



Policy Title:	Consultation Policy
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District	Kenton	Policy Number:	2.1
School	James A. Caywood	Date Revised:	10/26/2022
Policy Type:	School Operational Policy	Date Approved:	
Approved By:	Kim Mott	Next Review:	
Related Policy:	Kenton County Board of Education Policy 02.421 and 02.4244		

Revision History

Revision Number:	Change:	Date:
1	Initial version	10-24-2012
2	Revised	9-9-2013
3	Revision specifying principal vs general staffing procedure	10-26-2022

A. Policy Statement

Caywood Elementary school does not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.

For each vacancy at Caywood Elementary school other than Principal position:

- The principal will screen the applications, check references, and will establish a timeline for the interviews. There are two types of interviewing committees. The principal will decide which type of committee is best suited for the situation.

Types of Committees:

Council as Interviewing Committee	Appointed Interviewing Committee
• Council members will be the interviewing committee and this will occur in a Council Meeting (Special or Regular)	• The Principal will appoint an interviewing committee
• The Principal may add teachers and or staff to the interviewing committee who can contribute to the interviewing process	• Consultation will take place at a Council Meeting (Special or Regular)
• Consultation will take place after the last interview for a vacant position	

B. Policy Process

- The interview committee meeting or the consultation meeting, if not part of the regular meeting, will be considered special meetings and all rules concerning special meetings will be followed.
- After all interviews are complete, the council and added teachers/staff will meet in closed session to discuss how well each applicant meets the criteria, to provide input to the principal on the contributions each candidate could make, and to provide any additional input as requested by the principal.
- After considering the input from the closed session meetings, the principal will make the final selection of the person they believe will contribute the most to the success of the school and notify the superintendent of their choice. The decision made by the principal is binding on the superintendent, who will complete the hiring process.

C. Special Circumstances

- If a quorum of the council fails to attend the meetings related to interviewing/consultation:
 1. The principal will declare an emergency
 2. The council will continue with the interviewing process
 3. The principal will consult with the council members present, so the hiring process can continue

D. Principal Process

For Principal position consultation with Superintendent/designee:

- Council members will follow all law and district policy/procedures related to Principal hiring, including but not limited to, Board Policy 02.421 and 02.4244 (Which includes meetings, timelines, interviews, review of written applications, and review of references). Each member shall sign a Nondisclosure Agreement forbidding the disclosure of information shared and discussions held during consultation.
- If a quorum of the council fails to attend the meetings related to consultation for Principal selection:
 - o The Superintendent/designee will declare an emergency
 - o The Superintendent/designee will consult with the council members present, so the hiring process can continue.