

BOARD COMMITTEES

The School District of Manawa Board believes all members should be completely familiar with all functions of the Board. Therefore, the Board shall act as a unit and avoid the use of standing committees insofar as possible. There may be a standing transportation committee, appointed by the Board President annually, to oversee school bus maintenance. The Board at At the annual reorganization meeting of the Board (in April) the Board may choose one of the two following methods to carry out school board duties and responsibilities:

- A. The Board shall act as a unit and avoid the use of standing committees insofar as possible; OR
- B. The Board shall use standing committees and/or special committees to carry out school board duties and responsibilities. These committees shall investigate and study issues and make recommendations to the full school board. Standing committees shall be defined as committees that have a continuous existence. Special committees (ad-hoc, select) go out of existence as soon as their task is completed.

- 1. Appointed Standing Committees:
 - 1a. Finance Committee
 - 1b. Policy and Personnel Committee
 - 1c. Curriculum Committee
 - 1d. Building and Grounds Committee
 - 1e. Employee Welfare Committee: (Formerly Transition Committee)
- 2. Special Committees:
 - 2a. Negotiations Committee
 - 2b. Human Growth and Development Committee

Standing Committees shall consist of a minimum of 2 and a maximum of 3 Board members appointed to each standing committee.

Each committee meeting shall have its own agenda and shall be posted as a part of the regular school board agenda document. Committee meeting minutes do not have to be posted, published or publicized. SS19.88 (3)

Each committee shall invite members of the exempt and non-exempt staff to be a part of the committee in an advisory manner only.

LEGAL REF: Section 19.84 Wisconsin Statutes
Section 19.88 Wisconsin Statutes

CROSS REF.: 171.1, Public Notification of Board Meetings

APPROVED: March 1987

REVISED February 15, 1999
August 2013

A Guide to Recruitment and Selection of District Employees

Guidelines

It shall be the suggested guidelines of the School District of Manawa to recruit and select the best qualified individuals (best match for the skill requirements and behavior characteristics the position requires, Performance Edge, Center for Effective Performance, Inc, May 2013) for school district positions. Recruitment and selection shall be conducted in compliance with all applicable laws. To provide an effective career development for qualified employees, current employees are encouraged to seek promotional opportunities within the school district for which they may be interested and qualified. The recruitment and selection process is the responsibility of the Board and District Administration.

Authorization to Initiate Recruitment

Existing Positions

Administrators who wish to fill vacancies in existing budgeted positions shall request the District Administrator to initiate the recruitment process. The request shall include an updated job description including qualifications.

New Positions

No new positions may be established without prior recommendations by the Policy and Personnel Committee and approval by the Board as a whole. Recruitment may be initiated upon Board approval.

Emergency Appointments

If there is an urgent need to fill a position, the District Administrator may authorize filling the vacancy temporarily for up to 60 school days. That time shall be used for seeking short-term and long-term substitute availability.

Recruitment

The District Administration shall develop and conduct an active recruitment program designed to meet the current and projected staffing needs of the District. Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.

Job Announcements

The District Administration shall issue job announcements through appropriate sources. Job announcements generally include the job title, rate of pay, job qualifications and requirements and other pertinent information. Job vacancies are announced at least 5 (five) working days prior to the closing date for filing applications.

Internal Only Announcements

If the District Administration believes that there are an adequate number of interested current employees meeting the qualifications for a position vacancy, an internal recruitment shall be conducted for the current vacancy exclusively from current employees. Any current employee interested in a vacant position shall only be required to submit a letter of interest. In the case of an increase or decrease of an employee's job description when there is no vacancy, internal recruitment shall not be necessary.

If the District Administration believes there are no vacancies available, but due to shifting populations per grade level, the District shall need to move personnel, the District shall retain the right to place staff as deemed appropriate.

Applications

All applicants for employment must complete a District application form. Separate applications shall be completed for each position applied for. Existing employees need only to submit a letter of interest for each position being applied for.

The District may reject any application if the applicant:

1. Does not meet the minimum qualifications as established for the position;
2. Deliberately falsifies an application;
3. Has established an unsatisfactory employment record which indicates unsuitability for the position;
4. Has been convicted of a crime, which renders him/her unsuitable for the position because of a substantial relationship between the conviction and the position.
5. Applies after the published deadline for application submission;
6. Does not complete the employment application process in its entirety.

Screening Applicants

The applicants meeting the minimum qualifications shall be certified as eligible by the District Administration. The screening of applicants shall be in conjunction with the District Administration or authorized Supervisor in determining those candidates who are best qualified.

The District Administration or authorized supervisor or designated individual(s) shall process application materials and information with integrity and confidentiality. No discussion of an applicant's information is to be shared or discussed with staff, other agencies/employers unless designated as part of the reference or background check process.

Interview and Selection process

The interview and selection process shall maximize honesty, objectivity and validity through a practical and job-related assessment of the applicants attributes necessary for successful job performance and career potential. All individuals involved with or participating in the interview and selection process shall maintain the appropriate level of integrity and confidentiality. Other than District Administration, all others participating in the interview and selection process are Advisory only. The final recommendation shall rest with the District Administration, Supervisor or designated individual. The decision to hire shall be made by the Board of Education.

Selection Devices

The District Administration shall be responsible for determining if formal selection devices are to be used to screen candidates for job vacancies. These devices may include but not limited to: a review of training and experience, background and reference inquiries, oral testing, work samples, portfolios, writing samples, teaching a sample lesson, general and specific questions for the position, educational testing and chemical and social media inquiries. Formal selection of the selection devices shall be the responsibility of the District Administration.

Interviews

The interview is the key to the selection process and is conducted with objectivity and the highest regard for employment laws. Applicants selected for interview in accordance with the selection process shall number at least 3 per vacancy. In the event there are less than 3 qualified candidates for a vacancy, the District Administration may deem those qualified as eligible and present the candidates for interview.

The candidates shall be interviewed by a designated selection committee as follows:

FOR ADMINISTRATOR /PRINCIPAL vacancies:

1. 4 teams consisting of the following:
 - Administration Team-Business Manager, Building Principals, School Psychologist and District Assessment Coordinator. This team shall have full authority to consider all other team recommendations and review selection devices to render a recommendation of final candidates to take before the Board of Education;
 - Staff Team - A combination of teachers and support staff (5), (minimum 2 from each group). The Staff team shall be responsible for objectively determining top candidates ranked in order from the top candidate to the bottom candidate. This is an advisory team and has no authority in determining final candidates presented to the Board of Education.

- Business/Community Team - The Business /Community team shall consist of five (5) Business and Community leaders from within the District. The Business/Community Team shall be responsible for objectively determining top candidates ranked in order from the top candidate to the bottom candidate. This is an advisory team and has no authority in determining final candidates presented to the Board of Education.
- Parent Team - The Parent Team shall consist of five (5) District parents who have age-related children appropriate for the position being filled. Elementary principal - Children in the Elementary school. Junior/Senior High School Principal - Children in the junior/senior high school. District Administrator - Process to be determined by Board of Education. This is an advisory team and has no authority in determining the final candidates presented to the Board of Education.

OR

2. One (1) large group consisting of the following:

- 3 administrators, 2 teachers, 1 support staff, 2 Business Community Members and 2 parents. The administrators shall determine the final candidates to send to the Board of Education. All other interview participants are advisory only and shall aid the administrator's determination of final candidates.

Staff Non-Teaching Position Interviews:

- Interviews shall be conducted with a minimum number of 3 individuals consisting of: 2 administrators, 1 support staff from the vacancy area. The support staff member shall be in an advisory capacity and shall not be a part of the final determination of the selected candidate(s).

Staff - Teaching Position Interviews:

- Interviews shall be conducted with a minimum number of 4 individuals consisting of: 2 administrators, 1 teacher in same or related department and 1 parent. The teacher and parent shall be in an advisory capacity and shall not be a part of the final determination of the selected candidate(s).

Background and Reference Checks

The District Office shall be responsible for conducting and coordinating appropriate reference checks, education and employment verifications and other appropriate verifications to ensure

the candidates best meet the needs of the District. All background checks will be conducted in compliance with all applicable laws and regulations.

Selection

The interview team(s) shall advise only the administrative team or administrators who shall have the final recommendation/selection regarding a candidate finalist(s). The final selection shall also include selection devices used in the process as well as any background check results. The Board of Education or its designee shall have ultimate hiring authority for all positions unless otherwise provided by State Statute.

Offer of Employment

Upon final selection, the Board of Education or its designee shall send a letter and/or notify the applicant in person and/or by telecommunication of an offer. Upon the applicant's acceptance of the position, the Board of Education or its designee shall notify the unsuccessful applicants who were interviewed. Contingent offers of employment may be necessary in certain circumstances where applicants are required to successfully complete a pre-employment health screening, drug test or other post-offer inquiry.

Introductory Period

Original work agreements and/or contracts to regular positions shall be made annually or for no longer than a two-year term. Unless modified by employment or Handbook language, all District employees are employee's at-will.

Residency

The District does not require residency within District boundaries as a condition of employment. Administrators residing within the District boundaries shall receive an additional thousand dollars (\$1,000.00) paid out annually on or about April 1st according to Board Policy, as long as they remain a resident of the District.

Nepotism

No person shall be employed, promoted or transferred to any position in the District, if such employment or future employment would result in the person either directly supervising or being directly supervised by a member of his or her immediate family. If the selection of a candidate would result in such a nepotism violation, the District shall give the selected candidates immediate family member the option of voluntarily resigning from his or her position.

Further, neither the District Administration nor Board of Education members shall be involved with the hiring process outlined herein including but not limited to: providing any type of

influence or recommendation related to a candidate, where a member of that person's immediate family is involved in the process or that person is an applicant for that position.

Employee Orientation

The District or its designee shall conduct new employee orientations relative to general conditions of employment, hours of work, operation of equipment, emergency procedures, job description, duties and responsibilities, performance expectations, benefits, District policies and procedures provide an Employee Handbook and other items deemed necessary.

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