

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES
September 8, 2014

- I. The regular meeting of the MBIT Executive Council was convened on Monday, September 8, 2014, at 5:32 p.m. by Mr. Charles Kleinschmidt, Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag. The Council observed a moment of silence for the students who lost their lives in a tragic car accident. The following members were in attendance:

Council Members

Mrs. Susan Atkinson, New Hope Solebury S.D.
Mr. Mark Byelich, Council Rock S.D. (Arrived at 5:35 PM)
Dr. Bill Foster, Council Rock S.D.
Mr. John Gamble, Central Bucks S.D.
Mr. Joseph Jagelka, Central Bucks S.D.
Mr. Charles Kleinschmidt, Centennial S.D.
Mr. Mark B. Miller, Centennial S.D. (Alternate)
Mrs. Jane Schrader Lynch, Centennial S.D.
Mrs. Kelly Unger, Central Bucks S.D.

Absent

Mrs. Betty Huf, Centennial S.D.

Others in Attendance:

Dr. Joyce A. Mundy, MBIT Superintendent of Record, Centennial 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 Peg Quann, Reporter for The Intelligencer.
- III. Mrs. Schrader Lynch gave the Council an update on Mrs. Huf and said that she loves the school and really does miss our meetings.

Mr. Kleinschmidt reported that the summer renovation projects are just about complete and classrooms in tip top shape, so Middle Bucks was ready to begin the 2014-2015 school year. Projects included repairing crumbling concrete walkways, installing a new light at main entrance and creating a Level 100 Automotive Lab.

Our teachers returned from their summer break on August 26th for two days of in-service followed by a classroom prep day. Mrs. Dohoney will be sharing more about those activities as part of the administrative report.

Mr. Kleinschmidt concluded his report by saying that the official school year kicked off Tuesday, September 2nd when Middle Bucks welcomed more than 800 students. Teachers have been busy conducting orientation, explaining the safety rules and helping the students find their way around the school. A welcome back assembly and a SkillsUSA presentation was held on Friday, September 5th. The school year is certainly off to a good start.

Mr. Kleinschmidt announced that he appointed Mr. John Gamble as the PSBA Liaison. He thanked Mr. Gamble for accepting the position.

There was a discussion regarding the new traffic light and when the students will no longer be able to make a left out of the front entrance. Mrs. Strouse said we are waiting for direction from PennDOT. Eventually they will remove the concrete triangles from the entrance so you can only enter from the right and exit to the right. The traffic light was just activated on the first day of school. Mrs. Strouse added that we contacted PennDOT and they said they will not be finished until 2017 and couldn't let us know when they would be closing our entrance. Mrs. Strouse concluded by saying that we may have to close the entrance ourselves.

IV. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** 5 ayes, 0 nays, and 4 abstentions (Mrs. Atkinson, Mr. Byelich, Mr. Jagelka and Mrs. Unger were not present at the meeting) to approve the minutes of the August 11, 2014 meeting. Attachment 1 (pg. 7)

V. Routine Business:

A. Administrative Report

1. Mrs. Dohoney provided an overview of the staff in-service activities. These included school updates, end of year data review, 2014-15 goals and objectives, curriculum updates, industry certifications, procedures on the first days of school, working with parents, teaching strategies, and all staff completed online training for Bloodborne Pathogens, Civil Rights and Hazard Communications.
2. Mrs. Pakula shared pictures from the first day of school. She explained that every program went on a tour of the building and students participated in activities to get to know each other. We held welcome back assemblies for our students, reviewed procedures, policies, and the Student Handbook and Parent Guide. We emphasized that we strive to promote a culture of tolerance and an environment where everyone feels safe. We also reminded them that the faculty and staff are happy that they are here and we are here to support them in accomplishing their goals and provide opportunities for growth.

3. Mrs. Strouse shared pictures of the canvas art that is displayed in the hallways. She explained that one of our Multimedia students had the idea to take pictures of the equipment used in the various programs. We had 36 of the pictures printed on canvas and each one represents a different program. She also showed the Council pictures of the newly renovated level 100 automotive classroom and lab.

Mrs. Strouse provided information that was requested by the Council regarding what the special education population has been from 2006/07 through 2013/14 in relation to enrollment. She shared how many industry certifications were earned each school year and the relative student enrollment. She also discussed the number of students who did not earn an industry certification during the 2013-14 school year and some of the factors that may have prevented those students from earning a certification.

There was a question asking if there are now more certifications available. Mrs. Strouse answered that there are more certifications available now than in earlier years. We weren't required to offer certifications before, but we made them available. Now every program is required by the Department of Education to offer at least one certification.

4. Mrs. Strouse provided an overview of the goals and objectives for the 2014/15 school year. The goals include implementing the PDE Comprehensive Plan, successfully completing the PDE Civil Rights Audit, which will take place in October 2014 and participating in the Technical Assistance Program (TAP). We also plan to implement the PDE Educator Effectiveness System for Professional non-teaching staff including the Director, Assistant Director, Guidance Counselor and School Nurse. We will also implement the PDE Student Learning Objectives initiative. This includes to administer pre-NOCTI exams, analyze the data, create Student Learning Objectives, and monitor student progress.

Additional goals are to plan implementation of a Sports Management and Exercise Science program, develop a Pennsylvania Department of Education Guidance and Advisement Plan, implement the Olweus Bullying Prevention Program, and develop a Suicide Prevention Program to support the Pennsylvania Department of Education mandate. We will also renovate the Automotive Lab area, create a school store, market Middle Bucks to Secondary and Adult Students, upgrade our Mission Statement, develop strategies for increasing awareness of nontraditional career pathways, and increase awareness of adult educational opportunities.

Lastly, we plan to implement eWalk Plus software for teacher walkthrough observations, upgrade laptops for school promotional presentations, upgrade the sound system in the cafeteria, increase Wi-Fi signal strength, provide all staff with new ID badges, replace transformers, install magnetic induction lighting and replace crumbling concrete.

Mrs. Strouse was asked what a nontraditional student is. She explained that it is related to gender and an example would be a male who chooses to pursue a career in Cosmetology and a female who pursues a career in Carpentry.

There was a question asking what the new evaluation system looks like for Administrators. Mrs. Strouse explained that it is similar to the teacher evaluation and there is a rubric, but they are evaluated more on leadership skills. Her evaluation is conducted by the Superintendent of Record, with input from the Superintendents. It was discussed at the last Professional Advisory Council meeting, that she is to provide artifacts that demonstrate that she is doing what she is supposed to be doing, ie. Executive Council minutes. She talked with the Superintendents and they thought the best thing to do is to create a shared drive with folders for the different categories she will be evaluated on and she can put things in them to demonstrate her proficiency. Dr. Mundy will have access to review those documents.

Mrs. Strouse was asked if the goals are a part of the evaluation system. She said they are and explained that the evaluation system we have been using for a number of years really works out well. The Administration receives a score based on their skills as an Administrator, then receive a score for the goals they accomplished and the scores are averaged. The new evaluation system is a little bit different.

There was another inquiry as to whether it is a common thing for Administrators or school principals to have goals for the year. Dr. Mundy said it is and she thinks because they have now implemented a principal effectiveness model that is similar to the teacher model, it is very defined. In other words, there are larger buckets that you can choose from to define goals so that they fit in to best practices for Administration. It will be fully implemented this year. She said her administrators are doing it and they piloted it for the last two years.

- B. Mrs. Schrader Lynch moved, Mr. Jagelka seconded, **passed** unanimously to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 3 (pg. 21)
- C. Committee Reports
 - 1. The Professional Advisory Council meeting scheduled on Tuesday, September 4, 2014 at Noon was cancelled. – Dr. Joyce A. Mundy, Chairperson. Attachment 4 (pg. 23)
 - 2. The Building, Security and Technology Committee meeting scheduled on Tuesday, September 2, 2014 at 4:30 PM was cancelled. Mr. Joseph Jagelka, Chairperson. Attachment 5 (pg. 24)

3. The Program, Policy and Personnel Committee meeting scheduled on Tuesday, September 2, 2014 at 5:15 PM was cancelled. Mrs. Betty Huf, Chairperson. Attachment 6 (pg. 25)
 4. The Finance Committee meeting scheduled on Tuesday, September 2, 2014 at 6:00 PM was cancelled. Mrs. Kelly Unger, Chairperson. Attachment 7 (pg. 26)
- D. Mrs. Schrader Lynch moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Cash Payments Report for August. Attachment 8 (pg. 27)
- E. Mrs. Schrader Lynch moved, Mr. Jagelka seconded, **passed** unanimously, to approve the Treasurer's Report for July. Attachment 9 (pg. 40)
- VI. Current Agenda Items
- A. Personnel Items
1. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to ratify the resignation of Carole Miller, Instructional Assistant, effective August 26, 2014.
 2. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to ratify the employment of Dorothy Carr, as full-time Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 26, 2014.
 3. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to approve the part-time employment of Ryheem Powell, 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 September 9, 2014.
 4. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to ratify the employment of the additional fall 2014 Adult Evening School staff. Attachment 10 (pg. 55)
 5. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to approve the Occupational Advisory Committee members (OAC) for the 2014/15 school year. Attachment 11 (pg. 56).
 6. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to approve the additions to the substitute staff listing for the 2014-15 school year. Attachment 12 (pg. 67).

B. Other Matters for Consideration

1. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to approve the additional field trip for the 2014/15 school year. Attachment 15 (pg. 70)
2. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to appoint Conrad Siegel Actuaries in compliance with GASB #45. Attachment 16 (pg. 71)
3. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to approve the Business Associate Agreement between Neshaminy Manor of The County of Bucks and Middle Bucks Institute of Technology. Attachment 17 (pg. 85)
4. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to approve the TYCO-Elevator Monitoring Agreement. Attachment 18 (pg. 92)
5. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to receive and file the July 30, 2014 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 19 (pg. 99)
6. Mr. Miller moved, Mrs. Schrader Lynch seconded, **passed** unanimously, to receive and file the 2014/15 Administrative Goals and Objectives. Attachment 2 (pg. 15)

C. Policies

1. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to adopt revised Board Policy 101, Mission Statement, in the Programs Section. Attachment 13 (pg. 68)

Mrs. Strouse was asked to clarify this policy and explained that when we did our Comprehensive Plan last year the Mission Statement was revised. She revised the policy so it states the correct Mission Statement.

2. Mr. Miller moved, Mr. Jagelka seconded, **passed** unanimously, to accept for first reading revised Administrative Regulation 122-R, Financial Support of Career Technical Students Organizations (CTSO) Activities and Events. Attachment 14 (pg. 69)

It was asked if it is still an option for a student to go on their own and pay for themselves. Mrs. Strouse said it could be an option. She explained that right now there is only one student organization that allows students who place second or third to attend. The other organizations only send first place winners or officers. She said it was discussed at the Superintendents meeting that the districts send first place winners and basically don't send students

that place second or third. Mrs. Strouse concluded that we have a hard time getting the second and third place winners to pay 50% of what it would cost them to go.

D. Other Matters for Consideration (Continued)

7. Mrs. Schrader Lynch moved, Mr. Gamble seconded, **passed** unanimously, to approve submission of the Middle Bucks Institute of Technology Executive Council vote for PSBA officer candidates as follows: Vice President Mark B. Miller; Treasurer Otto W. Voit III.
8. After discussion, the results of a roll call vote were (Charles H. Ballard – 3 votes – Mr. Jagelka, Mr. Kleinschmidt, Mrs. Unger) (Kathy K. Swope – 6 votes – Mrs. Atkinson, Mr. Byelich, Dr. Foster, Mr. Gamble, Mrs. Schrader Lynch, Mr. Miller) to approve submission of the Middle Bucks Institute of Technology Executive Council vote for PSBA officer candidate as follows: President elect Kathy K. Swope.
9. Mrs. Schrader Lynch moved, Mr. Jagelka seconded, after discussion **passed**, on a roll call vote (Robert M. Schwartz – 0 votes) (Edward J. Cardow – 2 votes – Dr. Foster, Mr. Gamble) (Michael Faccinnetto – 7 votes – Mr. Miller, Mrs. Unger, Mrs. Schrader Lynch, Mr. Kleinschmidt, Mr. Jagelka, Mr. Byelich, Mrs. Atkinson) to approve submission of the Middle Bucks Institute of Technology Executive Council vote for PSBA officer candidate as follows: At-Large Representative (East) Michael Faccinnetto.

VII. Mr. Gamble moved, Mrs. Unger seconded, **passed** unanimously, to adjourn the September 8, 2014 meeting of the MBIT Executive Council at 6:14 PM.

Respectfully submitted,

Susan Atkinson
Secretary

Roberta Jackiewicz
Assistant Secretary