

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL AGENDA
August 12, 2013

- 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 10, 2013 Meeting - Attachment 1 (pg. 1-1)
- VIII. Routine Business:
 - A. Administrative Report
 - 1. 2012/13 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. The Finance Committee Meeting scheduled on Tuesday, August 6, 2013 was cancelled. – Ms. Katherine Driban, 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)

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IX. Current Agenda Items

A. Personnel Items

1. A motion to ratify the termination of Amy Lepping, Preschool Teacher/Manager, Li'l Bucks Partners in Learning, effective June 21, 2013.
2. A motion to approve a base salary adjustment to \$16.08/hour for Arthur Hunt, Custodian, retroactively effective July 1, 2013.
3. A motion to approve a base salary adjustment to \$16.01/hour for Fritz Gracien, Custodian, retroactively effective July 1, 2013.
4. A motion to approve a base salary adjustment to \$16.05/hour for Phillip Lawhead, Custodian, retroactively effective July 1, 2013.
5. A motion to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Richard Shustack, Maintenance Mechanic, effective July 3, 2013.
6. A motion to ratify the additional staffing for the 2013 summer career enrichment programs, with statutory benefits only. Attachment 9 (pg. 9-1)
7. A motion to approve the reassignment of Laura Kane, Instructional Assistant to the position of Preschool Teacher/Manager, Li'l Bucks Partners in Learning, at a hourly rate of \$19.00/hour, with benefits, effective August 22, 2013.
8. A motion to approve a salary adjustment for Nicole Stymiest, Group Leader/Manager, Li'l Bucks Partners in Learning, from \$14.35/hour to \$19.00/hour, due to additional job responsibilities, effective August 22, 2013.
9. A motion to approve the employment of Courtney Weidner, as part-time Assistant Group Leader, Li'l Bucks Partners in Learning, at an hourly rate of \$8.50/hour, with statutory benefits only, effective August 22, 2013.
10. A motion to approve the employment of Meghan Reiff, as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 26, 2013.
11. A motion to approve the employment of Michael Stafford, as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 26, 2013.
12. A motion to approve the transfer of 48 accumulated sick days for Ms. Denise Dohoney from Chester County Intermediate Unit to Middle Bucks Institute of Technology.

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13. 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 2013-2014 school year.
 - a. Paul Carney
 - b. Christopher Tully
 - c. John Fala
 14. 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 \$1200 for the 2013-2014 school year.
 - a. Michael McCombe – National Technical Honor Society
 - b. Lisa Cuffari – HOSA
 - c. Pamela Swoyer – SkillsUSA
 - d. Gregory Smith – FFA
 - e. Randall McDowell – PBA
 15. A motion to approve Denise Dohoney as the Title IX, Title VI and Section 504 Compliance Officer for the 2013/14 school year.
 16. A motion to approve the revised Organizational Chart as per Attachment 10 (pg. 10-1).
 17. A motion to approve the substitute staff listing for the 2013-14 school year. Attachment 11 (pg.11 -1)
 18. A motion to approve the employment of Julie Feldman, as Instructional Assistant, at an hourly rate of \$14.50/hour, with benefits, effective August 26, 2013.
- B. Other Matters for Consideration
1. A motion to approve the Student Code of Conduct/Handbook for the 2013-2014 school year. Enclosure
 2. A motion to approve the Adult Day Student Handbook for the 2013-2014 school year. Enclosure
 3. A motion to approve the Li'l Bucks Partners in Learning Staff Policy Handbook, Parent Policy Handbook, and other policies including Assessment, Behavior Success, Child Abuse, Custody Release, Diversity, Toilet Learning and Transitioning. Enclosure
 4. A motion to approve the revised 2013-2014 school calendar. Attachment 12 (pg. 12-1)

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5. A motion to approve the 2013-2014 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 13 (pg. 13-1)
6. A motion to receive and file the June 13, 2013 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 14 (pg. 14-1)
7. A motion to approve the proposed 2014-2015 Budget Calendar. Attachment 15 (pg. 15-1)
8. A motion to approve budget transfers. Attachment 16 (pg. 16-1)
9. A motion to appoint (an Executive Council Member) as the Middle Bucks Institute of Technology PSBA Liaison/Legislative Policy Council Voting Delegate Representative.

X. Adjournment