

# **Lagunitas School District**

## **San Geronimo, California**

### **4000 Personnel**

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# **Lagunitas School District**

## **San Geronimo, California**

### BOARD POLICY 4001

#### SELECTION OF PERSONNEL

In order to maintain and improve personnel standards, it shall be the policy of the district to utilize all available sources to obtain qualified personnel. Applicants to the district shall be employed only upon satisfactory completion of employment procedures. Selection shall be based upon an objective review of an applicant's qualifications and experience. The Board of Trustees and/or its designee shall be the only employer for the Lagunitas School District.

Employment procedures will include but are not limited to review of District application form, review of resume and references, interview, review of recommendations from past and present employers, demonstration lessons (for instructional personnel), appointment.

#### Application

Applications for employment must be made in writing on forms provided by the district and filed with the district Superintendent. All materials including Professional Placement files become part of the application.

#### Screening/Interview

There must be an interview of a candidate before a recommendation for hiring is made to the Board of Trustees. A screening/interviewing committee authorized by the Board and organized by the Superintendent will complete screening of applications and conduct interviews. Screening/interviewing committees will be composed of teachers, parents, classified staff members, administrators and board members as outlined in the attached Procedure For Hiring New Employees, unless otherwise designated by the Board. Committee members must agree to participate in all aspects of the screening/interviewing process, sign a confidentiality statement and be willing to dismiss themselves from the committee should there be any question of conflict-of-interest.

#### Recommendation

The Superintendent recommends personnel to the Board for hiring at a designated salary. The Board and the Superintendent agree on salary placement and the Superintendent is then directed to offer the job to the applicant at the agreed salary placement. In cases where the Superintendent's original recommendation does not meet with the approval of the Board, the Superintendent shall seek further to find candidates whom he/she may recommend to the Board. If any candidate has been referred to the Superintendent by any Board member, the Superintendent shall so state. Further, if any candidate is related to present employees, such statement shall be made.

## Appointment

After approval by the Board of Trustees the Superintendent shall notify the successful candidate the employment arrangements, i.e., forms for employment taxes, retirement, etc. shall be completed. Fingerprinting and T.B. testing shall be completed at district expense, prior to the first day of paid service.

BOARD ADOPTION/REVISION: October 18, 2007  
October 18, 2011

**Lagunitas School District  
San Geronimo, California**

ADMINISTRATION REGULATION 4001

PROCEDURES FOR HIRING NEW EMPLOYEES

- Step 1.           Vacancy identified.  
Superintendent informs Board of vacancy.  
Board verifies vacancy.
  
- Step 2.           Board:  
Accepts resignation/grants leave of absence  
Announces vacancy  
Determines which Board members will serve on committee
  
- Step 3.           Certificated and Classified staffs are notified of need for committee members.  
Board and/or Superintendent facilitate selection of committee.  
Superintendent/Principal creates time-line, posts vacancy

**Minimum Recommended Committee Make-Up**

<u>Certificated</u>	<u>Classified/Instructional</u>	<u>Classified/Non-Instructional</u>
2 Parents	2 Parents	1 Board
2 Board	1 Board	1 Classified
2 Certificated	1 Certificated	Superintendent and/or Principal
1 Classified	2 Classified	(1 Parent if bus driver)
Superintendent and/or Principal	Superintendent and/or Principal	

- Step 4.           Committee:  
Reviews applications and chooses candidates for interview.  
Interviews candidates  
Observes demonstration lessons (teacher)  
Recommends candidate(s) to Board
  
- Step 5.           Superintendent checks references
  
- Step 6.           Board reviews and takes action on committee recommendations.  
(Note: Board interviews candidates if necessary.)
  
- Step 7.           Superintendent or designee notifies successful candidate.

Notes:

In the event of a last-minute vacancy or need in the District, the above process may be modified, as necessary, by the Board of Trustees or the Superintendent.

The committee may recommend multiple candidates for consideration by the Board.

BOARD ADOPTION/REVISION: October 18, 2007  
October 18, 2011

# **Lagunitas School District**

## **San Geronimo, California**

### BOARD POLICY 4002

#### RECRUITMENT AND SELECTION

Because an important factor in student achievement is the quality of the teaching staff the Governing Board desires to employ the most highly qualified and appropriate person available for each vacant position.

The Superintendent or designee shall recruit candidates for vacant positions based on an assessment of the district's needs for specific skills, knowledge and abilities. With input from the parents, he/she shall develop job descriptions that accurately describe all essential and marginal functions and duties of each position, and shall disseminate job announcements to ensure a wide range of candidates.

Given the desired district-wide program choice options in the Lagunitas School District, recruitment for the selection of candidates in the Lagunitas School District shall include the following criteria:

1. Program need based upon actual enrollment of the program.
2. Appropriate credential for the vacant program position.
3. Documentation of any specialized training that has been completed for a particular program (if applicable).
4. Positive recommendation from program parent/staff committee including at least one district-wide representative.
5. Ability to teach for a K-8 district with program choice options. Factors to consider:
  - credential
  - interest of candidate to obtain additional training

Potential candidates will be ranked by their qualifications for each category.

With parent input, the Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations, and recommendations from previous employers.

No inquiry shall be made with regard to the age, gender, marital status, race, ethnicity, religion, national origin, medical condition, disability or sexual orientation of a person seeking employment. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.

District employment practices shall not discriminate against legal non-citizen residents. Inquiries to assure employment eligibility shall be made in accordance with law, Board policy and administrative regulation.

For each position, the Screening/Interview Committee shall present to the Board one candidate who best meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Legal References:

EDUCATION CODE

200-262.4 Educational Equity

44066 Restrictions on certification requirements

44259 Minimum requirements for preliminary multiple or single subject teaching credential

44830-44831 Employment of certificated persons

44858 Discrimination in employment practices for positions requiring certification qualifications

44859 Prohibition against certain rules and regulations re residency

52051 Program establishment; components

GOVERNMENT CODE

12900 Unlawful employment practices

12940-12956 Discrimination prohibited; unlawful practices

UNITED STATES CODE, TITLE 8

1324(a) (b) Immigration and Nationality Act

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans With Disabilities

BOARD ADOPTION/REVISION: March 11, 2003  
October 18, 2011

# **Lagunitas School District**

## **San Geronimo, California**

### BOARD POLICY 4003

#### STAFF TEACHING STUDENTS OF LIMITED ENGLISH PROFICIENCY: CERTIFICATED PERSONNEL

The Superintendent or designee shall ensure compliance with state staffing requirements for serving English language learner (ELL) students.

#### **Demonstration of Educational Results**

The district shall provide data demonstrating that English language learners (ELL) or former ELL students are performing at a level equal to or above that of all students statewide, or that current ELL students are learning at a sufficiently rapid pace to close the gap between their performance and that of all students.

#### **Instruction by Credentialed Teachers**

Appropriately credentialed teachers shall provide English language development and/or primary language instruction.

A teacher shall be considered qualified to provide specially designed content instruction delivered in English if he/she meets both of the following conditions: (Education Code 44253.10)

1. The teacher, as of January 1, 1999, is a permanent employee of the district or was previously a permanent employee and then was employed in any California public school district within 39 months of the previous permanent status.
2. The teacher has completed, prior to January 1, 2005, 45 hours of staff development in methods of specially designed content instruction delivered in English.

A teacher who has completed the above training may provide specially designed content instruction delivered in English and English language development in any departmentalized teaching assignment consistent with the teacher's basic credential. The teacher may provide instruction for English language development in a self-contained classroom if he/she has accomplished one or both of the following: (Education Code 44253.10)

1. Has taught for at least nine years in California public schools, certified that he/she has had experience or training in teaching ELL students, and authorized verification by the entity that issued a certificate of completion for the staff development.

2. Has completed, within three years of completing the staff development described above, an additional 45 hours of staff development in English language development, and specially designed content instruction delivered in English.

During the period when the teacher is pursuing training in instruction for English language development or specially designed content instruction delivered in English, he/she may be provisionally assigned to provide that instruction. (Education Code 44253.10)

### **Local Designation of Qualified Teachers**

Teachers providing English language development and/or primary language instruction shall meet district criteria for teacher proficiencies which have been approved by the California Department of Education.

### **Plan to Remedy the Shortage of Qualified Teachers**

The Superintendent or designee shall develop a plan to remedy the district's shortage of qualified teachers in accordance with law and with California Department of Education approval.

This plan shall include an appropriate staff development program designed to provide training in English language development teaching methodology, bilingual cross-cultural teaching methodology, and the acquisition of the primary languages of ELL students. As part of this plan, appropriately qualified bilingual paraprofessionals may be teamed with regular teachers. The plan shall specify the number of teachers to be trained and the number expected to meet certification or local designation standards each year. The training program also shall address the needs of teachers who instruct ELL students on an interim basis.

(cf. 4211 - Personnel Selection - Classified)

### **General Waiver Authority**

When the district is unable, after good faith efforts, to obtain the human and material resources necessary to provide instructional and support services for ELL students, the district shall request a waiver from the State Board of Education under the General Waiver Authority. (Education Code 33050)

### **Specially Designed Services and Training**

Whenever there are fewer than 51 students of a particular language group in the district or fewer than 21 students of a particular language group in any school, the Superintendent or designee may design special instructional services and staff training programs in concert with the California Department of Education's Bilingual Education Office.

(cf. 4131 - Staff Development for Probationary Certificated Employees)

Legal References:

EDUCATION CODE

10600-10610 California Education Information System.

33050 Request for waiver of code provisions; nonwaivable provisions; joint waiver requests.

44225 Powers and duties.

44253.1-44253.10 Certification for bilingual-crosscultural competence

44259.5 Standards for preparation of teachers for all pupils, including English language learners; report.

44380-44386 Alternative certification.

44760-44763 Teacher Incentive Program of 1990.

52160-52178 Bilingual-Bicultural Education Act of 1976

52180-52186 Bilingual Teacher Training Assistance Program.

62000-62005.5 Evaluation and sunseting of programs

CODE OF REGULATIONS, TITLE 5

80680-80690.1 Staff development programs for teachers of English learners

UNITED STATES CODE, TITLE 20

1701-1704 Equal Educational Opportunities

BOARD ADOPTION/REVISION: January 22, 2002

October 18, 2011

# **Lagunitas School District**

## **San Geronimo, California**

### BOARD POLICY 4004

#### CRIMINAL RECORD CHECK

This policy has been developed to meet the requirements of the State of California, Department of Justice, Division of Criminal Justice Information Services, Applicant Agency Support Section, for any agency that receives criminal history information.

To insure the suitability of employees accessing confidential criminal history records all employees with access to criminal offender record information shall be fingerprinted and processed through the California Department of Justice.

The overall responsibility for the administration of this rests with Superintendent or person in charge.

- A. Record Security: Any questions regarding the release, security and privacy of Criminal Offender Record Information (CORI) are to be resolved by the Superintendent or person in charge.
- B. Record Destruction: CORI shall be destroyed after employment determination has been made, and copies of same will be destroyed in such a way that the employee's name can no longer be identified.
- C. Record Dissemination: CORI shall be used only for the purpose for which it was requested.
- D. Record Storage: CORI shall be securely maintained and accessible only to the agency head or his/her designee who are committed to protect CORI from unauthorized access use, or disclosure.
- E. Record Storage: CORI may not be reproduced for secondary dissemination.
- F. Training: The Lagunitas School District shall:
  - 1. Understand and enforce this policy
  - 2. Be fingerprinted and have a criminal history clearance
  - 3. To have on file a signed copy of the attached Employee Statement Form (which is itself a part of this policy) which acknowledges an understanding of laws prohibiting misuse of CORI.

- G. Penalties: Misuse of CORI is a criminal offense. Misuse of CORI may result in criminal or civil prosecution and/or administrative action up to and including loss of access to information maintained by the Department of Justice.

BOARD ADOPTION/REVISION: February 11, 2003  
October 18, 2011

CRIMINAL RECORD CLERK FORM

To All Lagunitas School District Employees:

To insure the suitability of employees accessing confidential criminal history records, all employees with access to criminal offender record information shall be fingerprinted and processed through the California Department of Justice.

The overall responsibility for the administration of this rests with the Superintendent or person in charge.

- A. Record Security: Any questions regarding the release, security and privacy of Criminal Offender Record Information (CORI) are to be resolved by the Superintendent or person in charge.
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Record Reproduction: CORI may not be reproduced for secondary dissemination.

- F. Training: The Lagunitas School District shall:
  - 1. Understand and enforce this policy
  - 2. Be fingerprinted and have a criminal history clearance
  - 3. To have on file a signed copy of the attached Employee Statement form (which is itself a part of this policy) which acknowledges an understanding of laws prohibiting misuse of CORI.
- G. Penalties: Misuse of CORI is a criminal offense. Misuse of CORI may result in criminal or civil prosecution and/or administrative action up to and including loss of access to information maintained by the Department of Justice.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REQUIREMENTS:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# **Lagunitas School District San Geronimo, California**

## BOARD POLICY 4005

### MONTESSORI TEACHER CERTIFICATION

The Board requires all new-hire Montessori teachers to have completed, at their own expense, one (1) year of Montessori training by the end of the first calendar year of employment and to have registered for the second year of Montessori training prior to the March 15<sup>th</sup> deadline for notification of permanent status. The ultimate goal is to obtain a full Montessori certification within a reasonable period of time.

BOARD ADOPTION/REVISION: June 26, 2001  
October 18, 2011

# **Lagunitas School District**

## **San Geronimo, California**

### BOARD POLICY 4006

#### CERTIFICATED LEAVE OF ABSENCE POLICY

1. The Board of Trustees may approve a leave of absence for any certificated or classified employee of the District subject to the following limitations:
  - A. Employee will request in writing a leave of absence for the following school year by January 15. This deadline applies both to currently employed staff and to staff already on a leave of absence.
  - B. The Board will approve or disapprove the requested leave of absence not later than March 15.
  - C. In cases where the employee is requesting a leave of absence during the school year, the employee must request in writing the leave of absence not less than 90 days before the requested leave is to begin. The Board of Trustees will approve or disapprove this leave not less than 60 days before the requested start date.
  - D. Written requests for a leave of absence will, at a minimum, state the reason for the requested leave, the proposed start date, and the proposed return date. In cases where the request is for part time leave, the request will include specific information on proposed working hours, on the proposed job sharing arrangements, and on proposed attendance at staff meetings and staff development sessions. The request will be addressed to the Board of Trustees with copies provided to both the Principal and the Superintendent.
  - E. A leave of absence will not exceed one year maximum except as described in paragraph F below. This applies to either part-time leave or full-time leave. If an employee is on part-time leave of absence for one year, that employee is expected to return to full-time employment the following year. In the event that the employee desires to continue working part-time the employee will submit a written request to the Board of Trustees requesting a permanent change in status from full-time to part-time.
  - F. In cases where an employee is requesting leave for the purpose of caring for his/her child under age of three years, the maximum leave of absence will be two continuous years. This applies to either part-time or full-time leave. If an employee is on leave for two years caring for his/her child, that employee must return to his/her previous level of employment in the

District for a minimum of one year before being eligible to request another leave of absence to care for a second child.

2. The Board of Trustees may make exceptions to this policy for individual employees when the Board deems that such an exception is in the interest of both the District and the employee.

BOARD ADOPTION/REVISION: March 7, 1985  
March 13, 2001  
October 18, 2011

# **Lagunitas School District**

## **San Geronimo, California**

### BOARD POLICY 4007

#### TRANSFER AND REASSIGNMENT

The Lagunitas School District recognizes that fluctuations in student enrollment and other program changes may require voluntary or involuntary transfer or reassignment of certificated employees from one position to another.

When considering a voluntary or involuntary transfer or reassignment of the certificated staff, the Board shall consider the following:

- a. Willingness on the part of the program to accept the applicant.
- b. Willingness on the part of the applicant to embrace the philosophy of the program.
- c. Experience and education relevant to the position
- d. Seniority

It is the intent of the District to rely on the recommendation of the District's Program Groups in transferring and reassigning District staff.

BOARD ADOPTION/REVISION: April 11, 2000  
October 18, 2011