

**FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION**

**May 4, 2015**

**Work Session: District Legal Counsel/Representation: Roles & Responsibilities, Open Meetings Act, & Communications; Salary Freezes, to include a possible executive session with outside counsel and the borough attorney's office to seek legal advice on the matter; and the Principal Selection Process**

**6:00 p.m.**

Board Room  
Administrative Center  
520 Fifth Avenue

**AGENDA**

- 1. Call to Order**
- 2. OUR MISSION** is to provide an excellent and equitable education in a safe, supportive environment so all students can become productive members of a diverse and changing society.
- 3. Roll Call**
  - Heidi Haas, President
  - Wendy Dominique, Vice President
  - Allyson Lambert, Treasurer
  - Lisa Gentry, Clerk
  - Sue Hull, Member
  - Michael O'Brien, Member
  - Sean Rice, Member
- 4. District Legal Counsel/Representation**
  - o Roles & Responsibilities
  - o Open Meetings Act
  - o Communications
- 5. Salary Freeze, to include a possible executive session with outside counsel and the borough attorney's office to seek legal advice on the matter**
- 6. Principal Selection Process**
  - o Overview
  - o Process, Procedures, & Timelines
- 7. Board Comments/Announcements**
- 8. Adjournment**

**Executive Session:** The board reserves the right to enter into executive session on any agenda item as and to the extent allowed for in State law. Executive sessions will be entered into by motion for the following subjects as permitted by law: (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; (4) matters involving consideration of government records that by law are not subject to public disclosure. Motions to go into executive session should specify the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Reference: AS 44.62.310 and Board Policy 264, D.

Work Sessions are an opportunity to study and review, in-depth, matters that may be too lengthy for a regular or special meeting. No action may be taken at a work session. All work sessions, special and regular meetings are open to the public.

**May 4, 2015 School Board Work Session**  
**School Administrator Hiring Process**

**Spring 2015 Administrator Hires**

<b>Principals</b>		
<b>Interim to Permanent</b>	<b>Permanent</b>	<b>Interim</b>
Hutchison	Anderson	Arctic Light
North Pole High	Badger	
Joy		
Ladd		

<b>Assistant Principals</b>		
<b>Interim to Permanent</b>	<b>Permanent</b>	<b>Interim</b>
Lathrop (3)	Tanana	None as of April 29, 2015
Randy Smith	Arctic Light	
Ryan		
<i>Postings will begin after the Arctic Light interim principal appointment is complete.</i>		

## **School Administrator Hiring Process**

The Superintendent's recommendation for school administrator hiring is outlined below. In the event of a unique or unexpected situation with a particular school or position, the Superintendent will alter the process as necessary, in accordance with the Fairbanks Principals Association Negotiated Agreement and Human Resources hiring guidelines.

### **Permanent Principal Positions**

Process begins in mid- to late- January

Superintendent and/or assistant superintendent conduct a staff meeting at the school. PTSA executive board members are invited to attend.

Input surveys are sent to staff and parents. Results are collected and compiled through Information Systems.

#### Survey Questions

1. What do you value most about XXX school?
2. What characteristics do you feel are most important for a principal at XXX school?
3. What do you perceive as the biggest challenges for XXX school?
4. What, if anything else, would you like considered in the selection of a principal for XXX school?

Positions are posted internally to current FPA members. Positions are posted externally if an internal candidate is not selected.

All applicants submit full applications via AppliTrack to Human Resources.

Human Resources screens applicants.

School hiring committee selection is determined by nomination and balloting. FEA and/or ESSA leadership are requested to assist as needed.

- 2 certified--facilitated by certified staff in the building
- 2 classified--facilitated by support staff in the building
- 2 parents--facilitated by the superintendent's executive assistant
- 1 Fairbanks Native Association representative—invitations sent to FNA

Committees are facilitated by the elementary or secondary assistant superintendent. The HR staffing and operations coordinator co-facilitates as needed.

The point of contact for all committees is the superintendent's executive assistant.

The committee selection process includes the following:

- Superintendent welcome/process overview
- HR/EEO training
- Survey results review
- Interview question development
- Application review
- Interviews
- Candidate selection
- Meeting with superintendent

The assistant superintendent and HR process includes the following:

- Reference checks
- Background checks
- Position offer
- Salary determination

### **Interim Principal Positions**

The superintendent appoints interim principals for vacancies identified after March 31.

Superintendent and/or assistant superintendent conduct a staff meeting at the school. PTSA executive board members are invited to attend.

Surveys are sent to staff and parents. Results are collected and compiled through Information Systems.

Positions are posted internally to current FPA members. Positions are posted externally if an internal candidate is not selected.

All applicants submit applications via AppliTrack to Human Resources.

Human Resources screens applicants.

Interviews are conducted by the superintendent and assistant superintendent.

The superintendent will appoint an interim principal for one school year (or the remainder of a school year if the situation requires). The full committee process will be employed the following school year to hire a permanent principal.

**Permanent Assistant Principal Positions**

Assistant principal hires are completed after principal hires, to the extent possible.

Positions are posted internally to current FPA members. Positions are posted externally if an internal candidate is not selected.

All applicants submit full applications via AppliTrack to Human Resources.

Human Resources screens applicants.

Interviews are conducted by the assistant superintendent and building principal.

The assistant superintendent will debrief with the superintendent, and a candidate will be selected.

**Interim Assistant Principal Positions**

The superintendent will appoint interim assistant principals for vacancies as needed.

Positions are posted internally to current FPA members. Positions are posted externally if an internal candidate is not selected.

All applicants submit applications via AppliTrack to Human Resources.

Human Resources screens candidates.

Interviews are conducted by the superintendent and building principal.

The assistant superintendent will debrief with the superintendent.

The superintendent will appoint an interim assistant principal for one year. The regular assistant principal hiring process will be used the following year to fill the position permanently.

**323**    Central Administrative Officers

Policy Adopted: August 19, 1980  
Policy Revised: March 16, 1982  
Policy Rescinded: March 4, 2014

**323.1**    Organizational Chart

Each year after the budget process is completed, the administration shall develop an organizational chart which will be part of the final budget document.

Policy Adopted: August 18, 1980  
Policy Revised: June 16, 1981  
Policy Revised: March 2, 1982  
Policy Revised: December 14, 1982  
Policy Revised: July 3, 1984  
Policy Revised: August 6, 1985  
Policy Revised: March 4, 1986  
Policy Revised: September 1, 1987  
Policy Revised: March 4, 2014

**324**    School Building Administration

The principal of the individual school is the responsible head and professional leader in the development of the educational program and the improvement of instruction in the school of which he/she is principal. The principal may delegate to other building personnel the exercise of any powers and the discharge of any duties imposed by Board policies. The delegation of power or duty, however, will not relieve the principal of responsibility for the action taken under such delegation.

All professional and support staff assigned to the building will be directly responsible to the principal. Staff members who work in more than one school will be responsible to the principal of the school during the time they are working in his/her building. In supervising the work of such staff members, the principal will work cooperatively with the supervisor or administrator to whom they report.

Policy Adopted: August 19, 1980  
Policy Revised: December 7, 1982



## SCHOOL BOARD POLICY

324.1

### 324.1 Assignment and Transfer of Building Administrator

Each building administrator shall be assigned to a specific position by the direction of the superintendent and may be transferred to any other position the superintendent may direct.

Transfers of administrators may be made at the initiation of the superintendent or at the request of the administrator, for any purpose which, in the judgment of the superintendent, benefits the system.

As a routine procedure, each assistant principal after five consecutive years in the same building and each principal after seven consecutive years in the same school unit will be reviewed and evaluated for possible reassignment to such other position as the superintendent determines to be in the best interests of the district and the instructional program.

Policy Adopted: August 19, 1980



Fairbanks North Star Borough  
School District  
520 Fifth Avenue  
Fairbanks, AK 99701

**632 Building Administrator Employment****632.1 Tenure as It Pertains to Building Administrators**

Principals receive tenure in accordance with AS 14.20.150 provided they hold and maintain a Type A certificate and meet the requirements of 4 AAC 12.305 (c) 2 (A).

Seniority accrued as a teacher in this district will be retained, but will not continue to accrue, while working as a building administrator. (FEA Arbitration 91-29, Axon).

Policy Adopted: August 15, 2006  
Policy Revised: November 6, 2007

**632.2 Assignment and Transfer of Building Administrators**

Each building administrator shall be assigned to a specific position by the superintendent and may be transferred by the superintendent to any other position at any time when the needs of the district require or when transfer benefits the district. The negotiated agreement for building administrators addresses assignment and transfer.

Policy Adopted: August 15, 2006

**633 Building Administrator Salary Schedule**

The building administrator salary schedule is addressed in the negotiated agreement between the Board and the representative association of the administrators.

Policy Adopted: August 15, 2006

**634 Duties and Responsibilities of Building Administrators****634.1 Environment for Teaching-Learning Process**

It shall be the responsibility of the building administrator to create and implement a vision for student success in a school's physical, emotional, and intellectual environment conducive to an effective teaching-learning process, and to ensure compliance with legal and contractual mandates.

The building administrator shall meet the Professional Performance and Content Standards as identified and described in 4AAC 04.200 and assessed in the district's Standard Administrator Evaluation Instrument.

Policy Adopted: August 15, 2006





be subsequently used or referred to, save as may be ordered by a court of competent jurisdiction.

3. The principal will be made aware of any evaluative information placed in the file and may sign the document. The principal's refusal to sign the document does not preclude the placement of it in the file. Any evaluative information proven to be untrue through the grievance procedure shall be removed from the personnel file and destroyed.
4. A principal may request that documentation reflecting a state or national award pertaining to his/her professional activities be inserted in his/her personnel file.
5. Medical/personal data files are permanent records of the District maintained for all active employees. Principals may have access to all documents within their own file and can request copies; however, supervisors and hiring managers do not have access to these files.

#### 4300 Personnel Complaints:

Complaints about a principal or regarding a building issue, received by the principal's supervisor, will be referred or forwarded to the principal within ten (10) work days.

Nothing in this article precludes the right or need of the principal's supervisor to be responsive to parents or community members. The provision is intended to ensure that any principal who is the subject of a complaint receives the opportunity to address and attempt to resolve issues at the lowest administrative level. Principals will be provided a reasonable opportunity to give relevant background information before administrative action in response to a complaint is finalized.

#### 4400 Pupil Assignment:

Each principal shall determine each pupil's grade level, class assignment, promotion, and/or retention within his/her building, consistent with Board policies and administrative regulations. Team decisions regarding access to special services or programs will include input from the principal.

#### 4500 Staff Selection and Assignment:

In collaboration with the Superintendent, each building principal will recommend each staff member's assignment to his/her building and shall make the determination regarding each staff member's assignment within the building, consistent with the Agreements between the District and FEA or ESSA. If the principal is not on contract, reasonable effort will be made to contact the principal prior to assignments and hiring decisions.

#### 4600 Vacancies and Voluntary Transfers:

All permanent principal positions that become vacant and all new, permanent principal positions will be posted to FPA, and may be posted outside the district at the same time. Postings will be for a minimum of five (5) work days. FPA members are encouraged to indicate interest in a position by notifying the Superintendent in writing (email or letter). Any qualified, current principal will be interviewed by the Superintendent. If the Superintendent denies a principal's request for transfer, the Superintendent will inform the principal of the reasons for his/her non-selection. The principal may have an FPA representative at the meeting. If a principal applies for more than one (1) transfer in the same calendar year, the Superintendent may choose to interview the applicant one (1) time, unless the applicant can show reason why he/she should be interviewed again.

When a principal position is designated as "interim" rather than "permanent", the Superintendent will notify the members of the FPA bargaining unit and request that any principal who would like to be considered for appointment to the interim position notify the Superintendent within five (5) work days. The selection of an interim principal shall be at the sole discretion of the Superintendent.

4700 District-Initiated Transfer:

1. The Superintendent reserves the right to transfer or reassign principals at any time when the needs of the District require.
2. The District shall notify a principal of any change in his/her anticipated assignment for the upcoming school year prior to March 15 or, if there are extenuating circumstances, as soon as possible thereafter.

4750 Tenure

Building principals receive tenure provided they hold and maintain a Type A certificate and meet the requirements of AS 14.20.150 and 4 AAC12.900. (c) 2. (A.). Once tenure is attained, either as a principal or as a teacher, that tenure shall be retained as long as a Type A certificate is held. If a principal is reassigned to a teaching position, placement on the teacher salary schedule will be in accord with the FEA Negotiated Agreement. Seniority accrued as a teacher in this district will be retained, but will not continue to accrue, while working as a building principal.

4760 Assistance for Elementary Schools

No later than the end of each first quarter, at the request of the FPA president, the district and the FPA agree to explore and, to the degree practicable, implement provisions for administrative assistance for large elementary schools.

4800 Evaluation:

Principals may be evaluated in accordance with district evaluation procedures adopted by the Board. Evaluation must be based on observation of the principal in the principal's building.

When a principal's formal evaluation reflects performance deficiencies, the Superintendent will provide specific guidance to the principal regarding the District's concerns and the areas in which improvement is needed. The principal may have an FPA representative at any meeting held to discuss such issues. The Superintendent, after consulting with the principal and the FPA, will determine the length of time that is reasonable and necessary for the principal to correct the concerns or performance deficiencies. A Plan of Improvement with a timeline for regular feedback and the final evaluation will be implemented. If the principal fails to make the needed changes within the established time frame, the Superintendent will hold a conference with the principal and issue a written notification of transfer, dismissal, or nonretention.

4900 Employee Discipline:

1. Without limiting the District's right to impose an appropriate level of discipline, including dismissal, when the seriousness of the offense warrants, the District recognizes the principles of progressive discipline. Dismissal or non retention of a principal shall be in compliance with applicable statutes. No principal will be formally disciplined without just cause.