

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
October 14, 2013

- I. The regular meeting of the MBIT Executive Council was convened on Monday, October 14, 2013, 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.
 Dr. Bill Foster, Council Rock 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.

Absent

Mrs. Bernadette Heenan, Council Rock 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. Guest at the meeting was Mr. Bradley Rosenau, Commercial Art and Design Teacher/Middle Bucks Education Association President.
- III. Mr. Gamble reported that the students are back into the swing of things. Our multimedia students have been seen around campus studying photography, our landscaping students have mulched and cleaned up our campus gardens, and our automotive students hosted the second annual Auto Fest on September 28th.

Aspirations, our student operated restaurant, opens to the public the week of October 21st and Salon Extreme opens to the public the following week.

Mr. Gamble concluded his report by noting that our adult evening school classes have begun. The fall semester offers courses in automotive, carpentry, technology, electrical, machining, welding, drafting, dental assistant and more. Our adult classes provide instruction in current technologies, opportunities for a new career, update skills, or earn industry certifications.

- IV. Mrs. Huf said she attended the OAC dinner last week and it was marvelous. She sat with visitors from Temple that are enrolled in the program to become Career and Technical Education Directors. She complimented the staff and students and said the food was excellent and it was a great evening.

Ms. Driban stated it was great to see that we had six students attend Free Enterprise Week and she would love to hear a little more about what they did at the event. She loves the Kiss a Pig event and hopes a video can be posted with a link sent to the Council. Ms. Driban also thanked the staff for the new format of the Social Media Feedback report. She said it was great and found it very helpful.

- V. Ms. Driban moved, Mrs. Huf seconded, passed 5 ayes, 0 nays, and 1 abstention (Mr. Gamble did not attend the meeting) to approve the minutes of the September 9, 2013 meeting. Attachment 1 (pg. 1-1)

- VI. Routine Business:

A. Administrative Report

1. Mrs. Dohoney provided a report on the October 1, 2013 enrollment. This information included overall enrollment, enrollment by district, adult day program enrollment, a historical perspective, growth at the districts and MBIT, enrollment trends, special education enrollment and enrollment by race and gender.

Highlights included that 835 students are enrolled at MBIT, which represents a 1.4% increase over last year. We have a 46.7% Special Education population and there are 12 adult day students. Attachment 2 (pg. 2-1)

Discussion included that there is one student from the Neshaminy School District that attends here and is in the BCIU Voyages Program. This program is for intense learning support students. They spend a part of their time in the career and technical program with a modified plan and the balance of their time in a classroom learning academics that relate to their trade.

2. Mrs. Strouse explained that Comprehensive Planning is what has replaced the Strategic Plan. We are a part of Phase 2 and started this process last school year. The plan has been posted on our website for 30 days as is required by PDE. We did not receive any comments from the public regarding our plan. The Executive Council is being asked to approve a motion to accept the plan and then it will be filed with the Department of Education. If they accept the plan, it will be implemented in July of 2014. Mrs. Strouse added that she is currently working on an additional strategic plan to compliment the Comprehensive Plan.

Mrs. Strouse reviewed the members that participated on the steering committee as well as the goals, strategies and actions plans to accomplish the goals. The goals are to enhance student achievement, provide support to students academically at-risk and to provide access to technology resources.

The strategies developed to enhance student achievement include to completely align all technical curriculum with SAS academic standards, develop a professional development plan that supports implementation of SAS and impacts student achievement and investigate on-line learning opportunities for students using resources from the PDE SAS website.

The strategies for supporting students academically at risk include enhance the system for identifying and monitoring students academically at-risk, develop interventions to remediate skill deficits and prepare students for high stake assessments.

Finally, the strategies to provide access to technology resources include provide staff, students, and other stakeholders with more technology resources to enhance communication, implement changes to the infrastructure to support BYOD/BYOT initiatives and determine the need and specifications of implementing a cloud computing platform. Attachment 3 (pg. 3-1)

Discussion included that the PDE SAS website is a resource for different types of teaching and learning resources. The Career and Technical schools have been using standard aligned curriculum for a long time. The high schools and elementary schools are starting to move towards standard aligned curriculum. It is a site they are trying to get teachers, students and administrators to use as a central hub for different types of curriculum and learning tools.

Dr. Boccuti added that he believes the SAS website was originally put up when Pennsylvania was deciding to go to PA Common Core rather than National Common Core. It is a helpful website for educators in reference to redesigning and realigning curriculum. Anyone can get on it, including parents and students and educators use it all the time.

There was a discussion on what effect the high special education population may have in the programs. Mrs. Strouse noted regardless of our special education population the students are being successful here. If a student has an IEP, the support they need is very varied. Our programs are competency based and the students work at their own pace. Dr. Boccuti added that the IEP teams at the home school have to decide the most appropriate way to accommodate the child. The team has to first say that MBIT is an appropriate placement for the student. It is a collaborative process between MBIT and the sending district. If there is a problem, we can reconvene the IEP team at any time and revisit it. There are many students that have an IEP but their needs may not even present in their program here at MBIT because it is so individualized. That is where the sending district and MBIT work together.

There was a question if our infrastructure can handle BYOD or BYOT. Mr. Loiacono noted that our infrastructure in place can support BYOD or BYOT. It will increase traffic across the system. The Guest LAN has been adjusted so it doesn't interfere with our business critical operation. It was also mentioned that you can lock down certain things on our Wi-Fi, but you can't lock down 3G and 4G on individual devices.

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 4 (pg. 4-1)

C. Committee Reports

1. Dr. Boccuti, Superintendent and Chairperson of the Professional Advisory Council discussed Comprehensive Planning and said he agrees it is a whole different process than the former strategic plan and feels it is much more connected. He discussed the process and their plan and said there are aspects that he likes much better. Dr. Boccuti also spoke about the three areas they chose; curriculum, instruction and professional development, ground breaking technology and facilities grounds, a sort of campus revitalization. They are all connected and the action plans work together. Attachment 5 (pg. 5-1)

Dr. Bocutti left the meeting at 6:05 PM to attend another meeting.

2. Mrs. Bernadette Heenan, Chairperson was not present and Mr. Gamble asked that the packet be referred to for the report. Attachment 6 (pg.6-1)

3. The Program, Policy and Personnel Committee meeting scheduled on Tuesday, October 1, 2013 at 5:15 PM was cancelled. Mrs. Betty Huf, Chairperson. Attachment 7 (pg. 7-1)

4. Ms. Katherine Driban, Chairperson of the Finance Committee said to see the minutes for the report. Attachment 8 (pg. 8-1)

D. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Cash Payments Report for September. Attachment 9 (pg. 9-1)

E. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Treasurer's Report for August. Attachment 10 (pg. 10-1)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify the part-time employment of Eric Walder, student in Networking and Operating Systems Security, to work in a co-op position as a Computer Support Technician for Information Technology, at a rate of \$9.00/hour, effective September 4, 2013.

2. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify the part-time employment of Alysén Doyle, 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 \$9.00/hour, effective October 7, 2013.
3. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the employment of Ronald Hungarter, as short-term Substitute Teacher in the Construction Carpentry program, effective October 14, 2013, at a daily rate of \$385.00, with statutory benefits.
4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to provide Jeanise Dimitri, Adult Education and Organizational Advancement Administrative Assistant with a stipend in the amount of \$2,259 to be paid for additional job responsibilities and duties during the Leave of Absence of the Adult Education Coordinator, effective October 17, 2013.
5. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to ratify employment of the additional fall 2013 Adult Evening School staff.
Attachment 11 (pg. 11-1)

B. Policies

1. FIRST READING

Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously to accept for first reading the following revised Administrative Regulations. Attachment 12 (pg. 12-1)

- a. Revised Administrative Regulation 335.1-R– Family and Medical Leaves – Eligibility/Types of Leaves in the Administrative Employees Section.
- b. Revised Administrative Regulation 435.1-R – Family and Medical Leave – Eligibility/Types of Leaves in the Professional Employees Section.
- c. Revised Administrative Regulation 535.1-R – Family and Medical Leave – Eligibility/Types of Leaves in the Classified Employees Section.

2. ADOPTION

Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously to accept for adoption 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.

3. APPROVE POLICY LANGUAGE REVISION

Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously to accept for adoption revised Board Policy No. 222, Smoking, in the Pupils Section. Attachment A (pg. A-1)

It was asked if there was also a smoking policy for staff and Mrs. Strouse said that there was.

C. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the proposed additional and out of state field trips for the 2013-14 school year. Attachment 14 (pg. 14-1)
2. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to accept the Pennsylvania Department of Education Supplemental CTE Grant in the amount of \$34,774.86 to be used to purchase the equipment listed below and to adjust the 2013-2014 budget to include said grant. Attachment 15 (pg. 15-1)

Multimedia	Camera Dolly System
Public Safety	Ferno Ambulance Cot
Public Safety	Motorola Digital Communication Radios
Welding	Hypertherm Powermax Plasma System
3. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to accept the donation from the Buxmont Chapter of the Pennsylvania Society of Tax and Accounting Professionals, in the amount of \$3,254.70, to specifically be used for the purchase of 5 iPads with cases, for the Administrative Sciences and Business Technology program. Attachment 16 (pg. 16-1)
4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Affiliation Agreement between Abington Memorial Hospital and Middle Bucks Institute of Technology, to provide clinical experiences to our Health Science students. Attachment 17 (pg. 17-1)
5. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Agreement between Comcast of Southeast Pennsylvania, LLC, and Middle Bucks Institute of Technology. Attachment 18 (pg. 18-1)
6. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the Agreement between Arrow Enterprise Computing Solutions, Inc. and Middle Bucks Institute of Technology for Adobe Certified Associate Classroom Licenses from Certiport. Attachment 19 (pg. 19-1)

7. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve offering online training through Global Compliance Network for the 2013-2014 school year at the cost of \$700.00 with additional charge of \$1.50 per employee for required Act 126 child abuse training. Attachment 20 (pg. 20-1)
 8. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the “Bucks County School Intermediate Unit #22 Microsoft Server Product Purchasing Group Agreement” between the BCIU and MBIT for a 3-year period beginning in November 2013 through November 2016. Attachment 21 (pg. 21-1)
 9. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to authorize the Administrative Director or Business Manager to execute 60 month \$1 buy-out lease at a monthly cost of \$396 with NMFG Financial Services, Inc. for a new Yale GC/GP050LX forklift truck. Attachment 22 (pg. 22-1)
 10. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to appoint Tyco Integrated Security to provide central station monitoring of burglary and fire alarm systems for a 60 month period with initial investment of \$1,600 for installation of proprietary equipment and monthly cost of \$545.84. Attachment 23 (pg. 23-1)
 11. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to appoint Reuter Hanney as the Engineer of Record for the transformer replacement project.
 12. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to appoint TD Bank to provide merchant services for purpose of processing credit and debit card transactions for Adult Education registrations and production live work and program fees. Attachment 24 (pg. 24-1)
 13. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the 2013 – 2016 Middle Bucks Institute of Technology Comprehensive Plan. Attachment 3 (pg. 3-1)
- VIII. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to adjourn the October 14, 2013 meeting of the MBIT Executive Council at 6:10 PM.

An Executive Session was held directly after the public meeting to discuss a Personnel matter.

Respectfully submitted,

Roberta Jackiewicz
Assistant Secretary