

Program, Policy, and Personnel Committee Meeting Minutes
January 2, 2018
Main Office Large Conference Room
6:00 PM

Present: Mr. John Capriotti, Mr. John Gamble, Mr. Charles Kleinschmidt, Mr. Stanley Marcus, Mrs. Karen Smith, Mrs. Tracy Suits, Mr. Robert Vining and Mrs. Kathryn Strouse

- Personnel: The PPP Committee members reviewed the personnel matters on the January Executive Council agenda and recommended submitting them to the Executive Council for approval. The items on the agenda included:
 - FMLA Request
 - Additional Local Advisory Council Member
 - Adult Education Staffing
 - Additional Substitute Staffing

- MBIT Executive Council Reorganization: The Director shared that according to the Executive Council Representation Chart, New Hope Solebury will serve as Chairperson, Centennial will serve as Vice-Chairperson and Central Bucks will serve as Secretary for 2018.

- Root Cause Analysis Results: The Director explained the Root Cause Analysis process that was completed for four low enrolled programs; Collision Repair Technology, Commercial Art & Advertising Design, Horticulture, Landscape & Design and Residential Construction. Root Cause Analysis Surveys were conducted with a diverse group of stakeholders for each program. The stakeholders included the classroom teacher, students, Occupational Advisory Committee members, School Counselors, Work-based Education Coordinators, Special Education Teachers, Instructional Assistants, Maintenance staff, Business Office staff, the Local Advisory Council, CTE Supervisor, Assistant Administrative Director, Administrative Assistants, and the Administrative Director. There were sixteen sections included in the survey and stakeholders were administered survey questions specific to their interaction with the program. The survey results were presented to a Task Force comprised of the classroom teacher, Administrative Director, Assistant Administrative Director, an MBEA Officer, a Work-based Education Coordinator and a School Counselor. The teacher was also invited to select a colleague to serve on the Task Force. The Task Force reviewed the data and conducted the root cause analysis by:
 - Defining the problem; low program enrollment
 - Reviewing survey data to clarifying the issue
 - Analyze the data and evidence
 - Identify solutions
 - Selected the high priority issues to address first
 - Creating an Action Plan to increase student enrollment in the program

The Action Plan agreed to by the Task Force team members will be implemented with monthly follow up meetings to monitor progress.

The Task Force teams for each of the four programs shared concerns over the duplication of courses at the sending schools that may impact enrollment and that historical data shows that each district tends to send the same percentage of students to MBIT each year.

The Director requested that the students in the Commercial Art & Advertising Design program be able to participate in sending school district art shows. The PPP committee members felt they could support this request.

The Director also shared that she had spoken with the Superintendents at the Professional Advisory Council meeting about considering a Career Exploration program for 9th graders interested in Middle Bucks as part of the PDE Career Readiness initiative. The Superintendents suggested the Director develop a proposal for them to review.

- Revised Policy 107.1 – Program and Course Curtailment: The Director provided the committee with a draft of Policy 107.1, which was modified to include language about conducting a Root Cause Analysis for low enrolled programs. This led to a discussion about how programs are identified as low enrolled, strategies in place to support program enrollment to keep programs from becoming low enrolled and adding STEM programs to the MBIT Program of Study such as aeronautics, biomedical technology, and cyber security. The Director explained that most of the programs at Middle Bucks include a STEM component and provided an example. The Culinary Arts and Horticulture, Landscape and Design programs are using aquaponics farming, which uses fish-waste as a natural fertilizer for plants in a nutrient-rich ecosystem. A committee member suggested exploring a Veterinary Science program. Using the maintenance barn as well as issues with finding additional lab and classroom space were discussed. The committee also discussed the upcoming YouthTruth Climate Surveys scheduled to be conducted with staff, students and parents.
- Policies - First Read: The Director provided the committee draft policies that were consolidated to create a merged Employee Section (300) that replaces the former 300-Administrative / 400-Professional / 500-Classified employee sections.
 - Policy 333 – Professional Development
 - Policy 334 – Sick Time
 - Policy 335 – Family and Medical Leaves
 - Policy 336 – Personal Necessity Leave
- Policy 815 – Acceptable Use of Electronic Resources: The Director provided the committee with a draft of Policy 815, which was revised to align with the recommendations suggested by Mr. Mark Walz, the Solicitor for the Bucks County Education Technical Counsel.
- Li'l Bucks –Accrued Sick Pay: The Director shared that the Li'l Bucks Benefits Handbook says an employee may accrue up to 30-days unused sick days. An employee requested that this practice be reevaluated to permit Li'l Bucks staff to be able to either accrue additional sick days or be paid a stipend for unused sick days upon retirement. The committee discussed this request and decided that the current practice that Li'l Bucks employees may accrue up to 30 sick days will remain in place.

The next regularly scheduled meeting of the PPP Committee is February 6, 2018 at 6:00 PM.