

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
**EXECUTIVE COUNCIL MINUTES**  
**January 14, 2013**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, January 14, 2013, at 5:34 p.m. by Mr. John Gamble, Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag. The following members were in attendance:

**Council Members**

Dr. Bill Foster, Council Rock S.D.  
 Mr. John Gamble, Central Bucks S.D.  
 Mrs. Bernadette Heenan, Council Rock S.D.  
 Mrs. Betty Huf, Centennial S.D.  
 Mr. Joseph Jagelka, Central Bucks S.D.  
 Mr. Charles Kleinschmidt, Centennial S.D.  
 Ms. Alison Kingsley, New Hope-Solebury S.D. (Alternate)  
 Mrs. Kelly Unger, Central Bucks S.D.

**Absent**

Ms. Katherine Driban, Centennial S.D.  
 Mr. John Vaughn, New Hope-Solebury S.D.

**Others in Attendance:**

Dr. Raymond Boccuti, MBIT Superintendent of Record, New Hope-Solebury S.D.  
 Mr. Rick Black, Career and Technical Education Supervisor  
 Mr. Jeffrey Garton, Esq., School Solicitor  
 Mrs. Roberta Jackiewicz, Assistant Board Secretary  
 Mr. Vincent Loiacono, Director of Facility Operations  
 Mrs. Kathryn Strouse, Administrative Director  
 Mr. Robert Vining, Business Manager  
 Dr. Thomas Viviano, Assistant Director

- II. Mr. Gamble welcomed Ms. Alison Kingsley, alternate Executive Council School Board Director from New Hope Solebury School District. The Executive Council members and MBIT Administrators introduced themselves. Guests included Ms. JoAnn Perotti, Director of Strategic Services/ Executive Director of the IU Education Foundation, BCIU 22, Mr. Bradley Rosenau, Commercial Art & Design Teacher/Middle Bucks Education Association President, Mrs. Pamela Swoyer, Worked Based Education Teacher and SkillsUSA Advisor. The following MBIT SkillsUSA Officers were in attendance: Maria DeLuca, Maya Grasty, Cassandra Meyer, Philip McCusker, Anna Outkin, David Reilly, Elizabeth Sutcliffe, Ashley Therien, and Heidi Wortell.
- III. Mrs. Huf announced the following slate of officers as recommended by the Program, Policy and Personnel Committee acting as the Nomination Committee, to serve as the 2013 Executive Council Officers: Chairperson – Mr. John Gamble of Central Bucks School District, Vice-Chairperson – Mr. John Vaughn of New Hope-Solebury School District, and Secretary – Mrs. Bernadette Heenan of Council Rock School District.

Mrs. Huf invited other nominations from the floor. Hearing none, Dr. Foster moved, Mr. Jagelka seconded, **passed** unanimously, to close nominations.

Mr. Jagelka moved, Mrs. Unger seconded, **passed** unanimously, to elect Mr. John Gamble as Chairperson, Mr. John Vaughn as Vice-Chairperson, and Mrs. Bernadette Heenan as Secretary of the Executive Council for the 2013 year.

- IV. Mr. Gamble announced that on January 9 negotiations officially opened with our teachers union and on February 7 the negotiating teams will meet for a one on one session to get to know each other and move forward with mutual respect. The MBIT Open House was held on January 3. It was well attended by prospective and current students, as well as many graduates who came to share their successes. Each of our 22 programs featured lab activities and program information. Students Services staff and local college representatives were also on hand to answer questions. Last Thursday, MBIT hosted the Pennsylvania School Board Association, who launched the formation of a career and technical education task force to focus the efforts of local politicians on supporting Career and Technical Education schools. The task force will develop recommendations regarding programs and services that can strengthen workforce development and enhance collaboration among Career and Technical Education schools, participating districts, businesses and other stake holders. The students provided a fantastic meal and really proved how great CTE schools can be.
- V. Mrs. Huf commented that she was here for the Open House and was excited by the amount of interest and the number of graduates who came back to see their teachers. Many of them stopped to talk to her and told her of their success since being at MBIT. She was excited to hear this because people listen to word of mouth. She congratulated Mrs. Strouse on the successful Open House and said she has been to many of them. She also attended the PSBA luncheon and said it was nice to hear the State Representatives and Congressman Fitzpatrick talk about their support for career and technical education and she thinks this is an exciting time. She thanked the students who prepared the meals and concluded by saying that the PR coming out of MBIT in support of Career and Technical Education and of our staff and students is just marvelous.

Mrs. Heenan said she attended a meeting at Congressman Fitzpatrick's office regarding MBIT becoming an approved training provider for veterans. An hour was dedicated just to the subject of how wonderful the MBIT facility is. She explained to them that this would never have happened without the process that took place to develop this application and move it forward. We will now be identified as a Central Career Assessment site, which means that any veteran in the Bucks County area who has been recently discharged or is looking to change professions can come to MBIT, become qualified and have a full career assessment. There is a federal agency that is very interested in partnering with Middle Bucks and Mrs. Heenan has the information. She said they will be contacting Mrs. Pakula. There has also been money earmarked by a private person in the community for MBIT to encourage this process to move forward. She applauded MBIT for their initiative with veterans and said it is very exciting and will be very rewarding too.

There was a question whether a veteran who lived in Montgomery County could attend MBIT too. Mrs. Strouse noted that MBIT is approved for any veteran in the area who would like to come to the school.

Mrs. Heenan added that the underwriting for this will start out with \$10,000 and is open to steadily increase year after year. She said the Bucks County Chamber of Commerce is also thrilled with this because there has been a disconnect in the past when they have job fairs for returning veterans and they come back not really knowing what their career field should be and have never had an opportunity to take a career assessment.

Mr. Gamble thanked Mrs. Heenan for spearheading this project.

Mrs. Heenan noted that we are trying to arrange a ribbon cutting ceremony to include Governor Corbett or Lieutenant Governor Cawley as well as all Bucks County Chambers of Commerce and the Bucks County Redevelopment and have not gotten anywhere with trying to move this forward. Mrs. Heenan asked the Executive Council members to call Representative Petri's office to help move this forward.

VI. Mrs. Huf moved, Mrs. Heenan seconded, **passed** unanimously, to approve the minutes of the November 12, 2012 meeting. Attachment 1 (pg. 1-1)

VII. Routine Business:

A. Administrative Report

1. Mrs. Swoyer, Worked Based Education Coordinator and facilitator of our SkillsUSA organization, explained that we have been going to Fall Leadership every year and it is a wonderful opportunity for our students to learn how to lead. This year, we won the overall Leadership Award at the conference, which meant we excelled in every activity we participated in. Every year, our Commercial Art students submit a pin and slogan for the next year's conference. We won first place this year, so our pin and slogan will be the theme for the conference next year. She showed pictures of the pins and slogans submitted and pictures from the conference.

Each of the SkillsUSA officers presented information to provide an overview of the Fall Leadership Conference and shared what they learned and the skills they took away from the conference.

Mrs. Huf complimented the students on their presentations and said we are very proud of each and every one of them and she wished them success.

Mrs. Strouse added that each year she tries to spend some time at Fall Leadership and as she watched the group this year she saw the really high energy and passion. She was not surprised and was extremely delighted when they announced that we were the overall winners this year. This is the first time we won this in the 16 years Mrs. Strouse has been here. Mrs. Swoyer noted we won the pin contest one other year. Mrs. Strouse thanked the students for coming to the meeting.

2. Mrs. Strouse reminded everyone that strong leadership is an essential component of every successful organization. At MBIT, our Executive Council fulfills this responsibility by creating a vision, articulating that vision, passionately owning that vision and persistently staying with it

through to completion. She continued by saying that MBIT is very grateful to the members of our Executive Council who believe in our school. In recognition of School Director's month, she thanked them on behalf of the staff and students at Middle Bucks for their vision and leadership that helps us create a better tomorrow for our students. Mrs. Strouse presented each Executive Council member with a certificate.

3. Ms. Perotti gave the Executive Council an overview of Comprehensive Planning and what it means to MBIT. She reviewed the MBIT Mission Statement and Belief Statements and noted that they are used to build our goals and strategies. Mrs. Strouse then reviewed the goals and accomplishments of the 2009-2013 Strategic Plan. Ms. Perotti explained the components of the Strategic Plan that had to be completed every three to six years. She discussed the research completed by the Department of Education, which identified the need for a streamlined comprehensive process and the subsequent development of the Comprehensive Planning Project. The components of the Comprehensive Plan include the mission, vision, shared values, Educational Community and the CTC Planning Team. The Administrators have been collecting data and the core foundations of the plan are standards, curriculum, instruction, assessment, safe and supportive schools, materials and resources and professional education. Ms. Perotti reviewed the timeline for the process and noted that Administration also completed a 109 page self-study document with guided questions that determined the areas of concern and overall goals for the school. The goals are to enhance student achievement and enhance support for at-risk students. Since we are a school of technology, the final goal is to build technology connections.

Mrs. Heenan said that when Mrs. Strouse came on board it changed the total dynamics of this building, program and mission and MBIT could never have achieved what it did in the last four years if it hadn't been for Mrs. Strouse and her team.

Other discussion included:

- Concern that meeting the requirements of PDE took over the Comprehensive Planning process.
- MBIT was not included in sending district plans.
- Council Rock added MBIT in to their final plan document.
- It is imperative that sending districts all have the element in their strategic plan identifying MBIT as a key piece.
- The Executive Council having input in the plan.
- The Executive Council having a copy of the plans of each sending district.
- Sending districts need to acknowledge NOCTI scores.
- The strategies and goals of the plan should be readable.
- The goals are general and when we start working on action plans there will be opportunities to address concerns.
- The guided questions were tailored to Career and Technical schools.

- PDE terms don't make sense to the community.
- The plans are geared to moving the districts forward in the next three years.
- Questions about the process can be directed to Mrs. Strouse and the Steering Committee so that concerns can be voiced through them for the final document.

Mr. Kleinschmidt exited the meeting at 6:45 PM and returned at 6:47 PM.

Mrs. Heenan exited the meeting at 6:47 PM.

B. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 2-1)

C. Committee Reports

1. Dr. Boccuti, Superintendent and Chairperson of the Professional Advisory Council said that their meeting was held on Friday, January 11, 2013 at 7:30 AM. The Superintendents reviewed the draft of the January Executive Council agenda and recommended no changes. There was a lengthy discussion regarding School Board Policy 815, Acceptable Use of Electronic Resources. As you look across other school districts and different solicitor recommendations, you either see a very long in depth board policy and some Administrative Regulations that follow or you see a tight board policy with a massive Administrative Regulation that tries to cover everything. He said they are all discussing this right now in addition to MBIT. They also discussed Board Policy 817 that was revised in reference to Energy Conservation.

Dr. Boccuti reported they received an update on the MBEA Negotiations process and had a discussion about the new PDE Teacher Effectiveness System which is the Teacher Observation and Evaluation process that will be effective in September for all 500 school districts and schools in the state. Mrs. Strouse reviewed the teacher evaluation software designed by EduLink Inc. and it is one of five that are available. New Hope Solebury is looking at different software programs to see what might be helpful with that.

There was a report on Comprehensive Planning and Mrs. Strouse asked about a program called Bonds Rewards for Education: The Superintendents all reported that they have similar programs at their schools but not that particular program and could not be very helpful in giving her feedback on that.

There was a good discussion on security in light of the recent school tragedy in Connecticut. Mrs. Strouse was inquiring about whether they have considered purchasing Raptureware, a visitor management system that provides instant criminal background screening. The Superintendents agreed that the system did not provide a great deal of value to the safety of

the school because it only reports information about child predators and studies indicate that most incidents of school violence were committed by someone associated with the school. Attachment 3 (pg. 3-1)

Mrs. Heenan returned to the meeting at 6:56 PM.

2. Mrs. Heenan, Chairperson of the Building, Security and Technology Committee was unable to attend the meeting. She asked that the minutes be referred to for the report. Attachment 4 (pg.4-1)
3. The Program, Policy and Personnel Committee meeting scheduled on Wednesday, January 2, 2013 at 5:15 PM was cancelled. – Mrs. Betty Huf, Chairperson. Attachment 5 (pg. 5-1)
4. The Finance Committee meeting scheduled on Wednesday, January 2, 2013 at 6:00 PM was cancelled. – Ms. Katherine Driban, Chairperson. Attachment 6 (pg. 6-1)

5. Mr. Gamble announced Committee and Chair assignments as follows:

Building, Security and Technology – Mrs. Bernadette Heenan, Chairperson, Mr. Joseph Jagelka, Mr. Charles Kleinschmidt and Mr. John Vaughn/Ms. Alison Kingsley

Program, Policy and Personnel – Mrs. Betty Huf, Chairperson, Mr. John Gamble, Mrs. Bernadette Heenan and Mr. John Vaughn/Ms. Alison Kingsley.

Finance Committee – Ms. Katherine Driban, Chairperson, Dr. Bill Foster, Mrs. Kelly Unger and Mr. John Vaughn/Ms. Alison Kingsley

- D. Mrs. Huf moved, Mrs. Unger seconded, **passed** unanimously, to approve the Cash Payments Reports for November and December. Attachment 7 (pg. 7-1)
- E. Mrs. Huf moved, Mrs. Unger seconded, **passed** unanimously, to approve the Treasurer's Reports for October and November. Attachment 8 (pg. 8-1)

### VIII. Current Agenda Items

#### A. Personnel Items

1. Mrs. Huf moved, Mrs. Unger seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Denise Frank, Instructional Assistant, effective November 28, 2012.
2. Mrs. Huf moved, Mrs. Unger seconded, **passed** unanimously, to approve the transfer of 9.25 accumulated sick days for Anthony Rogers, Construction Carpentry Teacher from Delaware County Intermediate Unit to Middle Bucks Institute of Technology.

3. Mrs. Huf moved, Mrs. Unger seconded, **passed** unanimously, to approve the spring 2013 Adult Education Evening School programs and employment of the Adult Evening School Staff. Attachment 9 (pg. 9-1)

There was discussion regarding the Adult Education classes and that they will run as listed. The Home Emergency Preparation is a new course that will run for one night, Basic Residential Plumbing is for someone who doesn't know anything about plumbing, and you can register for Adult Education courses on the website.

B. Other Matters for Consideration

1. Mrs. Huf moved, Dr. Foster seconded, **passed** unanimously, to approve the additional field trip for the 2012/13 school year. Attachment 10 (pg. 10-1)
2. Mrs. Huf moved, Dr. Foster seconded, **passed** unanimously, to approve the members of the Comprehensive Planning Steering Committee. Attachment 11 (pg. 11-1)
3. Mrs. Huf moved, Dr. Foster seconded, **passed** unanimously, to receive and file the December 13, 2012 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 12 (pg.12-1)

There was discussion on the following:

- Mrs. Strouse noted the Veterinary Assisting Program is a high school program that students have shown an interest in for years. Upper Bucks Technical High School has a large and small animal program and we would have a small animal program. Upper Bucks has two focuses, one is on animal care and they run a dog day care and the other is caring for animals that will be used for laboratory experiments. Our students would work in a lab setting taking care of animals or assisting a Veterinarian. We are in the planning stages. Mrs. Strouse has contacted Holiday House Pet Resort in Doylestown and they are associated with Doylestown Animal Hospital. They would be able to provide us with our clinical portion for the first couple of years while we get ourselves up and running.
- There was a question about the bonds being refinanced. Mr. Vining reported that a discussion was started because there is an opportunity to do an advanced refunding of the series of 2006 bonds because the interest rates are so low. The school has some needs we have identified. There are nine transformers that need to be replaced that are 44 years old and the cost to replace them is approximately \$350,000. We have discussed internally doing them in stages and over time. With this advanced refunding opportunity, we thought we could carve out some new money from the savings to pay for these things, therefore not asking for new monies from

the member districts. We are in the planning stages of this and have had an informal meeting with PFM to hear their thinking and to maybe bring them in as the Financial Advisor. The good thing about the interest rate environment right now, barring the unforeseen, is the longer we put off doing a transaction, we are saving money in the interim. In our case, this is an advanced refunding of the bonds that are not callable until 2016. The money has to be put aside and there is negative arbitrage to that time. You're going to have to put a little more money up to pay off the bonds. If we are able to wait, we are saving \$500 a day by waiting. We are watching it and trying to figure it out and will take it to the Authority. There is an opportunity to take care of needs and it gives us time to plan what our capital needs are. We know we have transformers that are 44 years old that have an expected life of 30 years and we would like to replace them before they fail.

Other discussion included that it seems like the needs we have identified in this low interest environment are small, just these two projects and as a part of the strategic planning and given that interest rates are so low, if there are any capital needs that MBIT has, it seems like it is a good time to refinance these bonds more fully.

4. Mrs. Huf moved, Dr. Foster seconded, **passed** unanimously, to employ Alfred D' Angelo as Chief Negotiator for the Middle Bucks Executive Council at a rate of \$400.00 per hour.
5. Mrs. Huf moved, Dr. Foster seconded, **passed** unanimously, to approve the agreement between Middle Bucks Institute of Technology and EduLink Inc. ("EduLink") for the purchase of software to implement the new PDE teacher evaluation system. Attachment 13 (pg. 13-1)

Discussion included that the new PDE teacher observation evaluation system is very involved and this is a new software package to manage the new PDE teacher evaluation system. Mrs. Strouse and Dr. Viviano worked with the company, went through training and had the opportunity to use the software before they made their decision. The teachers and administrators who are evaluating the teachers would use the software. Mrs. Strouse explained that the system sends the required pieces back and forth between the teacher and administrator and tracks everything so that nothing is lost in the six step process.

6. Mrs. Huf moved, Dr. Foster seconded, **passed** unanimously, to approve budget transfers. Attachment 14 (pg. 14-1)

- IX. Mrs. Huf moved, Mr. Jagelka seconded, **passed** unanimously, to adjourn the January 14, 2013 meeting of the MBIT Executive Council at 7:02 PM.

Respectfully submitted,

Bernadette Heenan  
Secretary

Roberta Jackiewicz  
Assistant Secretary