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BURLINGTON SCHOOL DISTRICT PROCEDURE

PROCEDURE CODE PG2.2PFLHP: FINANCIAL AND LICENSURE HIRING PARAMETERS

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Summary

To ensure fiscal responsibility, licensure compliance, and consistency in hiring practices, BSD has created parameters regarding compensation and licensure requirements. These parameters will remain in effect until updated or sunsetted; they were last updated in March, 2026.

Salary Cap for New Hires

1. For the 2026–2027 hiring cycle (and until updated or repealed), a salary cap of $83,781 will be in place.
2. This cap aligns with MA30/BA66 Step 1 on the negotiated salary scale.
3. No candidate may be placed above this threshold without prior written approval from the Superintendent.
    a. Requests for exceptions must be submitted by the hiring supervisor with Human Resources copied to ensure documentation of the request and response.
4. During screening, interviewing, and reference checks, principals and Search Advisory Teams must assess candidates with full awareness of this cap to avoid late-stage compensation conflicts.
5. Salary placement is determined exclusively by Human Resources based on the negotiated salary grid.
6. Supervisors and Search Advisory Teams should not discuss salary placement with candidates.
7. Expectation: Search Advisory Teams must evaluate both qualifications and financial feasibility at the same time.

Screening Expectations

Given the salary cap and broader fiscal constraints:

1. Hiring teams must be strategic when reviewing candidate pools.
2. Finalists should be viable within the compensation structure.
3. If a candidate's experience may place them near or beyond the salary cap, supervisors must consult HR before advancing the candidate further in the hiring process.
    a. HR will provide a candidate application tracker for all Principals to use for individual jobs and applicants.
        i. Administrative Staff review applications for Principals and track applicants.
4. Early communication with HR helps prevent situations where a preferred candidate cannot be hired due to compensation limitations.

Limiting Provisional and Emergency Licensure

The District is working to reduce reliance on provisional and emergency licensure whenever possible. Vermont issues provisional and emergency licenses as temporary two-year solutions intended for districts experiencing severe staffing shortages; however, these pathways are not intended to serve as long-term staffing strategies.

Before considering a provisional or emergency candidate:

1. All fully licensed applicants must be reviewed and screened first.
2. Documentation of the licensed applicant review process must be maintained.

Expectation: Provisional or emergency licensure should only be pursued when no qualified, fully licensed candidates are available.

Out-of-State Licensure and Reciprocity

Vermont now accepts licensure reciprocity from all states, and candidates holding valid out-of-state licenses may be considered.

1. *If obtaining Vermont licensure is a condition of employment, principals should inform candidates early in the hiring process.*
2. All candidates must apply for and receive Vermont licensure reciprocity prior to their start date.
    - Employment cannot begin under the assumption that reciprocity will be approved.
3. Human Resources will support candidates through the reciprocity process. However, the final responsibility for licensure approval rests with the applicant.

Required Hiring Order

To ensure consistency and compliance, the following screening order must be followed:

1. Screen fully licensed Vermont candidates.
2. Screen licensed out-of-state candidates eligible for reciprocity.
3. Screen for members of the Global Majority who are licensed in the state or in states with reciprocity.
4. Confirm salary alignment within the established cap.
5. Only if no viable licensed candidates are available should HR be consulted regarding provisional or emergency licensure options.

Clerical Information

BSD Version:	*PG2.2PFLHP: Financial and Licensure Hiring Parameters*
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