

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**May 10, 2016**

The Central Bucks Board of School Directors held its meeting on Tuesday, May 10, 2016 in the Board Room of the Educational Services Center with President Beth Darcy presiding. The meeting was called to order by President Darcy at 7:33 p.m., followed by the Pledge of Allegiance.

**BOARD MEMBERS PRESENT**

Beth Darcy – President, John Gamble – Vice President, Sharon Collopy, Meg Evans, Paul Faulkner, Glenn Schloeffel, Karen Smith, Dennis Weldon, Jerel Wohl

**ADMINISTRATORS PRESENT**

Dr. David Bolton, Andrea DiDio-Hauber, David Matyas, Mary Kay Speese

**ALSO PRESENT**

Jeffrey Garton – Solicitor, Sharon Reiner - School Board Secretary

Mrs. Darcy announced that the Board met in Executive Session this evening to discuss personnel and student matters; on April 26, 2016 after the Board meeting to discuss a personnel matter; via telephone conference calls on May 1, 2016 to discuss personnel items, on May 4, 2016 to discuss the Act 93 contract, and on May 6, 2016 to discuss personnel items.

**APPROVAL OF MINUTES**

Motion by John Gamble, supported by Dennis Weldon, to approve the minutes of the April 26, 2016 School Board meeting.

Motion Approved 9-0.

**PUBLIC COMMENT**

Michelle Jacobs wished Dr. Weitzel and his family well in retirement. She spoke about their years of working together and that they always shared a common ground – a desire for doing what was best for the students. She hopes that everyone can remain focused on that common ground through conversation, listening, and collaborating. She also thanked the Board for their time and commitment to the community. Lynn Hartzell, Kelley Dougherty, Elise Holtzman, and Sarah Berman spoke in support of Dr. Weitzel and mentioned that as an educator, principal, Assistant Superintendent and Superintendent, he always put children first and always did what was best for children. They wished him well in retirement and thanked him for his service to the district. Tom Imperato commented on the great reputation the district has enjoyed. He felt that the circumstances of Dr. Weitzel's departure were embarrassing and urged the Board to work together to keep this district great. He worries that such Board conduct could affect CB's reputation and subsequently lower property values. Ed Fell spoke on behalf of the QUEST teachers to publically thank Dr. Weitzel for his vision of the QUEST program which provides students hands-on experiences and promotes 21<sup>st</sup> century learning. He also thanked Dr. Bolton, Jason Jaffe, Laura Enama, Suzanne Dailey, and Karl Funseth for their leadership to help make this program successful. Speaking on behalf of himself, Mr. Fell stated that although sometimes he and Dr. Weitzel didn't see eye-to-eye on everything, he thanked Dr. Weitzel for always doing what was best for the students and urged everyone to remember that everything we do is for the students. Wayne Marquez stated that he admires and respects the Board for the hours they spend as volunteers for our school district. He supports their decisions and thanked them for what they are

doing for the students and our community. Mariann Davies thanked the Board for all they do and stated that this is such a wonderful school district. She is saddened by how the departure of Dr. Weitzel happened and she wanted to remind new Board members that they are an oversight Board and not a substitute for the educators.

Motion by Paul Faulkner, supported by John Gamble, to appoint Dr. David Bolton as Substitute Superintendent for the period of May 7, 2016 through May 20, 2016 and Acting Superintendent for the period of May 21, 2016 through June 5, 2016.

Mrs. Darcy thanked Dr. Bolton for his commitment to the district and his willingness to accept this additional responsibility and knows that he will lead the district well.

Motion Approved 9-0.

Mr. Faulkner thanked Dr. Bolton for his willingness to accept this position. He also thanked Dr. Weitzel for his commitment to the district and for his leadership. Mr. Faulkner stated that he was disappointed as to how everything ended up. He feels everyone needs to work together and represent the people who have elected the Board members. He shared his comments on the process taken. How was Dr. Bolton named Substitute Superintendent and when was it determined that Dr. Weitzel's last day would be May 6, 2016? He was involved in a Board discussion and the direction given was for the Board President to reach out to legal counsel to determine options. The next communication he received was that Dr. Bolton would be taking over as Substitute and Acting Superintendent and that Dr. Weitzel's last day would be May 6, 2016. Mr. Faulkner was not part of a vote on this decision. He was also concerned as to why the HR Director was instructed to relay to Dr. Weitzel that his last day was May 6, 2016. He feels this situation should have been handled by the Board President or the entire Board, not a subordinate of Dr. Weitzel, and he apologized to the HR Director for putting her in that position.

Mr. Gamble also thanked Dr. Bolton. Mr. Gamble considered it an honor and privilege to work with Dr. Weitzel and thanked him for coming to the district's rescue three years ago.

Mr. Wohl thanked the speakers tonight during Public Comment. He would like to see a commitment that the Board will work side-by-side with the faculty and the community when making decisions. He thanked Dr. Weitzel and stated that it has been an honor, pleasure, and privilege to have worked with him throughout the years and wished him well in retirement.

Mrs. Darcy stated that this is not how any Board member expected Dr. Weitzel's tenure to end. The district will now have Dr. Bolton as the Substitute Superintendent and Acting Superintendent until Mr. Kopicky arrives on June 6, 2016. The district will move forward and build on all the previous successes.

#### **SUPERINTENDENT'S REPORT**

Ms. Corinne Sikora, Supervisor of Student Services, highlighted the following community partnerships:

- **Roxy Reading Therapy Dogs** began its partnership with the district 10 years ago. At that time there was one dog, in one class, at one school. Today there are 70 therapy teams, visiting 1500 students in over 100 classes each week. Thirteen elementary schools participate in this program. This year a High School Student Support program has been established helping high

school students who suffer from the loss of a loved one, stress, anxiety and other concerns. Sharon Fleck, along with other handlers, and their dogs were recognized.

- **CB Cares Educational Foundation** Executive Director, Kimberly Cambra, spoke about the Boomerang Award, now in its twelfth year, and how it provides almost 2000 opportunities annually to celebrate positive development assets in our students. She also spoke about the Innovative Learning Grants Initiative and that to date, a total of \$23,135 has been awarded to CB staff for innovative programs in the classroom.
- **Parent Positive** series is a collaboration between CB Cares, Doylestown Health, the CB Family YMCA, and the Central Bucks School District. This new program hosted five Parent Positive sessions with topics focusing on drug and alcohol trends, developing resiliency in children, providing kids and parents with stress busting tools, growing healthier as a family, and raising kids to thrive: balancing expectations with love. This program had over 1000 participants. Ms. Kimberly Cambra and Mary Eileen Baltes – CB Cares, Rachel Mauer - Central Bucks Family YMCA, and Stephanie Weaver, Megan McGovern, and Ashley Heidler – Doylestown Health were recognized.
- **YMCA** provided two initiatives impacting our students. The Second Grade Swim Initiative is a program to ensure that local youth were safe in and around water by the 2<sup>nd</sup> grade. Over 46 children were evaluated and 27 qualified for the swim safety program. This was a 200% increase in participation from last year to this year. Also, since 2011 the YMCA has extended an invitation for a free membership to 7<sup>th</sup> graders. Over 3800 students have become members of this program. Catherine Refice was recognized.

Ms Sikora thanked all the representatives from the partnerships and stated that their continued support is important for the overall success of the students.

### **SCHOOL BOARD REPORTS**

The Curriculum Committee, Finance Committee, Human Resources Committee, Operations Committee, and Policy Committee notes, as well as the BCIU Board and MBIT Executive Council minutes were mentioned. These notes and minutes are Attachment A.

### **RECOMMENDATIONS FOR ACTION**

#### **ACCOUNTS PAYABLE CHECK DISBURSEMENTS**

Motion by Jerel Wohl, supported by John Gamble, to approve the April 30, 2016 and May 5, 2016 General Fund check disbursements in the amount of \$1,109,352.39; and the April 25, 2016 and May 4, 2016 Capital Fund check disbursements in the amount of \$391,419.16.

Motion Approved 9-0.

#### **CONSTRUCTION CONTRACTS AND SERVICE AGREEMENTS**

Mr. Garton recommended that the *award of a contract to Waste Management for trash removal services in the amount of \$184,998 for the 2016-2017 school year with the option of renewing each year through 2020-2021* be tabled until next Board meeting. The second bidder has challenged the award to the apparent low bidder and therefore needs further review by him.

Motion by Dennis Weldon, supported by John Gamble, to table the award of a contract to Waste Management for trash removal services in the amount of \$184,998 for the 2016-2017 school year with the option of renewing each year through 2020-2021 for further review by the solicitor.

Motion Approved 9-0.

Motion by Paul Faulkner, supported by John Gamble, to award a contract to Nimaris Construction to construct a service memorial at CB East Patriot Stadium in the amount of \$118,471.82.

Motion Approved 9-0.

Dr. Bolton stated that the Stadium Committee will be invited to attend the next board meeting so that the district can publically thanked them for their support for both the memorial and the stadium.

#### **SCHOOL BOARD POLICY FOR FIRST READ**

Motion by Dennis Weldon, supported by John Gamble, to table School Board Policy 116 – Tutorial Instruction so that the proposed policy can be posted on the CBSD website for public review.

Motion Approved 9-0.

#### **SCHOOL BOARD POLICY FOR SECOND READ**

Motion by Dennis Weldon, supported by Karen Smith, to bring School Board Policy 823 – Naloxone Administration In Schools off the table.

Motion Approved 9-0.

Motion by John Gamble, supported by Jerel Wohl, to approve School Board Policy 823 – Naloxone Administration In Schools.

Motion Approved 9-0.

#### **ESTABLISH AN ADHOC COMMUNICATIONS COMMITTEE**

Karen Smith stated that the formation and purpose of this committee will be to review current communication practices and staffing and compare this to best practices around the state and then make their recommendations to the full Board. This committee is not meant to be a permanent committee but will be re-evaluated in December 2016.

Motion by Karen Smith, supported by Sharon Collopy, to establish an AdHoc Communications Committee to be effective until December 2016.

Mr. Wohl asked when this committee would meet. It was suggested that it would meet before the Policy Committee on Wednesday evenings. A date will be announced shortly.

Motion Approved 9-0.

## PERSONNEL ITEMS

Motion by John Gamble, supported by Karen Smith, to approve resignations, retirements, and leaves of absence; appointments, long-term per diem substitute teachers, community school staff, and classification changes.

Before the vote Mrs. Darcy recognized the following retirees for their years of service to the district. She wished them the best in retirement.

***Robert Hippauf*** – Head Custodian -- Facilities Department

*Years in Central Bucks: 10*

*Original hire date: 10/26/2005*

*Retirement date: 6/30/2016*

*Subjects taught or positions held: Head Custodian*

*Buildings worked: Unami, Groveland*

***Andrew Kinslow*** – Bus Driver – Transportation Department

*Years in Central Bucks: 10*

*Original hire date: 10/27/2005*

*Retirement date: 4/27/2016*

*Subjects taught or positions held: Substitute Bus Driver, Full-time Bus Driver*

*Buildings worked: Transportation*

***Helena McCabe*** – Bus Driver – Transportation Department

*Years in Central Bucks: 11*

*Original hire date: 7/2/2004*

*Retirement date: 5/31/2016*

*Subjects taught or positions held: Substitute Bus Driver, Full-time Bus Driver*

*Buildings worked: Transportation*

## RESIGNATIONS

Name: Molly Miklos

Position: Before/After School Care – Butler Elementary School

Effective: April 1, 2016

Name: Helen Olshansky

Position: Special Education Assistant – Unami Middle School

Effective: April 20, 2016

## RETIREMENTS

Name: Robert Hippauf

Position: Head Custodian – Groveland Elementary School

Effective: June 30, 2016

Name: Andrew Kinslow

Position: Bus Driver – Transportation Department

Effective: April 27, 2016

Name: Helena McCabe  
Position: Bus Driver – Transportation Department  
Effective: May 31, 2016

LEAVES OF ABSENCE

Karen Houser Art teacher – Jamison/Groveland Elementary Schools  
May 4, 2016 - TBD

Patricia Kimbel Bus Driver – Transportation Department  
April 4, 2016 – TBD

Helena McCabe Bus Driver – Transportation Department  
April 25, 2016 - TBD

Michelle Rhodes PEN teacher – Gayman/Groveland Elementary Schools  
April 19, 2016 – May 9, 2016

Faith Rudolph Elementary teacher – Linden Elementary School  
April 28, 2016 – TBD

Elizabeth Valts Special Education teacher – Central Bucks High School – South  
August 29, 2016 – November 7, 2016

Sharon Williams Business Education teacher – Central Bucks High School – East  
May 3, 2016 – June 13, 2016

APPOINTMENTS

Name: Dale Bennett  
Position: Bus Driver – Transportation Department  
\$19.60 per hour  
Effective: May 11, 2016

Name: David Buday  
Position: (Temporary) Educational Assistant – Tohickon Middle School  
\$14.01 per hour  
Effective: May 2, 2016

Name: Thomas Curran  
Position: Bus Driver – Transportation Department  
\$19.60 per hour  
Effective: May 11, 2016

Name: Michael Gabriel  
Position: Bus Driver – Transportation Department  
\$19.60 per hour  
Effective: May 11, 2016

Name: Susan Hegarty  
 Position: Educational Assistant – Transportation Department  
 \$14.01 per hour  
 Effective: May 11, 2016

Name: John Kopicki  
 Position: Per Diem Superintendent – Administrative Services Center  
 \$801.53 per day  
 Effective: June 6, 2016 – June 30, 2016

Name: Peter Russo  
 Position: Bus Driver -- Transportation Department  
 \$19.60 per hour  
 Effective: May 11, 2016

Name: Michael Sullivan  
 Position: Bus Driver – Transportation Department  
 \$19.60 per hour  
 Effective: May 11, 2016

Name: Robert Thompson  
 Position: Bus Driver – Transportation Department  
 \$19.60 per hour  
 Effective: May 11, 2016

LONG-TERM PER DIEM SUBSTITUTE TEACHERS

Name: Susan Haschets  
 Position: Reading teacher – Jamison/Barclay Elementary Schools  
 \$150 per day  
 Effective: April 20, 2016

Name: Eric Sanville  
 Position: Special Education teacher – Gayman Elementary School  
 \$150 per day  
 Effective: April 15, 2016

COMMUNITY SCHOOL STAFF

Carmel Gilmore	Before/After School Childcare Program – EA	\$14.01/hour
Kate Hasegawa	Student Swim Instructor	\$ 8.40/hour
Andrew Hertlein	Before/After School Childcare Program – Instructor	\$17.30/hour
Vitalina Mikhalev	Student Swim Instructor	\$ 8.40/hour
Wendy Skupen	Before/After School Childcare Program – EA	\$14.01/hour

CLASSIFICATION CHANGES

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Linda Azzarano	(.93 FTE) Special Ed Asst West \$14.29 Per Hour	(1.0 FTE) Special Ed Asst West \$14.29 Per Hour	5/2/16

Jayson Beifeld	(.98 FTE) Personal Care Asst East \$12.76 Per Hour	(1.0 FTE) Personal Care Asst East \$12.76 Per Hour	4/25/16
Sandra Bernstein	(.83 FTE) Special Ed Asst Unami \$14.65 Per Hour	(1.0 FTE) Special Ed Asst Unami \$14.65 Per Hour	4/25/16
David Bolton	Asst Superintendent-El Ed  Administrative Serv Center	Substitute Superintendent Acting Superintendent Asst Supt – Secondary Duties Administrative Serv Center \$20,000	5/7/16-5/20/16 5/21/16-6/5/16 3/3/16-6/30/16
Kathleen Brace	(.93 FTE) Special Ed Asst West \$14.43 Per Hour	(1.0 FTE) Special Ed Asst West \$14.43 Per Hour	5/2/16
Patricia Bumedder	(.99 FTE) Personal Care Asst Bridge Valley \$12.76 Per Hour	(1.0 FTE) Personal Care Asst Bridge Valley \$12.76 Per Hour	4/19/16
Patricia Casselli	(.99 FTE) Personal Care Asst Cold Spring \$16.63 Per Hour	(1.0 FTE) Personal Care Asst Cold Spring \$16.63 Per Hour	4/25/16
Patricia Cavalli	(.99 FTE) Personal Care Asst Bridge Valley \$14.93 Per Hour	(1.0 FTE) Personal Care Asst Bridge Valley \$14.93 Per Hour	4/19/16
Karin Gaittens	(.98 FTE) Special Ed Asst Bridge Valley \$14.51 Per Hour	(1.0 FTE) Special Ed Asst Bridge Valley \$14.51 Per Hour	4/19/16
Ian Gilbert	(.98 FTE) Special Ed Asst Bridge Valley \$14.51 Per Hour	(1.0 FTE) Special Ed Asst Bridge Valley \$14.51 Per Hour	4/19/16
Jane Gregoire	(.98 FTE) Special Ed Asst East \$14.51 Per Hour	(1.0 FTE) Special Ed Asst East \$14.51 Per Hour	4/20/16
Nori Jacobson	(.58) Educational Assistant Groveland \$14.29 Per Hour	(.75) Educational Assistant Groveland \$14.29 Per Hour	4/26/16



Diane Klein	(.99 FTE) Personal Care Asst Bridge Valley \$14.97 Per Hour	(1.0 FTE) Personal Care Asst Bridge Valley \$14.97 Per Hour	4/19/16
Bethany McIlrath	(.98 FTE) Personal Care Asst East \$12.76 Per Hour	(1.0 FTE) Personal Care Asst East \$12.76 Per Hour	4/20/16
Kevin Roberts	(.48 FTE) Duty Asst/ (.50 FTE) Special Ed Asst Bridge Valley \$14.43/\$14.93 Per Hour	(.48 FTE) Duty Asst/ (.52 FTE) Special Ed Asst Bridge Valley \$14.43/14.93 Per Hour	4/26/16
Ryan Spangler	(.97 FTE) Personal Care Asst Tohickon \$12.26 Per Hour	(1.0 FTE) Personal Care Asst Tohickon \$12.26 Per Hour	4/26/16
Christine Stevens	Duty Assistant Bridge Valley \$12.38 Per Hour	School Office Clerk Gayman \$12.38 Per Hour	5/9/16
Mellany Taylor	(.98 FTE) Personal Care Asst Mill Creek \$12.26 Per Hour	(1.0 FTE) Personal Care Asst Mill Creek \$12.26 Per Hour	4/25/16
Louise Watkins	(.93 FTE) Special Ed Asst West \$15.94 Per Hour	(1.0 FTE) Special Ed Asst West \$15.94 Per Hour	5/2/16
Sara Zaidi	(.99 FTE) Personal Care Asst Bridge Valley \$12.76 Per Hour	(1.0 FTE) Personal Care Asst Bridge Valley \$12.76 Per Hour	4/19/16

The following long-term elementary substitutes have been awarded Temporary or Professional Employee status effective January 28, 2016.

<u>Name</u>	<u>Assignment</u>	<u>Status</u>
Christopher M. Blair	Elementary teacher	TPE
Annemarie Bottino	Elementary teacher	TPE
Malory D. Mee	Elementary teacher	TPE
Kaitlin M. Szemanek	Elementary teacher	TPE

Motion Approved 9-0.

**STUDENT ITEMS**

**TUITION STUDENTS**

Motion by Dennis Weldon, supported by Karen Smith, to approve MM to attend Central Bucks High School – South for the 2016-2017 school year as a tuition student; and MG to continue at Lenape Middle School for the 2016-2017 school year as a tuition student.

Motion Approved 9-0.

**STUDENT TRIPS**

Motion by Dennis Weldon, supported by Karen Smith, to approve the following student trips:

- CB East Cheerleading Squad to travel to Greely, PA on August 18-21, 2016
- Tricia Conn’s CB East 10-12 Grade English Class to travel to Newark, NJ on October 21, 2016

Motion Approved 9-0.

**STAFF CONFERENCES**

Motion by John Gamble, supported by Jerel Wohl, to approve the following staff to attend the listed conferences/workshops:

Name	Area	Dates	Conference name	Location	General Fund	Grants	Totals	
Donovan, Timothy	Adminstrator	6/22/16	Bucks County Middle School Leaders	BCIU #22		25		
Leatherbarrow, Cheryl	Adminstrator	6/22/16	Bucks County Middle School Leaders	BCIU #22		25		
Saullo, Geanine	Adminstrator	6/22/16	Bucks County Middle School Leaders	BCIU #22		25		
<b>Totals this meeting</b>						75	75	
Year to date from last meeting					17,911	44,327	62,238	
Totals year to date					General fund budget 28500	17,911	44,402	62,313

Motion Approved 9-0.

**REPORTS AND INFORMATION**

Dr. Bolton announced that a the Student Activity Fund Quarterly Reports ending March 31, 2016 for the middle and high schools were included in the Agenda as information items for Board members.

**ADJOURNMENT**

There being no further business before the Board, motion by John Gamble, supported by Sharon Collopy, to adjourn at 8:49 p.m.

Respectfully submitted,

Sharon L. Reiner  
Board Secretary  
Recording Secretary

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Curriculum Committee Notes**  
**April 14, 2016**

MEMBERS PRESENT

Sharon Collopy, Chair  
 Karen Smith, Member  
 Dennis Weldon, Member  
 Jerel Wohl, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Beth Darcy	Dr. David Weitzel	Judy Siegle
Paul Faulkner	Dr. David Bolton	Suzanne Dailey
Glenn Schloeffel		Elaine VanVreede
Meg Evans		

PREVIOUS MEETING NOTES

The meeting notes were not available at the meeting. The March notes will be reviewed at the May meeting of the Curriculum Committee.

INFORMATION/DISCUSSION

Dr. Weitzel, Superintendent, Dr. Bolton, Assistant Superintendent, Suzanne Dailey, Staff Developer, Judy Siegle, Elementary Teacher, and Elaine VanVreede, Elementary Teacher presented on standards-based assessment, the history of the current Elementary Reporting Document, and a proposal for changes over the next two school years (2016-2017 and 2017-2018).

Dr. Weitzel began the presentation by providing the timeline of the current document. Planning began during the 2011-2012 school year with the first year of implementation during the 2014-2015 school year. Dr. Weitzel also shared the numerous resources that are available on the district website for parents and community members.

Ms. Suzanne Dailey continued the presentation by discussing the philosophy and impact of standards-based instruction. Ms. Judy Siegle, first grade teacher at Doyle Elementary, and Ms. Elaine VanVreede, sixth grade teacher at Titus Elementary, then presented their perspective on standards-based instruction. They mentioned that the language is clearer to the students and that feedback is more frequent and focused. Students are learning that "Everything Counts" and that they are able to demonstrate their understanding of a standard during every part of a lesson and not just on a test or quiz.

Dr. Bolton presented the opportunities for feedback that were available to both parents and teachers. This feedback was utilized to develop themes that have helped determine adjustments to the current document and formulate the proposal moving forward.

Dr. Weitzel finished the presentation by stating the goals of the proposed revisions and the two year proposal for the development, communication, and adoption of a new Elementary Reporting Document. For the 2016-2017 school year, the number of Success Standards and Learning Indicators will be reduced. In addition, letter grades would be incorporated into the current document for grades 5-6. Grades K-4 will continue to utilize the current system for one more year.

Dr. Weitzel proposed utilizing the existing Reporting System Achievement Advisory Team to develop recommendations for the 2017-2018 school year. He also asked that trimester reporting (3 times a year) be considered at the elementary level. This process will include continued communication with the community and professional development for the teachers.

PUBLIC COMMENT

David Garcia, Bill Senavaitis, Noelle Nero, Caitlin Jackson, Michelle McGrogan, Dana Hunter, Teri Windisch, Julie McCormack, Lynn Mills, John Cohan, Patti Jincot, and Jim Moleinari all spoke on the elementary reporting system.

### BOARD COMMENT

All Board members participated in a lengthy discussion regarding the presentation, proposal made for the 16-17 and 17-18 school years, and information from public comment.

Mr. Weldon thanked the teachers and administration for their work. He feels as though the purpose of the reporting document is to communicate to a parent how their child is doing and that many parents do not understand what the terms Exceeding, Meeting, Approaching, and Limited Progress mean. He proposes including grades for grades 4-6 moving forward.

Ms. Collopy agreed with Mr. Weldon. She also stated that lessening work for the teachers is a good thing. She does not feel as though the document provides a clear picture of a child and she would like increased parent participation/feedback moving forward. She also wants letter grades for 4-6 and is not in favor of the trimester proposal.

Ms. Evans indicated that she is appreciative of the added detail on the new document but that it is hard to interact with. She likes the added continuum for marking periods 1 and 3 but feels that the range for Meeting has been too broad. She asked if the report has been utilized long enough to truly evaluate and would be in favor of letter grades for 5-6.

Ms. Smith feels as though there is not uniform understanding of the indicators and would like additional information on trimesters before forming an opinion.

Mr. Wohl thanked Dr. Weitzel for developing the proposal and sees it as a true compromise. He also thanked the union, faculty, and administration for working together collaboratively on this endeavor. He recognized that the teachers indicated that this is consistent with their teaching methods and that should remain a focus of the conversation, in addition to the document. He feels as though the document does address the emotional concerns of our students but further review needs to take place so parents can better understand the entire system. He recommends additional parent education in the future.

Ms. Darcy stated she was sad that the teachers present felt as though their work was disrespected/dismissed. She would like all stakeholders to contribute to the decision and wants parents to be involved in rich conversations on this topic so that they can better understand their child's strengths and needs. She believes that adding grades is a good step and recognizes that there are still multiple practical issues that need to be addressed. She is concerned for the grade 5 and 6 teachers who have to do both standards based and letter grades under the proposal. She would also like to determine how best to include parent voices in any proposal moving forward.

Mr. Faulkner likes the goal of easing data entry for the teachers and would like to respect the teachers by maintaining the good portions of the document that relate to the classroom and their instruction.

### ANNOUNCEMENTS

The next scheduled meeting is May 11, 2016 at the Administrative Services Center (20 Welden Drive) beginning at 7:00 p.m.

### ADJOURNMENT

Notes submitted by Dr. David A. Bolton, Assistant Superintendent for Elementary Education

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Finance Committee Notes**  
**April 20<sup>th</sup>, 2016**

Committee Members Present

Jerel Wohl, Chairperson  
Beth Darcy, Member  
Paul Faulkner, member  
Glenn Schloeffel, Member

Dave Matyas, Business Administrator  
Susan Vincent, Director of Finance

Committee Members Absent

None

Other Board Members and Administrators Present

Sharon Collopy  
Meg Evans  
John Gamble  
Karen Smith  
Dennis Weldon

Dr. Weitzel  
Dr. Bolton

The Finance Committee meeting was called to order at 7:05 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

Two members of the public were present as well as a member of the press. Mark Chiavon of C and C Photography addressed the committee.

Review of Notes

The March 16, 2016 Finance Committee meeting notes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

**Budget Development** - Administration updated the committee on the latest draft figures coming from Harrisburg for the current year, 2015-16, state subsidies. As of April 20<sup>th</sup>, school districts across Pennsylvania still do not know how much in state subsidies we will receive. Using the latest legislative estimates as opposed to the Governor's estimates will bring in \$713,256 in additional revenue compared to the estimates the district received in March, however, the April figures are still \$600,000 below the Governor's budget address numbers.

There has also been much discussion in Harrisburg about borrowing \$2.5B statewide to reestablish the construction reimbursement program, PLANCON, for which CBSD is currently owed about \$1M in state reimbursement for 2015-16.

Capital projects funding was reviewed. It was noted that Long Term Capital funding was reduced from \$9M to \$7M in the 2016-17 budget to reduce expenses and position the budget for no tax increase. In addition it was agreed to move painting, flooring, gym floor refinishing, concrete repairs, and grounds fertilization from the capital fund to the operations budget of the general fund as these items are more routine maintenance in nature rather than a depreciable asset.

The current \$30M debt defeasance (prepayment of debt) proposal was reviewed. The committee had in depth discussion on the merits of debt prepayment to help hold down future budget costs as well as the merits of holding on to a larger fund balance.

- A \$30M debt defeasance will reduce outstanding principal on construction debt and save the district about \$4.9M in future interest expenses

- This action provides the district with greater confidence that it can afford employee contracts five years out into the future.
- The district could hold onto the \$30M set aside for debt and use it for capital projects, but it is not recommended to use it as a funding source for academic programs or as an offset to future retirement expenses since these are recurring expenses and the \$30M appropriation is a one-time source of money that more than likely will not be replaced in the future.
- The committee recommended this item be placed on the Board agenda for consideration.

As the final round of debt defeasance for 2021 was cancelled there will be no need to transfer funds resulting from a positive budget variance to a debt service reserve fund in the future. Therefore a proposal was presented to use 50% of any audited positive budget variance to help offset future tax increases and the remaining 50% to help fund future capital projects. In discussions with Moody's as a part of their credit research, they felt the proposal to use positive budget variances was a solid approach. They also recommended that it be incorporated into a Board policy to help demonstrate long term fiscal discipline to rating agencies.

A comparison of retirement expenses between fiscal year 2010-11 and 2016-17 shows that retirement expenses have grown from \$7.8M to \$45M and represents 14% of the 2016-17 expenditure budget compared to less than 3% in 2010-11. This this alone has caused an increase to the district expenditure budget over the past 6 years of \$37.2M, which the district has been able to absorb with minimal tax increases due to prior years of debt defeasance. It is important to note that because of increasing state retirement contribution rates, coupled with rising employee payroll expenses, this area of the budget will continue to be a pressure point.

Health care expenses are trending down from the high point of \$10,750 per staff member in 2013-14. The anticipated budget for health care for 2016-17 is about \$9,900 per staff member which is helping to relieve inflationary cost pressures on the budget.

Per a request from the Board, a report was prepared showing the uncommitted expenses for the instructional area of the budget which includes regular education, special education, and vocational education. As of April 15<sup>th</sup>, 2016 this area of the expense budget has approximately 2.25% in uncommitted expenditures or about \$2.7M out of a budget of \$119M. Other areas of the budget will be reviewed during future meetings.

Administration will present a budget update for the public at the April 26<sup>th</sup> Board meeting.

**Athletic Fund Raising and Equity** – Dr. Weitzel reviewed the history for the athletic review process, staff members involved in the process to date, and the recommendations proposed.

- To help ensure equity in the staffing of coaches, it is recommended to increase Extra Duty Responsibilities (EDR's) by 20% and increase their pay value by 20% as well.
- It is expected that the increase in EDR assets will eliminate the need for parent fund raising to hire supplemental coaching staff or provide additional compensation to existing personnel.
- Athletic Directors, coaches, and secondary principals have met to determine appropriate coaching staff ratios and allow for flexibility based upon student participation levels.
- A report was prepared identifying supply and equipment items that have been purchased by parents or booster clubs in the past that will become the responsibility of the district moving forward.
- The committee discussed uniforms and safety gear realizing parents will likely to continue to buy some sports gear for their athletes such as baseball bats, lacrosse helmets and sticks, and

mouth guards. The district will also have a supply of these types of items if a student would need them. The district also implemented a five year uniform replacement cycle.

- The committee recommended administration meet with the parent leaders of each sport to review the athletic plan development in order to help determine if additional adjustments are needed.

**Purchasing Actions** – The district is busy preparing for the start of the 2016-17 school year. Bid results for the following items were reported: general supplies, team sports equipment and supplies, general art supplies, general teaching supplies, physical education supplies, secondary art supplies, science supplies, technical education supplies. The committee recommended these items be placed on the Board agenda for consideration.

**Student Photography** – The committee had lengthy discussion on the merits of maintaining the current contract with Barksdale for another year or switching to C and C Photography. The committee heard about the different picture processing systems each photographer used and the benefits of each. The committee discussed customer service, quality of the final product, and the financial value provided to district families from each firm. Determining the total value to a family considering the customer experience, picture quality, and pricing plans is difficult as each family may weigh each factor differently. The committee directed administration to pursue a contract with C and C photography and to terminate the current agreement with Barksdale.

#### ADJOURNMENT

The meeting adjourned at 9:05p.m.

Notes submitted by Dave Matyas, Business Administrator and Administrative Liaison to the Finance Committee.

CENTRAL BUCKS SCHOOL DISTRICT  
Human Resources Committee Notes  
April 14, 2016

MEMBERS PRESENT

Paul Faulkner, Chairperson  
Sharon Collopy, Member  
Meg Evans, Member  
Karen Smith, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Beth Darcy	Dr. David Bolton
Glenn Schloeffel	Dr. David Weitzel
Jerel Wohl	Andrea DiDio-Hauber

COMMITTEE MEMBERS ABSENT

PUBLIC COMMENT

There was no public comment.

PREVIOUS MEETING NOTES

There were no changes to the meeting notes of February 10, 2016.

INFORMATION/DISCUSSION/ACTION ITEMS:

• **2016-2017 CBEA EDRs**

Dr. Weitzel provided a detailed overview of the EDR initiative that was initially presented approximately one (1) year ago. The initiative proposes a 20% increase across the board for all EDRs listed in the CBEA. Additionally, a 20% increase to the cost of an individual EDR is proposed to go from \$266.93 to \$320.32. The initiative is proposed to go into effect for the 2016-2017 school year. Dr. Weitzel indicated that the EDR units and rate for EDR had not been increased in approximately ten (10+) plus years. Mrs. Darcy stated that there are definitely discrepancies across the sports EDRs that needs to be addressed. Mr. Schloeffel asked if this initiative would be across all sports. Dr. Weitzel responded that it would be across all EDRs outlined in the CBEA contract. Dr. Weitzel indicated that another reason that the district is looking at this initiative is to eliminate the fundraising that occurs for hiring additional coaches for sports. For example, a kicking coach for football. This will give the Athletic Directors and Head Coaches more EDRs and in turn money that the district can use to compensate for these needs. Mr. Schloeffel asked how do you keep from fundraising for EDRs. Dr. Weitzel responded that we have developed parameters that the Athletic Directors will share with the coaches and parents district wide.

• **Communications Staffing**

Mrs. Smith is employed part-time by the Pennsylvania Public Relations Association (PenSPRA). Mrs. Smith provided a report and salary survey conducted by PenSPRA to share how districts are staffing communications departments and positions. Mrs. Smith expressed concern that we are behind the times in having a position/department that can share positive and difficult information with the community at large. Mrs. Smith indicated that often times School Boards face messy public relations issues and having a Director of Communications would alleviate some of these issues. Mrs. Smith also indicated that communications in a district exists to support teaching and learning. She stated that generally a district of our size has two (2) or more employees dedicated to communications. Mr. Faulkner stated that he believes that it is a huge leap to go from a 10-month secretarial position to two (2) fulltime twelve month employees with one a cabinet level administrator for the district. Mr. Schloeffel stated that it would be beneficial to have a constant continuous loop of communication occurring. Mr. Weldon suggested we look at the position as it stands and build on that. Mrs. Darcy suggested that a communications committee be formed to determine the needs of the district that would have Board, Administrator, Teacher and Community stakeholder input.



- **Transportation Staffing**

Ms. DiDio Hauber presented a staffing proposal for filling the vacancy that will be left in transportation due to the retirement of Mr. Ronald Murray. The proposal is cost neutral. Currently, there is a Director of Transportation, Transportation Supervisor covered by the Act 93 agreement and a Safety Coordinator covered by the Transportation CBA. The district is proposing a change of title to Director of Transportation and Assistant Director of Transportation which will continue to be covered by the Act 93 agreement. Eliminating the position of Safety Coordinator and creating a Supervisor of Transportation position. This will allow the Supervisor of Transportation who will assume a large majority of the Safety Coordinator role and allow that individual to evaluate and provide feedback when needed to drivers and assistants covered by the Transportation CBA. The Board agreed that this was an acceptable proposal and provided direction to begin the advertising and interviewing process to fill the vacancies when Mr. Murray retires.

- **Special Education Staffing**

Ms. DiDio Hauber provided a costing out spreadsheet to the Board of the approximately 20+ personal care aides and educational aides that are currently part-time with no benefits moving to fulltime with benefits. The Board previously agreed to this initiative in the 2016-2017 school year. However, some Board Members requested that this occur this 2015-2016 school year. Therefore, the data and information were brought back for discussion to the committee. The committee provided direction to move forward and place these individuals on the April 26, 2016 personnel agenda for official vote.

#### INFORMATION ITEMS:

Principles of Responsible Conduct - Ms. Hauber has no additional information at this time, but continues to work on developing communications and professional development on this topic.

Day-to-Day Substitutes - Ms. Hauber has no additional information at this time. However, a proposal for the Board of Directors is going to be issued to assist in resolution of the severe failed-to-fill rates that we have been faced with over the last few years.

#### ANNOUNCEMENTS

The next scheduled meeting for May 11, 2016 has been cancelled due to Ms. DiDio Hauber, Director of Human Resources' absence.

#### ADJOURNMENT

Notes submitted by Andrea L. DiDio-Hauber, Director of Human Resources and Administrative Liaison to the Human Resources Committee.

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Operations Committee Meeting Notes**  
**April 20, 2016**

Committee Members Present

Glenn Schloeffel, Chairperson  
John Gamble, Member  
Scott Kennedy, Director of Operations

Other Board Members and Administrators Present

Beth Darcy	Karen Smith
Meg Evans	Paul Faulkner
Sharon Collopy	Dr. Weitzel
Ken Rodemer	Dave Matyas David Bolton

The meeting was called to order at 5:30 PM by Glenn Schloeffel.

PUBLIC COMMENT

Mike Harte (Plumstead Baseball) spoke about athletic field conditions and partnering with CBSD to improve playing fields. Discussion about fees, grass cutting, etc. Scott Kennedy will present an overview at the May Operations Committee meeting.

REVIEW OF MEETING NOTES

The March 17, 2016 Operations Committee Meeting Notes were reviewed.

INFORMATION/DISCUSSION/ACTION ITEMS

Ken Rodemer distributed and reviewed the Operations Report.

Scott Kennedy and Ken Rodemer reviewed the proposal from Musco Lighting to replace the stadium lights at War Memorial Field. The committee agreed to move forward with presenting the recommendation to the full Board.

Scott Kennedy reviewed the bid results for flooring projects and trash removal. The committee agreed to move forward with presenting the recommendation to the full Board.

Scott Kennedy and Ken Rodemer reviewed the proposal from Snyder Hoffman Associates to study the cost of air conditioning the remaining schools. The committee agreed to move forward with presenting the recommendation to the full Board.

Ken Rodemer reviewed the three agreements with Plumstead Township for the Gayman Site project. The committee agreed to move forward with presenting the recommendation to the full Board.

CB East Memorial project – The project is out to bid and bids will be received on May 3<sup>rd</sup>. A recommendation will be made for the May 10<sup>th</sup> Board Meeting.

Scott Kennedy presented information about artificial turf rental fees. Discussion led to the decision for \$125 per hour rental of artificial turf along with \$75 per hour to use the stadium lights. Scott Kennedy will revise the facility use fee schedule and present at the May Operations Committee meeting.

Scott Kennedy and Ken Rodemer gave an update on the status of the War Memorial Field study.

Scott Kennedy presented an overview of the District's electricity purchasing. The committee was pleased with the cost savings and revenues generated by our sustainability initiative.

Scott Kennedy and David Bolton reviewed a new development in Warwick Township and the possibility of "pre-districting" that development to Bridge Valley ES. The committee agreed to move forward with presenting the recommendation to the full Board.

#### ADJOURNMENT

The meeting was adjourned at 6:50 p.m. Notes prepared by Scott Kennedy, Director of Operations and Administrative Liaison

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Policy Committee Meeting Notes**  
**April 27, 2016**

MEMBERS PRESENT

Dennis Weldon, Chair  
Paul Faulkner, Member  
Meg Evans, Member  
Karen Smith, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Beth Darcy                      Dr. David Weitzel      Corinne Sikora  
Sharon Collopy                Dr. David Bolton  
Glenn Schloeffel

PUBLIC COMMENT

There was no public comment.

REVIEW OF MEETING NOTES

The Meeting Notes from the March 30, 2016 meeting were reviewed and no edits were suggested.

INFORMATION/DISCUSSION

Policy 116 – Tutorial Instruction – presented by Ms. Corinne Sikora, Supervisor of Pupil Services

This policy was initially reviewed during the March meeting. The policy was brought forward again to provide clarity to the language and overall purpose of the policy. Additional definitions were added to explain the types of private tutoring addressed in the policy.

This policy contains changes that were recommended from PSBA in regards to students who are not enrolled in Central Bucks, but rather receive their education from a private tutor. The additional language reflects changes in school code that require submission of federal/state criminal history checks and child abuse clearances to the school district by private tutors. This policy will be sent to the full Board for first read consideration.

PSBA Policy Review – presented by Dr. David Weitzel, Superintendent

Information was shared with the Committee regarding the policy review services offered through PSBA. This would serve as a comprehensive review and redrafting of the complete policy manual based on changes in laws and regulations, court decisions, and recommended best practices. Ms. Darcy mentioned that Centennial is currently involved in this process and the review should benefit Central Bucks, especially in the areas of Administrative Guidelines and the Local Board Procedures portion of the Policy manual (section 000).

Dr. Weitzel will contact PSBA to ascertain the different services that are offered and potential cost for this service.

Communications Committee – presented by Ms. Karen Smith, Committee Member

Ms. Smith recommends the formation of an Ad Hoc Communications Committee. If approved by the Board, the committee would run until December, 2016. It would be re-evaluated at that time.

She mentioned the following as potential purposes of the committee:

1. Review current staffing plan
2. Review current practices
3. Propose changes to current practices
4. Implement and evaluate those changes
5. Evaluate what else needs to be done. This process is called 'scanning forward'.

Further discussion was held regarding a communications audit. This will be considered by the new committee. The audit would be conducted by an outside company and would evaluate various types of communication to determine what is working well and would also make recommendations regarding what should be changed and/or added. Upper Dublin School District conducted one last summer and could be utilized as a resource.

The formation of an Ad Hoc Communications Committee will be on the next Board agenda.

#### ANNOUNCEMENTS

The next meeting is scheduled for May 25, 2016 beginning at 7:00 p.m. at the Administrative Services Center (20 Welden Drive)

#### ADJOURNMENT

Notes submitted by Dr. David Bolton, Assistant Superintendent for Elementary Education



## BUCKS COUNTY INTERMEDIATE UNIT # 22

### CALL TO ORDER

The Bucks County Intermediate Unit Board of School Directors conducted its regularly scheduled meeting on Tuesday, March 15, 2016 at 7:00 PM at the Administration Building, 705 N. Shady Retreat Road, Doylestown, PA, and notice of the meeting was duly given to the newspapers and to the public as required by law.

### PLEDGE OF ALLEGIANCE

The meeting began with the pledge of allegiance led by Ms. Jen Aldrich's Autistic Support Class in the Maple Point Middle School (Neshaminy School District).

### ROLL CALL ATTENDANCE

#### Members

Mr. Michael Hartline, President (Centennial)  
Mrs. Ada Miller Vice President (Pennridge)  
Mrs. Pamela Strange (Bensalem)  
Mr. John D'Angelo (Bristol Borough)  
Mrs. Helen Cini (Bristol Township)  
Ms. Kyle McKessy (Council Rock)  
Mrs. Sandra Weisbrot (New Hope/Solebury)  
Mrs. Alison Smith (Pennsbury)  
Mr. Ronald Jackson (Quakertown)

#### ABSENT: Members

Mr. John Gamble (Central Bucks)  
Mrs. Wanda Kartal (Morrisville)  
Ms. Irene Boyle (Neshaminy)  
Mrs. Carol Clemens (Palisades)

#### OFFICERS:

Executive Director

Deputy Executive Director

Treasurer

Secretary

Dr. Mark Hoffman  
Dr. Michael Masko  
Mrs. Paula Harland  
Mrs. Elizabeth Bittenmaster

**PRESENTATION** – The annual Student Artists Reception was held at 5:30 PM at the Intermediate Unit. Several Board members were able to attend the special event.

**SPECIAL EDUCATION MINI REPORT** – The mini report was provided by Dr. Jennifer Hertwig and Mrs. Tina Dolan on the “Autistic Support Program: A Brief Overview”.

**PROGRAMS & SERVICES MINI REPORT** – The mini report was provided by Dr. Rachel Holler on “From a Traveling Art Gallery to Art on the Move”.

**AWESOME NEWS REPORT** – Dr. Mark Hoffman shared various awesome news.

**PUBLIC PARTICIPATION** – None

Upon a motion by Mrs. Sandra Weisbrot, seconded by Mrs. Pam Strange, and passed unanimously by voice vote of nine (9) Board Members, the Board approved Items #1-18:

**APPROVAL OF MINUTES**

Approved the Minutes from the February 16, 2016 Board Meeting. (Refer to Minutes in March 15, 2016 Board Agenda).

**APPROVAL OF TREASURER’S REPORT**

Approved the Treasurer’s Report for the period of July 1, 2015 through February 29, 2016. (Refer to Report in March 15, 2016 Board Agenda).

**APPROVAL OF BILLS FOR PAYMENT**

Approved the Bills for Payment for the month of February 2016. (Refer to Report in March 15, 2016 Board Agenda).

**APPROVAL OF BUDGETS**

Approved the BCDAC-Strategic Prevention Framework/Partnerships for Success Budget for the period of July 1, 2015 through June 30, 2016 in the amount of \$11,478; and approved the BCDAC-Gambling Prevention Budget for the period of July 1, 2015 through June 30, 2016 in the amount of \$25,907. (Refer to Budget Reports in March 15, 2016 Board Agenda).

**APPROVAL OF BUDGET REVISION**

Approved the revision to the Title I Delinquent Budget for the period of July 1, 2015 through June 30, 2016 in the amount of \$248,082. (Refer to Budget Report in March 15, 2016 Board Agenda).

**APPROVAL OF AGREEMENT ADDENDUM AND ADDITIONAL SERVICES**

Approve the following Early Childhood Private Provider Agreement Addendum and Additional Services for the period of July 1, 2015 through June 30, 2016 in the amount of \$447,234:

Addendum

St. Paul's Preschool (PCA) \$ 4,000

Additional Services

BARC Development Services, Inc. (Tuition)	293,234
BARC Development Services, Inc. (SI)	5,000
Child Development Specialties (SI)	30,000
Children's Developmental Program (Tuition)	50,000
Children's Developmental Program (PT)	5,000
Speech Pathology Consultants, Inc. (SP)	<u>60,000</u>

Total: \$447,234

**APPROVAL OF AGREEMENT**

Approved the Agreement with Ombudsman Educational Services, Ltd. for Social Worker Services for the period of February 23, 2016 through April 8, 2016 for the following revenue rates: \$700 for one full day session, \$350 for one 2.5 hour morning session, and \$350 for one 2.5 hour afternoon session. (Refer to Agreement in March 15, 2016 Board Agenda)

**APPROVAL OF COOPERATIVE PURCHASING BID**

Approved to award the Bucks County Schools Cooperative Purchasing Bid #16-610 for New Tire and Recaps for the period of May 1, 2016 through April 30, 2017 in the approximate amount of \$220,869.26 to the following recommended vendors:

- Ardmore Tire, Inc. – Oliver retreads
- Bergey's Tires, Inc. – Continental/General new tires & Continental retreads
- Henise Tire Service, Inc. – Bridgestone and Hankook new tires & Bridgestone retreads
- Service Tire Truck Centers – Michelin and Goodrich new tires & Michelin retreads
- Wingfoot Comm. Tire Systems LLC – Goodyear/Dunlop new tires & Goodyear retreads

**APPROVAL OF VEHICLE BID**

Approved to award the Bucks County Intermediate Unit #22 Bid #16-621 Seven Passenger Vehicle Leases for the period of August 1, 2016 through July 31, 2019 in the annual amount of \$212,760 to Interstate Fleets, Inc.

**APPROVAL OF COOPERATIVE PURCHASING BID**

Approved to award the Bucks County Schools Cooperative Purchasing Bid #16-612 Reprographic Paper for the period of July 1, 2016 through June 30, 2017 in the amount of \$1,523,521.40 to the following recommended vendors:

Lindenmeyr Munroe	\$ 7,039.00
Paper Mart, Inc.	910,247.90
W.B. Mason	606,234.50



**APPROVAL OF COOPERATIVE PURCHASING BID**

Approved to award the Bucks County Schools Cooperative Purchasing Bid #16-604 for Custodial Supplies for the period of June 1, 2016 through May 31, 2017 in the approximate amount of \$391,687.62 to the following recommended vendors:

AGF Company	\$ 5,242.69
Calico Industries, Inc.	16,259.12
Central Poly Bag Corporation	24,457.16
Franklin Cleaning Equipment & Supply Co.	7,183.48
Fuller Paper Co.	9,254.63
Hillyard Delaware Valley	95,066.14
Indeo, Inc.	6,631.70
Interboro Packaging Corporation	12,795.94
Interline Brands, Inc. dba SupplyWorks	16,874.91
Jersey Paper Plus	3,086.05
Joseph Gartland, Inc./Beautiful Rags	1,517.25
L.J.C. Janitorial Distributors Fuller Brush Company	19,396.85
Northeast Janitorial Supply	21,854.77
Penn Jersey Paper Company	33,977.35
Penn Valley Chemical Co., Inc.	11,914.50
Pennsylvania Paper and Supply Company, Inc.	42,200.04
Philip Rosenau, Inc.	15,658.05
Pyramid School Products	11,428.13
Quill Corporation	9,525.49
Singer Equipment Company, Inc.	9,217.62
The Sherwin-Williams Company	7,612.50
Unipak, Corp.	9,947.50
Veritiv Operating Company	585.75

**APPROVAL OF PROPOSAL**

Approved the Proposal with Children's Village for a Staff Development Workshop during the Winter 2016 in the revenue amount of \$1,500. (Refer to Proposal in March 15, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Consultant Agreement with Dr. Suzanne Laverick-Stone for Early Childhood and School Age curriculum services for the period of February 17, 2016 through June 30, 2016 in the amount not to exceed \$10,000. (Refer to Agreement in March 15, 2016 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the 2015-2016 Title I Nonpublic Remedial Reading Instruction contract with Pennridge School District for the period of August 25, 2015 through June 30, 2016 for a revenue amount of \$6,171.54. (Refer to Contract in March 15, 2016 Board Agenda)

**APPROVAL OF CONTRACTS AND PURCHASES**

Approved the following Contracts and Purchases for the month of March for the total amount of \$148,131.92:

<b>CONTRACTS &amp; AMENDMENTS</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>AMOUNT</b>
Michael Carroll, AAW Associates	Workshop Presenter Agreement on May 6, 2016	Local In-Service	\$2,500.00
Robert G. Holbrook, Ed.D.	Consultant Services for Priority Schools and ARL's	Priority Schools	10,000.00
Larry Martin, LLC	Additional Consulting for the 2015-2016 School Year	Professional Development	10,000.00
		<b>Sub-Total:</b>	<b>\$22,500.00</b>
<b>CONTRACT RENEWALS</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>AMOUNT</b>
Contract Logix	Contract Logix Software Renewal 3/30/16 - 3/29/17	Finance	\$1,550.00
		Human Resources	1,550.00
Gene Michael Productions, Inc.	Music Web Lease Agreement Renewal 4/4/16 - 4/3/17	Technology Services	200.00
<b>CONTRACT RENEWALS</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>AMOUNT</b>
Quakertown Community School District	Haycock Elementary School Lease for 2016-2017 School Year	Early Intervention	39,864.60
Voyager Expanded Learning, Inc (Learning A-Z)	Membership Renewal for 2016	Non-Public Program	1,899.00
Western Pest	Additional Pest Elimination Agreement for St. Thomas Aquinas School	Head Start	500.00
Ziften Technologies	Ziften Enterprise Subscription 11/20/2015 - 11/19/2016	Technology Services	12,000.00
		<b>Sub-Total:</b>	<b>\$57,563.60</b>
<b>PURCHASES</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>AMOUNT</b>
Curriculum Associates	i-Ready Diagnostic and Instructional Math and Reading Student Licenses and Professional Development Onsite Package	Title 1 Non-Public	\$32,500.00

Dynamic Network Services, Inc.	QPS Additional Services	Technology Services	763.93
Lightspeed Technologies	Audiology Equipment - Two (2) Redcat Access and Battery w/Flexmike	IDEA	8,736.00
Penn Pump & Equipment, Inc.	Replacement of Sewer Grinder Pump	Facility Services	6,126.00
Phonak LLC (DBA: Phonak Hearing Systems)	Various Audiology Equipment	IDEA	19,942.39
		<b>Sub-Total:</b>	<u>\$68,068.32</u>
		<b>Grand Total:</b>	<u>\$148,131.92</u>

**APPROVAL OF CONTRACT**

Approved to accept the contract signed with Constellation NewEnergy through Provident Consulting, LLC for the purchase of electricity from July 7, 2017 through July 24, 2019 in the amount of \$.03791 per kWh as per Board Motion dated January 19, 2016.

**APPROVAL OF HEAD START/EARLY HEAD START ITEMS**

Approved the Head Start/Early Head Start Items for March 2016. (Refer to Report in March 15, 2016 Board Agenda)

**APPROVAL OF HUMAN RESOURCES ITEMS**

Approved the Human Resources items (A through G) for March 2016. (Refer to attached Report dated March 15, 2016).

**INFORMATION ITEMS:** (1) Transportation Contracts for the 2015-2016 School Year  
 (2) Rebecca Malamis, Esq. provided a Legislative Report.

**OLD BUSINESS** – None

**NEW BUSINESS** – None

**PUBLIC PARTICIPATION** - None

**ADJOURNMENT**

Upon a motion by Mr. John D'Angelo, seconded by Mr. Ronald Jackson, and passed by unanimous voice vote of nine (9) Board Members, the Board agreed to adjourn the meeting.

The meeting adjourned at 8:10 PM.

NEXT MEETING

The next regularly scheduled meeting of the Bucks County Intermediate Unit #22 Board of School Directors is: **Tuesday, April 19, 2016 at 7:00 PM** at the Administration Building, 705 N. Shady Retreat Road, Doylestown, PA 18901.

Respectfully Submitted,

*Elizabeth Bittenmaster*

Elizabeth Bittenmaster, Board Secretary  
Bucks County Intermediate Unit #22  
Board of School Directors

Official

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
***EXECUTIVE COUNCIL MINUTES***  
**March 14, 2016**

- I. The regular meeting of the MBIT Executive Council was convened on Monday, March 14, 2016 at 5:34 p.m. by Dr. Bill Foster, 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. Charles Kleinschmidt, Centennial S.D.  
Mr. Mark B. Miller, Centennial S.D.  
Mrs. Wendi Thomas, Council Rock S.D.

**Absent**

Mr. John Capriotti, New-Hope Solebury S.D.  
Mr. John Gamble, Central Bucks S.D.  
Mrs. Karen Smith, Central Bucks S.D.

**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

- II. Guests at the meeting included Mr. James Davey, Multimedia Technology Teacher and Multimedia Technology Students Zachary Field and Tanner McGrath.
- III. Dr. Foster reported that the Middle Bucks Institute of Technology chapter of the National Technical Honor Society (NTHS) inducted twenty three new student members and one honorary member on March 3<sup>rd</sup>. Mr. Robert Long was inducted as an honorary member of the National Technical Honor Society. He has served on the Middle Bucks AVTS Authority as the Representative for the New Hope Solebury School District for the past 35 years. Dr. Foster said that we are very proud of this year's inductees.

Dr. Foster also shared that Olivia Chwieroth, a student in our Dental Occupations program, was the recipient of the Pennsylvania Association of Career and Technical Education Special Populations Student of the Year Award for overcoming educational challenges. The award was presented to her by Dr. Pedro Rivera, the Secretary of Education.

Dr. Foster concluded his report by stating that on Monday, March 7<sup>th</sup>, Mrs. Strouse, our Director and Mrs. Swoyer, our Work-based Education Coordinator, participated in a round table discussion on labor market needs in Bucks County with Ms. Kathy Manderino, the Secretary of Labor and Industry.

- IV. Ms. Driban said she is always proud of our students and they continue to amaze and impress. Dr. Foster said the story about Olivia Chwieroeth is fantastic and another reminder as to why we are here.
- V. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the minutes of the February 8, 2016 meeting. Attachment 1 (pg. 7)
- VI. Routine Business:

A. Administrative Report

1. Mrs. Dohoney introduced Mr. Davey, Multimedia Technology Teacher and students Zachary Field and Tanner McGrath. Mr. Davey and the students shared information about the process involved in the creation of the video and what they learned from this production.

Mrs. Strouse explained that we also surveyed a group of middle school and high school students that were not affiliated with our school to get their input and to be sure the message we wanted to communicate with the video got across to those students. Mrs. Strouse shared the survey questions and answers. As a result of the feedback, more student testimonials were added to the video.

The Executive Council viewed the new Middle Bucks promotional video.

Mr. Miller said the video was well done and asked that it be available online. He has a concern that funding for Career and Technical Education will be jeopardized under ESSA and he would like to share the video as a legislative tool.

Dr. Foster said the video was amazing, told the story of Middle Bucks and is exactly what we needed. Both Dr. Foster and Mrs. Strouse thanked the students.

- B. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 13)
- C. Committee Reports
1. The Professional Advisory Council meeting scheduled on Tuesday, March 1, 2016 at Noon was cancelled. Dr. David Weitzel, Chairperson Attachment 3 (pg. 16)

2. Mr. Kleinschmidt, Chairperson of the Finance Committee was not able to attend the meeting. Dr. Foster said a number of the items that were discussed are on the agenda. Mrs. Darcy added that Mr. Vining did a great job of bringing the committee up to date and it's all in the packet. Attachment 4 (pg. 17)
  3. Dr. Foster said to see the attachment in the packet for the Building, Security and Technology Committee meeting. Attachment 5 (pg. 18)
  4. Mrs. Thomas said most of the items discussed at the Program, Policy and Personnel Committee meeting are on the agenda. Attachment 6 (pg. 19)
- D. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to approve the Cash Payments Report for February. Attachment 7 (pg. 20)
- E. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to approve the Treasurer's Report for January. Attachment 8 (pg. 37)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to ratify the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Marsha Moyer, Health Sciences Teacher, effective February 16, 2016.
2. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Susan Burns, Instructional Assistant, effective February 19, 2016.
3. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Jacqueline Menkes, Instructional Assistant, effective February 29, 2016.
4. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the employment of Judy Davey as Long-Term Substitute Nurse, Hours: 7:30 AM – 3:00 PM, effective for the 2016-17 school calendar year, at an annual salary of \$56,111 with benefits.  
  
Mrs. Strouse informed the Executive Council that Mrs. Davey is an immediate relative of a staff member.
5. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to ratify employment of the additional spring 2016 Adult Evening School staff. Attachment 9 (pg. 54)

6. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to approve the staffing for the 2016 Summer Career Exploration programs, with statutory benefits only. Attachment 10 (pg. 55)

B. Policies

1. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to accept for first reading new Policy No. 307 – Student Teachers/Interns in the Employees Section. Attachment 11 (pg. 56)
2. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to accept for first reading new Policy No. 824 – Maintaining Professional Adult/Student Boundaries in the Operations Section. Attachment 12 (pg. 58)

Dr. Foster requested that there be a reference to 18 Pa. C.S. §3124.2 in the margin.

3. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to accept for first reading new Policy No. 916 – Volunteers in the Community Section. Attachment 13 (pg. 65)

C. Other Matters for Consideration

1. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to approve the proposed Middle Bucks Institute of Technology 2016-2017 General Fund Budget. (Enclosure)

Mr. Miller commented that the Administration and the Business Manager have done a good job of keeping things within the index, especially with the constraints this year.

Dr. Foster mentioned that Council Rock is working to understand the adjustments and how their school district has handled the reconciliation through the years. Mrs. Thomas added that it will be rectified. One of the things they will do is to apply any adjustments in the same year that they occur, rather than postpone it.

2. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to approve the proposed Middle Bucks Institute of Technology various non-major fund budgets for 2016-2017. (Enclosure)
3. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to authorize the Business Office to solicit bids for lab supplies for the 2016/2017 school year.



4. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to authorize the administration to utilize Capital reserve funds to repair AirFlow extraction flex arms in Welding as per West Penn Associates dba Effective Controls East Quotation LD16-H0136 dated February 8, 2016 for \$7,564.00. Attachment 14 (pg. 70)
5. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to ratify the additional members of the Comprehensive Planning Steering Committee. Attachment 15 (pg. 72)
6. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to receive and file the February 18, 2016 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 16 (pg. 73)
7. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to receive and file the January 15, 2016 Local Advisory Council Minutes. Attachment 17 (pg. 77)
8. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to receive and file the Summary Appraisal Report for Insurance Purposes for Middle Bucks Institute of Technology dated October 31, 2015. Attachment 18 (pg. 82)
9. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to approve and implement the contracts for the Perkins Grant (Federal) for the 2015-2016 school year. Attachment 19 (pg. 97)
10. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to approve the professional engineering service agreement with Consolidated Engineers for the Hot Water System Feasibility Study and Energy Efficient Replacement Design at a cost of \$14,900 to be paid from the Bond Construction Fund. Attachment 20 (pg. 98)
11. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to approve the professional engineering service agreement with Consolidated Engineers for the Main Electrical Dual 5KV Switch Feasibility Study and Replacement at a cost of \$7,500 to be paid from the Bond Construction Fund. Attachment 21 (pg. 101)
12. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to approve using Alert Solutions as MBIT's rapid notification system for a period of three years (36 months) beginning July 1, 2016 at the price of \$1,722.00 for year one and \$1,347.50 for each of the next two years. Attachment 22 (pg. 104)
13. Ms. Driban moved, Mr. Miller seconded, passed unanimously, to approve budget transfers. Attachment 23 (pg. 107)

- VIII. Ms. Driban moved, Mrs. Darcy seconded, passed unanimously, to adjourn the March 14, 2016 meeting of the MBIT Executive Council at 6:04 PM.

Respectfully submitted,

Kati Driban  
Secretary

Roberta Jackiewicz  
Assistant Secretary