

FOSTER-GLOCESTER /REGIONAL SCHOOL DISTRICT

POLICY TO RECRUIT, SUPPORT AND RETAIN HIGHLY EFFECTIVE STAFF (MANAGEMENT OF THE DISTRICT'S HUMAN CAPITAL SYSTEM)

INTRODUCTION

The Rhode Island Department of Education has reenacted and updated the Basic Education Program (BEP) as of July 1, 2010. The Foster-Glocester Regional School Committee and Administration have a statutory responsibility to follow and implement the Department of Education's rules and regulations.¹ Two essential principles contained in the BEP require the Foster-Glocester Regional School Department to select, promote and retain, only the most highly effective staff and to and strategically deploy teachers, administrators and other staff based upon student need and qualifications. Under the BEP, the management of the Human Capital System is "essential to the mission of implementing a statewide system of public education."² The following policy outlines the educational mission of the Foster-Glocester Regional School Department as it relates to the recruitment, support and retention of highly effective staff.

OBJECTIVE: To ensure the selection, hiring, assignment, and retention of highly qualified, effective, certified staff that best meets the needs of the students of Foster-Glocester.

The Foster-Glocester Regional School Department shall regard a highly qualified, effective applicant as one who fulfills and best meets all Federal, State and District laws, rules, regulations and requirements for a particular position. The decision as to which applicant is selected for a particular position lies within the management discretion of the Administration, predicated upon the educational mission of the Department, the requirements of the state, and upon advice and consent from the School Committee. Such responsibility may not be delegated, in any fashion, through the collective bargaining process and no collective bargaining agreement shall contain any language expressly or impliedly in derogation thereof.

With the approval of the revised BEP by the Board of Regents, effective July 1, 2010, the overarching goal of the BEP is clear: continuous improvement of student learning must be the primary reference point for all decision making, including personnel assignment and evaluation. "in order to effectively meet these functions, each LEA shall maintain control of its ability to recruit, hire, manage, evaluate and assign its personnel."³

This policy places the final authority for the determination and recommendation of personnel to be employed by the School Department, as well as their assignment based

¹ R.I.G.L. 16-2-9(3), (14), (15) and 16-2-11(a)(4).

² BEP G-15-1.2(c).

³ BEP G-15-2.2(a).

on the educational needs of the district, in its chief administrative agent, the Superintendent of Schools.

CERTIFIED PERSONNEL:

- Application procedures shall be made available, through the business office, to all persons interested in staff positions in the Foster-Glocester schools. All applicants shall be given consideration as the District seeks to fill vacant positions. Qualifications may be determined through an application and interview process.
- Completed applications should be processed further only when requested materials, i.e. resume, reference statements, evidence of certification or eligibility for certification, have been received, etc.
- Notice of a vacancy for a position should set forth reasonable qualifications, in addition to appropriate certification, for the position and the requirements for submitted materials or identify where that information can be found.
- Applicants, internal and external, who desire to apply for such vacancies shall file their applications, along with a resume of qualifications and other pertinent information, by the date specified in the notification.
- Each candidate must have specified his/her interest in the specific position to be filled with the understanding that consideration of candidates whose application was placed on file prior to the notice of vacancy shall be at the discretion of the superintendent.
- All completed applications and related materials shall be reviewed by screening committees of two administrators (preferably) but in no event less than one. Applications shall be reviewed on the basis of presented qualifications, preparation, experience, references, transcripts, certification, and other pertinent documentation. The best qualified applicants shall be identified by the screening committee.
- Preliminary interviews shall be held with those applicants who have been identified as the best qualified candidates. These preliminary interviews shall be conducted by two administrators (preferably) and other member(s) of the staff, but may not be conducted with less than one administrator. Interviews should be conducted using a document appropriate to the position.
- Following the preliminary interviews, a list of best qualified prospective candidates shall be developed for further review and consideration.
- The administrator(s) reviewing the findings of the screening committee may make recommendations to the Superintendent of the person(s) deemed best qualified for the vacancy. The Superintendent shall consider the information gathered through this application process, and may conduct subsequent interviews of the candidate(s) before making a recommendation to the school committee. The Superintendent's recommendation shall be based upon his/her best independent educational experience and judgment in conformance with state law, regulation, and local policy with input from the process described above⁴. The most qualified candidate to meet the overarching educational mission of the district and student needs, as determined

⁴ BEP G-15-1.2(c).

by the Superintendent, shall be selected for the position and recommended to the school committee. If two candidates are determined to be equally qualified, by the superintendent, then tie-breaking criteria may be considered.

- Every vacant or new position in the Foster-Glocester School Department, which in the judgment of the Superintendent must be filled to meet the needs of the school district, shall be filled by a candidate with the knowledge and skills that best matches the needs of the Foster-Glocester School Department and requirements of the state and the position. Recruitment shall be directed concurrently both to those not currently employed by the District and to those currently employed by the District in other positions. Consideration of both internal and external candidates will allow the Foster-Glocester Regional School Department to place the most effective and experienced staff in the locations and positions where they are most needed in compliance with State Law, Federal Law, and the BEP⁵. As part of the filling of vacancies the District may consider input from staff, community members, references, documents, and other pertinent information where appropriate.
- The Superintendent and his/her designee is authorized to create administrative directives to ensure the effective implementation of this policy and related aspects of the human capital management system.
- The School Committee shall be responsible to consider the Superintendent's recommendation and provide consent, if in their collective judgment the recommended applicant is best qualified for the specific vacancy.
- Once initial school committee consent has been granted, each future assignment and/or reassignment of the employee shall be made by the employee's direct administrative supervisor, subject to the approval of the superintendent, in order to meet the district's educational needs and the requirements for a particular position. Assignments and reassignments to a different school shall be made by the superintendent in order to meet the district's educational needs and the requirements for a particular position.

NON-CERTIFIED SUPPORT STAFF:

- The preceding steps of consideration shall, in general and where appropriate, be applicable to all candidates applying for positions in the district where certification is not required.
- Screening of such candidates should be determined through the utilization of Administrative employees involved in the specific areas of departmental designations of the position(s) to be filled.

APPENDIX B / EXTRA CURRICULA / ATHLETIC / CLUBS

- Extra curricula athletic appointments shall be subject to school committee consent upon initial appointment and thereafter upon the approval of the Superintendent of Schools.

⁵ BEP G-15-1.2(c).

- Appointments to positions of club activities, Summer School teachers and/or Adult Education teachers, because of their short term and non-commitment of the district, shall rest solely with the Superintendent of Schools subject to notice to the school committee thereafter.

REFERENCE CHECK: All hires are conditioned upon successful verification of reference checks and BCI background checks and other district requirements as may be promulgated in administrative directives and procedures. Reference verification shall be conducted by the Superintendent and/or his/her designee.

Prior to the acceptance of employment, all new hires must submit:

- BCI (Background Criminal Investigation)
- W-4 and I-9 forms
- Mantoux (PPD) skin test (tuberculosis) must be done within twelve (12) months and other testing as required from time to time by RIDE or the Department of Health
- Evidence of appropriate certification from RIDE
- Evidence of appropriate prior certified experience with respect to step placement⁶.

POLICY STATEMENT FOR HIRING AND ASSIGNING SPECIAL EDUCATION STAFF:

The Foster-Glocester School District is committed to providing every child with access to a quality, cost effective education, consistent with the district's mission statement and applicable federal and state requirements.

The School District recognizes the essential elements to provide students with disabilities a free appropriate public education (FAPE) in the least restrictive environment (LRE) are:

- a. Recruiting and retaining highly qualified teachers, related service personnel, and support staff to implement each child's individualized education program (IEP); and
- b. Maintaining and providing quality professional development activities to support school personnel with the implementation of each child's educational program consistent with the requirements and intent of all regulations and research based practices used to provide an appropriate education for all students.

The School District recognizes that once established, a successful Human Capital Management Policy requires staffing that aligns with underlying Policy. To that end, the Foster-Glocester Special Education Program will maintain a Special Education Staffing Plan in conjunction with the District mission that will ensure that appropriate personnel are available to deliver the services and instruction required to implement each student's

⁶ All new hires shall execute a statement of experience and provide such evidence of experience as requested by the Administration to verify the same. Once a certified employee is hired at a particular step, he/she hereby waives the right to subsequently appeal or contest step placement and shall indemnify the school district from any claim or loss as a result of inappropriate step placement.

IEP and provide FAPE in the LRE. The staffing plan will be based on the needs of students and will follow the guidelines outlined in this policy. The staffing plan will follow these principles:

- The assignment of personnel will be based on student needs.
- Staffing decisions will consider the availability of a continuum of special education and related support services for students as determined by the IEP team, consistent with the Individuals with Disabilities Education Act (IDEA) and State Regulations of the Board of Regents Governing the Special Education of Children with Disabilities.
- Staffing decisions will support the provision of a free appropriate public education for children as determined by their IEP Team.
- Staffing decisions will support placement of students with disabilities in the least restrictive environment as determined by their IEP Team.
- Special education staffing will be compliant with Federal and State law, regulation, and policies governing special education.

INTERVIEWS: It shall be the policy of the Foster-Glocester Regional School Department that any appropriately and competitively qualified Foster-Glocester resident applying for a position within the School Department be given consideration for an interview for the position.

SELECTION OF EMPLOYEES: It shall be the policy of the Foster-Glocester Regional School Committee to employ personnel only upon the recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the School Committee, it shall be the duty of the Superintendent to make another nomination.

CONFORMANCE: This policy shall be in strict conformance with the rules and regulations promulgated by the Rhode Department of Education and the Rhode Island Board of Regents as well as all relevant federal and state law as amended from time to time. In the event of a conflict between the stated terms of this policy and such laws, rules and regulations, this policy shall be considered automatically amended to be in conformance therewith.

SUBSTITUTION AND REVOCATION: The policy is a substitution for the following policies which are hereby expressly revoked and this policy shall be in their place and stead:

Policy # 4111/4211 – Recruitment, Selection, and Appointment of School Personnel

1st reading: November 3, 2010

2nd reading: December 7, 2010

Adopted: December 7, 2010