

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL AGENDA
June 10, 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 May 13, 2013 Meeting - Attachment 1 (pg. 1-1)
- VIII. Routine Business:
 - A. Administrative Report
 - 1. 2013-14 Enrollment – Mrs. Stacy Pakula
 - 2. Summer Career Exploration Update – Mrs. Stacy Pakula
 - 3. Adult Education Update – Mrs. Nancy Messick
 - 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. The Building, Security and Technology Committee Meeting scheduled on Tuesday, June 4, 2013 was cancelled. – 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. Attachment 6 (pg. 6-1)

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- C. A motion to approve the Cash Payments Report – May. Attachment 7 (pg. 7-1)
- D. A motion to receive and file the Treasurer's Report – April. Attachment 8 (pg. 8-1)

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 Chet Guillory, Instructional Assistant, effective May 6, 2013.
2. A motion to ratify a leave of absence consistent with Policy #535 – Disability / Maternity / Childrearing Leave for Carole Miller, Instructional Assistant, effective May 17, 2013.
3. A motion to approve the employment of Denise Dohoney as full-time Assistant Director, at a salary of \$110,000 per year with benefits as per the Act 93 Agreement and based upon a 260 days schedule, effective July 1, 2013.
4. A motion to appoint Erin Rinker as the full-time Organizational Advancement Coordinator, at a salary of \$64,500 per year with benefits as per the Act 93 Agreement and based upon a 260 day schedule, effective July 23, 2013.
5. A motion to appoint Stephanie Gregory as the full-time Guidance Counselor, at Step 0, Level A, (salary per the Collective Bargaining Agreement between The Executive Council of Middle Bucks Institute of Technology and The Middle Bucks Education Association, effective August 26, 2013.
6. 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 2013-2014 school year, to manage the Li'l Bucks Partners in Learning Keystone Stars transition.
7. A motion to approve the proposed 2013-14 educational programs and staffing. Attachment 9 (pg. 9-1)
8. A motion to retain the Automotive Collision Technology program on probationary status for the 2013-14 school year.
9. A motion to approve the revised Act 93 Agreement effective July 1, 2013 through June 30, 2015. Attachment 10 (pg. 10-1)

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10. A motion to approve salary increases for non-bargaining unit personnel, for the 2013-14 fiscal year with a 1.7% base percentage increase.
 11. A motion to approve salary increases for Administrative Staff, including the Business Manager and Administrative Director, for the 2013-14 fiscal year with a 1.7% base percentage increase, in accordance with the terms of the Act 93 Agreement.
 12. A motion to ratify the new student rate due to the increase of minimum wage.
 - a. Level 100 – Minimum Wage (\$7.25/hour)
 13. A motion to approve the staffing for the 2013 summer career enrichment programs, with statutory benefits only. Attachment 11 (pg. 11-1)
 14. A motion to approve the fall 2013 and spring 2014 Adult Evening School programs and the employment of the Adult Evening school staff. Attachment 12 (pg. 12-1)
- B. Other Matters for Consideration
1. A motion to reappoint Dr. Bohdan Martynec as school physician for the 2013-14 school year.
 2. A motion to reappoint Willis of Pennsylvania as the Insurance Broker for the 2013-2014 fiscal year. Attachment 13 (pg. 13-1)
 3. A motion to approve the field trips and non-paid work-based experiences for the 2013-14 school year. Attachment 14 (pg. 14-1)
 4. A motion to approve the primary textbooks for all programs for 2013-14 school year. Attachment 15 (pg. 15-1)
 5. A motion to approve the agreement between Middle Bucks Institute of Technology and the Bucks County Intermediate Unit #22, to continue participation in the consortium for the Technology Pool Counsel Legal Service Consultation. Attachment 16 (pg. 16-1)
 6. A motion to receive and file the May 17, 2013 Local Advisory Council Minutes. Attachment 17 (pg. 17-1)
 7. A motion to approve the Memorandum of Understanding between Warwick Township Police Department and Middle Bucks Institute of Technology. Attachment 18 (pg. 18-1)
 8. A motion to approve the transfer of \$125,000 to the Capital Reserve Fund consistent with the Capital Reserve Fund resolution from MBIT General Fund unspent 2012-13 budget balance.

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9. A motion to approve the commitment of \$50,000 in the MBIT General Fund consistent with the Committed Fund Balance resolution, from the unspent 2012-13 budget balance, for the purpose of mitigating future increases in PSERS pension employer contributions.
10. A motion to approve budget transfers. Attachment 19 (pg. 19-1)
11. A motion to cancel the July Executive Council meeting and to authorize the administration to pay bills to be ratified in August.
12. A motion to approve the contract between the Executive Council of Middle Bucks Institute of Technology and Middle Bucks Education Association and to authorize John Gamble, Middle Bucks Institute of Technology Executive Council Chairperson, to sign the Collective Bargaining Agreement between the Executive Council of Middle Bucks Institute of Technology and The Middle Bucks Education Association, which reflects the terms of the settlement. Attachment 20 (pg. 20-1)

X. Adjournment