

ADDENDUMS

Addendum to 3.19 (A-1)

**MOUNTAIN HOME PUBLIC SCHOOLS
HIRING PROCEDURE FOR CERTIFIED PERSONNEL (A-1)**

1. Applications may be received by the Central Office at any time and are kept in a current file at Central Office for the calendar school year. When the new fiscal year begins, last year's applications are stored in a separate file. Applicants may request that their application remain in the current file as a new school year begins. Outdated files are kept for two years in the superintendent's office.
2. Applicants sending a resume' are encouraged to send any additional information that might give a better indication of the special skills that would qualify them for the position. A qualified applicant is one with the license to teach in the vacant position. Applications are available on the district web site and may be completed online and submitted electronically.
3. If an applicant applies in more than one certification or position area, the applicant's name is placed in each certification or position area file so that he/she will be considered in each area of vacancy. Areas are cross-referenced. The application itself is placed in one of the positions files – the one that is of major interest to the applicant or where the applicant is most qualified based upon the academic and/or certification credentials presented as part of the application.
4. When a certified position opens, the Assistant Superintendent- will post a notice of the opening through e-mail to district employees. After five business days, the notice of the opening will be posted on the district web site.* Certified employees may check their computers (if available) or contact Central Office regarding openings during the summer. Judgment should be used in determining the frequency of such checks.

An employee who wishes to be considered for a particular job opening should submit a written request (may be done through e-mail) for transfer and send it to the Assistant Superintendent or Superintendent. (Assistant Superintendent or Superintendent will notify the building principal and/or area supervisor.) (See Policy 3.19)

5. If a position is not filled from within by transfer the Assistant Superintendent will advertise such openings in one or more of the following locations: district web site, AAEA Job web site, local and/or state newspapers, professional publications, as well as with college and private placement offices on the school district mailing list.
6. The supervising administrator, with assistance from the Assistant Superintendent will select the most qualified pool of applicants for interviews with each

interview team member or the entire team. Administrators and other key staff (or Board) members may serve on the interview team.

7. Based on the application, documentation, interviews, demonstration teaching in some cases, and reference checks (made by principal, Central Office or the interview team members) the interview team will make recommendations to the Assistant Superintendent (ideally as a consensus) of up to three persons when the application pool permits. The supervising administrator conducting the interviews will send interviewed candidates name, address, and phone number to the Assistant Superintendent's office.

The Assistant Superintendent- will survey the applications of qualified applicants to make sure that superior candidates have not been overlooked prior to recommending top candidates to the superintendent. This allows a final check to be sure that all qualified applicants are reviewed fairly. The superintendent or his designee may conduct his own interviews so that he can make a recommendation to the school board. After the top candidate is selected for recommendation, the Employee Recommendation Form is filled out by the supervising administrator. Along with the Employee Recommendation Form, the supervising administrator will provide a written paragraph (biography) about the candidate to the assistant superintendent three days prior to the school board meeting. The Employee Recommendation Form and written paragraph (biography) are then sent to the superintendent for consideration. The assistant superintendent will let the top candidate know that he/she will be the recommendation to the superintendent and school board of education.

8. Central Office will document years of experience.
9. The Assistant Superintendent will notify by mail, any candidate interviewed for a position and not recommended to the School Board for hire. After the School Board approves the final candidate, the Superintendent, or his designee, will notify the newly hired candidate.

**It is not always possible to allow generous amounts of time for the publication of positions. Positions may have to be filled internally or from the applications file with only a brief period for publication of the opening. The period will be at least one calendar week.*

Original MH Addendum: 3-7-02
Date last revised: 4-21-11

MOUNTAIN HOME PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITY

Name of Organization: _____

Address: _____

Organization Representative: _____

Address: _____ Telephone: _____

Facility Requested: _____ Building: _____

Requested Date(s): _____ Hours: _____ m. to _____ m

PURPOSE FOR WHICH REQUESTED: _____

FEES: Based on two hour time period. (See back for fee schedule)

For Facility Rental: \$ _____

For Custodial Service _____ hours @ \$20.00/hour \$ _____

Other (supervision, tables, chairs, etc). \$ _____

Total \$ _____

Kitchen (not cafeteria) Use? Yes _____ No _____

If kitchen (not cafeteria) is to be used, prior approval from Food Service Director (425-1225) is required. **It is renter's responsibility to contact the Food Service Director for additional information.**

SIGNED _____ DATE _____
Organization Representative

APPROVED _____ DATE _____
Building Principal

APPROVED _____ DATE _____
Food Service Director

APPROVED _____ DATE _____
Director, Auxiliary Services

ADDITIONAL ADMINISTRATIVE PROCEDURES FOR USE OF SCHOOL FACILITIES

The following categories will be used to identify groups that will be charged fees for use of school facilities. Each principal will decide charges by placing organizations in one of the categories listed below:

1. SCHOOL SPONSORED ACTIVITIES-SCHOOL USE, OUR STUDENTS - No charge
2. A RECOGNIZED EDUCATIONAL ORGANIZATION CONSISTING OF OUR STUDENTS- TEACHERS - No charge
3. A NON-STUDENT ORGANIZATION WITH AN EDUCATIONAL PURPOSE - Minimum charge
4. ORGANIZATION OF OUR STUDENTS WITH A NON-EDUCATION PURPOSE - Minimum charge
5. NON-STUDENT ORGANIZATION WITH A NON-EDUCATION PURPOSE - Maximum charge

BUILDING	CAFETERIA		GYMNASIUM		CLASSROOM		CUSTODIAL/FOOD SERVICE FEE
	Max	Min	Max	Min	Max	Min	
Senior High New gymnasium	\$50	\$25	\$ 50 \$100	\$25 \$50	\$20	\$10	All Buildings: Custodian -\$20/hr Food Service - Fee is 1.5 times employees hourly wage times number of hours worked after hours.
Junior High	\$50	\$25	\$ 60	\$30	\$20	\$10	
Pinkston	\$50	\$25	\$ 40	\$20	\$20	\$10	
Guy Berry	\$40	\$25	\$ 30	\$15	\$20	\$10	
Nelson Wilks	\$40	\$25	\$ 40	\$20	\$20	\$10	

For guidelines and rental rates and fees for the auditorium, refer to James C. Dunbar Auditorium Guidelines and Policy. Copies are available in each building principal's office.

If a cafeteria or classroom is set up with tables and/or chairs by the Maintenance Department personnel, an additional fee is charged. The fee is \$30 for set up and removal of chairs and \$20 for set up and removal of tables.

Contracts should be signed and money collected in advance of usage of the facility. Checks should be made payable to Mountain Home Public Schools. Rental fee is based on a two hour period of time. Use of a longer period of time will be charged accordingly.

All requests for use of school facilities should be referred to the building principal. The principal in conjunction with the maintenance supervisor will be responsible for janitorial arrangements with his/her building custodians. The Food Service Director will be responsible for arranging for food service personnel. A custodian or other school employee must be present when a group is using one of the facilities.

OTHER CONDITIONS:

1. Non-school groups normally will not be allowed use of the kitchen unless approved by the Food Service Director. School groups may have limited access to the kitchen if a food service employee is present to supervise this activity. If kitchen appliances are used, a fee of \$30 will be charged in addition to the fee for food service personnel. A food service employee must be present if kitchen equipment is to be used.
2. The District food service department may provide banquets or special meals to any school group when possible for the least amount of money possible.
3. A principal will not serve as janitor and will not receive money for opening facilities or cleaning up.

Lease Agreement

This agreement made and entered into this _____ day of _____, 200__, by and between the Mountain Home School District for use of the Dr. James C. Dunbar Auditorium hereinafter called the Lessor, and _____, Hereinafter called Lessee,

The Lessor for the consideration, purposes and covenants hereinafter set out does hereby let, lease, and demise unto the Lessee on the _____ day of _____, 200__, the following Mountain Home School District Facility:

Dr. James C. Dunbar Auditorium

To have and to hold the same unto the Lessee for the period aforesaid upon the terms and conditions hereinafter expressed:

1. Lessee agrees to pay and Lessor agrees to accept as rent for said facility the amount of \$_____; being due not later than ten (10) working days before the rental date.
2. Lessee agrees to pay and Lessor agrees to accept a reasonable stage set-up and facility cleanup charge.
3. Lessee acknowledges receipt of a copy of the guidelines and policies adopted by the mountain Home Board of Education concerning the use of James C. Dunbar Auditorium, and agrees that said guidelines and policies are incorporated herein and made a part hereof as if set out word for word.
4. lessee shall take all reasonable steps to prevent any damage to the facility, and shall comply with all request of the Lessor for the use of said facility.
5. Lessee agrees to be responsible for any loss of personal property in the facility during the lease period.
6. Lessor shall not be responsible for any loss of personal property in the facility during the lease period.

The undersigned, _____, Hereby covenants and agrees to indemnify and hold harmless the Mountain Home School District, its Board of Directors and any and all employees, free from liability of whatever source arising out of or in any way related to the use of the above described school facility.

The Mountain Home Board of Education reserves the right to refuse to rent the facility to any group or individual if deemed in the best interest of the school and/or community. The Mountain Home Board of Education also retains the right to cancel any contract for non-compliance by written notice to the contractor.

Lessee:
SIGNED: _____
Date: _____

Lessor:
Mountain Home School District
By: _____
James C. Dunbar Auditorium Manager