us interview candidates. The other schools that have started this program tended to have hired a Physical Therapist, and that is what they recommended.

It was asked if the exercise therapy portion of this was primarily physical therapy. Mrs. Strouse stated that a part of it is physical therapy and a part of it is fitness training. The program scope that PDE has created describes that they might work with someone who has diabetes or has had a heart attack and needs to build their endurance. It is not necessarily physical therapy, but they need to understand how to exercise and have a healthier lifestyle. That is a type of person that they would work with. There are two career paths, physical therapy or fitness instruction. They can earn a certification in fitness instruction as a high school student.

2. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Richard Shustack, Maintenance Mechanic, effective December 22, 2014.
3. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve the qualifying personal leave of absence consistent with Policy #536 – Personal Necessity Leave for Meghan Reiff, Instructional Assistant, effective November 6, 2014.
4. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve the membership of the Middle Bucks Local Advisory Council for the 2015 calendar year. Attachment 10 (pg. 55)
5. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to ratify employment of the additional fall 2014 Adult Evening School staff. Attachment 11 (pg. 58)
6. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve the additions to the substitute staff listing for the 2014-2015 school year. Attachment 12 (pg. 59)

B. Other Matters for Consideration

1. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to receive and file the calendar of the Executive Council public meeting dates for the 2015 year. Attachment 13 (pg. 60) and Attachment A

Mrs. Strouse explained there was an additional attachment. There are two calendars to approve, one for the Executive Council meetings and the other for the Executive Council Committee meetings.

2. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to receive and file the MBAVTS Authority Audit Report prepared by Dreslin and Co., Inc. for the fiscal year ending June 30, 2014. Attachment 14 (pg. 61)
3. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to receive and file the MBIT Independent Audit Report prepared by Dreslin and Co., Inc. for the fiscal year ending June 30, 2014. Attachment 15 (pg. 87)
4. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to receive and file the GASB 45 actuarial valuation report as of September 1, 2014 from Conrad Siegel Actuaries for financial reporting in fiscal years ended June 30, 2016, 2017 and 2018. Attachment 16 (pg. 130)
5. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve the Pennsylvania Department of Education Comprehensive Guidance and Counseling Plan. Attachment 17 (pg. 144)
6. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve the Articulation Agreement with Universal Technical Institute (UTI) – Automotive/Automotive Diesel and Collision Repair and Refinish Technology. Attachment 18 (pg. 182)
7. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve the Articulation Agreement with Northampton Community College - Automotive Technology. Attachment 19 (pg. 187)
8. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to reappoint Dreslin and Co., Inc. as auditors for Middle Buck Institute of Technology and MBAVTS Authority for years ending June 30, 2015, 2016 and 2017. Attachment 20 (pg. 193)
9. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve a 5-year contract with Burns Mechanical Inc. to provide comprehensive HVAC maintenance services at a cost of \$44,750.00. Attachment 21 (pg. 194)
10. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to authorize the Business Manager to execute a contract with a provider for unbundled fixed energy pricing not to exceed 112% of the current rate for energy.
11. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to accept the bids for automotive equipment including a tire changer, wheel balancer and 2-post lift to be purchased with the Pennsylvania Department of Education Supplemental CTE Grant. Attachment 22 (pg. 209) and Attachment B

Mrs. Strouse explained there was an additional attachment, which are Mr. Vining's recommendations for the equipment that we would like to purchase for the automotive program. All of the items are covered by grant money that we have already received.

12. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to approve budget transfers. Attachment 23 (pg. 211)
 13. Mr. Miller moved, Mr. Jagelka seconded, passed unanimously, to cancel the December public meeting and authorize the Administration to pay bills to be ratified at the January meeting.
- VIII. Mrs. Schrader Lynch moved, Mr. Jagelka seconded, passed unanimously, to adjourn the November 10, 2014 meeting of the MBIT Executive Council at 6:13 PM.

Respectfully submitted,

Susan Atkinson
Secretary

Roberta Jackiewicz
Assistant Secretary