

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
September 10, 2012

- I. The regular meeting of the MBIT Executive Council was convened on Monday, September 10, 2012, 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 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. 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.
 Mr. John Vaughn, New Hope-Solebury S.D.

Absent

Mrs. Kelly Unger, Central Bucks S.D.

Others in Attendance:

Dr. Raymond Boccuti, MBIT Superintendent of Record, New Hope-Solebury S.D.
 Mr. Rick D. Black, Career and Technical Education Supervisor
 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. Stacy Pakula, Organizational Advancement Coordinator
 Mrs. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager
 Dr. Thomas Viviano, Assistant Director

- II. There were no guests at the meeting.
- III. Mr. Gamble stated that Middle Bucks welcomed 795 students on September 5th. It was the first time that all four districts started on the same date, which created some continuity with the opening of the school, orientation and safety training for the students. Classes are already up and running with students arriving in uniforms, attending SkillsUSA meetings and preparing to earn their OSHA certifications. Our three new teachers are also doing well acclimating to the new classroom responsibilities. Overall, it was a great start to the school year.
- IV. Ms. Driban mentioned that she noticed in the press statements that the students always include that they go to Middle Bucks. They are proud of it and she thinks it says a lot about our school. She recognizes that the students are proud to be a part of what we do here and extended kudos to the staff and students. Mrs. Strouse added that she likes that Ms. Driban referred to the school as “our” school, because it is “our” school.

Mrs. Heenan commented on the meeting that was held last week regarding Middle Bucks becoming an approved GI school. She said the application is currently in Buffalo, New York in the Veterans Administration education area. She commended Nancy Messick, Adult Education Coordinator and the rest of the team for their extensive work on the grant application. She said they are having ongoing meetings with Congressman Fitzpatrick's office and that hopefully we will be able to move forward with this. Mrs. Heenan thanked the school for being so motivated.

Mr. Gamble noted that the new Central Bucks School District Superintendent, Dr. Rodney Green, who will be replacing Dr. Laws as of October 1, came for a tour of Middle Bucks and it was a great meeting. Mrs. Strouse said it was a nice visit and it was nice to meet him.

Mrs. Heenan added that Representative Petri's Labor Committee is looking for input with regards to jobs, training and technology. She will provide information on this.

- V. Ms. Driban moved, Mrs. Huf seconded, **passed** 7 ayes, 0 nays, 1 abstention (Dr. Foster was not present at the meeting) to approve the minutes of the August 13, 2012 meeting. Attachment 1 (pg. 1-1)

VI. Routine Business

A. Administrative Report

1. Mr. Black reported on the first days of school. We held a welcome assembly where the three Administrators addressed the students. We have 795 students enrolled at Middle Bucks, which is an increase over last school year and a 47.7% special education population. We had a great start to the school year.

Discussion included that the regular education population has increased.

2. Mr. Hansen stated that we have had a very busy summer at MBIT and have made some wonderful improvements to our programs. These include expansion of the Practical Environmental lab, classroom and locker room, a new computer lab to allow programs to have more computer access, relocation of the Commercial Art program into a larger space and the installation of an Air Brush Ventilation System, a new training room with a window and new locker room for Public Safety, the expansion of the Building Trades Occupations lab, and the relocation of the Engineering Related Technology Program into the Precision Machining lab area to provide a more real world manufacturing and design experience.

Discussion included that there was one carpentry contractor and one electrical contractor on the projects because they were the lowest bid on each of the projects.

3. Mrs. Strouse shared that we received two Certificates of Achievement from the Pennsylvania Department of Education. One was for attaining school-wide student performance of 80% or more at the competent and advanced levels on NOCTI assessments and the other was for exceeding the expected PDE increase in levels of performance in occupational skills.

4. Mrs. Strouse provided an overview of the goals and objectives for the 2012/13 school year. The goals include completing the PDE Comprehensive Plan, which replaces the current Strategic Plan, and to participate in the Technical Assistance Program (TAP), which gives us the benefits of getting NOCTI pretests and study guides at no cost, having the opportunity to participate in Professional Learning Communities and to receive professional development on teacher evaluation. The building renovations include the expansion of the Building Trades, Landscaping, and Public Safety programs and to build a locker room in the Dental program. We also plan to implement an Administrative Assistant/Secretarial Sciences program for 2013-14 and to redesign the Drafting and Design program including acquiring ADDA Accreditation and changing the program name. Other goals include collaboration with OAC committees to build enrollment in Auto Collision and Drafting and Design, to continue the process of implementing the Standards Aligned System Model to improve student achievement and implementing the new PDE Teacher Evaluation System. The Marketing goal consists of upgrading the Mission Statement, developing a Public Safety Articulation Agreement with Bucks County Community College, conducting Prezi presentations at the Centennial, Council Rock and New Hope Solebury board meetings and scheduling Newsmakers interviews for Drafting and Web Design. The final goals are to implement a Wellness Program for MBIT staff, develop a truancy program in cooperation with our sending districts and explore options for the implementation of solar energy project.
Attachment 2 (pg. 2-1)

There was a discussion about the following:

- MBIT links on the Council Rock website.
- Interviewing successful MBIT graduates.
- Marketing to middle school students.
- Centennial giving their students information about our Open House and having 8th grade students do a scavenger hunt type of activity.
- Centennial School District requires all 8th graders to tour MBIT.
- The cost of sending districts for upgrading elective programs that are offered at MBIT.
- Sending schools not replicating programs at MBIT.
- MBIT programs provide certifications.
- MBIT becoming a comprehensive school.
- Referring to MBIT as a satellite campus.
- MBIT having its own page on the sending school website rather than a link.

- MBIT being a way for sending districts to save money.
- Tracking students who graduate to see if they are attending colleges related to their program.
- Students not knowing about or having a clear path to MBIT.
- Working with Counselors and Superintendents to know this is a career path.

B. Ms. Driban moved, Mrs. Huf 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. Raymond Boccuti, Chairperson noted that the Professional Advisory Council meeting scheduled on August 30, 2012 at 12:00 p.m. was cancelled. He thanked everyone for their support and welcomed them back for the new school year. Attachment 4 (pg. 4-1)
2. The Building, Security and Technology Committee meeting scheduled on Tuesday, September 4, 2012 at 4:30 p.m. was cancelled. – Mrs. Bernadette Heenan, Chairperson. Attachment 5 (pg. 5-1)
3. The Program, Policy and Personnel Committee meeting scheduled on Tuesday, September 4, 2012 at 5:15 p.m. was cancelled. – Mrs. Betty Huf, Chairperson. Attachment 6 (pg. 6-1)
4. The Finance Committee meeting scheduled on Tuesday, September 4, 2012 at 6:00 p.m. 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 Reports for July. Attachment 9 (pg. 9-1)

VII. Current Agenda Items

A. Personnel Items

1. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to ratify the resignation of Brian Lacivita, Instructional Assistant, effective August 21, 2012.
2. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to ratify the employment of Robin Ackerman, as full-time Instructional Assistant, at a rate of \$14.50/hour, with benefits, effective September 10, 2012.

3. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the part-time employment of the Multimedia Technology Students, as needed, to assist Mr. Christopher Tully, Multimedia Technology Instructor with the live broadcast and videotape of Centennial School District Board meetings, per the agreement and at a rate of \$10/hour, effective September 11, 2012. Attachment 10 (pg. 10-1)
4. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the employment of Tina Bria, as full-time Toddler Assistant Group Leader, Li'l Bucks Partners in Learning, at a rate of \$9.50/hour, with benefits, effective September 11, 2012.
5. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to ratify employment of the additional fall 2012 Adult Evening School staff. Attachment 11 (pg. 11-1)
6. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2012-13 school year. Attachment 12 (pg. 12-1)
7. Mrs. Huf moved, Ms. Driban seconded, **passed** unanimously, to approve the written decision related to the complaint filed by an employee (18-2).

B. Policies

1. FIRST READING

The Executive Council accepted for first reading the following revised Board Policies and Administrative Regulation: Attachment 13 (pg. 13-1):

- a. Revised Policy No. 201 – Admission of Students – Pupils Section
- b. Revised Policy No. 210 – Use of Medications – Pupils Section
- c. Revised Policy No. 213 – Assessment of Student Progress – Pupils Section
- d. Revised Policy No. 216 – Student Records – Pupils Section
- e. Revised Policy No. 218.1 – Terroristic Threats/Acts – Pupils Section
- f. Revised Policy No. 246 – Student Wellness – Pupils Section
- g. Administrative Regulation No. 707-R – Use of Facility Procedures

The policies and regulation were discussed and the Director was asked to spell out the first occurrence of an abbreviation in a policy and to clarify the organizations that would be eligible to use the facility.

2. APPROVE POLICY/ADMINISTRATIVE REGULATION LANGUAGE REVISIONS

Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the following polices and administrative regulations that were updated with language revisions: Attachment 14 (pg. 14-1)

- a. Revised Policy No. 106 – Guide for Planned Instruction – Programs Section
- b. Revised Policy No. 202 – Eligibility of Nonresident Students – Pupils Section
- c. Revised Policy No 204 – Attendance – Pupils Section
- d. Revised Policy No. 211 – Student Accident – Pupils Section
- e. Revised Policy No. 212 – Reporting Pupil Progress – Pupils Section
- f. Revised Policy No. 215 – Promotion and Retention – Pupils Section
- g. Revised Policy No. 218 – Student Discipline – Pupils Section
- h. Revised Policy No. 221 – Dress and Grooming – Pupils Section
- i. Revised Policy No. 227 – Drugs and Alcohol – Pupils Section
- j. Revised Policy No. 228 – Student Government – Pupils Section
- k. Revised Policy No. 248 – Unlawful Harassment – Pupils Section
- l. Revised Administrative Regulation No. 201-R – Admission of Students
- m. Revised Administrative Regulation No. 216-R – Comprehensive Plan for Student Records
- n. Revised Administrative Regulation No. 227-R – Drugs and Alcohol

3. ADOPTION

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

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

C. Other Matters for Consideration

1. Ms. Driban moved, Ms. Huf seconded, **passed** unanimously, to approve the Agreement between Centennial School District and Middle Bucks Institute of Technology to video tape and broadcast live the Centennial School District Board meetings. Attachment 16

There was a question regarding the ability to videotape other district's board meetings. Mrs. Strouse said she didn't think the teacher was available to work any other evenings, but she would check into it.

2. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to appoint Katherine Driban as the Middle Bucks Institute of Technology PSBA Liaison/Legislative Policy Council Voting Delegate Representative.

3. Mrs. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify the out of state professional development request. Attachment 17 (pg. 17-1)
 4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve and implement the contracts for the Perkins Grant (Federal) for the 2012-2013 school year. Attachment 18 (18-1)
 5. Mrs. Driban moved, Mrs. Huf seconded, **passed** unanimously, to receive and file the 2012/13 Administrative Goals and Objectives. Attachment 2 (pg. 2-1)
 6. Mrs. Driban moved, Mrs. Huf seconded, **passed** unanimously, authorizing payment of invoices from the Capital Reserve Fund for the month of August. Attachment A
- VIII. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to adjourn the September 10, 2012 meeting of the MBIT Executive Council at 6:48 PM.

Respectfully submitted,

Bernadette Heenan
Board Secretary

Roberta Jackiewicz
Assistant Board Secretary