

Citizen Advisory Committee Meeting
March 22, 2021
6:00 p.m.

1) Opening remarks.

Minutes approved.

Tonight we will learn about hiring policy and procedures. Then we will discuss, and a survey will be circulated. We will look for areas of consensus, and be able to think of questions to guide the CAC's April discussion.

2) Hybrid update.

Hybrid update. Dr. Curry, Ms. Workman, Mr. Navarro.

Dr. Curry: This is the 3rd week of hybrid for everyone. All has gone very well. Teachers are having to adjust to teaching to students in classroom and virtual students. There is now the ability to do covid tests at each school. High schools have equipment to read the tests, but we are working out the kinks, such as ways to do late readings after the high school is closed. We do testing only for symptomatic students/staff. Our recommendation regardless of test result is to see a doctor. Planning for targeted instruction for certain students Fridays. Kids coming in who are struggling. Invite students who are especially struggling with hybrid. Identify students who can benefit being in both A and B group. Identify those students. More students in classroom but if can accommodate.

Ms. Workman: Noticed how happy and excited kids are. Usually counting down the days until the end of the year by this time, but we are not seeing that now.

Mr. Navarro – Visited some second grade classrooms; all students wanted to be back in school.

Q: With the Fridays in school, teachers have other work at that time. How is that addressed?

A: Fridays were filled up with training, prof development, but that was put aside for those teachers. There are 3 hours of teaching, small groups. We are also looking at students to be in both A group and B group.

Q: How are students who would benefit from Friday school and being in both cohorts identified?

A: Teachers help identify those students. Go through your child's teacher if you think your child could benefit.

3) Policy 6030, Hiring.

Zachary Seawall. Bio: product of and worked in various position in Calvert County Schools. Mr. Seawall and Ms. Lacoria Contee, and Ms. Tracy Chappelear-Thomas, two other CCPS HR administrators, walked the CAC through the policy:

The policy/procedures available online. Through use of the policy, CCPS aims to hire the best candidate, and be fair and nondiscriminatory.

First there must be a position vacancy, either when someone leaves position or a new position is created. Then there is a process of whether to post and, if so, how. The vacancy announcement moves

through workflow – everything is digital now because of covid. Certain approvals are needed before a position is posted. It must be confirmed that the position is available, that there is sufficiency funding in the budget, and that the location, job description, and all other necessary details are known.

A requisition to hire is submitted. CFO determines that there is funding available. Then the posting goes to one of assistant superintendents, then to Dr. Curry, and then to HR. Then the position goes live to the applicant tracking system. It is posted on the CCPS website, for both internal and external applicants.

Classified vacancies must be posted for a minimum of 6 work days. Vacancies for professional staff must be posted for a minimum of 10 workdays. Announcements can be posted for longer than minimum requirement. Everything is conducted electronically now.

Applicants must include their previous employment history, references (minimum of three work-related references), transcripts, and relevant certificates and licensures. HB 486 (Child Sexual Abuse and Sexual Misconduct Prevention, effective July 1, 2019) – requires applicants to submit certain information for positions where direct contacts with minors are involved. HB 486 documentation must be filled out, returned by the applicant, and verified.

After the application period closes, principals submit names of persons they want to interview, and HR goes through the applicants' information to verify it and review references. Preliminary background checks of public records are also conducted.

Applications must be timely submitted. Transcripts, certifications, and previous employment information are used to determine potential salary. Spot checks are conducted before moving forward with any hiring.

Q: How is the background check done? Nationwide? A: Yes, "NASDAC" is a national database specifically for certificated teachers. If a certification is revoked or suspended, that information will show up in the databased. If the offense is criminal, then the normal background check, HB 486 check, and/or spot checks will identify those.

Screening process: Applications are reviewed, the direct supervisor for the position ensures that applicants meet all requirements. HR associates are diligent in making sure that an applicant is eligible before moving on to the interview process.

Classified employees are guaranteed the opportunity to interview if they meet the requirements of the position.

HR schedules interviews. There must be a minimum of 2 administrators serving as interviewers. All candidates are interviewed by the same administrators. Non-administrators don't rate candidates. A prepared set of questions is asked to all candidates. Interviewers can't give any indication of performance compared to other interviewees.

Screening committees rank candidates, superintendent submits recommendation to the BOE. Recommendations are then given to HR. There is another spot check after a candidate's name is submitted, before a job offer is made. There is a complete screening, using the Maryland Judiciary case

search and sex offender registry. HR makes offers. Once an offer is accepted, submitting administrators are notified of acceptance.

For administrator vacancies, the Board makes appointments. At the first BOE meeting of every month, support and professional staff summaries are provided, and hirings/terminations, etc. from past month are also described.

Intake process: New hire documents are provided and safe schools training is conducted. All of this is electronic now. Fingerprinting is done, and the new hire undergoes a state and Federal criminal background check. Drug testing is also conducted. View now that the onboarding process is interactive rather than just the new hire coming in to fill out paperwork.

CCPS has an official statement of nondiscrimination. CCPS provides direction about where complaints, allegations of discrimination should be reported. (Director of student services handles complaints regarding students.)

Q: For the hiring of teachers, who actually makes the decision? A: HR staff is not present in every single interview. In administrator or supervisor interview, yes. But for teachers, staff no. Names are submitted to HR, then HR specialists vet. HR sends candidates to principals. HR can also add people to the principal's list if they have been overlooked.

Q: The district attempts to hire best candidates in non-discriminatory process. Ok. But, negotiated contracts limit offers to new hires to lower steps on salary scales. Applicants with 20 years of experience have to take a pay cut to work in Calvert compared to salary of a current CCPS teacher. Administrators too. A: Navarro – this was part of the collective bargaining process – raised from step 5 to 13, perhaps above 13 (15). Q: But isn't there a disincentive to experienced candidates, oldest candidates? Is this violation of policy 6030 because of age discrimination? CAC member would ask CCPS to reflect and is concerned because seems contradictory. A: CCPS did survey other districts in coming to this agreement.

Q: What is current make-up of teachers as far as minorities by school, as well as the minority demographic by school? A: Hiring and recruitment – CCPS has a strategy to recruit teachers of color, especially black males and females, as demographics have changed/are changing. Current minority teachers are at 9%, new hires at 11%.

Substitutes.

Subs go through similar procedures, including HB 486 procedures, must provide 3 references, etc. Subs need a high school diploma or GED for instructional personnel. Payment is based on the type of credentials. There is an intake process, required paperwork/documentation, and a substitute orientation. CCPS prepares subs for going into classroom – logistics, behavior mgmt. Advise subs on how to respond to problems in the classroom, and there is interactive training, open discussion, paired work, scenarios, and Q&A times for subs. Subs are educators when in classroom.

Subs are required to recertify every year. Subs are at-will employees, and subs can end employment at any time for any reason. This is the same for the employer and can happen as a result of failure to follow procedures, guidelines. There is certainly a need for subs right now. Retired teachers, long-term

subs, etc. are needed. CCPS tries to provide opportunities for those who want to and are qualified to serve.

Q: Where does CCPS advertise? A: social media. Banners on website, Facebook, twitter. Community group mailing lists, parents to contact local community group pages. A: specific organizations, appreciate input/assistance.

Q: Would CCPS disqualify a medical cannabis patient? A: Current drug use policy would disqualify.

Extra things that CCPS is doing outside of the policy. CCPS has a strategic plan re: its workforce, with goals to enhance diversity of workforce. CCPS seeks to retain high quality staff and provide professional development. CCPS also conducts bias training:

Horn or halo bias. When an interviewer first starts an interview, he or she may see a false halo or false horns. A first impression can influence the interview. There are ways to overcome that bias.

The previous HR director started a process to hire an outside consultant and complete an HR Department audit regarding hiring practices. This process was put on hold due to covid. CCPS is now starting that process again. CCPS is in the process of accepting proposals from consult companies. Proposals will be presented to the Board of Education for approval at the May meeting, to begin the process in June 2021. CCPS wants to hire and retain the best applicants, and have an increase in minority candidates. Consultant will conduct its work in the fall/winter until the contract expires at the end of 2021. The goal is to have a specific plan for the next year's hiring process.

Q: Does the union play role in hiring/retention of staff? A: Unions working primarily for current employees.

Q: Regarding the strategic plan to increase minority staff, if the purpose is to not discriminate and hire the most qualified staff, how can we do this without discriminating against non-minorities? A: Discrimination keeps us from increasing diversity. Don't want to discriminate against any candidates. Current research indicates that if there is discrimination, it's towards minority candidates.

Q: Are there other avenues to advertise? A: Screening and recruiting at different universities. This was a challenge this year due to covid. CCPS attended 29 career fairs, including at HCBUs. There has been mentoring of black male students and teachers at Bowie State. CCPS seeks to recruit for the best possible employees across all partnering universities and colleges. (Ms. Contee): diversifying is a wide thing, minorities, males, people with disabilities. (Mr. Navarro): Also need attractive salary packages, CCPS among highest in MD.

Q: In the hiring process for an administrator, does the outgoing administrator play a role in recruitment/hiring of his/her replacement. A (Navarro): Not really, very little if any.

Thanks to presenters for excellent presentation.

Announcements: Maxey (none). Next meeting in April 26.

Melisa Goshorn: BOE meeting Thursday at 7 pm. There is a new email address on the Board website. There are also seven policies out for public comment on board website. Submit comments. Brief Friday school discussion: Heard from teachers, and there is a lot going on. CAC member wishes it were broader. 3' CDC guidelines, need to hear more about that.

Meeting adjourned.