**SCHOOL: BOYD COUNTY MIDDLE SCHOOL**

**POLICY**: Consultation [KRS 160.345(2)(1)11]

**PURPOSE**: The Consultation Policy of Boyd County Middle School ensures that the selection of instructional staff are highly effective, qualified and meet the needs of the student population.

**PROCEDURES**:

Consultation shall be defined as a time to seek advice and information.

Vacancy shall be defined as:

1. A position that did not previously exist but which can now be funded;

2. A position previously held by an employee who has retired or resigned; or

3. A position held by an employee who has indicated in writing that they will retire or resign at the conclusion of the current school year.

4. A position due to a nonrenewal.

Notification of Vacancy:  
The school council shall be consulted by the principal when vacancies occur at the school. When an instructional staff vacancy has been posted the principal shall include "consultation with the school council for the (position title) vacancy" on the agenda of the next regular or special meeting of the council.

Timeline:  
The principal and school council shall meet the following timeline for filling vacancies:

Once a vacancy is determined, an ad hoc interview committee may meet to develop a set of criteria for strong candidates and a list of interview questions to be asked of each applicant.

The principal shall review applicationsand contact the candidates and schedule the interviews. All candidates interviewed will be asked the developed questions in the same order. The principal shall follow up with reference checks, as needed. The school council may allow team or content teachers to be present for interviews, if requested. The school council shall consider the ad hoc committee and principal recommendations and provide its thoughts on the candidates to the principal on who to select to fill the vacancy. This consultation will occur in closed session.

The principal shall make a selection of a qualified applicant to fill the vacancy and shall  
report this selection to the superintendent who will complete the hiring process.  
The principal will inform the school council as to the candidate they selected.

If a quorum of the members of the school council is not available for the purpose of conducting consultation in the filling of a vacancy, the principal shall conduct consultation with the council members, one parent and one teacher, who can attend either in person or virtually.  
The timeline may also be amended with school council approval in order to fill a vacancy during times where continuation of instructional services may be affected and a waiver of the 30-day posting may be requested from the Kentucky Department of Education.

School councils are consulted concerning teacher vacancies. The principal selects the candidate to fill the teacher vacancy and the local central office completes the hiring process, which includes all background checks, certification verification and the issuing of contracts.

**Evaluation:**  
The school council shall annually review the policy and timeline and make revisions as  
necessary to ensure high qualified and highly effective teachers are recruited and retained at the school.

Date of First Reading: 6/7/17

Date of Second Reading: 8/8/17

Date Adopted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Reviewed or Revised: 3/14/18 Council Chairperson’s Initials KF

Date Reviewed or Revised: \_\_\_\_\_\_\_\_\_\_\_ Council Chairperson’s Initials \_\_\_\_\_