

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

Present: Mr. Flemming Godiksen, Mrs. Tracy Suits, Mrs. Denise Dohoney and Mrs. Kathryn Strouse

- J Act 93 Agreement: The PPP committee met with the Act 93 members to discuss the Act 93 Agreement; the current agreement concludes on June 30, 2018. The PPP committee plans to work with the Act 93 members to negotiate a new agreement on behalf of the Executive Council. The Act 93 members include Mrs. Denise Dohoney, Assistant Director, Mrs. Stacy Pakula, Career and Technical Education Supervisor, Mr. Vince Loiacono, Director of Facility Operations and Mr. Rich Hansen, Facility Manager.
- J 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:
- o FMLA Request
 - o Summer Career Exploration Staff
- J Director's Additional Goals for 2017-2018 Update: The Director distributed the document highlighting the status of the additional goals assigned for the 2017-18 school year. The YouthTruth Survey has been completed and a summary of the findings will be presented at the March Executive Council meeting, Root Cause Analysis for the four low enrolled programs has been completed and action plans are being implemented based on the feedback from the analysis, the proposed 2018-19 budget is ready for discussion, a list of the competitive bids that have been used this school year has been developed, a preliminary outline of events to commemorate the 50th anniversary of Middle Bucks in 2019-20 has been created and oversight of SkillsUSA District 2 events continues.
- J YouthTruth Survey: The Director shared that the survey results have been received and posted on the school's Intranet and School Board website page for review. The Student Survey results were all favorable responses, the Family Survey included three favorable responses and one typical response, and the Staff Survey included one favorable response, one typical response and two less than favorable responses.
- An Action Planning Committee comprised of a cross section of stakeholders met with Ms. JoAnn Perotti, Director of Strategic Services for the BCIU, to review the survey results to identify areas for improvement. Ms. Perotti will present the group's recommendations to the MBIT Executive Council at the March 12 meeting.
- J MBEA Negotiations – Healthcare: The Director reported a meeting is scheduled for March 28 to discuss healthcare contributions with MBEA. Mr. Fred D'Angelo will represent the Executive Council at this negotiations meeting.

-) Additional Field Trips: The Director informed the Committee that there are two additional field trips requests; Cosmetology students would like to attend the International Esthetics & Spa Conference and the Electrical Technology students would like to see the Electricity Exhibit at the Franklin Institute. Both of these educational opportunities were just recently publicized.
-) Second Read/Adoption 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.
-) Second Read/Adoption Policies: 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
-) Second Read/Adoption 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.
-) PSBA Principles for Governance and Leadership: The Director provided a memo from Mr. Nathan Mains, PSBA Chief Executive Officer, about the Principles of Governance and Leadership and a copy of the Principles.. The Middle Bucks Executive Council adopted these principles in 2016 and will be asked to consider reaffirming their commitment to these Principles of Governance and Leadership at the March Executive Council meeting.

The meeting concluded at 7:00PM. The next meeting of the PPP meeting is scheduled on Tuesday, April 3, 2018.