



Highline Public Schools Board Action Report

Supports the Strategic Plan

DATE: October 30, 2019

FROM: Dr. Susan Enfield, Superintendent

LEAD STAFF: Dr. Steve Grubb, Chief Talent Officer

For Introduction: November 6, 2019 For Action: November 20, 2019

I. TITLE Recruitment, Selection, and Retention of Staff - Policy 5002

II. WHY BOARD ACTION IS NECESSARY Board action is necessary to approve proposed revisions - in content and title, as well as the renumbering for this policy.

III. BACKGROUND INFORMATION

Revisions for "Recruitment, Selection, and Retention - Policy 5002" have been made to better align the policy to two essential policies for our district strategic plan: Equity Policy 0010 and the proposed Workplace Environment and Culture - Policy 5000. A steering committee made up of central office personnel and school-based personnel, in addition to HR department leadership contributed to the proposed revisions in this policy. It was realized that this policy also needed to be renumbered so that 5000 could signal our Workplace Environment and Culture Policy as the cornerstone personnel policy for our district. The proposed number is 5002 since this number is available in our board policy series. Further, with a responsive focus on retention within our district, it is proposed that this policy bring retention into its title, as well.

IV. RECOMMENDED MOTION

I move that the Highline School Board approve the renumbering, retitling, and revisions in policy 5002.

V. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be (amount and source including fund Example - \$522,000 from general fund Title 1 revenue).

There is no additional fiscal impact. This work is already underway.

The revenue source for this motion is BEA.

Expenditure: One-time Annual

VI. APPLICABLE POLICY(S)

This action is in compliance with the following: Highline Public Schools Equity Policy (0010) and the proposed Workplace Environment and Culture policy (5000).

VII. ALTERNATIVES

The alternative is to not have this policy reflect a concerted effort toward the retention of high quality diverse staff alongside ongoing efforts for recruitment and selection in alignment to our Equity Policy (0010) and strategic plan.

VIII. COMMUNITY ENGAGEMENT

Community Engagement Required: Yes No

IX. POLICY MONITORING PLAN

This new or revised policy will be monitored by the School Board:

Quarterly Semi-Annually Annually Not Applicable

The metrics that will be used to monitor this policy include: Standard hiring and retention data

X. ATTACHMENTS

HPS Policy 5002 - Recruitment, Selection, and Retention - Clean for Approval

HPS Policy 5002 - Recruitment, Selection, and Retention - Redline for Review



Policy 5002 – RECRUITMENT, SELECTION, AND RETENTION OF STAFF

It is the belief of the School Board that the employment of a diverse workforce is essential. The Highline Public Schools School Board recognizes that absent the talent and leadership of impactful and diverse administrators, managers, teachers, and support personnel our system does not have what is essential to execute the complex actions of implementing our strategic plan. Talent across all roles must be systemically recruited and retained to ensure a corps of diverse, capable and impactful employees with a commitment to student success.

We are committed to the ongoing recruitment and retention of top talent. We believe our recruitment and selection efforts are a cornerstone of our equity strategy for our students and community in action. Just as we look for talented individuals committed to equitable outcomes for our students, our system is committed to disrupt institutional biases and inequitable practices in how we recruit, select, grow, and retain impactful staff.

Recruiting and Selecting a Diverse and Talented Workforce to Enable and Ensure Equitable Conditions for Student and Staff Success

Staff are recruited and selected through equitable hiring processes and practices that highlight their strengths, experiences, perspectives, and potential for continued and future impact. Staff are recruited and selected to assure that students grow and achieve success in district programs. Staff are highly effective, and have the necessary skills and experiences to meet the learning needs of all students. The district provides field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the district's programs, and pathways – including grow-your-own programs.

The District expects hiring teams to reflect the diversity of our schools and community and for those teams to engage in training on implicit bias in the hiring process.

The superintendent establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels for each position, as it relates to the district's comprehensive, responsive, and viable program of education, and the goal of continued improvement in student learning. Selection of staff is based on which candidates demonstrate essential knowledge, skills, experience, and dispositions in alignment to our strategic plan, and is made pursuant to the district's standard screening, interview and reference check process, in alignment to our Equity (0010) and Nondiscrimination and Equitable Employment Practices (5010) policies.

The superintendent regularly evaluates the effectiveness of the district's staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the board. The superintendent is authorized to create procedures in support of this policy.

District Cross Reference:

Equity Policy - Policy 0010

Workplace Environment and Culture – Policy 5000

Employment: Disclosures, Certification Requirements, Assurances and Approval - Policy 5005

Nondiscrimination and Affirmative Action - Policy 5010

Substitute Employment - Policy 5610

WSSDA Cross Reference:

Recruitment and Selection of Staff – WSSDA Policy 5000

Legal Reference:

Hiring and discharging employees —Written leave policies — Seniority and leave benefits, retention upon transfers of employees transferring between school districts and other educational employers - [RCW 28A.400.300](#)

Conditions and contracts of employment — Determination of probable cause for non-renewal of contracts — nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing - [28A.405.210](#)

Background checks — Access to children or vulnerable persons — Definitions - [43.43.830](#)

Background checks —Disclosure of information--Sharing of criminal background information by health care facilities - [43.43.832](#)

Personal social networking accounts – Restrictions on employer access – Definitions - RCW 49.444.200

Civil action – Remedies - RCW 49.44.205 Violations of RCW 49.44.200

Preemployment Inquiry Guide (Human Rights Commission) - [Chapter 162-12 WAC](#)

(IRCA)Immigration Reform and Control Act of 1986 - [P.L. 99-603](#)

[Title 8 USC, Ch. 12 §1324a and §1324b](#)

Public schools employment and contract practices – Nondiscrimination - WAC 392-190-0591

Management Resources:

Model Policies Aligned with Washington School Board Standards - *Policy News*, December 2014

Model Policies Aligned with Washington School Board Standards - [Policy News, February 2012](#)

Highline School District 401

Adopted by the Board: August 2000

Revised by the Board: 3.04, 3.17, 11.19

Classification: Priority



Policy ~~5000~~5002 – RECRUITMENT ~~AND~~, SELECTION, AND RETENTION OF STAFF

Responsible Governance

It is the belief of the School Board that the employment of a diverse workforce is essential. The Highline Public Schools School Board recognizes that absent the talent and leadership of impactful and diverse administrators, managers, teachers, and support personnel our system does not have what is essential to execute the complex actions of implementing our strategic plan. Talent across all roles must be systemically recruited and retained to ensure a corps of diverse, capable and impactful employees with a commitment to student success.

We are committed to the ongoing recruitment and retention of top talent. We believe our recruitment and selection efforts are a cornerstone of our equity strategy for our students and community in action. Just as we look for talented individuals committed to equitable outcomes for our students, our system is committed to disrupt institutional biases and inequitable practices in how we recruit, select, grow, and retain impactful staff.

Recruiting and Selecting a Diverse and Talented Workforce to Enable and Ensure Equitable Conditions for Student and Staff Success

Staff are recruited and selected through equitable hiring processes and practices that highlight their strengths, experiences, perspectives, and potential for continued and future impact. Staff are recruited and selected to assure that students grow and ~~meet their full potential~~ achieve success in district programs. Staff are highly effective, and have the necessary skills and ~~experience~~ experiences to meet the learning needs of all students. The district provides field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the district's programs. ~~The District expects hiring teams to reflect the diversity of our schools and community, and pathways – including grow-your-own programs.~~

Creating Conditions for Student and Staff Success

Staff positions are established by the board to provide the district's comprehensive program of education. New positions are established by the board as needed. It is the policy of the School Board that the employment of a diverse work force is desired, particularly in positions that have regular interactions with our diverse student population. ~~The District expects hiring teams to reflect the diversity of our schools and community and for those teams to engage in training on implicit bias in the hiring process.~~

The superintendent establishes the necessary skills, competencies, qualifications, education, experience,

and past performance levels for each position, as it relates to the district's comprehensive, [responsive, and viable](#) program of education, and the goal of continued improvement in student learning. Selection of staff is based on which ~~candidate is the most qualified for the position~~[candidates demonstrate essential knowledge, skills, experience, and dispositions in alignment to our strategic plan](#), and is made pursuant to the district's standard screening, interview, and reference check process, ~~and equity requirements~~[in alignment to our Equity \(0010\) and Nondiscrimination and Equitable Employment Practices \(5010\) policies.](#)

High Expectations for Student Learning

~~Positions are created within budget parameters, and legal requirements. Part of the district's strategic and short-term planning processes analyzes current and projected staffing requirements. The filling of individual positions is done with consideration to salary issues, budget parameters, and legal requirements.~~
The superintendent regularly evaluates the effectiveness of the district's staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the board.

Community Engagement

~~The board and district regularly communicate to staff, professional associations, employee bargaining units, teacher and professional preparation programs in higher education, students, parents, and the larger community the district's commitment to hiring those people best prepared and able to improve student achievement. The District is committed to hiring those people best prepared and able to support the District's efforts to improve teaching and learning for all students.~~
[The superintendent is authorized to create procedures in support of this policy.](#)

District Cross Reference:

[Equity Policy - Policy 0010](#)

[Workplace Environment and Culture – Policy 5000](#)

Employment: Disclosures, Certification Requirements, Assurances and Approval - Policy 5005

Nondiscrimination and Affirmative Action - Policy 5010

Substitute Employment - Policy 5610

WSSDA Cross Reference:

[Recruitment and Selection of Staff – WSSDA Policy 5000](#)

Legal Reference:

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care facilities - [43.43.832](#)

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