



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: July 21, 2014

AGENDA ITEM: Action Item Board Policy Update – DC(LOCAL)

PRESENTER: Kathy Allen

ALIGNS TO BOARD PRIORITIES(S):

- Human Resources – The District shall recruit, hire, train, and retain a highly qualified staff.

BACKGROUND INFORMATION:

- Prior to the change in DC(LOCAL) in February 2014, the hiring process for contractual employees below the level of assistant principal was finalized by Board approval during the monthly Board meetings. Delays between requests for hire and Board approval at monthly meetings allowed a window of opportunity for higher paying districts to make offers to prospective employees.
- In February 2014, policy DC(LOCAL) was changed to delegate to the Superintendent the authority to hire contractual employees below the level of assistant principal (specifically teachers, counselors, librarians, and nurses). Recently, the Board requested to review the delegation of authority to the Superintendent.
- Annually, campus principals receive training on protocols for hiring. Once principals have completed all HR hiring protocols, prospective employee names can now be submitted to the Superintendent for immediate consideration and approval.
- Administrations perspective is that the transfer of the hiring authority from the Board of Trustees to the Superintendent provides flexibility to the district when hiring in a competitive market, especially when making late hires for hard to fill vacancies.
- Just last week, AISD benefited from the February 2014 change to DC(LOCAL). The District was able to hire a Concepts of Engineering teacher 2 days prior to the resignation deadline. Past policy language would have required the District to give appropriate notice and call an emergency Board meeting to secure the services of this experienced, highly specialized teacher.

ADMINISTRATIVE CONSIDERATIONS: Action can be exercised by the Board to retain the hiring authority for contractual employees below the level of assistant principal or the Board can choose to take no action on the existing DC(LOCAL) policy which was Board approved in February 2014.

FISCAL NOTE: None

ADMINISTRATIVE RECOMMENDATIONS: Administration recommends the Board keep DC(LOCAL) as written and presented.

EMPLOYMENT PRACTICES

DC
(LOCAL)

PERSONNEL DUTIES	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
POSTING VACANCIES	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
APPLICATIONS	<p>All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
EMPLOYMENT OF CONTRACTUAL PERSONNEL	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board delegates to the Superintendent final authority for employment of teachers, counselors, librarians, and nurses. The Board retains final authority for employment of assistant principals and other administrators.</p>
EMPLOYMENT OF NONCONTRACTUAL PERSONNEL	<p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis.</p> <p>[See DCD]</p>
EXIT INTERVIEWS AND EXIT REPORTS	An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.