

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL AGENDA
August 13, 2012

- 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 June 11, 2012 Meeting - Attachment 1 (pg. 1-1)
- VIII. Routine Business:
 - A. Administrative Report
 - 1. 2011/12 School Assessment Report – Mrs. Kathryn Strouse Enclosure
 - B. A motion to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 2-1).
 - C. Committees Reports
 - 1. Professional Advisory Council – Dr. Raymond Boccuti, Chairperson. Attachment 3 (pg. 3-1)
 - 2. Building, Security and Technology Committee Meeting – Mrs. Bernadette Heenan, Chairperson. Attachment 4 (pg. 4-1)
 - 3. Program, Policy and Personnel Committee – Mrs. Betty Huf, Chairperson. Attachment 5 (pg. 5-1)
 - 4. Finance Committee – Ms. Katherine Driban, Chairperson. Chairperson. Attachment 6 (pg. 6-1)
 - D. A motion to approve the Cash Payments Report – June and July. Attachment 7 (pg. 7-1)
 - E. A motion to receive and file the Treasurer's Report – May and June. Attachment 8 (pg. 8-1)

EXECUTIVE COUNCIL AGENDA
August 13, 2012

IX. Current Agenda Items

A. Personnel Items

1. A motion to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Pamela Eisenmann, Administrative Assistant, Business and Operations, effective July 11, 2012.
2. A motion to approve the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Elizabeth Fala, Instructional Assistant, effective September 25, 2012.
3. A motion to ratify the resignation of Marisa Pinto, Instructional Assistant, effective August 1, 2012.
4. A motion to ratify the resignation of Chelsea Miller, Assistant Group Leader, Li'l Bucks Partners in Learning, effective August 8, 2012.
5. A motion to approve the job description for the part-time Main Office Administrative Assistant. Attachment 9 (pg. 9-1)
6. A motion to approve the job description for the part-time New Teacher Classroom Mentor. Attachment 10 (pg. 10-1)
7. A motion to approve a salary adjustment for Jeanise Dimitri, Adult Education and Organizational Advancement Administrative Assistant, from \$16.86/hour to \$17.86/hour, due to additional job responsibilities, effective August 15, 2012.
8. A motion to approved the employment of Elizabeth Crilley at an hourly rate of \$50.00/hour, with statutory benefits only, for a maximum of 4 hours per day, 3 days a week from August 24, 2012 to November 16, 2012, to serve as a classroom mentor for the new teachers.
9. A motion to approve the employment of Amy Lepping, as Preschool Teacher/Manager, Li'l Bucks Partners in Learning, at a hourly rate of \$19.00/hour, with benefits, effective August 27, 2012.
10. A motion to approve the employment of Laura Kane-Beatty, as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 27, 2012.
11. A motion to approve the employment of Robert Schwarz, as Automotive Technology Teacher, effective August 28, 2012 at Step 9, Level A (\$62,755.00).

EXECUTIVE COUNCIL AGENDA

August 13, 2012

12. A motion to approve the employment of Craig Malinowski, as Computerized Drafting and Engineering Graphics Teacher, effective August 28, 2012 at Step 8, Level A (\$60,851.00).
13. A motion to approve the employment of Steven Guinan, as Web Page, Digital Multimedia & Information Resources Design Teacher, effective August 28, 2012 at Step 0, Level A (\$45,621.00).
14. A motion to approve the employment of Jennifer Aloan, at an hourly rate of \$21.00/hour, with statutory benefits only, for a maximum of 4 hours per week for the duration of the 2012-2013 school year, to manage the L'il Bucks Partners in Learning Keystone Stars transition.
15. A motion to approve the following teachers to serve in the role of Mentor Teachers in accordance with the teachers' contract at an annual rate of \$800 for the 2012-2013 school year.
 - a. Paul Carney
 - b. Christopher Tully
16. A motion to approve the following teachers to serve in the role of Advisors in accordance with the teachers' contract at an annual rate of \$1000 for the 2012-2013 school year.
 - a. Michael McCombe – National Technical Honor Society
 - b. Marsha Moyer – HOSA
 - c. Pamela Swoyer – SkillsUSA
 - d. Gregory Smith – FFA
 - e. Nathan Burkit – PBA
17. A motion to approve Thomas Viviano as the Title IX, Title VI and Section 504 Compliance Officer for the 2012/13 school year.
18. A motion to approve the substitute staff listing for the 2012-13 school year. Attachment 11 (pg. 11-1)

B. Policies

1. FIRST READING

- a. Revised Policy No. 249 – Bullying/Cyberbullying

The administration requests the Executive Council accept for first reading Revised Board Policy No. 248, Bullying/Cyberbullying, in the Pupils Section. Attachment 12 (pg. 12-1)

2. ADOPTION

a. Revised Policy No. 107.1 – Program and Course Curtailment

The administration requests the Executive Council accept for adoption revised Board Policy No. 107.1, Program and Course Curtailment, in the Programs Section and approve the elimination of corresponding Administrative Regulation No. 107.1 Attachment 13 (pg. 13-1)

C. Other Matters for Consideration

1. A motion to approve the Student Code of Conduct/Handbook for the 2012-2013 school year. Enclosure
2. A motion to approve the Adult Day Student Handbook for the 2012-2013 school year. Attachment 14 (pg. 14-1)
3. A motion to approve the revised 2012-2013 Li'l Bucks Partners in Learning calendar. Attachment 15 (pg. 15-1)
4. A motion to approve implementing a new program, CIP 52.0401 Administrative Assistant and Secretarial Science, for the 2013/2014 school year.
5. A motion to appoint Bernadette Heenan as the Middle Bucks Institute of Technology PSBA Liaison/Legislative Policy Council Voting Delegate Representative.
6. A motion to approve the 2012/2013 Memorandum of Understanding between Middle Bucks Institute of Technology and The Bureau of Career and Technical Education, for participation in the BCTE Technical Assistance Program (TAP). Attachment 16 (pg. 16-1)
7. A motion to approve the Bureau of Career and Technical Education Approved Program Evaluation Correction Plan in response to the on-site APE Audit conducted in April, 2012. Attachment 17 (pg. 17-1)
8. A motion to receive and file the June 28, 2012 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 18 (pg. 18-1)
9. A motion to approve the proposed 2013/14 Budget Calendar. Attachment 19 (pg. 19-1)
10. A motion to approve budget transfers. Attachment 20 (pg. 20-1)

X. Adjournment