Adopted:

Revised:

# **OCEAN OF WISDOM (the “Charter School”)**

**POLICY No. \_\_\_**

**Fair and Open Hiring Practices**

**Whereas Ocean of Wisdom School**

A. Employs or contracts with a School Leader, Business Manager, and Special Education Director and oversees and evaluates the performance of these positions and if necessary, terminates the employment or contract.

B. Operates in accordance with applicable laws.

**Ocean of Wisdom Commits to the Following Fair and Open Hiring Practices**

Ocean of Wisdom School, when using federal funds to enter into a contract for employment or services, will comply with the procurement standards set forth in the U.S. Department of Education’s regulations which require federal grant recipients to develop written procurement procedures and to conduct all procurement transactions in a manner to provide, to the maximum extent possible, open and free competition.

No employee, officer, or agent of the charter school may participate in the selection, award, or administration of any contract supported by federal funds if a real or apparent conflict of interest exists.

Ocean of Wisdom School will comply with all required state and federal assurances and understands that continued funding is contingent upon evidence of compliance with project requirements and continued availability of federal funds.

Ocean of Wisdom School will comply with nondiscrimination statutes.

A. Civil Rights Act of 1964 and amendments thereto which prohibits discrimination on the basis of race, color, or national origin

B. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability

C. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs

D. Age Discrimination in Employment Act of 1975 and amendments.

E. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner’s issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.

Ocean of Wisdom School understands and commits to the following. No work should begin, and no pre-award costs would be covered under a Charter Schools Program (CSP) award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued, or other award documentation has been received, and the grantee is notified to begin work by the state’s program authorized representative or their designee.

If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state’s program authorized representative or designee.

Ocean of Wisdom School’s CSP Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

Ocean of Wisdom School must not contract with vendors who are suspended or debarred in MN: http://www.mmd.admin.state.mn.us/debarredreport.asp

Hiring School Leaders

Ocean of Wisdom School’s early success will depend upon the board’s capacity to hire the best possible candidates. Ocean of Wisdom Charter School will employ school leaders who understand the magnitude of the responsibility that they have in successfully starting, developing, and maintaining a high-quality charter school.

The school will use the following fair and open process to select a well-qualified school leadership team.

Ocean of Wisdom School has ensured that a selection process is fair and open by creating a structured interview process that reduces the likelihood of bias and increases objectivity.

Objective and consistent evaluation methods promote impartiality and neutrality. The best qualified candidates are recruited while implementing recruitment efforts to reach candidates who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age or disability. Ocean of Wisdom School will post the position openings on the school’s website which has served as the main source of reference and public notification source in addition to posting the position on the Minnesota School Jobs site, https://mnschooljobs.org/?ts=1745436381.

Ocean of Wisdom School will use the following Best Practices in Interviewing

• Use a diverse interview panel

• Train interviewers on inclusion, diversity, and bias

• Take and retain notes

• Maintain interview notes in a secure, centralized location

• Base interview questions on job analysis

• Ask effective, open-ended and behavioral, questions

• Ask each candidate the same interview questions

• Use a detailed rating scale

• Assess candidate responses objectively

All members of the school’s interview team will sign full disclosure agreements that assure full adherence to disclosure of, and avoiding any, conflicts of interest.

Ocean of Wisdom School will provide notification of the position openings as follows.

Notification of Fair and Open Hiring Process for School Leader

Ocean of Wisdom School is hiring a school leader. Candidates must hold a minimum of a four-year degree from an accredited institution or equivalent experience. Other qualifications for these positions shall include, as appropriate for the position of leader of Ocean of Wisdom School: instruction and assessment, curriculum design, human resource and personnel management, professional ethics, child development, financial management, legal and compliance management, special education oversight, contract management, effective communication, cultural competency, board and authorizer relationships, parent relationships, and community partnerships.

Please note the following requirements.

A person who does not hold a valid administrator's license may perform administrative, academic supervision, or instructional leadership duties. A person without a valid administrator's license serving as a charter school director or chief administrator must complete a minimum of 25 hours annually of competency-based training corresponding to the individual's annual professional development needs and plan approved by the charter school board of directors.

A person serving as a charter school director or chief administrator with a valid administrator's license must complete a minimum of ten hours of competency-based training during the first year of employment on the following: charter school law and requirements, board and management relationships, and charter contract and authorizer relationships.

No charter school administrator may serve as a paid administrator or consultant with another charter school without the knowledge and a two-thirds vote of approval of the boards of directors of the charter schools involved in such an arrangement. The boards of directors involved in such arrangements must send notice of this arrangement to authorizers upon approval by the boards.

No charter school administrator may serve on the board of directors of another charter school, except that an individual serving as an administrator serving more than one school as described above may serve on each board as an ex-officio member.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Ocean of Wisdom School will conduct criminal history background checks on individuals offered employment or service opportunities at the school.