

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
**EXECUTIVE COUNCIL MINUTES**  
**October 8, 2012**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, October 8, 2012, at 5:31 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 and observed a moment of silence in remembrance of Mr. Nathan Burkit, MBIT Construction Carpentry Teacher. 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.  
 Mrs. Kelly Unger, Central Bucks S.D.  
 Mr. John Vaughn, New Hope-Solebury S.D.

**Absent**

Mr. Charles Kleinschmidt, Centennial 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. Kathryn Strouse, Administrative Director  
 Mr. Robert Vining, Business Manager  
 Dr. Thomas Viviano, Assistant Director

- II. Guests at the meeting included Dr. Rodney Green, Superintendent of Central Bucks School District, Mr. Anthony Rogers, Construction Carpentry Teacher Candidate, Brad Rosenau, Commercial Art & Design Teacher/Middle Bucks Education Association President and Michael Sykes, Building Trades Occupations Teacher.
- III. Mr. Gamble introduced Dr. Rodney Green, the new Superintendent of Central Bucks School District. The board members and administrators introduced themselves to Dr. Green. Mr. Gamble announced that Aspirations, the student run restaurant, opens this Wednesday, October 10 at 12:00 PM. He reminded everyone that you need a reservation and said the meals are fantastic.
- IV. Ms. Driban mentioned that she loved the article written by Manasee Wagh about MBIT and how we are expanding. She felt the article hit on a lot of our key strengths, including how many certifications our kids earn and the percentage that go on to post-secondary school. She said these are key things that the Council has talked about and that need to be brought back to the home districts to really reinforce that MBIT is a great place to be,

is our satellite school and we need to utilize it more. She also likes to see the tweets that are included in the Press coverage packet because she likes to go back to the hash tags and read some of the articles that are posted.

Mrs. Heenan thanked the school for hosting Congressman Fitzpatrick's Veterans Committee this past week and said we are now approved to provide training to Veterans. She noted this is a fairly significant accomplishment and would like to have a celebration. The Lower Bucks Chamber of Commerce is very interested in partnering with MBIT to make other chambers aware of our status. She thanked the school for being proactive in so many different venues. Mrs. Heenan also thanked the school for the detailed report provided in the packet, and said it is quite helpful. Mr. Gamble thanked Mrs. Heenan for her work in getting the school's approval across the finish line, and said it was absolutely fantastic and without her help it would not have happened. Mrs. Heenan credited the individuals who put the application document together.

- V. Ms. Driban moved, Mrs. Huf seconded, **passed** 7 ayes, 0 nays, 1 abstention (Mrs. Unger was not present at the meeting) to approve the minutes of the September 10, 2012 meeting. Attachment 1 (pg. 1-1)

VI. Routine Business

A. Administrative Report

1. Dr. Viviano provided a report on the October 1, 2012 enrollment. This information included overall enrollment, enrollment by district and grade, a historical perspective, enrollment trends, adult day program and special education enrollment, enrollment by race and gender and a list of the programs that are at full capacity. He also distributed and discussed a report on the 2010 Census Data regarding the sending districts.

Highlights included that we have 824 students enrolled at MBIT, which represents a 2.9% increase over last year. We have a 45.6% Special Education population and there are 9 adult day students.

Dr. Viviano also distributed and discussed a copy of the Special Education Memorandum of Understanding between Middle Bucks Institute of Technology and the sending districts. The state recommended that we have a Memorandum of Understanding with our sending districts regarding special needs. It took about two years to complete and he thinks we are the first in the state to have a document like this.

Discussion included the following:

- The students are placed in sessions based on their grade and level. Cosmetology is at full capacity because it is historically a popular program and Welding is at full capacity because the teacher has made a big effort to market his program.

- Ms. Driban expressed interest in having MBIT do a presentation at a Centennial School Board meeting. It was noted that MBIT did a fantastic presentation at the Central Bucks School Board meeting and it was suggested that all of the sending districts have them do a presentation at their board meetings.
  - The Voyages Program and Spirit Program students are IU students.
  - To consider marketing to home schooled students.
  - The sending school Guidance Counselors becoming more involved in the process to enroll students at MBIT. Mrs. Strouse noted that we hold an in-service every year in December for the Guidance Counselors. We have a two hour presentation, they tour new programs, we feature programs that need enrollment and give them a tour and an overview of everything going on at the school. Our best marketing tool is the students, because most of them learn about Middle Bucks from their friends. It was asked if we track which Guidance Counselors send students to MBIT. Mrs. Strouse said we don't, but easily could.
  - A student from a charter school can attend MBIT if the charter school agrees to pay tuition.
  - We are partnering with the Boy Scouts to hold meetings here and to do projects here to market to young middle school students. Mrs. Strouse noted that the Boy Scouts offer merit badges for almost every program that we teach here. This is our first year partnering with them.
  - The Summer Career Exploration program had strong enrollment this year. It is a chance for middle school students to come to the school and spend a week with us to learn about an occupation and complete a project. The students enrolled are primarily from Central Bucks School District.
  - Consider marketing to the parochial elementary schools.
2. Mr. Hansen provided an update on the Solar Energy project. He said that another solar provider was interested in developing a solar project at MBIT and there was data going back and forth with them. Last week, Mr. Dave Turner of Tangent Energy, our initial vendor that we had an agreement with back in 2010-2011, came forward with a different business model. They are delivering the same package that they proposed previously and would like to move forward on the project with MBIT. Tangent is asking for a 90-day exclusive right to develop the project and they will provide us with the 4KW trainers that we had asked for as part of our original deal, to allow us to create a photovoltaic program. The educational piece helped us to get accessory use to build this project under the Warwick Township zoning ordinance. The Warwick Township zoning ordinance is actually based on the MBIT project. We set a standard for buffering, hedging and edging that they have not seen before and they were very impressed with it. They loved the whole concept of the plan. Tangent would like to start the project as soon as possible once we get an approval and if we can and give them the 90-day exclusive right to develop the project.

Discussion included the following:

- The other company, Advanced Conservation, is putting together a business model. We are still passing data back and forth with them and we don't have any idea as to what the cost would be or what the package would include. With Tangent, we have the opportunity to move forward with our original plan. We lost this project because of a time constraint issue and because we couldn't get the investment tax credit money. It was very disappointing. This project would give us the opportunity to teach this technology to our high school students as well as create an adult educational training program. Green jobs are extremely important in Pennsylvania and this would be an added plus.
- This is something that was already voted on we are going back to what was already agreed upon. With the other company, we are at the starting line and with Tangent we are at the finish line. If we agree, we can move forward and get the project built so the students can start to learn this technology and at the same time the school will be going green and powering down off of the grid.
- We are asking for a 90-day exclusive and if at the end of the 90 days, Tangent can't put their package together, we are free to pursue other vendors. As a part of the deal, Tangent has promised us that we will get a 4KW trainer and the Inverter whether we move forward with them or not at the end of the 90 days.
- Tangent is going to Warwick Township to get the permit renewals. They did all of the engineering on this project and probably put \$60,000 into the initial engineering. The permit fees are sitting in escrow at Warwick Township. They are going to bring the KW Trainers here and are negotiating the deal with PECO on the Inverters and the system setup. The 90 days gives them a window that they can work with and still gives us the opportunity to speak to another vendor if needed.
- Attorney Andrew Cohn reviewed the initial contract and did the research on the financial stability of Tangent and their investors. The Executive Council requested that it be done again because of changes with the economy and stability.
- The Council needs to see the new agreement in writing because it's different than the original agreement.
- Tangent has completed projects in multiple sites across the state, including the Career Institute of Technology and the Colonial School District. They also moved into New York, Maryland, Delaware and the PJM Network, so they are not just a regional company.
- This project is different from the project in Centennial because we want to teach the technology here, not just to use it and Centennial wanted an energy savings.
- The original deal was not viable for us because we were going to the private capital markets to do the job and there was a collapse of

- the renewable energy credit market and the state held back the money on the investment tax credit and the grant money.
- The only fees we paid were our attorney fees to look at the contract.
  - The cost of the solar equipment has dropped considerably.
  - We will ask Tangent to come to the next meeting speak with the Executive Council.
  - Distributing the agreement and information about the viability of Tangent to the board in advance of the board packet so they can review it.
  - The Bucks County Economic Redevelopment Authority has had very little productivity with photovoltaic fields.
  - Exclusive means you won't enter into another agreement with anyone else during the 90-day period. The other vendor can work on a plan and be prepared to bring it to the table in the early part of next year if this one falls apart.
  - The election could change the landscape of this one way or the other.
  - It was asked that the Executive Council be sent the old agreement and all of the minutes related to this matter.
  - The old agreement is not viable now because it's lapsed, but it will form the basis for the new agreement if the Executive Council would like to proceed.
  - Reaching out to the Bucks County Redevelopment Authority to see where they currently are because there is a sizeable grant coming in relevant to Veterans training and we should also try to partner with Bucks County Community College for an Articulation Agreement.
  - MBIT is an active member of the Bucks County Green Jobs Academy and we have taught weatherization programs here. Our facility staff and teachers in our Construction Career Cluster have taken a green advantage course.

Mr. Vaughn left the meeting at 6:14 PM.

- 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 3 (pg. 3-1)
- C. Committee Reports
1. Dr. Raymond Boccuti, Chairperson of the Professional Advisory Council said that they enjoyed meeting Dr. Green, their new colleague, and welcoming him to his first meeting. Dr. Boccuti appreciated the Enrollment Report and noted that the Superintendents spend a great deal of time with Mrs. Strouse talking about what they can do, not only individually in their school districts, but collectively to support getting more enrollment at MBIT. Regarding the discussion about guidance counselors, and speaking for his district, he said that discussion starts at their middle school with their middle school guidance counselor and continues straight through the high school. It's a part of everything they do

to prepare their students going forward. So while they are a smaller district, their total number has been increasing every year and they are proud of that and are going to try to keep it going. He noted that the Superintendents try to support Mrs. Strouse in any way they can and will continue to do so.  
Attachment 4 (pg. 4-1)

2. Mrs. Bernadette Heenan, Chairperson of the Building, Security and Technology Committee reported that the minutes are contained in the packet. Mr. Gamble added that the tour was fantastic and a great job was done on the facilities. Attachment 5 (pg. 5-1)
  3. Mrs. Betty Huf, Chairperson of the Program, Policy and Personnel Committee, noted we are one of the first schools in the state to complete a draft of the newly required date violence policy. It is a new policy that was developed for the protection of the students. Also, the Director has invited the Pennsylvania School Boards Association to conduct contract negotiations training for the Executive Council on November 8. Attachment 6 (pg. 6-1)
  4. Ms. Katherine Driban, Chairperson of the Finance Committee meeting, said to see the minutes for the report. Attachment 7 (pg. 7-1)
- D. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Cash Payments Report for September. Attachment 8 (pg. 8-1)
- E. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Treasurer's Reports for August. Attachment 9 (pg. 9-1)

Discussion included:

- The pension and the Bucks/Montgomery County Health Care Consortium payments are large ones.
- Mr. Vining gave an update on the Health Care Consortium. They are meeting monthly and have formed committees. They have a Wellness Committee that is putting together a wellness plan. He is a part of the Benefits Committee and they are talking about the auxillary benefit plans and are trying to put together a dental and vision program with a plan start date of July 1.
- The \$78,000 dollar payment is a monthly benefit payment for all of the employees who are in the health care program.

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to ratify the resignation of Susan Cook, Health Occupations Teacher, effective September 26, 2012.
2. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to ratify Carole Miller, as Substitute Health Occupations Teacher, at a rate of \$33.74/hour, effective September 13, 2012 through October 5, 2012.

3. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the employment of Gina Boccella, as Health Occupations Teacher, effective October 8, 2012 at Step 4, Level A (\$52,962 pro-rated).
4. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the part-time employment of Mary Eckert, as Resource Specialist - Health, for no more than 400 hours per school year, at a rate of \$35.75/hour, with statutory benefits, effective October 29, 2012.
5. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the employment of Anthony Rogers, as Construction Carpentry Teacher, effective October 22, 2012 at Step 8, Level B (\$65,317.00 pro-rated).
6. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the following teacher to serve in the role of Mentor Teacher in accordance with the teachers' contract at an annual rate of \$800 for the 2012-2013 school year.
  - a. John Fala
7. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to ratify the resignation of Tina Bria, Toddler Assistant Group Leader, Li'l Bucks Partners in Learning, effective October 5, 2012.
8. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to ratify the employment of Brittany Gibson, as full-time Toddler Assistant Group Leader, Li'l Bucks Partners in Learning, at a rate of \$9.50/hour, with benefits, effective October 8, 2012.
9. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the part-time employment of Madison Dorfman, student in the Early Childhood Care and Education Program, to work in a co-op position as Toddler Room Aide, at a rate of \$8.00/hour, effective October 9, 2012.
10. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the part-time employment of Alena Volosevich, student in the Early Childhood Care and Education Program, to work in a co-op position as Preschool Aide, at a rate of \$8.00/hour, effective October 22, 2012.
11. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Sandra Fitzpatrick, Special Needs Coordinator, effective October 9, 2012.
12. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the following teacher to serve in the role of Advisor in accordance with the teachers' contract at an annual rate of \$1000 for the 2012-2013 school year.
  - a. Randall McDowell – PBA

13. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the Occupational Advisory Committee (OAC) Members for the 2012/13 school year. Attachment 10 (pg. 10-1)
14. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to ratify employment of the additional fall 2012 Adult Evening School staff. Attachment 11 (pg. 11-1)
15. Ms. Driban moved, Mrs. Heenan seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2012-13 school year. Attachment 12 (pg. 12-1)

B. Policies

1. FIRST READING

Ms. Driban moved, Mrs. Huf seconded, **passed** unanimously, to accept for first reading new Board Policy No. 252, Dating Violence, in the Pupils Section. Attachment 13 (pg. 13-1)

Discussion included the following:

- Administration received a legislative update with information of the need to develop this policy. We contacted the Pennsylvania School Boards Association and they gave us the guidelines of how this policy should look. This policy had to be review by two organizations that support education against dating violence, so it was sent to NOVA and A Women's Place for them to review it before it came to the Executive Council.
- The policy is more relevant to the educational and training aspect and empowering people to know to step forward if they have a problem. If a student shares a problem, then the school has an obligation to report it and to tell employees what to look for and who to call.
- The policy is proactive after the recent case in Delaware County.

2. ADOPTION

Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to adopt the following revised Board Policies and Administrative Regulation: Attachment 14 (pg. 14-1)

- 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

C. Other Matters for Consideration

1. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the CIW Academy Renewal and License for the Web Page, Digital Multimedia & Information Resources Design program at a cost of \$675.00. Attachment 15 (pg. 15-1)
2. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve "Introduction to Multimedia" by Glencoe copyright 2011, ISBN 978-0-07-894271-6 as the primary textbook for the Multimedia Technology program for 2012-13 school year.
3. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve the contract between PSBA (Pennsylvania School Boards Association and Middle Bucks Institute of Technology. Attachment 16 (pg. 16-1)
4. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to approve Charlotte Danielson as an in-service provider on November 6, 2012, for a cost of \$4,650.00 to be shared (\$1,162.50 per school) by the four Career and Technical Education School in Bucks and Montgomery Counties.

VIII. Ms. Driban moved, Mr. Jagelka seconded, **passed** unanimously, to adjourn the October 8, 2012 meeting of the MBIT Executive Council at 6:33 PM.

Respectfully submitted,

Bernadette Heenan  
Board Secretary

Roberta Jackiewicz  
Assistant Board Secretary