

**Meeting Called to Order** at 5:31 P.M. by Chair Riley Holman.

Members attending: Riley Holman, Sarah Fay, Sarah Wadsack, Nicole Blanks and Chris Irwin; Superintendent Bill Crowson, and Secretary Christine Manley.

Also present: Employee Carrie Holman.

Board members reviewed and discussed current hiring practices and policies including:

- Overview of screening and interviewing applicants.
- How open positions are posted and how the District complies with union regulations. Positions must be posted for current (in-district) employees first, then posted for the public.
- Certified (teaching & administrative) candidates apply on line through TalentEd. Board members reviewed the extensive 21-page application.
- Certification is checked through Teachers Standards and Practices Commission (TSPC).
- TSPC conducts background criminal history search. Classified employees go through a fingerprint based State & FBI national background check.
- In depth discussion of interview questions and analysis of answers.
- How reference checks are conducted, contacts, and reviews.
- Looking at different software to speed reference checks and disclosure notices.

Requests to add to the hiring process included:

- Perform social media reviews.
- Continue 15 minute executive sessions prior to Board meetings to review new hires.

It was requested to add the Hiring Process Overview to the meeting agenda and minutes when posted on the District's website for public review.

A short recess was taken at 6:32 P.M.

The meeting returned to Open Session and moved immediately into executive session as per ORS 192.660(2)(i) to review and evaluate the performance of the chief executive officer at 6:36 P.M.

The meeting returned to open session at 7:59 P.M. and adjourned at that time.

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Riley Holman, Board Chair

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Christine Manley, Secretary

Monroe School District #1J  
Hiring Practices  
1/23/24

CERTIFIED PERSONNEL (Teachers, Administrators):

- Must be licensed through Teachers Standards & Practices Commission (TSPC) or eligible to be licensed
  - Conducts intensive fingerprint-based background checks
  - Reviews college transcripts
  - Reviews for on-going complaints, sanctions, revocations
- District Administrators review applications for certified position, choose top applicants to interview
- After interviewing, administrator(s) contact prior employers for employment based experience, background experience, etc.
- District sends Disclosure Notice to hired applicant's last 3 educational employers for verification to verify potential employee was NOT the subject of a substantiated report of child abuse or sexual conduct related to the applicant's employment.
- District sends former educational employers for work experience verification
- District verifies licensure through TSPC

CLASSIFIED PERSONNEL (Non-licensed through TSPC such as Cooks, Aides, Secretaries, Custodians)

- Age check: must be at least 21 years of age
- District Administrators review applications for certified position, choose top applicants to interview
- District contacts prior employers for employment based experience, background experience, etc.
- District sends Disclosure Notice to applicant's last 3 educational employers for verification to verify potential employee was NOT the subject of a substantiated report of child abuse or sexual conduct related to the applicant's employment.
- District conducts Fingerprint-based Criminal History Background Check

Board Policies:

BBA School Board Powers & Duties

CB Superintendent

CBA Qualifications & Duties of the Superintendent

GCDA-GDDA Criminal Records Checks & Fingerprinting

GCDA-GDDA-AR Criminal Records Checks, Fingerprinting

GCDA-GDDA-Form Notification, Criminal Records Checks & Fingerprinting