

# Human Resources Board Oversight Policy

The intention of this policy is to clearly articulate the role of the administration and the Board in human resources employment decisions, and to provide checks and balances between the administration and the Board on critical staffing decisions.

## **EMPLOYEE CATEGORIES:**

### **Category A: Executive Director**

- Executive Director

### **Category B: Other Administrative Director-level Positions (excluding Executive Director)**

- Operations Director
- Development Director

### **Category C: Faculty and Staff**

- Class and kindergarten teachers
- .5 FTE and above classified teaching staff
- .5 FTE and above specialty teachers/certificated staff except assistant teachers

### **Category D: Other Faculty and Staff**

- Administrative staff (excluding Categories A & B positions)
- .49 FTE and less classified teaching staff
- .49 FTE and less specialty teachers/certificated staff
- Assistant teachers
- Independent contractors (such as speech services)

## **HIRING PROTOCOL:**

### **Category A: Executive Director**

A hiring committee will recommend a short-list of candidates to the Board. The committee will be comprised of (i) two class teachers and one specialty teacher, including two teachers from the Faculty Council and one additional teacher (selected by the Faculty Council); (ii) one alumni parent (selected by Board); and (iii) two Board members (selected by Board). The outgoing Executive Director will participate in the initial paper screen of candidates, and will then recuse himself/herself from the process. The full Board will interview the short-list candidates and will select the top candidate by simple majority vote.

### **Category B: Other Administrative Director-level Positions**

A hiring committee will recommend a candidate to the Board for consideration and approval by simple majority vote. For the Operations Director, a hiring committee comprised of the Executive Director and two Board members (selected by Board) will be formed. For the Development Director, the hiring

committee will be comprised of the Executive Director, one Board member (selected by Board) and one Charter Foundation board member (selected by Charter Foundation). If the candidate does not receive Board approval, the hiring committee will bring forth another candidate, until Board approval is received.

**Categories C and D: Faculty and Staff, and Other Faculty and Staff**

The administration shall have responsibility and discretion to design the appropriate hiring protocol, which may, but is not required to, include a hiring committee with representatives from faculty, Board, and current or former parent body. The Executive Director will report all hiring decisions to the Board at the next regular meeting.

**DISMISSAL/NON-RENEWAL PROTOCOL:**

**Category A: Executive Director**

The discipline, dismissal, or non-renewal of the Executive Director is a Board action, requiring a simple majority vote.

**Categories B and C: Other Administrative Director-level Positions, and Faculty and Staff**

With regard to matters involving dismissal or non-renewal, prior to employee notification the Executive Director shall bring any proposed action to the Board for its consideration. With a 2/3 majority vote, the Board may either instruct the Executive Director to refrain from undertaking the proposed action, or instruct the Executive Director to provide further support for the proposed action, to be brought back to the Board for further consideration. Board confirmation of the Executive Director's proposed action requires no Board action.

The Board with a 2/3 majority vote may instruct the Executive Director to bring forward a proposed action for the Board's consideration with respect to the retention, dismissal, or non-renewal of a Category B or C employee, such proposal to be made at the next regular Board meeting, or at such other time as the Board may determine. The Board would then consider, and may take possible action regarding, such proposed action as described above.

This protocol shall in no way inhibit the authority of the Executive Director to place an employee on immediate suspension if in the judgment of the Executive Director circumstances warrant such an action.

**Category D: Other Faculty and Staff**

The Executive Director shall notify the Board of a dismissal or non-renewal at a regular Board meeting, either prior to, or at the first meeting following, the administrative action.

This protocol shall in no way inhibit the authority of the Executive Director to place an employee on immediate suspension if in the judgment of the Executive Director circumstances warrant such an action.

**This policy supersedes Board Policy 121011 "Board Employment Reporting Process" in its entirety.**