

***Program, Policy, and Personnel Committee Meeting Minutes***  
***August 4, 2015***  
***Main Office Large Conference Room***  
***6:00 pm***

Present: Ms. Kati Driban, Dr. Bill Foster, and Mrs. Kathryn Strouse

- Personnel: The PPP Committee members reviewed the personnel matters on the August Executive Council agenda and recommended submitting them to the Executive Council for approval. The items on the agenda included;
  - New Hires
  - Resignation
  - FMLA
  - Mentor Teachers
  - Advisors
  - Substitute Staff
- Memorandum of Understanding – Legal Issues: The Director provided a revised draft of the Memorandum of Understanding (MOU) between MBIT and the Sending School Districts. The revised draft reflects the language recommended by the Solicitor, who was requested by the PPP Committee in June to review Section II. Notification of Legal Action – E for further clarification. The MOU was created to outline how legal proceedings for a student enrolled at both MBIT and the sending school district will be managed. The PPP Committee recommended additional language modifications that the Director will incorporate into the document then forward to the Solicitor for review.
- Revised Policies – Second Read: The Director reviewed revised Policy 222 – Tobacco that now includes language about use of vapor products. The PPP Committee recommended minor language changes to the section that defines tobacco for clarification. Policy 806 – Child -Student Abuse, which has been totally rewritten to comply with the new state legislation and mandated reporting requirements was also reviewed.
- Reapprove Policy 249 – Bullying/Cyberbullying: The Director reviewed Policy 249, which needs to be reapproved by the Executive Council every other year according to the PDE Safe Schools program. There were no changes to this policy.
- Performance Evaluation – Administrative Director: The Director informed the PPP Committee that the former Superintendent of Record has completed her performance evaluation. The Director would like the Executive Council to consider extending the benefits of the Act 93 Agreement to her effective July 1, 2015.
- Workforce Investment Board Agreement: The Director discussed the renewal for the Workforce Investment Board agreement, which enables Middle Bucks to provide training services to dislocated adult workers.
- Abington Hospital – Clinical Agreement: The Director reviewed the updated Abington Hospital agreement for our Health Sciences students' clinical experience.

- Comcast Agreement: The Director reviewed the updated Comcast agreement for our Multimedia Technology students to produce the Comcast Newsmakers program on-site at Middle Bucks.
- Seed Change Mini Grant: The Director announced that the culinary program has received a \$5,000 grant from the National Farm to School Network to be used during the 2015-16 school year to promote a better understanding of the stages of the production of food including harvesting, storage, processing, packaging, sales, and consumption.
- Primary Textbooks: The Director reviewed Policy # 108 Adoption of Textbooks and the process the Occupational Advisory Committees use for selecting the primary textbook for each of our programs. The Director recommended adding a statement to the directions for primary textbook selection that says “The Administrative Director will arrange for all primary textbooks to be available for review by the Middle Bucks Executive Council prior to the May Executive Council meeting”. The PPP Committee agreed with the recommended change. They also requested that the Textbook Selection Rubric be available for the Executive Council members to review along with a statement from the teacher as to why the textbook was selected for their program.
- Welding Theft: The Director reported to the PPP Committee that the District Attorney found the Defendant guilty and restitution in the amount of \$16,133.00 shall be paid to the victim(s).

The next regularly scheduled meeting of the PPP Committee is September 1, 2015 at 6:00PM.