

Program, Policy, and Personnel Committee Meeting Minutes
October 4, 2016
Main Office Large Conference Room
6:00 pm

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

- Personnel: The PPP Committee members reviewed the personnel matters on the October Executive Council agenda and recommended submitting them to the Executive Council for approval. The items on the agenda included;
 - Employment
 - Termination
 - Additional employment of Fall 2016 Adult Evening School staff
 - Additional employment of substitute staff

 - 2017-18 Budget Discussion: The Director discussed the need for a position to supervise all human resource related duties including recruitment and hiring, orientation, mandated training, Act 48, professional development, TIMS, overseeing substitute staff, employee benefits, FMLA, worker's compensation and clearances. Over the past years with legislative changes such as Act 126, Act 168 and mandated training requirements, it has become difficult to effectively manage all of the responsibilities associated with human resources. Presently, human resources is primarily divided between the Administrative Director and Business Offices with staff in Adult Education and Student Services also managing some tasks. The Director would like the Executive Council to consider creating a position to oversee all aspects of Human Resources for the school.
- The Director shared her perspective of support staff morale being low and the expression through surveys that staff feel their health care costs eliminate their pay gain. The committee listened, discussed inflation, health care costs, and empathized. The Director will present information for the committee to consideration at an upcoming meeting.
- Policy 847 – Hazing First Read: The Director reviewed the draft of Policy 847 Hazing, which will be presented for a First Read at the October Executive Council meeting, with the committee members.
 - PDE APE 339 Audit: The Director notified the committee that the Department of Education will be on-site November 7 through November 9, 2016 to audit the school. A team of five auditors have been assigned to conduct the school-wide audit.
 - PDE Nurse Aide Audit: The Director notified the committee that the Department of Education will be on-site December 7, 2016 to audit the Nurse Aide program.

- MBEA Contract Negotiation: The Director informed the committee that the current MBEA Teachers' Contract expires on June 30, 2017. The Program, Policy, and Personnel Committee has been asked by Dr. Foster, Middle Bucks Executive Council Chairperson, to serve as the Negotiations Committee. Negotiations will begin in January 2017.
- Employ Alfred D'Angelo as Chief Negotiator: The Director reported that Mr. Alfred D'Angelo would be willing to serve as Chief Negotiator for the Executive Council.
- Worker's Compensation – Claims Status: The Director provided an update on open worker's compensation claims.
- Articulation Agreements: The Director review updated post-secondary articulation agreements with Hussain College for the Commercial Art program, Universal Technical Institute for the Automotive Technology and Collision Repair Technology programs and Triangle Tech for the Electrical and Network Cabling, Construction Carpentry and Welding Technology programs.
- Global Compliance Network – Online Training Renewal: The Director informed the committee that a motion to renew the Global Compliance Network – Online Training agreement is on the agenda for approval in October. Global Compliance Network offers on-line tutorials on a variety of topics including safety, student concerns, classroom strategies, special education topics and mandated reporting.

The next regularly scheduled meeting of the PPP Committee is November 1, 2016 at 6:00 PM.