

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
January 11, 2016

- I. The regular meeting of the MBIT Executive Council was convened on Monday, January 11, 2016 at 5:30 p.m. by Dr. Bill Foster, Vice 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

Mrs. Beth Darcy, Central Bucks S.D.
 Ms. Kati Driban, Centennial S.D.
 Dr. Bill Foster, Council Rock S.D.
 Mr. John Gamble, Central Bucks S.D.
 Mrs. Karen Smith, Central Bucks S.D.

Absent

Mr. Charles Kleinschmidt, Centennial S.D.
 Mr. Mark B. Miller, Centennial S.D.
 Mrs. Wendi Thomas, Council Rock S.D.
 New-Hope Solebury S.D. Representative (Vacant)

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
 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
 Dr. David P. Weitzel, MBIT Superintendent of Record, Central Bucks S.D.

- II. Guests at the meeting included Mrs. Pamela Swoyer, Worked Based Education Teacher/SkillsUSA Advisor and the following MBIT SkillsUSA Officers: Fatima Alameda-Morales Jung-ho Baek, Devon DePhillips, John Eisele, Samantha Kuhns, Ashley Lafferty, Daniel Pfeiffer, Nicholas Pulyk, William Sailor and Kayla Valenti.
- III. Mr. Gamble submitted the following slate of officers as recommended on behalf of the Program, Policy and Personnel Committee acting as the Nomination Committee, to serve as the 2016 Executive Council Officers: Chairperson – Dr. Bill Foster of Council Rock School District, Vice-Chairperson – Mr. John Gamble of Central Bucks School District and Secretary – Ms. Kati Driban of Centennial School District.

Mr. Gamble invited other nominations from the floor. Hearing none, Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to close nominations.

Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to elect Dr. Bill Foster as Chairperson, Mr. John Gamble as Vice-Chairperson, and Ms. Kati Driban as Secretary of the Executive Council for the 2016 year.

Dr. Foster assumed the role of Chairperson.

IV. Dr. Foster asked the Executive Council members, Administration and guests to introduce themselves.

V. Routine Business:

A. Administrative Report

1. Mrs. Swoyer shared her background and explained how students were recruited to serve as SkillsUSA leaders. She also spoke about some of the activities that took place at the three day Leadership Conference held in November.

Each of the SkillsUSA Officers introduced themselves and shared some of their experiences and the skills they gained by attending the Fall Leadership Conference.

2. In honor of School Director Recognition Month, Mrs. Strouse recognized the Executive Council members for their service and leadership. She thanked them on behalf of the staff and students at Middle Bucks Institute of Technology and presented each of them with a Certificate of Recognition.

VI. Dr. Foster reported that the school hosted its' annual Open House last week. The programs and lab areas were busy with student demonstrations and information about the courses offered at Middle Bucks. The SkillsUSA District competitions will take place the first week in February and we will be sending 50 students to compete in 49 events against students from 8 other technical high schools. He concluded his report by noting that this evening the SkillsUSA Officers shared information about the Fall Leadership Conference that was held last November with over 300 students from 7 career and technical schools in attendance.

VII. Ms. Driban commended the students for a phenomenal job at Open House. Mr. Gamble commented on the big crowd in attendance at Open House and said that everyone seemed to be having fun and it was an amazing night. Dr. Foster said he had a fantastic night at Open House.

VIII. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously to **table** the motion to approve the minutes of the November 9, 2015 meeting. Attachment 1 (pg. 10)

IX. Routine Business (Continued):

A. Administrative Report (Continued)

1. Mrs. Strouse explained that we will begin working on the 2017-2020 Comprehensive Plan. She reviewed the Mission Statement and Belief Statements, and said that the plan profile consists of the mission, vision, shared values, educational community and planning team. The Core Foundations of the Comprehensive Plan includes standards, curriculum, instruction, assessment, safe and supportive schools, materials and resources, and professional education.

Mrs. Strouse discussed the three goals that were focused on in the current Comprehensive Plan. The goals were to enhance student achievement, establish a system to fully ensure that students who are academically at risk are supported and to provide students and staff with access to more technology resources. She also reviewed the various action plans that have been implemented to achieve each one of these goals.

She concluded the presentation by saying that the 2017-2020 Comprehensive Planning Steering Committee will meet on February 26, 2016. There will be small group sessions held to discuss goal areas, strategies and action areas and to build the framework of the action plans.

It was asked why there were three goals in the last Comprehensive Plan and there are only two for the upcoming plan. Mrs. Strouse noted that the school decided to add the technology goal to the current plan. We are going to create a supplemental plan that will be an addendum to the next Comprehensive Plan to address areas that are not included in that plan and will include technology in the addendum. It was also noted that the duration of the original Strategic Plan was for 5 years and the new Comprehensive Plan has a duration of 3 years.

- B. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 17)

C. Committee Reports

1. The Professional Advisory Council meeting scheduled on Tuesday, January 5, 2016 at Noon was cancelled. – Dr. David Weitzel, Chairperson. Attachment 3 (pg. 30)
2. The Finance Committee meeting scheduled on Tuesday, January 5, 2016 at 4:30 PM was cancelled. Attachment 4 (pg. 31)
3. The Executive Council did not add anything to the Building, Security and Technology Committee meeting minutes included in the packet. Attachment 5 (pg. 32)

4. The Executive Council did not add anything to the Program, Policy and Personnel Committee meeting minutes included in the packet. Attachment 6 (pg. 33)
 5. Dr. Foster requested that the Executive Council members contact him and let him know what committees they are interested in serving on.
- D. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Cash Payments Report for November and December. Attachment 7 (pg. 36)
- E. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Treasurer's Report for October and November. Attachment 8 (pg. 68)
- X. Current Agenda Items
- A. Personnel Items
1. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Sally Paddock, Instructional Assistant, effective November 16, 2015.
 2. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to ratify the qualifying leave of absence consistent with Policy #535 – Disability/Maternity/Childrearing Leave for Renee Elliott, Administrative Assistant – Main Office/Attendance Officer, effective November 24, 2015.
 3. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to terminate the employment assignment of Arlene Forman as part-time short-term substitute Main Office Administrative Assistant /Receptionist, effective December 4, 2015.
 4. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to ratify the employment of Louise Forliano, as temporary substitute Main Office Administrative Assistant/Receptionist, Hours 7:15 AM– 2:30 PM, effective December 7, 2015 as needed until the return of our staff member, at an hourly rate of \$16.00, with statutory benefits only.
 5. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to ratify the resignation of Robert Morsa, Engineering Related Technology Teacher, effective December 8, 2015.
 6. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to ratify the reassignment of Chester Guillory, Instructional Assistant as Substitute Engineering Related Technology Teacher, as needed, at Step 15, Level A, prorated to a full day rate of \$393.58, with benefits, effective December 9, 2015.

7. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to approve the employment of John Polcino, as Engineering Related Technology Teacher, effective January 11, 2016, at Step 15, Level A (\$75,568/Year).
8. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to approve the part-time employment of Caitlin Wachob, student in the Early Childhood Care and Education Program, to work in a co-op position as an Aide for Li'l Bucks Partners in Learning, at a rate of \$8.00/hour, effective January 12, 2016.
9. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to approve Sarah Webber, School Nurse for a full-year sabbatical leave for professional development during the 2016-17 school year in accordance with Executive Council Policy # 438. Attachment 9 (pg. 99)
10. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to approve the appointment of Erik Eisen as a member of the 2016 Local Advisory Council (LAC).
11. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to approve the appointment of Kip Lynch as a member of the 2016 Local Advisory Council (LAC).
12. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to ratify employment of the additional spring 2016 Adult Evening School staff. Attachment 10 (pg. 102)

B. Policies

1. Ms. Driban moved, Mrs. Smith seconded, **passed** unanimously, to accept for adoption the following new Board Policies: Attachment 11 (pg. 103)
 - a. New Policy No. 000 – Executive Council Policy/Administrative Regulations – Board Procedures Section
 - b. New Policy No. 105.1 – Curriculum Review by Parents/Guardians and Students – Programs Section
 - c. New Policy No. 105.2 – Exemption from Instruction – Programs Section
 - d. New Policy No. 113.1 – Discipline of Students with Disabilities – Programs Section
 - e. New Policy No. 113.2 – Behavior Support – Programs Section
 - f. New Policy No. 203.1 – HIV Infection – Pupils Section
2. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to accept for first reading the following policy that was updated with language revisions: (Revised Attachment 12)
 - a. Revised Policy No. 412 – Evaluation of Professional Employees – Professional Employees Section.

3. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to **table** the motion to delete Administrative Regulation No. 412 – R – Evaluation of Professional Employees and Administrative Regulation No. 412-R2 – Evaluation of Professional Employees. Attachment 13 (pg. 128)
4. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the addition of the Suicide Preventions Resources for Schools to Policy 819, Suicide Awareness, Prevention and Response in the Operations Section and the deletion of Policy 821, Suicide in the Operations Section. Attachment 14 (pg. 132)

B. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the members of the Comprehensive Planning Steering Committee. Attachment 15 (pg. 139)
2. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to receive and file the October 16, 2015 Local Advisory Council Minutes. Attachment 16 (pg. 144)
3. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to receive and file the October 27, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 17 (pg. 149)
4. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to receive and file the December 7, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 18 (pg. 154)
5. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the additional field trip for the 2015/16 school year. Attachment 19 (pg. 158)
6. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the agreement between Middle Bucks Institute of Technology and the Bucks County Intermediate Unit 22 for Multimedia production services. Attachment 20 (pg. 159)
7. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Articulation Agreements with Bucks County Community College – Commercial Art & Design, Culinary Arts, Early Childhood Care & Education, Engineering Related Technology, Health Occupations, Health Sciences, Multimedia Technology, Networking and Operating Systems Security, Public Safety, Web Page, Digital Multimedia and Information Resources Design, Occupational Studies. Attachment 21 (pg. 164)
8. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Articulation Agreement with the Culinary Institute of America - Culinary Arts. Attachment 22 (pg. 168)

9. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to approve the Articulation Agreement with Johnson and Wales - Culinary Arts. Attachment 23 (pg. 169)
 10. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to accept the Beef in the Classroom Grant Program funded by the Beef Checkoff for beef purchases up to \$1,125.00 by the Culinary Arts program. Attachment 24 (pg. 170)
 11. Ms. Driban moved, Mrs. Darcy seconded, **passed** unanimously, to receive and file the MBIT Limited Procedures Engagement dated December 2015 prepared by the Pennsylvania Department of the Auditor General for the period July 1, 2012 through June 30, 2015. Attachment 25 (pg. 171)
- XI. Ms. Driban moved, Mr. Gamble seconded, **passed** unanimously, to adjourn the January 11, 2016 meeting of the MBIT Executive Council at 6:13 PM.

Respectfully submitted,

Kati Driban
Secretary

Roberta Jackiewicz
Assistant Secretary