

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

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Introductions and Public Comment
- V. Chairperson's Report
- VI. Executive Council Comments
- VII. Approval of Minutes of the February 8, 2016 Meeting - Attachment 1 (pg. 7)
- VIII. Routine Business:
  - A. Administrative Report
    - 1. New MBIT Promotional Video – Mr. James Davey and Multimedia Students
  - B. A motion to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 13).
  - C. Committees 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. Finance Committee – Charles Kleinschmidt, Chairperson. Attachment 4 (pg. 17)
    - 3. Building, Security and Technology Committee – John Capriotti, Chairperson. Attachment 5 (pg. 18)
    - 4. Program, Policy and Personnel Committee – John Gamble, Chairperson. Attachment 6 (pg. 19)
  - D. A motion to approve the Cash Payments Report – February. Attachment 7 (pg. 20)
  - E. A motion to receive and file the Treasurer's Report – January. Attachment 8 (pg. 37)

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## IX. Current Agenda Items

### A. Personnel Items

1. A motion 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. A motion 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. A motion 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. A motion 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.
5. A motion to ratify employment of the additional spring 2016 Adult Evening School staff. Attachment 9 (pg. 54)
6. A motion to approve the staffing for the 2016 Summer Career Exploration programs, with statutory benefits only. Attachment 10 (pg. 55)

### B. Policies

#### 1. FIRST READING

##### a. New Policy No. 307 – Student Teachers/Interns

The administration requests the Executive Council to accept for first reading new Policy No. 307 – Student Teachers/Interns in the Employees Section. Attachment 11 (pg. 56)

##### b. New Policy No. 824 – Maintaining Professional Adult/Student Boundaries

The administration requests the Executive Council to accept for first reading new Policy No. 824 – Maintaining Professional Adult/Student Boundaries in the Operations Section. Attachment 12 (pg. 58)

##### c. New Policy No. 916 - Volunteers

The administration requests the Executive Council to accept for first reading new Policy No. 916 – Volunteers in the Community Section. Attachment 13 (pg. 65)

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C. Other Matters for Consideration

1. A motion to approve the proposed Middle Bucks Institute of Technology 2016-2017 General Fund Budget. (Enclosure)
2. A motion to approve the proposed Middle Bucks Institute of Technology various non-major fund budgets for 2016-2017 (Enclosure)
3. A motion to authorize the Business Office to solicit bids for lab supplies for the 2016/2017 school year.
4. A motion 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. A motion to ratify the additional members of the Comprehensive Planning Steering Committee. Attachment 15 (pg. 72)
6. A motion to receive and file the February 18, 2016 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 16 (pg. 73)
7. A motion to receive and file the January 15, 2016 Local Advisory Council Minutes. Attachment 17 (pg. 77)
8. A motion 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. A motion to approve and implement the contracts for the Perkins Grant (Federal) for the 2015-2016 school year. Attachment 19 (pg. 97)
10. A motion 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. A motion 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. A motion 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)

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13. A motion to approve budget transfers. Attachment 23 (pg. 107)

X. Adjournment