

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL AGENDA
March 9, 2015

- 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 February 9, 2015 Meeting - Attachment 1 (pg. 7)
- VIII. Routine Business:
 - A. Administrative Report
 - 1. 2015/16 Proposed Budget Presentation – Mr. Robert Vining, Business Manager (Enclosure)
 - B. A motion to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 15).
 - C. Committees Reports
 - 1. The Professional Advisory Council meeting scheduled on March 3, 2015 at Noon was cancelled. – Dr. Joyce A. Mundy, Chairperson. Attachment 3 (pg. 16)
 - 2. Finance Committee – Mrs. Kelly Unger, Chairperson. Attachment 4 (pg. 17)
 - 3. The Building, Security and Technology Committee meeting scheduled on March 3, 2015 at 5:15 PM was cancelled. – Mr. Joseph Jagelka, Chairperson. Attachment 5 (pg. 18)
 - 4. Program, Policy and Personnel Committee – Dr. Bill Foster, Chairperson. Attachment 6 (pg. 19)
 - D. A motion to approve the Cash Payments Report – February. Attachment 7 (pg. 20)

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- E. A motion to receive and file the Treasurer's Report – January. Attachment 8 (pg. 34)

IX. Current Agenda Items

A. Personnel Items

1. A motion to ratify the resignation of Jill Dulany, Administrative Assistant – Assistant Director, Systems Manager – Curriculum effective March 4, 2015.
2. A motion to ratify the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Lisa Cuffari, Dental Occupations Teacher, effective March 4, 2015
3. A motion to approve the retirement of Richard Shustack, Maintenance Mechanic, effective August 1, 2015.
4. A motion to ratify the following teacher to serve in the role of Mentor Teacher in accordance with the teachers' contract at a prorated rate of \$400 for the second half of the 2014-2015 school year.
 - a. Michael McCombe
5. A motion to ratify employment of the additional spring 2015 Adult Evening School staff. Attachment 9 (pg. 50)
6. A motion to approve the restructuring of the following so that the positions will be part-time, not full-time and no longer members of the Act 93 group; entitled only to state mandated benefits:
 - a. Nancy Messick, Adult Education Coordinator
 - b. Erin Rinker, Organizational Advancement Coordinator
7. A motion to approve a status change for Renee Elliott, Main Office Administrative Assistant, from a 12-month to 10-month employee due to restructuring, effective with the start of the 2015-16 school year.
8. A motion to approve an hourly rate adjustment of \$1.00 per hour for Jeanise Dimitri, Administrative Assistant Adult Education/Organizational Advancement, due to restructuring, effective with the start of the 2015-2016 school year.

B. Other Matters for Consideration

1. A motion to approve the proposed Middle Bucks Institute of Technology 2015-2016 General Fund Budget. (Enclosure)
2. A motion to approve the proposed Middle Bucks Institute of Technology various non-major fund budgets for 2015-2016 (Enclosure)

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3. A motion to authorize the Business Office to solicit bids for lab supplies for the 2015/2016 school year.
4. A motion to approve the additional field trip and out of state competition field trip for the 2014/15 school year. Attachment 10 (pg. 51)
5. A motion to ratify the out of state professional development request. Attachment 11 (pg. 52)
6. A motion to receive and file the January 28, 2015 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 12 (pg. 53)
7. A motion to receive and file the January 23, 2015 Local Advisory Council Minutes. Attachment 13 (pg. 58)
8. A motion to engage Theta Consulting, a structural engineering firm for preparation of construction documents with participation of Computerized Drafting & Engineering Graphics students for the MBIT Student-Built Modular house project with fee of \$2,200 and contract administration at \$150 per hour (if requested) and payment from Production Fund. Attachment 14 (pg. 64)
9. A motion to receive and file the Summary Appraisal Report for Insurance Purposes for Middle Bucks Institute of Technology dated October 31, 2014. Attachment 15 (pg. 71)
10. A motion to approve the Automotive Services Master Training License Agreement between Middle Bucks Institute of Technology and CCC Information Services Inc. to provide the CCC ONE Total Repair Platform to the school at no cost for the Automotive Collision Technology Program. Attachment 16 (pg. 86)
11. A motion to approve a service agreement with Kupper Engineering, Inc. to act as MBIT's Owner's Agent with respect to the extraction of existing transformers and verification that the installation and testing of new replacement transformers are completed in accordance with prescribed procedures, documentation and testing at a cost of \$17,500 to be funded by the proceeds from the bond refinancing of 2014. Attachment 17 (pg. 93)
12. A motion to approve budget transfers. Attachment 18 (pg. 100)

X. Adjournment