



Superintendent's Circular

NUMBER:
HRS-HS07
Version 01

STAFFING, REASSIGNMENT AND HIRING OF PERMANENT AND PROVISIONAL TEACHERS

This circular will remain in effect unless rescinded or superseded by a subsequent version.

This circular outlines important dates and procedures regarding the staffing of schools for the 2023-2024 school year. Reflected in this circular are policies from the BPS-BTU Collective Bargaining Agreement, as well as information regarding the accelerated hiring timeline and hiring autonomy framework designed to enable all BPS schools to attract and hire the most diverse, qualified, and effective teachers as early as possible.

Boston Public Schools and our school leaders are committed to building excellent schools that prepare our students to compete and succeed in the 21st century. To cultivate world-class, global citizens, we commit to recruiting, retaining, and promoting a diverse, highly qualified, and effective workforce.

As an urban district with an increasingly diverse student body, it is also imperative that schools fully comply with the Final Judgment of the Federal Court dated July 1994 that requires district and examination schools to employ a minimum of 25% Black teachers and staff and 10% other minority teachers.

In addition, one of our continuous hiring goals is to increase our number of bilingual teachers and staff to support our English Language Learner populations. We urge school leaders to take every possible step to help each school, and the district as a whole, to meet these mandates and goals.

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I. DETERMINATION OF SCHOOL STAFFING NEEDS

Timeframe: November to February

Every fall, schools develop budget and staffing plans for the following year based on each school's projected enrollment. Once a school's estimated budget is established, the process known as Probable Organization ("Probable Org") begins, in which schools, together with representatives from the Office of Human Resources, identify their staffing plans for the upcoming school year.

Several components make up the Probable Organization process:

ANNUAL BUDGET COLLABORATIVE AND PROBABLE ORGANIZATION PROCESS

Central Office Responsibility	School Leader Action Step	Timeframe
Finance Office sends schools their enrollment projections for the following year	Review projections and report back to Finance and school superintendent if discrepancies exist	Mid-to-late November
Finance Office calculates each school's budget based on Weighted Student Funding (WSF), in which specific student characteristics (e.g., special needs, early childhood, etc.) are assigned weights that determine school funding above	Review budget and complete FutureForce Version 1, in consultation with Budget, OHC, OEL, and Special Education, as needed	December

Central Office Responsibility	School Leader Action Step	Timeframe
the school's foundation amount plus base per-pupil amounts.		
Budget Collaboratives: representatives of Budget, OHC, OEL, Special Education, Planning & Analysis, school superintendents and school leaders meet to map the school structure for the following school year in FutureForce Version 2, including discussion of position reductions and additions to ensure programmatic, enrollment, or budget changes meet projected student needs	Ensure all formative assessments are entered into TeachPoint for all educators on plans of one-year or less by January 15. This is a contractual deadline for all schools.	Early-mid January
<ul style="list-style-type: none"> Office of Human Resources prepares staffing-related data reports for schools, including relevant personnel information including: Leaves of absence for SY 2023-24 and SY 2024-25 Licensure and Sheltered English Immersion (SEI) endorsement 	Review staffing-related data and begin planning for implications of personnel changes. Determine which provisional teachers (if any) can/will receive letters of reasonable assurance.	Mid-January

Central Office Responsibility	School Leader Action Step	Timeframe
<ul style="list-style-type: none"> • Additional program area requests • Voluntary requests for reassignment • Reasonable assurance/permanency decisions for provisional teachers 		
<p>Probable Organization: OHC, Budget, OEL, Special Education, school superintendents and school leaders meet to map the staffing for the following school year in FutureForce Version 3.</p>	<p>Provide BTU representative with list of provisional teachers recommended to receive Reasonable Assurance</p>	<p>Late January-early February</p>
<p>Posting Positions: School leaders, OHC, and Budget representatives confirm vacancies and newly created positions, then post positions for the upcoming staffing cycle.</p>	<p>Submit job descriptions for vacant and newly created positions to OHC</p>	<p>Late February</p>

II. POSTING OF TEACHING POSITIONS

The staffing process for the 2023-2024 school year includes a hiring timeline designed to facilitate attracting and hiring the most diverse, qualified, and effective teachers as early as possible.

Personnel Subcommittee

Schools must ensure that the Personnel Subcommittee of the School Site Council is formed and ready to begin the hiring process by March 1. Schools must submit a complete roster of Personnel Subcommittee members to the Office of Family and Student Engagement by the end of October. Training related to personnel subcommittees are offered by the Office of Family and Student Engagement, the BTU, and the Office of Human Resources. Details about the personnel subcommittee can be found in Superintendent's Circular FAM-04.

Process

Hiring early will ensure that schools are able to secure the most qualified candidates. Positions will be posted on TalentEd in early March once Probable Org and determination of vacancies have been concluded. Teachers who wish to apply for a position effective the first day of school for the upcoming school year must apply for postings online through TalentEd. Current BPS teachers may apply for any position for which they are qualified.

Applicants who wish to be considered for inclusion in the district priority pool must submit their applications for the priority pool through TalentEd by *March 1, 2024*. Candidates for the priority pool will undergo a competency-based phone and resume screening process coordinated by the Office of Recruitment, Cultivation, and Diversity.

All approved hires will become effective on the first day of work for the upcoming school year. Any teacher who accepts a new position is not eligible to apply for any additional teaching jobs for the 2024-2025 school year. Beginning July 1, 2023, OHC will no longer approve lateral hires to prevent unanticipated vacancies late in the hiring season.

Hiring Approval

The Boston Public Schools is committed to recruiting, retaining, and promoting a highly qualified, culturally, and linguistically diverse workforce that reflects the rich diversity of our students and positively impacts both academic and non-academic student learning outcomes. The Office of Equity, Office of Human Resources, and school superintendents will establish an accountability process to ensure that reasonable efforts have been made to hire teachers that move schools and the district toward meeting our workforce diversity goals.

Candidates hired must be qualified and meet diversity hiring requirements:

- Teachers hired must hold valid licensure for the position.
- Teachers hired must move the school toward meeting or maintaining district diversity goals.
- School hiring teams must complete reference checks.

Heads of school or principals and School Site Council Personnel Subcommittees should also be sure to interview qualified excessed permanent teachers.

Qualifications for Additional Program Areas

Deadline: January 1, 2024

Permanent teachers may apply for additional program area(s) to identify a non-primary subject area(s) in which they are licensed. Permanent teachers who wish to apply for additional program areas must submit their request via [this online form](#) to the online Application for Additional Program Areas. Supplemental materials must be submitted to the Office of Human Resources by mail or in person. Applications and complete documentation must be submitted to the Office of Human Resources by *January 15, 2024*.

For additional information about applying for additional program areas, please refer to Superintendent's Circular HRS-HS07.1, Qualifications for Additional Program Areas.

Job Sharing for Permanent Teachers and Paraprofessionals

- 1) *Eligibility:* All teachers requesting participation in job-sharing must hold the appropriate license for the position.
- 2) *Process:* Permanent teachers or paraprofessionals who wish to indicate their interest in job sharing should submit an application via the [Application for Job Sharing form](#) by *Monday, March 25, 2024*. Each candidate must submit their own application. This submission of the application is an indication of interest only and is not binding.

Participation in job-sharing requires approval by the principal/head of school. The principal/head of school should submit their approval via [the Job Sharing Principal Approval form](#) by Monday, March 25, 2024.

For additional information about job sharing please refer to Superintendent's Circular HRS-HS02, Job Sharing for Permanent Teachers and Paraprofessionals for School Year 2023-2024. The Boston Teachers Union also holds an informational meeting

every spring. Information on the specific date and time will be shared in the BTU bulletin.

III.EXCESSING

Voluntary and Involuntary Reassignment/Excess

A. Voluntary Excessing – Teachers and Paraprofessionals

Deadline: February 1, 2024

All permanent teachers or paraprofessionals who meet the Voluntary Excessing eligibility criteria as outlined in the Collective Bargaining Agreement (1) including those on leave of absence, may voluntarily request excessing regardless of whether there is a reduction in the number of positions. **Teachers and paraprofessionals who voluntarily excess themselves forfeit their rights to the position they have left.**

Voluntary Excessing Requirements for Teachers:

- The teacher must hold permanent status.
- The request must be submitted to OHC by February 1, 2024 (see instructions below).
- The teacher must possess an overall rating of Proficient or higher on their most recent evaluation, which includes the Formative Assessment.

(1) Refer to the Collective Bargaining Agreement (September 1, 2018 – August 31, 2021) pp. 76-77 for a list of requirements for teachers and pp. 136 for paraprofessionals.

- The teacher may not have voluntarily excessed themselves within the prior two years.

Teachers and paraprofessionals who wish to request excessing should submit their [Application for Reassignment](#) or complete ATTACHMENT 1, *Application for Reassignment*, and submit it to their head of school or principal as well as the Office of Human Resources by *February 1, 2024*. The Office of Human Resources will review all applications and inform teachers or paraprofessionals and the school of the results of the request. Teachers and paraprofessionals who do not meet the above criteria will not be approved for voluntary excessing. Requests for voluntary excessing can be rescinded up until *February 9, 2024*. Approved requests are considered binding after that date.

B. Involuntary Reassignment/Excessing

Deadline: All involuntarily excessed teachers and nurses will be notified on or before April 15, 2024.

To stay in a current position, permanent educators must hold the appropriate license(s) for the role to which they are assigned; otherwise, the educator will be excessed.

Additionally, it may be necessary to excess permanent teachers if there is a reduction in the number of teaching positions for the following school year, a school is identified for closure, or the Massachusetts Department of Education designates it as Level 4 school. When a reduction in the number of positions occurs, involuntary excessing will be

first by volunteers in a program area, then by reverse seniority within a program area unless:

- a. A teacher with more seniority voluntarily requests to be excessed; or,
- b. The excessing of the least junior teacher would prohibit compliance with U.S. District Court Order dated July 1994.

Schools with specific types of staffing autonomy may also involuntarily excess teachers. The school's ability to involuntarily excess teachers must be included in the school's governing document.

Placement in Positions of Suitable Professional Capacity

Permanent teachers who are not hired into vacant positions will be assigned in a suitable professional capacity in accordance with the BPS/BTU contract.

IV. STAFFING FOR PROVISIONAL TEACHERS

A. Reasonable Assurance for Provisional Teachers

First and second-year provisional teachers may be eligible to receive reasonable assurance that they will continue in their current position for the following school year. Provisional teachers must hold a valid DESE license(s) for the position in which they are teaching in order for a Letter of Reasonable Assurance to be granted. *No exceptions will be made.*

In addition to budgetary and licensure concerns, a teacher's performance, as measured through the Massachusetts Regulations on Evaluation of Educators (603 CMR 35.00), is a major factor in determining whether a provisional teacher receives a Letter of Reasonable Assurance. Principals and

heads of school will be held accountable for ensuring that all provisional teachers receive a Formative Assessment, which includes an overall rating, by *February 1, 2024*. Provisional teachers who have not been evaluated will not be eligible to receive a Letter of Reasonable Assurance.

During Probable Organization, school leaders will work with OHC to identify all provisional teachers who are eligible to receive reasonable assurance, listing them in their Probable Organization template. OHC will send letters of Reasonable Assurance by April 15 to provisional teachers.

Requests for permanent appointment for current Provisional 1 and Provisional 2 teachers will not be granted. See section IV.A below for information regarding Provisional 3 teachers and the awarding of permanent status.

B. Permanent Appointment of Provisional Teachers

Eligibility

The Massachusetts Regulations on Evaluation of Educators stipulate that achievement of Professional Teaching Status (being made a permanent teacher in BPS) is dependent upon receiving a rating of Proficient or above on all four of the Standards of Effective Teaching Practice, as well as an overall rating of Proficient or Exemplary. See below for additional criteria required for permanent status.

A school leader may recommend an educator (2) for permanent appointment (3) if they meet all the following criteria:

- The teacher is provisional, and in their third year at BPS.
- The teacher received a rating of Proficient or Exemplary overall and on all four Standards of Effective Teaching on a Formative Assessment, released by February 1, 2024.
- The teacher will remain in the same position in their current school for the 2023-24 school year.
- The teacher holds a valid DESE license(s) for the content area in which they are teaching.
- The teacher holds either an ESL license or SEI Endorsement (Core content teachers of ELLs as required by DESE) or a Bilingual Educator Endorsement (BEE), should the BEE be requirement by their position.

Please note: While the head of school or principal may recommend a Provisional 3 teacher for permanent status based upon fulfillment of the criteria above, the teacher may not be granted permanent status until a Summative

(2) Educators considered teachers and eligible for Professional Teacher Status as defined by M.G.L. c.71 § 41 include teachers, school librarians, school adjustment counselors, school nurses, school social workers, or school psychologists.

(3) A school leader may make the recommendation for permanent appointment when the educator is still in their third year to take effect on the first day of their fourth year.

Evaluation is released which indicates Proficient or Exemplary practice overall in all four standards.

If a Provisional 3 teacher does not achieve a rating of Proficient or Exemplary overall on all four standards on their Formative Assessment, they may be required to take a one-year break in service. During the break in service, the teacher would not be eligible for employment as a teacher or substitute within Boston Public Schools. After the year-long break in service, the teacher would once again be eligible for vacant teaching positions, and, if hired, would return to Provisional 1 status.

Process

To *recommend* a Provisional 3 teacher for Permanent Appointment during Probable Organization, the head of school or principal must take the following steps:

- 1) Release the teacher's Formative Assessment by January 12, 2024
- 2) Identify the position that the teacher will hold for the 2023-24 school year
- 3) Record the recommendation for Permanent Appointment on the Provisional Review Process page in FutureForce Version 2

If, upon the principal or head of school's release of the end-of-year Summative Evaluation, the provisional teacher has successfully demonstrated effective teaching practice(s) by achieving a rating of Proficient or Exemplary overall and on

all four standards of effective teaching, they will become permanent as of September 2023.

V. LEAVES OF ABSENCE

A. Planning to Take a Leave of Absence in 2024-2025

Deadline: January 15, 2024

Permanent teachers who are not currently on leave but are planning to take a Leave of Absence during the 2024-2025 school year (e.g., personal reasons, education), must submit a leave application by *January 15, 2024*.

Employees must submit a request for leave electronically via Employee Self-Service. Employees should submit applications even if they have not officially been accepted for a job and educational program but are in the application process. If a teacher is not accepted into a graduate program or job, the leave request can be rescinded, so long as the Office of Human Resources is notified by April 1.

For further information regarding leaves of absences, including how to apply, please refer to Superintendent's Circular HRS-HS-PP13.

B. Currently on a Leave of Absence

Deadline: January 15, 2024

In November 2023, teachers currently on non-medical leave will be sent a letter informing them about the expiration of their leave. The teacher must submit the response form that accompanies the letter to the Office of Human Resources, stating their request to extend their leave/intent to remain on their leave or return from leave by *January 15, 2024*. If the teacher does not respond by the deadline, they will forfeit rights to their position.

The leave letters are sent to the address listed on the Hub. Employees are responsible for ensuring that this address is correct. For further information regarding leaves of absences, please refer to Superintendent's Circular HRS-PP13, Absence and Leave Policy.

VI. HIRING OF INTERNATIONAL TEACHERS

International teachers are not legally permitted to work or to be paid without proof of official United States Citizenship & Immigration Services (USCIS) work authorization. Heads of school, principals, or RC managers should make it a common practice to inquire about the work authorization status of all their potential new hires.

For more information about this circular, contact:

Owner:	Chief Human Resources Officer
Department:	Office of Human Resources
Mailing Address:	2300 Washington Ave. Roxbury, MA 02119
Phone:	617-635-9600
Email:	ohc@bostonpublicschools.org

Mary Skipper, Superintendent

ATTACHMENT 1

**APPLICATION FOR REASSIGNMENT FOR TEACHERS AND
PARAPROFESSIONALS**

SCHOOL: _____

Last Name_____ First Name_____Initial _____

Maiden Name [if any]_____

Employee I.D. # _____

SELECT ONE: ☐ Permanent Teacher ☐ Paraprofessional

**THIS SECTION TO BE COMPLETED BY PERMANENT TEACHERS
ONLY:**

I am requesting reassignment for the coming 2023-2024
academic year, because (please check one)

- ☐ I am a permanent teacher.
- ☐ I am a permanent school nurse.
- ☐ I am a permanent student support services coordinator
(COSESS).
- ☐ I am a paraprofessional.
- ☐ There is a reduction in my program area. My program area
is_____and my seniority date is _____ .

I understand that with this declaration this decision **cannot be rescinded after February 14, 2024**, and that I will be reassigned in the coming school year in accordance with the provisions of the Boston Teachers Union Contract.

Signature

Date

PLEASE RETURN THIS FORM TO YOUR HEAD OF SCHOOL OR PRINCIPAL AND OFFICE OF HUMAN RESOURCES.

HEADS OF SCHOOL, PRINCIPALS, AND OTHER ADMINISTRATIVE HEADS MUST FORWARD THIS APPLICATION TO THE OFFICE OF HUMAN RESOURCES NO LATER THAN **FEBRUARY 1, 2024**.

Please mail, fax, or email this form to:

Name:	School and Central Based Staffing
Department:	Office of Human Resources
Mailing Address:	2300 Washington St., Roxbury MA 02119
Phone:	617-635-9600
Fax:	617-635-9326
Email:	ohc@bostonpublicschools.org

For additional questions, please submit an HR Inquiry Ticket via the Beacon. This can be found on [Access Boston](#).

An electronic version of this form can be found at:

<http://www.bostonpublicschools.org/Page/1019>

ATTACHMENT 2:
APPLICATION FOR ADDITIONAL PROGRAM AREAS (APA)
2023-2024 ONLINE FORMS

The Office of Human Resources has transitioned to using online forms. The Application for Additional Program Areas can now be found at the link below. Please note that employees will be required to sign in with their Boston Public Schools Gmail account. Supplemental materials such as transcripts can be submitted via mail or in person to the Office of Human Resources.

Link to Apply:

- [Click Here for Additional Program Area Application](#)
- Or copy this URL: <http://goo.gl/forms/JqftW4lOx1>

Supplemental Documentation

Application approval is contingent on submission of **one** of the following documents:

- Official transcript(s) indicating the completion of fifteen (15) graduate or undergraduate course credits relevant to the program area qualification

OR

- A signed letter from the head of school or principal, confirming the following information:
 - The subject area you taught (relevant to your application)

- The specific years (at least 2) during which you taught the subject (must be within the last 10 years)
- Confirmation that you taught at least 50% of the weekly schedule in that area.

Please fill out the application form and submit supplemental documents to the contact listed below by **January 12, 2024**.

For more information about this circular, please contact:

Department:	Office of Human Resources
Mailing Address:	2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-9240
Email:	fcanty@bostonpublicschools.org

ATTACHMENT 3:

APPLICATION FOR JOB SHARING

To Indicate Interest in Job Sharing

Permanent teachers or paraprofessionals who wish to indicate their interest in job sharing should submit a request using the online form shown below. The submission of an application only serves an indication of interest and is not binding. The job sharing application and principal/head of school approval forms must be submitted via the online form **no later than 5:00 p.m. Monday March 25, 2024.**

Online Forms

The Office of Human Resources now accepts job sharing applications online. Candidate applications for job share as well as principal/head of school approval can be submitted through the links below. Please note that employees will be required to sign in with their Boston Public Schools Gmail account. These links will also be made available through BTU and Paraprofessional representatives, the Boston Public Schools website, and the Superintendent's Bulletin.

[Click Here for Job Sharing Request—Applicant Form](#)

Each applicant interested in job sharing must submit their own form. Principals must submit the form below for approval.

[Click Here for Job Sharing Request—Principal Approval Form](#)

Principals/heads of school must submit this form to approve a job share request.

For more information about job sharing, please see Superintendent's Circular HRS-HS02, or contact:

Owner:	Director of School-Based Staffing
Department:	Office of Human Resources
Mailing Address:	2300 Washington St., Roxbury MA, 02119
Phone:	617-635-9240
Email:	ohr@bostonpublicschools.org

ATTACHMENT 4:
STAFFING CALENDAR

December 2023

December 18 Deadline for teachers to submit Leave of Absence intent letters to OHC

January 2024

January 10 – February 4 Budget Collaborative and Probable Organization meetings

January 15 Deadline for:

Permanent teachers to request Personal Reasons, or Educational Leaves, to commence at the beginning of the next teacher work year

Permanent teachers on approved year-long leaves to return November letter indicating intent to return at the start of next teacher work year or request an extension

Teachers to submit Alternate Program Area requests to OHC

January 17 Deadline for teachers to submit application for Early Notification Incentive of Termination to receive \$1,500

Deadline for submission of Formative Assessments for all educators on 1-year plans

February 2024

February 1 (contractual deadlines)

Deadline for teachers or paraprofessionals to submit reassignment requests (Voluntary Excess)

Deadline to notify permanent teachers of excess in Level 4, Innovation and Pilot Schools (Involuntary Excess)

Deadline to notify paraprofessionals of excess in Level 5 Schools (Involuntary Excess)

February 11 Deadline for teachers or paraprofessionals to rescind reassignment requests (Voluntary Excess)

March 2024

Beginning

March 1 Teacher positions posted

March 18 OHC sends excess and layoff notices to paraprofessionals (tentative)

March 25 Deadline for job share applications

April 2024

April 1 - April 15 Paraprofessional transfer process (*tentative*)

April 15 (contractual deadline) Deadline to OHC to notify all Permanent teachers of excess
deadline to notify Provisional teachers of reasonable assurance

April 27 Excess notification to Guild members (*tentative*)

May 2024

May 6 Deadline for recommended paraprofessional transfer applicant decisions to TalentEd (*tentative*)

May 9 OHC sends assignment letters for paraprofessional transfers (*tentative*)

- Paraprofessional Excess Pool participant and position lists available
- May 15 (contractual deadline) All evaluations due for licensed educators on 1-year plans
- Guild Layoff notices issued
- May 19 Paraprofessional excess pool (*tentative*)

June 2024

- June 1 (contractual deadline) Deadline for OHC to notify Permanent teachers, BASAS, and managerial of layoff
- June 3 Deadline for principals to submit paraprofessional excess pool rankings to OHC
- June 6 OHC finalizes paraprofessional excess pool assignments (*tentative*)
- June 13 Guild Excess Pool (*tentative*)
- June 15 (contractual deadline) Deadline for OHC to notify Provisional teachers of non-renewal

July 2024

- July 1 Deadline for the approval of internal lateral transfers (hires).

August 2024

- August 15 OHC sends initial Suitable Professional Capacity assignment letters to Permanent teachers without positions (*tentative*)

***Please Note:** Dates not subject to contractual requirements may change.*