

William Wells Brown Elementary
Hiring and Consultation Policy (Policy #1)

The School Based Decision Making (SBDM) council shall be consulted prior to the principals Selection of personnel to fill all certified and classified vacancies.

When a school-based personnel vacancy occurs and the school council has determined the job classification for the vacancy, 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 may occur over the telephone. The vacancy shall have occurred when posted by FCPS human resources.

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

1. School council at either a regular or special called meeting shall determine the job classification for the vacancy. The council may either:
 - Keep the classification as it was previously;
 - Change it to another legal job classification; or
 - Agree to another legal expenditure of these personnel funds.

Vacancies that occur after the conclusion of the school year shall follow the same procedure in a timely manner.

2. Upon completion of step one, the posting of the position by the superintendent, and the submission of a list of qualified applicants from the superintendent/human resources department to the principal, the principal shall compile a list of at least three candidates to be considered for an interview.
3. The principal shall conduct a reference check on each candidate being interviewed to be reported to the interview committee. All candidates for hiring must be cleared by FCPS schools through the on-line application.
4. The principal shall form an interview committee for the vacancy. This committee shall be composed of at least one parent at the school, two teachers if possible from the same area or department in which the vacancy has occurred, and the principal or designee who shall serve as the committee chair. Effort will be made to have an SBDM member on the interview committee.
5. The interview committee shall convene, review written applications, conduct interviews of those applicants, discuss and reach either a consensus or a majority vote on a recommendation of priority for a selection of the 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.

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 shall report this selection to the superintendent’s designee through district required paperwork who will complete the hiring process. The minutes of the school council meeting at which step six occurs shall state as follows:

“Consultation occurred for the filling of the _____ vacancy.”

Policy Evaluation

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 3/07/2016

Date Reviewed or Revised: _____ Council Chairperson’s Initials: _____

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NOTES ON USING THIS POLICY

CONNECTION TO COUNCIL BYLAWS: This policy should be referenced in your council bylaws in a section on council responsibilities and then attached in an attachment section at the end of the bylaws. There is no need to copy the whole policy into the body of the bylaws. KASC's Bylaws Kit models this.