Policy #3

First Reading: 8-5-08
Second Reading: 8-11-08
Revision First Reading: 10-12-11
Revision Second Reading: 11-9-11
Revision First Reading: 10-15-14
Revision Second Reading: 11-19-14

Clark-Moores Middle School
School-Based Decision Making Council
Consultation Policy

The school council shall be consulted by the Principal on all certified and classified vacancies that occur at the school. When a vacancy at the school has been posted, the principal shall include "consultation with the school council for the (position title) vacancy on the agenda of a regular or special meeting of the council or may consult via email or phone and document the dates of communication. For the purpose of this policy, "teacher vacancy" means a position that did not previously exist but which can now be funded, a position held by an employee who has now left the school, or a position held by an employee who has made a written statement that he or she will leave the school.

The Principal shall:

Convene an ad hoc committee, for the purpose of selecting a candidate for a known or existing vacancy.

The committee shall include the principal and/or designee, at least one parent, one teacher from the content area containing the vacancy, and one teacher from the grade level containing the vacancy. In cases in which the above personnel may be unavailable, the Principal has discretion to alter composition of the committee to best serve the interests of the school.

Provide the Committee with names of candidates from the qualified applicant list supplied by the Superintendent.

Provide applications and/or resumes to the Committee upon request.

Conduct reference checks at the request of the Committee.

Present the report of the Ad Hoc Committee to the Council, along with his/her own recommendation if it is different.

The Ad Hoc Committee shall:

Screen applications and resumes and schedule/conduct interviews

Provide a report to the Principal outlining their 1st, 2nd, and 3rd choices of candidates to fill the vacancy.

The Council shall:

Go into closed session to hear the committee report

Offer advice

Allow general discussion about the applicants

Provide any input asked for by the principal

NOTE: If a quorum of the members of the Council is not available to attend a meeting for the purpose of conducting consultation in the filling of a vacancy, the Principal shall call a special meeting and conduct consultation with the council members who can attend.

Selection by the Principal

After consulting with the Council, the principal shall select the person he/she believes will contribute most to the success of the school's students and notify the superintendent or his/her designee of his/her choice. The superintendent shall complete the hiring process.