

Program, Policy, and Personnel Committee Meeting Minutes
May 3, 2016
Main Office Large Conference Room
6:00 pm

Present: Mr. John Capriotti, Mr. John Gamble, Ms. Wendi Thomas (via phone) Mr. Robert Vining and Ms. Kathryn Strouse

- Li'l Bucks Benefits: The Li'l Bucks teachers came to speak with the committee to request that the Executive Council consider providing them with the same benefits as MBIT 10-month employees. The committee listened to the teachers' presentation and will review the request.
- Personnel: The PPP Committee members reviewed the personnel matters on the May Executive Council agenda and recommended submitting them to the Executive Council for approval. The items on the agenda included;
 - Additional 2016 Summer Career Exploration program staff
 - Fall 2016 Adult Evening School programs and staff
 - Treasurer
- RFP for Legal Services: The Director reviewed the information collected from the Request for Proposals for Solicitor services with the committee, which indicated that our present provider was the most cost effective.
- Enrollment 2016-2017 The Director shared information about enrollment for the 2016-2017 school year. As of May 1, 2016, there have been 311 applications received for the upcoming school year.
- Program and Teaching Assignments 2016-2017: The Director reviewed programs and teaching assignments for the 2016-2017 school year. As of May 1, 2016, 7 programs are enrolled to capacity and 2 are under-enrolled.

The Director discussed a plan to close the Administrative Sciences and Business Technology program due to low enrollment. There are presently 2 new students and 10 returning students in this program. All of the returning students will be seniors next school year. The Director proposed redirecting the 2 new students into another program then phasing out the Administrative Sciences and Business Technology at the end of the 2016-2017 school year after the 10 returning students complete the program. This would provide the opportunity to expand the Web Design and Interactive Media program to a full-day program beginning in 2017-2018.

The Director also discussed considering hiring a second Guidance Counselor, which was one of the recommendations that was mentioned by various stakeholder groups in response to the Comprehensive Planning process.

The next regularly scheduled meeting of the PPP Committee is June 7, 2016 at 6:00 PM.