



AGENDA
BOARD OF TRUSTEES
REGULAR MEETING
DISTRICT ADMINISTRATION BUILDING
AUGUST 5, 2019

1. Call to order at 6:00 p.m.
2. Approval of the agenda
3. Enter executive session to consider the following:
 - a. Selected employment items (Exhibit A)
4. Call to order at 7 p.m.
5. Welcoming remarks
6. Invocation – Ken Loveless, Board of Trustees
7. Pledge of Allegiance – Ken Loveless, Board of Trustees
8. School Board Spotlight
9. Approval of the minutes of the June 24, 2019 board meeting and the July 15, 2019 board meeting
10. Superintendent's Report (Action as Necessary)
 - a. Office of Instruction
 1. Summer Reading Camp
11. Public participation*

ACTION AGENDA

12. Action as Necessary or Appropriate on Matters Discussed in Executive Session

DISCUSSION AGENDA

13. Professional Services provided by Milone & MacBroom
14. Discussion and first reading of proposed revisions to G board policies (Exhibit B): GBA "Open Hiring/Equal Employment Opportunity and Affirmative Action", GCE "Professional Staff Recruitment", GCEC "Posting and Advertising of Professional Vacancies", GCF "Professional Staff Hiring", and GDF "Support Staff Hiring"
15. Discussion and first reading of proposed revisions to board policy JFBA "Intra-District Transfer and Withdrawal" (Exhibit C)
16. Adjourn

INFORMATION AGENDA

17. GCF-R "Professional Staff Hiring" Administrative Rule (Exhibit D)
18. The next regular scheduled board meeting will be August 19, 2019 at the District Administration Building.

*The Board welcomes and encourages public participation. We respectfully ask that you adhere to the procedures and the decorum provided in board policy BEDH "Public Participation at Meetings". Your comments should be limited to three minutes. Questions asked during public participation will be handled in accordance with board policy BEDH.



Minutes/June 24, 2019

The Board of Trustees of School District Five of Lexington and Richland Counties met at The Center for Advanced Technical Studies with the following members present:

Ms. Beth Hutchison, Vice Chairman
Mr. Michael Cates, Secretary
Mrs. Nikki Gardner
Mrs. Jan Hammond
Mr. Ken Loveless
Mr. Ed White
Dr. Christina Melton, District Superintendent

The following staff were in attendance:

Mrs. Katrina Goggins, Director, Office of Communications
Mr. Michael Guliano, Chief Instructional Officer
Dr. Michael Harris, Chief Planning and Administrative Officer
Dr. Allison Jacques, Chief Human Resources Officer
Mr. Len Richardson, Chief Finance Officer

Vice Chairman Hutchison called the meeting to order.

The Invocation was given by Nikki Gardner, Board of Trustees. The Pledge of Allegiance was led by Nikki Gardner, Board of Trustees.

The Board conducted the School Board Spotlight.

A welcome and brief overview of The Center for Advanced Technical Studies was given by Dr. Al Gates, Director.

During the Superintendent's Report, Dr. Harris presented an update on Enrollment Lottery; and Scott Carlin presented an update on Capital Projects (Exhibit C).

No one spoke during public participation.

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of June 24, 2019

	C A T E S	G A N T T	G A R D N E R	H A M M O N D	H U T C H I S S O N	L O V E L E S S	W H I T E
1. M. Cates S. Gardner Approve the agenda	X	A	X	X	X	X	X
2. M. Cates S. White Enter executive session to consider the following: a) selected employment items (Exhibit A); and b) review and receipt of legal advice on the terms of a proposed contract for professional services for Growth Forecasting and Redistricting (Exhibit B)	X	A	X	X	X	X	X
3. M. Gardner S. Cates Amend the agenda by moving item 14 (approval of a proposed contract for professional services involving growth forecasting and redistricting services) to postpone to a later date	X	A	X	X	X	X	X
4. M. Cates S. Loveless Approve the minutes of the June 10, 2019 board meeting	X	A	X	X	X	X	X
5. M. Cates S. Loveless Approve the selected employment items (Exhibit A)	X	A	X	X	X	X	X
6. M. White S. Gardner Adjourn at 8 :21 p.m.	X	A	X	X	X	X	X

A = Absent
AB = Abstain
N = No
X = Yes
R = Recuse



Minutes/July 15, 2019

The Board of Trustees of School District Five of Lexington and Richland Counties met at the District Administration Building with the following members present:

Mr. Robert Gantt, Chairman
Ms. Beth Hutchison, Vice Chairman
Mr. Michael Cates, Secretary
Mrs. Nikki Gardner
Mrs. Jan Hammond
Mr. Ken Loveless
Mr. Ed White
Dr. Christina Melton, District Superintendent

The following staff were in attendance:

Mrs. Katrina Goggins, Director, Office of Communications
Dr. Allison Jacques, Chief Human Resources Officer

Chairman Gantt called the meeting to order.

The Invocation was given by Jan Hammond, Board of Trustees. The Pledge of Allegiance was led by Jan Hammond, Board of Trustees.

During the public participation, Lauren Slice and William Ellsworth spoke regarding the Chapin Girls Dance Team.

SCHOOL DISTRICT FIVE
OF
LEXINGTON AND RICHLAND COUNTIES

Meeting of July 15, 2019

	C A T E S	G A N T T	G A R D N E R	H A M M O N D	H U T C H I S O N	L O V E L E S S	W H I T E
1. M. Cates S. Hammond Approve the agenda	X	X	X	X	X	X	A
2. M. Cates S. Hutchison Enter executive session to consider the following: a) selected employment items (Exhibit A)	X	X	X	X	X	X	A
3. M. Hutchison S. Hammond Approve the selected employment items (Exhibit A)	X	X	X	X	X	X	X
4. M. Loveless S. White Adjourn at 7:30 p.m.	X	X	X	X	X	X	X

A = Absent
AB = Abstain
N = No
X = Yes
R = Recuse

Exhibit B



Memorandum

To: Members of the Board of Trustees

Through: Christina S. Melton, Ed.D.
Superintendent

From: Allison Jacques, Ph.D.
Chief Human Resources Officer

Date: August 1, 2019

Re: Board Policies – Section G

Issue: Proposed revisions to the Board Policies listed below:

- a. Proposed revisions to Board Policy GBA “Open Hiring/Equal Employment Opportunity and Affirmative Action”
- b. Proposed revisions to Board Policy GCE “Professional Staff Recruitment”
- c. Proposed revisions to Board Policy GCEC “Posting and Advertising of Professional Vacancies”
- d. Proposed revisions to Board Policy GCF “Professional Staff Hiring”
- e. Proposed revisions to GDF “Support Staff Hiring”

Recommendation: The administration recommends that the proposed revisions to move to First Reading.

AJ/aw

Attachments - Proposed/Current Board Policy GBA “Open Hiring/Equal Employment Opportunity and Affirmative Action”
Proposed/Current Board Policy GCE “Professional Staff Recruitment”
Proposed/Current Board Policy GCEC “Posting and Advertising of Professional Vacancies”
Proposed/Current Board Policy GCF “Professional Staff Hiring”
Proposed/Current Board Policy GDF “Support Staff Hiring”

RECOMMENDED REVISIONS – DISCUSSION: AUGUST 5, 2019

Policy

OPEN HIRING/EQUAL EMPLOYMENT OPPORTUNITY ~~AND AFFIRMATIVE ACTION~~

Code **GBA** Issued _____

~~Purpose: To establish the basic structure for the hiring of all personnel.~~

The District is an equal opportunity employer.

As required by applicable state and federal laws, the district will recruit, hire, train, promote and make other employment decisions on the basis of individual merit and without discrimination because of race, religion, ~~color,~~ sex, pregnancy (including childbirth or related medical conditions), age, disability, national origin, gender, age, alienage, genetic information, or national origin, or any other protected characteristic as may be required by State or federal law.

The District also prohibits retaliation against an individual because he/she has either opposed an unlawful employment practice or has made a charge, testified, assisted, or participated in an investigation, proceeding, or hearing regarding an alleged incident of illegal discrimination or harassment.

The Superintendent will establish guidelines for organization of the teaching, administrative and other certified staff. Through his/her staff, the Superintendent will select, hire and promote such staff with approval of the Board. The Superintendent will select, hire and promote all other District employees. The Superintendent will direct the work of support employees.

The District's ~~maintains a~~ policy of equal opportunity applies, but is not limited to, ~~in~~ the following areas.

- recruitment
- selection and hiring criteria and practices
- transfer and promotion
- demotions, terminations, layoffs and recalls
- compensation
- working conditions

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~~AFFIRMATIVE ACTION~~

- benefits and privileges of employment
- training

The Chief Human Resources Officer has been designated to handle inquiries regarding non-discrimination, retaliation, and harassment matters:

Chief Human Resources Officer
School District Five of Lexington
and Richland Counties
1020 Dutch Fork Road
Irmo, SC 29063

Cf. AC, JB

Adopted 8/19/85; Revised 4/2/90, 3/16/92, 5/3/93, 8/25/08, __/__/19

Legal references:

A. United States Code:

1. Title VII of Civil Rights Act of 1964, as amended, 42 USC 2000e - Prohibits discrimination in employment on basis of race, color, national origin, religion or sex.
2. ~~Section 504(b) of Rehabilitation Act of 1973—Prohibits recipients of Federal assistance from discriminating in employment of handicapped.~~ Rehabilitation Act of 1973, Section 504, 29 U.S.C.A. Section 794 - Prohibits discrimination on the basis of disability.
3. Title IX of the Education Amendments of 1972, 20 USC 1681, et seq. - ~~Prevents discrimination on the basis of sex by any educational program or activity receiving federal funds~~ Prohibits discrimination on the basis of sex.
4. ~~42 USC, Section 12101-12213—Americans with Disabilities Act of 1990.~~ American with Disabilities Act of 1990, 42 U.S.C.A. Section 12101, et seq. - Prohibits discrimination on the basis of disability by public entities.
5. Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C.A. Section 621, et seq. - Prohibits employment discrimination against persons 40 years of age or older.
6. Equal Pay Act of 1963, 29 U.S.C.A. Section 206 - Prohibits discrimination in pay rates.
7. Uniformed Services Employment and Reemployment Act of 1994, 38 U.S.C.A. Sections 4301-4334.

B. S.C. Code, 1976, as amended:

1. Section 1-13-10, et seq. - Prohibits discrimination on the basis of race, religion, color, sex, age, national origin, or disability.

Policy GBA Open Hiring/Equal Employment Opportunity and Affirmative Action

Issued 8/08

Purpose: To establish the basic structure for the hiring of all personnel.

The district is an equal opportunity employer.

As required by applicable state and federal laws, the district will recruit, hire, train, promote and make other employment decisions on the basis of individual merit and without discrimination because of race, religion, color, disability, gender, age, alienage or national origin.

The superintendent will establish guidelines for organization of the teaching, administrative and other certified staff. Through his/her staff, the superintendent will select, hire and promote such staff with approval of the board. The superintendent will select, hire and promote all other district employees. The superintendent will direct the work of support employees.

The district maintains a policy of equal opportunity in the following areas.

- recruitment
- selection and hiring criteria and practices
- transfer and promotion
- demotions, terminations, layoffs and recalls
- compensation
- working conditions
- benefits and privileges of employment
- training

Cf. [AC](#), [JB](#)

Adopted 8/19/85; Revised 4/2/90, 3/16/92, 5/3/93, 8/25/08

Legal references:

United States Code:

Title VII of Civil Rights Act of 1964, as amended, [42 USC 2000e](#) - Prohibits discrimination in employment on basis of race, color, national origin, religion or sex.

Section 504(b) of Rehabilitation Act of 1973 - Prohibits recipients of Federal assistance from discriminating in employment of handicapped.

Title IX of the Education Amendments of 1972, [20 USC 1681](#), *et seq.* - Prevents discrimination on the basis of sex by any educational program or activity receiving federal funds.

[42 USC, Section 12101-12213](#) - Americans with Disabilities Act of 1990.

School District Five of Lexington and Richland Counties

RECOMMENDED REVISIONS – DISCUSSION: AUGUST 5, 2019

Policy

PROFESSIONAL STAFF RECRUITMENT

Code GCE Issued _____

Purpose: To establish the basic structure for recruitment of high-quality professional staff.

It is the policy of the Board to recruit and hire professional personnel on the basis of qualifications and merit. Personnel recruitment and selection are the responsibility of the Superintendent. Principals and other supervisors will assist as needed.

The District is committed to nondiscrimination in its employment practices including recruitment and advertising and does not discriminate on the basis of race, color, religion, sex, pregnancy (including childbirth or related medical conditions), age, disability, national origin, ~~sex or~~ age genetic information, or any other protected characteristic as may be required by State or federal law.

Adopted 9/23/85; Revised 12/13/10, __/__/19

Legal references:

- A. United States Code:
 - 1. 20 U.S.C. Sections 1681-86 - Prohibits discrimination on the basis of sex.
 - 2. 42 U.S.C. 2000e, et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.
 - 3. Equal Pay Act of 1972 - Nondiscrimination as to wages on basis of sex.
 - 4. 29 U.S.C. 621 et seq. - Age Discrimination in Employment Act - Nondiscrimination on the basis of age in employment.
 - 5. 42 U.S.C. 12101, et seq. - Americans with Disabilities Act - Prohibits discrimination in employment and access to programs and facilities on the basis of disability.
 - 6. The Uniformed Services Employment and Reemployment Rights Act of 1994 (P.L. 103-353; 38 U.S.C. 4301).
- B. Code of Federal Regulations
 - 1. Title 41, Chapter 60, Part 60-20 - Prohibits discrimination on the basis of sex.
- C. S.C. Code, 1976, as amended:
 - 1. Section 1-1-550 - Public employees shall give preference to employment of honorably discharged veterans.
 - 2. Section 1-13-80 - Unlawful employment practices; exceptions.
 - 3. Section 59-1-510 - Guidelines and regulations for recruitment and hiring staff in professional areas.
 - 4. Section 59-1-520 - Intervention by state department of education for non-compliance.
 - 5. Section 59-26-40 - "Prior to the initial employment of a teacher, the school shall request a criminal record history from the South Carolina Law Enforcement Division for past convictions of any crime listed in Chapter 3 of Title 16, Offenses Against the Person, any crime listed in Chapter 15 of Title 16, Offenses Against Morality and Decency and for the crime of contributing to the

PAGE 2 – GCE – PROFESSIONAL STAFF RECRUITMENT

delinquency of a minor, contained in section 16-17-490."

Policy GCE Professional Staff Recruitment

Issued 12/10

Purpose: To establish the basic structure for recruitment of high-quality professional staff.

It is the policy of the board to recruit and hire professional personnel on the basis of qualifications and merit. Personnel recruitment and selection are the responsibility of the superintendent. Principals and other supervisors will assist as needed.

The district is committed to nondiscrimination in its employment practices including recruitment and advertising and does not discriminate on the basis of race, color, religion, disability, national origin, sex or age.

Adopted 9/23/85; Revised 12/13/10

Legal references:

United States Code:

[20 U.S.C. Sections 1681-86](#) - Prohibits discrimination on the basis of sex.

[42 U.S.C. 2000e](#), *et seq.* - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.

Equal Pay Act of 1972 - Nondiscrimination as to wages on basis of sex.

[29 U.S.C. 621](#) *et seq.* - Age Discrimination in Employment Act - Nondiscrimination on the basis of age in employment.

[42 U.S.C. 12101](#), *et seq.* - Americans with Disabilities Act - Prohibits discrimination in employment and access to programs and facilities on the basis of disability.

The Uniformed Services Employment and Reemployment Rights Act of 1994 ([P.L. 103-353](#); [38 U.S.C. 4301](#)).

Code of Federal Regulations:

[Title 41, Chapter 60](#), Part 60-20 - Prohibits discrimination on the basis of sex.

S.C. Code, 1976, as amended:

[Section 1-1-550](#) - Public employees shall give preference to employment of honorably discharged veterans.

[Section 1-13-80](#) - Unlawful employment practices; exceptions.

[Section 59-1-510](#) - Guidelines and regulations for recruitment and hiring staff in professional areas.

[Section 59-1-520](#) - Intervention by state department of education for non-compliance.

[Section 59-26-40](#) - "Prior to the initial employment of a teacher, the school shall request a criminal record history from the South Carolina Law Enforcement Division for past convictions of any crime listed in [Chapter 3 of Title 16](#), Offenses Against the Person, any crime listed in [Chapter 15 of Title 16](#), Offenses Against Morality and Decency and for the crime of contributing to the delinquency of a minor, contained in [section 16-17-490](#)."

RECOMMENDED REVISIONS – DISCUSSION: AUGUST 5, 2019

Policy

POSTING AND ADVERTISING OF PROFESSIONAL VACANCIES

Code GCEC Issued _____

~~**Purpose: To establish the basic structure for posting and advertising professional vacancies.**~~

The Board believes it has the obligation to provide the best professional personnel available for the District regardless of race, color, religion, creed, sex, pregnancy (including childbirth or related medical conditions), age, disability, ~~or~~ national origin, genetic information, or any other protected characteristic as may be required by State or federal law.

Should a vacancy occur in a position during the school year, the Board authorizes the Superintendent to fill such vacancy for the remainder of the school year pursuant to a letter of agreement. The Superintendent or his/her designee may determine whether to advertise the vacancy or whether the position should be filled through other means.

Promotional positions

The Board declares its support of a policy to give teachers and administrators from its present staff consideration with respect to the filling of promotional vacancies. Promotional positions are those positions which are administrative in nature, such as principal, assistant principal, etc.

The District may advertise openings in administrative and supervisory positions in local newspaper(s), on district and school offices/websites, and in university placement offices, as determined appropriate by the Superintendent or his/her designee.

The administration will generally advertise all administrative and supervisory job vacancies within the District, unless otherwise determined by the Superintendent or his/her designee, dependent upon the District's needs.

No promotional vacancy will be filled until it has been posted for at least three school days unless the Superintendent authorizes the placement based on the needs of the District.

Adopted 9/23/85; Revised 9/28/09, __/__/19

Policy GCEC Posting and Advertising of Professional Vacancies

Issued 9/09

Purpose: To establish the basic structure for posting and advertising professional vacancies.

The board believes it has the obligation to provide the best professional personnel available for the district regardless of race, color, creed, sex, age, disability or national origin.

Should a vacancy occur in a position during the school year, the board authorizes the superintendent to fill such vacancy for the remainder of the school year pursuant to a letter of agreement. The superintendent or his/her designee may determine whether to advertise the vacancy or whether the position should be filled through other means.

Promotional positions

The board declares its support of a policy to give teachers and administrators from its present staff consideration with respect to the filling of promotional vacancies. Promotional positions are those positions which are administrative in nature, such as principal, assistant principal, etc.

The district may advertise openings in administrative and supervisory positions in local newspaper(s), on district and school offices/websites, and in university placement offices, as determined appropriate by the superintendent or his/her designee.

The administration will generally advertise all administrative and supervisory job vacancies within the district, unless otherwise determined by the superintendent or his/her designee, dependent upon the district's needs.

No promotional vacancy will be filled until it has been posted for at least three school days unless the superintendent authorizes the placement based on the needs of the district.

Adopted 9/23/85; Revised 9/28/09

School District Five of Lexington and Richland Counties

RECOMMENDED REVISIONS – DISCUSSION: AUGUST 5, 2019

Policy

PROFESSIONAL STAFF HIRING

Code GCF Issued _____

Purpose: To establish the basic structure for the hiring of highly qualified district staff and filling vacancies

Hiring

The District will provide equal employment opportunities to all persons without regard to race, color, ~~ereed~~, religion, sex, pregnancy (including childbirth or related medical conditions), disability, age, disability, ~~religion or~~ national origin, genetic information, or any other protected characteristic as may be required by State or federal law. The District will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on District operations as determined by the district. Minority educators will receive fair and equal treatment including, but not limited to, employment opportunities and selection for training programs.

The Superintendent will make recommendations to the Board for employment of professional staff. The Superintendent or his/her designee will ensure that all persons nominated for employment meet the qualifications and are the most qualified and best suited for the particular position.

District office administrators and/or principals should be actively involved in the hiring of professional staff. ~~instructional personnel.~~

The District will not employ any new candidate without an interview and without checking references.

The Superintendent may use a "Letter of Intent" to assure a prospective employee of a forthcoming recommendation to be hired. The Board will take final action on the employment of professional personnel upon recommendation of the administration.

The Superintendent is authorized to hire retired employees to work in the District on an "as needed" basis when their employment would serve the best interests of the school system, as determined by the District. In such cases, the Superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the Superintendent, who will make such decisions in the best interests of the district and subject to Board approval. The decision to employ or not employ retired employees from year-to-year will not be subject to the District's grievance procedures.

Consistent with Board Policy GBEBDA (Criminal Record Checks), the District will obtain a criminal record history check through the State Law Enforcement Division (SLED), and a sexual registry history check on all new professional employees teachers and administrators from the State Law Enforcement Division (SLED), and as otherwise required by law, prior to initial employment.

Federal and state laws prohibit employers from hiring aliens not legally eligible to work in the United States. They also require all new employees to present evidence of employment eligibility and require employers to verify that eligibility. The District will use the federal work authorization program E-Verify for verification of work authorizations submitted by an employee. Newly hired employees must complete the required I-9 form no later than three days following their first working day. The Immigration Reform and Control Act of 1986 (P.L. 99-603) prohibits employers from hiring aliens not legally eligible to work in the United States. It requires all employees hired after June 1, 1987, to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day.

Vacancies

The Superintendent or his/her designee will establish procedures for interviewing and selecting top candidate(s) for vacancies. Such procedures will ensure that all applicants are thoroughly screened.

The administration will generally advertise all job vacancies within the District, when appropriate, unless otherwise determined by the Superintendent or his/her designee.

Should a vacancy occur in a position during the year, the Board authorizes the Superintendent to fill such openings for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, where appropriate, and subject to Board approval. The Superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

(Replaces Policy GBD)

Adopted 2/24/69; Revised 8/1/73, 11/16/81, 6/7/82, 3/19/85, 9/23/91, 10/17/94, 3/10/08,
__/__/__

Legal references:

- A. United States Code:
1. 20 U.S.C. Sections 1681-86 - Prohibits discrimination on the basis of sex.
 2. 42 U.S.C. 2000e, et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.
 3. 42 U.S.C. 12101, et seq. - Prohibits employment discrimination on the basis of disability.
 4. Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.

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- B. Code of Federal Regulations
1. 41 CFR 60-20 (1998) - Prohibits discrimination on the basis of sex.
- C. S.C. Code, 1976, as amended:
1. Section 1-1-550 - School districts will give preference to employment of honorably discharged veterans.
 2. Section 59-1-510 - Guidelines and regulations for recruitment and hiring staff in professional areas.
 3. Section 59-1-520 - Intervention by State Department of Education for non-compliance.
 - ~~4. Section 59-19-80 - Teaching contracts to be issued in public meeting.~~
 - ~~45. Section 59-25-410, et seq. - Employment and Dismissal Act—Teachers to be notified of employment status by April 15th.~~
 - ~~56. Section 59-26-40(M) - Before initial employment of a teacher, the local school district will request a criminal record history from the South Carolina State Law Enforcement Division for past convictions of any crimes.~~
 - ~~67. Section 59-18-1300 - district accountability system.~~
 - ~~8. Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.~~
 - ~~79. Section 9-1-1790 - Amount which may be earned upon return to covered employment.~~
- D. State Board of Education Regulations:
1. R-43-205 - Administrative and professional personnel qualifications, duties and workloads.

Policy GCF Professional Staff Hiring

Issued 3/08

Purpose: To establish the basic structure for the hiring of highly qualified district staff and filling vacancies

Hiring

The district will provide equal employment opportunities to all persons without regard to race, color, creed, sex, disability, age, religion or national origin. The district will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on district operations as determined by the district.

Minority educators will receive fair and equal treatment including, but not limited to, employment opportunities and selection for training programs.

The superintendent will make recommendations to the board for employment. The superintendent or his/her designee will ensure that all persons nominated for employment meet the qualifications and are the most qualified and best suited for the particular position.

District office administrators and principals should be actively involved in the hiring of instructional personnel.

The district will not employ any new candidate without an interview and without checking references.

The superintendent may use a "Letter of Intent" to assure a prospective employee of a forthcoming recommendation to be hired. The board will take final action on the employment of professional personnel upon recommendation of the administration.

The superintendent is authorized to hire retired employees to work in the district on an "as needed" basis when their employment would serve the best interests of the school system, as determined by the district. In such cases, the superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the superintendent, who will make such decisions in the best interests of the district and subject to board approval. The decision to employ or not employ retired employees from year-to-year will not be subject to the district's grievance procedures.

The district will obtain a criminal record history check and sexual registry history check on all new teachers and administrators from the State Law Enforcement Division (SLED) prior to initial employment.

The Immigration Reform and Control Act of 1986 ([P.L. 99-603](#)) prohibits employers from hiring aliens not legally eligible to work in the United States. It requires all employees hired after June 1, 1987, to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day.

Vacancies

The superintendent or his/her designee will establish procedures for interviewing and selecting top candidate(s) for vacancies. Such procedures will ensure that all applicants are thoroughly screened.

The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or his/her designee.

Should a vacancy occur in a position during the year, the board authorizes the superintendent to fill such openings for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, where appropriate, and subject to board approval. The superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

Adopted 2/24/69; Revised 8/1/73, 11/16/81, 6/7/82, 3/19/85, 9/23/91, 10/17/94, 3/10/08

(Replaces Policy GBD)

Legal references:

United States Code:

[20 U.S.C. Sections 1681-86](#) - Prohibits discrimination on the basis of sex.

[42 U.S.C. 2000e](#), *et seq.* - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.

[42 U.S.C. 12101](#), *et seq.* - Prohibits employment discrimination on the basis of disability.

[Public Law 107-110](#) - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.

Code of Federal Regulations:

[41 CFR 60-20](#) (1998) - Prohibits discrimination on the basis of sex.

S.C. Code, 1976, as amended:

[Section 1-1-550](#) - School districts will give preference to employment of honorably discharged veterans.

[Section 59-1-510](#) - Guidelines and regulations for recruitment and hiring staff in professional areas.

[Section 59-1-520](#) - Intervention by State Department of Education for non-compliance.

[Section 59-19-80](#) - Teaching contracts to be issued in public meeting.

[Section 59-25-410](#), *et seq.* - Employment and Dismissal Act - Teachers to be notified of employment status by April 15th.

[Section 59-26-40\(M\)](#) - Before initial employment of a teacher, the local school district will request a criminal record history from the South Carolina State Law Enforcement Division for past convictions of any crimes.

[Section 59-18-1300](#) - district accountability system.

[Section 9-1-2210](#) - Teacher and Employee Retention Incentive Program; operation.

[Section 9-1-1790](#) - Amount which may be earned upon return to covered employment.

State Board of Education Regulations:

[R-43-205](#) - Administrative and professional personnel qualifications, duties and workloads.

School District Five of Lexington and Richland Counties

RECOMMENDED REVISIONS – DISCUSSION: AUGUST 5, 2019

Policy

SUPPORT STAFF HIRING

Code GDF Issued _____

Purpose: To establish the basic structure for the hiring of support staff.

Hiring

The District will provide equal employment opportunities to all persons without regard to race, color, ~~creed~~, religion, sex, pregnancy (including childbirth or related medical conditions), disability, age, disability, ~~religion or~~ national origin, genetic information, or any other protected characteristic as may be required by State or federal law. The District will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on district operations as determined by the District.

The Superintendent will make recommendations to the Board for employment. The Superintendent or his/her designee will ensure that all persons nominated for employment meet the qualifications and are the most qualified and best suited for the particular position.

Site administrators and principals should be actively involved in the hiring of support personnel.

The District will not employ any new candidate without an interview and without checking references.

The Superintendent may use a "Letter of Intent" to assure a prospective employee of a forthcoming recommendation to be hired. The Board will take final action on the employment of support personnel upon recommendation of the administration.

The Superintendent is authorized to hire retired employees to work in the District on an "as needed" basis when their employment would serve the best interests of the school system, as determined by the District. In such cases, the Superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the Superintendent, who will make such decisions in the best interests of the District and subject to Board approval. The decision to employ or not employ retired employees from year-to-year will not be subject to the District's grievance procedures.

Consistent with Board Policy GBEBDA (Criminal Record Checks), the District will obtain a criminal record history check through the State Law Enforcement Division (SLED), and a sexual registry history check on all new support employees, and as otherwise required by law,

~~from the State Law Enforcement Division (SLED)~~ prior to initial employment.

Federal and state laws prohibit employers from hiring aliens not legally eligible to work in the United States. They also require all new employees to present evidence of employment eligibility and require employers to verify that eligibility. The District will use the federal work authorization program E-Verify for verification of work authorizations submitted by an employee. Newly hired employees must complete the required I-9 form no later than three days following their first working day.~~The Immigration Reform and Control Act of 1986 (P.L. 99-603) prohibits employers from hiring aliens not legally eligible to work in the United States. It requires all employees hired after June 1, 1987, to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day.~~

Vacancies

The Superintendent or his/her designee will establish procedures for interviewing and selecting top candidate(s) for vacancies. Such procedures will ensure that all applicants are thoroughly screened.

The administration will generally advertise all job vacancies within the District, when appropriate, unless otherwise determined by the superintendent or his/her designee.

Should a vacancy occur in a position during the year, the Board authorizes the Superintendent to fill such opening for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, where appropriate, and subject to Board approval. The Superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

Adopted 2/24/69; Revised 11/16/81, 6/7/82, 3/19/85, 4/28/08, __/__/19

Legal references:

- A. United States Code:
 - 1. 20 U.S.C.A. Sections 1681-86 - Prohibits discrimination on the basis of sex.
 - 2. 29 U.S.C.A. Section 794, et. seq. - The Rehabilitation Act of 1973 - Prohibits discrimination in hiring based on handicap.
 - 3. 42 U.S.C.A 2000e, et seq. - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.
 - 4. Public Law 99-603 - Immigration Reform and Control Act of 1987.
 - 5. Public Law 107-110 - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.
- B. Code of Federal Regulations
 - 1. 8 CFR 274a.2 - Verification of employment eligibility.
- C. S.C. Code, 1976, as amended:
 - 1. Section 1-13-20 - Declaration of policy.
 - 2. Section 43-33-60 - Policy regarding employment of blind and other physically disabled persons.

PAGE 3 – GDF – SUPPORT STAFF HIRING

3. Section 43-33-510, et seq. - Bill of rights for handicapped persons.
 4. Section 59-18-1300 - district accountability system.
 5. Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.
 6. Section 9-1-1790 - Amount which may be earned upon return to covered employment.
- D. State Board of Education Regulations
1. R-43-209 - Nonprofessional/paraprofessional personnel positions, qualifications and duties.

Policy GDF Support Staff Hiring

Issued 4/08

Purpose: To establish the basic structure for the hiring of support staff.

Hiring

The district will provide equal employment opportunities to all persons without regard to race, color, creed, sex, disability, age, religion or national origin. The district will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on district operations as determined by the district.

The superintendent will make recommendations to the board for employment. The superintendent or his/her designee will ensure that all persons nominated for employment meet the qualifications and are the most qualified and best suited for the particular position.

Site administrators and principals should be actively involved in the hiring of support personnel.

The district will not employ any new candidate without an interview and without checking references.

The superintendent may use a "Letter of Intent" to assure a prospective employee of a forthcoming recommendation to be hired. The board will take final action on the employment of support personnel upon recommendation of the administration.

The superintendent is authorized to hire retired employees to work in the district on an "as needed" basis when their employment would serve the best interests of the school system, as determined by the district. In such cases, the superintendent or his/her designee will notify the employee of the at-will status of his/her employment. The continued employment of retired employees will be at the discretion of the superintendent, who will make such decisions in the best interests of the district and subject to board approval. The decision to employ or not employ retired employees from year-to-year will not be subject to the district's grievance procedures.

The district will obtain a criminal record history check and sexual registry history check on all new support employees from the State Law Enforcement Division (SLED) prior to initial employment.

The Immigration Reform and Control Act of 1986 ([P.L. 99-603](#)) prohibits employers from hiring aliens not legally eligible to work in the United States. It requires all employees hired after June 1, 1987, to present evidence of employment eligibility and requires employers to verify that eligibility. Newly hired employees must complete the form no later than three days following their first working day.

Vacancies

The superintendent or his/her designee will establish procedures for interviewing and selecting top candidate(s) for vacancies. Such procedures will ensure that all applicants are thoroughly screened.

The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or his/her designee.

Should a vacancy occur in a position during the year, the board authorizes the superintendent to fill such opening for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, where appropriate, and subject to board approval. The superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

Adopted 2/24/69; Revised 11/16/81, 6/7/82, 3/19/85, 4/28/08

Legal references:

United States Code:

[20 U.S.C.A. Sections 1681-86](#) - Prohibits discrimination on the basis of sex.

[29 U.S.C.A. Section 794](#), *et. seq.* - The Rehabilitation Act of 1973 - Prohibits discrimination in hiring based on handicap.

[42 U.S.C.A 2000e](#), *et seq.* - Prohibits discrimination in hiring based on race, color, national origin, religion or sex.

[Public Law 99-603](#) - Immigration Reform and Control Act of 1987.

[Public Law 107-110](#) - No Child Left Behind, revised Elementary and Secondary Education Act (ESEA) of 2001, Title 1, Part A, Subpart 1, Section 1119 - Qualifications for teachers and paraprofessionals.

Code of Federal Regulations:

[8 CFR 274a.2](#) - Verification of employment eligibility.

S.C. Code of Laws, 1976, as amended:

[Section 1-13-20](#) - Declaration of policy.

[Section 43-33-60](#) - Policy regarding employment of blind and other physically disabled persons.

[Section 43-33-510](#), *et seq.* - Bill of rights for handicapped persons.

[Section 59-18-1300](#) - district accountability system.

[Section 9-1-2210](#) - Teacher and Employee Retention Incentive Program; operation.

[Section 9-1-1790](#) - Amount which may be earned upon return to covered employment.

State board of Education Regulations:

[R-43-209](#) - Nonprofessional/paraprofessional personnel positions, qualifications and duties.

School District Five of Lexington and Richland Counties

Exhibit C



MEMORANDUM

TO: Members of the Board of Trustees
Christina S. Melton, Ed.D., Superintendent

FROM: Dr. Michael R. Harris
Chief Planning and Administrative Officer

DATE: July 18, 2019

RE: August 5, 2019 Board Meeting, Discussion.
Proposed Revisions to Board Policy JFBA "Intra-District Transfer and
Withdrawal"

Recommendation:

The administration recommends that proposed revisions to Policy JFBA "Intra-District Transfer and Withdrawal" proceed to First Reading approval.

Attachments: Revised Policy JFBA "Intra-District Transfer and Withdrawal"
Current Policy JFBA "Intra-District Transfer and Withdrawal"

Suggested Revisions

Policy JFBA Intra-District Transfer and Withdrawal

Purpose: To establish the basic structure for the intra-district transfer and withdrawal of students.

Under certain conditions, a student may transfer to a school in another attendance area within the district. To request a special hardship transfer, the parent/legal guardian must make a written request to the district superintendent or his/her designee. A district transfer committee will consider the basis for the request and will also consider available space in the requested school. The decision of the transfer committee is final. A school should not be allowed to become overcrowded because of special transfers. If the **one-year** transfer is granted, the parent/legal guardian is responsible for the student's transportation and must have the student at school on time and picked up promptly at dismissal. As with all transfers, the student must maintain an acceptable discipline record in order for the transfer to remain in effect. In all student transfer cases, it is the responsibility of the parent/legal guardian to establish eligibility of student participation in activities sponsored by the South Carolina High School League. In order to participate in such activities, a student must meet all league eligibility requirements.

Magnets and schools of choice

Students will attend the school located in the attendance zone where their parent/legal guardian resides. Students/Families interested in another educational option should participate in the online application process to attend one of the district's magnet and/or schools of choice. To make a selection, an online application must be completed during the annual application process. If selected through the random lottery to enroll into a magnet **and/or school of choice**, the student may remain through the highest grade in that school. Yearly readmission is not required. **however, selection through the random lottery for school of choice will require an annual application during the online application process.** Parents/Legal guardians must assume all responsibility for transportation for their child(ren) and the student(s) must maintain an acceptable discipline and attendance record in order for the approval to remain in effect. (Students who qualify under the McKinney-Vento Education Program and whose school of origin is within the attendance zone of School District Five are eligible to participate in the online application process for magnet and school of choice). For more information, see policy [JFAA/JFAB](#), Admission of Resident/Non-Resident Students.

Children of employees

A resident employee of the district (0.6-1.0 FTE) will have the option of enrolling his/her child at the employee's school, the appropriate grade level school in the high school attendance zone (cluster boundary) of the employee's location or an appropriate grade level school en route to the employee's school. The district reserves the right to make the school assignment and written approval of such transfers must be obtained from the

district superintendent. The employee must assume responsibility for transportation of the child to and from the school in which he/she is enrolled.

Special education students

When a student is placed by an IEP team in a school other than his/her home school, the parent/ legal guardian will have the option of enrolling their other school age children in that particular school [pending the availability of space in the requested grade](#). The parent/legal guardian choosing this option must assume responsibility for the transportation for their children who are not provided special education.

Students who move during the school year

A parent/legal guardian who moves from one attendance area in the district to another attendance area within the district must exercise one of the following two options.

- Transfer the student immediately to a school within the new attendance area.
- Transfer the student at the end of the semester.

If the last option is exercised, a parent/legal guardian must provide transportation to and from school during the time in which his/her child attends a school in their former attendance area. The parent/legal guardian must also insure that the student will arrive at school on time and be picked up promptly upon dismissal. In any event, the student must enroll in the school in his/her attendance area at the beginning of the next school year. High school juniors who move within the district during that school year or during the following summer may elect to complete their senior year at their former school. The parent/legal guardian is responsible for transportation.

Students planning to move into the district

A parent/legal guardian of a student residing in one attendance area of the district who is in the process of building, buying or leasing a residence in another attendance area of the district into which he/she intends to move during the school year may enroll his/her child in a school of that attendance area if approval is granted by the district superintendent or his/her designee. The parent/legal guardian will present a letter of intent to reside in that attendance area as well as a copy of a building permit or lease in support of his/her request. The parent/legal guardian must provide all transportation and have the student at school on time and picked up promptly at dismissal.

Adopted 11/16/81; Revised 4/28/86, 1/25/88, 7/27/95, 9/8/97, 7/24/00, 6/24/02, 2/24/03, 4/25/05, 7/23/07, 3/10/10, 11/10/14

Policy JFBA Intra-District Transfer and Withdrawal

Issued 11/14

Purpose: To establish the basic structure for the intra-district transfer and withdrawal of students.

Under certain conditions, a student may transfer to a school in another attendance area within the district. To request a special hardship transfer, the parent/legal guardian must make a written request to the district superintendent or his/her designee. A district transfer committee will consider the basis for the request and will also consider available space in the requested school. The decision of the transfer committee is final. A school should not be allowed to become overcrowded because of special transfers. If the one-year transfer is granted, the parent/legal guardian is responsible for the student's transportation and must have the student at school on time and picked up promptly at dismissal. As with all transfers, the student must maintain an acceptable discipline record in order for the transfer to remain in effect. In all student transfer cases, it is the responsibility of the parent/legal guardian to establish eligibility of student participation in activities sponsored by the South Carolina High School League. In order to participate in such activities, a student must meet all league eligibility requirements.

Magnets and schools of choice

Students will attend the school located in the attendance zone where their parent/legal guardian resides. Students/Families interested in another educational option should participate in the online application process to attend one of the district's magnet and/or schools of choice. To make a selection, an online application must be completed during the annual application process. If selected through the random lottery to enroll into a magnet school, the student may remain through the highest grade in that school. Yearly readmission is not required; however, selection through the random lottery for school of choice will require an annual application during the online application process. Parents/Legal guardians must assume all responsibility for transportation for their child(ren) and the student(s) must maintain an acceptable discipline and attendance record in order for the approval to remain in effect. (Students who qualify under the McKinney-Vento Education Program and whose school of origin is within the attendance zone of School District Five are eligible to participate in the online application process for magnet and school of choice). For more information, see policy [JFAA/JFAB](#), Admission of Resident/Non-Resident Students.

Children of employees

A resident employee of the district (0.6-1.0 FTE) will have the option of enrolling his/her child at the employee's school, the appropriate grade level school in the high school attendance zone (cluster boundary) of the employee's location or an appropriate grade level school en route to the employee's school. The district reserves the right to make the school assignment and written approval of such transfers must be obtained from the

district superintendent. The employee must assume responsibility for transportation of the child to and from the school in which he/she is enrolled.

Special education students

When a student is placed by an IEP team in a school other than his/her home school, the parent/ legal guardian will have the option of enrolling their other school age children in that particular school. The parent/legal guardian choosing this option must assume responsibility for the transportation for their children who are not provided special education.

Students who move during the school year

A parent/legal guardian who moves from one attendance area in the district to another attendance area within the district must exercise one of the following two options.

- Transfer the student immediately to a school within the new attendance area.
- Transfer the student at the end of the semester.

If the last option is exercised, a parent/legal guardian must provide transportation to and from school during the time in which his/her child attends a school in their former attendance area. The parent/legal guardian must also insure that the student will arrive at school on time and be picked up promptly upon dismissal. In any event, the student must enroll in the school in his/her attendance area at the beginning of the next school year. High school juniors who move within the district during that school year or during the following summer may elect to complete their senior year at their former school. The parent/legal guardian is responsible for transportation.

Students planning to move into the district

A parent/legal guardian of a student residing in one attendance area of the district who is in the process of building, buying or leasing a residence in another attendance area of the district into which he/she intends to move during the school year may enroll his/her child in a school of that attendance area if approval is granted by the district superintendent or his/her designee. The parent/legal guardian will present a letter of intent to reside in that attendance area as well as a copy of a building permit or lease in support of his/her request. The parent/legal guardian must provide all transportation and have the student at school on time and picked up promptly at dismissal.

Adopted 11/16/81; Revised 4/28/86, 1/25/88, 7/27/95, 9/8/97, 7/24/00, 6/24/02, 2/24/03, 4/25/05, 7/23/07, 3/10/10, 11/10/14



EXHIBIT D

Memorandum

To: Members of the Board of Trustees

Through: Christina S. Melton, Ed.D.
Superintendent

From: Allison Jacques, Ph.D. *Allison Jacques*
Chief Human Resources Officer

Date: August 1, 2019

Re: **INFORMATION ONLY**
Revisions to Administrative Rule GCF-R "Professional Staff Hiring"

INFORMATION ONLY: Revisions to Administrative Rule GCF-R "Professional Staff Hiring"

AJ/aw

Attachments - Revised/Current Administrative Rule GCF-R "Professional Staff Hiring"

PRESENTED AS INFORMATION: AUGUST 5, 2019

Administrative Rule

PROFESSIONAL STAFF HIRING

Code GCF-R Issued _____

The Superintendent or his/her designee, in consultation with the principal of the school involved, will review all employment applications and will identify and interview those persons selected for further consideration.

The application process

~~Each individual seeking employment in the district must apply online at www.winthrop.edu/seteach. If the individual needs to apply for certification in South Carolina, he/she will need to apply online at www.seteachers.org.~~

The District will require each individual making application to submit the following documents to the District Office as part of the application process.

- application form
- South Carolina teaching credential
- college transcripts (undergraduate and graduate, if applicable)
- three professional references

The District does not consider the individual's application file complete until the District Office has received these documents.

Generally, the District will request that the applicant submit a health verification form only if he/she is chosen for the position. At the time of initial employment, each employee must submit the health verification on the appropriate DHEC form, which is consistent with DHEC regulations form.

In addition, the District requires that the employee submit, at the time of employment, all required personal information, data and documentation to the school District Office.

Selection of professional personnel

The Superintendent and/or his/her designee will receive all applications for professional job vacancies. The Superintendent or his/her designee will perform the initial screenings.

PAGE 2 – GCF-R – PROFESSIONAL STAFF HIRING

The Superintendent or his/her designee will be responsible for determining when and/or how structured interview techniques may be used, who will conduct the interview and who may assist/participate in the interview process. In making the decision, the Superintendent may consider such factors as the level and/or impact of the position, areas of responsibility and the relationship of the position to other positions on the organizational chart. The principal of the school involved should be part of this process.

For teaching positions, the principal will conduct the interview process at the building level. The principal will conduct the final reference check. All interviews and telephone/personal references must be documented in writing and returned to the human resource services office. No teaching applicant may be interviewed unless the chief human resource officer or his/her designee has prescreened and approved the individual's application packet.

If so directed by the Superintendent or his/her designee, the principal/director will continue the screening process. The steps will include verification and evaluation of references and credentials. (The applicant's "credentials" are defined as college or university transcripts, teaching credentials, professional experience, health certificates, as required by DHEC, or professional examination scores and the like.)

Following the completion of the above, the principal/director will recommend the candidate in writing to the Office of Human Resources. The Office of Human Resources will make an official offer of employment.

Upon the completion of this phase, the Superintendent may accept or reject the principal's recommendation. The Superintendent will recommend the applicant for employment to the board.

The Superintendent will present such recommendations to the board at regular meetings.

The final decision regarding employment in the school district will be made by the Board.

Adopted 2/24/69; Revised 8/1/73, 6/7/82, 3/19/85, 9/23/91, 12/13/10, __/__/__

AR GCF-R Professional Staff Hiring

Issued 12/10

The superintendent or his/her designee, in consultation with the principal of the school involved, will review all employment applications and will identify and interview those persons selected for further consideration.

The application process

Each individual seeking employment in the district must apply online at www.winthrop.edu/scteach. If the individual needs to apply for certification in South Carolina, he/she will need to apply online at www.scteachers.org.

The district will require each individual making application to submit the following documents to the district office as part of the application process.

- application form
- South Carolina teaching credential
- college transcripts (undergraduate and graduate, if applicable)
- three professional references

The district does not consider the individual's application file complete until the district office has received these documents.

Generally, the district will request that the applicant submit a health verification form only if he/she is chosen for the position. At the time of initial employment, each employee must submit the health verification form.

In addition, the district requires that the employee submit, at the time of employment, all required personal information, data and documentation to the school district office.

Selection of professional personnel

The superintendent and/or his/her designee will receive all applications for professional job vacancies. The superintendent or his/her designee will perform the initial screenings.

The superintendent or his/her designee will be responsible for determining when and/or how structured interview techniques may be used, who will conduct the interview and who may assist/participate in the interview process. In making the decision, the superintendent may consider such factors as the level and/or impact of the position, areas of responsibility and the relationship of the position to other positions on the organizational chart. The principal of the school involved should be part of this process.

For teaching positions, the principal will conduct the interview process at the building level. The principal will conduct the final reference check. All interviews and telephone/personal references must be documented in writing and returned to the human resource services office. No teaching applicant may be interviewed unless the chief human resource officer or his/her designee has prescreened and approved the individual's application packet.

If so directed by the superintendent, the principal/director will continue the screening process.

Following the completion of the above, the principal/director will recommend the candidate in writing to the office of human resources. The office of human resources will make an official offer of employment.

Upon the completion of this phase, the superintendent may accept or reject the principal's recommendation. The superintendent will recommend the applicant for employment to the board.

The superintendent will present such recommendations to the board at regular meetings.

The final decision regarding employment in the school district will be made by the board.

Issued 2/24/69; Revised 8/1/73, 6/7/82, 3/19/85, 9/23/91, 12/13/10

School District Five of Lexington and Richland Counties

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