



## Superintendent's Circular

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### **SCHOOL SITE COUNCIL PERSONNEL SUBCOMMITTEE**

*This Circular will remain in effect unless rescinded or superseded by a subsequent version.*

Deepening partnerships with families is one of the key strategies for strengthening student learning and closing achievement gaps in the Boston Public Schools. Consistent with the principles of school-based management, the School Site Council engages parents and students in shared decision-making as a lever for school improvement. The intention of the Personnel Subcommittee is to actively involve members of the school community in the teacher hiring process, as these decisions will have a significant impact on instructional practice and the lives of students.

### **RESPONSIBILITIES OF THE PERSONNEL SUBCOMMITTEE**

The responsibilities of the Personnel Subcommittee of the School Site Council are to:

- Approve the hiring of new Boston Teachers Union (BTU) teachers' bargaining unit staff and in-transfer of BTU teachers' bargaining unit staff from other schools in the system and the choice of teachers from the excess pool.
- Approve the selection of lead teachers, new teacher developers, mentor teachers, and new athletic coaches.
- Determine the schedule and procedures for reviewing

candidates for positions.

The decisions of the Personnel Subcommittee are not subject to the approval of the School Site Council.

### **PERSONNEL SUB-COMMITTEE MEMBERSHIP**

1. The Personnel Subcommittee shall consist of two teachers, one parent, one student in high schools, and the principal/head of school or their designee.
2. BTU members on the School Site Council shall select the BTU representatives to serve on the Personnel Subcommittee.
3. The parent members of the School Site Council shall select the parent representative.
4. The student members of the School Site Council at high schools shall select the student representative.
5. The composition of the Personnel Subcommittee should reflect the racial and ethnic diversity of the school community to the extent possible.
6. Teacher, parent, and student representatives on the Personnel Subcommittee may designate temporary replacement representatives to the subcommittee for specific positions.

### **SCHOOL STAFFING**

The Personnel Subcommittee interviews and decides on the selection of permanent teachers who voluntarily apply for transfer into the school and the hiring of new teachers for vacancies, consistent with the terms of the current collective bargaining agreement between Boston Public Schools (BPS) and the BTU.

## **OPEN POSTING**

In accordance with circular HRS-HS-07, schools must adhere to the requirements to open post. Therefore, schools must ensure that the Personnel Subcommittee of the School Site Council is formed and ready to begin the hiring process by March 1.

Training related to personnel subcommittees is offered by the Office of Family and Community Advancement, the BTU, and the Office of Human Capital.

## **PERMANENT AND PROVISIONAL TEACHERS**

In addition to permanent teachers who apply for transfer, a Personnel Subcommittee may consider a provisional teacher with a letter of reasonable assurance for a position which appears on the transfer list and that the provisional currently holds within the school.

After interviewing candidates for a vacancy at a school that results from the transfer process, or if a vacancy at a school occurs after the completion of the regular transfer process, a school may choose to advertise or re-advertise the position.

## **TIME COMMITMENT**

The Personnel Subcommittee is a standing committee of the School Site Council for the duration of the school year. As such, the Personnel Subcommittee must be formed by **October 31** and should meet as vacancies occur. The Personnel Subcommittee is not required to meet between the end of one school year and the beginning of the succeeding school year. Before the summer recess, members of the Personnel Subcommittee should leave

contact information with the principal/head of school, who will contact members prior to the interviewing or hiring of any teacher applicants.

## **ALIGNMENT WITH EDUCATOR EVALUATION**

The Massachusetts School-Level Administrator Rubric includes Family and Community Engagement (Standard III) as one of four standards for effective principals/head of school practice.

Engaging parents and students in shared decision-making as members of the Personnel Subcommittee aligns with Standard III, Indicator A, *Family Engagement* of the rubric. Sharing evidence of effective implementation of the Personnel Subcommittee may be a valuable way for principals/heads of school to demonstrate proficient practice in Standard III.

## **ADDITIONAL INFORMATION AND SUPPORT**

For additional information on the role and purpose of the School Site Council, shared decision-making, and school-based management, please refer to circular FAM-01 *School Site Council* and the School Site Council Manual.

For additional information on school staffing and hiring, please refer to circular HRS-HS-07 *School Staffing, Reassignment, and Hiring*.

Engagement staff from the Office of Family and Community Advancement (OFCA) are available to provide support, coaching, and technical assistance related to shared decision-making and school-based management to all BPS schools.

Additionally, OFCA and the BTU collaborate to provide training for schools on all aspects of the School Site Council, including the Personnel Subcommittee.

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