

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL AGENDA
June 11, 2012

- 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 14, 2012 Meeting - Attachment 1 (pg. 1-1)
- VIII. Routine Business:
 - A. Administrative Report
 - 1. 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. Building, Security and Technology Committee Meeting – 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)
 - 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)

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IX. Current Agenda Items

A. Personnel Items

1. A motion to approve the proposed 2012-13 educational programs and staffing. Attachment 9 (pg. 9-1)
2. A motion to place the Automotive Collision Technology program on probationary status for the 2012-13 school year.
3. A motion to retain the Drafting and Design Technology program on probationary status for the 2012-13 school year.
4. A motion to reduce the Web Page, Digital Multimedia and Information Resources Design program to half-time status for the 2012-13 school year, due to low enrollment.
5. A motion to approve the re-furlough of Robert Kleeman, Precision Machining Teacher, effective the end of the 2011-2012 contract year.
6. A motion to approve the furlough of Mary Eckert, Resource Specialist - Health, due to the elimination of the position, as a result of the implementation of changes to the PDE approved Nurse Aide Training program, effective June 4, 2012.
7. A motion to approve the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Stacey Flood, Special Needs Coordinator, effective August 28, 2012 through October 1, 2012.
8. A motion to approve salary increases for non-bargaining unit personnel, for the 2012-13 fiscal year with a 2% base percentage increase.
9. A motion to approve salary increases for Administrative Staff, including the Business Manager, for the 2012-13 fiscal year with a 2% base percentage increase, in accordance with the terms of the Act 93 Agreement.
10. A motion to approve the salary of Kathryn Strouse, Administrative Director, at the sum of \$133,531 for the 2012-13 fiscal year with a 2% base percentage increase, in accordance with the terms of the Act 93 Agreement.
11. A motion to approve the staffing for the 2012 summer career enrichment programs, with statutory benefits only. Attachment 10 (pg. 10-1)
12. A motion to approve the fall 2012 Adult Evening School programs and the employment of the Adult Evening school staff. Attachment 11 (pg. 11-1)

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B. Policies

1. FIRST READING

a. Revised Policy No. 107.1 – Program and Course Curtailment

The administration requests the Executive Council accept for first reading revised Board Policy No. 107.1, Program and Course Curtailment, in the Programs Section. Attachment 12 (pg. 12-1)

C. Other Matters for Consideration

1. A motion to approve the 2012-2013 school calendar. Attachment 13 (pg. 13-1)
2. A motion to reappoint Dr. Bohdan Martynec as school physician for the 2012-13 school year.
3. A motion to approve the field trips and non-paid work-based experiences for the 2012-13 school year. Attachment 14 (pg. 14-1)
4. A motion to approve the primary textbooks for all programs for 2012-13 school year. Attachment 15 (pg. 15-1)
5. A motion to receive and file the May 18, 2012 Local Advisory Council Minutes. Attachment 16 (pg. 16-1)
6. A motion to approve Middle Bucks Institute of Technology to continue participation in the BCTE Technical Assistance Program (TAP) for the 2012-13 school year.
7. A motion to award the cleaning and custodial services contract for July 1, 2012 to June 30, 2015 to Interstate Maintenance Corporation at a cost of \$7,423.33 per month. Attachment 17 (pg. 17-1)
8. A motion to allow Administration to use \$50,000 from Capital reserve to support the summer projects for PEL, BTO, PSA, DEN and for building roof replacement on the single-car, two-car and six-car garages. Attachment 18 (pg. 18-1)
9. A motion to approve the transfer of \$75,000 to the Capital Reserve Fund consistent with the Capital Reserve Fund resolution from MBIT General Fund unspent 2011-12 budget balance.

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10. A motion to approve the commitment of \$45,000 in the MBIT General Fund consistent with the Committed Fund Balance resolution, from the unspent 2011-12 budget balance, for the purpose of mitigating future increases in PSERS pension employer contributions.
11. A motion to allow Administration to execute supply contracts setting rates for cost of electricity and/or natural gas if advantageous for school.
12. A motion to approve budget transfers. Attachment 19 (pg. 19-1)
13. A motion to cancel the July Executive Council meeting and to authorize the administration to pay bills to be ratified in August.

X. Adjournment