

South Middleton School District Board of Directors
Personnel Committee Meeting Minutes
August 24, 2021 - 6:00 PM
South Middleton School District Office

Attendees: Stacey Knavel (Chair), Bethanne Sellers (Committee Member), Matt Strine (Superintendent), two district employees and no members of the public. Bill Hartman (Committee Member) was absent.

1. Pledge of Allegiance
2. Welcome and Introduction of Committee Members
3. Public Comment – None.
4. Old Business
 - a. Questions on Hiring Process (documents previously provided by Dr. Strine) – No questions from the committee.
 - b. Director of Business Operations Job Description – Unanimously recommended for board approval with suggested edits provided by the committee.
 - c. Update on the Potential Recommendation to Add a Human Resource Generalist – Strike (May be considered at the discretion of the new business manager/superintendent)
 - d. Update on the Potential Recommendation for a Revised Job Description and Title for the Transportation Secretary – Dr. Strine noted that this recommendation came about as part of the individual's year-end employee performance review. Dr. Strine will provide the committee with a marked-up copy of the job description (to highlight additions and changes), a recommendation briefing form supporting the change and the recommended salary increase. This information will be held for review by the new business manager/superintendent.
 - e. Update on the Potential Recommendation to Move the Secretary of Buildings and Grounds to Full-Time – This will be held for review by the new business manager/superintendent.
 - f. Update on Hiring – Sara Felix (HR Generalist) has already started. Brian Ronan (IT Director) will start on 9/7/2021.
5. New Business
 - a. Supervisor of Buildings and Grounds Job Description – This job description will need to be updated to again include safety and security. Dr. Strine will send the job description for the Supervisor of Buildings, Grounds and Security for review at the next committee meeting.
 - b. Review of Salary Caps for Support Staff – Salary caps are the result of salary bands created based on CAIU averages for similar positions at similarly sized schools. The caps were set last summer. Currently seven people are at the cap. The committee decided to refer this to the new HR Director for review.
 - c. Review of Job Title for Superintendent's Administrative Assistant - Dr. Strine noted that this recommendation came about as part of the individual's year-end employee performance review. Dr. Strine will provide the committee with a marked-up copy of the job description (to highlight additions and changes), a recommendation briefing form supporting the change and the recommended salary increase. This information will be held for review by the new business manager/superintendent.
6. Next Meeting Date – As Needed and At the Call of the Committee Chair
7. Adjournment at 7:30 PM.