

CENTRAL BUCKS SCHOOL DISTRICT
Human Resources Committee
Minutes March 16, 2017

MEMBERS PRESENT

Meg Evans, Chairperson
Sharon Collopy, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Beth Darcy	Mr. John Kopicki
Glenn Schloeffel	Dr. David Bolton
Karen Smith	Ms. Andrea DiDio-Hauber

COMMITTEE MEMBERS ABSENT

Paul Faulkner, Member

PUBLIC COMMENT

There was no public comment.

PREVIOUS MEETING MINUTES

There were no changes to the meeting minutes of September 14, 2016.

INFORMATION/DISCUSSION/ACTION ITEMS:

• **2017-2018 Auxiliary Pay Rates**

Ms. Hauber presented the 2017-2018 Auxiliary Pay Rates. Board members discussed some of the position titles listed on the spreadsheet and what those positions are responsible for in the summer months and after school. Ms. Hauber indicated that she would need to look further into some of the listed positions and the required responsibilities. Upon review of these positions we found that some of the listed items were one-time approvals and there would be no need to be listed. Therefore, the list has been condensed to only include positions that are regularly used as auxiliary pay. Additionally, Mrs. Collopy requested a breakdown of total cost for auxiliary pay. Ms. Hauber is working to gather that information to provide to the committee.

• **PeopleAdmin – Onboarding & Records Management Software Agreement**

Ms. Hauber presented an agreement with PeopleAdmin for onboarding and records management software. The software is an Onboarding Process Management system which will welcome new hires by making those multi-page onboarding packets easy to complete and maintain. For returning employees, yearly orientation paperwork and tasks are just as simple. There is custom smart digital storage of documents and files which are easily searchable and filed automatically to your desired destination. The software will import, route, and purge with drag-and-click ease. There are comprehensive security settings means that are controlled by an administrator allowing employees access. The software allows for customizable E-Forms and allow for building and customizing onboarding forms for seamless, paper- free filing. It allows for E-signatures, Automatic Workflows, completed forms are forwarded to appropriate stakeholders for review and signature, all without leaving the keyboard. The district then sets the document retention rules and policies to match the school district policies and can be set for the life-span of documents, whether it's a few months or many years, so you're always in compliance and audit-ready. It allows management and an employee to Quickly Identify What's Missing. There is no digging through personnel folders to discover something's missing or incomplete. With user-friendly reports and checklist completion dashboards, see what each employee is missing, what's due and what's expiring. The agreement in the first year will be \$31,975 with a 3% annual increase. Mr. Schloeffel requested that Ms. Hauber work with the PeopleAdmin representative and see if they could work with us on the annual increase. At Mr. Schloeffel's request Ms. Hauber was able to negotiate to a 2% annual increase of the \$19,675 annual agreement.

INFORMATION ITEMS:

Building Substitutes and District Floating Substitutes:

Ms. Hauber provided an update on the overwhelmingly effective use of building and floating substitutes which has allowed the district to maintain an average monthly fill rate of 98%. This is a vast improvement over the previous two years. Ms. Hauber indicated that filling these roles has been an ongoing process to interview and place new building and floating substitutes as frequently the building and district substitutes have been selected to move into long term substitute roles. Ms. Hauber thanked the committee and the full Board for allowing us this opportunity to try something outside of the box to improve teacher failed to fill rates.

Day-to-Day Substitutes:

Ms. Hauber provided an update on the status of day-to-day substitutes. The district administration has continued to complete “speed” interview sessions to meet with day-to-day substitute candidates to determine if they are eligible to move on to the training portion of the preparation. We have moved approximately 40 individuals through the interview process in the last few months that are now in the process of completing training. This work along with the building and floating substitutes has been the driving force to reaching a 98% fill rate for the last five months.

ANNOUNCEMENTS

The next scheduled meeting will be on May 17, 2017.

ADJOURNMENT

Minutes submitted by Andrea L. DiDio-Hauber, Director of Human Resources and Administrative Liaison to the Human Resources Committee.