

South Middleton School District Board of Directors
Personnel Committee Meeting Minutes
August 10, 2021 - 5:00 PM

Attendees: Stacey Kavel (Chair), Bill Hartman (Committee Member), Bethanne Sellers (Committee Member), Matt Strine (Superintendent), Denise MacIvor (Board Member), Brad Group (Board Member) and one member of the public. No committee members were absent.

1. Pledge of Allegiance
 2. Welcome and Introduction of Committee Members
 3. Old Business
 - a. None
 4. New Business
 - a. Status Update on Hiring for Administrative Vacancies – (Dr. Strine)
 - An **interim Director of Human Resources** has been selected. The individual is currently serving as interim director at another school district and will only be available 10 hours per week to start. Dr. Strine expects that to increase over the coming weeks.
 - **Director of Human Resources** – If the committee votes to recommend approval of the job description, it will be posted tomorrow (8/11). The posting will remain up for two weeks. During that time, they will conduct paper and telephone screening of applicants. Initially, this position was posted as a Supervisor of Human Resources. Some of those applicants are qualified for the director position. The district will reach out to those candidates and ask them to remain under consideration.
 - **Director of Technology & Human Resource Generalist** – Paper and telephone screening interviews are complete. Face-to-face interviews will occur this week, with preliminary offers going out Friday (8/13).
 - **Director of Business & Operations and Supervisor of Buildings & Grounds** – These postings are up (job descriptions were already in existence). The postings will close on 8/18. At least one qualified candidate has applied for each position. Telephone and paper screenings will begin next week (8/16). An interim plan exists to cover Buildings & Grounds with in-house staff. The Director of Business & Operations position is vacant as of October 1 and a plan is still being developed to cover the interim need.
 - b. Overview of Hiring Process – (Dr. Strine) – See attachments to meeting minutes.
 - c. Job Descriptions Pending Board Approval
 - i. Director of Human Resources – Reviewed and unanimously recommended for board approval with minor modifications.
 - ii. Director of Business Operations – Tabled (was not submitted in time for the Committee to review)
 - iii. Assistant to the Superintendent – Strike (may be reintroduced after a review of the district’s organizational chart)
- Miscellaneous Updates from Dr. Strine:
- Someone is now filling in at the district office to answer phones and open the door.

- Mrs. Weber has suggested that we may wish to consider splitting the existing Human Resource Generalist into two positions – one to oversee payroll and the other benefits.
- Transportation Secretary is doing a fantastic job, but her role has expanded considerably. Dr. Strine is looking at updating her job description and title to reflect existing duties.

5. Public Comment - None

6. Next Meeting Date – As Needed and At the Call of the Committee Chair

7. Adjournment

Position	Coordinator	Job Description	Job Posting	Posting Closed	Paper Screen	Phone Screen	Interview	Position Filled
HR Generalist	Joel & Mark	YES	YES	YES	YES	YES	8/11-8/13	
Director of IT	Mel & Jesse	YES	YES	YES	YES	YES	8/11-8/13	
Director of Business & Operations	Trisha	YES	YES					
Supervisor of Building & Grounds	Jesse & Zac	YES	YES					
Director of Human Resources	Matt & Cristeen	YES						
Assistant to the Supt.	Joel & Mark	YES						

HR Generalist phone screeners are underway as of 8/9/21. Face-to-face interviews will occur this week, and a final candidate should be selected before the end of the week. Joel Hain is coordinating this process.

Director of IT phone screeners are underway as of 8/9/21. Face-to-face interviews will occur this week, and a final candidate should be selected before the end of the week. Jesse White is facilitating the interview process.

Director of Business and Operations job has been posted to the TalentED portal. The job posting has been pushed out on PennLink and pushed out to the PSBA Career Gateway. There are interested applicants in the portal already. Postings will close on August 18.

SMSD Talent Acquisition Workflow





Administration Office
4 Academy Street, Suite 100
Boiling Springs, PA 17007

Telephone: 717-258-6484
Facsimile: 717-258-4667
www.smsd.us

SMSD Position Vacancy Procedures

- Process to post a vacant position:
 - Human Resources department receives a resignation or retirement letter or a department requests to create a brand-new district position
 - In order for Human Resources to post a vacancy due to Resignation or Retirement Letter:
 - First, must receive approval of retirement or resignation from SMSD Board
 - Second, review pending vacancy with Director of Business Operations to ensure financial commitment to replace
 - For Brand New Position:
 - First, complete a SMSD Recommendation Briefing Form
 - Second, review and receive approval from the Superintendent, Director of Business Operations and SMSD Board
- Human Resources will post the vacant position on TalentEd and communicate with district staff.
- Human Resources will open the vacant position and designate for Internal Applicants only. The Internal Applicant designation will be for five (5) calendar days.
- Should an internal district employee be interested in the vacancy, the internal employee must complete an Internal Application on TalentEd.
 - If we receive internal applications for the posted vacancy, the district interview peer team developed for the position vacancy will complete a peer interview using the Internal EE Transfer - Interview Guide for all internal applications.
 - If an internal candidate is selected to fill the vacancy, the hiring manager will follow-up with Human Resources to review the interview
 - Once Human Resources and the hiring manager agree on the internal candidate, the vacancy will be closed on TalentEd. The hiring manager and human resources will work through the approval workflow to begin the transfer of the internal candidate.
 - An agreed upon transfer date must be established between the internal candidate, current manager and the hiring manager
- If no internal employee completes an internal application within the five (5) calendar days, Human Resources will open the vacancy posting to receive external applications

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Talent Acquisition Approval Workflow

I. Professional Staff

- a. Ensure screening of candidates is completed, consisting of candidate possessing correct requirements per job description, screening and peer team interview(s) are completed
 - i. Peer team should consist of odd number of team members
 - ii. Peer team should complete, on a yearly basis, Vector Solutions Conducting an Interview training along with receiving the 'Peer Team Informational Sheet'
- b. Hiring Manager identifies selected candidate
- c. Hiring Manager informs Human Resources of selected candidate
 - i. Human Resources will review the recruitment process to ensure equity and fairness
- d. Human Resources schedules meeting between selected candidate and Superintendent
 - i. The selected candidate can be informed they are the selected candidate to fill the vacancy while scheduling this meeting
- e. Human Resources will ensure selected candidate is placed on appropriate upcoming Board Agenda
 - i. If Internal employee transfer, Human Resources will place on Board Agenda the creation of vacancy the selected candidate is leaving
- f. Upon Board approval, selected candidate will receive official offer letter

II. Support Staff

- a. Ensure screening of candidates is completed, consisting of candidate possessing correct requirements per job description, screening and peer team interview(s) are completed
 - i. Peer team should consist of odd number of team members
 - ii. Peer team should complete, on a yearly basis, Vector Solutions Conducting an Interview training along with receiving the 'Peer Team Informational Sheet'
- b. Hiring Manager identifies selected candidate
- c. Hiring Manager informs Human Resources of selected candidate
 - i. Human Resources will review the recruitment process to ensure equity and fairness
- d. Human Resources will ensure selected candidate is placed on appropriate upcoming Board Agenda
 - i. If Internal employee transfer, Human Resources will place on Board Agenda the creation of vacancy the selected candidate is leaving
- e. Upon Board approval, selected candidate will receive official offer letter

III. Athletics

- a. Ensure screening of candidates is completed, consisting of candidate possessing correct requirements per job description, screening and peer team interview(s) are completed
 - i. Peer team should consist of odd number of team members
 - ii. Peer team should complete, on a yearly basis, Vector Solutions Conducting an Interview training along with receiving the 'Peer Team Informational Sheet'
- b. Hiring Manager identifies selected candidate
- c. Hiring Manager informs Human Resources of selected candidate
 - i. Human Resources will review the recruitment process to ensure equity and fairness
 - ii. If the vacancy is for a Head Coach position:
 - 1. Human Resources schedules meeting between selected candidate and Superintendent
- d. Human Resources will ensure selected candidate is placed on appropriate upcoming Board Agenda
 - i. If Internal employee transfer, Human Resources will place on Board Agenda the creation of vacancy the selected candidate is leaving

Building & Grounds Dept.
9 Academy St.
Boiling Springs, PA 17007

Boiling Springs High School
21 Academy St.
Boiling Springs, PA 17007

Yellow Breeches Middle School
30 Academy St.
Boiling Springs, PA 17007

Iron Forge Elementary School
4 Academy St., Suite 200
Boiling Springs, PA 17007

W.G. Rice Elementary School
805 Holly Pike
Mt. Holly Springs, PA 17065

SOUTH MIDDLETON



SCHOOL DISTRICT

Administration Office
4 Academy Street, Suite 100
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www.smsd.us

- e. Upon Board approval, selected candidate will receive official offer letter
- IV. Act 93**
- a. Ensure screening of candidates is completed, consisting of candidate possessing correct requirements per job description, screening and peer team interview(s) are completed
 - i. Human Resources will complete Point Factor Method screening tool
 - ii. Peer team should consist of odd number of team members
 - 1. Peer team should include one (1) Board Member
 - iii. Peer team should complete, on a yearly basis, Vector Solutions Conducting an Interview training along with receiving the 'Peer Team Informational Sheet'
 - b. Hiring Manager identifies selected candidate
 - c. Hiring Manager informs Human Resources of selected candidate
 - i. Human Resources will review the recruitment process to ensure equity and fairness
 - d. Human Resources schedules meeting between selected candidate and Superintendent
 - i. The selected candidate can be informed they are the selected candidate to fill the vacancy while scheduling this meeting
 - e. Human Resources will ensure selected candidate is placed on appropriate upcoming Board Agenda
 - i. If Internal employee transfer, Human Resources will place on Board Agenda the creation of vacancy the selected candidate is leaving
 - f. Upon Board approval, selected candidate will receive official offer letter

MGH – last modified 5/10/2021

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