



CONSULTATION POLICY-FIRST READING

INTERVIEW COMMITTEE

For each vacancy that occurs at our school (*except principal), the principal shall develop a set of selection criteria and appoint an ad hoc committee. The principal will decide which of the two types of committees in the chart below is best suited for the particular vacancy situation. Regardless of the type of interview committee used, ***consultation with the council must take place during a regular or special called meeting.***

COUNCIL as the Interview Committee	APPOINTED Interview Committee
<ul style="list-style-type: none"> • Council members plus at least one staff member who will work directly with the person to be hired (if not already on the council) will form the Interview Committee. • The principal may add other staff to the Interview Committee who can contribute to the interviewing process. • All interviews will take place in a regular or special called council meeting. • <i>Consultation</i> will take place after the last interview for the vacant position. 	<ul style="list-style-type: none"> • The principal will appoint an Interview Committee. The Interview Committee will include at least one staff member who will work directly with the person to be hired. • All interviews will take place in a special called committee meeting. • Consultation with the <u>council</u> will take place after the Interview Committee has finished the last interview for the vacant position. <i>This consultation with the <u>council</u> must take place during a regular or special called council meeting.</i>

Classified

In the case of classified positions, The principal shall complete all interviews and selection of classified employees. The principal may form ad hoc committees to assist with the selection of classified employees.

In the case of head coaching positions, the committee may be expanded to include non-vested parents and community representatives at principal's discretion.

* See the Principal Selection — Consultation Policy for procedures for this vacancy.

TIMELINE, APPLICATIONS/REFERENCES, and CRITERIA/INTERVIEW QUESTIONS

The principal will:

1. Chair the Interview Committee and ensure that the Open Meetings Law is followed during all procedures for filling vacancies.
2. **Establish a timeline for filling each vacancy.**
3. **Review and screen all applications and references**
4. Decide on **applicants to interview** and **check references.**
5. Arrange all **interviews** including calling special meetings, if needed.
6. Provide standardized interview questions to the committee.

The Interview Committee will:

1. Develop a set of criteria for a strong candidate. These criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.
2. Use the criteria they have developed to assess the candidate.
3. Determine if information in the written application or résumé points to any specialized questions that should be asked of a particular applicant and develop those questions if they are necessary to be asked in addition to the interview questions.

INTERVIEWS

The following procedures will be followed during scheduled closed session interviews:

1. All the standardized questions will be asked of each candidate in the same order.
2. Following the standardized questions, specialized questions (if any) and follow-up questions (if any) will be asked.
3. Following each interview, committee members will discuss how well each candidate meets the criteria and any other input requested by the principal, which may include a prioritized list.

CONSULTATION WITH THE COUNCIL

After interviews are complete, in a closed session, the council will meet to discuss the findings (of the council interview committee or appointed interview committee) and offer comments on the contributions each applicant could make and provide any additional input requested by the principal.

If a quorum of the council fails to attend this meeting, the principal may either call another meeting or declare an emergency and conduct the required consultation with the council members present so the hiring process can continue.

SELECTION OF THE PERSON TO BE HIRED

After considering the input from all the closed session meetings, **the principal will make the final selection** of the person he or she believes will contribute most to the success of the school's students and notify the superintendent and council of his or her choice. **The decision made by the principal is binding on the superintendent, who will complete the hiring process.**

POLICY EVALUATION

We will evaluate this policy through our annual policy review process.

Date(s) Adopted, Reviewed, or Revised:

10/12/2022
11/16/2022

SBDM Consultation Policy language pertaining to Principal Selection, per SB 1

Principal Selection Procedures

The Superintendent shall fill the vacancy after consultation with the council.¹

Prior to consultation with the school council, each member shall sign a nondisclosure agreement forbidding the disclosure of information shared and discussions held during consultation.

A person who believes a violation of the nondisclosure agreement occurred may file a written complaint with the Kentucky Board of Education (KBE). A council member found to have violated the nondisclosure agreement may be subject to removal from the council by the KBE.

A vacancy is created in the position of Principal by the resignation, removal, transfer, retirement or death of the current Principal.

Following the Superintendent declaring a vacancy, the Superintendent will select the principal after completion of the following actions:

- Development of the principal selection timeline;
- Selection of a designee to complete the following actions:
 - Serve as chair of all committees/panels in the principal selection process;
 - Administer an online survey for stakeholder feedback to inform the selection criteria;
 - Host a SBDM council meeting to consult with the SBDM council to include:
 - sharing the principal selection timeline,
 - soliciting feedback for the principal selection criteria,
 - soliciting other feedback from the council and recruiting SBDM members for participation in the selection process;
 - Select principal selection panel to complete the following (the panel should include at least one [1] SBDM member):
 - Develop principal selection criteria;
 - Review all applications;
 - Conduct reference checks;
 - Select applicants for first round interviews; and
 - Conduct interviews and send a maximum of three (3) applicants to the Superintendent for consideration.
- The Superintendent will host a SBDM council meeting to share the principal selection with the SBDM council.
- Notwithstanding the above, the selection of a Principal shall be subject to final approval of the Superintendent. If the Superintendent does not approve the Principal selected by the Council, then the Superintendent may select the Principal.

Nothing in this Policy negates, supersedes, or waives the Superintendent's authority to appoint an Interim Principal where an unexpected or unforeseen vacancy in the office of Principal arises, and there is a period of time between the effective date of the final date of service of the previous Principal and a new SBDM selection process: if the vacancy in the Principal's position arises due to death, resignation, disqualification under the Kentucky Revised Statutes, demotion, termination, or abandonment of the Principal of his/her contract, or the vacancy is due to a temporary disability or incapacity of the Principal. The Interim Principal shall serve for the remainder of time left in the previous Principal's contract. The SBDM Council selection process for the new Principal shall occur sometime during the previous Principal's contract period, but no later than the end of the current school year in which the Interim Principal has been appointed. The SBDM Council and Superintendent shall work cooperatively to initiate a new selection process in a manner and time in the school year that is least disruptive to the education process of the school. Nothing herein disqualifies the Interim Principal from being considered in the selection process.

References:

¹KRS 160.345