

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL AGENDA
June 13, 2016

- 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 9, 2016 Meeting - Attachment 1 (pg. 8)
- VIII. Routine Business:
 - A. Administrative Report
 - 1. NOCTI Update – Mrs. Denise Dohoney
 - 2. Adult Education Update – Mrs. Marjie Devlin
 - B. A motion to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 13).
 - C. Committees Reports
 - 1. Professional Advisory Council – Dr. David E. Baugh, Chairperson. Attachment 3 (pg. 15)
 - 2. Finance Committee – Mr. Charles Kleinschmidt, Chairperson Attachment 4 (pg. 16)
 - 3. The Building, Security and Technology Committee meeting scheduled on Tuesday, June 7 at 5:15 PM was cancelled. – Mr. John Capriotti, Chairperson Attachment 5 (pg. 18)
 - 4. Program, Policy and Personnel Committee – Mr. John Gamble, Chairperson Attachment 6 (pg. 19)
 - D. A motion to approve the Cash Payments Report – May. Attachment 7 (pg. 21)
 - E. A motion to receive and file the Treasurer's Report – April. Attachment 8 (pg. 41)

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IX. Current Agenda Items

A. Personnel Items

1. A motion to ratify the qualifying leave of absence consistent with Policy #535 – Disability/Maternity/Childrearing Leave for Jacqueline Menkes, Instructional Assistant, effective May 25, 2016.
2. A motion to approve the proposed 2016-17 educational programs and staffing. Attachment 9 (pg. 57)
3. A motion to retain the Construction Carpentry program on probationary status for the 2016-17 school year.
4. A motion to reduce the Dental Occupations program to half time status for the 2016-2017 school year, due to low enrollment.
5. A motion to approve a resolution for the status change of Lisa Viviano, Dental Occupations Teacher from full-time to half-time status due to low enrollment, effective with the start of the 2016-2017 school year.
6. A motion authorizing Administration to recruit a Guidance Counselor, in accordance with the Teacher's contract.
7. A motion to approve a Leave of Absence for Nicole Snyder, Group Leader/Manager Li'l Bucks Preschool from August 31 to December 16, 2016 for purpose of completing her student teaching requirements for her Bachelor's degree with part-time weekly schedule of five paid hours for administering Keystone Stars Grant with benefits paid pro-rata.
8. A motion to eliminate the Organizational Advancement Coordinator Position and to furlough Erin Caitlin Rinker, Organizational Advancement Coordinator effective June 30, 2016.
9. A motion to approve payment to Richard Hansen, Facility Supervisor for 20 accumulated vacation days at per diem rate.
10. A motion to approve salary increases for non-bargaining unit personnel, for the 2016-17 fiscal year with a 1.54% base percentage increase.
11. A motion to ratify the employment of the 2016 summer staff, effective June 13, 2016, with statutory benefits. Attachment 10 (pg. 58)
12. A motion to ratify the additional assignment of Michael Stafford, Instructional Assistant, to work during the summer as a Custodian, effective June 13, 2016.

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13. A motion to ratify the additional assignment of Robert Mogg, Instructional Assistant, to work during the summer as a Business Office Assistant/Inventory Clerk, effective June 13, 2016.
14. A motion to approve the additional fall 2016 Adult Evening School programs and the employment of the additional Adult Evening School staff. Attachment 11 (pg. 59)
15. A motion to approve the increase in the daily substitute rate from \$90 per day to \$95 per day effective with the start of the 2016-2017 school year.
16. Discussion and consideration of a change in healthcare benefits for Li'l Bucks employees.

B. Other Matters for Consideration

1. A motion to reappoint Dr. Bohdan Martynec as school physician for the 2015-16 school year.
2. A motion to reappoint Willis of Pennsylvania as the Insurance Broker for the 2016-2017 fiscal year. Attachment 12 (pg. 60)
3. A motion to approve the 2016-2017 tuition schedule for Li'l Bucks Partners in Learning. Attachment 13 (pg. 61)
4. A motion to approve the field trips and non-paid work-based experiences for the 2016-17 school year. Attachment 14 (pg. 63)
5. A motion to approve the primary textbooks for all programs for 2016-17 school year. Attachment 15 (pg. 79)
6. A motion to approve the proposal of Rafferty Electrical, Inc. in the amount of \$12,140, for the installation of additional lighting in the south parking lot to be paid from the Capital Reserve Fund. Attachment 16 (pg. 82)
7. A motion to approve a field trip for The Philanthropy Today Club and Advisor Mrs. Pamela Swoyer to attend the Raab Foundation Board Meeting in Lambertville, New Jersey on July 8, 2016.
8. A motion to approve the out of state professional development. Attachment 17 (pg. 83)
9. A motion to approve the contract with Pennsylvania School Boards Association to merge the three separate employee sections of the Board Policy Manual into one policy section to encompass all employee-related policies at a cost of \$1,650.00. Attachment 18 (pg. 84)

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10. A motion to receive and file the May 12, 2016 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 19 (Page 90).
11. A motion to approve the Bucks County Police Training Center to utilize our school for facilitate school security assessment training with local law officials during the regular school day. Attachment 20 (pg. 95)
12. A motion to accept the PDE Supplemental Grant in the amount of \$35,555.73; with no matching funds required to purchase the following equipment recommended by the Occupational Advisory Committees:
 - a. Aluminum Tools – Collision Repair Technology
 - b. Patient Care Simulator and Operational Patient Headboard – Medical and Health Professions
 - c. MakerBOT Desktop 3D Printer – Computerized Drafting and Engineering Design
 - d. Mark II Trimmaster Metal – Construction Carpentry
 - e. Tire Changer – Automotive Technology Attachment 21 (pg. 96)
13. A motion to authorize use of Public Surplus to advertise for sale equipment identified as excess, obsolete or surplus and to complete sales transactions resulting from on-line auctions of items advertised. Any and all proceeds must be deposited into MBIT General Fund bank account. Attachment 22 (pg. 98)
14. A motion to approve the transfer of \$100,000 to the Capital Reserve Fund consistent with the Capital Reserve Fund resolution from MBIT General Fund unspent 2015-16 budget balance. Attachment 23 (pg. 100)
15. A motion to approve budget transfers. Attachment 24 (pg. 101)
16. A motion to cancel the July Executive Council meeting and to authorize the administration to pay bills to be ratified in August.

X. Adjournment