

**CENTRAL BUCKS SCHOOL DISTRICT
SCHOOL BOARD MEETING**

March 8, 2016

The Central Bucks Board of School Directors held its meeting on Tuesday, March 8, 2016 in the Board Room of the Educational Services Center with President Beth Darcy presiding. The meeting was called to order by President Darcy at 7:30 p.m., followed by the Pledge of Allegiance.

BOARD MEMBERS PRESENT

Beth Darcy – President, Sharon Collopy, Paul Faulkner, Glenn Schloeffel, Karen Smith, Dennis Weldon

BOARD MEMBERS ABSENT

John Gamble, Jerel Wohl

ADMINISTRATORS PRESENT

Dr. David Weitzel, Dr. David Bolton, Andrea DiDio-Hauber, Scott Kennedy, Edward Sherretta, Mary Kay Speese

ALSO PRESENT

Jeffrey Garton – Solicitor, Sharon Reiner - School Board Secretary

Mrs. Darcy announced that the Executive Session scheduled before this meeting was cancelled.

APPOINTMENT OF REGION VII SCHOOL BOARD DIRECTOR TO FILL THE VACANT TERM OF STEPHEN A. CORR

Before appointment of the Region VII candidate Mrs. Darcy asked if there was any Public Comment related to this topic. Mrs. Darcy thanked the Region VII candidates, a total of eight (8), which applied for the position.

Motion by Paul Faulkner, supported by Karen Smith, to appoint Meg Evans as the Region VII School Board Director to fill the vacant term of Stephen A. Corr.

Motion Approved 6-0.

Ms. Evans will be sworn in at the March 22, 2016 Board meeting.

APPROVAL OF MINUTES

Motion by Dennis Weldon, supported by Sharon Collopy, to approve the minutes of the February 23, 2016 school board meeting.

Motion Approved 6-0.

Motion by Karen Smith, supported by Dennis Weldon, to table the minutes of the March 3, 2016 Special School Board meeting since there were not enough members present this evening who attended that meeting.

Motion to Table Approved 6-0.

PUBLIC COMMENT

Andrew Ochadlick commented on his earlier recommendation for the district to collaborate with the Earth to Sky Calculus Group, located in California, and mentioned that this group was in Indonesia testing their equipment for the solar eclipse occurring today. Mr. Ochadlick again commented on the educational opportunities for CB students with the upcoming August 2017 eclipse. He shared his experiences meeting with local groups and shared a copy of his letter and response from Governor Chris Christie with Board members. Mr. Ochadlick offered to prepare an eclipse presentation as a Board presentation.

SUPERINTENDENT'S REPORT

THIS MONTH IN CENTRAL BUCKS VIDEO

Board members viewed a video clip entitled *This Month in Central Bucks*. This video highlighted the many activities across the district during the months of January and February 2016. Videos about the district are 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, Human Resources Committee, and Operations Committee notes, as well as the BCIU Board and MBIT Executive Council minutes were mentioned. These notes and minutes are Attachment A.

RECOMMENDATIONS FOR ACTION

ACCOUNTS PAYABLE CHECK DISBURSEMENTS

Motion by Paul Faulkner, supported by Sharon Collopy, to approve the March 1, 2016 and March 3, 2016 General Fund check disbursements in the amount of \$2,001,554.62; the February 23, 2016 Capital Fund check disbursements in the amount of \$724,341.87; and the February 25, 2016 Food Service Fund check disbursements in the amount of \$17,698.29.

Motion Approved 6-0.

NOMINATION OF JOHN H. GAMBLE TO BUCKS COUNTY INTERMEDIATE UNIT #22 (BCIU) BOARD OF DIRECTORS

Motion by Dennis Weldon, supported by Karen Smith, to nominate John H. Gamble to serve as the Central Bucks School District representative on the Bucks County Intermediate Unit #22 (BCIU) Board of Directors to complete the remainder of term due to the resignation of CB School Board Director Stephen A. Corr.

Motion Approved 6-0.

PERSONNEL ITEMS

Motion by Paul Faulkner, supported by Sharon Collopy, to approve resignations, retirements, terminations, and leaves of absence; appointments, and community school staff.

RESIGNATIONS

Name: Maria Gibboni-Dugan
Position: Substitute Custodian – Facilities
Effective: February 24, 2016

Name: Bruce Harris
Position: A-Mech/Plumber – Facilities
Effective: October 30, 2016

Name: Kyra Miller
Position: Educational Assistant – Central Bucks High School – West
Effective: March 5, 2016

Name: Paul Rochelle
Position: Custodian – Central Bucks High School – West
Effective: February 22, 2016

Name: Lauren Young
Position: Special Education Assistant – Cold Spring Elementary School
Effective: March 4, 2016

RETIREMENTS

Name: Lynn William Pfanstiel
Position: C-Mech/Prev Maintenance - Facilities
Effective: May 6, 2016

Name: Jean Nagle
Position: School Bus Driver – Transportation
Effective: June 30, 2016

TERMINATIONS

Name: Mark McDermott
Position: Substitute Custodian – Facilities
Effective: February 24, 2016

Name: Richard McLaughlin
Position: Custodian – Jamison Elementary School
Effective: February 1, 2016

Name: David Wheeler
Position: Custodian (Floater) – Facilities
Effective: March 1, 2016

LEAVES OF ABSENCE

Christina Gillespie Science teacher – Unami Middle School
April 18, 2016 – August 2016

Providence Kaminski Transportation Assistant – Transportation
February 8, 2016 – TBD

Romy Prime Reading teacher – Jamison/Barclay Elementary Schools
March 9, 2016 – TBD

APPOINTMENTS

Name: Alyssa Getz
Position: (Temporary) Special Education Assistant – Mill Creek Elementary School
\$14.01 per hour
Effective: February 29, 2016

Name: Debbie Janisse
Position: (Temporary) Duty Assistant – Central Bucks High School – West
\$12.26 per hour
Effective: March 1, 2016

Name: Amy Leta
Position: Special Education Assistant – Central Bucks High School – West
\$14.01 per hour
Effective: February 24, 2016

COMMUNITY SCHOOL STAFF

Holly Bland	Student Swim Instructor	\$ 8.40/hour
Roseann Burns	Before/After School Child Program – EA Rate	\$14.01/hour
Delaney Kendrick	Student Swim Instructor	\$ 8.40/hour
Madison MacLean	Student Swim Instructor	\$ 8.40/hour
Thomas Moran	Student Lifeguard	\$ 8.40/hour
Janice Wolff	SAL Assistant Coach	\$14.90/hour

Motion Approved 6-0.

STUDENT ITEMS

Motion by Sharon Collopy, supported by Karen Smith, to approve the placement of a Foreign Exchange Student at Central Bucks High School – West for the 2016-2017 school year.

Motion Approved 6-0.

STAFF CONFERENCES/WORKSHOPS

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

Name	Area	Dates	Conference name	Location	General Fund	Grants	Totals
Kahley, Jeanann	Administrator	3/13 to 3/16/16	Houghton Mifflin Literacy Leadership Summit	Boston, MA		250	
Koehler, Lea	Administrator	5/22 to 5/25/16	2016 PDE Data Summit	Hershey, PA		885	
Podraza, Laurel	Administrator	3/22 to 3/23/16	Infinite Campus Interchange	New York, NY		894	
Totals this meeting						2,029	2,029
Year to date from last meeting					7,638	34,854	42,517
Totals year to date				General fund budget 28500	7,638	36,883	44,546

Motion Approved 6-0.

Mrs. Darcy again thanked all candidates for their interest in applying for the Region VII School Board Director position. Any one of the eight would have been a wonderful addition to the school board.

ADJOURNMENT

There being no further business before the Board, motion by Paul Faulkner, supported by Dennis Weldon, to adjourn at 7:45 p.m.

Respectfully submitted,

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

Sharon L. Reiner
Board Secretary
Recording Secretary

CENTRAL BUCKS SCHOOL DISTRICT
Curriculum Committee Notes
February 10, 2016

MEMBERS PRESENT

Karen Smith, Member
 Dennis Weldon, Member
 Jerel Wohl, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Beth Darcy
 Paul Faulkner
 Glenn Schloeffel

Dr. David Weitzel
 Dr. David Bolton
 Dr. Nancy Silvius

COMMITTEE MEMBERS ABSENT

Sharon Collopy, Chair

PUBLIC COMMENT

Nancy Santacecilia, Mariann Schmidt, and Eileen Plant commented on weighting ninth grade courses.

Yvette White commented on the school start date following Labor Day. Ann Senior and Lisa Bamford declined to comment although previously registered, saying they agreed with Yvette White's comments.

PREVIOUS MEETING NOTES

There were no changes

INFORMATION/DISCUSSION

Proposed School Calendar for 2016-2017—A board member asked why we are concerned with the ending date for the school year and responses were: college summer sessions begins for graduates, summer jobs begin for students and college orientation days are scheduled. A board member mentioned the contract issue with the teachers' union which states there will be 184 student days and also that the starting date before/after Labor Day is regulated by Board policy. Board members expressed varying opinions: prefer the calendar as originally submitted by Superintendent Weitzel because it has students in mind, placing emphasis on students' and their college needs; prefer the calendar's starting date because it has a shorter first week of school; and questioned the benefit of days beyond 180, whether 182, 183, 184. Dr. Weitzel stated that the extra 4 days are not about test scores. However, there is research that indicates the correlation between time on task, time spent with a quality teacher and their positive impact on student achievement. Others points regarding the calendar which were raised: a Spring Break, setting graduation day, 'forgiving' four snow days in a 184-day calendar; time before school starts for teachers to set up rooms, and common exam days. Board members questioned whether the approved calendar could affect present negotiations with various bargaining units. Dr. Weitzel will present a proposed calendar at the February 23, 2016 School Board meeting.

ANNOUNCEMENTS

The next scheduled meeting is March 9, 2016

ADJOURNMENT

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

CENTRAL BUCKS SCHOOL DISTRICT
Finance Committee Notes
February 17th, 2016

Committee Members Present

Jerel Wohl, Chairperson
Beth Darcy, Member

Glenn Schloeffel, Member

Dave Matyas, Business Administrator
Susan Vincent, Director of Finance

Committee Members Absent

Paul Faulkner

Other Board Members and Administrators Present

Karen Smith

Dr. Weitzel
Dr. Bolton

The Finance Committee meeting was called to order at 7:20 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

There was no public comment. Two members of the public were present.

Review of Notes

The January 20, 2015 Finance Committee meeting notes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

2014-15 Audit Review – Ed Furman, partner with Maillie LLP the school district auditor, gave the committee an overview of the 2014-15 audit. The auditors expressed a clean opinion for the 2014-15 audit which covered the general fund, capital fund, food service fund, and fiduciary trust fund. Maillie also conducted an audit of federal programs in accordance with federal guidelines.

Mr. Furman then covered the methodology used to review financial data which includes a full download of general ledger transactions that are then used for statistical sampling as well as the search process for possible illegal or inconsistent accounting practices.

A comparative analysis with other school districts was also reviewed which showed the CBSD general fund and food service fund are in good financial positions.

The full audit report is located on the district website under the financial section of the School Board page.

The committee directed administration to place the audit report on the Board agenda for consideration

2016-17 Budget Update – A presentation was given that covered the status of the Pennsylvania state budget process, the impact of an incomplete state budget on the district's state subsidies receivable for 2015-16, and an overview of the CBSD 2016-17 budget position.

The state Independent Fiscal Office is projecting a state budget deficit at the end of 2015-16 of \$318M with the deficit increasing to \$1.8B at the end of the 2016-17 fiscal year due to a structural imbalance between recurring revenues and recurring expenses.

The Governor's budget for 2016-17 calls for an increase in expenses of 7% or \$2.2B, with \$500M of that amount for education (pre K, K – 12, and higher education).

The Governor is proposing to increase the personal income tax from 3.07% to 3.4%, and expand the sales tax to include basic cable service, movie tickets, and digital downloads.

Administration showed a comparison between prepaying \$30M in construction debt in June of 2017 to using a similar amount to place in a savings account to offset the rising cost of state retirement expenses through 2029. The results show a greater savings of approximately \$3.5M by prepaying construction debt due to the lowering of future interest payments. Administration recommended following through with the planned 2017 debt prepayment as it will help the district absorb the shock of higher pension costs, help pay for future contracts, and help absorb the possibility of future state subsidy reductions and the possibility of future economic downturns. As the Board has expressed some uncertainty with continuing the proposed debt defeasance plan, if the Board wanted to reduce the scope or eliminate future debt prepayments, a consideration could be to adjust or eliminate the proposed 2021 prepayment. The 2021 proposed debt prepayment will not have as much interest savings since it is closer to the end of the debt payment schedule which will be complete in 2029.

A status update of the CBSD budget for the 2015-16 current year shows a projected reduction in state subsidies due to the state budget impasse. In November it was projected that the district would receive an additional \$222,000 in state subsidies due to the implementation of a new basic education funding formula. By February the projected surplus state subsidies have now been reduced to a deficit to CBSD of \$2.4M in basic education, special education, construction reimbursement, and a proposed delay in payment of social security reimbursements to school districts. The impact of these potential changes in state revenues creates uncertainty for the current year and the 2016-17 budget year.

The status of the budget development process for 2016-17 shows expenses at \$319,184,849 which exceeds estimated revenues as calculated with the current millage rate requiring a 1.5% real estate tax increase to balance the budget as of this date. As the budget process continues by refining revenue and expense estimates, it is anticipated that the difference between revenues and expenses can be reduced to a level that would be balanced out with a 1% tax increase which equates to \$50 per year for the typical home owner in CBSD. Administration is recommending a 1% real estate tax increase for 2016-17. Since the district did not increase taxes during 2015-16 this modest tax increase would be needed to minimize the potential for larger tax increases in the future. By far, the major expenditure increase in the 2016-17 budget is for state retirement expenses which account for about 50% of the expenditure increase.

Business Office Review – As a follow up to the January meeting discussion, the committee reviewed a proposal from the Pennsylvania Association of School Business Officials (PASBO) to review business office processes and procedures. The cost of the review will be \$4,000 plus travel expenses. The review process could start as early as February 24th, 2016. The committee recommended the proposal be placed on the Board agenda for consideration.

ADJOURNMENT

The meeting adjourned at 10:05 p.m.

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

CENTRAL BUCKS SCHOOL DISTRICT
Human Resources Committee Notes
February 10, 2016

MEMBERS PRESENT

PRESENT

Paul Faulkner, Chairperson
Karen Smith, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS

Beth Darcy	Dr. David Bolton
Glenn Schloeffel	Dr. David Weitzel
Jerel Wohl	Andrea DiDio-Hauber

COMMITTEE MEMBERS ABSENT

Sharon Collopy, Member
Stephen Corr, Member

PUBLIC COMMENT

There was no public comment.

PREVIOUS MEETING NOTES

There were no changes to the meeting notes of January 16, 2016.

INFORMATION/DISCUSSION

Discussion and Action Items – Policy 806

Policy 806 Child Abuse – Ms. Hauber presented policy 806 Child Abuse to the committee. Policy 806 is a policy currently in place and needed language adjustments due to the language changes in Act 15 of 2015. The language in policy 806 has been adjusted to adhere to the law.

2016-2017 Auxiliary Pay Rates – Ms. Hauber presented the 2016-2017 Auxiliary Pay Sheet to the committee for review. There have been adjustments made to Substitute Nurses, Summer ESY Head Teacher, Summer ESY Instructional Aide, Summer ESY Staff Nurse, Community School Group Supervisor, Instructor, Athletic Camps Head Coach and Assistant Head Coach Returning and New. Mrs. Smith asked if the district is having a problem with substitute instructional aides due to the \$10.50 rate. Ms. Hauber responded, the rate works out to be approximately \$74 per day. The substitute teacher rate is \$95 per day. If we adjust the instructional aide rate we will need to adjust the substitute rate. Ms. Hauber also indicated that due to the fact that instructional aides are only supplied a substitute if they are working in a 1:1 capacity or if the absence is five (5) or more days. This has allowed this matter to remain manageable and Ms. Hauber does not recommend a change in this rate at this time. Mrs. Smith asked about the substitute nurse rate. Ms. Hauber indicated that the increase in this rate is due to the continued shortage we are facing with substitute nurses. Additionally, Ms. Hauber recommended the ESY substitute nurse rate be increased to \$22.00 due to the fact that there have been zero applicants to date for this position. Ms. Hauber explained that the increase in the Community School Programs is based on a 2.0% increase. Mr. Faulkner indicated that his children had been a part of the before and after school program throughout their years at Central Bucks and the staff have been wonderful and very dedicated. He also indicated that he championed for higher rates of pay for the work that these individuals do with children.

2-Hour Delay Discussion – Ms. Hauber turned the floor over to Mrs. Smith as this was a matter she requested be placed on the HR Committee Agenda. Mrs. Smith asked why the teachers and EA's are required to report on-time when students are not required for their safety to be there until 2 hours later than the start time. Mr. Faulkner responded that this is because kids are standing on street corners for bus stops when plows are going by. It is just not safe. This is not just a matter of getting a bus off the road. Dr. Weitzel responded that the teachers do have options. The teachers are expected to be on-time. However, if a teacher is delayed they are not disciplined for that unless they have had a habitual problem. Dr. Weitzel indicated that to his knowledge a teacher has never been disciplined for being late on a 2 hour delay. Teachers are able to use that time for preparation, planning and collaboration. Mrs. Smith stated that she believes that we should extend a courtesy to teaching staff, allowing them to make the decision to come in or not. Dr. Weitzel asked, "How do we ask others to come in on-time and extend the courtesy to teachers only." Mrs. Darcy stated, "I just wonder what really happens on a 2 hour delay." Mr. Schloeffel asked if Dr. Weitzel would know if someone was written up for being late on a 2 hour delay. He indicated that Ms. Hauber would be aware as she is made aware anytime an employee receives a letter of reprimand. Mr. Faulkner indicated that this change occurred approximately three contracts ago. He stated that when a privilege gets abused this is what needs to occur. He also stated that some teachers do like having the extra time and use it as planning time. Mrs. Darcy stated that she is hearing that Administration still expects teachers to be in prior to student arrival. Mr. Faulkner stated that a lot of other people are expected to be here. Mr. Senavaitis requested to speak on behalf of the teachers. He stated that he believes that it is reasonable if the district allowed teachers to come in late and is open to developing some language. Mr. Faulkner asked, "What about the other people expected to be here on-time?" Mr. Senavaitis stated, "It is different for each person having different roles." Mr. Schloeffel asked Mr. Senavaitis if he is coming from a student perspective if they are not there or a safety perspective. Mr. Senavaitis indicated that for teachers who struggle with their own children this creates anxiety. It would allow teachers more flexibility. Ms. Darcy stated that this is not something we are going to solve tonight.

Special Education Staffing – Again, Ms. Hauber turned the floor over to Mrs. Smith as this was a matter she requested be placed on the HR Committee Agenda. Mrs. Smith stated that I like the plan to move the EAs and PCAs that Dr. Weitzel listed in his initiatives to full-time with benefits. She stated, "I like it; Let's do it this year. Aides are very important." Ms. Darcy stated that she believed that it was a great proposal. Dr. Weitzel indicated that there is a budget impact and we would like to present what the budget impact will be before moving ahead this current year. Mr. Faulkner requested that Administration provide the budgetary impact so they are able to make an appropriate determination as to when to implement the changes.

Discussion Items Listed on the Agenda:

Principles of Responsible Conduct – Ms. Hauber has no additional information at this time, but continues to work on developing communications and professional development on this topic.

Healthcare Consortium Update – Ms. Hauber shared the latest notes of the Bucks and Montgomery County Schools Healthcare Consortium.

ANNOUNCEMENTS

The next scheduled meeting is March 9, 2016.

ADJOURNMENT

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

CENTRAL BUCKS SCHOOL DISTRICT
Operations Committee Meeting Notes
February 17, 2016

Committee Members Present

Glenn Schloeffel, Chairperson
John Gamble, Member
Dennis Welden, Member
Scott Kennedy, Director of Operations

Other Board Members and Administrators Present

Jerel Wohl	Beth Darcy
Karen Smith	Sharon Collopy
Dr. Dave Weitzel	Ken Rodemer
Dave Matyas	David Bolton

The meeting was called to order at 6:00 PM by Glenn Schloeffel.

PUBLIC COMMENT

Loretta Jenkins asked about where the field use fees are being allocated. Scott Kennedy explained the fees for all groups raise approximately \$50,000 per year. CBSD has allocated an additional \$50,000 to fertilize all grass areas each year. Total annual cost of fertilization is \$98,000. There was additional discussion about field use, field maintenance, etc. The committee recommended an assessment of the fields and possibly revisiting the athletic field reconstruction plan from 2006-2008.

REVIEW OF MEETING NOTES

The January 20, 2016 Operations Committee Meeting Notes were reviewed.

INFORMATION/DISCUSSION/ACTION ITEMS

Ken Rodemer distributed and reviewed the Operations Report.

Scott Kennedy reviewed the CBSD Energy Conservation Initiative results for 2008-2015. He reviewed many aspects of the initiative along with the \$15.0 million in revenue and budgetary savings achieved.

Scott Kennedy and Ken Rodemer discussed the bid results for the paving at Cold Spring ES. The committee discussed the bid results. The committee agreed to move forward with presenting the recommendation to the full Board.

Scott Kennedy & Ken Rodemer reviewed the status of the light poles at WMF. The recommendation is to move forward with replacing the light poles this year – ahead of the WMF renovation project scheduled for 2017. The committee agreed with the recommendation.

Scott Kennedy reviewed the capital project list for 2016 which includes \$11.0 million in capital improvements. From 2003-2008, we had three additional project management staff to manage this level of projects. We are proposing to hire a part time person to help with this year's work load. The committee agreed a temporary project manager would be a good idea.

Scott Kennedy reviewed the status of a vehicle which was damaged during the blizzard. Our insurance company has totaled the vehicle – we will receive \$5,879 in reimbursement. We are proposing to purchase the same type of replacement vehicle for \$25,917. The committee agreed to move forward with presenting the recommendation to the full Board.

Scott Kennedy and John Giannini met with Buckingham Township to review the CB East Memorial project. The Township was supportive and only had one or two minor suggestions. Our Architect is currently revising the documents and we hope to go out to bid soon. We have identified the concession building as an appropriate location for a plaque recognizing the stadium committee "large" donors.

Scott Kennedy updated the committee on the status of the 3M security film project. The committee decided to hold off on this project.

Air Conditioning study - we have developed an RFP and sent it to (2) engineering firms. We will have an introductory meeting in February to allow the engineering firms to gain a better understanding of our expectations. They will submit proposals to complete the study. The successful engineering firm's proposal will be presented at a future Operation Committee meeting.

Scott Kennedy reviewed the existing Facility Use Policy and presented some options for the committee to discuss. The committee agreed that all groups using CBSD facilities should consist of at least 60% of their participants from CBSD. The committee also agreed that groups using our Auditoriums should pay a 10% refundable down payment at least 30 days prior to the scheduled event.

ADJOURNMENT

The meeting was adjourned at 7:25 p.m. Notes prepared 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, January 19, 2016 at 7:00 PM at the Administration Building, 705 N. Shady Retreat Road, Doylestown, PA, 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 led by Ms. Kelly Ward-Weiner's Autism Support Class at the Springfield Elementary School in the Palisades School District.

ROLL CALL ATTENDANCE

Members

Mr. Michael Hartline, President (Centennial)
Mr. John D'Angelo (Bristol Borough)
Mrs. Helen Cini (Bristol Township) *(Telephone)*
Ms. Kyle McKessy (Council Rock)
Mrs. Wanda Kartal (Morrisville) *(Telephone)*
Ms. Irene Boyle (Neshaminy)
Mrs. Sandra Weisbrot (New Hope/Solebury)
Mrs. Carol Clemens (Palisades)
Mrs. Ada Miller (Pennridge)
Mrs. Alison Smith (Pennsbury)
Mr. Ronald Jackson (Quakertown)

ABSENT: Members

Mr. Stephen Corr, Vice President (Central Bucks)
Mrs. Pamela Strange (Bensalem)

OFFICERS:

Executive Director
Deputy Executive Director
Treasurer
Secretary

Dr. Mark Hoffman
Dr. Michael Masko
Mrs. Paula Harland
Mrs. Elizabeth Bittenmaster

PRESENTATION – A presentation was provided by Mr. Josh Miller on the Launch to Head Start and Early Head Start Programs in Bucks County.

SPECIAL EDUCATION MINI REPORT – The mini report was provided by Mr. Josh Miller on the Launch to Head Start and Early Head Start Programs in Bucks County.

PROGRAMS & SERVICES MINI REPORT – The mini report was provided by Dr. Mike Masko on the Every Student Succeeds Act (ESSA).

AWESOME NEWS REPORT – Dr. Mark Hoffman shared various awesome news.

PUBLIC PARTICIPATION -- None

Upon a motion by Mr. Ronald Jackson, seconded by Mrs. Sandra Weisbrot, and passed unanimously by roll call vote of nine (9) Board Members, the Board approved Item #1:

BOARD MEMBER	Y/N	BOARD MEMBER	Y/N
Mr. Michael Hartline	Y	Mr. John D'Angelo	Y
Mrs. Carol Clemens	Y	Mrs. Alison Smith	Y
Mrs. Sandra Weisbrot	Y	Mrs. Helen Cini	Y
Mrs. Wanda Kartal	Y	Mr. Ronald Jackson	Y
Mrs. Ada Miller	Y		

APPROVAL OF NEW BOARD MEMBERS

Approved the Appointments of Ms. Kyle McKessy (2017) to fulfill the unexpired term previously held by Mrs. Patricia Sexton; and Ms. Irene Boyle (2017) to fulfill the unexpired term previously held by Mrs. Susan Cummings on the Bucks County Intermediate Unit #22 Board of School Directors.

Upon a motion by Mrs. Alison Smith, seconded by Mrs. Sandra Weisbrot, and passed by unanimous voice vote of eleven (11) Board Members, the Board passed Items 2-36:

APPROVAL OF MINUTES

Approved the Minutes from the November 17, 2015 Board Meeting. (Refer to Minutes in January 19, 2016 Board Agenda).

APPROVAL OF TREASURER'S REPORT

Approved the Treasurer's Report for the period of July 1, 2015 through December 31, 2015. (Refer to Report in January 19, 2016 Board Agenda).

APPROVAL OF BILLS FOR PAYMENT

Approved the Bills for Payment for the months of November 2015 and December 2015. (Refer to Reports in January 19, 2016 Board Agenda).

APPROVAL OF BUDGET REVISIONS

Approved the following Budget Revisions:

BUDGET	TIME PERIOD	REVISED BUDGET
Title II, Part A, Improving Teacher Quality	July 1, 2013 to September 30, 2015	\$ 76,557
Title I Delinquent	July 1, 2013 to September 30, 2015	\$289,949
Education for Children and Youth Experiencing Homelessness – Region 8	July 1, 2013 to September 30, 2014	\$364,997
Education for Children and Youth Experiencing Homelessness - Region 8	July 1, 2014 to September 30, 2015	\$279,866
Facilities - Tawanka/Everitt	July 1, 2014 to June 30, 2015	\$622,679
Facilities - Tawanka/Everitt	July 1, 2015 to June 30, 2016	\$778,840
Race To The Top - Phase 3 (RTT3)	July 1, 2012 to September 30, 2016	\$ 47,357

APPROVAL OF BUDGET

Approved the Bucks County Intermediate Unit #22 Programs and Services and Instructional Materials and Research Budget for the 2016-2017 School Year in the amount of \$1,683,597 (Refer to Budget in January 19, 2016 Board Agenda).

APPROVAL OF AGREEMENT

Approved the Education for Children and Youth Experiencing Homelessness Region #8 Agreement with Allentown School District for the period of October 1, 2015 through September 30, 2016 in the amount of \$110,000 (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF SUPERINTENDENT SEARCH SERVICES

Approved the Bucks County Intermediate Unit #22 to provide assistance to the Central Bucks and

Neshaminy Superintendent Search Committees for the period of December 2015 through June 30, 2016 or until assistance is no longer requested for an approximate amount of \$1,000 for reimbursement of expenses per district.

APPROVAL OF AGREEMENT

Approved the Agreement with Bristol Township School District to provide Keystone to Opportunity/ Striving Readers Grant services for the period of July 1, 2015 through September 30, 2016 for a revenue amount of \$18,750 (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF AGREEMENTS

Approved the following Early Childhood Private Provider Agreements for the period of July 1, 2015 through June 30, 2016 in the total amount of \$67,595 (Refer to Agreements in January 19, 2016 Board Agenda).

Doylestown Hospital/Children's Village (PCA)	\$ 15,000
Language Services Associates	17,000
The Pennsylvania School for the Deaf (PCA)	<u>35,595</u>
Total	\$ <u>67,595</u>

APPROVAL OF ADDENDUM TO AGREEMENT

Approved the Addendum to Special Education Private Provider Service Agreement with US Medical Staffing, Inc. for the period of July 1, 2015 through June 30, 2016 for the maximum amount of \$60,000. (Refer to Addendum and Agreement in January 19, 2016 Board Agenda).

APPROVAL OF AGREEMENT

Approved the Affiliation Agreement with Bloomsburg University for internship opportunities for the period of January 19, 2016 through January 18, 2018 for no cost (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF PROPOSAL

Approved the Proposal with Methacton School District for comprehensive strategic services for the period of November 2015 to April 30, 2016 for a revenue amount of \$6,800 (Refer to Proposal in January 19, 2016 Board Agenda).

APPROVAL OF AGREEMENT

Approved the Agreement with Pennsylvania Educational Technology Expo and Conference (PETE&C) Course Presentation for the period of February 21, 2016 through April 1, 2016 for a revenue amount of \$250 per Act 45 registrant (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF AGREEMENTS

Approved the Agreements with Instructure, Inc. to purchase Canvas LMS user accounts and support services on behalf of the Pennridge School District for the period of January 20, 2016 (Implementation Date) and July 1, 2016 through June 30, 2019 (Licensing Term) for a total net revenue amount of \$4,175 (\$54,488 Pennridge expense - \$50,313 BCIU expense) over four years (Refer to Agreements in January 19, 2016 Board Agenda).

APPROVAL TO CONTRACT

Approved to Contract with Vintage Tech Recyclers of Romeoville, IL to recycle obsolete Apple computers for the period of January through March 2016 for an estimated revenue amount of \$98,000.

APPROVAL OF AGREEMENT

Approved to Renew the Independent Contract Agreement with Debra M. Kriete to provide assistance in obtaining for E-rate Funding for Telecommunications and Internet Access for the period for July 1, 2016 through June 30, 2017 for an amount not to exceed \$25,000 (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF CONTRACTS AND PURCHASES

Approved the following Contracts and Purchases for January 2016 in the total amount of \$345,620.45:

CONTRACTS	DESCRIPTION	BUDGET	AMOUNT
Anzio Academics, Inc.	Presenter Agreement for Sixteen (16) CPE Credit Online Courses During Winter/Spring 2016	Local In-Service	\$36,800.00
Michael Bielawski	Presenter Agreement for Three (3) CPE Credit Online Courses During Winter/Spring 2016	Local In-Service	7,200.00
Rhonda Bielawski	Presenter Agreement for Two (2) CPE Credit Online Courses During Winter/Spring 2016	Local In-Service	4,800.00
Community Conservatory of Music (The Conservatory)	Education Programming at the Bucks County Youth Center from July 1, 2015 to June 30, 2016.	Title I	5,000.00
The Council of Southeast Pennsylvania	Educational Programming at the Bucks County Youth Center for the 2015-2016	Title I	8,554.00
Ashleigh James	Presenter Agreement for Two (2) CPE Credit Online Courses During Winter/Spring 2016	Local In-Service	4,800.00

CONTRACTS	DESCRIPTION	BUDGET	AMOUNT
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MBIT	Video Equipment, Expertise and Resources Agreement 1/15/2016-6/30/2017 for Video Segments Featuring BCIU Staff	Technology Services	4,000.00
MMSA (Maine Mathematics and Science Alliance)	Presenter Agreement for Two (2) Day Workshops and One (1) Workshop Follow Up Including Travel and Lodging	Title II	12,500.00
Regna Services, LLC	Educational Programming at the Bucks County Youth Center for the 2015-2016	Title I	19,500.00
Dr. Kim Shienbaum	Presenter Agreement for Four (4) CPE Credit Online Courses During Winter/Spring 2016	Local In-Service	8,000.00
Josh Stein	Presenter Agreement for Five (5) CPE Credit Online Courses During Winter/Spring 2016	Local In-Service	12,000.00
Sub-Total:			<u>\$123,154.00</u>

CONTRACT RENEWALS & AMENDMENTS		DESCRIPTION	BUDGET	AMOUNT
Access Security Corp	Maintenance and Support Agreement, December 12, 2015 - November 30, 2016	Technology Services		\$1,000.00
Deaf-Hearing Communication Centre, Inc.	Additional Sign Language Interpreter Services for 2015-2016	Interpreter Services		140,000.00
Holicong Locksmiths & Central Security, Inc.	Furnish and Install One (1) Alarm in the EI Speech Room	Facilities Services		189.25
Lawlace Consulting, LLC	Investment Consulting Services, November 1, 2015 - October 31, 2016	Finance		4,000.00
School Operations Services Group, Inc. (SOS)	Additional Contracted Maintenance,	Facilities Services		47,991.20
Group, Inc. (SOS)	Receptionist and Facilities Assistant	Facilities Services - Everitt		14,250.00

CONTRACT RENEWALS & AMENDMENTS		DESCRIPTION	BUDGET	AMOUNT
Strategic Account Services, LLC (dba: DVL Group, Inc.)	Cooling System Maintenance Agreement 2/25/2016 - 2/24/2017	Technology Services		5,792.00
Sub-Total:				<u>\$213,222.45</u>

PURCHASES	DESCRIPTION	BUDGET	AMOUNT
Apple, Inc.	Four (4) iPads for Hearing and Twelve (12) iPads for Cprint Captionists	School Age Special Education	\$9,244.00
		Sub-Total:	\$9,244.00
		Grand Total:	\$345,620.45

APPROVAL TO CONTRACT

Approved to contract for the strategic purchase of electricity services through Provident Energy Consulting, LLC for the period of July 1, 2017 through June 30, 2019 for an amount to be determined.

APPROVAL OF BUCKS COUNTY SCHOOLS COOPERATIVE PURCHASING BID

Approved the Bucks County Schools Cooperative Purchasing Group's award of Bid #16-608, ULS Heating and Generator Fuel for the period of July 1, 2016 through June 20, 2017 in the amount of \$345,467.20 to the recommended vendors:

<u>Generator Fuel – Floating</u>	<u>Vendor</u>	<u>Differential/Gallon</u>
Generator Fuel ULS/D	PAPCO	3.8000
Generator fuel Fixed price	PAPCO	5.3297
<u>Option #1 Floating prices</u>	<u>Vendor</u>	<u>Differential/Gallon</u>
#2 ULS Heating Fuel < 6,000(dual award)	PAPCO	0.3399
#2 ULS Heating Fuel < 6,000(dual award)	Superior Plus	0.3399
#2 ULS Heating Fuel > 6,000	Superior Plus	-0.0079
<u>Option # 2 Fixed Differential</u>	<u>Vendor</u>	<u>Differential/Gallon</u>
#2 ULS Heating Fuel < 6,000 gal.	PAPCO	0.4999

APPROVAL OF HEAD START/EARLY HEAD START ITEMS:

- A. Approved the appointment of Tracy Keyes and Lise Rich to serve as community representatives on the BCIU Head Start/Early Head Start Policy Council from January 13, 2016 with term ending no later than October 31, 2016 with both individuals eligible for appointment in subsequent years for up to three years.
- B. Approved the information/action items of the Head Start/Early Head Start Policy Council as presented at the Head Start/Early Head Start Policy Council meeting held on January 13, 2016.

APPROVAL OF EARLY CHILDHOOD PRIVATE PROVIDER ADDITIONAL SERVICES

Approved the following Early Childhood Private Provider Additional Services for the period of July 1, 2015 through June 30, 2016 for a total amount of \$1,034,000

Additional Services:

Abington Speech (OT)	\$ 50,000
Child Development Specialties (SI)	50,000
Gamut Early Intervention Services (PCA/ABA Consultant)	500,000
Pediatric Therapeutic Services (PT/OT/ST)	210,000
Pediatric Therapeutics, Inc. (OT/PT)	<u>224,000</u>
Total:	<u>\$1,034,000</u>

APPROVAL OF AGREEMENT

Approved the Agreement with Franklin Township, NJ School District for Educational Technology Professional Development for the period of October 7, 2015 through December 9, 2015 for a revenue amount of \$1,800 (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF AGREEMENT

Approved the Agreement with Capital Area Intermediate Unit to provide services in support of the statewide Math Design Collaborative Project for the period of September 29, 2015 to June 30, 2016 for revenue in the amount of \$10,000 (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF LEASE

Approved the Lease with UHS of Doylestown d/b/a Foundations Behavioral Health for the period of July 1, 2015 through June 30, 2016 for the amount of \$48,772.50 (Refer to Lease in January 19, 2016 Board Agenda).

APPROVAL OF AGREEMENTS

Approved the Clinical Affiliation Agreement for Internships with Salus University, Occupational Therapy Program, for the period of November 6, 2015 through November 6, 2017 at no cost; and the Affiliation Agreement with Immaculata University, Music Therapy Program, for the period of October 21, 2015 through October 20, 2017 at no cost (Refer to Agreements in January 19, 2016 Board Agenda).

APPROVAL OF CONTRACTS AND PURCHASES

Approved the following Contracts and Purchases for December 2015 in the total amount of \$999,178.75:

CONTRACTS	DESCRIPTION	BUDGET	AMOUNT
Tom Stevenson	Presenter Agreement for One (1) Session at the Common In-Service on November 3, 2015	Administration Services	\$100.00

UPD Consulting	Consultant Agreement for Meeting Observation, Support and Data Protocol Prep and Facilitation to ARLs for 2015-2016 Grant Year	School Improvement Support	12,000.00
Visual Leap, LLC	Consultant Agreement for Presentation on December 9, 2015 at Franklin Township School District	Local In-Service	500.00
Sub-Total:			<u>\$12,600.00</u>

PURCHASES	DESCRIPTION	BUDGET	AMOUNT
Access Lock Technologies	Additional Access Control & Camera Coverage for Secure Areas at BCIU per COSTARS	Capital Projects	10,215.00
Access Security Corporation	Wireless Lockset for Securing Materials at BCIU	Capital Projects	\$1,785.00
Apex Learning, Inc.	Additional Student Enrollments in Bridges for 2015-2016	Bridges	15,000.00
Cogent	Additional Funds for RWAN for July 1, 2015 June 30, 2016	WAN Technology Services	26,250.00
Dell Computers	Microsoft Campus Agreement Renewal for BCIU and Participating Districts per Quote	Microsoft Technology Services	909,354.75
Solarwinds	Provide Internal and County-Wide Monitoring for Network Operations and Internal Servers	Technology Services	23,974.00
Sub-Total:			<u>\$986,578.75</u>
Grand Total:			<u>\$999,178.75</u>

APPROVAL OF AGREEMENT

Approved the Agreement with St. Katharine Drexel School for professional development trainings for the period of December 15, 2015 to June 15, 2016 for revenue in the amount of \$1,000 (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF AGREEMENT

Approved the Agreement with Alice E. LaPier for consulting services for the period of January 1, 2016 to December 31, 2016 for the amount of \$20,000 (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF AGREEMENT

Approved the Agreement with Alice E. LaPier for evaluation services to The Church of St. Andrew and St. Monica for the period of October 1, 2015 to June 30, 2016 for the amount of \$14,368 (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF AGREEMENT

Approved the Agreement with J LoGiudice Associates, Inc. for consulting services for the period of January 1, 2016 to December 31, 2016 for the amount of \$20,000 (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF HEAD START MEMORANDUM OF UNDERSTANDING

Approved to Sign the Head Start Memorandum of Understanding with Bristol Borough School District for classroom space for the period of September 1, 2015 through July 30, 2016 for an amount of \$12,000 (Refer to Memorandum of Understanding in January 19, 2016 Board Agenda).

APPROVAL OF HEAD START MEMORANDUM OF UNDERSTANDING

Approved the Head Start Memorandum of Understanding with Centennial School District for meal delivery service to the Warminster Head Start Program for the period of June 1, 2015 through July 30, 2016 for the rate of \$40 per day, not to exceed 168 days (Refer to Memorandum of Understanding in January 19, 2016 Board Agenda).

APPROVAL OF AGREEMENT

Approved the Affordable Care Act (ACA) Consulting Services Agreement with US Employee Benefits Services Group for completion of IRS Forms 1094C and 1095C effective December 1, 2015 for an amount not to exceed \$12,000 (Refer to Agreement in January 19, 2016 Board Agenda).

APPROVAL OF HUMAN RESOURCES ITEMS

Approved the Human Resources items (A and B) for December 2015. (Refer to attached Report dated December 15, 2015).

APPROVAL OF HUMAN RESOURCES ITEMS

Approved the Human Resources items (A through J) for January 2016. (Refer to attached Report dated January 19, 2016).

INFORMATION ITEM: (1) Pennsylvania State Bidding Limits for 2016
(2) Rebecca Malamis, Esq. provided a Legislative Report.

OLD BUSINESS – None

NEW BUSINESS – None

PUBLIC PARTICIPATION - None

ADJOURNMENT


Upon a motion by Mrs. Alison Smith, seconded by Mrs. Sandra Weisbrot, and passed by unanimous voice vote of eleven (11) Board Members, the Board agreed to adjourn the meeting.

The meeting adjourned at 7:52 PM.

NEXT MEETING

The next regularly scheduled meeting of the Bucks County Intermediate Unit #22 Board of School Directors is: **Tuesday, February 16, 2016 at 7:00 PM** at the Administration Building, 705 N. Shady Retreat Road, Doylestown, PA 18901.

Respectfully Submitted,



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

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
November 9, 2015

- I. The regular meeting of the MBIT Executive Council was convened on Monday, November 9, 2015 at 5:33 p.m. by Dr. Bill Foster, Vice Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag. The following members were in attendance:

Council Members

Mr. Mark Byelich, Council Rock S.D.
Ms. Kati Driban, Centennial S.D.
Dr. Bill Foster, Council Rock S.D.
Mr. John Gamble, Central Bucks S.D. – (Arrived at 5:55 PM)
Mr. Joseph Jagelka, Central Bucks S.D.
Mr. Charles Kleinschmidt, Centennial S.D. – (Arrived at 5:40 PM)
Mr. Mark B. Miller, Centennial S.D.
Mrs. Kelly Unger, Central Bucks S.D. – (Arrived at 5:36 PM)

Absent

Mr. James Hayden, New Hope Solebury S.D.

Others in Attendance:

Mrs. Denise Dohoney, Assistant Director
Mr. Jeffrey Garton, Esq., School Solicitor
Mr. Richard Hansen, Facility Supervisor
Mrs. Roberta Jackiewicz, Assistant Board Secretary
Mr. Vincent Loiacono, Director of Facility Operations
Mrs. Kathryn Strouse, Administrative Director
Mr. Robert Vining, Business Manager
Dr. David P. Weitzel, MBIT Superintendent of Record, Central Bucks S.D.

- II. Guests included Ms. Michelle Crunkleton, Central Bucks School District Parent and Ms. Lynda Moyer, Health Occupations Teacher, MBIT.

Ms. Crunkleton gave her rebuttal to what she felt were incorrect statements made at the September Executive Council meeting after she presented information regarding the effects of sleep deprivation for adolescents due to the early start time for Middle School and High School. She distributed a pamphlet called “Fast Facts on Healthy School Start Times”. Attachment A

Mrs. Unger arrived at 5:36 PM.

Mr. Kleinschmidt arrived at 5:40 PM and assumed his position as Chairperson of the Executive Council.

- III. Mr. Kleinschmidt reported that the new MBIT Dental Clinic opened to the community in October, our culinary students participated in a winter squash tasting competition and that we will be sending 25 SkillsUSA Officers and Representatives to the 3-day Fall Leadership Conference in the Poconos in late November.

Mr. Kleinschmidt recognized Mr. Joseph Jagelka and Mrs. Kelly Unger for completing their term of service on the Executive Council.

Mrs. Strouse thanked Mr. Jagelka and Mrs. Unger for their service and commitment and presented them with a plaque and certificate on behalf of the staff and students at Middle Bucks Institute of Technology.

- IV. Ms. Driban said she was excited to see the articles about the farm to school initiative/grant and the nontraditional student in our Building Trades program.

Mrs. Strouse added that they met with students last week for a focus group and nontraditional students were one of the topics they discussed. Mrs. Strouse said that she put their thoughts together in a letter and sent it to the Department of Education.

Mr. Byelich announced that it is likely that he won't be returning as a Representative of Council Rock School District. He said he has really enjoyed his time here and thanked everyone for the experience at MBIT.

Mr. Miller said Mr. Byelich's absence at MBIT will be a loss. He also said that he promised if he was elected to office at PSBA, he would reinstate the Career and Technical Education Task Force. He had a meeting with the Department of Education and they were willing to consider a new line item just for advances in Career and Technical Education. He would like to extend an invitation for them to come to Middle Bucks for lunch.

Mr. Jagelka spoke about the challenges that MBIT and all technical schools have with getting society to recognize the existence and value of career and technical education.

Mrs. Unger said that trying to change the mindset has been the biggest frustration and it will take the longest to do. She always loved talking about MBIT at the Central Bucks board meetings and it has been a tremendous privilege to be here for four years.

Ms. Driban shared that Dr. Baugh sent out pictures of his first lunch here. He was very impressed with our students and the food that was served. Mr. Miller compared Aspirations to a 5-star restaurant.

Mr. Kleinschmidt noted that Mr. Hayden did not run for office and will not be representing New Hope Solebury next year on the Executive Council. Although not in attendance, he thanked Mr. Hayden for his service.

Mr. Gamble arrived at 5:55 PM.

- V. Mr. Byelich moved, Dr. Foster seconded, passed unanimously, to approve the minutes of the October 12, 2015 meeting as amended to reflect that the meeting was convened at 6:05 PM. Attachment 1 (pg. 8)

VI. Routine Business:

A. Administrative Report

1. Mrs. Strouse provided a presentation on the proposal to combine the Health Occupations program and Health Science program into one program that would be called Medical and Health Professions. This proposal will offer students the opportunity to explore a variety of medical and health related professions. This is being proposed because the Program of Study for each program is similar in content, the NOCTI exam is the same for both programs, the programs compete for the same pool of students and industry certifications and clinical experiences are associated with a specific program. Mrs. Strouse reviewed the curriculum, industry certifications, and clinical experiences that would be available for the proposed combined program.

Mrs. Moyer added the students change their mind often about the path they would like choose and some students would like to try to earn different certifications. Combining programs could make the students more marketable and it would give them more opportunities.

Discussion included that it's good we are thinking out of the box and with the evolution of corner medical clinics for health care, we might find ourselves training people to work in these facilities.

Mrs. Strouse concluded by saying the more exposure we give the students to other options, the more they can figure out what they want to do. There are many more options for careers now than there were when the programs were initially conceived.

2. Mr. Vining presented an overview of the first draft of the 2016-17 General Fund Budget. The summary shows the net budget increase of 3.71%.

There are many assumptions and unknowns, which include salaries and wages, medical and prescription benefits, dental benefits, retirement and other expenditures that were discussed.

Mr. Vining explained that we gained \$400,000 in savings for the school's construction fund from the bond transaction. He concluded by saying there is more work to be done and all of the line items will be looked at to reduce the budget increase. (Attachment B)

There was a discussion about some of the districts paying off their portion of the bonds from their cash reserves. It was noted that the feasibility of this transaction was researched before and it was determined that it was not an option. There was also discussion about the budget crisis in Pennsylvania and the effect on the school's finances.

- B. Ms. Driban moved, Dr. Foster seconded, passed unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 15)
- C. Committee Reports
 - 1. Dr. Weitzel, Superintendent and Chairperson of the Professional Advisory Council said that there was nothing to update. Attachment 3 (pg. 17)
 - 2. Mrs. Unger, Chairperson of the Finance Committee, reported that there are a couple of items that were discussed at the meeting that are on the agenda for approval as well as the audit report. She added that Mr. Vining will give the details throughout the evening. Attachment 4 (pg. 19)
 - 3. The Building, Security and Technology Committee meeting scheduled on Wednesday, November 4, 2015 at 5:15 PM was cancelled. – Mr. Joseph Jagelka, Chairperson. Attachment 5 (pg. 21)
 - 4. Dr. Foster, Chairperson of the Program, Policy and Personnel Committee said he had nothing to add to the minutes. Attachment 6 (pg. 22)
- D. Ms. Driban moved, Mr. Miller seconded, passed 7 ayes, 0 nays, 1 abstention (Mr. Gamble, because he is listed on the Cash Payments Report), to approve the Cash Payments Report for October. Attachment 7 (pg. 24)
- E. Ms. Driban moved, Mr. Miller seconded, passed 7 ayes, 0 nays, 1 abstention (Mr. Gamble because he is listed on the Cash Payments Report), to approve the Treasurer's Report for September. Attachment 8 (pg. 41)

VIII. Current Agenda Items

A. Personnel Items

- 1. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to ratify the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Paul Ciarlone, Automotive Technology Teacher, effective October 13, 2015.
- 2. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to ratify the reassignment as needed of Chester Guillory, Instructional Assistant as Substitute Automotive Technology Teacher, at Step 15, Level A, prorated to a half day rate of \$196.79 or full day rate of \$393.58, effective November 2, 2015 until the return of our staff member to full-time.

3. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, approve the membership of the Middle Bucks Local Advisory Council for the 2016 calendar year. Attachment 9 (pg. 57)
4. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve the spring 2016 Adult Education Evening School programs and employment of the Adult Evening School Staff. Attachment 10 (pg. 60)
5. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve the additions to the substitute staff listing for the 2015-2016 school year. Attachment 11 (pg. 61)

B. Policies

1. Ms. Driban moved, Mr. Byelich seconded, passed unanimously, to accept for first reading the following New Board Policies: Attachment 12 (pg. 62)
 - a. New Policy No. 000 – Executive Council Policy/Administrative Regulations – Board Procedures Section
 - b. New Policy No. 105.1 – Curriculum Review by Parents/Guardians and Students – Programs Section
 - c. New Policy No. 105.2 – Exemption from Instruction – Programs Section
 - d. New Policy No. 113.1 – Discipline of Students with Disabilities – Programs Section
 - e. New Policy No. 113.2 – Behavior Support – Programs Section
 - f. New Policy No. 203.1 – HIV Infection – Pupils Section

There was a question regarding the policy on exemption of instruction asking why it was up to the student to choose whether or not to be exempt if their parent signed a form. Mr. Garton explained that the student has their own constitutional rights.

2. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to adopt new Board Policy No. 819 – Suicide Awareness, Prevention and Response in the Operations Section. Attachment 13 (pg. 84)
3. Ms. Driban moved, Mr. Gamble seconded, passed unanimously, for the title Joint Operating Committee (JOC) to be changed on all policies to the title Executive Council.

C. Other Matters for Consideration

1. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve the additional field trips for the 2015/16 school year. Attachment 14 (pg. 91)
2. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve the implementation of a new program, Medical and Health Professions, at the Middle Bucks Institute of Technology for the start of the 2016-2017 school year. Attachment 15 (pg. 92)

3. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to receive and file the calendar of the Executive Council public meeting dates for the 2016 year. Attachment 16 (pg. 94)

It was asked that we investigate the start time of the committee meetings in October to accommodate the conclusion of Rosh Hashanah.

4. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to receive and file the September 30, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 17 (Page 96)
5. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to authorize the Administration to advertise and solicit sealed bids for the sale of the student-built house project, at a price not to be less than \$87,500. Attachment 18 (pg. 118)
6. Ms. Driban 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, 2015. Attachment 19 (pg. 119)
7. Ms. Driban 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, 2015. Attachment 20 (pg. 144)
8. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve the revised Memorandum of Understanding regarding legal proceedings between Middle Bucks Institute of Technology and Central Bucks School District, Centennial School District, Council Rock School District, and New Hope Solebury School District. Attachment 21 (pg. 194)
9. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to open a new bank account at TD Bank for Li'l Bucks Preschool with initial deposit of \$46,649 from the Production Fund account. Attachment 22 (pg. 208)

It was noted that the motion above was a suggestion of the Auditor and we completed our audit with no findings or observations.

10. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to close the Middle Bucks Summer School bank account at TD Bank and distribute the \$13,298 balance to member school districts based on averaging last four years enrollment in the summer school. Attachment 23 (pg. 209)
11. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to approve budget transfers. Attachment 24 (pg. 210)
12. Ms. Driban 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.

13. Mr. Miller moved, Ms. Driban seconded, passed unanimously, to give Administration stand by authority to withhold payment of the state share of the PSER contribution until received from the state.
- IX. Ms. Driban moved, Mr. Gamble seconded, passed unanimously, to adjourn the November 9, 2015 meeting of the MBIT Executive Council at 6:48 PM.

Respectfully submitted,

Joseph Jagelka
Secretary

Roberta Jackiewicz
Assistant Secretary

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
January 11, 2016

- I. The regular meeting of the MBIT Executive Council was convened on Monday, January 11, 2016 at 5:30 p.m. by Dr. Bill Foster, Vice Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag. The following members were in attendance:

Council Members

Mrs. Beth Darcy, Central Bucks S.D.
Ms. Kati Driban, Centennial S.D.
Dr. Bill Foster, Council Rock S.D.
Mr. John Gamble, Central Bucks S.D.
Mrs. Karen Smith, Central Bucks S.D.

Absent

Mr. Charles Kleinschmidt, Centennial S.D.
Mr. Mark B. Miller, Centennial S.D.
Mrs. Wendi Thomas, Council Rock S.D.
New-Hope Solebury S.D. Representative (Vacant)

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. Stacy Pakula, Career and Technical Education Supervisor
Mrs. Kathryn Strouse, Administrative Director
Mr. Robert Vining, Business Manager
Dr. David P. Weitzel, MBIT Superintendent of Record, Central Bucks S.D.

- II. Guests at the meeting included Mrs. Pamela Swoyer, Worked Based Education Teacher/SkillsUSA Advisor and the following MBIT SkillsUSA Officers: Fatima Alameda-Morales Jung-ho Baek, Devon DePhillips, John Eisele, Samantha Kuhns, Ashley Lafferty, Daniel Pfeiffer, Nicholas Pulyk, William Sailor and Kayla Valenti.
- III. Mr. Gamble submitted the following slate of officers as recommended on behalf of the Program, Policy and Personnel Committee acting as the Nomination Committee, to serve as the 2016 Executive Council Officers: Chairperson – Dr. Bill Foster of Council Rock School District, Vice-Chairperson – Mr. John Gamble of Central Bucks School District and Secretary – Ms. Kati Driban of Centennial School District.

Mr. Gamble invited other nominations from the floor. Hearing none, Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to close nominations.

Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to elect Dr. Bill Foster as Chairperson, Mr. John Gamble as Vice-Chairperson, and Ms. Kati Driban as Secretary of the Executive Council for the 2016 year.

Dr. Foster assumed the role of Chairperson.

IV. Dr. Foster asked the Executive Council members, Administration and guests to introduce themselves.

V. Routine Business:

A. Administrative Report

1. Mrs. Swoyer shared her background and explained how students were recruited to serve as SkillsUSA leaders. She also spoke about some of the activities that took place at the three day Leadership Conference held in November.

Each of the SkillsUSA Officers introduced themselves and shared some of their experiences and the skills they gained by attending the Fall Leadership Conference.

2. In honor of School Director Recognition Month, Mrs. Strouse recognized the Executive Council members for their service and leadership. She thanked them on behalf of the staff and students at Middle Bucks Institute of Technology and presented each of them with a Certificate of Recognition.

VI. Dr. Foster reported that the school hosted its' annual Open House last week. The programs and lab areas were busy with student demonstrations and information about the courses offered at Middle Bucks. The SkillsUSA District competitions will take place the first week in February and we will be sending 50 students to compete in 49 events against students from 8 other technical high schools. He concluded his report by noting that this evening the SkillsUSA Officers shared information about the Fall Leadership Conference that was held last November with over 300 students from 7 career and technical schools in attendance.

VII. Ms. Driban commended the students for a phenomenal job at Open House. Mr. Gamble commented on the big crowd in attendance at Open House and said that everyone seemed to be having fun and it was an amazing night. Dr. Foster said he had a fantastic night at Open House.

VIII. Ms. Driban moved, Mr. Gamble seconded, passed unanimously to **table** the motion to approve the minutes of the November 9, 2015 meeting. Attachment 1 (pg. 10)

IX. Routine Business (Continued):

A. Administrative Report (Continued)

1. Mrs. Strouse explained that we will begin working on the 2017-2020 Comprehensive Plan. She reviewed the Mission Statement and Belief Statements, and said that the plan profile consists of the mission, vision, shared values, educational community and planning team. The Core Foundations of the Comprehensive Plan includes standards, curriculum, instruction, assessment, safe and supportive schools, materials and resources, and professional education.

Mrs. Strouse discussed the three goals that were focused on in the current Comprehensive Plan. The goals were to enhance student achievement, establish a system to fully ensure that students who are academically at risk are supported and to provide students and staff with access to more technology resources. She also reviewed the various action plans that have been implemented to achieve each one of these goals.

She concluded the presentation by saying that the 2017-2020 Comprehensive Planning Steering Committee will meet on February 26, 2016. There will be small group sessions held to discuss goal areas, strategies and action areas and to build the framework of the action plans.

It was asked why there were three goals in the last Comprehensive Plan and there are only two for the upcoming plan. Mrs. Strouse noted that the school decided to add the technology goal to the current plan. We are going to create a supplemental plan that will be an addendum to the next Comprehensive Plan to address areas that are not included in that plan and will include technology in the addendum. It was also noted that the duration of the original Strategic Plan was for 5 years and the new Comprehensive Plan has a duration of 3 years.

- B. Ms. Driban moved, Mr. Gamble seconded, passed unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 17)

C. Committee Reports

1. The Professional Advisory Council meeting scheduled on Tuesday, January 5, 2016 at Noon was cancelled. – Dr. David Weitzel, Chairperson. Attachment 3 (pg. 30)
2. The Finance Committee meeting scheduled on Tuesday, January 5, 2016 at 4:30 PM was cancelled. Attachment 4 (pg. 31)
3. The Executive Council did not add anything to the Building, Security and Technology Committee meeting minutes included in the packet. Attachment 5 (pg. 32)

4. The Executive Council did not add anything to the Program, Policy and Personnel Committee meeting minutes included in the packet. Attachment 6 (pg. 33)
 5. Dr. Foster requested that the Executive Council members contact him and let him know what committees they are interested in serving on.
- D. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the Cash Payments Report for November and December. Attachment 7 (pg. 36)
- E. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the Treasurer's Report for October and November. Attachment 8 (pg. 68)
- X. Current Agenda Items
- A. Personnel Items
1. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Sally Paddock, Instructional Assistant, effective November 16, 2015.
 2. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to ratify the qualifying leave of absence consistent with Policy #535 – Disability/Maternity/Childrearing Leave for Renee Elliott, Administrative Assistant – Main Office/Attendance Officer, effective November 24, 2015.
 3. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to terminate the employment assignment of Arlene Forman as part-time short-term substitute Main Office Administrative Assistant /Receptionist, effective December 4, 2015.
 4. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to ratify the employment of Louise Forliano, as temporary substitute Main Office Administrative Assistant/Receptionist, Hours 7:15 AM– 2:30 PM, effective December 7, 2015 as needed until the return of our staff member, at an hourly rate of \$16.00, with statutory benefits only.
 5. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to ratify the resignation of Robert Morsa, Engineering Related Technology Teacher, effective December 8, 2015.
 6. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to ratify the reassignment of Chester Guillory, Instructional Assistant as Substitute Engineering Related Technology Teacher, as needed, at Step 15, Level A, prorated to a full day rate of \$393.58, with benefits, effective December 9, 2015.

7. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the employment of John Polcino, as Engineering Related Technology Teacher, effective January 11, 2016, at Step 15, Level A (\$75,568/Year).
8. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the part-time employment of Caitlin Wachob, student in the Early Childhood Care and Education Program, to work in a co-op position as an Aide for Li'l Bucks Partners in Learning, at a rate of \$8.00/hour, effective January 12, 2016.
9. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve Sarah Webber, School Nurse for a full-year sabbatical leave for professional development during the 2016-17 school year in accordance with Executive Council Policy # 438. Attachment 9 (pg. 99)
10. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the appointment of Erik Eisen as a member of the 2016 Local Advisory Council (LAC).
11. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the appointment of Kip Lynch as a member of the 2016 Local Advisory Council (LAC).
12. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to ratify employment of the additional spring 2016 Adult Evening School staff. Attachment 10 (pg. 102)

B. Policies

1. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to accept for adoption the following new Board Policies: Attachment 11 (pg. 103)
 - a. New Policy No. 000 – Executive Council Policy/Administrative Regulations – Board Procedures Section
 - b. New Policy No. 105.1 – Curriculum Review by Parents/Guardians and Students – Programs Section
 - c. New Policy No. 105.2 – Exemption from Instruction – Programs Section
 - d. New Policy No. 113.1 – Discipline of Students with Disabilities – Programs Section
 - e. New Policy No. 113.2 – Behavior Support – Programs Section
 - f. New Policy No. 203.1 – HIV Infection – Pupils Section
2. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to accept for first reading the following policy that was updated with language revisions: (Revised Attachment 12)
 - a. Revised Policy No. 412 – Evaluation of Professional Employees – Professional Employees Section.

3. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to table the motion to delete Administrative Regulation No. 412 – R – Evaluation of Professional Employees and Administrative Regulation No. 412-R2 – Evaluation of Professional Employees. Attachment 13 (pg. 128)
4. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the addition of the Suicide Preventions Resources for Schools to Policy 819, Suicide Awareness, Prevention and Response in the Operations Section and the deletion of Policy 821, Suicide in the Operations Section. Attachment 14 (pg. 132)

B. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the members of the Comprehensive Planning Steering Committee. Attachment 15 (pg. 139)
2. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to receive and file the October 16, 2015 Local Advisory Council Minutes. Attachment 16 (pg. 144)
3. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to receive and file the October 27, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 17 (pg. 149)
4. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to receive and file the December 7, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 18 (pg. 154)
5. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the additional field trip for the 2015/16 school year. Attachment 19 (pg. 158)
6. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the agreement between Middle Bucks Institute of Technology and the Bucks County Intermediate Unit 22 for Multimedia production services. Attachment 20 (pg. 159)
7. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the Articulation Agreements with Bucks County Community College – Commercial Art & Design, Culinary Arts, Early Childhood Care & Education, Engineering Related Technology, Health Occupations, Health Sciences, Multimedia Technology, Networking and Operating Systems Security, Public Safety, Web Page, Digital Multimedia and Information Resources Design, Occupational Studies. Attachment 21 (pg. 164)
8. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the Articulation Agreement with the Culinary Institute of America - Culinary Arts. Attachment 22 (pg. 168)

9. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the Articulation Agreement with Johnson and Wales - Culinary Arts. Attachment 23 (pg. 169)
 10. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to accept the Beef in the Classroom Grant Program funded by the Beef Checkoff for beef purchases up to \$1,125.00 by the Culinary Arts program. Attachment 24 (pg. 170)
 11. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to receive and file the MBIT Limited Procedures Engagement dated December 2015 prepared by the Pennsylvania Department of the Auditor General for the period July 1, 2012 through June 30, 2015. Attachment 25 (pg. 171)
- XI. Ms. Driban moved, Mr. Gamble seconded, passed unanimously, to adjourn the January 11, 2016 meeting of the MBIT Executive Council at 6:13 PM.

Respectfully submitted,

Kati Driban
Secretary

Roberta Jackiewicz
Assistant Secretary