

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 6/26/19



- 
- Recognition:**     Students                       Staff                       Parents  
**Information:**     Building Report             Old Business             Superintendent's Report  
**Action:**         Resignation                 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
- 

**Date:**        6/19/19

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

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

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

**Description:** Request to amend Board Policy #5120, Recruitment and Selection removing the section requiring TB testing as a prerequisite to hiring. In accordance with

**Financial Impact:** None.

**Attachment(s):** Policy #5120 and

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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

1  
2 **Browning Public Schools**

3  
4 Policy #5120

5 Policy Name: Recruitment and Selection

6 Regulation: -----  
7

8 **Goals**

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

- 10  
11 1. Secure highly competent staff;  
12  
13 2. Provide strategies and procedures that ensure an equitable and efficient employment process, address  
14 personnel recruitment, screening and selection of candidates; and  
15  
16 3. Base selection of candidates on their job-related competencies and qualifications to fulfill the job  
17 responsibilities and without regard to their race, color, sex, religion, national origin, or any other illegal basis  
18 for discrimination  
19

20 **Administration**

21 The superintendent or his or her designee is responsible for recruiting personnel, in compliance with Board  
22 policy, but the superintendent will make hiring recommendations to the Board. The District shall hire the most  
23 qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and  
24 state law requiring equal employment opportunities and veterans' preferences.  
25

26 All applicants must complete a District application form in order to be considered for employment. Incomplete  
27 applications will be rejected. Completed applications will be secured as confidential information by the  
28 superintendent or his or her designee.  
29

30 Every applicant must complete an authorization for fingerprint background check form authorizing the District to  
31 complete a criminal background investigation. The Superintendent will keep any conviction record confidential as  
32 required by law and District policy.  
33

34 Every newly hired employee must complete an Immigration and Naturalization Service form, as required by  
35 federal law.  
36

37 ~~Every newly hired employee must provide the District documentation of the results of a tuberculin skin test done  
38 within the year prior to initial employment, along with the name of the tester and the date and type of test  
39 administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.  
40 Proof of test results must be provided within five working days.~~

41  
42 Notwithstanding the foregoing, recruitment and selection for the position of District superintendent will be  
43 determined by the Board of Trustees and all applications and related information will be kept confidential except  
44 to the Board as it determines appropriate.  
45

46 **Certification**

47 The District requires its' contracted, certified staff to hold a valid Montana teacher or specialist certificates  
48 endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be  
49 just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid  
50 certificate for the role to which the teacher has been assigned has been registered with the county superintendent

1 within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must  
2 bring his or her current, valid certificate to the personnel office at the time of initial employment, as well as at the  
3 time of each renewal of certification.  
4

5 The personnel office will register all certificates, noting class and endorsement of certificates, and will update  
6 permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a  
7 contracted certified employee in that employee's personnel file.  
8

### 9 **Preferences**

- 10 1. **Veterans' Preference** - State law requires employers using a scored procedure to add a factor for qualifying  
11 veterans who claim the preference in accordance with § 39-29-101 et seq., MCA. These points will be added  
12 on both the Application Scoring Worksheet and the Interview Scoring Summary Worksheet.  
13
- 14 2. **Employee Preference** - Scoring may be weighted to allow more points for employees who have completed  
15 staff development activities that extend employee competencies and such development training is helpful and  
16 relevant to the position advertised.  
17
- 18 3. **Extracurricular** - For those extracurricular positions in which the applicants are similarly qualified, the  
19 following preferences apply:  
20
  - 21 A. Coaches and sponsors, who were successful in the same extracurricular position with the District in the  
22 previous school year, will have preference over all other applicants and, may be recommended by the  
23 superintendent for hiring.  
24
    - 25 i. Past success in the position will be determined by the superintendent or his or her designee based  
26 on performance in the position.  
27
    - 28 ii. Such experience must be consecutive from year to year and in the same activity or sport to be a  
29 preference.  
30
- 31 4. **Other Preferences** – Scoring may be weighted to allow more points for qualifications exceeding minimums  
32 required for the position such as education, experience, working in schools, etc.  
33

### 34 **Career Fairs**

35 The superintendent or his or her designee may organize a career fair team to attend career or job fairs and  
36 recommend related travel to the Board of Trustees for approval. The superintendent may designate an  
37 administrator as his or her designee for purposes of acting as team leader and extending a letter of intent of  
38 recommendation for employment, in writing, to teachers and specialists being recruited. The team will evaluate  
39 applications, screen applicants, conduct interviews, check references, and determine those finalists to be offered  
40 employment with the District. Immediately upon returning from the career fair, the team leader will submit, in  
41 good form, all documents and materials, including completed application forms to the superintendent or his or her  
42 designee.  
43

### 44 **Selection**

45 The final candidate for a vacant position will be selected following a competitive selection process, which is free  
46 of bias and special interests, and from as large a pool of applicants as may be reasonably obtained. Browning  
47 Public Schools does not permit any person related by consanguinity within the fourth degree or by affinity within  
48 the second degree to participate in the selection process (screening and interviewing) for any position.  
49

50 Testing: Testing may be used to determine the applicant's suitability for a position. Such tests will be  
51 relevant to the position and conducted uniformly in a fair and impartial manner with results kept

1 confidential. Testing results will be provided to the interview committee for consideration.  
2

3 Scoring: Scoring documents will be reasonably accurate to position requirements and in measuring the  
4 applicant's suitability for the position. Such documents shall be reviewed periodically by supervisors and  
5 employees in those positions for updating.  
6

### 7 8 **Selection Committees**

9 Those who screen applicants and interview finalists may be District employees, a community member, a board  
10 member selected by the superintendent or designee. In general, the interview committee will be chaired by the  
11 supervisor of the position and shall include other staff from the same building or department and at least one  
12 administrator or similarly assigned staff member from another building or department.  
13

14 Those who screen or interview will be as objective as possible, shall have not made any preconceived judgments,  
15 and shall not be related to any applicant being considered.  
16

17 Those who screen applications generally will not serve on interview committees except under unusual  
18 circumstances or during periods of staff shortages.  
19

### 20 **Selection Process**

- 21 1. Interview committees are to exercise their best judgment in evaluating and scoring finalists. Scores serve as a  
22 guide in determining each interviewer's choice, but final selections are subject to the deliberations and  
23 consensus of the committee. Significant disparities between scores and selection are to be documented by the  
24 committee at the conclusion of its deliberations.  
25
- 26 2. The interview committee is to select one finalist to be recommended to the superintendent for hiring. The  
27 interview committee may designate up to two alternates in the order decided. The interview committee may  
28 conclude that none of the finalists is acceptable and continue to interview other applicants or postpone  
29 interviews in order to recruit a wider pool of applicants.  
30
- 31 3. Interviews will be open to the public in compliance with the Montana Open Meeting Law § 2-3-201 et seq.,  
32 MCA.  
33
- 34 4. All information, written and verbal, is confidential and is not to be divulged to others except the  
35 superintendent or his or her designee. An unsuccessful applicant may request results of his or her rating with  
36 respect to other applicants. Within five (5) business days of such request, the superintendent or his or her  
37 designee will provide the applicant with a list in which (a) all names, excepting his or hers, will be omitted  
38 and (b) individual total scores are shown. No list will be produced however if the number of applicants is  
39 fewer than three.  
40

41 Exceptions: The competitive selection process may be unnecessary in the following circumstances:  
42

- 43 A. Coaches and sponsors having preference as provided under the above section, Preferences, paragraph  
44 3(A).  
45
- 46 B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.  
47
- 48 C. The applicant is part of a general pool of temporary workers including substitutes from which supervisors  
49 may select and employ as needed. This exception does not apply to temporary employees or short-term  
50 workers to be hired for summer work.  
51

1 The superintendent is directed to establish and implement procedures to carry out this policy.  
2  
3

4 **Cross Reference:** 5122 Fingerprints and Criminal Background Investigations  
5

6 **Legal Reference:** Title VI and VII of Civil Rights Act of 1964  
7 Title IX of the Education Amendments of 1972  
8 Section 504 of the Rehabilitation Act of 1973  
9 Americans with Disabilities Act of 1990  
10 Montana Constitution, Article X, Section 1  
11 § 49-2-303, MCA Human Rights Act  
12 § 49-3-102, MCA Freedom from Discrimination  
13 § 49-3-201, MCA Employment of State and Local Government Personnel  
14 § 49-3-205, MCA Government Services  
15 § 39-3-104, MCA Equal Pay for Women for Equivalent Service  
16 § 39-29-101 et seq., MCA Veterans' Public Employment Preference  
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18 **Policy History:**

19 Adopted on: 4/10/01  
20 Revised on: 5/30/07, 3/26/14, 1/27/16, 10/26/16  
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22  
23