

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
**EXECUTIVE COUNCIL MINUTES**  
**September 9, 2013**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, September 9, 2013, at 5:30 p.m. by Mrs. Betty Huf, Executive Council Member, 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.  
 Dr. Bill Foster, Council Rock S.D.  
 Mrs. Betty Huf, Centennial S.D.  
 Mrs. Bernadette Heenan, Council Rock S.D.  
 Mr. Joseph Jagelka, Central Bucks S.D.  
 Mr. Charles Kleinschmidt, Centennial S.D.  
 Mr. R. Tyler Tomlinson, Central Bucks S.D. (Alternate)

**Absent**

Mr. John Gamble, Central Bucks S.D.  
 Mrs. Kelly Unger, Central Bucks 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.  
 Mrs. Denise Dohoney, Assistant Director  
 Mr. Jeffrey Garton, Esq., School Solicitor  
 Mr. Richard Hansen, Facility Supervisor  
 Mrs. Roberta Jackiewicz, Assistant Board Secretary  
 Mr. Vincent Loiacono, Director of Facility Operations  
 Mrs. Stacy Pakula, Career and Technical Education Supervisor  
 Mrs. Kathryn Strouse, Administrative Director  
 Mr. Robert Vining, Business Manager

- II. There were no guests in the meeting.
- III. Mrs. Huf welcomed Mr. Tomlinson, Alternate Executive Council Member from Central Bucks School District.

Mrs. Huf reported that with the summer renovation projects complete and classrooms in tip top shape, Middle Bucks was ready to begin the 2013-2014 school year. Teachers returned from their summer break on August 26<sup>th</sup> for three days of in-service followed by a classroom prep day. The official school year kicked off last Tuesday, September 3<sup>rd</sup> when Middle Bucks welcomed more than 800 students. Teachers have been busy conducting orientation, explaining the safety rules and helping the students find their way around the school. A welcome back assembly was held on Friday, September 6<sup>th</sup> and a Skills USA assembly was held today. It certainly seems that we are off to a good start this year.

IV. It was noted that Aspirations Restaurant should open during the mid to third week of October.

V. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously to approve the minutes of the August 12, 2013 meeting. Attachment 1 (pg. 1-1)

VI. Routine Business:

A. Administrative Report

1. Mrs. Dohoney gave an overview of staff in-service activities. These included updates, end of year data review, mandated reporting of child abuse, 21<sup>st</sup> Century Learning, identifying drug use and educator effectiveness using the new teacher evaluation system and differentiated supervision.
2. Mrs. Pakula noted that during in-service we observed a moment of remembrance for our staff member and friend Mr. Nathan Burkit, who passed away almost a year ago. We also had presentations on understanding and embracing change, the first days of school procedures and the Olweus Bullying Prevention Program.

Mrs. Pakula also reviewed the first days of school. We held welcome back assemblies for our students, reviewed the Student Handbook and Parent Guide and reviewed the Olweus bullying rules.

3. Mrs. Strouse reported that the Comprehensive Plan has been completed and is posted on our website. We are required to post it on the website for 28 days before we submit it to the Department of Education. She provided the Executive Council with a copy of the entire plan as well as an abbreviated version. The Comprehensive Plan will be brought to the Executive Council in October for their approval and will be filed with the Department of Education for enactment in July, 2014.

Discussion included that the Bucks County Intermediate Unit has a staff member that is responsible for assisting each of the school districts with the development of their strategic plan and she helped facilitate our process.

4. Mrs. Strouse provided an overview of the goals and objectives for the 2013/14 school year. The goals include the completion of the PDE Comprehensive Plan, continue participation in the Technical Assistance Program (TAP), to provide mandatory Child Abuse Recognition and Reporting Training for all staff, implement the Olweus Bullying Program, implement the PDE Teacher Effectiveness System using formal observations and Differentiated Supervision, and create Student Learning objectives.

Other goals include to collaborate with the OAC committees to build enrollment in Administrative Sciences and Business Technology, Auto Collision Technology and Computerized Drafting and Engineering Graphics, select a new merchant service to replace Google Wallet, develop a team to

support the completion of the student built house and complete building renovations in Health Occupations, the main lobby and staff lounge.

The marketing goal consists of upgrading the MBIT Mission Statement, conducting Prezi presentations at the Centennial, Council Rock and New Hope Solebury school board meetings, to successfully build new articulation agreements and schedule interviews with Comcast Newsmakers for Computerized Drafting and Engineering Graphics and Administrative Sciences and Business Technology. The final goal is to implement a Wellness Program for MBIT staff. Attachment 2 (pg. 2-1)

Discussion included an explanation of the new Teacher Effectiveness System, which included observations, portfolios, self-directed projects, peer mentoring projects and that improvement plans would continue to be implemented if needed. The time frame for development of articulation agreements is lengthy with Bucks County Community College. They may do away with individual articulation agreements have one agreement for 13 programs. Some schools move quickly on articulation agreements and some take longer. It was also suggested that we consider raising the fee for Comcast to film Comcast Newsmakers.

- B. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 3 (pg. 3-1)
- C. Committee Reports
  - 1. Dr. Boccuti, Superintendent and Chairperson of the Professional Advisory Council reported they had a really productive conversation with Mrs. Strouse regarding what they can do to best coordinate the five school calendars. He said it is a challenge and they never forget the work Mrs. Strouse has to put in try to accommodate four different districts and four different calendars. The Superintendents are going to work as collaboratively as possible to make it best for all the school districts and the students.  
  
Dr. Boccuti also noted that his time as Superintendent of Record technically ended at the end of last school year. It was scheduled to rotate to another Superintendent, but since there are two new superintendents in the four, Mr. Klein and Dr. Boccuti thought it might be best if they split this year, so the two new Superintendents can get settled in their job. Dr. Boccuti will continue until January and Mr. Klein will take over until the end of the year. They will re-evaluate at the end of the year. Dr. Boccuti concluded by saying that appreciates the opportunity to work here for a couple more months and thanked the Executive Council for keeping him on. He said he enjoys this experience. Attachment 4 (pg. 4-1)
  - 2. The Building, Security and Technology Committee meeting scheduled on Tuesday, September 3, 2013 at 4:30 PM was cancelled. Mrs. Bernadette Heenan, Chairperson. Attachment 5 (pg.5-1)

3. The Program, Policy and Personnel Committee meeting scheduled on Tuesday, September 3, 2013 at 5:15 PM was cancelled. Mrs. Betty Huf, Chairperson. Attachment 6 (pg. 6-1)
  4. The Finance Committee meeting scheduled on Tuesday, September 3, 2013 at 6:00 PM was cancelled. - Ms. Katherine Driban, Chairperson. Attachment 7 (pg. 7-1)
- D. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Cash Payments Report for August. Attachment 8 (pg. 8-1)
- E. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Treasurer's Report for July. Attachment 9 (pg. 9-1)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Dr. Foster seconded, **passed** unanimously, to approve the qualifying leave of absence consistent with Policy #335.1 – Family and Medical Leave for Nancy Messick, Adult Education Coordinator, effective October 16, 2013.
2. Ms. Driban moved, Dr. Foster seconded, **passed** unanimously, to ratify employment of the additional fall 2013 Adult Evening School staff. Attachment 10 (pg. 10-1)
3. Ms. Driban moved, Dr. Foster seconded, **passed** unanimously, to approve the Occupational Advisory Committee Members (OAC) for the 2013/14 school year. Attachment 11 (pg. 11-1)
4. Ms. Driban moved, Dr. Foster seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2013-14 school year. Attachment 12 (pg. 12-1)

B. Policies

1. FIRST READING

Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously to accept for first reading the following revised Board Policies. Attachment 13 (pg. 13-1):

- a. Revised Policy No. 335.1 – Family and Medical Leave – Administrative Employees Section
- b. Revised Policy No. 435.1 – Family and Medical Leave – Professional Employees Section.
- c. Revised Policy No. 535.1 – Family and Medical Leave – Classified Employees Section.

Mr. Garton noted there will be a modest adjustment to reflect the original adoption date of the policies when it comes back for final adoption.

C. Other Matters for Consideration

1. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve and implement the contracts for the Perkins Grant (Federal) for the 2013-2014 school year. Attachment 14 (14-1)
2. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Articulation Agreement with Universal Technical Institute. Attachment 15 (pg. 15-1)
3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve Chapter 339 Guidance Plan. Attachment 16 (pg. 16-1)

Discussion included that this plan has to be approved every year. It is basically a plan of what we will be doing to market our school and is substantially similar to what we have had in the past. The dates have been updated and a few new ideas have been added.

4. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the 2013/14 Administrative Goals and Objectives. Attachment 2 (pg. 2-1)
5. After discussion, the Executive Council unanimously approved that Mrs. Heenan, Secretary, vote for the following PSBA Officers on behalf of the Executive Council:

President-Elect – Mark B. Miller  
Vice President – Larry B. Breech  
Treasurer – Otto W. Voit III  
At-Large Representative (East) – Maura Buri

Mrs. Strouse distributed a list of all of the Co-op employers that was requested at the August meeting.

Mrs. Heenan commented that one of our students was directing traffic at Northampton Day and she overheard him speaking to several Police Officers regarding Middle Bucks. She said that the student was articulate and positive and she was so proud of him. She said she is proud of the service hours and volunteer hours that these students provide within the community. Mrs. Heenan asked if it would be possible for Middle Bucks Institute of Technology to have a table at some of the community events.

Mrs. Huf announced an Executive Session would be held directly after the public meeting to discuss a matter of legal litigation.

- VIII. Ms. Driban moved, Mr. Jagelka seconded, passed unanimously, to adjourn the September 9, 2013 meeting of the MBIT Executive Council at 6:08 PM.

Respectfully submitted,

Bernadette Heenan  
Secretary

Roberta Jackiewicz  
Assistant Secretary