

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
EXECUTIVE COUNCIL AGENDA
January 13, 2014

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Reorganization – Executive Council Officers
 - A. Nominating Committee Report
 - 1. Chairperson
 - 2. Vice Chairperson
 - 3. Secretary
 - B. A motion to approve the Middle Bucks Institute of Technology 2014 Executive Council Officers.
- V. Introductions and Public Comment
- VI. Chairperson’s Report
- VII. Executive Council Comments
- VIII. Approval of Minutes of the November 11, 2013 Meeting – Attachment 1 (pg. 1-1)
- IX. Routine Business:
 - A. Administrative Report
 - 1. Recognition of Executive Council Members – Mrs. Kathryn Strouse
 - 2. SkillsUSA Presentation – Mrs. Pamela Swoyer & SkillsUSA Officers
 - 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 – Mr. Mark Klein, Chairperson. Attachment 3 (pg. 3-1)
 - 2. The Building, Security and Technology Committee Meeting scheduled on Tuesday, January 7, 2014 at 4:30 PM was cancelled. Attachment 4 (pg. 4-1)

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3. Program, Policy and Personnel Committee meeting. – Mrs. Betty Huf, Chairperson. Attachment 5 (pg. 5-1)
 4. The Finance Committee meeting scheduled on Tuesday, January 7, 2014 at 6:00 PM was cancelled. Attachment 6 (pg. 6-1)
 5. Committee and Chair Assignments – Executive Council Chairperson
 - a. Finance Committee
 - b. Program, Policy and Personnel Committee
 - c. Building, Security and Technology Committee
 - D. A motion to approve the Cash Payments Report – November and December. Attachment 7 (pg. 7-1)
 - E. A motion to receive and file the Treasurer's Report – October and November. Attachment 8 (pg. 8-1)
- X. Current Agenda Items
- A. Personnel Items
 1. A motion to ratify the qualifying leave of absence consistent with Policy #535.1 – Family and Medical Leave for Renee Elliott, Main Office Administrative Assistant/Attendance Officer, effective December 9, 2013.
 2. A motion to ratify the employment of Louise Forliano as short-term substitute Main Office Administrative Assistant/Receptionist effective December 5, 2013 until the return of our staff member, with the duration of the assignment being no longer than January 17, 2014, at an hourly rate of \$16.00, with statutory benefits only.
 3. A motion to approve the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Sandra Fitzpatrick, Special Needs Coordinator, effective January 14, 2014.
 4. A motion to approve the employment of the additional spring 2014 Adult Education Evening School staff. Attachment 9 (pg. 9-1)
 5. A motion to approve the additions to the substitute staff listing for the 2013-14 school year. Attachment 10 (pg. 10-1)
 - B. Other Matters for Consideration
 1. A motion to approve the out of state professional development request. Attachment 11 (pg. 11-1)

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2. A motion to receive and file the November 4, 2013 Middle Bucks Area Vocational Technical School Authority Minutes. Attachment 12 (pg. 12-1)
3. A motion to modify resolution 12 passed November 11, 2013 authorizing the Business Manager to execute 60 month FMV lease changing Canon 8400 to Canon 5255 with cost reduction from \$614 per month to \$579 per month.
4. A motion to approve the Memorandum of Understanding - Sheltering and Mass Care Facilities Agreement between Middle Bucks Institute of Technology and Central Bucks School District. Attachment 13 (pg. 13-1)
5. A motion to approve the Memorandum of Understanding - Sheltering and Mass Care Facilities Agreement between Middle Bucks Institute of Technology and Diamond Ridge Camp. Attachment 14 (pg. 14-1)
6. A motion to accept the PDE Equipment Grant, Project Number 122-146-4036 in the amount of \$37,750 and to use the Capital Reserve Fund as a 50 percent match for the purchase of the equipment listed in the grant. Attachment 15 (pg. 15-1)
7. A motion to authorize the Administration to advertise and solicit sealed bids for the following equipment in the PDE Equipment Grant, Project Number 122-146-4036: *Rational Self-Cooking Center, Structural Engineering Trainer, RED 35mm Digital Camera.*
8. A motion to accept the Keystone STARS Rising Stars Support Grant received by Li'l Bucks Partners in Learning; in the amount of \$10,700.00. The grant stipulates a portion of the grant money is to be awarded as bonuses to the teaching staff of Li'l Bucks Partners in Learning; therefore to award the following bonuses: Nicole Stymiest, Group Leader \$1805.00, Noelle Bush, Assistant Group Leader \$700.00 and Brittany Gibson, Assistant Group Leader \$700.00. Attachment 16 (pg. 16-1)
9. A motion to accept the grant from the Financial Literacy Fund of TruMark Financial of The Philadelphia Foundation, in the amount of \$5,500.00, to purchase textbooks, workbooks, computer software, math manipulatives, personal finance resources and anything related to money management and personal finance. Attachment 17 (pg. 17-1)
10. A motion to approve budget transfers. Attachment 18 (pg. 18-1)

XI. Adjournment