

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY - AUGUST 23, 2011

AGENDA

The order of business at all regular meetings shall be as follows:

1. Call to order by presiding officer
2. Pledge of Allegiance to The Flag [7:00 P.M. - Meeting Convenes Followed by Student Presentation(s) and/or Executive Session]

[8:00 P.M. - Public Session Resumes Beginning with Item #3]

3. Approval of minutes of previous meeting(s): Regular Meeting: August 9, 2011
4. Statement of the Board and/or Superintendent
5. Statement of West Babylon Teachers' Association Representatives
6. Statement of School Administrators' Association Representatives
7. Statement of C.S.E.A. Representatives
8. Statement of Student Association Representatives
9. Statement of PTA Council Representatives
10. Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]\*
11. Report of the Superintendent and/or Educational Presentation:

**21st Century Learning Presentation by Ms. Susan Gubing**

12. Business Agenda [**\*\*Consent Agenda Items**]
  - A. **BOARD OF EDUCATION**
    - \*\* (R) Annual Professional Performance Review "APPR" (Res. #BE-1)
    - \*\* (R) Waiver of Use of Facilities Fees (Res. #BE-2)
    - \*\* (R) Approval of Levittown School District to provide Special Education and Related Services to West Babylon School District Resident Handicapped Students (Res. #BE-3)
    - \*\* (R) Approval of Agreement for the West Babylon Girls Varsity Swim Team's Use of the Deer Park School District's Natatorium (Res. #BE-4)

**B. PERSONNEL**

- \*\* (R) 11-P-4 Professional Personnel
- \*\* (R) 11-C-4 Civil Service Personnel (Res. #PE-1)

**C. FINANCE**

- \*\* (R) Budget Transfer (Res. #FI-1)
- \*\* (R) Approval of Sole Source Provider (Res. #FI-2)
- \*\* (R) Award of Bids (Res. #FI-3 through Res. #FI-4)

- 13. Policy Review:
  - A. Board Review - Recruiting and Hiring (Second Time Discussion) File:9240
  - B. Board Review - Recruiting and Hiring-Administrative Regulations (Second Time Discussion) File:9240-R
- 14. Board of Education Committee Reports
- 15. Strategic Plan Update
- 16. Old Business
- 17. New Business
- 18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]\*
- 19. Adjournment [This should take place by 11:00 P.M.]

\*Per Board Policy 1230: The Board of Education encourages participation of residents at open Board meetings. The President of the Board shall ask for brief statements from residents and set a time limit (three minutes per resident) on such statements. To allow for public participation, a period not to exceed 15 minutes shall be set aside during the first and last part of each Board meeting. The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy. Residents wishing to speak should identify themselves, their address, any organization they may be representing at the meeting, and the topic they wish to discuss. Statements during the first part of the meeting will relate to agenda items. Statements during the second part of the meeting will relate to other district matters.

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, AUGUST 23, 2011

**RESOLUTIONS**

**BOARD OF EDUCATION**

\*\*\*BE-1

RESOLVED, that the West Babylon Board of Education herewith adopts the Annual Professional Performance Review (APPR) in compliance with 8 N.Y.C.R.R. 30-2 and 8 N.Y.C.R.R. 100.2; and

BE FURTHER RESOLVED, that the Superintendent of Schools is directed to file the foregoing document in the Office of the District Clerk and post the attached document on the District Website, on or after September 1, 2011, but before September 10, 2011; and

BE FURTHER RESOLVED, that negotiations with the West Babylon Administrator's Union are ongoing and are scheduled to begin in September with the West Babylon Teacher's Association to discuss the negotiable aspects of the annual professional review plan required by Part 30-2; and

BE FURTHER RESOLVED, that upon selection of teacher and principal rubrics and completion of all the negotiable aspects of the Annual Professional Performance Review Plan, an amended Annual Professional Performance Review document will be filed.

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\*\*\*BE-2

RESOLVED: that the West Babylon Board of Education hereby waives the facilities use fees and requirements for the following organization:

**Long Island Gay Men's Chorus**

Use of the Senior High School Music Room for the purpose of rehearsals on Wednesdays from 7:00 PM to 10:00 PM (except school holidays) during the 2011-2012 school year.

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\*\*\*BE-3

Resolved: that the West Babylon Board of Education approves the following school district to provide special education and related services to handicapped West Babylon school district resident students:

Levittown School District

**\*\*#BE-4**

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Resolved: that the West Babylon Board of Education approves an agreement with the Deer Park Union Free School District, for exclusive use (set forth in the agreement) of its natatorium by the West Babylon Girls Varsity Swim Team, for the sole purpose of team practice. This agreement shall be in effect from August 29, 2011 through November 4, 2011 at a cost of \$12,000.

**PERSONNEL**

\*\*\*PE-1

RESOLVED: that the following schedules, as attached, are approved:

11-P-4

Professional Personnel

11-C-4

Civil Service Personnel

**FINANCE**

\*\*\*FI-1

RESOLVED: that the West Babylon Board of Education approves the following budget transfer:

<b>Account Code</b>	<b>Account Code Description &amp; Transfer Explanation</b>	<b>From</b>	<b>To</b>
A2250.1501	Special Education Salaries-Fed Jobs Fund	\$282,000.00	
A9020.8000	Teacher Retirement		\$282,000.00
	TRS was under funded for 2010/2011		

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\*\*\*FI-2

RESOLVED: that in order to ensure optimal performance of the transportation fleet, the following company is designated, by the West Babylon Board of Education, as the sole source provider for the following products, during the 2011-2012 school year:

Black Bear Company: motor oil  
transmission fluid  
antifreeze  
gear lube  
chase lube

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\*\*\*FI-3

RESOLVED: that the School Lunch Program Meat and Miscellaneous Food Products Bid #C-385, for September 1, 2011 through August 31, 2012, as attached, be awarded to T.A. Morris as the company was the only responsible bidder on all items.

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\*\*\*FI-4

RESOLVED: that the School Lunch Program Pizza Bid #C-386, for September 1, 2011 through August 31, 2012, as attached, be awarded as follows:

Santapogue, Forest Avenue and Tooker Avenue Schools be awarded to Domino's/Lindenhurst Pizza and South Bay and John F. Kennedy Schools be awarded to 3452 Babylon Pizza.

Each vendor was the lowest responsible bidder.

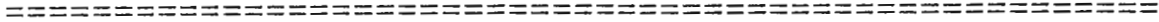
WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 23, 2011

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**PERSONNEL**

(R) Schedules:     11-P-4     Professional Personnel  
                          11-C-4     Civil Service Personnel



**PROFESSIONAL PERSONNEL SCHEDULE**

**I. Professional Personnel Schedule 11-P-4**

- A. Leave of Absence Requests
- B. Resignation
- C. PEL Recalls
- D. Part Time Appointment
- E. 2011-2012 Coaching
- F. 2011-2012 Webmaster
- G. 2011-2012 AEHS/HS Suspension Appts.
- H. 2011-2012 S.A.I.L. Program Mentors
- I. CSE Representatives
- J. 2011 Summer School
- K. 2011 Summer Work
- L. 2011 STARS Program Training
- M. 2011 CSE Chairperson Training
- N. Fall, 2011 Intern/Student Teachers/Observers
- O. 2011-2012 Per Diem Substitutes

**CIVIL SERVICE PERSONNEL SCHEDULE**

**II. Civil Service Personnel Schedule 11-C-4**

- A. Leave of Absence Request
- B. RN Regular Substitute Appointment
- C. Probationary Appointment
- D. 2011 Summer Work
- E. 2011-2012 Per Diem Substitutes



SCHEDULE 11-P-4 Professional Personnel Schedule

Date of Meeting: August 23, 2011

Page 1 of 5 pages.

REPLACEMENT PAGE 1

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Coppola, Kathleen	School Nurse Tchr.	JK		First Semester, 2011-2012	Leave of Absence
Kelskey, Christina	Elementary Tchr.	SA		9/15/11 or sooner — end of First Semester, 2011-2012	Leave of Absence
Marta-Gross, Maria	Elementary Tchr.	JK		2011-2012	Leave of Absence
Gotzen-Berg, Diana	Music Tchr.	JH		9/30/11	Resignation

**The following probationary teacher is being recalled from the Elementary Preferred Eligibility List:**

Delaney, Christina	PT/Elementary Tchr. (.6)	JH	Step A-1-2/ \$49,823. (prorate @ 60%)	9/1/11 — 6/30/12
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**The following probationary teacher is being recalled from the Music Preferred Eligibility List:**

Heaton, Bryan	Music Tchr.	HS	Step A-9-6/ \$80,574. (prorate)	10/1/11
Bellino, Charles	PT/Technology Tchr. (.5)	JH	Step A-1-2/ \$49,823. (prorate @ 50%)	9/1/11 — 6/30/12

SCHEDULE 11-P-4 Professional Personnel Schedule

Date of Meeting: August 23, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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<u>Coaches:</u>				Fall, 2011-2012	
Cordasco-Walsh, Moet	JV Head	Cheerleading	\$4,077.		
Torre, Andrew	7/8 Grade Asst.	Football	\$5,737.		[resignation]
Hartranft, Gregory	7/8 Grade Asst.	Football	\$5,737.		[repl. A. Torre]

<u>Part-Time Athletic Trainer:</u>			\$30./hr.	2011-2012	
Haug, Christopher					[as needed]

<u>Medical Coverage for Home Football Games:</u>				7/1/11-6/30/12	
Dr. Anthony Cappellino and Associates			-\$0.-		Shoreline Orthopedics

<u>Emergency Medical Technicians:</u>			\$100.	7/1/11-6/30/12	
First Pulse CPR			(maximum per game)		

SCHEDULE 11-P-4 Professional Personnel Schedule

Date of Meeting: August 23, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Squicciarini, Patricia	Webmaster	TA/DW	\$4,700.	2011-2012	
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**Alternative Evening High School and High School Suspension Program:** 2011-2012

Snyder, Scott	Director	HS	\$8,600.		
Losito, Christopher	Asst. Director	HS	\$5,900.		

**S.A.I.L. Program Mentors:** JH \$7,035. 2011-2012

Powers, Julia  
Graziosa, Sonnya  
TBD

**CSE Representatives:** 9/1/11

Leonbruno, Thomas			\$78.07/hr.		
Lynch, Faye			\$78.07/hr.		
Mack, Michael			\$73.70/hr.		
Powers, Julia			\$89.00/hr.		
Read-Feryo, Michelle			\$67.33/hr.		

**Regents Preparation Course Instructor: (3 hrs/5days):** \$44.22/hr. August, 2011

Briody, Donna English

**Regents Exams Accommodations Proctor:** \$44.22/hr. 8/18/11

McKenna, Theresa

SCHEDULE 11-P-4 Professional Personnel Schedule

Date of Meeting: August 23, 2011

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REPLACEMENT PAGE 4

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Performing Arts Center:**

Barone, Joseph			\$44.22/hr.	Summer, 2011 5 days	Up to 40 hrs.
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**STARS Program Training:**

Durkin, Kelly			\$193.08/day	August, 2011 3 days	
Hymowitz, Marissa			\$348.65/day	3 days	
Tully, Idamarie			\$200.23/day	3 days	

**CSE Chairperson Training:**

Mack, Michael			\$442.20/day	August, 2011 2 days	
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**Psychology Intern:**

*Basso, Kristin		FA		Fall, 2011	
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**Student Teachers/Observers:**

Gibson, Jamie	Elementary			Fall, 2011	
Horan, Haley	Special Education	JK			
Leonard, Matthew	Social Studies	JK/TA			
Moran, Kaitlin	Mathematics	JH			
Skene, Danielle	Physical Education	HS/JH			
		TA			

**Per Diem Substitutes:**

Agtuca, Alia		DW	\$90./day	2011-2012	
Bocca, Jr., James					
Gilmare, Nancy					
Heaton, Bryan					
Hellyer, Danielle					
Leis, Michelle					
Loggia, Christina					
Miraglia, Lisa					
Peace, Stephanie					
Waldman, Lisa					

**Registered Nurse Substitute:**

*Graham, Erin		DW	\$120./day	2011-2012	
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\*Emergency Conditional Appointment

SCHEDULE 11-C-4 Civil Service Personnel Schedule

Date of Meeting: August 23, 2011

Page 5 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Dobie, Cathy	Paraprofessional (special ed. aide)	HS		9/7/11 – 11/7/11	Leave of Absence
Daly, Adair	Regular Substitute/ Registered Nurse	JK	Step 1/ \$34,823. +500. (BA) (prorate)	First Semester, 2011-2012 or earlier at district's discretion	
Lieberman, Lisa	Food Service Wrkr. 'A' (from FSW 'B')	FA	Step 3/ \$14.27/hr. (10-11 schedule)	9/1/11	Probationary Appt.
Martel-Nelli, Johanne	Clerk Typist (10 - month)	JH	\$141.25/day	Summer, 2011 3 days	
Luciani, Antoinette	Paraprofessional (school tchr. aide)	JH	\$16.10/hr.	Summer, 2011	[12 hrs. max.]
<b>Per Diem Substitutes:</b> Gilmore, Nancy *Stack, Margaret		DW	\$9./hr.	2011-2012	Clerical/Paraprofessional Food Service

\*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 23, 2011

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**FINANCE**

(R) Award of Bids:

Meat and Miscellaneous Food Products Bid #C-385 (Res. \*\*#FI-3)

Pizza Bid #C-386 (Res. \*\*#FI-4)

Bids were opened in the Business Office on August 8, 2011 at 10:00AM for Meat and Misc. Food Products for the School Lunch Program for September 1, 2011 through August 31, 2012 - C-385.

Bids were sent to the following vendors:

DiCarlo Dist.	TA Morris	Landmark Food Corp.
1630 N. Ocean Ave	50 Sawgrass Drive	865 Waverly Avenue
Holtsville, NY 11742	Bellport, NY 11713	Holtsville, NY 11742

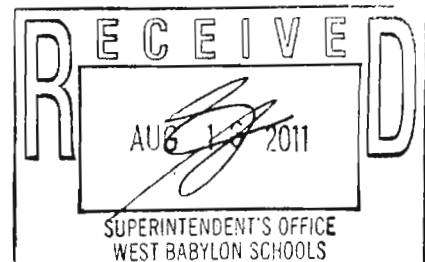
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The following bids were received:

	<u>TA Morris</u>
1. Bacon	4,944.00
2. Beef Frankfurters	2024.00
3. Chicken Nuggets	54096.00
4. Butter	6678.00
5. Frozen Juice Bars	3,690.00
6. Cream Cheese	4368.00
7. Pepperoni	2059.20
8. Potato Fries	13536.00
9. Potato Puffs	1180.00
10. Orange Juice	9740.00
11. Apple Juice	10068.00

Adrienne Goldenbaum, School Food Service Director recommends TA Morris be awarded the entire Meat & Misc. Food Products Bid C-385 as they were the only responsible bidder.

  
Arthur Williams, Executive Director for Finance & Operations



Bids were opened in the Business Office on August 8, 2011 at 10:30AM for Pizza for the School Lunch Program for September 1, 2011 through August 31, 2012 - C-386.

Bids were sent to the following vendors:

3452 Babylon Pizza LLC  
9 Cooper Street  
Babylon, NY 11702

Domino's Pizza  
111-A W. Sunrise Hwy.  
Lindenhurst, NY 11575

Yankee Pizza  
93 Merrick Road  
Freeport, NY 11520

Domino's Pizza  
898 Imagine Lane  
Medina, OH 44256

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The following bids were received:

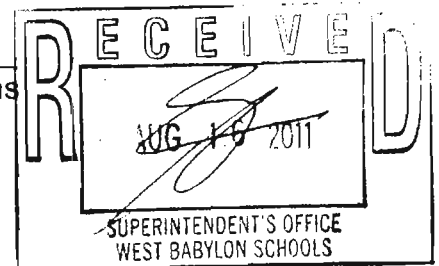
ITEM

1. OPTION - PER SCHOOL AWARD	Domino's Lindenhurst	3452 Babylon
a) 16" pizza pie- Santapogue	\$7.11	
b) 16" pizza pie- Forest Avenue	\$7.11	
c) 16" pizza pie- South Bay		\$7.11
d) 16" pizza pie- Tooker Avenue	\$7.11	
e) 16" pizza pie- John F. Kennedy		\$7.11
2. OPTION		
a) 16"pizza pie - All (6) schools	\$7.11	

Adrienne Goldenbaum, School Food Service Director recommends that Domino's/Lindenhurst Pizza be awarded the Pizza Bid for the following schools: Santapogue, Forest Avenue, and Tooker Avenue.

Adrienne Goldenbaum, School Food Service Director recommends that 3452 Babylon Pizza be awarded the Pizza Bid for the following schools: South Bay and John F. Kennedy.

  
Arthur Williams, Executive Director for Finance & Operations





WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 23, 2011

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**POLICY**

- A. Board Review - Recruiting and Hiring (Second Time Discussion) (File:9240)
- B. Board Review - Recruiting and Hiring-Administrative Regulations  
(Second Time Discussion) (File:9240-R)

**RECRUITING AND HIRING**

**File: 9240**

This is our former policies GCA, GCD and GCD-R with minor changes indicated by brackets and italics

**[Professional Staff Hiring**

**File: GCD]**

Through its employment policies, the Board shall attempt to attract, secure, and hold the highest qualified personnel for all professional positions. The selection program shall be geared to select candidates who will devote themselves to the education and welfare of the children attending the public schools.

It is the responsibility of the superintendent and of persons to whom she/he delegates this responsibility to determine the personnel needs of the school district and to locate suitable *and qualified* candidates to recommend for employment to the Board. Through effective administrative procedures, the superintendent shall attract and recommend to the Board the employment and retention of personnel who are motivated to do their best to support the district's goals, curriculum and procedures.

It shall be the duty of the superintendent to see that persons nominated for employment in the schools shall meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines shall be used in the selection of personnel:

1. There shall be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. Interviewing and selection procedures shall assure that the administrator to be directly responsible for the work of a staff member has an opportunity to aid in the selection; however, the final selection shall be made or approved by the superintendent.
4. No candidate shall be hired without a personal interview, and wherever possible, the candidate shall be observed in his/her own school prior to selection. References shall be checked.
5. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the district. In each instance, the superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job.

While the Board may accept or reject a nomination, an appointment shall be valid only if made with the recommendation of the superintendent.

In instances of vacancies in top administrative posts, *i.e., the Superintendent's management team*, the Superintendent will offer the Board the opportunity to interview his/her nominee(s) before the Board acts on the nomination.

**[Professional Staff Positions**

**File: GCA]**

All professional positions in the school system will be established initially by the Board of Education.

In each case, the Board will approve the broad purpose and function of the position in harmony with state laws and regulations; approve a statement of job requirements as recommended by the Superintendent of Schools and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position.

The Board wishes the Superintendent to maintain a comprehensive, coordinated set of job descriptions which set forth clear-cut responsibilities for all positions so as to promote harmony and efficiency in school operations.

Although positions may remain temporarily unfilled, only the Board may abolish a position it has created.

Legal Reference:

Regulations of the Commissioner, Part 80, 100

Source: NSBA

[Cross References:

CBA: Qualifications and Duties of the Superintendent

CCAE: Administrative Organization Chart

GCD: Professional Staff Hiring

Adopted: 09/11/91

Reviewed: 02/26/96

Reviewed: 4/3/06

Source: NSBA

Revised: 02/26/96]

**Administrative Regulations: *RECRUITING AND HIRING***  
**[Hiring Procedures File: GCD-R]**

9240-R

**I. Hiring Procedures for Professional Personnel**

- A. Establish a Need: Principal/Supervisor > Assistant Superintendent, Associate Superintendent > Superintendent:
1. Positions mandated by state or federal government;
  2. Contractual requirements;
  3. Newly-established positions;
  4. Vacancies due to resignations, death or retirement;
  5. Vacancies due to leaves of absence - these would be filled by regular substitutes;
  6. Establish availability of funding with School Business Administrator.
- B. Determine Criteria: Principal/Supervisor and Associate Superintendent
1. Certification that is required;
  2. Additional certification that is preferred;
  3. Experience specific, such as previous employment and number of years;
  4. Experience related, such as private practice, camp, tutoring, etc.;
  5. Educational preparation, both undergrad and graduate, in-service credits, workshops;
  6. Additional experiences of value, such as travel, hobbies;
  7. Additional skills that would benefit the person's job performance.
- C. Recruitment: Associate Superintendent
1. Contractual requirements;
  2. Eligible in-house candidates;
  3. Local resources;
  4. Applications on file: All candidates for professional positions will have applications on file in the personnel office;
  - \* 5. College Placement Services;
  - \* 6. Newspaper advertisements.
- \* Optional
- \* D. Ad Hoc Selection Committee: (As needed, Assistant Superintendent and Associate Superintendent)

1. Paper screen applications;
  2. Select those for interview;
  3. Informal reference check.
- E. Interview Process: > Principal/Supervisor >Associate Superintendent
1. Job Description;
  2. Determine optimum characteristics;
  3. Construct questions and tasks that would best identify those characteristics;
  - \* 4. Construct a rating system;
  5. Arrange for the interviews with Principal/Supervisor/Associate Superintendent: a. People; b. Place; c. Time
- F. Conduct Interviews:
1. Plan the process: a. questioning format; b. Physical setting; c. Assignments;
  2. Post interview discussion and rating;
  3. Narrow selection.
- G. Formal Reference Check:
1. Visit;
  2. Call;
  3. Written material.
- H. Second Interview:
- Repeat steps "E" and "F" in more detail.
- I. Finalists meet with Superintendent.
- J. Final Choice:
1. Make recommendations to Superintendent:
    - a. Reasons for selection; b. Salary; c. Status of Employment
  2. Offer the position (contingent upon Board of Education approval);
  3. Board of Education approval of Superintendent's recommendation.
  4. Inform unsuccessful candidates
- \* Optional
- K. Administrative Details:
1. Introductions;
  2. Orientation;
  3. Superintendent's Office;

4. Personnel Office;
5. Business Office.

## II. Hiring Procedures for Non-Instructional Personnel

### A. Establish Need: Operational Manager > School Business Administrator > Superintendent: or Principal >> Associate Superintendent > Superintendent

1. Contractual requirements;
2. Newly-established positions;
3. Vacancies due to resignations, death, retirement;
4. Vacancies due to leaves of absence (filled by substitutes);
5. Establish availability of funding - School Business Administrator.

### B. Determine Criteria:

1. Civil Service requirements;
2. Skills required;
3. Previous experience;
4. Educational preparation;
5. Additional skills which would benefit job performance.

### C. Recruitment: Associate Superintendent

1. Contractual requirements;
2. Eligible in-house candidates;
3. Local resources;
4. Civil Service;
5. Applications on file: All candidates for non-instructional positions will have applications on file in the personnel office;
- \* 6. Newspaper advertisements.

### D. Interview Process: Associate Superintendent

1. Paper screen applicants;
2. Select candidates from applications on file in Personnel Office;
3. Arrange interviews:
  - a. People; b. Place; c. Time

### E. Conduct Interviews:

1. Associate Superintendent, Operational Manager, Principal/Supervisor, School Business Administrator;
2. Post interview discussion and rating;

3. Narrow selection.

F. Formal Reference Check:

1. Call;
2. Written material.

\*G. Second Interview:

1. Repeat steps "E" and "F" if necessary;
2. All candidates may be required to meet with the Superintendent.

H. Final Choice: Operational manager >School Business Administrator >Superintendent or Principal/Supervisor > Associate Superintendent

1. Make recommendations to the Superintendent: a. reason for selection; b. salary; c. status of employment;
2. Offer the position (contingent upon Board approval);
3. Civil Service paperwork;
4. Inform unsuccessful candidates.

I. Administrative Details:

1. Introductions;
2. Orientation;
3. Personnel Office;
4. Business Office.

- Optional

Replaces Former Policies GCA, GCD & GCD-R

Revised: 02/26/96

