

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**October 10, 2016**

Mr. Kopicki and Mrs. Darcy thanked the CB East Chamber Strings/CB Faculty String Ensemble for performing before the Board meeting.

The Central Bucks Board of School Directors held its meeting on Tuesday, October 10, 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 7:34 p.m., followed by the Pledge of Allegiance.

**BOARD MEMBERS PRESENT**

Beth Darcy – President, Sharon Collopy, Meg Evans, Paul Faulkner, Glenn Schloeffel, Karen Smith, Dennis Weldon, Jerel Wohl

**BOARD MEMBERS ABSENT**

John Gamble

**ADMINISTRATORS PRESENT**

Mr. John Kopicki, Dr. David Bolton, Dr. Scott Davidheiser, Andrea DiDio-Hauber, Jason Jaffe, Scott Kennedy, David Matyas, Mary Kay Speese

**ALSO PRESENT**

Jeffrey P. Garton – Solicitor, Sharon Reiner - School Board Secretary

**APPROVAL OF MINUTES**

Motion by Paul Faulkner, supported by Sharon Collopy, to approve the minutes of the September 27, 2016 School Board meeting.

Motion Approved 8-0.

**PUBLIC COMMENT**

Michelle Crunkelton commented on healthy school start times for secondary students and referred Board members to the article appearing in The Intelligencer today. With so much research being conducted on this topic, Ms. Crunkelton would like the district to form a committee to address this issue.

**SUPERINTENDENT'S REPORT**

**OFFICIAL ENROLLMENT**

Mr. Kopicki shared highlights of the official enrollment report as of October 1, 2016. The total CB enrollment is 18,390, which is a decrease of 338 students from last year. Currently there are 8,903 students at the elementary level. The schools with the largest elementary enrollment are Groveland, Mill Creek, and Butler and the smallest elementary enrollment is at Doyle, Gayman, and Linden. The overall average elementary class size is 21.9 and all grade levels fall within the school board policy classroom size range. There are 4,647 students at the middle school level, and 9,487 students at the high school level. Holicong is the largest middle school and CB South is the largest high school. Enrollment in the district is expected to slowly decline to approximately 16,500 students by the year 2022. (This presentation can be found on the CBSD website School Board page under School Board Presentations).

## ACHIEVEMENT REPORT 2016: PART 1 PSSA AND KEYSTONE DATA

Ms. Kelly Carter, Supervisor of Reading, Federal Programs and Assessment, presented a PowerPoint on PSSA and Keystone Data. Central Bucks students continue to have strong student performance results in English Language Arts, mathematics, and science. Students in grades 3-8 are tested in English Language Arts and mathematics, and are tested in science in grades 4 and 8. Ms. Carter provided data on how CB students in each grade level are achieving advanced and proficient ratings and also how well CB students are doing compared to the state average. Ms. Carter also presented information on Keystone Exams and again stated how well CB students are performing. Algebra 1 Keystone Exams are administered in 8<sup>th</sup> grade and biology and literature Keystone Exams are administered in 10<sup>th</sup> grade. Approximately 2,000 students took the Keystone Exams during the winter months and approximately 3,000 students took the Keystone Exams in the spring. When Keystone Exams were first introduced, they were a high school graduation requirement beginning with the class of 2017. In February 2016, Governor Wolf signed a law temporarily suspending proficiency on the Keystone Exams as a graduation requirement until 2019. During the summer of 2016, PDE submitted a report to the legislature suggesting other possible high school graduation requirements and is currently being debated. The district will provide information to parents when new details are received. (This presentation can be found on the CBSD website School Board page under School Board Presentations).

## **SCHOOL BOARD REPORTS**

Committee chairpersons provided a brief report:

*Citizens Advisory Committee – Athletic Fields:* Mr. Schloeffel reported that the committee is waiting for the report from the consultant. Once the report is received, probably in early November, the committee will then decide on how to proceed.

*Communications Committee:* Ms. Smith stated the committee has not met recently. They are waiting for the new Community Relations position, that has just been reposted, to be filled.

*Curriculum Committee:* Ms. Collopy reported on the spirited presentation given by Mr. Scarpill on being an AP reader. She urged the community to read the committee minutes posted on the website.

*Finance Committee:* Mr. Faulkner reported, on behalf of Mr. Wohl, on the land purchase offer received for the Silo Hill property, the beverage contract, the Director of Nutrition and Wellness position, and the Debt Defeasance Program presented by John Frye, from PFM. At the next meeting the Debt Defeasance Program and alternative fuel models for transportation will be discussed.

*Human Resources Committee:* Mr. Faulkner reported on the Accutrace System (a background screening company), and the Employee Code of Conduct document.

*Operations Committee:* Mr. Schloeffel reported that the next meeting will be held Wednesday, October 19, 2016 at 16 Welden Drive.

*Policy Committee:* Mr. Weldon reported that the Pennsylvania School Boards Association (PSBA) contract will be an action item on the upcoming Board Agenda. PSBA will then begin a complete review of district policies.

*MBIT Executive Council:* Ms. Smith reported, on behalf of Mr. Gamble, the details of a relatively new program at MBIT, the Exercise Sports Management Program; and enrollment at MBIT.

Mr. Kopicki encouraged the community to attend the committee meetings and become involved.

The Citizens Advisory Committee, Curriculum Committee, Finance Committee, Human Resources Committee, Operations Committee, BCIU Board, and MBIT Executive Council minutes are Attachment A.

## **RECOMMENDATIONS FOR ACTION**

### **ACCOUNTS PAYABLE CHECK DISBURSEMENTS**

Motion by Jerel Wohl, supported by Karen Smith, to approve the September 15, 2016, September 22, 2016, September 30, 2016, and October 4, 2016 General Fund check disbursements in the amount of \$791,631.07; and the September 22, 2016 Capital Fund check disbursements in the amount of \$37,609.77.

Motion Approved 8-0.

### **CONSTRUCTION CONTRACTS AND SERVICE AGREEMENTS**

Motion by Sharon Collopy, supported by Karen Smith, to award a contract to Daley + Jalboot Architects, Inc. for field renovations at Central Bucks High School – West in the amount of \$4,800.

Motion Approved 8-0.

### **SCHOOL BOARD POLICY FOR APPROVAL**

Motion by Sharon Collopy, supported by Paul Faulkner, to bring School Board Policy 806 – Child Abuse off the table.

Motion Approved 8-0.

Motion by Dennis Weldon, supported by Paul Faulkner, to approve School Board Policy 806 – Child Abuse.

Motion Approved 8-0.

### **PERSONNEL ITEMS**

Motion by Paul Faulkner, supported by Jerel Wohl, to approve retirements/resignations, terminations, leaves of absence, appointments - professional and support staff, classification changes, community school staff, per diem substitute professional and support staff, and EDRs.

#### **RETIREMENTS/RESIGNATIONS/TERMINATIONS**

##### **RETIREMENTS:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>BUILDING</u></b>	<b><u>EFFECTIVE</u></b>
Robert S. Amenta	Building Comp Specialist	ESC	12/31/2016

**RESIGNATIONS:**

<u>NAME</u>	<u>POSITION</u>	<u>BUILDING</u>	<u>EFFECTIVE</u>
Lauren Mary Ahrens	Comm Sch Swim Program	CB South	9/1/2016
Katie E. Foley	Building Substitute	CB South	9/8/2016
Tracey Fredendall	Spec Ed Asst	Holicong	9/26/2016
Riley D. Jongeneel	Comm Sch Swim Program	CB East	9/1/2016
Thomas Parsons	Comm Sch Swim Program	CB South	9/1/2016
Robert L. Thompson	School Bus Driver	Transportation	8/1/2016

**TERMINATIONS:**

<u>NAME</u>	<u>POSITION</u>	<u>BUILDING</u>	<u>EFFECTIVE</u>	<u>REASON</u>
Marcelous T. Jones	Coach	Holicong	9/5/2016	Job Abandonment
Ronald G. Vierling	Custodian	Bridge Valley	9/20/2016	All leave exhausted

**LEAVE OF ABSENCE**

<u>NAME</u>	<u>POSITION</u>	<u>BUILDING</u>	<u>FROM</u>	<u>TO</u>
Debra Campbell	Spec Ed Teaching Asst	Butler	10/4/2016	1/3/2017
Erika N. Canterbury	Reg Ed Teaching Asst	Butler	11/14/2016	12/9/2016
Mark Corson	Bus Mechanic "A"	Transportation	9/19/2016	TBD
Gabrielle Feliciani	Social Studies Teacher	Lenape	9/26/2016	1/26/2017
Samantha Fink	Mathematics Teacher	Tamanend	1/14/2017	Aug 2017 (1st Tchr Day)
Kimberly Susan Foulke	Elementary Teacher	Butler	11/19/2016	Aug 2017 (1st Tchr Day)
Jerry Heisterman	Building Utility	Butler	9/28/2016	4 - 6 Weeks
Russell L. Hollenbach	Custodian	Cold Spring	9/23/2016	10/14/2016
Kristina L. Holloway	Librarian	Tamanend	9/19/2016	10/7/2016
Ildiko Jones	Reg Ed Teaching Asst	Bridge Valley	9/19/2016	Intermittant
Linda Jones	Spec Ed Teaching Asst	Cold Spring	9/19/2016	TBD
Lynne A. Levenson	Spanish Teacher	Tohickon	1/3/2017	Aug 2017 (1st Tchr Day)
Claire A. Melvin	Elementary Teacher	Warwick	12/23/2016	Aug 2017 (1st Tchr Day)
Jennifer M. Opdyke	Assistant Principal	Groveland	1/3/2017	3/6/2017
Sean Patrick Quinlan	Custodian	CB West	9/6/2016	TBD
William Reynolds	Mathematics Teacher	Tamanend	10/25/2016	TBD
Kathleen Rosenthal	Elementary Teacher (.62 FTE) Title 1 Instr	Gayman	9/9/2016	12/2/2016
Sara Smith	Asst	Doyle	9/21/2016	TBD
Kathleen N. Veisz	Special Ed Teacher	Butler	9/26/2016	12 Weeks
Arlene Wetherill	School Bus Driver	Transportation	9/6/2016	Intermittant

**APPOINTMENT OF LTS  
EMPLOYEES**

<u>NAME</u>	<u>POSITION</u>	<u>BUILDING</u>	<u>FROM / TO</u>	<u>SALARY</u>	<u>SALARY COLUMN/STEP</u>
Elizabeth M. Taylor	English Teacher	CB South	9/26/2016 - End of 2016-17 SY	\$45,254	BS + 0 Credits / Step 1

**APPOINTMENT OF LTPD EMPLOYEES - \$150.00 per day**

<u>NAME</u>	<u>POSITION</u>	<u>BUILDING</u>	<u>FROM</u>	<u>TO</u>
Raymond Keck	Librarian	Tamanend	9/19/2016	TBD
Katie Lynn O'Donnell	Elementary Teacher	Kutz	10/5/2016	1/25/2017
Melissa Sharp	Elementary Teacher	Jamison	9/12/2016	9/30/2016

**BUILDING SUBSTITUTES**

<u>NAME</u>	<u>BUILDING</u>	<u>EFFECTIVE</u>	<u>SALARY P/DAY / DAYS P/YEAR</u>
Magdalena			
Bartnikowska	Floating	10/10/2016	\$125 / 150
Alyssa Basko	Floating	10/10/2016	\$125 / 150
Alex W. Copenhaver	Floating	10/10/2016	\$125 / 150
Alexis Davenport	Floating	10/10/2016	\$125 / 150
Karen DeLise	Floating	10/10/2016	\$125 / 150
Steven Fitts	Tamanend	10/10/2016	\$125 / 150
Katie Fitzpatrick	Floating	10/10/2016	\$125 / 150
Connie Goochee	CB South	10/10/2016	\$125 / 150
Mohamed C. Hussein	Floating	10/10/2016	\$125 / 150
Sunny Hwang	Floating	10/10/2016	\$125 / 150
Laura Killion	Floating	10/10/2016	\$125 / 150
Nicolette Kreppel	Doyle	10/10/2016	\$125 / 150
Aimee Lampke	Floating	10/10/2016	\$125 / 150
Megan J. McClure	CB East	10/10/2016	\$125 / 150
Samantha Mutchnick	Kutz	10/10/2016	\$125 / 150
Michael J. Simmons	Unami	10/10/2016	\$125 / 150
Steven J. Sliwinski	Floating	10/10/2016	\$125 / 150
Jennifer Stoler	Floating	10/10/2016	\$125 / 150
Mary Frances			
Taloricco	Floating	10/10/2016	\$125 / 150
Tyler Wharton	Floating	10/10/2016	\$125 / 150
Kimberly Zajac	Floating	10/10/2016	\$125 / 150

**APPOINTMENT OF SUPPORT EMPLOYEES**

<u>NAME</u>	<u>POSITION</u>	<u>BUILDING</u>	<u>EFF DATE</u>	<u>SALARY</u>
Joanne Clark	(.75 FTE) Duty Assistant	Butler	9/19/2016	\$12.63 p/hr
Susan Ellen Haschets	Personal Care Asst	Kutz	9/26/2016	\$14.43 p/hr

Tyler McClosky	(.99 FTE) Special Ed Asst	Cold Spring	9/19/2016	\$14.93 p/hr
Courtney McManus	(.99 FTE) Special Ed Asst	CB South	9/21/2016	\$14.43 p/hr
Melissa Ann Schulz	(.99 FTE) Special Ed Asst	Holicong	8/31/2016	\$14.43 p/hr
Rosalie Wilks	Personal Care Asst	Tohickon	9/19/2016	\$14.93 p/hr

#### **STATUS/CHANGE OF ASSIGNMENT**

<b><u>NAME</u></b>	<b><u>POSITION FROM / TO</u></b>	<b><u>BUILDING</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>PREV SALARY</u></b>	<b><u>NEW SALARY</u></b>
Lauren N. Foreman	Dist Float Sub to LTPD Sub	Gayman	9/13/16 - 12/1/16	\$125 p/day	\$150 p/day
Frank Hamilton	Custodian Floater to 2nd Shift Cust	Kutz/Lenape	9/29/2016 TEMP Position	\$19.09 p/hr	No Change
Maureen Kleinschmidt	(.75 FTE) .67 Title 1 w/.08 Reg Ed to (.83 FTE) .75 Title 1 w/.08 Reg Ed	Barclay	9/19/2016	\$18.16 p/hr	No Change
Angelica Kolokithias	LTPD Sub to (1.0 FTE) Spec Ed Asst	Bridge Valley	11/7/2016	\$150 p/day	\$14.93 p/hr
Kenneth Lynch	Cust to Float Head Cust	District Wide	9/21/16-12/23/16	\$19.09 p/hr	\$20.03 p/hr
Megan Gayle Mazer	(.50 FTE) PCA to (1.0 FTE) PCA	Jamison	9/19/2016	\$14.43 p/hr	\$14.93 p/hr
Jacqueline Neetzow	Spec Ed Asst to LTPD	CB East	9/12/16 - 1/25/17	\$14.43 p/hr	\$150 p/day
Carol Anne Parsons	Float Cust to Floating Head Cust	District Wide	3/27/17 - 6/16/17	16.21 p/hr	20.03 p/hr
Victoria Prendergast	LTPD to LTS	Lenape	8/31/16 - 1/26/17	\$19.75 p/hr	\$47,222 (Prorated)
Richard Thomas Sutton	Custodian to Floating Head Cust	District Wide	1/2/17 - 3/4/17	16.42 p/hr	\$20.03 p/hr
Jennifer Lynn Thompson	Bus Driver/Gen Sec to B Mechanic Print Shop	ESC	11/7/2016	\$21.46 p/hr 10/3/16 - 11/4/16	\$27.80 p/hr eff 11/7/16

#### **ADDITIONAL ASSIGNMENT/DUTY**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>BUILDING</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>ADDL SALARY</u></b>	<b><u>SCHEDULE</u></b>
Stacy Cunningham	SAL Head Coach (.15 FTE) Comm Sch	CB East	9/28/2016	\$16.00 p/hr	3hrs p/day, 5days p/wk
Kerry Doh	Instr 2 After Sch Detention	Pine Run	9/27/2016	\$17.65 p/hr	1.5hrs p/day, 3days p/wk
Christopher Gay	Montr	Tohickon	9/6/2016	\$15.57	As needed
Matthew Palmer	Detention Moderator	Holicong	9/19/2016	\$15.57 p/hr	1 day p/wk

**COMMUNITY SCHOOL- SUPPORT STAFF**

<u>NAME</u>	<u>POSITION</u>	<u>BUILDING</u>	<u>EFFECTIVE DATE</u>	<u>SAL P/HOUR</u>	<u>SCHEDULE</u>
Andrea E. Blaser	(.5 FTE) Asst Swim Coach	CB South	9/28/2016	\$13.90 p/hr	3 hrs p/day, 5 days p/wk
Henry Dale Mackensen	(.5 FTE) SAL Asst Coach	CB East	9/28/2016	\$13.90 p/hr	3 hrs p/day, 5 days p/wk
Hallie J. West	(.20 FTE) Student Swim Inst	CB East	9/28/2016	\$8.40 p/hr	3 hrs p/day, 2 days p/wk

**APPROVAL OF PER DIEM SUBSTITUTE TEACHERS**

At the approved salary rate of \$95/day for the 2016-2017 school year.

Meghan Braun	Katharine Edbrooke	Kimberlee Talevi
Maria Careghini	Kristina Halner	Jonathan Tauber
Carole Chiaravallo	Mary McArdle	Patricia Walsh Collins
John Dee	Katie O'Donnell	
Katherine Donahue	Peggy Rancourt	

**APPROVAL OF HOMEBOUND INSTRUCTORS**

At the approved salary rate of \$30/hour for the 2016-2017 school year.

Susan Bitsko	Melissa Hackett	Lauren Young
Lisa DeAngelis	James Scott	Mikhail Zolotnitsky
Brian Filips	Jane Tomkinson	
Wayne Finkbeiner	Tricia Unrath	

**APPROVAL OF PER DIEM SUBSTITUTE CUSTODIANS**

At the approved salary rate of \$14/hour for the 2016-2017 school year.

Carl Keri

**EDRS****EDRs 2016-2017 Fall Sports**

<u>Name</u>	<u>School/Position</u>	<u>Units Paid</u>
Nels Updale	Holicong/Football – Head	12
Jan Tashman	Holicong/Football – Assistant	8
Brad Cochran	Holicong/Soccer – 8 <sup>th</sup> Grade	16
Kelly Reed	Holicong/Soccer – 7 <sup>th</sup> Grade	8
Chris Flynn	Holicong/Field Hockey – 8 <sup>th</sup> Grade	10
Kelli Chioffe	Holicong/Field Hockey – 7 <sup>th</sup> Grade	8
Ryan Grosse	Holicong/Tennis – Boys	8
Chris McGullam	Holicong/Tennis – Girls	8
Chris Rittenhouse	Holicong/Athletic Assistant	19
Debi McCusker	Holicong/Athletic Assistant	3
Cindy Stevens	Holicong/Cheerleading (12 units split Fall/Winter)	6
John Devlin	Lenape/Football – Head	12
Chris Goldrick	Lenape/Football – Assistant	8
Chris Graeff	Lenape/Football – Assistant	8
Greg Torrence	Lenape/Soccer – 8 <sup>th</sup> Grade	18

Jason Kriney	Lenape/Soccer – 7 <sup>th</sup> Grade	14
Katie Marttila	Lenape/Field Hockey – 8 <sup>th</sup> Grade	12
Allison Stone	Lenape/Field Hockey – 7 <sup>th</sup> Grade	8
Gary Harris	Lenape/Tennis – Head	20
Angelo Menta	Lenape/Tennis – Assistant	8
Jason Kriney	Lenape/Athletic Assistant	22
Melissa Schulz	Lenape/Cheerleading (12 Units split Fall/Winter)	6
Matthew Kinsey	Tamanend/Football – Head	12
John Dee	Tamanend/Football – Assistant	8
Cody Kinsey	Tamanend/Football – Assistant	8
Kevin Schmidt	Tamanend/Soccer – 8 <sup>th</sup> Grade	14
Dana Walter	Tamanend/Soccer – 7 <sup>th</sup> Grade	8
Kristy Stryjak	Tamanend/Field Hockey – 8 <sup>th</sup> Grade	5
Gina Villa	Tamanend/Field Hockey – 8 <sup>th</sup> Grade	5
Christa Reitz	Tamanend/Field Hockey – 7 <sup>th</sup> Grade	8
Maria Vitacco	Tamanend/Tennis – Head	8
Ryan Lenet	Tamanend/Tennis – Assistant	8
Kerri Brumbaugh	Tamanend/Athletic Assistant	16
Amy Snyder	Tamanend/Cheerleading (12 units split Fall/Winter)	6
Frank Pustay	Tohickon/Football – Head	10
Rich Dennis	Tohickon/Football – Assistant	6
Robert Williams	Tohickon/Football – Assistant	6
Nathan Harris	Tohickon/Football – Assistant	6
Michael Bartosiewicz	Tohickon/Soccer – 8 <sup>th</sup> Grade	10
Steven Love	Tohickon/Soccer – 7 <sup>th</sup> Grade	8
Alison Bongiorno	Tohickon/Field Hockey – 8 <sup>th</sup> Grade	10
Kelli McMahon	Tohickon/Field Hockey – 7 <sup>th</sup> Grade	4
Jen Reese	Tohickon/Field Hockey – 7 <sup>th</sup> Grade	4
Jarred Levenson	Tohickon/Tennis – Head	8
Terri Holten	Tohickon/Tennis – Assistant	10
Frank Pustay	Tohickon/Athletic Assistant	18
Wendy D'Angelo	Tohickon/Cheerleading (12 units split Fall/Winter)	6
Mike Daley	Unami/Football – Head	16
Robert (Mike) Smith	Unami/Football – Assistant	10
Greg Beyerle	Unami/Football – Assistant	8
George Litzke	Unami/Soccer – 8 <sup>th</sup> Grade	10
Bryant Hosler	Unami/Soccer – 7 <sup>th</sup> Grade	8
Brandy Cooley	Unami/Field Hockey – 8 <sup>th</sup> Grade	10
Nicole Adams	Unami/Field Hockey – 7 <sup>th</sup> Grade	8
Leanne Yerkes	Unami/Tennis – Head	8
Jan Yerkes-Roop	Unami/Tennis – Assistant	8
Greg Beyerle	Unami/Athletic Assistant	16

John Donnelly	East/Football – Head	31
Ray Riley	East/Football – Assistant	15
Mike Junkin	East/Football – Assistant	13.5
Matt Riley	East/Football – Assistant	13.5
Tim Barno	East/Football – Assistant	15.5
Kurt Schneider	East/Football – Assistant	13.5
Will Acosta	East/Football – Assistant	13.5
Jason Hepler	East/Football – Assistant	3
Vince Sebal	East/Football – Assistant (Freshman)	13.5
Anthony Ventresca	East/Football – Assistant (Freshman)	8
Jeremiah White	East/Soccer – Head - Boys	19
Josh Isaacsohn	East/Soccer – Assistant - Boys	13
Anthony Bishop	East/Soccer – Assistant - Boys	3
Paul Eisold	East/Soccer – Head – Girls	21
Paul Lichter	East/Soccer – Assistant – Girls	13
Jason Obetz	East/Soccer – Assistant – Girls	3
Michelle Finegan	East/Field Hockey – Head	19
Mindy Donnelly	East/Field Hockey – Assistant	12
Meghan Spratt	East/Field Hockey – Assistant (Freshman)	11
Lisa Wiley	East/Tennis – Head	12
Debbie Obarowski	East/Tennis – Assistant	7
Sam Losorelli	East/Cross Country – Head – Boys	15
Steve Martin	East/Cross Country – Assistant – Boys	6
Natalie Johnston	East/Cross Country – Assistant – Boys	1
Sam Losorelli	East/Cross Country – Head – Girls	15
Justine Smith	East/Cross Country – Assistant – Girls	3
Steve Martin	East/Cross Country – Assistant – Girls	4
Kerri Rabberman	East/Volleyball – Head – Girls	19
Nicole Barker	East/Volleyball – Assistant – Girls	11
Matt Wolf	East/Golf – Head	10
Mark Rubino	East/Golf – Assistant	7
Chris Burns	East/Golf – Assistant	1
Marla Mathis	East/Cheerleading Head (17 units split Fall/Winter)	8.5
Ashley Darnley	East/Cheerleading -Asst (5 units split Fall/winter)	6.5
Tom Hetrick	South/Football – Head	32
Kerri Monk	South/Football – Assistant	7
Chris McGlone	South/Football – Assistant	8
Bart Szarko	South/Football – Assistant	25
Tom Veit	South/Football – Assistant	13
Greg Trimbur	South/Football – Assistant	17
Dean Logan	South/Football – Assistant	5
Adam Collachi	South/Football – Assistant	9
Patrick Smith	South/Football – Assistant	10
Kyle Detweiler	South/Football – Assistant	15
James Teronino	South/Football – Assistant	5
Gary Pagliaro	South/Football – Assistant (Freshman)	11
John Calpin	South/Football – Assistant (Freshman)	8

John McSweeney	South/Football – Assistant (Freshman)	5
Don Brady	South/Soccer – Head – Boys	25
Joe Coscia	South/Soccer – Assistant – Boys	8
John Ferguson	South/Soccer – Assistant – Boys	6
(Mary) Betsy Bullock	South/Soccer – Head – Girls	19
Robert Miller	South/Soccer – Assistant – Girls	10
Danielle Fiorelli	South/Soccer – Assistant – Girls	8
Patricia Toner	South/Field Hockey – Head	15
Meghan Hutchinson	South/Field Hockey – Assistant	11
Amy Babb	South/Field Hockey – Assistant	2
Max Pullar	South/Field Hockey – Assistant (Freshman)	9
Denise Houriet	South/Tennis – Head	12
Donna Wright	South/Tennis – Assistant	7
Mike Cox	South/Cross Country – Head – Boys	14
Jason Gable	South/Cross Country – Assistant – Boys	6
Justin Crump	South/Cross Country – Assistant – Boys	2
Jay Marsden	South/Cross Country – Assistant – Boys	2
Mike Cox	South/Cross Country – Head – Girls	10
Jay Marsden	South/Cross Country – Assistant – Girls	5
Lauren McNelis	South/Cross Country – Assistant – Girls	5
(Thomas) Kurt Godfrey	South/Volleyball – Head – Girls	15
Suzanne Carrieri	South/Volleyball – Assistant – Girls	9
Michelle Carrieri	South/Volleyball – Assistant – Girls	6
Tom Hill	South/Golf – Head	12
Merriah Kahrs	South/Cheerleading Head (17 units split Fall/Winter)	7.5
Brittany Bray	South/Cheerleading Asst (5 units split Fall/Winter)	3.5
Chas Cathers	West/Football – Head	34
Jeff Thompson	West/Football – Assistant	14
Joe King	West/Football – Assistant	11
Matt Pirolli	West/Football – Assistant	11
William Navarre	West/Football – Assistant	9
Michael Kantor	West/Football – Assistant	10
Ryan Lynady	West/Football – Assistant	11
James Messina	West/Football – Assistant	10
Steve Kim	West/Football – Assistant (Freshman)	10
Thomas Kovalic	West/Football – Assistant (Freshman)	10
Brian Haupt	West/Football – Assistant (Freshman)	4
Stefan Szygiel	West/Soccer – Head – Boys	19
Mike Pregler	West/Soccer – Assistant – Boys	10
Andy Miller	West/Soccer – Assistant – Boys	4
Chris Fehrle	West/Soccer – Head – Girls	19
Angela DeSumma	West/Soccer – Assistant – Girls	11
Mike Moyer	West/Soccer – Assistant – Girls	3
Courtney Lepping (Hughes)	West/Field Hockey – Head	19
Debi Mason	West/Field Hockey – Assistant	11
Hailey Donohoe	West/Field Hockey – Assistant (Freshman)	8
Marcy Wouch	West/Tennis – Head	12

Linda Brach	West/Tennis – Assistant	11
Greg Wetzel	West/Cross Country – Head – Boys	16
John Mahoney	West/Cross Country – Assistant – Boys	6
Catherine Bell	West/Cross Country – Head – Girls	18
Kevin Munnelly	West/Cross Country – Assistant – Girls	4
Todd Miller	West/Volleyball – Head – Girls	19
Taylor Beck	West/Volleyball – Assistant – Girls	11
Robert Schilling	West/Golf – Head	17
Travis Jovais	West/Golf – Assistant	3
Kelly Cramer	West/Cheerleading Head (17 units split Fall/Winter)	8.5
Lynn Russell	West/Cheerleading Asst (5 units split Fall/Winter)	7

#### EDRs 2016-2017 Department Coordinators

Michelle Ambrosini	Holicong/English	8
Rick Knoedler	Holicong/Social Studies	8
Beth Madden	Holicong/Science	8
Brian Novick	Holicong/Mathematics	8
Gina Mancini	Lenape/English	8
Matthew Fash	Lenape/Social Studies	8
Matthew Coverdale	Lenape/Science	8
Elizabeth DiFranceisco	Lenape/Mathematics	8
Drew Sterner	Tamanend/English	8
Brian Blair	Tamanend/Social Studies	8
Erika Gamble	Tamanend/Science	8
Kevin Murray	Tamanend/Mathematics	8
Amy Fry-Daly	Tohickon/English	8
Travis Forney	Tohickon/Social Studies	8
Jarred Levenson	Tohickon/Science	8
Laurel Kennedy	Tohickon/Mathematics	4
Andrea Bellavance	Tohickon/Mathematics	4
Kimberly Keller	Unami/English	8
Jeff Clifford	Unami/Social Studies	8
Christy Gillespie	Unami/Science	8
Jeff Pagano	Unami/Mathematics	8
Melody Mullis	East/English	12
Christopher Johnson	East/Social Studies	12
Erin Scott	East/Science	12
William Smith	East/Mathematics	12
George Moustakas	East/Guidance	6
Ondrea Reisinger	South/English	12
Tom Hetrick	South/Social Studies	6
Rachael Nulty	South/Social Studies	6

Helena Buzin	South/Science	12
Christopher McGlone	South/Mathematics	12
Virginia Barrett	South/Guidance	6

Catherine Rosseli	West/English	12
Nicholas Allgyer	West/Social Studies	12
Mark Hayden	West/Science	12
Leanne Schrier	West/Mathematics	12
Lisa Corr	West/Guidance	6

EDRs 2016-2017 Student Activities

Joel Chodoroff	East/Band Front – Assistant	12
Joshua Hoskins	East/Band Front – Assistant	8
Jacqueline Neetzow	East/Band Front – Assistant	7
Sasha Eisenberg	East/Dramatics – Director	16
Michael Grieco	East/Dramatics – Assistant	6

Matt Urquhart	South/Band Front – Assistant	8
Sean Pastorak	South/Band Front – Assistant	8
Kaysey Davis	South/Band Front – Assistant	9
Matt Prockup	South/Band Front – Assistant	5
Kenneth Bui	South/Dramatics – Director	9
John Crea	South/Dramatics – Assistant	3
Michael London	South/Dramatics – Assistant	1
Madison VanHouten	South/Dramatics – Assistant	3

Sean Cohen	West/Band Front – Assistant	11
Jeffrey Moyer	West/Band Front – Assistant	6
Mary Pellegrino	West/Band Front – Assistant	9
Dominic Macanas	West/Band Front – Assistant	4
Jessica Bostock	West/Dramatics – Director	12
Leanne Schrier	West/Dramatics – Assistant	4

Before the vote Mrs. Darcy recognized the following retiree for his years of service to the district. Mrs. Darcy wished him all the best in retirement.

**Robert S. Amenta – I.T. Building Computer Specialist**

*Years in Central Bucks: 12*

*Original hire date: August 2, 2004*

*Retirement date: December 31, 2016*

*Subjects taught or positions held: I.T. Building Computer Specialist*

*Buildings worked: Educational Services Center, Doyle Elementary School, Lenape*

*Middle School, CB West, Tohickon Middle School, CB East*

Motion Approved 8-0.

## STUDENT ITEMS

Motion by Sharon Collopy, supported by Karen Smith, to approve the following student items:

1. Approval of tuition student, DS, to attend the CBSD – Connections Program from November 1, 2016 to June 16, 2017.
2. Approval of CB West Varsity Singers to travel to New York. Dates are October 22, 2016.
3. Approval of CB East Global Relations Students to travel to New York. Dates are November 16, 2016.
4. Approval of CB East Varsity Cheerleader Team to travel to Orlando, FL. Dates are February 10-14, 2017.
5. Approval of Tamanend Middle School 9<sup>th</sup> Grade Class to travel to Washington, D.C. Dates are April 20, 2017.

Motion Approved 8-0.

## STAFF CONFERENCES

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
Allgyer, Nicholas	Professional	12/2/16	NCSS Annual Conference	Washington, D.C.		540	
Boulanger, Jennifer	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Brady, Don	Professional	11/8/16	Health and Physical Education Conference	Neshaminy		53	
Cochran, Christine	Professional	11/8/16	Health and Physical Education Conference	Neshaminy		53	
Cox, Brian	Professional	11/8/16	PMEA District 1 Professional Staff Development Conf	Montgomery Cty		48	
Cox, Denise	Support Staff	10/26 to 10/28/16	PASBO Transportation Conference	Grantville, PA	885		
Czyz, James	Adminstrator	10/27 & 10/28/16	PASBO Transportation Conference	Grantville, PA	504		
Daly, Cheryl	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Delson, Neil	Professional	11/8/16	PMEA District 1 Professional Staff Development Conf	Montgomery Cty		48	
DeMarco, Bernadine	Support Staff	10/27/16	PASBO Transportation Conference	Grantville, PA	210		
DiVasto, Jennifer	Professional	11/8/16	PMEA District 1 Professional Staff Development Conf	Montgomery Cty		48	
Egan, Kathy	Professional	10/14 & 10/15/16	PCTELA:Congruent Worlds, Convergent Practice	State College		340	
Eilo, Val	Professional	11/8/16	Health and Physical Education Conference	Neshaminy		53	
Ferraro, Stephanie	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Fidler, Jessica	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Free, Deborah	Professional	11/8/16	BCIU 22 Librarians Common Inservice Day	Warminster		25	
Gruver, Michael	Professional	11/8/16	PMEA District 1 Professional Staff Development Conf	Montgomery Cty		48	
Harding, Jeff	Professional	11/8/16	Health and Physical Education Conference	Neshaminy		53	
Helsel, Brad	Professional	11/8/16	Health and Physical Education Conference	Neshaminy		53	
Hensil, Scott	Professional	11/8/16	PMEA District 1 Professional Staff Development Conf	Montgomery Cty		48	
Hendershot, Angela	Professional	11/8/16	Health and Physical Education Conference	Neshaminy		53	
Beth Janney-Horan	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Hunter, Sally	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Huuki, Ann	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Kelly, Patrick	Professional	12/2 to 12/4/16	National Council for the Social Studies	Washington, D.C.		546	
Kehan, Christine	Professional	10/14 & 10/15/16	PCTELA:Congruent Worlds, Convergent Practice	State College		340	
Kesilman, Stu	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Kuchler, Allison	Adminstrator	11/10/16	PA Case Conference	Harrisburg		199	
Kuchler, Allison	Adminstrator	11/9/16	PATTAN Assistive Technology Expo	Harrisburg		110	
Levin, Allison	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Morehouse, Jason	Professional	11/8/16	PMEA District 1 Professional Staff Development Conf	Montgomery Cty		48	
Moriarty, Helene	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Mussari, David	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Philips, Craig	Professional	11/8/16	Health and Physical Education Conference	Neshaminy		53	
Pullar, Max	Professional	11/8/16	Health and Physical Education Conference	Neshaminy		53	
Sarko, Julia	Professional	10/19 & 10/20/16	Assoc of School Psychologists of PA 2016 Fall Conference	State College	200		
Sibel, Zachary	Professional	10/20/16	Dodge Poetry Festival	Newark, NJ		26	
Shuck, Jessica	Professional	11/8/16	Health and Physical Education Conference	Neshaminy		53	
Stellino, Joe	Professional	11/8/16	PMEA District 1 Professional Staff Development Conf	Montgomery Cty		48	
Thomas, Deb	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Trimble, Marianne	Support Staff	10/27/16	PASBO Transportation Conference	Grantville, PA	310		
Villante, Chris	Professional	11/8/16	PMEA District 1 Professional Staff Development Conf	Montgomery Cty		48	
Warren, Tina	Professional	11/8/16	Pennsylvania Academy of Fine Arts (PAFA)	Philadelphia		25	
Wassenman, Jennifer	Professional	11/8/16	BCIU 22 Librarians Common Inservice Day	Warminster		25	
Totals this meeting					2,109	3,337	5,446
Year to date from last meeting					1,664	8,441	10,105
Totals year to date					3,773	11,778	15,551
				General fund budget	40,600		

Motion Approved 8-0.

**ADJOURNMENT**

There being no further business before the Board, motion by Sharon Collopy, supported by Dennis Weldon, to adjourn at 8:18 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sharon L. Reiner".

Sharon L. Reiner  
Board Secretary  
Recording Secretary

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Citizens Advisory Committee - Minutes**  
**Athletic Fields**  
**September 27, 2016**

**Committee Members**

Glenn Schloeffel, Board Member  
Sharon Collopy, Board Member  
Bill Slawter  
Jon Biedermann

Scott Kennedy, Director of Operations  
Mr. John Kopicki  
Loretta Jenkins, DAA  
Nick Lykon, Plumstead Township

**Others in Attendance**

Beth Darcy    John Gamble            Danielle Turner

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

**PUBLIC COMMENT**

Nancy Santacecilia shared a list of improvements she would like to see at CB West. Following the meeting, she would email the list to Scott Kennedy.

**REVIEW OF MEETING NOTES**

The September 27, 2016 Citizen's Advisory Committee Meeting minutes were reviewed. The committee agreed with the minutes.

**INFORMATION/DISCUSSION**

Scott Kennedy and Bill Slawter provided an update on the athletic field consultant. Following the award of the contract to Sports Field Solutions, Scott Bills requested information from CBSD which was provided. Scott Bills reviewed the material and scheduled a meeting with Scott Kennedy and Bill Slawter to discuss the information and to plan his site visits. As per Scott Bill's request, we are taking soil samples on all of the fields. For the next 4-5 weeks, Scott Bills will be visiting all of our sites to complete his survey. He expects the report to be ready in mid-November.

The committee discussed possible areas of field responsibilities between CBSD and the outside groups. Items included grass cutting, infield work, lining fields, benches, dugouts, etc. Fertilization and weed control will be managed by CBSD. Scott Kennedy shared a draft list of shared responsibilities. This list will be updated after reviewing the final report from our athletic fields consultant.

The committee discussed the possibility of adding a shed at each school for grounds equipment which could be used by volunteer groups.

The committee discussed alternate funding sources for athletic field improvements. The committee decided to table this discussion for a future meeting.

The committee discussed possible options for the next meeting date. It was decided to schedule (2) tentative dates. A final date will be selected after we receive the consultant's report.

#### ADJOURNMENT

The meeting was adjourned at 6:45 p.m. Minutes prepared by Scott Kennedy, Director of Operations and Administrative Liaison

#### FUTURE MEETING SCHEDULE

Tuesday October 25, 2016

Tuesday November 15, 2016

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Curriculum Committee Minutes--REVISED**  
**September 14, 2016**

**MEMBERS PRESENT**

Sharon Collopy, Chair  
Karen Smith  
Dennis Weldon  
Jerel Wohl

**OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT**

Paul Faulkner	Mr. John Kopicki	Ms. Angela Hendershot
Beth Darcy	Dr. Bolton	Mr. Matt Croyle
	Dr. Davidheiser	Dr. Alyssa Walloff

**MEMBERS NOT PRESENT**

None

**PREVIOUS MEETING MINUTES**

The meeting minutes from the August 17, 2016 meeting were reviewed and approved without changes.

**PUBLIC COMMENT**

There was no public comment at the meeting.

**INFORMATION/DISCUSSION ITEMS**

1. **Overview of Elementary Personal Safety Curriculum**—Mr. Croyle, Elementary Principal and Health & PE Liaison and Ms. Hendershot, K-12 Health and PE Coordinator, presented an update to the Elementary Personal Safety Curriculum. The previous delivery system of the personal safety curriculum is outdated and during the 2015-2016 school year a team of teachers were asked to pilot the KidSmartz program and resources to be used in conjunction with the current curriculum. KidSmartz offers free resources that are more applicable to today's 21<sup>st</sup> century population. Goals and objectives will remain the same. This revision is an update to the material and resources and will allow the curriculum to be taught at any time during the school year. The personal safety curriculum along with the KidSmartz resources will be used during the 2016-2017 school year and will be reviewed by the teachers at the end of the school year.

Ms. Collopy commented that she likes that parents have access to videos. Ms. Collopy would like this presentation given to all the board members. Mr. Wohl asked if there was any way to measure assessment and Mr. Croyle explained that the best way to measure is the feedback given by the teachers. Mr. Wohl asked if parents have the option to opt-out of having their child participate in the curriculum. Mr. Croyle explained that this would be a conversation that a parent would have with the building principal. Mr. Croyle explained that very few parents opt out of the personal safety curriculum.

2. **Elementary Spelling Pilot for Grades 3, 4, 5**—Dr. Walloff, K-12 English and Language Arts Supervisor, presented information on the Lead 21 pilot program for the elementary spelling curriculum. Teachers wanted a program that would connect better with the reading program that is currently being taught. Several programs were evaluated and the Lead 21 program was selected. Twenty-six teachers in 11 different buildings will pilot the program in grades 3<sup>rd</sup> through 5<sup>th</sup>. Teachers created materials, resources and books to be used in the pilot.

The current spelling curriculum will remain the same for grades K-2. The 6<sup>th</sup> grade program will remain with current curriculum. Ms. Collopy asked if the Lead 21 program will continue for grades

3, 4 and 5 for next year. Dr. Walloff confirmed that it will with approval. Mr. Weldon asked if the 6<sup>th</sup> grade program would be changing. Dr. Walloff explained that 6<sup>th</sup> grade will continue to use their current curriculum.

Recommendation will be presented in the Spring of 2017 for approval for the 2017-2018 school year.

3. **Update on Transcript Request Process**—Dr. Davidheiser, Assistant Superintendent for Secondary Education, presented information on Naviance and the process of requesting transcripts. Naviance is a web-based service platform that is currently used in our three high schools. Students in 10<sup>th</sup> grade begin using Naviance to start their career plan by completing interest surveys. 11<sup>th</sup> and 12<sup>th</sup> graders will use Naviance to continue the career plan process by narrowing in on college or employment options.

eDocs is an on-line, exclusive to Naviance, secure document service. eDocs through Naviance allow students to complete the Common College Application. eDocs also allows guidance counselors and teachers to submit electronic letters of recommendations. eDocs also provides building level reports on where our students are applying, where they have been accepted, along with other data.

The current process for a student to request a transcript is to complete a form and submit payment to the guidance office. Currently there is turn-around time of up to 15 school days for transcript requests to be processed—this also includes processing the guidance and/or teacher letters of recommendation. Naviance has the option for students to request transcripts electronically. Dr. Davidheiser explained that the form is used to provide more one-on-one time with a guidance counselor. Dr. Davidheiser will meet with guidance coordinators to discuss the current process and evaluate moving forward with the electronic request option. Dr. Davidheiser is also proposing discontinuing the \$1 fee.

Ms. Collopy asked if there would be any additional cost to use the electronic transcript request feature in Naviance. Dr. Davidheiser explained that the cost is already included in our current contract with Naviance. Ms. Collopy would like to see the transcript request turn-around time shortened and the process changed. Mr. Wohl expressed that the Naviance process has been a helpful and fabulous tool for our students. Mr. Faulkner would like to see how many students request more than five (5) transcripts and should there be a fee after the 5 requests.

4. **Update on Elementary Report Card**—Dr. Bolton gave a brief overview of the progress on the elementary report cards. Dr. Bolton commented that the meetings have been positive and that the committee has been working on developing a new layout. The goal is by early 2017 to bring back a new document for board approval and to have the new document ready for the 2017-2018 school year.

NEXT MEETING – Wednesday, October 5, 2016 – 7:00 p.m. – Board Room at 16 Welden Drive

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Finance Committee Minutes**  
**September 21, 2016**

Committee Members Present

Paul Faulkner, Acting Chairperson  
Beth Darcy, Member  
Glenn Schloeffel, Member

Dave Matyas, Business Administrator  
Susan Vincent, Director of Finance

Committee Members Absent

Jerel Wohl

Other Board Members and Administrators Present

John Gamble

Mr. Kopicki, Superintendent  
Dr. Bolton, Assistant Elementary Superintendent  
Dr. Davidheiser, Assistant Secondary Superintendent  
Juliet Meehan, Purchasing Manager

The Finance Committee meeting was called to order at 7:40 p.m. by Paul Faulkner, Acting Chairperson

PUBLIC COMMENT

Mr. Simkins spoke to the committee about his interest to purchase 35 acres of district property at the intersection of Silo Hill Road and Stump Road in Plumstead Township.

Review of Minutes

The June 14, 2016 Finance Committee meeting minutes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

**Review of Finance Information Items** – A review took place of the projected positive variances between the 2015-16 budget and actual spending noting that at this time the financials show a positive variance of 5.6M, 1.8% of the 2015-16 expenditure budget. A review of the local revenue accounts indicated a potential positive budget variance of \$4.3M, or 1.4% of the 2015-16 revenue budget. It was noted that while a \$9.9M total variance seems like a lot, however, given the size of the district budget and the actual percentage this variance is of the budget, 1.6%, it does support the conservative budget efforts in place.

Administration reviewed the status of the FY2015-16 June 30<sup>th</sup> year end expenditure budget as a reference point for determining proposed budget transfers needed to complete the year-end audit process.

For the 2016-17 fiscal year, some expense accounts were identified as being under review for potential budget transfers in October. Other expense accounts will be monitored for possible budget transfers later in the year. The October transfers are recommended at this early stage in the fiscal year to correct known mismatches between budgeted expenses and projected expenses during the year. By making these budget transfers in October, administration can then build the 2017-18 budget and future year forecasts using better information that is based on the best information available during FY 2016-17. The committee recommended these items be placed on the October agenda for consideration.

**Offer to Purchase the District's 35 Acre Silo Hill Property** – Mr. Simkins requested an opportunity to speak before the committee in an effort to purchase or lease the land for farming purposes. The Silo Hill property is located at the intersection of Silo Hill Road and Stump Road in Plumstead Township.

The district purchased the property as a potential site for a school in 1995 from the Archdiocese of Philadelphia for \$11,629 per acre. Several years after the purchase, Plumstead Township rezoned the area as preserved for agriculture. Our solicitor feels the preserved designation could be reversed through court action. The present value of the property purchased in 1995 with a 60% Consumer Price Index inflation factor is \$18,600. The committee directed administration to hire two separate appraisers to value the property and asked Mr. Simkins to hire an appraiser as well, which will provide necessary information for further discussion.

**Review of Debt Defeasance Program** – John Frye of Public Financial Management (PFM), the district's financial advisor, presented an overview of past construction debt prepayments the district made in 2013 and 2015 as well as the proposed \$30M construction debt prepayment. The \$30M debt prepayment would yield \$5,164,091 in interest savings plus the district would receive the present value of future PDE construction subsidies of \$485,338.

**Beverage Vending Contract** – The district's five-year beverage vending contract expired on June 30, 2016. Coca-Cola has had the contract for the past five years. They provide the district with vending machines in faculty areas, the stadiums, and in gym areas. These machines sell sports drinks and water. Coca-Cola also supplies drinks that are sold on the lunch serving lines [water, juices, ice tea, lemonades, etc.], and they supply products for resale at stadium concession stands.

The district prepared a Request for Proposal (RFP) for beverage vending, which took into consideration the new federal Uniform Grant Guidelines, UGG. The district is trying to learn and apply some of the new federal requirements for developing RFP's during this process to help ensure a more complete and federal compliant specification.

The district sent vending proposals to four companies and received back two responses – Pepsi and Coke. After evaluating the responses compared to our specifications, the district is recommending a new five-year contract with Coke. Initially Pepsi looked like the winner based on a commission of 35% of sales compared to 25% for Coke. However, further evaluation showed the Pepsi proposal did not meet several specifications and also provided ambiguous information in their response, such as:

- Non-competitive products clause- includes any event or booster club sales.
  - The non-competitive products clause precludes the district from selling products from other suppliers such as Wawa. The specifications clearly indicated the district wants to continue to sell Wawa drinks as students like them, they are cheaper for students to purchase, and the district has a 60% commission rate on the products.
- Pepsi commissions would not be paid if minimums were not met (no detail as to minimums)
- Pepsi commissions would be subject to governmental fees (no detail as to what they are)
- Pepsi conflicting pricing increase information (both 3% and 3.5% are listed in proposal response)
- References listed were smaller than Central Bucks and only listed Athletic Director managed accounts not complete food service accounts.

**Director of Nutrition and Wellness** – Over the last several months, administration met twice with the state auditor for school district food service programs in an effort to gather more information about what will be expected during the next round of state and federal audits. Several of the changes are associated with the new federal Uniform Grant Guidelines (UGG) that school districts must implement. State auditors are recommending the district hire a person to oversee the food service program even though it is a contracted service. A draft job description for the new position and a list of duties with frequencies for how often they must be completed was reviewed with the committee. The committee indicated they would rather see this position as a part time position rather than full time. The committee directed administration to gather more information and to see if other school districts might be interested in paying for a shared position.

**Student Photography** – With a switch over in contractors for student pictures, there were some discrepancies between pricing that was to be carried over from the prior company. Some picture packages were priced higher and some lower than the prior contractor, so on balance the pricing is equivalent. For the 2017-18 school year it was agreed to adjust pricing by individual package to the pricing that should have been carried over from the prior contractor and to provide more information to parents on the process for ordering photo packages online using a credit card for purchases.

#### ADJOURNMENT

The meeting adjourned at 9:45p.m.

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

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Human Resources Committee Minutes**  
**September 14, 2016**

**MEMBERS PRESENT**

Paul Faulkner, Chairperson  
Sharon Collopy, Member  
Karen Smith, Member

**OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT**

Beth Darcy	Mr. John Kopicki
Glenn Schloeffel	Dr. David Bolton
Dennis Weldon	Dr. Scott Davidheiser
Jerel Wohl	Ms. Andrea DiDio-Hauber

**COMMITTEE MEMBERS ABSENT**

Meg Evans, Member

**PUBLIC COMMENT**

There was no public comment.

**PREVIOUS MEETING MINUTES**

There were no changes to the meeting minutes of April 12, 2016.

**INFORMATION/DISCUSSION/ACTION ITEMS:**

• **Accutrace – Act 168 Vendor**

Ms. Hauber provided background information describing Accutrace, Inc. Accutrace, Inc. is a background screening company which provides background information on potential new employees. The company has developed an Act 168 Managed Platform for its Pennsylvania clients to allow finalist candidates and potential new hires to complete the state required Act 168 of 2014 Sexual Misconduct and Child Abuse Disclosure Release Form through Accutrace's Act 168 Managed Platform. The applicant/potential new hire completes the employee portion of the form online and the company then takes responsibility for sending the form to the current employer and all previous employers where the applicant/potential new hire may have had contact with children. The company tracks the forms and automatically sends reminders to current and former employers to complete and return the forms. The company provides an online data base providing an employer with the status of the Act 168 disclosure release form, alerting employers when an applicant is cleared and ready for hire. All forms are kept online and can be printed and added to the new employee's personnel file to demonstrate compliance with the Act 168 law. The cost of the service is \$5.00 per applicant/potential new employee, regardless of how many employers the company must contact. Central Bucks School District has approximately 600 new hires per year, with total expenditures for this service to be estimated to be approximately \$3,000.00 annually which is offset by the monies received by the district from 3M Cogent for public fingerprinting services. Therefore, the total estimated cost to the district would be \$1,200.00.

• **Employee Code of Conduct**

Ms. Hauber presented the committee with a sample employee code of conduct. Ms. DiDio Hauber explained that while this document was fifteen pages long the district administration will have to take a very close look at this sample to ensure when drafting the administrative regulation that it is inclusive of all circumstances that could potentially arise. Mr. Schloeffel indicated that it may be beneficial for employees to see the levels of discipline associated with the violations listed in the administrative regulation. Mr. Weldon asked if there is an area in the administrative regulation that would cover fraternization. Additionally, he suggested there be some language addressing subordinates that enter into relationships with each other being required to self-disclose and cannot be in close working proximity of each other. Mr. Faulkner stated he believes that it is important to clearly outline these matters for employees.

- **Review of Policy 806 Child Abuse**

Ms. Hauber explained to the committee that this policy was before the Board for first read. Upon approval of first read Mr. Garton, School District Solicitor provided additional feedback. Therefore, the policy was required to move back to committee for review. Upon completion of the revisions the committee agreed to move it back to the full School Board for first read again. There will be one additional adjustment on page seven of the policy. It reads "The district shall provide each volunteer with training on child abuse recognition and reporting." It should read, "The district will make available training on child abuse recognition and reporting for all volunteers."

#### **INFORMATION ITEMS:**

**Principles of Responsible Conduct** - Ms. Hauber provided an update on the Pennsylvania Department of Education Educator Ethics and Conduct toolkit. This toolkit has been developed to assist school districts in training and educating their administration, faculty and staff on this very important topic.

The units presented in this Educator Ethics and Conduct Toolkit (Toolkit) can be used individually or as a group. Through case studies and suggested readings, these materials are intended to complement classroom instruction for preservice teachers.

Please note that the terms "teacher" and "educator" are often used interchangeably throughout the Toolkit. The principles espoused in the Toolkit and the duties delineated in Pennsylvania's Code of Professional Practice and Conduct (Code of Conduct) and the Professional Educator Discipline Act are equally applicable to all educators (i.e., classroom teachers, educational specialists, administrators, etc.).

Each unit offers materials that can be incorporated in many different teacher education courses. When the materials are integrated without modification in a course with one hour blocks of class time, each unit would take roughly three days to teach following this sample outline:

**Day 1:**

- Unit Introduction and discussion questions
- Lesson and discussion on focus topic

**Day 2:**

- Introduction of PA Code of Conduct and disciplinary procedures
- Case studies and discussions

**Day 3:**

- Video case study
- Action plan

This Toolkit is a collaborative effort with Dr. Oliver Dreon, Assistant Professor and Coordinator of the Digital Learning Studio at Millersville University of Pennsylvania; Sandi Sheppeard, Director of GEAR UP and Special Projects in Academic and Student Affairs at the Pennsylvania State System of Higher Education; and Carolyn Angelo, Executive Director/Legal Counsel for the Professional Standards and Practices Commission.

Unit 1: The Ethical Teacher

Unit 3: Relationships with Students

Unit 5: Teaching in a Diverse Society

Unit 7: The Ethical Colleague

Unit 2: Private & Professional Lives

Unit 4: The Connected Teacher

Unit 6: Improper Personal or Financial Gain

Unit 8: Fostering an Ethical School Climate

#### Building Substitutes and District Floating Substitutes:

Ms. Hauber provided an update on the hiring of building substitutes and district floating substitutes. All building based substitutes have been hired. The district is completing interviews for the floating substitutes. However, we are certain that this position will be a revolving position due to these individuals being pulled to fill in for long term substitute vacancies that arise. This will be an ongoing process to interview and place new building and floating substitutes as current building and district substitutes may be selected to move into long term substitute roles.

#### Day-to-Day Substitutes:

Ms. Hauber provided an update on the status of day-to-day substitutes. The district administration has completed two three hour sessions of "speed" interviews to meet with day-to-day substitute candidates to determine if they are eligible to move on to the training portion of the preparation. We have moved approximately 30-40 individuals through the interview process that are now eligible to complete training. On September 13, 2016 on the Board agenda for personnel items 188 substitutes were re-appointed for the 2016-2017 school year. We will continue to monitor this area of need and continue to brainstorm ideas to assist in the total elimination of failed-to-fill scenarios. Additionally, we will be holding interview sessions every few weeks to continue adding to the pool of day-to-day substitutes.

#### Training Cycles for all employees:

Ms. Hauber provided the committee members with a "tentative" list of all trainings through Safe Schools that all employees of the school district will be required to complete from 2016-2017 school year through the 2020-2021 school year.

#### ANNOUNCEMENTS

The next scheduled meeting will be on October 5, 2016.

#### ADJOURNMENT

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

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Operations Committee Minutes**  
**September 21, 2016**

Committee Members Present

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

Other Board Members and Administrators Present

Sharon Collopy	John Kopicki
Paul Faulkner	Beth Darcy
Dave Matyas	Ken Rodemer
David Bolton	Scott Davidheiser

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

PUBLIC COMMENT

Keith Mandia thanked the committee for researching options to air condition our schools.

REVIEW OF MEETING NOTES

The June 14, 2016 Operations Committee Meeting Notes were reviewed.

INFORMATION/DISCUSSION/ACTION ITEMS

Ken Rodemer and Scott Kennedy distributed and reviewed the Operations Report. Mr. Kopicki commented on the conditions of the CB West baseball field. Discussion about the general condition of athletic fields.

Scott Kennedy informed the committee that Warrington Township has submitted an application to PADOT to install flashing lights along Folly Road in front of CB South. Last year, we agreed to pay for the lights if Warrington Township completed the design and permit application.

Warrington Township approached Jeff Garton about obtaining an easement for a sanitary sewer line behind Barclay ES. The line serves Barclay and a portion of the neighborhood. The Township wants to repair, replace or reline portions of the existing sanitary sewer line. The committee agreed to move forward with presenting the recommendation to the full Board.

Scott Kennedy described how the District has been using a private drive behind Gayman ES for years to access the rear of the school for back to school night, maintenance, etc. The private drive is deteriorating and we could like to continue using the drive. The committee is interested in maintaining the drive in exchange for a permanent easement.

Scott Kennedy informed the committee that the American Legion has been working with Jeff Garton to finalize language for the sublease agreement for the baseball field at CB West. Scott Kennedy is meeting with the legion on Friday 9/23 to finalize the document prior to presenting to the School Board.

Scott Kennedy and Ken Rodemer distributed the 2017 capital project list. The first spreadsheet listed all proposed projects including carryover projects from prior years and a few recently added projects. The second spreadsheet detailed (3) projects that are currently in design and will go out to bid soon. The spreadsheet also listed (6) projects that need the design to begin soon in order to begin the work next year.

The committee agreed to move forward with the design of these projects. The committee asked to see a prioritized list of projects. Mr. Kopicki suggested that we issue an RFP to Architectural firms to conduct a compete facility assessment to include a long range facility plan.

Scott Kennedy updated the committee on a recent meeting with DEP. He also said that he received proposals from engineering firms to complete a cost analysis to install carbon filtration systems in the (5) well schools.

Scott Kennedy reviewed the air conditioning report. Discussion on the costs and number of days used per year. The committee asked to see an option "B" for air conditioning the schools.

#### 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, July 19, 2016 at 7:11 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. Tamara Lemuell's Multiple Disabilities Support class located in the Pennridge High School (Pennridge School District).

### ROLL CALL ATTENDANCE

#### Members

Mr. Michael Hartline, President (Centennial)  
Mrs. Ada Miller, Vice President (Pennridge)  
Mr. John D'Angelo (Bristol Borough)  
Ms. Kyle McKessy (Council Rock)  
Mrs. Wanda Kartal (Morrisville)  
Mrs. Sandra Weisbrot (New Hope/Solebury)  
Mrs. Alison Smith (Pennsbury)  
Mr. Ronald Jackson (Quakertown)

#### ABSENT: Members

Mrs. Pamela Strange (Bensalem)  
Mrs. Helen Cini (Bristol Township)  
Mr. John Gamble (Central Bucks)  
Ms. Irene Boyle (Neshaminy)  
Mrs. Carol Clemens (Palisades)

#### OFFICERS:

Executive Director

Deputy Executive Director

Secretary

Treasurer

Dr. Mark Hoffman

Dr. Michael Masko

Mrs. Elizabeth Bittenmaster

Mrs. Paula Harland

**PRESENTATION** - The Presentation was on the Extended School Year (ESY) Services

**SPECIAL EDUCATION MINI REPORT** – The mini report was provided on the Extended School Year (ESY) Services.

**PROGRAMS & SERVICES MINI REPORT** – The mini report was provided on The Mindfulness Initiative.

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

**PUBLIC PARTICIPATION** – None

Upon a motion by Mrs. Sandra Weisbrot, seconded by Mrs. Wanda Kartal and passed unanimously by voice vote of eight (8) Board Members, the Board approved Items #1-31:

**APPROVAL OF MINUTES**

Approved the Minutes from the June 21, 2016 Board Meeting. (Refer to Minutes in July 19, 2016 Board Agenda)

**APPROVAL OF TREASURER'S REPORT**

Approved the Treasurer's Report for the period of July 1, 2015 through June 30, 2016. (Refer to Report in July 19, 2016 Board Agenda)

**APPROVAL OF BILLS FOR PAYMENT**

Approved the Bills for Payment for the month of June 2016. (Refer to Report in July 19, 2016 Board Agenda)

**APPROVAL OF BUDGET REVISIONS**

Approved the following budget revisions: (Refer to Report in July 19, 2016 Board Agenda)

- 2015-2016 Special Education Core in the amount of \$2,704,639
- 2015-2016 IDEA Section 611 (Part B) in the amount of \$16,594,175

**APPROVAL OF FUND TRANSFERS**

Approved the General Fund and Special Revenue Fund Transfers for the period June 2016 in the amount of \$241,181. (Refer to Report in July 19, 2016 Board Agenda)

**AUTHORIZATION OF EXECUTIVE DIRECTOR**

Authorized the Executive Director to pay such bills, employ such personnel, and take such actions as are necessary to provide for the orderly operation of the Intermediate Unit between Board meetings, and

during the months that the Board does not meet (including the possible months of December and August), as well as at any regular Board meeting where there is no established quorum, as long as any and all such actions conform with existing Board practice, and all such actions are subject to official ratification at the next advertised meeting of the Bucks County Intermediate Unit Board of School Directors.

#### APPROVAL OF CONTRACTS AND PURCHASES

Approved the following Contracts and Purchases for the month of July 2016 for the total amount of \$4,310,613.25:

<b>CONTRACTS &amp; AMENDMENTS</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>AMOUNT</b>
Evelyn Pecci Clark Educational Associates LLC	Presenter Agreement for New Teacher Induction on August 18, 2016	Local In-Service	\$500.00
Richard Gallagher	Presenter Agreement for Eight (8) Workshops during July 2016	Local In-Service	4,800.00
Robert Harvie	Presenter Agreement for New Teacher Induction on August 18, 2016	Local In-Service	85.00
Bethany Hunter	Presenter Agreement for Two (2) Workshops during August 2016	Local In-Service	1,500.00
JKM Education Consultants, LLC	Presenter Agreement for New Teacher Induction on August 18, 2016	Local In-Service	500.00
Eileen Koch	Presenter Agreement for New Teacher Induction on August 18, 2016	Local In-Service	85.00
Jerry O'Brien	Presenter Agreement for New Teacher Induction on August 18, 2016	Local In-Service	85.00
Penn Program for Mindfulness	Presenter Agreement for Eight (8) Week Mindfulness Course	Local In-Service	10,000.00
Solution Tree, Inc.	Five (5) Days of Workshops for Mathematics Content and Instruction	Title II Parts A and B	71,500.00

Wilson Language	Presenter Agreement for Wilson Foundations Level K Training on August 24, 2016	School Age Special Ed	2,200.00
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**Sub-Total:** \$91,255.00

<b>CONTRACT RENEWALS</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>AMOUNT</b>
ePlus Technology Inc.	VMWare AE Virtual Server Support Renewal September 5, 2016 - September 4, 2017	Technology Services	\$15,234.00
First Student, Inc.	Transportation Services for 2016-2017	Transportation	3,000,000.00
IDEATECTS Inc.	Provide Leadership Dynamics Services to School Districts	Leadership Dynamics	30,000.00
Instructure, Inc.	Canvas Cloud Subscription - BCIU for July 1, 2016 - June 30, 2017	Programs & Services	\$1,104.00
Instructure, Inc.	Canvas Cloud Subscription and Support - Centennial School District for July 1, 2016 - June 30, 2017	Programs & Services	21,197.00
Instructure, Inc.	Canvas Cloud Subscription - Hill School for July 1, 2016 - June 30, 2017	Programs & Services	2,837.65
Instructure, Inc.	Canvas Cloud Subscription and Support - Neshaminy School District for July 1, 2016 - June 30, 2017	Programs & Services	18,918.20
Schlupp's Maintenance Company	Cleaning Services for Head Start Locations	Head Start	30,000.00
STA of Pennsylvania, Inc.	Transportation Services for 2016-2017	Transportation	1,000,000.00
<b>Sub-Total:</b>			<u>\$4,119,290.85</u>

<b>PURCHASES</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>AMOUNT</b>
Delcrest Medical Services, Inc.	Purchase and Maintenance of Hoyer Lifts for MDS Classes	School Age Special Ed	\$14,000.00
Fred Beans Ford Inc.	Van Repairs and Service for 2016-2017	Transportation	20,000.00

Interstate Fleets, Inc.	Vehicle Lettering for Thirty (30) New Leased Vans	Transportation	5,250.00
John Beck's Auto Body	Van Repairs and Service for 2016-2017	Transportation	20,000.00
McCafferty Ford	Van Repairs and Service for 2016-2017	Transportation	35,000.00
River Valley Landscapes, Inc.	Outdoor Tables and Benches	Capital	5,817.40
Sub-Total:			<u>\$100,067.40</u>
Grand Total:			<u>\$4,310,613.25</u>

**APPROVAL OF AGREEMENTS**

Approved the Special Education Agreements with Bucks County School Districts for the period July 1, 2016 through June 30, 2017 for an estimated revenue amount of \$10,398,773. (Refer to Agreements in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Field Placement Agreement with Bryn Mawr College Graduate School of Social Work and Social Research for the period July 1, 2016 through June 30, 2017 at no cost. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Agreement with Upper Perkiomen School District for Bilingual Psychological Evaluation Services for the period July 20, 2016 through June 30, 2017 for a revenue amount of \$5,629. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENTS AND ADDITIONAL SERVICES**

Approved the School Age Private Provider Agreements for the period July 1, 2016 through June 30, 2017 in the estimated total amount of \$207,640; and Additional Services for the period July 1, 2015 through June 30, 2016 in the amount of \$28,000 for a combined total of \$235,640. (Refer to Agreements in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENTS AND ADDITIONAL SERVICES**

Approved the Early Childhood Private Provider Agreements for the period July 1, 2016 through June 30, 2017 in the total amount of \$184,000; and Additional Services for the period July 1, 2015 through June 30, 2016 in the amount of \$120,000 for a combined total of \$304,000. (Refer to Agreements in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Clinical Affiliation Agreement with Thomas Jefferson University for the period July 1, 2016 through June 30, 2017 at no cost. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENTS**

Approved the Alternative Education Services Agreements with Bristol Township, Centennial, Morrisville and Neshaminy School Districts at a rate of \$10,353 per student slot for the 2016-2017 school year, \$10,561 per student slot for the 2017-2018 school year, and \$10,772 per student slot for the 2018-2019 school year. (Refer to Agreements in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Agreement with MAP Education Consultants, LLC to provide Professional Development Services for the period July 1, 2016 through June 30, 2017 for an amount not to exceed \$5,000. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Agreement with DSD, LLC to provide Professional Development Services for the period July 1, 2016 through June 30, 2017 for an amount not to exceed \$5,000. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Agreement with Larry Martin, LLC to provide Professional Development Services for the period July 1, 2016 through June 30, 2017 for an amount not to exceed \$8,000. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Agreement with Stacy Potter for the National Endowment of the Arts (NEA) grant administration for the period July 1, 2016 through June 30, 2017 in the amount of \$4,400. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENTS**

Approved the Agreements with Curriculum Writers for the Art Education Trust for the period from August 1, 2016 through August 31, 2016 for a total amount of \$4,800. (Refer to Agreements in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Agreement renewal with Central Bucks Transportation, Inc. for Student Transportation Services for the period September 1, 2016 through August 31, 2017 for an estimated cost of \$1,750,000. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Agreement renewal with Medical Transport Systems, Inc. for Student Transportation Services for the period September 1, 2016 through August 31, 2017 for an estimated cost of \$25,000. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved to renew Agreement of Lease with Centennial School District for the period September 1, 2016 through August 31, 2017 in the amount of \$61,206. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Lease Agreement with Neshaminy School District for Lower Southampton Elementary School for the period July 1, 2016 through June 30, 2023 for an amount to be negotiated, pending legal counsel and solicitor review and acceptance by both parties, authorizing the BCIU Board President to sign the final lease after approval by the Neshaminy School District Board. The BCIU Board of School Directors will approve the final lease terms at the September 20, 2016 Board meeting. If the Board fails to approve the final lease terms at the September 20, 2016 Board meeting, the lease will be considered to be null and void. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF DISPOSITION OF VEHICLES**

Approved to dispose of Head Start vehicles through Municibid and approved to authorize the Director of Business Services to accept/reject the bids on behalf of the Intermediate Unit and have signatory authority on any and all paperwork related to the sale of such vehicles.

**APPROVAL OF AGREEMENT**

Approved the Agreement with ChildPlus Software for a private webinar for customized support, training and troubleshooting for the period July 18, 2016 through July 17, 2017 in the amount of \$900. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Agreement with Essential Elements, LLC for Head Start Classroom Assessment Scoring System (CLASS) training and consultation for the period June 28, 2016 through September 16, 2016 in the amount of \$15,000 plus travel expenses. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Agreement with Kristan Delle, R.D., LDN, CLC to act as the Registered Dietician Consultant to assist and support the BCIU Nutrition Specialist for the period July 20, 2016 through June 30, 2017 for an amount not to exceed \$4,125. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Agreement with Visiting Nurses Association (VNA)-Community Services Inc. for vision and hearing screening as needed for Head Start enrolled children for the period August 29, 2016 through June 30, 2017 in the amount of \$6.25 per vision screening and \$6.25 per hearing screening or \$45 per hour for any sites that have less than 10 screenings and a contracted travel time rate of \$30 per hour for travel to any site over 15 miles from the VNA offices for up to a maximum of \$5,400, pending legal counsel and solicitor review and approval by both parties. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF ADDENDUM TO AGREEMENT**

Approved the Price Addendum of 1.239% to the Agreement with Source4Teachers, an educational staffing company, for the period July 1, 2016 through June 30, 2018. (Refer to Agreement in July 19, 2016 Board Agenda)

**APPROVAL OF POLICY READING**

Approved the Second and Final Reading of Policy 916 – Volunteers. (Refer to Policy in July 19, 2016 Board Agenda)

**APPROVAL OF HUMAN RESOURCES ITEMS**

Approved the Human Resources Items (A through G) for July 2016. (Refer to attached Report dated July 19, 2016).

**INFORMATION ITEM:** Rebecca Malamis, Esq. provided a Legislative Report.

**OLD BUSINESS** – None

**NEW BUSINESS** – Mr. Hartline congratulated Dr. Masko upon his retirement and thanked him for his contributions to the Bucks County IU and the many years of service in education.

**PUBLIC PARTICIPATION** - None

**ADJOURNMENT**

Upon a motion by Mrs. Sandra Weisbrot, seconded by Mrs. Pam Strange, and passed by unanimous voice vote of eight (8) Board Members, the Board agreed to adjourn the meeting.

The meeting adjourned at 8:30 PM.

**NEXT MEETING**

The next regularly scheduled meeting of the Bucks County Intermediate Unit #22 Board of School Directors is: **Tuesday, September 20, 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***  
**August 8, 2016**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, August 8, 2016 at 5:32 p.m. by Dr. Bill Foster, Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag.

**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.  
Mr. Charles Kleinschmidt, Centennial S.D.  
Mr. Mark B. Miller, Centennial S.D.  
Mrs. Karen Smith, Central Bucks S.D.  
Mrs. Wendi Thomas, Council Rock S.D.

**Absent**

Mr. John Capriotti, New-Hope Solebury S.D.

**Others in Attendance:**

Dr. David E. Baugh, Superintendent, Centennial School District  
Mr. Jeffrey Garton, Esq., School Solicitor  
Mr. Richard Hansen, Facility Supervisor  
Mrs. Roberta Jackiewicz, Assistant Board Secretary  
Mrs. Stacy Pakula, Career and Technical Education Supervisor  
Mrs. Kathryn Strouse, Administrative Director  
Mr. Robert Vining, Business Manager

- II. Guest at the meeting was Mr. Daniel Lezoche, Supervisor of Technology Services, Bucks County Intermediate Unit #22.

There was an Executive Session held regarding Personnel matters.

- III. Dr. Foster reported that in June, a group of staff members and Mr. Miller traveled to Lancaster to attend the Pennsylvania Association for Career and Technical Education awards dinner to support our welding teacher, Mr. Paul Carney, who was this year's recipient of the Teacher of the Year Award.

In July, 111 students attended the Career Exploration Program taking courses that included Automotive Maintenance, Collision Repair, Culinary Arts, Computerized Drafting & Design, Drone Discovery, Sports Science and Conditioning, Engineering, Web Design and Welding.

Dr. Foster concluded his report by sharing the projects that have been completed this summer, which include the renovation of the floors in the Automotive and HVAC labs, the construction of a new School Counselor office, installation of additional lights in the North Plaza, enhancement of the lighting in the Cosmetology lab, installation of a new sink in Commercial Art and the demolition of the MBIT Farmhouse.

- IV. Mr. Miller said that he emailed the Executive Council members a copy of the Pennsylvania School Board Association (PSBA) Principles for Governance and Leadership and asked if they would review them and consider them for adoption at the September Executive Council meeting.

There was some discussion about the adoption of the principles at the sending districts and information was shared that a House Bill that was considered that would require mandatory school board training for school board members, which prompted PSBA to ask that all school boards consider adopting these principles.

Ms. Driban informed the Executive Council that PSBA sent her information on the Slate of PSBA Officer candidates and candidates running for the open trustee positions on the PSBA Insurance Trust board. As the Board Secretary, Ms. Driban is authorized to cast the votes on behalf of the Executive Council. She shared information about the slate of candidates, the positions they are running for and that all of the candidates are uncontested.

Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve submission of the Middle Bucks Institute of Technology Executive Council vote for the entire slate of uncontested PSBA Officer candidates and the Trustee candidates for the PSBA Insurance Trust as follows: President-Elect Michael Faccinetto, Vice President, David Hutchinson, Trustees, William S. LaCoff, Kathy K. Swope, Mark B. Miller, Marianne L. Neel, Michael Faccinetto.

- V. Ms. Driban moved, Mr. Gamble seconded, passed unanimously, to approve the minutes of the June 13, 2016 meeting. Attachment 1 (pg. 8)

- VI. Routine Business:

A. Administrative Report

1. Mrs. Pakula, Career and Technical Education Supervisor, presented information about the 2016 Summer Exploration Program. She shared the courses that were offered during the first and second weeks and noted that there were 60 students enrolled in week one and 38 students enrolled in week two. The program had a net profit of \$6,200.41. Mrs. Pakula also explained how the student participants benefited from the program and shared the feedback received from the student evaluations.

2. Mrs. Strouse presented the 2015/16 School Assessment Report. The report consisted of an overview of staff perception of school climate, enrollment, attendance data, withdraw data, NOCTI scores, industry certifications earned, work based educational experiences, post-secondary plans, student perception of school climate and Adult Education enrollment.

School accomplishments that were highlighted included that NOCTI scores reflected 92% Proficient or Advanced, secondary students earned 1920 industry certifications, students responded positively to the school climate survey, and in 2015-16 Adult Education posted a \$15,738 profit and Li'l Bucks Childcare Center posted a \$7,467 profit.

Opportunities for improvement include that Administration will explore avenues to effectively communicate with staff and respond to concerns brought to their attention, continue to foster open lines of communication with all staff members and to continue to support student discipline practices to foster a safe, supportive and productive learning environment. Enclosure

There was discussion about the effect of conflict days on our attendance; that students are offered more and earn more certifications, and the new clearance requirements did not impede our student co-op placements. It was also suggested that next year we ask students what school district they attend on the student survey.

Further discussion included that there has been a drop in enrollment at some of the districts and Mrs. Strouse noted that she will include the historical information on the Middle Bucks draw from the districts' total populations in her presentation next year. It was also suggested that we use the information about our students' post-secondary plans for marketing and share that the information is directly from the students and our student survey. Lastly, it was suggested that we share information about Middle Bucks with younger students.

3. Mr. Vining distributed net secondary operating expenditures for the past year. He said that this information will also be shared with the Business Administrators at the sending districts. Mr. Vining explained there was a significant change from prior information and that the change occurred because the average daily membership is determined at the end of the year. Attachment A

- B. Ms. Driban moved, Mrs. Thomas seconded, passed unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 16)

C. Committee Reports

1. The Professional Advisory Council meeting schedule on Tuesday, August 2, 2016 at Noon was cancelled. – Dr. David E. Baugh, Chairperson. Attachment 3 (pg. 20)

2. The Finance Committee meeting scheduled on Tuesday, August 2, 2016 at 4:30 PM was cancelled. – Mr. Charles Kleinschmidt, Chairperson Attachment 4 (pg. 21)
  3. The Building, Security and Technology Committee meeting scheduled on Tuesday, August 2, 2016 at 5:15 PM was cancelled. – Mr. John Capriotti, Chairperson Attachment 5 (pg. 22)
  4. The Program, Policy and Personnel Committee scheduled on Tuesday, August 2, 2016 at 6:00 PM was cancelled. – Mr. John Gamble, Chairperson Attachment 6 (pg. 23)
- D. Ms. Driban moved, Mr. Gamble seconded, passed unanimously, to approve the Cash Payments Report for June and July. Attachment 7 (pg. 24)
- E. Ms. Driban moved, Mr. Gamble seconded, passed unanimously, to approve the Treasurer's Report for May and June. Attachment 8 (pg. 52)

VIII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to ratify the retirement of Marsha Moyer, Health Sciences Teacher, effective June 30, 2016.
2. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to ratify a base salary adjustment of \$0.25 for Nancy Doster, Administrative Assistant – Assistant Director; Systems Manager – Curriculum, effective July 1, 2016.  
  
Mrs. Strouse noted that we use the Bucks County Intermediate Salary Survey to compare base salaries of people in similar positions. This hourly adjustment was made because the staff member is relatively new and was below the lower end of the index.
3. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the employment of Lauren Doherty, as School Counselor, effective August 24, 2016, at Step 0, Level A (\$46,736/Year), to be funded 50% local and 50% Perkins.
4. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the employment of Sherry Appleton, as Medical and Health Professions Teacher, effective August 24, 2016, at Step 15, Level A (\$76,143/Year).
5. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the reassignment of Stephanie Vallette, Substitute Teacher as long term substitute Cosmetology Instructional Assistant, effective August 24, 2016 until the return of our staff member, at an hourly rate of \$14.75 per hour with full benefits package.

6. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the continued long term substitute employment of Valeri Carpino, as Main Office Administrative Assistant, effective August 24, 2016, until the return of our staff member, at an hourly rate of at \$17.50 per hour with full benefits package.
7. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the reassignment as needed of Noelle Bush, Assistant Group Leader, to Substitute Group Leader, Li'l Bucks Partners in Learning, at a rate of \$16.00, effective from August 31, 2016 to December 16, 2016 or until the return of our staff member.
8. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the part-time employment of Ashley Lafferty, 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 \$9.00/hour, effective August 30, 2016.
9. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the part-time employment of Nicoleta Cava, 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 August 30, 2016.
10. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the following teachers to serve in the role of Mentor Teachers in accordance with the teachers' contract at an annual rate of \$800 for the 2016-2017 school year.
  - a. Paul Carney
  - b. Maura Duncan
  - c. Stacey Flood
  - d. Thomas Omerza
11. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the following teachers to serve in the role of Advisors in accordance with the teachers' contract at an annual rate of \$1200 for the 2016-2017 school year.
  - a. Michael McCombe – National Technical Honor Society
  - b. Sean Castineira – HOSA
  - c. Pamela Swoyer – SkillsUSA
  - d. Gregory Smith – FFA
  - e. Randall McDowell – PBA
12. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve Denise Dohoney as the Title IX, Title VI and Section 504 Compliance Officer for the 2016/17 school year.
13. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the substitute staff listing for the 2016-17 school year. Attachment 9 (pg. 83)

B. Policies

1. Ms. Driban moved, Mrs. Thomas seconded, passed unanimously, to accept for first reading revised Board Policy No. 815, Acceptable Use of Electronic Resources, in the Operations Section. Attachment 10 (pg. 84)

Mrs. Strouse noted that she will make the bulleted items full sentences as was suggested.

2. Ms. Driban moved, Mrs. Thomas seconded, passed unanimously, to accept for first reading new Board Policy No. 823, Naloxone, in the Operations Section. Attachment 11 (pg. 92)

Discussion included a question asking if we have to indemnify everyone if state law say that anyone who give Naloxone and has the required training will not be held liable. Mrs. Strouse said that our plan is to only allow a Registered Nurse to administer the medication and we have three Registered Nurses in our building that have been trained. It was felt that the proposed policy currently allows anyone who has received the training to administer the drug. A suggestion was made to leave the policy general as it is written, but be more specific about who can administer the medication in the Administrative Regulations. There was also a comment that the understanding is that the bulk of the training is not on administering the product, but is on recognizing when you need to administer it.

Adult Evening School was also mentioned and Mrs. Strouse explained that there is not a Nurse in the building in the evening and the custodial staff and evening school staff have been trained in First Aid and CPR, however, they will dial 911 in any type of emergency.

3. Ms. Driban moved, Mrs. Thomas seconded, passed unanimously, to accept for adoption revised Board Policy No. 008, Organization Chart, in the Board Procedures Section. Attachment 12 (pg. 96)

Mrs. Strouse explained the changes including the removal of an eliminated position, a change of title for a staff member due to changes in duties and the change of the title Guidance Counselor to School Counselor.

C. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the Student Code of Conduct/Handbook and Parent Guide for the 2016-2017 school year. Attachment 13 (pg. 97)

2. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the Perkins Procedural Manual. Attachment 14 (pg. 137)
3. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the revised Comprehensive Guidance and Counseling Plan. Attachment 15 (pg. 204)

4. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the Agreement between Abington Memorial Hospital and Middle Bucks Institute of Technology, to provide clinical experiences to our Medical and Health Professions students. Attachment 16 (pg. 269)

Mrs. Strouse explained the teacher contact information was updated because a new teacher will be overseeing this program and there were no changes to the actual agreement.

5. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the Articulation Agreement with The Art Institute of Pittsburgh-- Commercial Art and Design, Computerized Drafting and Engineering Graphics, Multimedia Technology, Web Design and Interactive Media. Attachment 17 (pg. 280)

Mrs. Strouse shared that this agreement reflects updates to the credits issued and the courses that are being waived at the school.

6. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the annual renewal of the Master Agreement between Middle Bucks Institute of Technology and Blackboard, in the amount of \$5,090.28. Attachment 18 (pg. 282)

Mrs. Strouse noted that Blackboard is the company that we use for our school reach information and website.

7. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the 2016-2017 Memorandum of Understanding between Middle Bucks Institute of Technology and The Bureau of Career and Technical Education, for participation in the BCTE Technical Assistance Program (TAP). Attachment 19 (pg. 287)

Mrs. Strouse explained that we get services for free from our participation in this program and this is our tenth year participating.

8. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to receive and file the May 13, 2016 Local Advisory Council Minutes. Attachment 20 (pg. 290)

9. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to authorize the Administrative Director or the Business Manager to execute lease with Canon Solutions America, Inc. for two (2) Canon Image Runner Advance 8585i for 60 months at cost of \$217 each per month and for one (1) Canon Image Runner 4225 for 60 months at cost of \$100 per month, starting in September 2016. In doing so, present lease for Canon IR 3225 with monthly cost of \$125 is canceled. Attachment 21 (pg. 295)
  10. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve the proposed 2017-2018 Budget Calendar. Attachment 22 (pg. 296)
  11. Ms. Driban moved, Mrs. Smith seconded, passed unanimously, to approve budget transfers. Attachment 23 (pg. 297)
- IX. Ms. Driban moved, Mr. Gamble seconded, passed unanimously, to adjourn the August 8, 2016 meeting of the MBIT Executive Council at 6:35 PM.

Respectfully submitted,

Kati Driban  
Secretary

Roberta Jackiewicz  
Assistant Secretary