

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
August 12, 2013

- I. The regular meeting of the MBIT Executive Council was convened on Monday, August 12, 2013, at 5:35 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 Council observed a moment of silence for Mr. George Russ, a long-time supporter of Middle Bucks Institute of Technology, who passed away on August 6, 2013. The following members were in attendance:

Council Members

Ms. Katherine Driban, Centennial S.D.
 Dr. Bill Foster, Council Rock S.D.
 Mr. John Gamble, Central Bucks S.D.
 Mrs. Betty Huf, Centennial S.D.
 Mrs. Bernadette Heenan, Council Rock S.D.
 Mr. Charles Kleinschmidt, Centennial S.D.

Absent

Mr. Joseph Jagelka, Central Bucks S.D.
 Mrs. Kelly Unger, Central Bucks S.D.
 Mr. John Vaughn, New Hope Solebury S.D.

Others in Attendance:

Mrs. Denise Dohoney, Assistant Director
 Mr. Jeffrey Garton, Esq., School Solicitor
 Mr. Richard Hansen, Facility Supervisor
 Mrs. Roberta Jackiewicz, Assistant Board Secretary
 Mrs. Stacy Pakula, Career and Technical Education Supervisor
 Ms. Erin Rinker, Organizational Advancement Coordinator
 Mrs. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager

- II. Guest at the meeting was Mr. Bradley Rosenau, Commercial Art and Design Teacher/Middle Bucks Education Association President.
- III. Mr. Gamble reported that the summer months at Middle Bucks have been full of activities. During the month of July, Middle Bucks offered summer school consortium classes for 400 students in 7th through 12th grades and career exploration courses to 64 middle school students.

In addition, the staff has been busy preparing to welcome over 800 students on September 3rd. The renovation of the Health Occupations lab is just about complete, the Main Lobby is currently being updated and the digital Panorex dental x-ray machine has been installed.

Mr. Gamble said that on a sad note, last Tuesday, August 6th, our longtime friend and Middle Bucks supporter, Mr. George Russ, passed away at the age of 89. Mr. Russ initially became associated with Middle Bucks in the 1960's when plans to build our career and

technical high school were first being discussed. He served an Executive Council member and Chairperson during his time on the Council Rock School Board then served on the Local Advisory Committee until just recently. This conference room where we meet each month was dedicated in honor of George's service to Middle Bucks in 2009.

Mr. Russ had a passion for career and technical education. Each year, Mr. Russ would ask if there was a student with a financial need that he could support and as a result many students benefitted from his generosity. He was a remarkable man and his presence will be greatly missed by all of us.

- IV. Ms. Driban said she always loves to see all the articles about our students, especially the ones where specific students are doing things out in the community. She added that it is really great to see all the coverage on the Veteran's Program and it's nice that the information is getting out and people are seeing it. She requested that the Twitter followers be consolidated to a list if there are enough followers to warrant it.

Mrs. Huf thanked Mrs. Strouse for always getting answers no matter when you call her and for always being prepared for meetings. She is amazed by her stick-to-itiveness and leadership and wanted to extend this compliment to her from the board.

- V. Ms. Driban moved, Mrs. Huf seconded, passed 5 ayes, 0 nays, 1 abstention (Mrs. Heenan did not attend the meeting), to approve the minutes of the June 10, 2013 meeting. Attachment 1 (pg. 1-1)

- VI. Routine Business:

A. Administrative Report

1. Mrs. Strouse presented the 2012/13 School Assessment Report. The report consisted of an overview of staff perception of school climate, enrollment, attendance data, withdrawal data, PSSA and NOCTI scores, industry certifications earned, post-secondary plans, work based educational experiences, student perception of school climate and Adult Education enrollment.

School accomplishments that were highlighted included that secondary enrollment has increased 2.9%, NOCTI scores reflected 89% Proficient or Advanced, secondary students earned 1207 industry certifications, Adult Education posted a \$15,226 profit in 2012-13 and Li'l Bucks Childcare Center posted a \$32,350 profit in 2012-13.

Opportunities for improvement included the number of students who plan to study a college program related to MBIT training, students being disciplined effectively, the Guidance Counselor availability to meet with students, ISO being an effective tool and staff feeling that marketing strategies are effective. Enclosure

There was discussion regarding the following survey results:

- 54% of staff feel students are disciplined effectively. Mrs. Strouse noted that there have been some Administrative changes, which should address the discipline issue and this percentage was similar to the results from last year.
- 52% of the staff feel ISO is an effective tool. There was a question asked if there is a sense of what the disconnect is regarding ISO. Mrs. Strouse noted that we have to do several things to maintain our certification. Each year, ISO Auditors spend 2 days auditing our entire school system and makes recommendations on things we can improve upon. What is cumbersome for our staff is that we have to audit ourselves internally and every staff member is on an audit team. We have to do our own self-auditing and no one else can complete this task for us to assure we are implementing ISO properly. One of the benefits of the self-audit is that you are educated on how the different departments operate. When we looked at other accreditation systems, there wasn't anything more effective at helping us track and organize the school. We wouldn't have the information and data from the surveys if we weren't involved with ISO.
- 63% of the staff felt the Guidance Counselor is available to meet with students as requested. We have one Guidance Counselor for 800 students. On last year's survey, this figure was in the 90s. If there is a student issue, the Superintendents feel our Guidance Counselor should meet with the student to understand the problem and then refer it back to the Guidance Counselor at the district. What we did a few years ago, because our Guidance Counselor was overwhelmed, was take some of the career development tasks, college applications, writing essays, career assessments, placement and testing and assign them to the Organizational Advancement Coordinator. There are some student issues that have to be addressed here and can't wait to be sent to the sending school. There were more severe issues with the students last year and they were seen by our Guidance Counselor more frequently than in previous years.

It was mentioned that Council Rock held a focus group meeting consisting of students in different grades and disciplines, Superintendents and Principals. One thing mentioned consistently throughout the focus groups is that the students were more comfortable seeing the Counselor at MBIT for issues rather than going to their sending school Guidance Counselor. There is a disconnect at the sending schools and students said the counselor at MBIT was available to them. The sending school Counselors don't understand what is required for certifications or what goes on at MBIT. Mrs. Strouse said she can discuss the Executive Council's concerns at the Professional Advisory Council meeting and the Council also said this issue should also go to the Program Policy and Personnel Committee. The Council supports having a second

counselor. There was a question about there being enough money in the budget for a second counselor. The Council members encouraged one another to go back to their Superintendents and request focus group meetings at the beginning and end of each school year.

IEPs were also discussed. The custodian of the IEP is the sending school, MBIT staff are members of the IEP team, we attend the IEP meetings and most districts have a form that we fill out with data on how the student is doing and how IEP goals are being met. We don't always send a teacher to the IEP meeting unless there is an important issue, because we have to take the teacher out of our classroom and send them to the districts. If the teacher isn't at the IEP meeting, we sometimes participate via conference call and we always send one of our special education staff to the IEP meetings.

- There was a discussion regarding enrollment and a question was asked if there was any relation regarding the distance of the high school from MBIT to enrollment. It was mentioned that Council Rock School District overlaps classes offered at MBIT and Council Rock is the furthest away from MBIT. Mrs. Strouse noted that our Assistant Director, Mrs. Dohoney, met with Principals from the Council Rock School District and we appreciate them showing their support and taking the time to meet with Mrs. Dohoney to get to know her. Mrs. Dohoney has also had a chance to go to all of the sending schools and meet with those Principals as well this summer. It was added that the focus group meeting that Council Rock held with their students has made a significant difference and Central Bucks School District has had the greatest leap percentage wise in enrollment.
- When reviewing student withdraw data by reason, there was a question if students were asked why they wanted to return to their sending school. Mrs. Strouse said that students return to their sending school for many different reasons; some didn't make friends here and most didn't like what they were doing here. Some of them thought it would be an easy ride and they found out there is a lot of reading and course work. When they got here, it wasn't what they really wanted to do. We give them a chance to shadow other programs, but if they don't find something they like, they elect to go back to their sending school. It was mentioned that maybe if we have another Guidance Counselor, the number would go down. Mrs. Strouse reported that the number has gone down in the past 5 or 6 years from 130 to 78, which is good, and she thinks it is because of the career scope testing we conduct.
- 89% of the students achieved proficient or advanced on the NOCTI. There was a question as to why there isn't more of a corresponding number between the PSSA and NOCTI, since many of our textbooks are written at a high level. Mrs. Strouse explained that a couple of years ago, we started trying to make NOCTI as important as the PSSAs. The teachers give a pre-test, which breaks down the scores by category, so the teacher knows the strengths and weaknesses of

their students. Many of the teachers have implemented “NOCTI Friday”, and they review components the students are expected to know to prepare them for the test. We shut down the school, give our students something good to eat and all the focus is on doing well with the NOCTI test. They are also studying something they are interested in, which may also make a difference.

- 14% of MBIT students have used an illegal drug or prescription medication not prescribed for them; 22% of MBIT students have used alcohol and 5% of MBIT students have been under the influence while at MBIT. There was discussion about if this is underreported. It was noted that the survey is anonymous. The Superintendents said their scores tend to be a little higher, but wonder if the culture here is that the students are at work, so that is why the figures here tend to be a little lower.
 - There were 10 Adult Education Day Program Students in 2012-13. The Workforce Investment Board lost a lot of their funding and we haven't had any students sponsored by them for a few years.
 - Li'l Bucks Childcare Center posted a \$32,350 profit in 2012-13. Mrs. Heenan thanked Mrs. Huf for fighting for the Lil Bucks Childcare Center when a previous superintendent wanted to close it.
 - The surveys are a tool that came out of the ISO philosophy. They want you to talk to your stakeholders on a regular basis to find out what they think are the strengths and weaknesses of your organization.
 - Mr. Gamble requested a list or newsletter showing the employers of our students, so the Council can thank them by giving them their business.
- B. Ms. Driban moved, Mrs. Heenan 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 was not present at the Executive Council meeting. The Executive Council members asked that their appreciation be extended to the Superintendents at the next meeting for the efforts to reduce uncommon calendar days. Attachment 3 (pg. 3-1)
 2. Mrs. Bernadette Heenan, Chairperson of the Building, Security and Technology Committee was not at the meeting but said to please refer to the attachment. She thanked the staff for their hard work with the building updates. Attachment 4 (pg.4-1)

3. Mrs. Betty Huf, Chairperson of the Program, Policy and Personnel Committee said she was not able to attend the meeting and asked that the minutes in the packet be referred to for the report. Attachment 5 (pg. 5-1)
 4. The Finance Committee meeting scheduled on Tuesday, August 6, 2013 at 6:00 PM was cancelled. - Ms. Katherine Driban, Chairperson. Attachment 6 (pg. 6-1)
- D. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Cash Payments Reports for June and July. Attachment 7 (pg. 7-1)
- E. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Treasurer's Reports for May and June. Attachment 8 (pg. 8-1)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, ratify the termination of Amy Lepping, Preschool Teacher/Manager, Li'l Bucks Partners in Learning, effective June 21, 2013.
2. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve a base salary adjustment to \$16.08/hour for Arthur Hunt, Custodian, retroactively effective July 1, 2013.
3. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve a base salary adjustment to \$16.01/hour for Fritz Gracien, Custodian, retroactively effective July 1, 2013.
4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve a base salary adjustment to \$16.05/hour for Phillip Lawhead, Custodian, retroactively effective July 1, 2013.
5. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Richard Shustack, Maintenance Mechanic, effective July 3, 2013.
6. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify the additional staffing for the 2013 summer career enrichment programs, with statutory benefits only. Attachment 9 (pg. 9-1)
7. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the reassignment of Laura Kane, Instructional Assistant to the position of Preschool Teacher/Manager, Li'l Bucks Partners in Learning, at a hourly rate of \$19.00/hour, with benefits, effective August 22, 2013.

8. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve a salary adjustment for Nicole Stymiest, Group Leader/Manager, Li'l Bucks Partners in Learning, from \$14.35/hour to \$19.00/hour, due to additional job responsibilities, effective August 22, 2013.
9. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Courtney Weidner, as part-time Assistant Group Leader, Li'l Bucks Partners in Learning, at an hourly rate of \$8.50/hour, with statutory benefits only, effective August 22, 2013.
10. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Meghan Reiff, as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 26, 2013.
11. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Michael Stafford, as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 26, 2013.
12. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the transfer of 48 accumulated sick days for Ms. Denise Dohoney from Chester County Intermediate Unit to Middle Bucks Institute of Technology.
13. Ms. Driban moved, Mrs. Huf 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 2013-2014 school year.
 - a. Paul Carney
 - b. Christopher Tully
 - c. John Fala
14. Ms. Driban moved, Mrs. Huf 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 2013-2014 school year.
 - a. Michael McCombe – National Technical Honor Society
 - b. Lisa Cuffari – HOSA
 - c. Pamela Swoyer – SkillsUSA
 - d. Gregory Smith – FFA
 - e. Randall McDowell – PBA
15. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve Denise Dohoney as the Title IX, Title VI and Section 504 Compliance Officer for the 2013/14 school year.
16. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the revised Organizational Chart with the addition of a direct (Authority) line from the Executive Council to the Solicitor and as per Attachment 10 (pg. 10-1).

Discussion included that there should be a direct (Authority) line from the Executive Council to the Solicitor.

17. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the substitute staff listing for the 2013-14 school year. Attachment 11 (pg.11 - 1)
18. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Julie Feldman, as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 26, 2013.

B. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Student Code of Conduct/Handbook for the 2013-2014 school year. Enclosure.

Discussion included the process for updating the handbook. Throughout the school year, if someone sees something that they feel isn't working right or needs clarification, they make a note of it and give it to the Career and Technical Education Supervisor. These suggestions are collected and in March or April, we form a committee of volunteers to review the handbook page by page and the recommended changes.

2. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Adult Day Student Handbook for the 2013-2014 school year. Enclosure

Discussion included that there were only minimal changes in the Adult Day Student Handbook and that is why it was not a red lined copy. The Adult Education Coordinator updates the handbook.

3. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Li'l Bucks Partners in Learning Staff Policy Handbook, Parent Policy Handbook, and other policies including Assessment, Behavior Success, Child Abuse, Custody Release, Diversity, Toilet Learning and Transitioning. Enclosure

Discussion included that these are new handbooks and are per the Keystone Stars guidelines. The staff works with the Department of Public Welfare and Division of Keystone Stars and two staff members represent us at the meetings.

4. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the revised 2013-2014 school calendar. Attachment 12 (pg. 12-1)

5. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the 2013-2014 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 13 (pg. 13-1)

6. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to receive and file the June 13, 2013 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 14 (pg. 14-1)

Discussion included that the bond refinancing hasn't occurred because we are waiting for a more favorable market.

7. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the proposed 2014-2015 Budget Calendar. Attachment 15 (pg. 15-1)
8. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve budget transfers. Attachment 16 (pg 16-1)
9.
 - a. Mrs. Huf moved, Dr. Foster seconded, **passed** unanimously, to nominate Katherine Driban as the Middle Bucks Institute of Technology PSBA Liaison/Legislative Policy Council Voting Delegate Representative.
 - b. Mrs. Huf moved, Dr. Foster seconded, **passed** unanimously, to appoint Katherine Driban as the Middle Bucks Institute of Technology PSBA Liaison/Legislative Policy Council Voting Delegate Representative.

- VIII. Mrs. Huf moved, Mrs. Heenan seconded, **passed** unanimously, to adjourn the August 12, 2013 meeting of the MBIT Executive Council at 6:18 PM.

Respectfully submitted,

Bernadette Heenan
Secretary

Roberta Jackiewicz
Assistant Secretary