

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL AGENDA
October 14, 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 September 9, 2013 Meeting - Attachment 1 (pg. 1-1)
- VIII. Routine Business:
 - A. Administrative Report
 - 1. 2013/14 Enrollment Report – October 1, 2013 – Mrs. Denise Dohoney– Attachment 2 (pg. 2-1)
 - 2. Comprehensive Plan – Mrs. Kathryn Strouse – Attachment 3 (pg. 3-1)
 - B. A motion to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 4 (pg. 4-1).
 - C. Committees Reports
 - 1. Professional Advisory Council – Dr. Raymond Boccuti, Chairperson. Attachment 5 (pg. 5-1)
 - 2. Building, Security and Technology Committee – Mrs. Bernadette Heenan, Chairperson. Attachment 6 (pg. 6-1)
 - 3. The Program, Policy and Personnel Committee meeting scheduled on Tuesday, October 1, 2013 at 5:15 PM was cancelled. – Mrs. Betty Huf, Chairperson. Attachment 7 (pg. 7-1)
 - 4. Finance Committee – Ms. Katherine Driban, Chairperson. Attachment 8 (pg. 8-1)

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- D. A motion to approve the Cash Payments Report – September. Attachment 9 (pg. 9-1)
 - E. A motion to receive and file the Treasurer's Report – August. Attachment 10 (pg. 10-1)
- IX. Current Agenda Items
- A. Personnel Items
 - 1. A motion to ratify the part-time employment of Eric Walder, student in Networking and Operating Systems Security, to work in a co-op position as a Computer Support Technician for Information Technology, at a rate of \$9.00/hour, effective September 4, 2013.
 - 2. A motion to ratify the part-time employment of Alysen Doyle, 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 \$9.00/hour, effective October 7, 2013.
 - 3. A motion to approve the employment of Ronald Hungarter, as short-term Substitute Teacher in the Construction Carpentry program, effective October 14, 2013, at a daily rate of \$385.00, with statutory benefits.
 - 4. A motion to provide Jeanise Dimitri, Adult Education and Organizational Advancement Administrative Assistant with a stipend in the amount of \$2,259 to be paid for additional job responsibilities and duties during the Leave of Absence of the Adult Education Coordinator, effective October 17, 2013.
 - 5. A motion to ratify employment of the additional fall 2013 Adult Evening School staff. Attachment 11 (pg. 11-1)
 - B. Policies
 - 1. FIRST READING

The administration request the Executive Council accept for first reading the following revised Administrative Regulations. Attachment 12 (pg. 12-1)

 - a. Revised Administrative Regulation 335.1-R - Family and Medical Leaves – Eligibility/Types of Leaves in the Administrative Employees Section.
 - b. Revised Administrative Regulation 435.1-R - Family and Medical Leaves – Eligibility/Types of Leaves in the Administrative Employees Section.

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- c. Revised Administrative Regulation 535.1-R - Family and Medical Leaves – Eligibility/Types of Leaves in the Classified Employees Section.

2. ADOPTION

The administration requests the Executive Council to accept for adoption the following revised Board Policies. Attachment 13 (pg. 13-1):

- a. Revised Policy No. 335.1 – Family and Medical Leave – Administrative Employees Section
- b. Revised Policy No. 435.1 – Family and Medical Leave – Professional Employees Section
- c. Revised Policy No. 535.1 – Family and Medical Leave – Classified Employees Section

3. APPROVE POLICY LANGUAGE REVISION

- a. Revised Policy No. 222- Smoking

The administration requests the Executive Council accept for adoption revised Board Policy No. 222, Smoking, in the Pupils Section. Attachment A (pg. A-1)

C. Other Matters for Consideration

- 1. A motion to approve the proposed additional and out of state field trips for the 2013-14 school year. Attachment 14 (pg. 14-1)
- 2. A motion to accept the Pennsylvania Department of Education Supplemental CTE Grant in the amount of \$34,774.86 to be used to purchase the equipment listed below and to adjust the 2013-2014 budget to include said grant. Attachment 15 (pg. 15-1)

Multimedia	Camera Dolly System
Public Safety	Ferno Ambulance Cot
Public Safety	Motorola Digital Communication Radios
Welding	Hypertherm Powermax Plasma System

- 3. A motion to accept the donation from the Buxmont Chapter of the Pennsylvania Society of Tax and Accounting Professionals, in the amount of \$3,254.70, to specifically be used for the purchase of 5 iPads with cases, for the Administrative Sciences and Business Technology program. Attachment 16 (pg. 16-1)

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4. A motion to approve the Affiliation Agreement between Abington Memorial Hospital and Middle Bucks Institute of Technology, to provide clinical experiences to our Health Science students. Attachment 17 (pg. 17-1)
5. A motion to approve the Agreement between Comcast of Southeast Pennsylvania, LLC, and Middle Bucks Institute of Technology. Attachment 18 (pg. 18-1)
6. A motion to approve the Agreement between Arrow Enterprise Computing Solutions, Inc. and Middle Bucks Institute of Technology for Adobe Certified Associate Classroom Licenses from Certiport. Attachment 19 (pg. 19-1)
7. A motion to approve offering online training through Global Compliance Network for the 2013-2014 school year at the cost of \$700.00 with additional charge of \$1.50 per employee for required Act 126 child abuse training. Attachment 20 (pg. 20-1)
8. A motion to approve the “Bucks County School Intermediate Unit #22 Microsoft Server Product Purchasing Group Agreement” between the BCIU and MBIT for a 3-year period beginning in November 2013 through November 2016. Attachment 21 (pg. 21-1)
9. A motion to authorize the Administrative Director or Business Manager to execute 60 month \$1 buy-out lease at a monthly cost of \$396 with NMFG Financial Services, Inc. for a new Yale GC/GP050LX forklift truck. Attachment 22 (pg. 22-1)
10. A motion to appoint Tyco Integrated Security to provide central station monitoring of burglary and fire alarm systems for a 60 month period with initial investment of \$1,600 for installation of proprietary equipment and monthly cost of \$545.84. Attachment 23 (pg. 23-1)
11. A motion to appoint Reuter Hanney as the Engineer of Record for the transformer replacement project.
12. A motion to appoint TD Bank to provide merchant services for purpose of processing credit and debit card transactions for Adult Education registrations and production live work and program fees. Attachment 24 (pg. 24-1)
13. A motion to approve the 2013 – 2016 Middle Bucks Institute of Technology Comprehensive Plan. Attachment 3 (pg. 3-1)

X. Adjournment