

**BB** Blind Brook Public Schools  
*Schools of Excellence*

# Blind Brook Public Schools

## *Human Resources Committee*

Progress Report 2008-2009



# Human Resources Committee

- Marlene Adler
- Nancy Barr
- Matthew Beatty
- Trudi Davis
- Steve Kaplan
- Max Linder
- Leslie Melvin
- Leslie Mook
- Jennifer Shallo
- Tarra Strauss
- Michele Sugantino
- Tammy Vavolizza
- Jane Wermuth

# Development of Recruitment Protocols

- Hiring Protocol for Principal
  - Completed
- Hiring Protocol for Assistant Principal
  - Completed Draft
- Hiring Protocol for Teachers
  - Completed Draft

# The Bruno M. Ponterio Ridge Street School Principal Search

- The Human Resources Committee Created and Successfully Implemented a Hiring Protocol for the New Principal of the Bruno M. Ponterio Ridge Street School
- Target Dates Were Set and Met
- Participants in the Process Report Favorable Experience
- A New Principal Was Recommended for Appointment on Monday, April 13, 2009

# Teacher Hiring Protocols

- The Human Resources Committee Has Developed a Protocol for the Hiring of Faculty in the District
- This Protocol Has the Support of the Faculty and the District Administration
- It is Being Presented to the Board of Education for Review
- It Will Be Evaluated and Amended as Required

# Protocols for Other District Administration

- A Draft of a Protocol for Hiring Assistant Principals is In Process of Being Finalized
- The District Administration Will be Canvassed for Input
- It Will Be Presented to the Board of Education for Review

# Plans for the Future

- Protocols for Other District Administrators
- The Human Resources Committee Plans to Develop Protocols for All District:
  - Administrators
  - Teacher Aides
  - Teacher Assistants
  - Clerical Staff
  - Custodial and Other Staff

# The Human Resources Manual

- The Human Resources Committee is Committed to the Development of a Human Resources Manual Which Will Include:
  - All District Hiring Protocols
  - Sample Interview Questions
  - Writing Sample Tasks

# Ongoing Evaluation

- The Human Resources Committee Elicits Feedback From All Participants on Hiring Committees
- Feedback is Reviewed
- Adjustments to Protocols are Made as Necessary

# The Human Resources Committee

Wishes to Formally Acknowledge the Support  
of:

- The Blind Brook Board of Education
- Mr. William Stark
- The Association of Blind Brook District Administrators
- The Blind Brook Federation of Teachers
- The Bruno M. Ponterio Ridge Street School Search Committee

- The Entire Blind Brook Community

