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Superintendent

Trustees
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Campbell Union High School District

National Blue Ribbon School:

Westmont High School

California Distinguished Schools:

Branham High School

Del Mar High School

Leigh High School

Prospect High School

Westmont High School

California Model Continuation High School

Boynton High School

September 17, 2010

FILED

SEP 28 2010

DAVID H. YAMASAKI
Chief Executive Officer/Clerk
Superior Court of CA County of Santa Clara
BY D. ALDYCK

Honorable Jamie Jacobs-May
Presiding Judge
Santa Clara County Superior Court
191 N. First Street
San Jose, California 95113

Re: Civil Grand Jury Report, "Looking at Policies Our Schools Use to Find and Place Employees"

Honorable Judge Jacobs-May:

On behalf of the Campbell Union High School District, we have prepared the following in response to your letter on June 24, 2010.

CUHSD responds to the following 4 issues presented by the Grand Jury:

- 1) Are qualified job applicants aware of job openings within all school districts in Santa Clara County?

Yes, qualified applicants are made aware of all job openings within Campbell Union High School District. CUHSD is unable to comment on the hiring practices of the other districts in the County. Interested applicants can access other districts via EdJoin.

- 2) Are the Districts' job applicant vetting processes rigorous enough to ensure that the best possible candidates are hired?

Yes, CUHSD's vetting process is rigorous enough to ensure the best possible candidates are hired. EdJoin is utilized to screen for credential and NCLB status. All candidates are interviewed by a diverse and representative panel, who together make a recommendation for hire. References are checked on all recommended candidates. Those who pass the reference check stage are then interviewed a second time by the Assistant Superintendent of Human Resources. The Assistant Superintendent of Human Resources utilizes a formal checklist to confirm that all of these processes have been adhered to.

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Boynton High School M. Madalinski, Principal 626-3404	Branham High School T. Utic, Principal 626-3407	Camden Community Day School M. Madalinski, Principal 626-3409	Del Mar High School L. Seabury, Principal 626-3403	Leigh High School D. Hope, Principal 626-3405	Prospect High School D. Burbank, Principal 626-3408	Westmont High School M. Posey, Principal 626-3406
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AN EQUAL OPPORTUNITY EMPLOYER

- 3) Are there policies in place to ensure that hiring decisions are based on merit rather than on personal/familial relationships?

Practices are in place to ensure that hiring decisions are based on merit rather than on personal/familial relationships. The process described above helps to ensure this.

- 4) Are there policies in place that forbid the direct supervision of relatives or spouses?

Yes, we do have a board policy (BP 4112.8) which forbids the direct supervision of relatives or spouses.

Findings and Recommendations

(Asked to respond to 1, 2 ,3 ,5 & 7)

Finding 1

Per the Districts current CBA's, internal applicants are given priority over external applicants who may be better qualified for the job.

Recommendation 1

Each Board should revisit this subject in future CBA negotiations to ensure that competency is the determinant factor in the job candidate selection process.

Agree.

Finding 2

The PAUSD utilizes a process that requires teacher job applicants to teach demonstration lessons which are subsequently scored by a qualified review team. The scores are utilized as significant factors in hiring decisions.

Recommendation 2

All Districts should consider adopting interview practices like PAUSD which provide opportunities for applicants to demonstrate their teaching skills.

Disagree.

Many Districts, including CUHSD have an extensive screening and interview process that may or may not already include providing candidates with various opportunities to demonstrate skills.

Finding 3

Twenty-two of the 32 Districts have policies covering the hiring of employee and board member relatives.

Recommendation 3

All Boards should formulate and implement policies covering the hiring of relatives, including the disclosure of any familial relationships to the board, to avoid the appearance of bias or favoritism in the recruitment and job assignment processes.

Agree.

Finding 5

The following 18 districts allow the Superintendent to override the policy of not permitting relatives to be placed in direct reporting relationships to current employees, on a case by case basis.

Recommendation 5

Boards should adopt a policy of reviewing all Superintendents' decisions that override the policy that pertains to the placement of related employees in direct reporting positions.

Agree.

Finding 7

Only Los Gatos-Saratoga Joint Union and Palo Alto Unified Districts responded that they ask about familial relationships on their job applications.

Recommendation 7

All Boards should implement measures to identify familial relationships during the hiring process.

Agree.

Should you have any questions related to this matter please do not hesitate to contact me at (408) 371-0960.

Sincerely,



Diane Gordon
CUHSD Board President