

***Program, Policy, and Personnel Committee Meeting Minutes***  
***March 1, 2016***  
***Main Office Large Conference Room***  
***6:00 pm***

Present: Ms. Kati Driban, Mr. John Capriotti (via phone), Ms. Wendi Thomas and Ms. Kathryn Strouse

- Personnel: The PPP Committee members reviewed the personnel matters on the March Executive Council agenda and recommended submitting them to the Executive Council for approval. The items on the agenda included;
  - FMLA
  - Employment
  - Additional Substitute Staff
  - Additional Spring 2016 Adult Evening School staff
- First Read Policies: The Director reviewed proposed drafts for three new policies:
  - Policy #307 – Student Teachers/Interns
  - Policy # 824 – Maintaining Professional Adult Student Boundaries
  - Policy # 916 - Volunteers

The PPP Committee reviewed the proposed policies and made some language recommendations for clarification.

- Fund Balance Inquiry: The Director followed up on the Executive Council's request to learn what would be involved if they decided to increase the fund balance to establish a means of financing a large project, such a new roof for the school. The Director informed the PPP Committee that there is no language in the Articles of Agreement related to fund balance. However, it is addressed in Board Policy # 620 Fund Balance, which establishes goals and provides guidance concerning the desired level of the year-end fund balance to be maintained by the school in accordance with GASB.

The Director also surveyed the six other Career and Technical schools in Bucks and Montgomery counties and learned that all of the schools with the exception of one, follow the same practice as Middle Bucks with regard to fund balance.

The PPP Committee suggested conferring with the Business Manager for a recommendation.

The meeting adjourned at 6:20 PM.

The next regularly scheduled meeting of the PPP Committee is April 5, 2016 at 6:00 PM.