

HARRISON ELEMENTARY SBDM Hiring and Consultation Policy

The School Based Decision Making (SBDM) Council shall be consulted prior to the principal's selection of personnel to fill all non-principal-based vacancies.

When a school-based personnel vacancy occurs, and the school council has determined the job classification for the vacancy, the school principal, or any other school council member shall include "consultation with the school council for the vacancy" on the agenda of a regular or special called meeting of the council or consultation over the telephone. The vacancy shall have occurred when posted by Human Resources for certified positions, or by timely notification by Human Resources for classified positions.

The principal and the school council shall meet the following timeline for filling vacancies:

1. School council at either a regular or special called meeting shall determine the job classification for the vacancy as soon as possible or by the next regularly scheduled council meeting. From the _____ the action that has caused the position to be unfilled for vacancies created during the school year. The council may either:
 - a. Keep the classification as it was previously
 - b. Change it to another legal job classification
 - c. Agree to another legal expenditure of these personnel fundsVacancies that occur after the conclusion of the school year (during the summer) shall follow the same procedure in a timely manner. When a job classification change is not required, the principal retains the authority to form a hiring committee and fill a position to minimize disruptions to learning.
2. Upon completion of step one, the posting of the position by the superintendent, and the submission of a list of qualified applicants (either written or electronically) from the superintendent/human resources department to the principal, the principal shall compile a list of at least three candidates.
3. The principal shall conduct a reference check on each candidate being interviewed to be reported to the interview committee.
4. The principal shall form an interview committee for the vacancy. This committee will be composed of at least one parent at the school if available, at least one teacher if possible from the same area or department in which the vacancy has occurred, a special area representative and the principal who shall serve as the committee chair.
5. The interview committee shall convene, conduct interviews of those applicants, discuss and reach consensus on a recommendation of a priority for a selection of a candidate to fill the vacancy.

6. The principal shall report the recommendation of the interview committee to the school council at a regular or special called meeting of the council. If a quorum of the members of the school council is not available to attend a meeting for the purpose of conducting consultation the principal shall consult with one or more members of the council for consultation.

Subsequent to the completion of the six steps listed above, the principal shall make a selection of the qualified applicant to fill the vacancy, and report this selection to the superintendent who will complete the hiring process. The agenda minutes of the school council meeting at which step six occurs shall state: "Consultation occurred for the filling of the staffing vacancy."