

**MENIFEE CENTRAL  
PRINCIPAL SELECTION POLICY**

**PREPARATION**

---

When the council learns that the school needs to hire a principal, they will:

1. Meet with the superintendent, or designee, (who will replace the principal as chair of the council) and review the Best Practices for Principal Selection document available on the Kentucky Association of School Councils website.
2. Select a trainer of their choice to deliver training in recruitment and interviewing techniques. The council \*Vice-Chair (or designee) will arrange for this training on a date agreed upon by the council and call a special meeting of the council for this purpose with "Principal Selection Training" as the agenda.
3. Distribute copies of this policy to all members before the scheduled training and send a copy to the trainer who will be providing the selection training,

\*The council may want to elect a Vice-Chairperson (if none exists) to act as a liaison and contact person with the Chair (superintendent) during this process.

**SELECTION PROCESS:**

The council and/or the Superintendent will:

**PRINCIPAL SELECTION**

If the superintendent selects the candidate to fill a principal vacancy and the principal selection training is no longer required for SBDM council members. Before the superintendent extends an offer to a candidate, he or she must consult with the SBDM council.

The exception to this is those SBDM councils that are in a county with a consolidated local government. Those councils will continue to receive principal selection training, review applications and interview candidates for the principal vacancy. The council will select a candidate by majority vote and the selection is subject to approval by the superintendent. If the superintendent does not approve of the principal candidate, he or she can select the principal.

When a vacancy exists in the position of school Principal, the outgoing Principal shall

not serve on the council during the Principal selection process.

The Superintendent/designee shall serve as the Chair of the council for the purpose of the hiring process and shall have voting rights during the selection process. The council shall have access to the applications of all persons certified for the position. The Principal shall be elected on a majority vote of the membership of the council.

Prior to consultation with the Superintendent each member will sign a nondisclosure agreement forbidding the disclosure of information shared and discussions held during consultation. A school council member found to have violated the nondisclosure agreement may be subject to removal from the school council by the Kentucky Board of Education.

No Principal who has been previously removed from a position in the District for cause may be considered for appointment as Principal.

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

The council shall undergo training, with a trainer of its choice, in recruitment and interviewing techniques prior to carrying out the process of selecting a new Principal. The Board encourages the council to follow one (1) or more of the following practices when arranging for this training :

1. Selection of a trainer approved by the Kentucky Association of School Councils (KASC):
2. Selection of a trainer certified by the Kentucky Department of Education (KDE); and/or
3. Requiring the trainer selected to emphasize recruiting and interviewing techniques that reflect model standards developed by KASC.

### **ALTERNATIVE PRINCIPAL SELECTION PROCESS**

The following Principal selection process may be used by the school council:

Prior to a meeting called to select a Principal, all school council members shall receive informational materials regarding Kentucky Open Records and Open Meetings laws and sign a nondisclosure agreement forbidding the sharing of information shared and discussions held in the closed session;

1. The Superintendent shall convene the school council and move into closed session as provided in KRS 61.810(1)(f) to confidentially recommend a candidate

2. The council shall have the option to interview the recommended candidate while in closed session; and
3. After any discussion, at the conclusion of the closed session, the council Shall decide, in a public meeting by majority vote of the membership of the council, whether to accept or reject the recommended Principal candidate.

If the recommended candidate is selected, and the recommended candidate accepts the offer, the name of the candidate shall be made public during the next meeting in open session.

If the recommended candidate is not accepted by the school council under the Alternative Principal Selection Process, then the Principal Selection process above applies.

## **ADMINISTRATION**

### **ALTERNATIVE PRINCIPAL SELECTION PROCESS (CONTINUED)**

If the recommended candidate is not accepted by the school council, the confidentially recommended candidate's name and the discussions of the closed session shall remain confidential under KRS 61.810(1)(f), and any documents used or generated during the closed meeting shall not be subject to an open records request provided in KRS 61.878(1)(i) and (j).

A school council member who is found to have disclosed confidential information regarding the proceeding of the closed session shall be subject to removal from the school council by the Kentucky Board of Education.

Discretionary authority exercised by a school council pursuant to the statutory alternative Principal selection process shall not violate provisions of any employer-employee bargained contract existing between the District and its employees.

## **OTHER VACANCIES**

When the position to be filled in the school is other than that of Principal, the Principal, after consulting with the council in accordance with procedures established by the council, shall fill the position from a list of qualified applicants provided by the Superintendent. The Superintendent shall provide names of all additional applicants to the Principal upon request when qualified applicants are available.

The Superintendent may forward to the council names of qualified applicants who have certification pending from the Education Professional Standards Board pursuant to state law. Applicants subsequently employed shall provide evidence they are certified prior to assuming the duties of their position.

If the applicant is the spouse of the Superintendent and meets the requirements of KRS 160.380, he or she shall only be employed upon the recommendation of the Principal and the approval of a majority vote of the school council.

**REFERENCES:**

KRS 160.345 KRS 61.810; KRS 61.878

KRS 160,380

OAG 91149; OAG:92-131; OAG 92-78 OAG 95-10. OAG 96-38

**SELECTION OF THE NEW PRINCIPAL**

After all information is gathered, the council will:

1. Meet in open session to vote for the final selection of a new principal.
2. Ask the superintendent to complete the hiring process.

**POLICY EVALUATION**

We will evaluate the effectiveness of this policy through our school improvement planning process.

---


Reviewed and Adopted: September 1st, 2022


Reviewed : May 10th 2022


Reviewed: August 16th 2022


Reviewed and Revised: May 11, 2023

Reviewed : February 8th, 2024

  
Kelli Abney, Principal

  
Kristina Castle, Teacher

  
Jennifer Brown, Teacher

  
Kelsey Becraft, Teacher

---

Samantha Trimble, Parent

---

David Sexton, Parent