

Program, Policy, and Personnel Committee Meeting Minutes
November 8, 2017
Main Office Large Conference Room
6:00 PM

Present: Ms. Kati Driban, Mr. John Gamble, and Ms. Kathryn Strouse

- J Personnel: The PPP Committee members reviewed the personnel matters on the November Executive Council agenda and recommended submitting them to the Executive Council for approval. The items on the agenda included:
- Local Advisory Council 2018 Membership
 - Adult Education Staffing
 - Leave of Absence
 - Additional Substitute Staffing
- J Enrollment: The PPP Committee members reviewed current enrollment figures at Middle Bucks along with demographic information about enrollment at the sending school districts, the two other technical schools, and their sending school districts. The discussion centered on strategies for educating the community about the opportunities that Middle Bucks has to offer, fostering relationships with business and industry, and helping low enrolled programs to build their enrollment. The Director reviewed the Root Cause Analysis project currently underway to study the three programs currently on probation. The results of this study will be available in January to review.
- J Recruitment: The Director provided an update on the sending schools that have scheduled 9th grade presentations and/or tours of Middle Bucks for their students.
- J Clinical Agreements: The Director provided a copy of the updated clinical agreement between the Bucks County Intermediate Unit and the Early Childhood Care & Education program that supports our high school students working with BCIU staff in their Head Start programs. The committee also receive a copy of a new agreement between CARSTAR Fred Beans and the Collision Repair Technology program that will offer our high school students the opportunity to participate in a clinical internship working alongside master collision repair technicians.
- J Policies – Second Read: 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.
- J Policy No. 326 – Complaint Process – Employees Section
 - J Policy No. 327 – Management Team – Administrative Employees Section (Delete)
 - J Policy No. 328 – Compensation Plans/Salary Schedules -Employees Section (New)
 - J Policy No. 330 – Overtime - Employees Section
 - J Policy No. 331 – Job Related Expenses – Employees Section
 - J Policy No. 332 – Working Periods – Employees Section

The next regularly scheduled meeting of the PPP Committee is January 2, 2018 at 6:00 PM.