

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
***EXECUTIVE COUNCIL AGENDA***  
**January 11, 2016**

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Reorganization – Executive Council Officers
  - A. Nominating Committee Report
    - 1. Chairperson
    - 2. Vice Chairperson
    - 3. Secretary
  - B. A motion to approve the Middle Bucks Institute of Technology 2016 Executive Council Officers.
- V. Introductions and Public Comment
- VI. Chairperson’s Report
- VII. Executive Council Comments
- VIII. Approval of Minutes of the November 9, 2015 Meeting – Attachment 1 (pg. 10)
- IX. Routine Business:
  - A. Administrative Report
    - 1. Recognition of Executive Council Members – Mrs. Kathryn Strouse
    - 2. SkillsUSA Presentation – Mrs. Pamela Swoyer & SkillsUSA Officers
    - 3. PDE Comprehensive Planning Process – Ms. JoAnn Perotti, Director of Strategic Services/Executive Director of the BCIU Education Foundation and Mrs. Kathryn Strouse
  - B. A motion to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 17).
  - C. Committees Reports
    - 1. The Professional Advisory Council meeting scheduled on Tuesday, January 5, 2016 at Noon was cancelled. – Dr. David Weitzel, Chairperson. Attachment 3 (pg. 30)

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2. The Finance Committee meeting scheduled on Tuesday, January 5, 2016 at 4:30 PM was cancelled. Attachment 4 (pg. 31)
  3. Building, Security and Technology Committee. Attachment 5 (pg. 32)
  4. Program, Policy and Personnel Committee/Nominating Committee – Dr. Bill Foster, Chairperson. Attachment 6 (pg. 33)
  5. Committee and Chair Assignments – Executive Council Chairperson
    - a. Finance Committee
    - b. Program, Policy and Personnel Committee
    - c. Building, Security and Technology Committee
  - D. A motion to approve the Cash Payments Report – November and December. Attachment 7 (pg. 36)
  - E. A motion to receive and file the Treasurer's Report – October and November. Attachment 8 (pg. 68)
- X. 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 Sally Paddock, Instructional Assistant, effective November 16, 2015.
    2. A motion to ratify the qualifying leave of absence consistent with Policy #535 – Disability/Maternity/Childrearing Leave for Renee Elliott, Administrative Assistant – Main Office/Attendance Officer, effective November 24, 2015.
    3. A motion to terminate the employment assignment of Arlene Forman as part-time short-term substitute Main Office Administrative Assistant /Receptionist, effective December 4, 2015.
    4. A motion to ratify the employment of Louise Forliano, as temporary substitute Main Office Administrative Assistant/Receptionist, Hours 7:15 AM– 2:30 PM, effective December 7, 2015 as needed until the return of our staff member, at an hourly rate of \$16.00, with statutory benefits only.
    5. A motion to ratify the resignation of Robert Morsa, Engineering Related Technology Teacher, effective December 8, 2015.
    6. A motion to ratify the reassignment of Chester Guillory, Instructional Assistant as Substitute Engineering Related Technology Teacher, as needed, at Step 15, Level A, prorated to a full day rate of \$393.58, with benefits, effective December 9, 2015.

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7. A motion to approve the employment of John Polcino, as Engineering Related Technology Teacher, effective January 11, 2016, at Step 15, Level A (\$75,568/Year).
8. A motion to approve the part-time employment of Caitlin Wachob, student in the Early Childhood Care and Education Program, to work in a co-op position as an Aide for Li'l Bucks Partners in Learning, at a rate of \$8.00/hour, effective January 12, 2016.
9. A motion to approve Sarah Webber, School Nurse for a full-year sabbatical leave for professional development during the 2016-17 school year in accordance with Executive Council Policy # 438. Attachment 9 (pg. 99)
10. A motion to approve the appointment of Erik Eisen as a member of the 2016 Local Advisory Council (LAC).
11. A motion to approve the appointment of Kip Lynch as a member of the 2016 Local Advisory Council (LAC).
12. A motion to ratify employment of the additional spring 2016 Adult Evening School staff. Attachment 10 (pg. 102)

### B. Policies

#### 1. ADOPTION

The administration requests the Executive Council to accept for adoption the following new Board Policies: Attachment 11 (pg. 103)

- a. New Policy No. 000 – Executive Council Policy/Administrative Regulations – Board Procedures Section
- b. New Policy No. 105.1 – Curriculum Review by Parents/Guardians and Students – Programs Section
- c. New Policy No. 105.2 – Exemption from Instruction – Programs Section
- d. New Policy No. 113.1 – Discipline of Students with Disabilities – Programs Section
- e. New Policy No. 113.2 – Behavior Support – Programs Section
- f. New Policy No. 203.1 – HIV Infection – Pupils Section

#### 2. ADOPTION OF POLICY LANGUAGE REVISIONS

The administration requests the Executive Council to adopt the following policy that was updated with language revisions: Attachment 12 (pg. 127)

- a. Revised Policy No. 412 – Evaluation of Professional Employees – Professional Employees Section

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3. A motion to delete Administrative Regulation No. 412 – R – Evaluation of Professional Employees and Administrative Regulation No. 412-R2 – Evaluation of Professional Employees. Attachment 13 (pg. 128)
  4. A motion to approve the addition of the Suicide Preventions Resources for Schools to Policy 819, Suicide Awareness, Prevention and Response in the Operations Section and the deletion of Policy 821, Suicide in the Operations Section. Attachment 14 (pg. 132)
- C. Other Matters for Consideration
1. A motion to approve the members of the Comprehensive Planning Steering Committee. Attachment 15 (pg. 139)
  2. A motion to receive and file the October 16, 2015 Local Advisory Council Minutes. Attachment 16 (pg. 144)
  3. A motion to receive and file the October 27, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 17 (pg. 149)
  4. A motion to receive and file the December 7, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 18 (pg. 154)
  5. A motion to approve the additional field trip for the 2015/16 school year. Attachment 19 (pg. 158)
  6. A motion to approve the agreement between Middle Bucks Institute of Technology and the Bucks County Intermediate Unit 22 for Multimedia production services. Attachment 20 (pg. 159)
  7. A motion to approve the Articulation Agreements with Bucks County Community College – Commercial Art & Design, Culinary Arts, Early Childhood Care & Education, Engineering Related Technology, Health Occupations, Health Sciences, Multimedia Technology, Networking and Operating Systems Security, Public Safety, Web Page, Digital Multimedia and Information Resources Design, Occupational Studies. Attachment 21 (pg. 164)
  8. A motion to approve the Articulation Agreement with the Culinary Institute of America - Culinary Arts. Attachment 22 (pg. 168)
  9. A motion to approve the Articulation Agreement with Johnson and Wales - Culinary Arts. Attachment 23 (pg. 169)
  10. A motion to accept the Beef in the Classroom Grant Program funded by the Beef Checkoff for beef purchases up to \$1,125.00 by the Culinary Arts program. Attachment 24 (pg. 170)

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11. A motion to receive and file the MBIT Limited Procedures Engagement dated December 2015 prepared by the Pennsylvania Department of the Auditor General for the period July 1, 2012 through June 30, 2015. Attachment 25 (pg. 171)

XI. Adjournment