

# CENTENNIAL SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF DISTRICT  
STAFF

ADOPTED: March 8, 2016

REVISED:

304. EMPLOYMENT OF DISTRICT STAFF	
<p><u>Authority</u></p> <p>23 Pa. C.S.A. §§6301, 6344, 6344.1, 6344.2, 6344.3, 6344.4</p> <p>24 P.S. §§ 1-111; 1-111.1; 4-406, 5- 508, 10-1089, 11- 1106, 11-1107, 11-1142 to 11- 1152.</p> <p>20 U.S.C. §§6319, 7801</p> <p>22 Pa. Code § 4.4 22 Pa. Code §49.1 et seq. 22 Pa. Code §14.105</p> <p>Pol. 113 Pol. 328</p>	<ol style="list-style-type: none"> <li>1. District staff shall be hired and employed in accordance with Applicable Law, applicable School Board Policy, and applicable collective bargaining agreements, Including:               <ol style="list-style-type: none"> <li>a. Anti-Discrimination laws;</li> <li>b. Employee qualification laws;</li> <li>c. Background check laws;</li> <li>d. No Child Left Behind, Including the Requirements for Highly Qualified employees;</li> <li>e. Reference check laws;</li> <li>f. Certification laws; and</li> <li>g. Employment preference laws.</li> </ol> </li> <li>2. No individual shall be hired who does not meet required qualifications or who is disqualified from employment by virtue of Applicable Law. All applicants for employment in a position with direct contact with children are required to submit the following background checks and reports:               <ol style="list-style-type: none"> <li>a. An Act 34 State Police Criminal History Report, which will be no more than one (1) year old.</li> <li>b. An Act 151 Child Abuse Clearance Statement, which will be no more than one (1) year old.</li> <li>c. An Act 114 FBI Federal Criminal History Report, which will be no more than one (1) year old.</li> <li>d. An Act 168 Employment History Review (for employment in a position involving direct contact with children) for (1) the applicant’s current employer; (2) all former employers that were school entities; and (3) all former employers where the applicant was employed in a position that involved direct contact with children.</li> <li>e. An Arrest/Conviction Report and Certification Form – (PDE-6004).</li> <li>f. A School Health Record (includes physical and TB test), which will be no more than one (1) year old. TB test must be completed within one year of date of hire.</li> </ol> </li> <li>3. The Board shall, by a majority vote of all members, approve the employment of any individual to be employed by the School District. When approving employment, the agenda shall set forth the following:</li> </ol>

- a. The individual's full name;
  - b. The position for which the individual is being hired;
  - c. The start date of employment;
  - d. The name of the individual that is being replaced if the vacancy was caused by a resignation, retirement, discharge or furlough of another individual;
  - e. The salary that will be paid, together with a reference to the governing document that determined the salary; and
  - f. The term of employment, if the employment is for a particular term.
4. The Superintendent shall establish the procedure to ensure that well qualified individuals are recommended to the School Board for employment, subject to the following conditions:
- a. With regard to Cabinet-level and Principal/Assistant Principal vacancies:
    - i. One School Board representative, appointed by the Board President, and any other interested School Board member as observer.
    - ii. The Director of Human Resources, in coordination with the Superintendent, shall schedule School Board interviews with candidates;
    - iii. Preferably two or three candidates per position shall be referred to the School Board by the Superintendent, who shall supply the School Board with appropriate background information and references. If less than two or three well qualified candidates are available, the Superintendent may bring one candidate forward with committee justification;
    - iv. The interview will involve all School Board members, as available, and the Superintendent. The School Board will determine the status of candidates.
  - b. With regard to Principal and Assistant Principal vacancies:
    - i. One School Board representative, appointed by the Board President, from the attendance zone (if practicable), and any other interested School Board member as observer.
5. Approval shall normally be given to the candidate(s) for employment recommended by the Superintendent. When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.
6. No teacher who is related to any member of the Board as father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt, shall be hired unless such teacher receives the affirmative votes of a majority of all members of the board other than the member related to the applicant who shall abstain.
- a. For purposes of this provision, the word "teacher" means all professional employees and temporary professional employees, who devote fifty percent (50%) of their time, or more, to teaching or other direct educational

activities, such as classroom teachers, demonstration teachers, museum teachers, counselors, librarians, school nurses, dental hygienists, home and school visitors, and other similar professional employees and temporary professional employees, certificated in accordance with the qualifications established by the State Board of Education.

7. An applicant's or employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the School District.

References:

School Code – 24 P.S. §§1-108, 1-111, 1-111.1, 4-406, 5-508, 10-1089, 11-1106, 11-1107, 11-1109, 11-1109.2, 11-1111, 11-1142 to 11-1152, 12-1201, 12-1204.1

State Board of Education Regulations – 22 Pa. Code §§ 4.4, 8.1 *et seq.*, 14.105, 49.1 *et seq.*, 403.2, 403.4, 403.5.

Educator Discipline Act – 24 P.S. § 2070.2

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. §. 6301 *et seq.*

No Child Left Behind Act – 20 U.S.C. §§ 6319, 7801

Board Policy – 000, 104, 113, 328