

# MODESTO CITY SCHOOLS

## Administrative Regulation

AR 1224

### COMMUNITY RELATIONS/ALL PERSONNEL

#### Parent Participation and Personnel Matters/Head Start Employees

##### A. Purpose of Parent Participation in Personnel Matters

— Parents chosen to be on the Delegate Parent Policy Committee (DPPC) play a key role in the decision-making process. DPPC members identify job openings, review employment applications, recommend candidates for oral interview, serve on interview selection panels, and submit employment recommendations to the Assistant Superintendent, Personnel. All parent and DPPC representatives will be selected by either the DPPC Chairperson or its Personnel Committee Chairperson to serve on any personnel panels (for example, screening, interviews).

##### B. Functions of the Delegate Parent Policy Committee

— The DPPC considers and approves/disapproves all recommendations for employment and for termination of employment of Head Start employees prior to the final action of the Assistant Superintendent, Personnel, initiating the action, unless otherwise provided by this Regulation.

##### C. Procedure for Employment of Head Start Personnel

- 1. The Preformal Program Specialist will notify the DPPC of his/her intent to advertise a Head Start position.
- 2. The Preformal Program Specialist will constitute a committee to review the employment applications of individuals who are applying for Head Start positions with Modesto City Schools. The committee will, at a minimum, consist of the Preformal Program Specialist and/or site principal and two DPPC parents.

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- ~~3. The Preformal Program Specialist will constitute an interview selection panel to interview individuals who are applying for Head Start positions with Modesto City Schools. The interview selection panel will, at a minimum, be composed of a job-a like member, a minority member, a Modesto City Schools manager, and two members of the DPPC. A District Affirmative Action Advisory Committee member will serve on all management interview panels.~~
- ~~4. The interview selection panel will, at the conclusion of their activities, recommend one candidate to the Preformal Program Specialist for further consideration.~~
- ~~5. The Preformal Program Specialist will conduct an employment background check on the candidate recommended by the interview selection panel, and provided the background check is satisfactory, submit the name of the candidate for the position to the DPPC for its approval.~~
- ~~6. In the event that DPPC does not approve the candidate recommended for the position, the position will be readvertised and the entire process will be repeated unless there is a contrary result by grievance or court order.~~
- ~~7. The Preformal Program Specialist will submit the name of the individual approved by the DPPC to the Assistant Superintendent, Personnel for necessary action.~~
- ~~8. If no agreement on the candidate is reached, the job will be reopened to the public and the entire hiring procedure will be repeated until mutual agreement is reached.~~

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**COMMUNITY RELATIONS/ALL PERSONNEL****Parent Participation and Personnel Matters/Head Start Employees****D. Procedure for Termination of Employment of Head Start Personnel** (Excluding Layoff)

- ~~1. The Preformal Program Specialist shall prepare a recommendation for termination of employment of a Head Start employee, including the reasons therefor, and submit it to the DPPC for committee approval/ disapproval prior to Modesto City Schools initiating termination action against the employee. Written charges shall contain the specific acts and omissions to act on which the recommended termination action is based and any rule or regulations alleged to have been violated. A copy of the recommendation and charges shall be given to the employee and if requested by the employee, the exclusive bargaining representative.~~
- ~~2. The notification to the employee shall occur at least fifteen calendar days prior to meeting with the Committee. The employee (and if requested by a bargaining unit employee, his/her Association representative) shall have the right to meet with the Committee, respond to any questions, and present his/her views and statements concerning the charges and the proposed action prior to any approval/ disapproval action by the DPPC.~~
- ~~3. If the recommendation of termination of employment is approved by the DPPC and by the Assistant Superintendent, Personnel, Modesto City Schools shall notify the employee and his/her representative and shall take such action to formally initiate termination of employment as is required by law and applicable collective bargaining agreements, including any required written notices of action and required notices of appeal rights. If the recommended action is disapproved, the Preformal Program Specialist and DPPC shall engage in such consultations as are necessary in order to appropriately dispose of the recommendation. If an agreed upon resolution is not reached within ten calendar days, the matter shall be submitted to the Superintendent for resolution.~~

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- ~~4. Should the Superintendent deny the appeal, the DPPC Personnel Committee may request a hearing before an Impasse Committee. The Impasse Committee shall be composed of a representative of the DPPC, a member of the Board of Education, and an impartial person selected by the other two. Majority decision of this Committee is binding and final.~~

**E. Employee Grievances**

- ~~1. Head Start teacher grievances shall be processed in accordance with procedures contained in the collective bargaining agreement of Modesto City Schools and Modesto Teachers Association.~~
- ~~2. Classified employee grievances shall be processed in accordance with procedures contained in the collective bargaining agreement of Modesto City Schools and California School Employees Association.~~

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REVIEWED: July 22, 1991  
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