

**CENTRAL BUCKS SCHOOL DISTRICT
SCHOOL BOARD MEETING**

April 10, 2012

The Central Bucks Board of School Directors held its meeting on Tuesday, April 10, 2012 in the Board Room of the Educational Services Center. Mr. Faulkner called the meeting to order at 7:37 p.m. followed by the Pledge of Allegiance. Mr. Faulkner announced that the Board met in Executive Session prior to this meeting to discuss contract negotiations.

ROLL CALL

Board members present were:

Stephen A. Corr	
James R. Duffy	
Paul B. Faulkner	President
John H. Gamble	
Joseph M. Jagelka	
Geryl D. McMullin	Vice-President
R. Tyler Tomlinson	
Kelly E. Unger	
Jerel P. Wohl	

Also present were:

Dr. N. Robert Laws	Superintendent
Dr. David P. Weitzel	Assistant Superintendent for Elementary Education
Dr. Nancy B. Silvious	Assistant Superintendent for Secondary Education
Scott D. Kennedy	Director of Operations
Gilbert R. Martini, Jr.	Director of Human Resources
David W. Matyas	Business Administrator
Dale D. Scafuoro	Director of Student Services
Edward V. Sherretta	Director of Technology
Jeffrey P. Garton	Solicitor
Sharon L. Reiner	School Board Secretary

APPROVAL OF MINUTES

Upon a motion by Mr. Jagelka, seconded by Mr. Duffy, with all members present voting aye, except Mr. Corr and Mr. Wohl who abstained, the minutes of the March 27, 2012 school board meeting were approved as submitted.

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SUPERINTENDENT'S REPORT

Reading in the Learning Support Classroom, Ms. Ruth Kistner, Elementary Special Education Program Specialist and Ms. Kimberly Cole, Transition Coordinator, spoke to the Board about the different strategies used to help struggling readers. The challenge for the special education staff is to match the right program and strategies to the learning needs of the students. Board members also viewed a video highlighting some of the reading programs and the successes of students with special needs using them.

SCHOOL BOARD REPORTS

Curriculum Committee – minutes are attached. (Attachment A).

Finance Committee – minutes are attached. (Attachment B).

Human Resources Committee – minutes are attached. (Attachment C).

IU. Board – minutes are attached. (Attachment D).

MBIT – minutes are attached. Mr. Gamble commented about students who will be traveling to Harrisburg to showcase their completed projects. Mrs. Unger commented on the Culinary Arts Program and Mr. Jagelka commented on the Building Trades Program. (Attachment E).

Operations Committee (formerly Building/Facilities Committee) – no report.

Mr. Faulkner announced that the Operations Committee meetings and Finance Committee meetings for April and May have been rescheduled. The committees will meet on Wednesday, April 18, 2012 and Wednesday, May 16, 2012. The Operations Committee will meet at 5:30 p.m. and the Finance Committee will meet at approximately 7:00 p.m. Both meetings will be held at 20 Welden Drive.

RECOMMENDATIONS FOR ACTION

Resolution on Real Estate Installment Payments. Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, the Resolution on real estate installment payments was approved. (Attachment F).

Approval of Breakfast and Lunch Prices for the 2012-2013 School Year. Upon a motion by Mr. Corr, seconded by Mr. Jagelka, with all members present voting aye, approval of breakfast and lunch prices for the 2012-2013 school year was granted.

Approval to replace the food service Point of Sales software. Upon a motion by Mr. Corr, seconded by Mr. Wohl, with all members present voting aye, approval to replace the food service Point of Sales software was granted.

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Purchase of Team Sport Supplies. Upon a motion by Mrs. Unger, seconded by Mrs. McMullin, with all members present voting aye, the following purchase orders for team sport supplies were approved.

BSN/Sport Supply	\$21,346.77
Kelly Sports	\$32,314.50
Riddell/All American	\$ 2,691.90
Longstreth Sports	\$ 736.30
Schutt	\$ 635.52
Triple Crown Sports	\$ 6,195.60
Aluminum Athletic	<u>\$ 707.60</u>
Total	\$64,628.19

Purchase of General Teaching Supplies. Upon a motion by Mrs. Unger, seconded by Mrs. McMullin, with all members present voting aye, the following purchase orders for general teaching supplies were approved.

Cascade School Supplies	\$23,896.43
Kurtz Bros	\$16,486.56
Nat'l Art & School Supply	\$21,503.40
Office Basics	\$30,742.56
School Specialty	<u>\$13,055.48</u>
Total	\$105,684.43

Purchase of General Art Supplies. Upon a motion by Mrs. Unger, seconded by Mrs. McMullin, with all members present voting aye, the following purchase orders for general art supplies were approved.

Commercial Art Supply	\$ 699.29
Dick Blick	\$ 3,626.07
Kurtz	\$21,321.20
Metco	\$ 194.20
Nasco	\$ 4,911.45
Nat'l Art & School Supply	\$19,968.14
School Specialty	\$22,809.29
Triarco	<u>\$ 950.69</u>
Total	\$74,480.33

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Purchase of Secondary Art Supplies. Upon a motion by Mrs. Unger, seconded by Mrs. McMullin, with all members present voting aye, the following purchase orders for secondary art supplies were approved.

Ceramic Supply of NY/NJ	\$17,697.75
Commercial Art Supply	\$ 1,358.88
Dick Blick	\$ 2,992.96
Kurtz	\$ 1,136.17
Metco	\$ 237.60
Nasco	\$ 2,141.18
School Specialty	\$11,944.88
Triarco	<u>\$ 1,000.89</u>
Total	\$38,510.31

Purchase of Phys Ed Supplies. Upon a motion by Mrs. Unger, seconded by Mrs. McMullin, with all members present voting aye, the following purchase orders for phys ed supplies were approved.

Cannon Sports	\$ 2,048.79
Flaghouse	\$ 255.19
S&S Worldwide	\$ 1,201.61
Sportime	<u>\$ 8,019.56</u>
Total	\$11,525.15

Purchase of Science Supplies. Upon a motion by Mrs. Unger, seconded by Mrs. McMullin, with all members present voting aye, the following purchase orders for science supplies were approved.

Carolina Biological	\$ 4,641.48
Cynmar Corporations	\$ 812.34
Fisher Scientific	\$ 4,661.03
Frey Scientific	\$ 1,002.68
Sargeant Welch	\$ 2,135.83
Science Kit	<u>\$ 4,076.39</u>
Total	\$17,329.75

Resolution allowing Middle Bucks Institute of Technology to have a Committed Fund Balance. Upon a motion by Mr. Gamble, seconded by Mr. Corr, with all members present voting aye, the Resolution allowing Middle Bucks Institute of Technology to have a Committed Fund Balance was approved. (Attachment G).

School Board Policy. Upon a motion by Mr. Corr, seconded by Mr. Tomlinson, with all members present voting aye, except Mr. Gamble who voted nay, School Board Policy 006 -- Meetings was approved. (Attachment H).

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Personnel Items

Resignations. Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, the following Resignation was approved.

<u>Name</u>	<u>Position/School</u>	<u>Effective Date</u>
Michele Ernst	Special Education Assistant/Doyle	3/23/12

Retirements. Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, the following Retirements were approved.

<u>Name</u>	<u>Position/School</u>	<u>Effective Date</u>
Diane Alder	English teacher/Tohickon	6/11/12
Ellenine Hofmann	Librarian/Jamison	6/11/12
Margaret R. Keppler	School Nurse/Tamanend	6/30/12
Patricia O'Rourke	ESL teacher/West	6/11/12
E. Scott Teschner	Music teacher/East	6/11/12
Frances Margaret Walsh	Elementary teacher/Kutz	6/11/12

Approval of Unpaid Leave of Absence. Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, the following Unpaid Leave of Absence were approved.

Patricia Chambley an Elementary teacher at Mill Creek Elementary School from March 30, 2012 until January 31, 2013. This leave was requested for maternity/child rearing purposes in accordance with the Family Medical Leave Act.

Kylene Howley an Elementary teacher at Bridge Valley Elementary School from August 29, 2012 until November 28, 2012. This leave was requested for maternity/child rearing purposes in accordance with the Family Medical Leave Act.

Sandy Stnn an Elementary teacher at Gayman Elementary School from April 9, 2012 until May 21, 2012. This leave was requested to care for a family member in accordance with the Family Medical Leave Act.

Appointments. Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, the following Appointments were approved.

<u>Name</u>	<u>Position/School</u>	<u>Rate</u>	<u>Effective Date</u>
Laura McCrory	Educational Assistant/Unami	\$13.60/hour	4/3/12
Katherine Trainer	(Temp) Special Education Asst/Cold Spring	\$13.60/hour	4/9/12

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Approval of Long-Term Per Diem Substitute Teachers. Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, the following Long-Term Per Diem Substitute teachers were approved.

<u>Name</u>	<u>Position/School</u>	<u>Salary</u>	<u>Effective Date</u>
Kathleen Bortz	Elementary teacher/Mill Creek	\$180/day	4/2/12
Christine Champeaux	English teacher/South	\$180/day	3/12/12-3/27/12
Peter David Chimera	Technology Ed teacher/Tamanend	\$180/day	3/23/12
Corey Detweiler	Technology Ed teacher/Holicong	\$180/day	3/19/12
Molly Hackman	World Language teacher/Unami	\$180/day	4/2/12
Nicole M. May	Special Education teacher/Titus	\$180/day	4/3/12
Melissa A. Stoffers	Special Education teacher/Mill Creek	\$180/day	3/29/12
Scott D. Turner	Social Studies teacher/Unami	\$180/day	4/4/12

Classification Changes. Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, the following classification changes were approved.

SUPPORT STAFF

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Andrea Hoefert	(Temp) Personal Care Asst. Doyle No Change in Hourly Rate	(Temp) Sp Ed Asst. Mill Creek No Change in Hourly Rate	4/2/12- 6/8/12
Sharon Kramer	(Temp) Staff Nurse Lenape No Change In Hourly Rate	(Perm) Staff Nurse Lenape No Change In Hourly Rate	3/20/12
Robin Loos	Special Education Assistant West \$13.80 Per Hour	Com School Instructor Bridge Valley \$17.00 Per Hour	3/14/12

Approval of Community School Staff. Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, the following community school staff was approved at the position and rate indicated.

Jennifer Steinberg	Program Assistant Coach	\$13.90/hour
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Approval of EDR's. Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, the following EDR's were approved.

Central Bucks High School -- East

Student Activities 2011-2012	Position	EDR Units	Longevity	Units Paid	Name
Dramatics -- Spring		12	2	17	Sasha Eisenberg
	Assistant	7 split		6	Michael Grieco
	Assistant	3	2	6	Jason Morehouse
	Assistant	3 split			

Central Bucks High School -- South

Student Activities 2011-2012	Position	EDR Units	Longevity	Units Paid	Name
Dramatics -- Spring		12 split	2	12	John Crea
				2	Sarah LeClair
	Assistant	7 split	2	7.5	Santokh Rinpoche
	Assistant	3 split	2	6.5	Cynthia Young
	Assistant	3	4	7	Vello Vilbas

Central Bucks High School -- West

Student Activities 2011-2012	Position	EDR Units	Longevity	Units Paid	Name
Dramatics -- Spring		12		12	Brian Weiner
	Assistant	7	2	9	Joseph Ohrt
	Assistant	3		3	Lynne O'Hara
	Assistant	3		3	Neil Delson

Lenape Middle School

Changes - 2011-2012	Position	EDR Units	Longevity	Units Paid	Name
Choral Director <i>(re-distribute units (1 unit of longevity remains unused))</i>		8 split	2	7	Jaime Rogers
				2	Sarah McGahey

Student Items

Approval of Central Bucks High School -- East Scholar's Bowl Team to travel to Alexandria, VA, and possible sightseeing in Washington, D.C. Dates are June 1-3, 2012. Upon a motion by Mr. Corr, seconded by Mr. Duffy, with all members present voting aye, approval was granted for Central Bucks High School -- East Scholar's Bowl Team to travel to Alexandria, VA, and possible sightseeing in Washington, D. C. from June 1-3, 2012. Students will be participating in the National Academic Championship and may travel to Washington, D.C. for possible sightseeing. Approximately 8 students and 2 teachers will attend the trip. The approximate cost of the trip is \$300. Fundraising activities will help offset the cost of the trip.

Approval of Central Bucks High School -- West Spanish 5 class to travel to New York City on May 3, 2012. Upon a motion by Mr. Corr, seconded by Mr. Duffy, with all members present voting aye, approval was granted for Central Bucks High School -- West Spanish 5 class to travel to New York City on May 3, 2012. Students will visit the Metropolitan Museum of Art and Rockefeller Center. Approximately 52 students and 4 teachers will travel to New York. The approximate cost of the trip is \$70. Provisions have been made for students unable to pay.

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REPORTS AND INFORMATION

Mr. Faulkner announced that Sabbatical Leaves of Absence were included in this agenda.

PUBLIC COMMENT

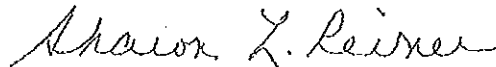
Tamara Gureghian, Elizabeth Wyckoff, Allyson Montgomery, Leslie Carson, Joe McNulty, Chris Hall, Doug Keith, Chris Keith, Donna Hoffman, MaryBeth McCabe, Emmily Hobbs, Mary Bingler, Sharon Fleck, Sarah Kempke, Chris MacKensen, Randy Hobbs, Beth Darcy, Lisa Pitts, Josie Hall, Marianne Schmidt, Anthony Recupero commented on middle school changes.

Mr. Garton commented on the definition of the district's Strategic Plan. Mr. Tomlinson commented on listening and speaking respectfully. Mr. Jagelka commented on the amount of work that is accomplished in committee meetings and encouraged people to attend these meetings.

ADJOURNMENT

Upon a motion by Mr. Corr, seconded by Mr. Tomlinson, with all members present voting aye, the meeting was adjourned at 9:09 p.m.

Respectfully submitted,



Sharon L. Reiner
School Board Secretary

CENTRAL BUCKS SCHOOL DISTRICT
School Board Curriculum Committee Meeting
March 14, 2012
Minutes

Present: S. Corr, J. Duffy, P. Faulkner, J. Gamble, J. Jagelka, G. McMullin, T. Tomlinson, K. Unger, J. Wohl, Dr. Laws, Dr. Silvius, Dr. Weitzel, D. Scafuro.

I. Public Comment—Members of the public commented on a publication from the National School Board Association, technology in elementary school, PE/Health, keyboarding and an answer to an email.

II. Discussion Items

A. Policy 907—School Visitors—This policy was tabled upon first reading at the Board meeting on February 14, 2012. D. Scafuro clarified the recommended changes in this policy. The policy as submitted will move back to the full Board for second reading.

B. Policy 222—Smoking—This policy was tabled upon first reading at the Board meeting on February 14, 2012. D. Scafuro identified and clarified the recommended changes. Mr. Corr suggested an addition in the first paragraph "and therefore smoking shall be prohibited on school property." Board members asked for more information on the cost of the smoking cessation program which Mrs. Scafuro will obtain.

It was also recommended that the 1st and 2nd offenses charge as follows:

1st offense: \$50 and requirement to attend smoking cessation program

2nd offense: \$100

More research to follow on this policy before a final draft is written to return to the Board.

C. Policy 115—Vocational Technical Education (add on agenda item)

This policy was tabled upon first reading at the Board meeting on March 13, 2012. D. Scafuro review recommendation for changes. The policy as submitted will move back to the full Board for second reading.

D. Concussions—D. Scafuro facilitated a discussion on concussions which is a "mild traumatic brain injury" commonly caused by a bump or blow to the head. It may cause a variety of physical, cognitive and emotional symptoms which can be resolved over time.

Physical symptoms may include: nausea, loss of smell, sensitivity to light and sound, tinnitus, headache, fatigue, and dizziness. Cognitive symptoms may include: confusion, impaired cognition, problems with attention, impaired judgment, amnesia, working memory problems, processing difficulties. Emotional symptoms may include: irritability, personality changes, depression, anxiety, aggression, mood swings and apathy. Students who suffer a concussion must rest their brain and be symptom free before returning to school. They must have a limited cognitive load and monitored closely. There is an established "concussion" protocol in the district and coordination with the medical community.

B. Occupation Therapy/Physical Therapy—D. Scafuro reviewed the contracted services with Austill's Rehabilitation Services. The district is pleased with the quality of service and their responsiveness to our needs. The contract ends this year and the district wishes to renew until 2014-2015. The increases for the new contract are 0% next year, 1.7% in 13-14, and 1% in 14-15. A contract to renew these services will move to the Board.

PC: The Board of School Directors
Dr. N. Robert Laws
Dr. Nancy B. Silvious
Dr. David Weitzel
Secondary Principals
Elementary Principals
Dale Scafuro

CENTRAL BUCKS SCHOOL DISTRICT
Finance Committee Meeting Minutes
March 28th, 2012

Attachment "B"

PRESENT

Paul Faulkner, Chairperson
Jim Duffy
Tyler Tomlinson
Jerel Wohl

Dave Matyas
Tom McCambridge

ALSO PRESENT

John Gamble
Joe Jagelka
Geri McMullin
Kelly Unger

Dr. Laws

3 Members of the Public

The Finance Committee Meeting was called to order at 7:00 p.m.

NEW BUSINESS

(1) 2012-13 Budget Update

A budget update for the next fiscal year was provided to the committee. The budget currently stands at \$288.4M with a projected tax increase of 1.7%. Current assumptions include the use of approximately \$2M of fund balance to bring revenues in line with current expenditure projections. Over the next 10 weeks, adjustments will continue to be made to both revenues and expenditures as well as staffing projections. At the final board meeting in April the board will be asked to adopt a preliminary final budget followed by final budget adoption at the end of May.

(2) Commercial Properties Paying Real Estate Taxes in Installments

Recent changes in legislation allow commercial properties to pay their real estate taxes in installments. A draft resolution was presented to the committee which would formalize the school boards commitment to accept real estate tax payments from commercial properties on an installment basis. The resolution calls for three equal installment payments due by August 31, September 30, and November 1 of each year. The committee directed that this item be placed on the school Board agenda following review by the district solicitor.

(3) Nutri Kids Software

A proposal to purchase new software for the food service program was presented. The software accounts for all breakfast and lunch purchases as well as maintains a running balance of student cash accounts. The new software also allows better coordination with the school district's student database software. The software also has the capability to scan three and reduced price lunch applications received from parents. These applications can be electronically read and processed by the software minimizing time spent by school nurses to review the applications and also minimizing errors. The cost of the software is approximately \$55,000. This expense will be paid for by the food service fund. The committee asked if the new software has the capability to email parents when student account balances are low. *[research into the question finds that the software does have the capability to email parents based upon thresholds that parents set].* The committee directed that this item be placed on the Board agenda for consideration.

(4) Resolution on Electricity Procurement

A resolution was presented to the board which allows administrators to work with district consultants, Amerex Brokers, to purchase electricity futures in an effort to control electric utility expenses. The committee directed that this item be placed on the Board agenda for consideration.

(5) **Supply Bids**

Multiple bids were received for supplies including sports, teaching supplies, general art supplies, physical education supplies, and science supplies. All costs were within budget. The committee directed that this item be placed on the Board agenda for consideration.

(6) **Budget Transfers**

Budget transfers were reviewed with the committee. Transfers were needed in three areas, community services, administration, and special education to comply with audit regulations. The total of these transfers is \$601,685. The committee directed that this item be placed on the Board agenda for consideration.

(7) **Transportation Contract**

The committee reviewed a draft five-year analysis that compared school district operated transportation services compared to privately contracted transportation services. Administration also reviewed with the committee to trend that many more sick days were currently being used by the transportation department drivers than were used in the past year. As a consequence to these absences, the school district may need to cancel a field trip on a moment's notice. Canceling a field trip may create issues with parents as they have already paid for the field trip and they may have scheduled vacation time to be a chaperone on a field trip. The committee agreed with the recommendation noting that it is preferable to have a field trip canceled rather than assigning bus mechanics to drive and then potentially creating safety issues for our school bus fleet.

An executive session was held to discuss contract negotiations.

OLD BUSINESS

None

Informational Items

No discussion took place on information items.
Meeting adjourned at. 8:55pm

Respectfully Submitted,

David W. Matyas, Business Administrator

- Next Meeting, April 18, 2012 -
o May 16, 2012

Attachment "c"

Central Bucks School District
Human Resource Committee Minutes
Executive Conference Room
Administration Center-20 Welden Drive
Wednesday, March 14, 2012

Call to order 5:30 p.m.

In attendance: Stephen Corr, James Duffy, Paul Faulkner, John Gamble, Joseph Jagelka, Geryl McMullin, Tyler Tomlinson, Kelly Unger, Jerel Wohl. Also in attendance: N.R. Laws, G. Martini, N. Silvius

A. New Business

The Committee met in Executive Session to discuss personnel matters.

Public Comment: None

School Board Policies – Discussion*

The Committee reviewed changes to school board policies on Overtime and Compensatory Time. Both policies will be considered for second reading at the next School Board Meeting.

Support Staff Retirement Incentive - Discussion

The Committee reviewed information on the merits of a retirement incentive for Medicare eligible support staff. A decision was made to table the idea with possible future consideration.

The meeting adjourned at 6:45 p.m.

Respectfully Submitted: By Gilbert R. Martini, Jr.

*Board Action Required



BUCKS COUNTY INTERMEDIATE UNIT # 22

CALL TO ORDER

The Bucks County Intermediate Unit Board of Directors met at its regularly scheduled meeting on Tuesday, February 21, 2012, at 6:59 p.m. at the Bucks County Intermediate Unit #22, 705 North Shady Retreat Road, Doylestown, Pennsylvania, 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, which was led by the Mariel Ziegler-Fay's Autistic Support Classroom at the William Penn Middle School in the Pennsbury School District.

ROLL CALL

ATTENDANCE:

Members

Mrs. Kelly VanValkenburgh, Vice President (Quakertown)
Mrs. Carol Clemens (Palisades)
Mr. Christopher Cridge (Pennsbury)
Mrs. Susan Cummings (Neshaminy)
Mrs. Amanda Elefante (New Hope/Solebury)
Mr. John Gamble (Central Bucks)
Mrs. Alina Marone (Morrisville)
Mrs. Pamela Strange (Bensalem)
Mrs. Patricia Sexton (Council Rock)
Dr. Peter Yarnell (Pennridge)

ABSENT:

Members

Mr. Michael Hartline, President (Centennial)
Mrs. Beverly Breslin Kalinowski (Bristol Borough)
Mrs. Helen Cini (Bristol Township)

OFFICERS:

Executive Director

Dr. Barry J. Galasso

Assistant Executive Director

Dr. Michael Masko

Treasurer

Mrs. Wendy L. Macauley

Secretary

Ms. Andrea L. DiDio

SPECIAL EDUCATION MINI REPORT - Mrs. Diane Paul, Director of Special Education, presented the Special Education mini report. She introduced Mrs. Debbie Mack, Supervisor of Transportation to provide information on the Bucks County Intermediate Unit #22 Transportation Department.

PROGRAMS AND SERVICES MINI REPORT -- Dr. Michael Masko, Assistant Executive Director presented the Programs and Services Mini Report.

GOOD NEWS Dr. Barry Galasso shared various items of good news.

PUBLIC PARTICIPATION None

Upon a motion by Mr. John Gamble, seconded by Mr. Christopher Cridge, and passed by unanimous voice vote, the Board approved item 1.

1. APPOINTMENT OF BOARD MEMBER

The Board approved the appointment of Mrs. Alina Marone (Morrisville) to fulfill the unexpired term on the Bucks County Intermediate Unit #22 (BCIU) Board of School Directors.

Upon a motion by Mrs. Patricia Sexton, seconded by Mr. Christopher Cridge, and passed by unanimous voice vote, the Board approved items 2 through 22.

2. APPROVAL OF MINUTES

The Board approved the January 17, 2012 Board Meeting minutes.

3. APPROVAL OF TREASURER'S REPORT

The Board approved the Treasurer's Report for the period of July 1, 2011 to January 31, 2012.

4. APPROVAL OF BILLS FOR PAYMENT

The Board approved the Bills for Payment for January 2012.

5. APPROVAL OF SPECIAL REVENUE FUND TRANSFERS

The Board approved the Special Revenue Fund Transfers for the period of January 2012 in the amount of \$48,358.00.

6. APPROVAL OF BUDGET REVISION

The Board approved the revision of the Act 89 Nonpublic Schools budget for the amount of \$4,589,386.00 and the Catapult Learning contract in the amount of \$3,018,497.00 for the period of July 1, 2011 to June 30, 2012.

7. APPROVAL OF BUDGET REVISION

The Board approved the revision of the Federal Special Education Budget IDEA Section 611 (Part B) Component I for the amount of \$1,463,650.00.

8. APPROVAL OF BUDGET REVISION

The Board approved the revision of the Federal Special Education Budget - IDEA Section 611 (Part B) Component II & III for the amount of \$16,767,313.00 for the period of July 1, 2011 to June 30, 2012.

9. APPROVAL OF BUDGET REVISION

The Board approved the revision of the State Early Intervention/Medical Access Early Intervention Budget for the amount of \$17,129,689.00 for the period of July 1, 2011 to June 30, 2012.

10. APPROVAL OF COMPREHENSIVE ANNUAL FINANCIAL REPORT, SINGLE AUDIT REPORT, COMMITMENT OF FUND BALANCE AND YEAR END BUDGET TRANSFERS

The Board approved the 2010-2011 Comprehensive Annual Financial Report (CAFR), Single Audit Report, Commitment of Fund Balance, and Year End Budget Transfers.

11. APPROVAL OF CONTRACTS AND PURCHASES

The Board approved the February 2012 Contracts and Purchases in the amount of \$68,219.80.

12. APPROVAL OF PRESCHOOL PRIVATE PROVIDER CONTRACT

The Board approved the Preschool Private Provider Contract for the period of February 8, 2012 through June 30, 2012 in the amount of \$2,000.00.

13. ACCEPTANCE OF THE PENNSYLVANIA AUDITOR GENERAL'S AUDIT REPORT AND APPROVAL OF CORRECTIVE ACTION PLAN

The Board accepted the Pennsylvania Auditor General's Audit Report for the Years Ended June 30, 2010 and June 30, 2009 and approved the Corrective Action Plan.

14. APPROVAL OF AGREEMENT

The Board approved the Agreement with James LoGiudice Associates, Inc. for consulting services for the estimated amount of \$15,000 for the period of January 1 through December 31, 2012.

15. APPROVAL OF AGREEMENT

The Board approved the Agreement with Lawrence E. Martin for consulting services for the estimated amount of \$5,000 for the period of January 1 through December 31, 2012.

16. APPROVAL OF KIDS VOTING SOUTHEAST PENNSYLVANIA

The Board approved to support Kids Voting Southeast Pennsylvania in the amount of \$3,000.

17. APPROVAL OF CONTRACT

The Board approved the Contract with Franklin Flooring, Inc. to provide and install Powerbond Flooring in the common areas of the IU's central office in the amount of \$82,462.42 during the spring 2012.

18. APPROVAL OF COOPERATIVE PURCHASING GROUP BID #12-111

The Board approved the Cooperative Purchasing Group Bid # 12-111 for New Tire and Recapping for the period of May 1, 2012 to April 30, 2013 in the approximate amount of \$387,727.00.

19. APPROVAL OF OFFICIAL NOTIFICATION

The Board approved the Permission for Official Notification of Agreement for Natural Gas Services through Provident Energy Consulting, LLC. for the period of July 1, 2012 through June 30, 2015.

20. APPROVAL OF TUITION REIMBURSEMENT AGREEMENT

The Board approved the Occupational Therapy Assistant Tuition Reimbursement Agreement with an Employee.

21. APPROVAL OF SECOND AND FINAL READING OF POLICY NO. 1340.1

The Board approved the Second and Final Reading of Policy No. 1340.1 Board Meetings – Use of Teleconferencing.

22. APPROVAL OF HUMAN RESOURCE ITEMS

The Board approved the various human resources items (a through e)

INFORMATION ITEMS Mr. Jack Brady provided a legislative update.

OLD BUSINESS None

NEW BUSINESS None

TITLE IV (FORMERLY CHAPTER II) NONPUBLIC CONCERNS

PUBLIC PARTICIPATION None

Upon a motion by Mr. Christopher Cridge and seconded by Mr. John Gamble and passed by unanimous voice vote, the Board adjourned the meeting.

ADJOURNMENT

The meeting adjourned at 8:02 p.m.

NEXT MEETING

The next regularly scheduled meeting of the Bucks County Intermediate Unit Board of Directors is: Tuesday, March 20, 2012 at 7:00 p.m. at the Bucks County Intermediate Unit #22 Administration Building.



Andrea L. DiDio, Board Secretary
Bucks County Intermediate Unit #22
Board of Directors

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL MINUTES**

February 13, 2012

- I. The regular meeting of the MBIT Executive Council was convened on Monday, February 13, 2012, at 5:30 p.m. by Mr. John Gamble, Chairperson, in Room 101 at MBIT. The Executive Council rose to recite the Pledge of Allegiance to the flag. The following members were in attendance:

Council Members

Ms. Katherine Driban, Centennial S.D.
 Dr. Bill Foster, Council Rock S.D.
 Mr. John Gamble, Central Bucks S.D.
 Mrs. Bernadette Heenan, Council Rock S.D.
 Mrs. Betty Huf, Centennial S.D.
 Mr. Joseph Jagelka, Central Bucks S.D.
 Mr. Charles Kleinschmidt, Centennial S.D.
 Mrs. Kelly Unger, Central Bucks S.D. (Arrived 5:34 PM)
 Mr. John Vaughn, New Hope-Solebury S.D.

Others in Attendance:

Mr. Rick 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. There were no guests in attendance at the meeting.
- III. Mrs. Huf noted she had seen the letter in the Intelligencer about Middle Bucks and how the school prepares students for college. She said she likes seeing these types of positive things and mentioned that in today's paper, there was a list of our SkillsUSA District Competition medal winners. There are quite a few winners and she is very proud of them. She concluded that she is hearing good things about the school. Ms. Driban thanked the new Chairperson for keeping up the tradition of making sure that the Chairperson is in front of the public by having his picture in the Bucks County Herald.
- IV. Mr. Gamble congratulated Frank Meszaros, a former administrator of MBIT, who is being inducted into the French Legion of Honor. He also thanked a new bakery in Warminster called the King of Tarts, who has employed two of our culinary students. The owner told him the students are doing a great job and he feels once again, we are making strides wherever we go. Mr. Gamble also congratulated the 36 students who won SkillsUSA medals. There were about 350 competitors, so we pulled in 10%. He loves it and thinks we are doing a great job. He concluded by congratulating the faculty and staff for teaching our wonderful students and making them achieve always.

- V. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously to approve the minutes of the January 9, 2012 meeting. Attachment 1 (pg. 1-1)

Mrs. Unger arrived at 5:34 PM.

VI. Routine Business:

A. Administrative Report

1. Mrs. Strouse mentioned Dr. Boccuti was unable to attend the meeting because he was attending the PETE&C conference in Hershey. He attended a pre-conference seminar with our Multimedia Technology Teacher, Mr. Chris Tully, who is presenting at the conference.

Mrs. Strouse added that this Thursday, at 4 PM is our National Technical Honor Society induction ceremony. We are inducting twenty students, which is our largest group ever. She invited the Council to attend and explained the selection criteria. The students need to have a 3.4 GPA, an A in their technical studies, demonstrate leadership skills, community service and extra-curricular activity. The students are also interviewed and talk about themselves. There is a student from each of the sending schools being inducted this year.

2. Mr. Vining reviewed the proposed 2012/13 Budget. He discussed the assumptions, which include salaries and wages, medical and prescription benefits, PSERS, Penn State program being offered as tuition only, and increased supplies for growth in Building and Facility Occupations, Dental Assisting, Health Occupations, Health Sciences and other programs. The proposed budget increase for 2012/2013 represents a 1.46% increase over last school year. Mr. Vining discussed the General Fund and Lease Rental, General Fund receipts from members and proposed member contributions. He also reviewed components of the increase as well as other budget details. The other budgets included the Capital Reserve Fund, Adult Education, Production Fund, Proprietary and Fiduciary Funds. The next step in the process will be to finalize the General Fund and Lease Rental Budget and other budgets at the March Executive Council meeting.

- B. Ms. Driban moved, Mrs. Heenan seconded, passed unanimously, to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 2-1)

C. Committee Reports

1. Dr. Boccuti, Superintendent and Chairperson of the Professional Advisory Council, was unable to attend the meeting. Mrs. Strouse stated there was nothing to add to the minutes. Attachment 3 (pg. 3-1)
2. Mrs. Heenan, Chairperson of the Building, Security and Technology Committee noted she was unable to attend the meeting and asked that the attachment be referred to for the report. Attachment 4 (pg.4-1)

3. Mrs. Huf, Chairperson of the Program, Policy and Personnel Committee stated to refer to the minutes for the report. Attachment 5 (pg. 5-1)
 4. Ms. Driban, Chairperson of the Finance Committee stated there was nothing to add to the minutes. Attachment 6 (pg. 6-1)
- D. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the Cash Payments Report for January. Attachment 7 (pg. 7-1)
- E. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the Treasurer's Reports for December. Attachment 8 (pg. 8-1)

VII. Current Agenda Items

A. Personnel Items

1. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to ratify the termination of Brittany Morrell, co-op student Toddler Room Aide, LIP Bucks Partners in Learning, effective January 23, 2012.
2. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the employment of Brittany Gibson, 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 February 14, 2012.
3. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Pamela Swoyer, Worked-Based Education Teacher/Coordinator, effective March 2, 2012.
4. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve administration authorization to utilize Stephanie Gregory, Instructional Assistant, on a half-time basis to assist in the Work Based Education Program during the leave of absence of Pamela Swoyer, Worked Based Education Teacher/Coordinator, at a rate of \$30.00/hour.
5. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the appointment of Sara Fox as a member of the 2012 Local Advisory Council (LAC).
6. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to ratify employment of the additional spring 2012 Adult Evening School staff. Attachment 9 (pg. 9-1)
7. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve additions to the substitute staff listing. Attachment 10 (pg. 10-1)

B. Other Matters for Consideration

1. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to receive and file the ISO 9001:2008 Surveillance Audit. Attachment 11 (pg. 11-1)

Mrs. Strouse explained we went through ISO Registration, which is an industry recognized certification. The reason we do this is, back in 1999 when the academic standards were being implemented in the high schools and elementary schools, the Department of Education wanted to do something to hold the technical schools accountable. They wanted all the schools to be ISO Registered, so we would meet industry standards. What happened is 16 out of the 85 technical schools became ISO Registered and then the project lost its funding. We have maintained our ISO registration for the past 12 years. SRI, the registration company, comes out every year for an audit and takes an overall look at the school.

2. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to approve the Registration Agreement between SRI Quality System Registrar and Middle Bucks Institute of Technology. Attachment 12 (pg. 12-1)
3. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, authorizing the administration to participate in the regional Wide Area Network in accordance the terms of the Countywide Network Service Agreement (CNSA); which include authorizing the BCIU to pursue services pursuant the terms in the CNSA and authorizing the Administrative Director to Sign the Countywide Network Service Agreement on behalf of MBIT. Attachment 13 (13-1)
4. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, authorizing the BCIU to apply for E-rate funding on MBIT's behalf in connection with the Regional Wide-Area Network Services and authorizing the Administrative Director to Sign the E-Rate Letter of Agency on behalf of MBIT.
5. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to award bid for the ADA Elimination of Trip Hazards in Pedestrian Concrete Walkways at a cost of \$11,586.00 to The Q Company, to be paid for from the Capital Reserve Fund. Attachment 14 (pg. 14-1)

Discussion included that this expenditure has been planned for, we have a Safe Schools Committee and receive a 5% discount on insurance, the range of bids, the award being given to the lowest bidder, evaluating references, the base for the bid and the trip hazards being measured using satellite imagery. Mr. Vining mentioned there were lots of calls on this job, a lot of contractors assumed they were taking concrete out and pouring new concrete and the higher bids are probably people who didn't talk closely with us. Mr. Hansen noted that we received some good references back for the Q Company. We were clear and explained the work that needed to be done, they are comfortable doing it and we will hold them responsible for the job.

6. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, authorizing the administration to pursue federal, state and local funds consistent with the MBIT approved Strategic Plan.
- VIII. Ms. Driban moved, Mrs. Huf seconded, passed unanimously, to adjourn the February 13, 2012 meeting of the MBIT Executive Council at 5:50 PM.

Respectfully submitted,

Bernadette Heenan
Secretary

Roberta Jackiewicz
Assistant Secretary

A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS
OF THE CENTRAL BUCKS SCHOOL DISTRICT
AUTHORIZING THE COLLECTION OF SCHOOL PROPERTY TAXES IN INSTALLMENTS

RESOLVED, by the Board of School Directors of the Central Bucks School District, that a plan is adopted providing an option for installment payment of real estate taxes for all taxpayers pursuant to the Taxpayer Relief Act, 53 P.S. §6926.1502, as follows:

Real Estate Tax Universal Installment Payment Plan
(installment payment available for all taxpayers)

For the real estate tax levied by the Central Bucks School District, other than interim real estate tax, taxpayers may elect an installment payment option under the following rules:

- 1. Installment Payment Dates.** A taxpayer electing the installment payment option may pay the real estate tax in three (3) equal installment payments of one-third (1/3) of the full tax amount. The installments are due on or before August 31, September 30 and November 1 of the year in which the tax is levied. Any installment not paid in full by these dates is delinquent.
- 2. Taxpayer Election of Installment Payment Option.** Payment of the first installment in full by August 31 will constitute taxpayer election to pay tax in installments. Installment payment is permitted (only) if the taxpayer elects by paying the first installment in full by August 31. If the taxpayer fails to pay the first installment payment by August 31, the taxpayer may nevertheless elect to pay tax in installments by paying on or before September 30 the delinquent first installment payment together with a penalty in the amount of 10% of the amount of the installment, and paying the second installment payment in full. If the taxpayer fails to meet this requirement, the full amount of the real estate tax is due on or before September 30, and the real estate tax is delinquent if not paid in full on or before September 30.
- 3. No Discount.** No discount applies to installment payments.
- 4. Penalty on Delinquent Installments.** If a taxpayer makes the first installment payment by August 31 and fails to pay in full any subsequent installment by the installment due date, the installment not paid by the due date is delinquent, and a penalty will be added to the tax in the amount of ten percent (10%) of the amount of the installment not paid by the installment due date, without regard to any partial payment of the installment.
- 5. Option Available for All Property.** Any taxpayer may elect installment payments.
- 6. Ineligibility.** A taxpayer who is delinquent by more than ten (10) days on all installment payments is ineligible for the installment payment option in the following school year.
- 7. Effective Date.** This plan will become effective July 1, 2012 and will continue in effect thereafter for real estate taxes levied for the school year beginning July 1, 2012, and for real estate taxes levied for future years, until amended or repealed.

This certifies that the Real Estate Tax Universal Installment Payment Plan Resolution was approved by the Board of School Directors on

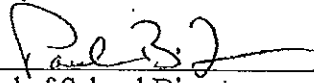
Board Action Date: April 10, 2012

Voting: Aye: 9

Nay: -

Abstentions: -

Absent: -



President, Board of School Directors

Central Bucks School District



Board Secretary
(SEAL)

RESOLUTION NO. 2012-01

A RESOLUTION OF THE EXECUTIVE COUNCIL OF THE MIDDLE BUCKS INSTITUTE OF TECHNOLOGY ESTABLISHING A COMMITTED FUND BALANCE FOR THE PURPOSE OF FUNDING FUTURE EMPLOYER COSTS RELATED TO PENSION MANDATES FOR ITS EMPLOYEES

WHEREAS, the Executive Council of the Middle Bucks Institute of Technology (MBIT) acknowledges that pursuant to agreements with employee groups and in compliance with State Law, Middle Bucks Institute of Technology has made certain commitments to employees with respect to retirement benefits;

WHEREAS, the Executive Council further acknowledges that all of MBIT's employees are mandated participants in the Public School Employees' Retirement System (PSERS), and if eligible, will receive benefits subsequent to retirement;

WHEREAS, due to mandated pension benefits and the fluctuation of investments, actuarial studies suggest that MBIT's future contributions to the pension plan benefitting its employees will increase significantly; and

WHEREAS, the Executive Council believes that it is in the best interest of the MBIT that it provide a Committed Fund Balance in order to efficiently operate the school and plan, to the extent possible, for future costs.

NOW, THEREFORE, be it resolved as follows:

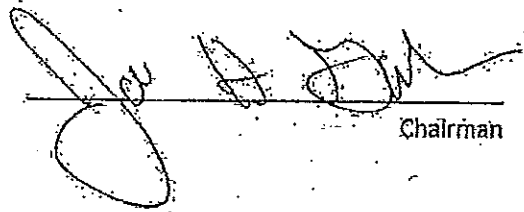
1. Committed Fund Balance. The Executive Council herein establishes a Committed Fund Balance in the General Fund for the purpose of stabilizing operating budgets due to funding pension mandates which said funds shall be for a period not in excess of five (5) years without an expenditure being made from said fund so that funds deposited in year one (1) must be expended no later than year six (6).
2. Amount of Contributions. The amount of funds contributed on an annual basis to the Committed Fund Balance for pension payments, shall be at the discretion of the Executive Council and shall be noted in its annual budget. Additional amounts may be transferred into the fund during any fiscal year by a majority of the vote of the Executive Council. It is contemplated that monies owed to the member School Districts at fiscal year-end shall be the source, in part, for retirement stabilization. The monies recorded in the Committed Fund Balance will be allocated according to each member School Districts' average daily membership for the fiscal year-ended.
3. Future Employer PSERS Contribution. The monies in the Committed Fund Balance are specifically for future employer contributions to PSERS, shall be accounted for in accordance

with Governmental Accounting Standards Board Pronouncement No. 54 (GASB-54). The monies from the fund may be invested by the Executive Council as authorized by the Pennsylvania School Code for school districts. The interest or return on investment earned on the monies associated with the Committed Fund Balance is for purpose of reducing future costs of pension mandates.

- 4. Any prior resolutions and parts thereof, to the extent inconsistent herewith, are hereby rescinded.

RESOLVED this 12th day of March, 2012.

EXECUTIVE COUNCIL OF THE MIDDLE
BUCKS INSTITUTE OF TECHNOLOGY

By: 
Chairman

ATTEST:


Secretary

CENTRAL BUCKS SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: July 23, 2002

REVISED: April 10, 2012

006. MEETINGS	
SC 407 65 Pa. C.S.A. Sec. 701 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings will be conducted in an orderly and business-like manner.</p> <p>Robert's Rules Of Order, Newly Revised shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures. The district solicitor shall function as the parliamentarian for the Board.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p>
SC 405, 426, 427, 428	<p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>Section 4. <u>Notice</u></p> <p>Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.</p>

<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.</p>
<p>65 Pa. C.S.A. Sec. 703</p>	<p>d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.</p>
<p>65 Pa. C.S.A. Sec. 709</p>	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Bucks County and a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.</p>
<p>SC 423</p>	<p>Written notice of all regular and special Board meetings shall be given to Board members not later than twenty-four (24) hours prior to the time of the meeting.</p>
<p>SC 423 65 Pa. C.S.A. Sec. 709</p>	<p>Notice of executive sessions, if not previously announced, shall be provided in writing to Board members at least twenty-four (24) hours prior to the executive session.</p>
<p>SC 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 5. <u>Regular Meetings</u></p> <p>Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.</p> <p>a. Agenda.</p> <p>It shall be the responsibility of the Superintendent, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with all relevant reports, shall be provided each school director at least three (3) days before the meeting.</p> <p>The President shall solicit public comment on agenda items prior to Board action.</p>

<p>SC 423, 426 65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 426</p>	<p>b. Order of Business.</p> <p>The order of business for regular meetings shall be as follows, unless altered by the President:</p> <ul style="list-style-type: none">Call to orderApproval of minutesSuperintendent's reportSchool Board reports<ul style="list-style-type: none">Curriculum CommitteeFinance CommitteeHuman Resources CommitteeI.U. BoardMiddle Bucks Institute of TechnologyOperations CommitteeDiscussion itemsTreasurers reportRecommendations for actionReports and informationPublic CommentAdjournment <p>Section 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes.</p> <p>The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.</p> <p>The order of business for special meetings shall be as follows unless altered by the President:</p> <ul style="list-style-type: none">Call To OrderRoll CallAnnouncementReading of Notice of MeetingTransaction of business for which meeting was calledAdjournment
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<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p>	<p>Section 7. <u>Hearing Of The Public</u></p>
	<p>A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.</p>
	<p>Section 8. <u>Voting</u></p>
	<p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p>
<p>SC 324</p>	<p>a. The following action(s) require(s) the unanimous consent of all remaining members of the Board:</p> <ol style="list-style-type: none"> 1. Appoint as attorney or solicitor of the Board a Board member who has served for two (2) consecutive terms of four (4) years each, after resigning his/her office. 2. Appoint as Board Secretary of a district of the second class a Board member who has resigned the office.
<p>SC 609, 687</p>	<p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p>
<p>SC 687</p>	<p>1. Transfer of budgeted funds.</p>
<p>SC 634</p>	<p>2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.</p>
<p>SC 665, 687</p>	<p>3. Incur a temporary debt or borrow money upon such obligation.</p>
<p>SC 324</p>	<p>4. Incur a temporary debt to meet an emergency or catastrophe.</p>
<p>SC 707</p>	<p>5. Elect to a teaching position a person who has served as a Board member and who has resigned.</p>
<p>SC 803</p>	<p>6. Convey land or buildings to the municipality coterminous with the school district.</p>
<p>SC 1129</p>	<p>7. Adopt or change textbooks without the recommendation of the Superintendent.</p>
	<p>8. Dismiss, after a hearing, a tenured professional employee.</p>

006. MEETINGS - Pg. 5

SC 671	9. Fix the fiscal year to begin on the first day of January.
Pol. 003	10. Adopt, amend, or repeal a Board procedure.
SC 508	c. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
	1. Fixing the length of the school term.
SC 508 Pol. 108	2. Adopting the textbooks recommended by the Superintendent.
SC 508, 1071, 1076	3. Appointing the district Superintendent and Assistant Superintendent(s).
SC 508	4. Appointing teachers and principals.
SC 508 Pol. 604	5. Adopting the annual budget.
SC 508 Pol. 005, 006	6. Appointing tax collectors and other appointees.
SC 508 Pol. 605	7. Levying and assessing taxes.
SC 508	8. Purchasing, selling, or condemning land.
SC 508	9. Locating new buildings or changing the location of old ones.
SC 508 Pol. 107	10. Adopting planned instruction.
SC 508	11. Establishing additional schools or departments.
SC 508, 621	12. Designating depositories for school funds.
	13. Expending district funds.
SC 508 Pol. 610	14. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the purchase is subject to bid.

006. MEETINGS - Pg. 6

SC 508	15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 224	16. Combining or reorganizing into a larger school district.
SC 508	17. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.
SC 508, 514, 1080	18. Dismissing, after a hearing, a nontenured employee.
SC 212	19. Adopting a corporate seal for the district.
SC 702	20. Determining the location and amount of any real estate required by the school district for school purpose.
SC 708	21. Vacating and abandoning property to which the Board has title.
SC 1503	22. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.
Pol. 004	23. Removing a Board member.
Pol. 004	24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	25. Removing an officer of the Board.
Pol. 005	26. Removing an appointee of the Board.
Pol. 003	27. Adopting, amending or repealing Board policy.
SC 518 65 Pa. C.S.A. Sec. 706	<p>Section 9. <u>Minutes</u></p> <p>The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ul style="list-style-type: none"> a. The date, place, and time of the meeting. b. The names of Board members present.

<p>65 Pa. C.S.A. Sec. 705</p>	<ul style="list-style-type: none"> c. The presiding officer. d. The substance of all official actions. e. Actions taken. f. Recorded votes and a record by individual members of all roll call votes taken. g. The names of all citizens who appeared officially and the subject of their testimony.
<p>SC 407</p>	<p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting no later than three (3) days prior to the next regular meeting.</p>
<p>SC 433</p>	<p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 10. <u>Adjournment</u></p> <p>The Board may, at any time, recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.</p>
<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 11. <u>Executive Session</u></p> <p>The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.</p> <p>If the executive session is not announced for a future specific time, members of the agency shall be notified twenty-four (24) hours in advance of the time of the convening of the meeting specifying the date, time, location and purpose of the executive session.</p>

	<p>The Board may meet in executive session for one (1) or more of the following reasons:</p> <ul style="list-style-type: none"> a. To discuss any matter involving employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or any disciplinary matter relating to a prospective public officer or employee or current public officer or employee employed or appointed by the Agency. b. To hold information, strategy and negotiation sessions related to negotiation or arbitration of collective bargaining agreements. c. To consider the purchase or ease of real property not including the official action to purchase or lease. d. To consult with legal counsel or other professional advisors regarding information or strategy in connection with litigation or with issues which identifiable complaints are expected to be filed. e. To review and discuss agency business which if conducted in public would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p>	<p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p>Section 12. <u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 13. <u>Committee Meetings</u></p> <p>Committee meetings may be called at any time by the committee chairperson, with proper public notice. No business shall be transacted.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.</p>

The Board will meet as a committee of the whole to discuss financial issues to be acted upon at a subsequent meeting. Business will be transacted if the need arises. Public notice of such meetings shall be made.

Section 14. Conference Meetings

The Board may be involved in training programs or seminars organized and conducted for the purpose of providing information to members on matters directly related to their official responsibilities. These sessions are not required to be open to the public.

References:

School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 801, 903