

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

Present: Mr. John Gamble, Mr. Stanley Marcus, Mrs. Karen Smith, Mrs. Dohoney, Mr. Robert Vining and Mrs. Kathryn Strouse

- J 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
- J Additional Administrative Director's Goals for 2017-2018: The Director provided the committee with a copy of the additional goals for the 2017-2018 school year that the Executive Council will be asked to approve at the February meeting.
- J MBIT Executive Council Reorganization: The Director shared a memo from our Solicitor, Mr. Garton, in response to questions presented by the committee at the January PPP meeting about the selection of Executive Council officers. Mr. Garton's memo said that the Articles of Agreement provide that the Chairperson and Vice Chairperson cannot be from the same school district and may not serve more than two successive years. The Executive Council Policy 005 does not provide instruction as to the rotation of the officers amongst the school districts. However, it appears that the officers have rotated every two years amongst the four school districts beginning with at least 1967. 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.
- J Chairperson's Report: The Director suggested that each month a student attend the Executive Council meeting to deliver a Student Representative Report rather than the Chairperson's Report. Presently, MBIT students attend the Centennial and Council Rock School Board meetings to present a student report. Our students suggested we initiate this same practice at our MBIT Executive Council meeting. The committee supported this recommendation from our students.
- J Root Cause Analysis Results: The Director provided a summary report of results of the Root Cause Analysis 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 are being implemented with monthly follow up meetings to monitor progress.

- ) MBEA Negotiations – Healthcare: The Director shared that it is time to reopen negotiations with MBEA to determine their contributions towards healthcare insurance. The Director and the Business Manager recently met with Mr. D’Angelo, the Solicitor representing the Executive Council in negotiations, to review the current healthcare benefits. Mr. D’Angelo plans to contact the PSEA Representative to identify some dates to begin meeting.
- ) Act 93 Agreement: The Director informed the committee that the current Act 93 agreement will expire on June 30, 2018.
- ) 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. There was 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. The committee asked the Director to add a sentence to the draft of the policy to further clarify that the Executive Council will approve whether the status of a program will be full-time, probationary or half-time.
- ) 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. The committee discussed the new language under General Provision #8 that references firearms and the rationale for adding this term to the policy.

The PPP meeting adjourned at 6:45 PM.