

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
***EXECUTIVE COUNCIL AGENDA***  
**October 13, 2014**

- 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 September 8, 2014 Meeting - Attachment 1 (pg. 7)
- VIII. Routine Business:
  - A. Administrative Report
    - 1. 2014/15 Enrollment Report – October 1, 2014 – Mrs. Denise Dohoney– Attachment 2 (pg. 14)
    - 2. Overview of PDE Guidance Plan and MBIT Promotional Video – Ms. Erin Rinker
    - 3. Adult Education Presentation – Mrs. Nancy Messick
  - B. A motion to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 3 (pg. 26).
  - C. Committees Reports
    - 1. Professional Advisory Council – Dr. Joyce A. Mundy, Chairperson. Attachment 4 (pg. 27)
    - 2. Building, Security and Technology Committee – Mr. Joseph Jagelka, Chairperson. Attachment 5 (pg. 29)
    - 3. Program, Policy and Personnel Committee – Mrs. Betty Huf, Chairperson. Attachment 6 (pg. 30)
    - 4. Finance Committee – Mrs. Kelly Unger, Chairperson. Attachment 7 (pg. 31)

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- D. A motion to approve the Cash Payments Report – September. Attachment 8 (pg. 33)
- E. A motion to receive and file the Treasurer's Report – August. Attachment 9 (pg. 52)

### IX. Current Agenda Items

#### A. Personnel Items

- 1. A motion to ratify the termination of Fritz Gracien, Custodian, effective September 8, 2014.
- 2. A motion to approve the employment of Stephen Boccella, Jr., as full-time evening Maintenance Mechanic/Custodian, at a rate of \$22/hour, effective October 20, 2014.
- 3. A motion to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Phillip Lawhead, Custodian, effective September 25, 2014.
- 4. A motion to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Laura Lacivita, Preschool Teacher/Manager, effective September 29, 2014.
- 5. A motion to approve the appointment of Dr. Jan Solkov Kaufman as a member of the 2014 Local Advisory Council (LAC).
- 6. A motion to approve the appointment of Richard Vona as a member of the 2014 Local Advisory Council (LAC).
- 7. A motion to approve the additions to the substitute staff listing for the 2014-15 school year. Attachment 10 (pg. 67)

#### B. Policies

##### 1. ADOPTION

- a. Revised Administrative Regulation 122-R – Financial Support of Career Technical Student Organizations (CTSO) Activities and Events.

The administration requests the Executive Council to accept for adoption revised Administrative Regulation 122-R – Financial Support of Career Technical Student Organizations (CTSO) Activities and Events. Attachment 11 (pg. 68)

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### C. Other Matters for Consideration

1. A motion to approve the additional field trip for the 2014/15 school year. Attachment 12 (pg. 69)
2. A motion to approve the Articulation Agreement with The Restaurant School at Walnut Hill College. Attachment 13 (pg. 70)
3. A motion to approve the Addendum to the Master Agreement between Middle Bucks Institute of Technology and Schoolwires, in the amount of \$1100.00, for Template Modification Service and to provide access to the MyWay Premium Template Library for changes to the existing website. Attachment 14 (pg. 73)
4. A motion to ratify the 2014-2015 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 15 (pg. 77)
5. A motion to approve offering online training through Global Compliance Network for the 2014-2015 school year at the cost of \$630.00 with additional charge of \$1.50 per employee for required Act 126 child abuse training. Attachment 16 (pg. 80)
6. A motion requesting authorization for Business Manager or Administrative Director to execute a 60 month lease paid quarterly at cost of \$2784.66 with buy-out at end of lease from Ally Financial for the two vans authorized in August 2014. Attachment 17 (pg. 99)

### X. Adjournment