

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
March 11, 2013

- I. The regular meeting of the MBIT Executive Council was convened on Monday, March 11, 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. (Arrived at 5:35 PM)
 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.

Absent

Mr. John Vaughn, New Hope-Solebury 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. Rick Black, Career and Technical Education Supervisor
 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. Kathryn Strouse, Administrative Director
 Mr. Robert Vining, Business Manager
 Dr. Thomas Viviano, Assistant Director

An Executive Session was held at 5:33 PM to discuss an agenda item.

Dr. Foster arrived at 5:35 PM.

The Executive Session concluded at 5:38 PM.

- II. There were no guests at the meeting.
- III. Mr. Gamble announced that last week, fourteen students from our Multimedia and Web Design programs competed at the regional Pennsylvania High School Computer Fair where two of our students earned first place. Nick Messina, a senior from CB South and Multimedia, earned first place in the Digital Movie competition. He also won first place in the Bucks Film Festival in 2012. Cassandra Fox, a sophomore from CB South and Multimedia, earned first place in the Animation competition. Both students will advance to the state level competition, which will be held on May 21st at Dickinson College in Carlisle, Pennsylvania.

Our annual National Technical Honor Society Induction Ceremony will be held on Thursday, March 21st at 4PM in the George Russ Conference Room. This year fifteen students will be inducted into the National Technical Honor Society. In addition, Mrs. Bernadette Heenan will be inducted as this year's honorary member in recognition of her commitment and support of career and technical education and our students.

A formal ribbon cutting ceremony to recognize the approval of the Veteran Affairs Education Training program at Middle Bucks will be held on Thursday, April 4th at 3PM at Middle Bucks in the main lobby of the school. Congressman Michael Fitzpatrick, a long-time supporter of Veterans' benefits, plans to participate in the event.

- IV. Mrs. Heenan mentioned that a month ago she asked the Administrative Team at Council Rock to identify some Middle Bucks students to participate in a focus group to discuss the things they were or were not happy with. She said it was an incredible experience and they were so articulate and right on the mark. They brought forward concerns including transportation issues for the students to Middle Bucks on days off, Keystone Exams and communication with their home school.

Mrs. Heenan asked if the other districts have focus groups from time to time, or if they have ever brought a group of students together with the Superintendent and Administrative Team to discuss what shortfalls they might be experiencing. She said that the way the students spoke of Middle Bucks was incredible and felt it would be beneficial for all of our sending districts to get some information back from the students. Mrs. Heenan added that the visit was well worth it. One of her concerns is that students do not get transportation to Middle Bucks on scheduled days off, although they do get transportation home. The day prior to the focus group meeting, she spoke to a mother with six young children who explained how difficult it was to get her son to Middle Bucks for school. She also said he wouldn't miss it for the world and he told her that if he misses it, he falls behind. Mrs. Heenan said she thinks this should be considered at each one of our sending schools.

Mr. Gamble said he talked to Dr. Green and Mrs. Strouse after his conversation with Mrs. Heenan. He added that he liked that Council Rock has a Middle Bucks student representative on their student advisory council to meet with Mr. Klein and asked Dr. Green to have a representative from Middle Bucks on his student advisory council. Dr. Foster said that the student representative from Middle Bucks does a great job and it is a great addition to the presentation because you get something completely different from the Middle Bucks students. Mrs. Heenan said the focus group came about because a student approached her and asked if there was a possibility they could share some of their thoughts with the principal. The Administrative Team from Council Rock came to Middle Bucks for lunch in the restaurant right after the meeting and it was a wonderful opportunity for them to see the school first hand. Ms. Driban asked Mrs. Heenan to forward her information on who was involved in the focus group and how she set it up.

- V. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to approve the minutes of the February 11, 2013 meeting. Attachment 1 (pg. 1-1)

VI. Routine Business:

A. Administrative Report

1. Mr. Richard Hansen presented information regarding school safety at Middle Bucks. He discussed the Emergency Preparedness Plan, the MBIT Safety Committee that is certified through Pennsylvania Department of Labor & Industry, Crisis and Medical Response Teams and the Risk Management Plan for EPA inspections, indoor air quality testing, noise level testing and PDE Safety Audit. Mr. Hansen also discussed the Memorandum of Understanding, partnerships with Warwick Township Emergency Responders, and the Blaze Mark and Sonitrol security systems.

Mr. Vincent Loiacono explained the technology currently in place for school safety including security cameras, Nextel telephones, the Rapid Notification System, building entry system and property fencing.

Mr. Rick Black reviewed the procedures and practices that are in place to promote student safety, which include practice drills, the Crisis Response flip chart, SOS system, and the use of safety manuals and OSHA Certification for classroom safety. He distributed an example of a safety sign-off sheet for the Automotive Collision Repair Program. Attachment A

There was discussion on safety drills, the school communication system, ease of getting information from radio systems and police scanners, students notifying parents via cell phones of school emergencies before administration can address situations and notify parents/guardians, EMT apps being controlled by the Chief of the emergency response unit, encryption of signals for police departments and apps to listen to radio scanners. Further discussion included that Middle Bucks has good relationships with Warwick Police and Fire Departments, the possibility of hiring a consultant in conjunction with the Intermediate Unit, concerns that there is no conformity among school districts, that school districts do collaborate but each school district's needs are different, the Police Chiefs Association being concerned that not all school districts work and communicate with local police and fire departments and that Middle Bucks has implemented the Department of Education Safe School Plan.

Dr. Boccuti added that there is a new initiative from the County Commissioners. They are putting together a coalition comprised of the Directors of Operations from all the school entities to discuss school safety and to see what we can do to move forward. He also participated in an AASA conference call with Secretary of Education Arne Duncan, who is pushing hard for legislation to provide all school districts with funding for more school resource officers and similar types of things.

- B. Ms. Driban moved, Mrs. Heenan 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 stated he did not have more to add except they had good discussions following up from Mr. Klein's report that he was having focus groups and as a result they will be having ongoing discussions and taking that information to each of their districts. Attachment 3 (pg. 3-1)
 2. The Building, Security and Technology Committee meeting scheduled on Tuesday, March 5, 2013 was cancelled. – Mrs. Bernadette Heenan, Chairperson. Attachment 4 (pg.4-1)
 3. The Program, Policy and Personnel Committee meeting scheduled on Tuesday, March 5, 2013 at 5:15 PM was cancelled. – Mrs. Betty Huf, Chairperson. Attachment 5 (pg. 5-1)
 4. Ms. Driban, Chairperson of the Finance Committee said to refer to the minutes for the report. Attachment 6 (pg. 6-1)
- D. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Cash Payments Reports for February. Attachment 7 (pg. 7-1)
- E. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Treasurer's Reports for January. 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 Fritz Gracien, Custodian, effective February 6, 2013.

B. Policies

1. FIRST READING

Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to accept for first reading revised Board Policy No. 210, Use of Medications, in the Pupils Section. Attachment 13 (pg. 13-1)

C. Other Matters for Consideration

1. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the proposed Middle Bucks Institute of Technology 2013-2014 General Fund Budget. (Enclosure)
2. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the proposed Middle Bucks Institute of Technology various non-major fund budgets for 2013-2014. (Enclosure)

3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to authorize the Business Office to solicit bids for lab supplies for the 2013/2014 school year.
 4. Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to table the motion to authorize Tangent Energy Solutions and Middle Bucks Institute of Technology to pursue a Power Purchase Agreement to be approved by the Executive Council in April 2013.
 5. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the out of state professional development. Attachment 10 (pg. 10-1)
 6. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve additional field trips for the 2012/13 school year. Attachment 11 (pg. 11-1)
 7. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve revisions to the 2012-2013 school calendar. Attachment 12 (pg. 12-1)
 8. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the February 7, 2013 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 13 (pg. 13-1)
 9. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to receive and file the Summary Appraisal Report for Insurance Purposes for Middle Bucks Institute of Technology dated October 31, 2012. Attachment 14 (pg. 14-1)
 10. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve budget transfers. Attachment 15 (pg. 15-1)
 11. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to appoint TD Bank as depository of Middle Bucks Institute of Technology's funds.
- VIII. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to adjourn the March 11, 2013 meeting of the MBIT Executive Council at 6:15 PM.

Respectfully submitted,

Bernadette Heenan
Secretary

Roberta Jackiewicz
Assistant Secretary