

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
August 13, 2012

- I. The regular meeting of the MBIT Executive Council was convened on Monday, August 13, 2012, at 5:30 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

Ms. Katherine Driban, Centennial S.D.
 Mr. John Gamble, Central Bucks S.D.
 Mrs. Betty Huf, Centennial S.D.
 Mr. Joseph Jagelka, Central Bucks S.D.
 Mr. Charles Kleinschmidt, Centennial S.D. (Arrived 5:34 PM)
 Mr. John Vaughn, New Hope-Solebury S.D.

Absent

Dr. Bill Foster, Council Rock S.D.
 Mrs. Bernadette Heenan, Council Rock S.D.
 Mrs. Kelly Unger, Central Bucks S.D.

Others in Attendance:

Dr. Raymond Boccuti, MBIT Superintendent of Record, New Hope-Solebury S.D.
 Mr. Jeffrey Garton, Esq., School Solicitor
 Mr. Richard Hansen, Facilities Supervisor
 Mrs. Roberta Jackiewicz, Assistant Board Secretary
 Mr. Vincent Loiacono, Director of Facility Operations
 Mrs. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager

- II. Guest at the meeting was Mr. Bradley Rosenau, Commercial Art & Design Teacher/Middle Bucks Education Association President.
- III. Mr. Gamble stated that Middle Bucks staff and administration members have been busy getting ready for the upcoming school year. Three renovations projects are underway and include expanding the labs in Building Trades, Public Safety, and Landscaping. They are all just about completed. All classroom relocations are finished. The school year kicks off on August 28 with three days of in-service training followed by the opening of school on September 5.
- Mr. Kleinschmidt arrived at 5:34 p.m.
- IV. Mrs. Huf congratulated the staff and all the students that went on to be National SkillsUSA competition winners. She thinks it says a lot about the school and everything that is going on here.
- V. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously to approve the minutes of the June 11, 2012 meeting. Attachment 1 (pg. 1-1)

VI. Routine Business

A. Administrative Report

1. Mrs. Strouse presented the 2011/12 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, work based educational experiences, post-secondary plans, Adult Education enrollment and student perception of school climate including curriculum, instruction, and safety.

School accomplishments that were highlighted included the successful completion of the PDE 339 Approved Program Evaluation, secondary enrollment increased 5.4%, NOCTI scores increased to 93%, secondary students earned 1077 industry certifications, Adult Education posted a \$33,477 profit and Li'l Bucks Childcare Center posted a \$26,704 profit in 2011-12. Enclosure

There was discussion regarding the following survey results:

- 78% of students feel MBIT students are friendly and respect one another. Mrs. Strouse noted that our students are from four different districts and they identify with their own programs. They don't each lunch here anymore and we don't have a lot of after school or social events that give the students a chance to interact with one another. We have started to incorporate some of these events and social activities. There is one planned for the fall and one for the spring. We also have a Dorney Park trip and SkillsUSA leadership activities. This percentage is typically between 75% and 80%.
- 52% of the staff felt students are disciplined effectively. Mrs. Strouse said she thinks this category will never have a high score and that discipline is very subjective. The concern here is that the teachers feel that students should receive the same consequence for the same infraction. Dr. Viviano and Mr. Black are working to address this. There was a suggestion to change the wording on the survey question to ask if discipline follows the policy and code and if it is consistent.
- There was a comment that Social Media be included on the survey as one of the choices for how students heard about Middle Bucks. Mrs. Strouse noted that not all of the results are included in her presentation and the largest percentages of students still hear about Middle Bucks from their friends. She added that there was an increase in camp enrollment this summer. This year there were 65 students, whereas in previous years there were less than 25 students. Mrs. Strouse thinks this increase was due to the Middle School presentations.

- 62% feel ISO is an effective tool. Mrs. Strouse noted that questions were added to include ISO tools that are used every day, including the Intranet, forms and Continuous Improvement System. Those questions received high scores and everyone seems to use these tools, so we are not sure why this percentage is so low. They don't seem to make a connection between ISO and the tools that they use every day.
- B. Mrs. Huf moved, Ms. Driban 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 unable to attend the Professional Advisory Council meeting. He had nothing to add to the minutes included in the packet. Attachment 3 (pg. 3-1)
 2. Mrs. Heenan, Chairperson of the Building, Security and Technology Committee, was not present. Mr. Gamble stated to refer to the attachment in the packet. Attachment 4 (pg. 4-1)
 3. Mrs. Huf, Chairperson of the Program, Policy and Personnel Committee, said she missed the meeting; however, everything that was discussed is on the agenda for approval. Attachment 5 (pg. 5-1)
 4. Ms. Driban, Chairperson of the Finance Committee, was unable to attend the meeting and stated to refer to the minutes for the report. Attachment 6 (pg. 6-1)
- D. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Cash Payments Report for June and July. Attachment 7 (pg. 7-1)
- E. Ms. Driban moved, Mrs. Huf 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, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Pamela Eisenmann, Administrative Assistant, Business and Operations, effective July 11, 2012.

2. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Elizabeth Fala, Instructional Assistant, effective September 25, 2012.
3. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify the resignation of Marisa Pinto, Instructional Assistant, effective August 1, 2012.
4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify the resignation of Chelsea Miller, Assistant Group Leader, Li'l Bucks Partners in Learning, effective August 8, 2012.
5. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the job description for the part-time Main Office Administrative Assistant. Attachment 9 (pg. 9-1)
6. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the job description for the part-time New Teacher Classroom Mentor. Attachment 10 (pg. 10-1)
7. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve a salary adjustment for Jeanise Dimitri, Adult Education and Organizational Advancement Administrative Assistant, from \$16.86/hour to \$17.86/hour, due to additional job responsibilities, effective August 15, 2012.
8. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Elizabeth Crilley at an hourly rate of \$50.00/hour, with statutory benefits only, for a maximum of 4 hours per day, 3 days a week from August 24, 2012 to November 16, 2012, to serve as a classroom mentor for the new teachers.
9. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Amy Lepping, as Preschool Teacher/Manager, Li'l Bucks Partners in Learning, at a hourly rate of \$19.00/hour, with benefits, effective August 27, 2012.
10. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Laura Kane-Beatty, as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 27, 2012.
11. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Robert Schwarz, as Automotive Technology Teacher, effective August 28, 2012 at Step 9, Level A (\$62,755.00).
12. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Craig Malinowski, as Computerized Drafting and Engineering Graphics Teacher, effective August 28, 2012 at Step 8, Level A (\$60,851.00).

13. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Steven Guinan, as Web Page, Digital Multimedia & Information Resources Design Teacher, effective August 28, 2012 at Step 0, Level A (\$45,621.00).
14. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Jennifer Aloan, at an hourly rate of \$21.00/hour, with statutory benefits only, for a maximum of 4 hours per week for the duration of the 2012-2013 school year, to manage the L'il Bucks Partners in Learning Keystone Stars transition.
15. 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 2012-2013 school year.
 - a. Paul Carney
 - b. Christopher Tully
16. 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 \$1000 for the 2012-2013 school year.
 - a. Michael McCombe – National Technical Honor Society
 - b. Marsha Moyer – HOSA
 - c. Pamela Swoyer – SkillsUSA
 - d. Gregory Smith – FFA
 - e. Nathan Burkit – PBA
17. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve Thomas Viviano as the Title IX, Title VI and Section 504 Compliance Officer for the 2012/13 school year.
18. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the substitute staff listing for the 2012-13 school year. Attachment 11 (pg. 11-1)

B. Policies

1. FIRST READING

- a. Revised Policy No. 249 – Bullying/Cyberbullying

Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to accept for first reading Revised Board Policy No. 249, Bullying/Cyberbullying, in the Pupils Section. Attachment 12 (pg. 12-1)

2. ADOPTION

a. Revised Policy No. 107.1 – Program and Course Curtailment

Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to accept for adoption revised Board Policy No. 107.1, Program and Course Curtailment, in the Programs Section and approve the elimination of corresponding Administrative Regulation No. 107.1. Attachment 13 (pg. 13-1)

C. Other Matters for Consideration

1. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the Student Code of Conduct/Handbook for the 2012-2013 school year.
Enclosure

Ms. Driban asked administration to look into a board policy regarding students bringing their own devices. Mrs. Strouse said she has started to do research on this subject. There was discussion about what the sending schools are working on regarding this matter. Other items discussed included it being financially prudent, student safety, concern regarding maintaining labs with enough devices, having to roster students based on their devices, what do you do if a device fails and how do you account for students needing a device one day and not another, the gap between the type of equipment families can afford, renting or loaning devices from the school, students being aware of other students being loaned equipment, this concept being a few years ahead of it being feasible, the cost of devices coming down, it being more cost effective to maintain computer technology that is not moving in and out of a lab, and new computer technology that is available.

2. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the Adult Day Student Handbook for the 2012-2013 school year.
Attachment 14 (pg. 14-1)
3. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the revised 2012-2013 Li'l Bucks Partners in Learning calendar.
Attachment 15 (pg. 15-1)
4. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve implementing a new program, CIP 52.0401 Administrative Assistant and Secretarial Science, for the 2013/2014 school year.
5. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to appoint Bernadette Heenan as the Middle Bucks Institute of Technology PSBA Liaison/Legislative Policy Council Voting Delegate Representative.

6. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the 2012/2013 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 16 (pg. 16-1)
 7. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the Bureau of Career and Technical Education Approved Program Evaluation Correction Plan in response to the on-site APE Audit conducted in April, 2012. Attachment 17 (pg. 17-1)
 8. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to receive and file the June 28, 2012 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 18 (pg. 18-1)
 9. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the proposed 2013/14 Budget Calendar. Attachment 19 (pg. 19-1)
 10. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve budget transfers. Attachment 20 (pg. 20-1)
- VIII. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to adjourn the August 13, 2012 meeting of the MBIT Executive Council at 6:06 PM.

Respectfully submitted,

Roberta Jackiewicz
Assistant Board Secretary