

PRINCIPAL SELECTION POLICY



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 selection panel, 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

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: _____

Date Reviewed or Revised: 6/14/2012 Special Meeting Council Chairperson's Initials _____

Date Reviewed or Revised: 3/15/2023 Council Chairperson's Initials _____

Date Reviewed or Revised: 3/20/2024 Council Chairperson's Initials _____

Date Reviewed or Revised: 3/19/2025 Council Chairperson's Initials DWW