

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 6/9/20



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignations                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
This action request pertains to    Elementary (only)                       High School/District Wide

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**Date:**    6/4/20

**To:**        Board of Trustees  
              Browning Public Schools

**From:**    Corrina Guardipee-Hall  
**Title:**     Superintendent

**Subject:** Amend Policy #5120 Recruitment and Selection

**Description:** Recommend change district policy #5120 to allow the district to use district staff for temporary summer employment.

**Financial Impact:** N/A

**Funding Source:** N/A

**Attachment(s):** Policy 5120

**Superintendent Action:**    Approved    Denied    Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)    Approved    Denied    Tabled to: \_\_\_\_\_

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**Browning Public Schools**

Policy #5120  
Policy Name: Recruitment and Selection  
Regulation: -----

**Goals**

The goals of the Board of Trustees of School District No. 9 for its employment policy include the following:

1. Secure highly competent staff;
2. Provide strategies and procedures that ensure an equitable and efficient employment process, address personnel recruitment, screening and selection of candidates; and
3. Base selection of candidates on their job-related competencies and qualifications to fulfill the job responsibilities and without regard to their race, color, sex, religion, national origin, or any other illegal basis for discrimination

**Administration**

The superintendent or his or her designee is responsible for recruiting personnel, in compliance with Board policy, but the superintendent will make hiring recommendations to the Board. The District shall hire the most qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and state law requiring equal employment opportunities and veterans’ preferences.

All applicants must complete a District application form in order to be considered for employment. Incomplete applications will be rejected. Completed applications will be secured as confidential information by the superintendent or his or her designee.

Every applicant must complete an authorization for fingerprint background check form authorizing the District to complete a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy.

Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Notwithstanding the foregoing, recruitment and selection for the position of District superintendent will be determined by the Board of Trustees and all applications and related information will be kept confidential except to the Board as it determines appropriate.

**Certification**

The District requires its’ contracted, certified staff to hold a valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring his or her current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee’s personnel file.

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2 **Preferences**

- 3 1. Veterans' Preference - State law requires employers using a scored procedure to add a factor for qualifying  
4 veterans who claim the preference in accordance with § 39-29-101 et seq., MCA. These points will be added  
5 on both the Application Scoring Worksheet and the Interview Scoring Summary Worksheet.  
6  
7 2. Employee Preference - Scoring may be weighted to allow more points for employees who have completed staff  
8 development activities that extend employee competencies and such development training is helpful and  
9 relevant to the position advertised.  
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11 3. Extracurricular - For those extracurricular positions in which the applicants are similarly qualified, the  
12 following preferences apply:  
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14 A. Coaches and sponsors, who were successful in the same extracurricular position with the District in the  
15 previous school year, will have preference over all other applicants and, may be recommended by the  
16 superintendent for hiring.  
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18 i. Past success in the position will be determined by the superintendent or his or her designee based  
19 on performance in the position.  
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21 ii. Such experience must be consecutive from year to year and in the same activity or sport to be a  
22 preference.  
23  
24 4. Other Preferences – Scoring may be weighted to allow more points for qualifications exceeding minimums  
25 required for the position such as education, experience, working in schools, etc.  
26

27 **Career Fairs**

28 The superintendent or his or her designee may organize a career fair team to attend career or job fairs and  
29 recommend related travel to the Board of Trustees for approval. The superintendent may designate an administrator  
30 as his or her designee for purposes of acting as team leader and extending a letter of intent of recommendation for  
31 employment, in writing, to teachers and specialists being recruited. The team will evaluate applications, screen  
32 applicants, conduct interviews, check references, and determine those finalists to be offered employment with the  
33 District. Immediately upon returning from the career fair, the team leader will submit, in good form, all documents  
34 and materials, including completed application forms to the superintendent or his or her designee.  
35

36 **Selection**

- 37 1. The final candidate for a vacant position will be selected following a competitive selection process, which is  
38 free of bias and special interests, and from as large a pool of applicants as may be reasonably obtained. Those  
39 who screen or interview will be as objective as possible, shall have not made any preconceived judgements,  
40 and shall not be related to any applicant being considered.  
41

42 Testing: Testing may be used to determine the applicant's suitability for a position. Such tests will be relevant  
43 to the position and conducted uniformly in a fair and impartial manner with results kept confidential. Testing  
44 results will be provided to the interview committee for consideration.  
45

46 Scoring: Scoring documents will be reasonably accurate to position requirements and in measuring the  
47 applicant's suitability for the position. Such documents shall be reviewed periodically by supervisors and  
48 employees in those positions for updating.  
49

50 **Selection Committees**

51 Those who screen applicants and interview finalists may be District employees, a community member, a board  
52 member selected by the superintendent or designee. In general, the interview committee will be chaired by the

1 supervisor of the position and shall include other staff from the same building or department and at least one  
2 administrator or similarly assigned staff member from another building or department.

3  
4 Those who screen or interview will be as objective as possible, shall have not made any preconceived judgments,  
5 and shall not be related to any applicant being considered.

6  
7 Those who screen applications generally will not serve on interview committees except under unusual  
8 circumstances or during periods of staff shortages.

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10 **Selection Process**

- 11 1. Interview committees are to exercise their best judgment in evaluating and scoring finalists. Scores serve as a  
12 guide in determining each interviewer's choice, but final selections are subject to the deliberations and  
13 consensus of the committee. Significant disparities between scores and selection are to be documented by the  
14 committee at the conclusion of its deliberations.
- 15  
16 2. The interview committee is to select one finalist to be recommended to the superintendent for hiring. The  
17 interview committee may designate up to two alternates in the order decided. The interview committee may  
18 conclude that none of the finalists is acceptable and continue to interview other applicants or postpone  
19 interviews in order to recruit a wider pool of applicants.
- 20  
21 3. Interviews will be open to the public in compliance with the Montana Open Meeting Law § 2-3-201 et seq.,  
22 MCA.
- 23  
24 4. All information, written and verbal, is confidential and is not to be divulged to others except the superintendent  
25 or his or her designee. An unsuccessful applicant may request results of his or her rating with respect to other  
26 applicants. Within five (5) business days of such request, the superintendent or his or her designee will provide  
27 the applicant with a list in which (a) all names, excepting his or hers, will be omitted and (b) individual total  
28 scores are shown. No list will be produced however if the number of applicants is fewer than three.

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30 Exceptions: The competitive selection process may be unnecessary in the following circumstances:

- 31  
32 A. Coaches and sponsors having preference as provided under the above section, Preferences, paragraph 3(A).
- 33  
34 B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.
- 35  
36 C. The applicant is part of a general pool of temporary workers including substitutes from which supervisors  
37 may select and employ as needed. ~~This exception does not apply to temporary employees or short-term  
38 workers to be hired for summer work.~~

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40 The superintendent is directed to establish and implement procedures to carry out this policy.

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43 **Cross Reference:** 5122 Fingerprints and Criminal Background Investigations

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45 **Legal Reference:** Title VI and VII of Civil Rights Act of 1964  
46 Title IX of the Education Amendments of 1972  
47 Section 504 of the Rehabilitation Act of 1973  
48 Americans with Disabilities Act of 1990  
49 Montana Constitution, Article X, Section 1  
50 § 49-2-303, MCA Human Rights Act  
51 § 49-3-102, MCA Freedom from Discrimination  
52 § 49-3-201, MCA Employment of State and Local Government Personnel  
53 § 49-3-205, MCA Government Services

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§ 39-3-104, MCA Equal Pay for Women for Equivalent Service  
§ 39-29-101 et seq., MCA Veterans' Public Employment Preference

**Policy History:**

Adopted on: 4/10/01

Revised on: 5/30/07, 3/26/14, 1/27/16, 10/26/16, 6/26/19, 2/11/20, 6/9/20